



CALL TO ORDER: Nick Jakel, ASI Board Chair, called the meeting to order at 1:15 p.m.

ROLL CALL Members Present: Borjas, Chicas, Gelrud, Hidalgo, Hunt, Jakel, Jimenez Perez, Julian, Nguyen, O’Toole, Rodriguez, Sheppard, Sheriff, Snyder, Torres, Vasquez

Members Absent: Sherman* (E), Stambough* (E)

Officers Present: Ansari, Collins, Edwards, Gwaltney, La

Officers Absent: Dadabhoy, Moubayed

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the by-laws, a member of the board who does not remain until the scheduled ending for the meeting (3:45 p.m.) is considered not to be in attendance.]

**Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the by-laws, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

Jakel made a motion to excuse the following members who are arriving late or leaving the meeting early due to class and/or university business, Nguyen, Snyder, Sheriff, Sherman, Gwaltney, and Stambough. Vasquez seconded the motion. There were no objections.

APPROVAL OF AGENDA (Julian-m/Borjas-s) The agenda was approved as presented. There were no objections.

Jakel made a motion to strike the Presidential Appointees Commission Leader and shared that the position will be filled on June 1st, and the 1:45pm Time Certain will be presented during Item 8.a ASI 990 Tax Form. There were no objections.

APPROVAL OF MINUTES The minutes from the 4/26/2018 meeting of the Elections Judicial Council were approved as presented. (Vasquez-m/Julian-s). There were no objections.

The minutes from the 5/1/2018 ASI Board of Directors meeting were approved as presented (Julian-m/Borjas-s). There were no objections.

PUBLIC SPEAKERS
Liz Sanchez

Sanchez read a personal letter to the Board and staff regarding their road to becoming a student leader and activist, the highs and the lows, all of which have played an integral part in shaping them into the strong advocate that they are today and that they are becoming. They also shared information from the most recent CSSA meeting, the CSSA leadership election challenges and the focus of bringing social justice to CSSA and the CSU as a whole. Sanchez shared comments regarding improving communications throughout the system. Sanchez ended their speech with an encouragement to all student leaders to always strive to become better student

activists, and to use their time in leadership effectively. They mentioned the excitement of looking back over the years of student leadership and all of the action that has had such an impact on their time as a Titan. They further shared that as their time comes to a close, it is not the end. They started something alongside an amazing group of student leaders and with ASI they will further the student movement rooted in diversity and inclusion through the lens of the civil rights movement. Sanchez shared the hope of one day reading Collins' memoirs around her time at CSUF and shared there will be thoughts regarding the moments of brilliance, emotional, ridiculous, confused and angry. Through it all the memoirs will end with and on this day the students unionized, made education free and accessible, protected one another, and made a dream into a reality, I am proud of all the CSUF Titans. Sanchez shared that no matter what, we are pioneers of change, and they look forward to what the future holds at CSUF.

Borjas thanked Sanchez for sharing.

Jakel thanked Dr. Stambough and Dean Hunt for the pizza and snacks.

EXEC SENATE REPORT

Executive Senate Reports were submitted in writing. A copy of the reports for the following organizations are an attachment to the minutes:

ESC

NPHC – No report submitted

TIME CERTAIN

Drew Wiley, Leader and Program Development Director shared an update regarding Camp Titan. He shared an overview of the program stating that Camp Titan is the official philanthropy for ASI. It is a program where kids from low income or underprivileged communities are taken to a week-long summer camp.

Wiley shared an overview of the financial support that comes from various campus community areas such as ASI Budget Allocation, and also largely from the Fraternity/Sorority life community on campus. He shared that over the past decades these groups have donated hundreds of thousands of dollars to Camp Titan, as well as supported the program with a great amount of volunteerism. He recognized one of the co-chairs, Shawn Stockbauer from the Greek Week philanthropic event which raised over \$10,000 for Camp Titan.

Wiley invited Stockbauer to speak to the Board. Stockbauer shared an overview of the development of the Greek Week event, stating that the goal was to bring the Greek community together for a worthy cause. He shared that the future of the Greek community working together looks bright especially in collaborating on events such as Greek Week and working toward supporting worthy causes like Camp Titan.

Wiley recognized all Greek community participants for their support this year and in the past.

Wiley provided an update for the Camp Titan summer event:

- 150 camper applications received.
- Completed the counselor training program.
- Excited for the upcoming event which will be held June 10th through June 16th.

La shared positive comments about the event and hopes to see these efforts continue.

UNFINISHED BUSINESS

None

NEW BUSINESS

Action: ASI 990 Tax Form

BOD 072 17/18 (Finance) A motion was brought to the Board from the Finance Committee to consider approving the corporation's 990 tax form.

Jakel introduced Patrick Guzman, Guzman & Gray Audit Firm to review the 990 Tax Form and to provide an overview of the approval process for the Board.

Guzman shared that the firm met with the Finance Committee to review the form. He shared the form is for the IRS regarding assets and liabilities. In addition to the 990 there are forms for the state of California and several other required forms. He updated the Board on unrelated business income reporting requirements. He provided an update on the Integrity Act of CA and Tax Return Review requirements. Guzman shared that once the BOD approves the tax form it will be submitted to the IRS.

Jakel opened the floor to questions from the Board. There were no questions.

Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving to a roll call vote. There were no objections.

BOD 072 17/18 (Finance) MSC: 17-0-0 The motion passed.

Nguyen entered at 1:40pm.

Discussion: Academic Senate Legislation

Dr. Stephen Stambough provided an overview of existing Academic Senate legislation regarding University Policy Statement 100.003 which reads that the ASI Board of Directors may develop and formulate University policy. The legislation is up for review and possible rescission. Dr. Stambough shared that this policy has not been utilized in the recent past and asked the Board for feedback in regards to how it might be applicable to current or future use by the board.

Dr. Stambough shared that the UPS will be up for discussion at the Academic Senate on Thursday. He asked the BOD for input/feedback in regards to the policy. Dr. Stambough shared the various vehicles where ASI and the Senate can work together or bring items for consideration to the table.

Discussion:

- Rodriguez, shared on Thursday AS meeting, what is the goal of the discussion. Stambough to rescind document.
- Ansari, agree with thoughts that AS does not have any say over ASI.
- Gwaltney agreed. ASI has student leaders participating in Academic Senate, however felt that it is not prudent that Academic Senate would have veto power over ASI policy.

- Rodriguez, potential consideration in the future develop collaborative efforts between AS and ASI.

Action: ASI Elections Leaders 2018-2019

BOD 073 17/18 (Julian-m/Snyder-s) A motion was made and seconded to appoint the recommended applicants as ASI Elections Coordinators effective June 31, 2018 through May 31, 2019.

Jakel yielded to 2018-19 ASI Elections Director, MacKenzie Sheppard to review the interview and selection process. Sheppard provided an overview of the applicants. The applicants, William Cabral and Mia Powell, were not available to attend the meeting.

Jakel opened the floor to questions. There were no questions. Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections. **Motion BOD 073 17/18 (Julian-m/Snyder-s), William Cabral and Mia Powell were appointed as ASI Elections Coordinators effective June 1, 2018 through May 31, 2019 with a 18-0-0 roll call vote.**

Action: ASI Commission Leaders 2018-2019

BOD 074 17/18 (Vasquez-m/Sherman-s) A motion was made and seconded to appoint the recommended applicants as ASI Commission Leaders (Communications Commission Coordinators, Community Engagement Commissions Coordinators, and Environmental Sustainability Commission Coordinators) effective June 31, 2018 through May 31, 2019.

Jakel yielded to Hernandez, Chief Communications Officer, Hesgard, Chief Campus Relations Officer, and Favela, Community Engagement Commission Director, to review the interview and selection process for the slate of candidates. They introduced the applicants to the Board and shared a brief statement regarding their experience and qualifications. The applicants are as follows:

Communications Commission Coordinator

- **Karina Bataz**

Community Engagement Commission Coordinators

- **Jenny Jovel**
- **Amanjot Kaur**

Environmental Sustainability Commission Coordinators

- **Nathalie Carrillo**
- **Kaysha Kenney**
- **Brittany Cook**

Jakel opened the floor to questions from the Board. The applicants answered questions from the Board. Jakel invited the candidates to remain during discussion or to exit. The Board discussed the candidates.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections. **Motion BOD 074 17/18 (Vasquez-m/Sherman-s), Karina Bataz as Communications Commission Coordinator; Jenny Jovel and Amanjot Kaur as**

Community Engagement Commission Coordinators; Nathalie Carrillo, Kaysha Kenney and Brittany Cook as Environmental Sustainability Commission Coordinators, effective June 1, 2018 through May 31, 2019 with a 18-0-0 roll call vote.

Torres exit 2:05pm

Action: ASI Programming Leader 2018-2019

BOD 075 17/18 (Gelrud -m/Vasquez -s) A motion was made and seconded to appoint the recommended applicant as ASI Productions Coordinator effective June 31, 2018 through May 31, 2019.

Jakel yielded to 2018-19 ASI President Elect, Joshua Borjas to review the interview and selection process. Borjas provided an overview of the applicant. The applicant, Gabriel Ponce, was not available to attend the meeting.

Jakel opened the floor to questions. There were no questions. Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections. **Motion BOD 075 17/18 (Gelrud-m/Vasquez-s), Gabriel Ponce was appointed as ASI Programming Coordinator effective June 1, 2018 through May 31, 2019 with a 17-0-1 roll call vote.**

Torres returned at 2:10pm

Action: Audit Firm 2018-2019

BOD 076 17/18 (Audit) A motion was brought to the Board from the Audit Committee to approve a resolution to appoint the recommended audit firm for the 2018-2019 audit year.

Jakel yielded to Glaiza Julian, Audit Committee Chair, to review the resolution and audit firm selection process. Julian shared that the audit committee reviewed requests for proposals from several audit firms qualified through the CSU. 5 firms responded, and the top 3 were selected from a grading and review process. The committee interviewed the three firms reviewed a matrix used to evaluate the responses. The Committee voted unanimously to appoint Aldrich CPAs & Advisors LLP. Julian commended the committee members for their focused evaluation and participation. Julian shared that they were impressed with the focus of the CPA firm and their commitment to training student leaders on financial terms and

Jakel opened the floor to questions and discussion.

Edwards asked Lionel to share an overview of the requirements to hire a CPA audit firm and how often the corporation should review an RFP for a new firm. Lawrence shared best practices for the audit process is to implement a Request for Proposal (RFP) every 3-5 years. ASI has been working with the current firm, Guzman and Gray for approximately 20 years. He further shared that part of the Guzman and Gray audit included a recommendation that ASI pursue an RFP.

Stambough exited at 2:17pm.

Edwards shared that all firms had CSU Auxiliary experience, and the selected firm had more CSU AUX experience than any of the other firms evaluated by the Committee.

Additionally Aldrich CPAs & Advisors LLP has experience in teaching students how to read financial statements and will offer a training session prior to the audit process to better prepare student leaders.

Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 076 17/18 (Audit) MSC: 17-0-1 The motion passed.

**Action: ASI Bylaws, Article IV
– Children's Center Advisory
Committee**

BOD 077 17/18 (Children's Center) A motion was brought to the Board from the Children's Center Advisory Committee to approve changes to ASI Bylaws, Article IV concerning the Children's Center Advisory Committee.

Jakel yielded to Jessica Sherman, Children's Center Advisory Committee Chair, to review the changes and recommendations. Sherman reviewed the changes.

Jakel opened the floor to questions and discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 077 17/18 (Children's Center) MSC: 17-0-1 The motion passed.

**Action: ASI Bylaws, Article V
– Scholarships, Commissions
and Executive Officer Office
Hours**

BOD 078 17/18 (Governance) A motion was brought to the Board from the Governance Committee to approve changes to ASI Bylaws, Article V concerning Scholarships, Commissions and Executive Officer Office Hours.

Jakel yielded to Jesse Rodriguez, Governance Committee Chair, to review the changes and recommendations. Rodriguez reviewed the changes and shared that the scholarship commission was stricken and the duties moved under the Vice President. Additionally, he introduced the addition of Executive Officer office hours.

Jakel opened the floor to questions and discussion.

La voiced support for the changes.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 078 17/18 (Governance) MSC: 18-0-0 The motion passed.

**Action: ASI Bylaws, Article VI
– Titan Student Centers
Board of Trustees**

BOD 079 17/18 (Governance) A motion was brought to the Board from the Governance Committee to approve changes to ASI Bylaws, Article VI concerning Titan Student Centers Board of Trustees.

Jakel reviewed the changes in the document and shared that the Board of Trustees is recommending a change from three committees to two. The two committees will be Facilities and Operations and all duties previously performed by the three committees will be divided accordingly. He shared that other changes were

administrative in nature. There was also clarification to reflect that Bylaw amendments would be recommendations to the ASI Board.

Jakel opened the floor to questions and discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 079 17/18 (Governance) MSC: 17-0-1 The motion passed.

Action: ASI Bylaws, Article XI – Initiative, Referendum and Recall

BOD 080 17/18 (Governance) A motion was brought to the Board from the Governance Committee to approve changes to ASI Bylaws, Article XI concerning Initiative, Referendum and Recall.

Jakel reviewed the changes to the bylaws in regards to the change in the required number of signatures needed for recall.

Jakel opened the floor to questions and discussion.

Borjas shared support of the changes.

Edwards clarified that the proposed changes will make it easier to recall a student leader.

Jakel further shared that the percentages for directors remained the same. Jakel shared that the changes are significant for the organization and that they had not been revised in some time, especially in light of the growing number of students.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 080 17/18 (Governance) MSC: 17-0-1 The motion passed.

Action: ASI Resolution Supporting Tuffy's Basic Needs

BOD 081 17/18 (Governance) A motion was brought to the Board from the Governance Committee to approve ASI Resolution and contingency request for \$12,000, in support of Tuffy's Basic Needs Center.

Jakel yielded to Jesse Rodriguez, Governance Committee Chair, to review the resolution and contingency request. Rodriguez reviewed the resolution and shared the resolution passed in Governance and then moved the Finance Committee to approve the contingency request. Jimenez Perez provided an overview of the resolution and the focus of the initiative to support the efforts. She stated that she asked Carmen Curiel, Assistant Dean of Students to come and share information relating to how the funds will be utilized to support Tuffy's Basic Needs Center.

Jakel opened the floor to questions and discussion.

Ansari asked for the rationale for the \$12,000 contingency request. Jimenez Perez shared that she reviewed the prior year's support for various programs, and determined that since the center is new she increased the amount for consideration.

Jimenez Perez asked Carmen Curiel to share how the funds will be used in the center. Curiel shared a few ideas being considered: increase the visibility of the center, invest in a portable hut similar to Titan Well to go throughout the campus to increase awareness and distribute information. Other options would be to purchase giveaways to be utilized at the mobile information center; purchase more supply bins for hygiene products; and continue to create emergency grants for students.

Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 081 17/18 (Governance) MSC: 16-0-2 The motion passed.

**Action: ASI Resolution
Standing in Solidarity with
Victims of Gun Violence and
Condemning Gun Violence in
America**

BOD 082 17/18 (Governance) A motion was brought to the Board from the Governance Committee to approve ASI Resolution Standing in Solidarity with Victims of Gun Violence and Condemning Gun Violence in America.

Jakel yielded to Jesse Rodriguez, Governance Committee Chair, to review the resolution. Rodriguez reviewed the resolution and shared that the resolution was co-authored with Gelrud. He reviewed the resolution and some of the statistics referenced in the document. Rodriguez shared that the resolution includes collaborating with UPD and other important partners on campus.

Jakel opened the floor to questions and discussion.

Rodriguez shared that they added a provision to distribute the resolution to the office of the Daily Titan.

Edwards shared the President's Advisory Board name has potentially been changed. Jakel made a friendly amendment to change the name to the correct reference as confirmed.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 082 17/18 (Governance) MSC: 17-0-1 The motion passed.

**Action: ASI Resolution
Supporting Project Rebound**

BOD 083 17/18 (Governance) A motion was brought to the Board from the Governance Committee to approve ASI Resolution Supporting Project Rebound.

Jakel reviewed the resolution which he drafted. He reviewed the resolve statements and distribution.

Jakel opened the floor to questions and discussion.

Ansari shared that they worked on this with Jakel and also shared that it was addressed at CSSA. She provided an overview of the project and what it does.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

Action: ASI Policy Concerning Board of Directors Operations

BOD 083 17/18 (Governance) MSC: 17-0-1 The motion passed.

BOD 084 17/18 (Governance) A motion was brought to the Board from the Governance Committee to approve ASI Policy concerning Board of Directors Operations.

Jakel yielded to Jesse Rodriguez, Governance Committee Chair, to review the changes to the policy and any Governance discussion. Rodriguez reviewed the policy changes and shared that they updated office hours, addressed enforcement and added the duty to grade scholarships to the BOD duties.

Jakel opened the floor to questions and discussion.

Rodriguez shared that this is his last item coming from Governance for the year.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 084 17/18 (Governance) MSC: 17-0-1 The motion passed.

Action: ASI Resolution to Utilize Consent Calendar at ASI Board of Directors Meetings

BOD 085 17/18 (Jakel-m/Torres-s) A motion was made and seconded to approve ASI Resolution to begin utilizing a consent calendar at ASI Board of Director meetings.

Jakel shared that this is a process that could be useful to the Board in the future and it will bring efficiency to the meetings. He shared the consent calendar for governing bodies is added to the top of the agenda and items that do not need to be discussed at length can be added to the calendar. Items can be pulled from the agenda as well if any member feels that additional discussion is needed or a separate vote would be prudent.

Jakel opened the floor to questions and discussion.

Ansari stated that the calendar works well based on her experience with other governing bodies.

Edwards shared it could also be utilized in the future for items coming from the Board of Trustees that are approved by the Trustees if they are outside of their delegated authority.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 085 17/18 (Jakel -m/ Torres-s) MSC: 17-0-1 The motion passed.

Action: Contract over \$5,000 ~ Ballet Folklorico

BOD 086 17/18 (Finance) A motion was brought to the Board from the Finance Committee to approve a contract over \$5,000.00 for Ballet Folklorico's cultural event on May 5, 2018 at Hope International University.

Jakel reviewed the request and shared that the event was approved unanimously at the Finance Committee. The event was actually held on Saturday.

Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 086 17/18 (Finance) MSC: 16-0-2 The motion passed.

**Action: ASI Budget Policy
Concerning Asset
Management**

BOD 087 17/18 (Finance) A motion was brought to the Board from the Finance Committee to approve ASI Budget Policy concerning Asset Management.

Jakel yielded to Lawrence to review the policy and any discussion from the Finance Committee. Lawrence provided an overview of the changes to the policy.

Jakel opened the floor to discussion.

McDoniel shared that all five of the budget policy statements were revised and reformatted to remove policy numbers and to update them to the new ASI policy format.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 087 17/18 (Finance) MSC: 16-0-2 The motion passed.

**Action: ASI Budget Policy
Concerning Fundraising**

BOD 088 17/18 (Finance) A motion was brought to the Board from the Finance Committee to approve ASI Budget Policy concerning Fundraising.

Jakel yielded to Lawrence and Julian to review the policy and any discussion from the Finance Committee. Lawrence shared the revisions were approved to bring the document into the new format.

Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 088 17/18 (Finance) MSC: 17-0-1 The motion passed.

Rodriguez exited at 2:52pm

**Action: ASI Budget Policy
Concerning Reserves and
Investments**

BOD 089 17/18 (Finance) A motion was brought to the Board from the Finance Committee to approve ASI Budget Policy concerning Reserves and Investments.

Jakel yielded to Lawrence to review the policy and any discussion from the Finance Committee. Lawrence shared an overview of the policy and the changes.

Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 089 17/18 (Finance) MSC: 16-0-2 The motion passed.

Action: ASI Budget Policy Concerning Student Leader Financial Awards

BOD 090 17/18 (Finance) A motion was brought to the Board from the Finance Committee to approve ASI Budget Policy concerning Student Leader Financial Awards.

Jakel yielded to Lawrence, Director, Financial Services and Wiley, Director, Leader and Program Development to review the policy and any discussion from the Finance Committee. Lawrence reviewed the tiers for the various student leader positions.

Jakel provided an overview of the percentages that were developed through the SLOAC committee years ago and the university and shared that there were no changes to the percentages.

Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 090 17/18 (Finance) MSC: 16-0-2 The motion passed.

Sherman exited at 2:56pm

Action: ASI Budget Policy Concerning Student Leader Travel

BOD 091 17/18 (Finance) A motion was brought to the Board from the Finance Committee to approve ASI Budget Policy concerning Student Leader Travel.

Jakel yielded to Lawrence and Julian to review the policy and any discussion from the Finance Committee. Lawrence reviewed the policy.

Jakel opened the floor to discussion. There was no discussion.

Jakel asked if there were any objections to moving into a roll call vote. There were no objections.

BOD 091 17/18 (Finance) MSC: 15-0-3 The motion passed.

	072	073	074	075	076	077	078	079
O'Toole	y	y	y	y	y	y	y	y
Sheppard	y	y	y	y	y	y	y	y
Borjas	y	y	y	y	y	y	y	y
Gelrud	y	y	y	y	y	y	y	y
Hidalgo	y	y	y	y	y	y	y	y
Vasquez	y	y	y	y	y	y	y	y
Sheriff	y	y	y	y	y	y	y	y
Snyder	y	y	y	y	y	y	y	y
Chicas	y	y	y	y	y	y	y	y
Nguyen	abstain	y	y	y	y	y	y	y
Jimenez Perez	y	y	y	y	y	y	y	y
Rodriguez	y	y	y	y	y	y	y	y

Torres	y	y	y	abstain	y	y	y	y
Sherman	y	y	y	y	y	abstain	y	y
Hunt	y	y	y	y	y	y	y	y
Stambough	y	y	y	y	abstain	y	y	abstain
Julian	y	y	y	y	y	y	y	y
Jakel - Chair	y	y	y	y	y	y	y	y
	17-0-1	18-0-0	18-0-0	17-0-1	17-0-1	17-0-1	18-0-0	17-0-1

	080	081	082	083	084	085	086	087
O'Toole	y	y	y	y	y	y	abstain	abstain
Sheppard	y	y	y	y	y	y	y	y
Borjas	y	y	y	y	y	y	y	y
Gelrud	y	y	y	y	y	y	y	y
Hidalgo	y	y	y	y	y	y	y	y
Vasquez	y	y	y	y	y	y	y	y
Sheriff	y	y	y	y	y	y	y	y
Snyder	y	y	y	y	y	y	y	y
Chicas	y	y	y	y	y	y	y	y
Nguyen	y	y	y	y	y	y	y	y
Jimenez Perez	y	y	y	y	y	y	y	y
Rodriguez	y	y	y	y	y	y	y	y
Torres	y	y	y	y	y	y	y	y
Sherman	y	y	y	y	y	y	y	y
Hunt	y	abstain	y	y	y	y	y	y
Stambough	abstain	abstain	abstain	abstain	abstain	abstain	abstain	abstain
Julian	y	y	y	y	y	y	y	y
Jakel - Chair	y	y	y	y	y	y	y	y
	17-0-1	16-0-2	17-0-1	17-0-1	17-0-1	17-0-1	16-0-2	16-0-2

	088	089	090	091
O'Toole	y	y	y	y
Sheppard	y	y	y	y
Borjas	y	y	y	y
Gelrud	y	y	y	y
Hidalgo	y	y	y	y
Vasquez	y	y	y	y
Sheriff	y	y	y	y
Snyder	y	y	y	y

Chicas	y	y	y	abstain
Nguyen	y	y	y	y
Jimenez Perez	y	y	y	y
Rodriguez	y	abstain	y	y
Torres	y	y	y	y
Sherman	y	y	abstain	abstain
Hunt	y	y	y	y
Stambough	abstain	abstain	abstain	abstain
Julian	y	y	y	y
Jakel - Chair	y	y	y	y
	17-0-1	16-0-2	16-0-2	15-0-3

REPORTS

EXEC OFFICERS

The Executive Officers provided a written report which is an attachment to the minutes.

- La thanked the Board, Executives and Staff for a great year. He wished all students the best in their final exams.
- Ansari shared for herself and Gwaltney that it has been a great board and there have been some great times.

Julian

There Vice Chair/Treasurer thanked all, especially the Finance Committee members. Thanks for being so adaptable and willing to learn. Thanks for never giving up and for supporting her as she has grown and evolved in her role as Vice Chair/Treasurer. She encouraged all to consider the Board's purpose and that is because we care about the students.

Chicas returned at 3:02pm.

Rodriguez

The Vice Chair/Secretary's written report is an attachment to the minutes. He reviewed the highlights from the Governance Committee over the year.

Jakel

The ASI Board Chair's written report is an attachment to the minutes. Jakel reviewed his report.

Jakel thanked all for their service this past year to the 40,000 + students.

Thanks for a great year!

Announcements/Members Privilege

Borjas shared sentiments regarding his last time serving in the role as director. He thanked all for the work over the past year and shared that he is looking forward to the coming year. Shared the joy and excitement of the learning experience. He shared thoughts for the coming year from Dr. Eanes, "be a sponge" and he congratulated all on their accomplishments.

La thanked all for being student advocates/leaders. He acknowledged and thanked the advisors for their support in shaping the role that the students get to live out.

Vasquez thanked all for the great experience in his first year in leadership. He shared that he got more out of his time in the position than expected. Group of exceptional leaders in this room and he believes that all will accomplish great things. Thanks to all fellow directors and advisors for the support. Best wishes and thanks for a great year.

Hunt talked about why she loves her job, and this is one of those times when it is hard to say goodbye. For her first year at CSUF, everyone in the room has been a highlight during the year. She shared enjoyment in watching student leaders evolve and serve as a great introduction to the students on campus. The bar has been set for the future. Thanked all and encouraged them to come back and visit.

Rodriguez read his farewell statement from his report.

Adjourn

Jakel adjourned the meeting at 3:17 p.m.



, ASI Board Vice Chair/Secretary



Joshua Borjas, ASI President/CEO



Susan Collins, Recording Secretary



University Policy Statement

UPS 100.003

**ASSOCIATED STUDENTS INC. BOARD OF
DIRECTORS UNIVERSITY POLICY STATEMENT**

The Associated Students Inc. Board of Directors may develop and formulate University policy. Upon passage of a University policy recommendation, the Associated Students Board of Directors Chairperson will simultaneously send a copy to the President and Executive Committee of the Academic Senate. If that committee deems the policy recommendation to be of concern to the Academic Senate, the recommendation shall go through the regular committee process of matters brought before the Academic Senate. When it is not so deemed and is approved by the President and is in accord with the rules and regulations of the Trustees of The California State University, it shall become University policy.

EFFECTIVE DATE: November 9, 2006

Supersedes: UPS 100.003 dated 4-6-73
and ASD 01-112

ASI ELECTIONS LEADERS

2018-2019

(ASI BOD ACTION ITEM 8.C)

May 8, 2018

William Cabral

Mia Powell

From: [Wiley, Drew](#)
To: [Collins, Susan](#)
Subject: FW: Elections Team Application [#1]
Date: Monday, May 07, 2018 9:43:04 AM

From: ASI Advocacy Commissions Application <no-reply@wufoo.com>
Sent: Wednesday, March 28, 2018 1:01 PM
To: Wiley, Drew <dwiley@fullerton.edu>
Subject: Elections Team Application [#1]

General Responsibilities Of These Positions Include, But Are Not Limited To:

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 10-20 hours a week is a close estimate across these positions)
- Attendance at regularly occurring team or staff meetings during the semesters (day/time to be arranged)
- Planning and implementing, alone or as part of a team, a variety of activities and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

- I acknowledge that I have read, understand, meet, and commit to all of the responsibilities, commitments, and eligibility criteria described above

Required Retreats And Training Dates Include, But Are Not Limited To:

- June 1, 2018 Orientation (plan for all day, details to follow the selection process)
- June 2 and 3, 2018 Leadership Retreat (overnighter, plan for all day both days, details to follow the selection process)
- June 5, 6 and 7, 2018 Training (plan for all day both days, details to follow the selection process)
- Weekly Training/Planning Meetings throughout the summer
- Additional dates may be scheduled within teams

Eligibility Criteria To Apply, Accept, and Maintain Position:

-All student leaders holding a position must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Award, where applicable *

Name * William Cabral

Primary/Cell Phone Number *

[REDACTED]

Email *

[REDACTED]

CWID *

[REDACTED]

Major/Concentration/Academic Program * Communications

Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) * Junior

Expected Graduation Semester * Fall 2019

Expected Graduation Semester *

[REDACTED]

I am interested in these positions: (leave checked all that you are interested in; additional questions will appear/disappear based on selections) *

- Elections Director

Tell us about yourself (tell us about your background, your past experiences, and what makes you a good candidate for the position; include any information that you think appropriate and important for us to know): *

Hi, my name is William Cabral, and I am a third year here at the California State University, Fullerton. I am currently majoring in communications and I plan on pursuing a career in the advertising/marketing industry. I enjoy traveling, over the past couple of years I was fortunate enough to travel to Europe and visit different countries such as Spain, Italy, and Greece to name a few. I enjoyed being in another country, learning the different cultures and backgrounds of others, and stepping outside of my comfort zone. In college, I am involved in the kinesiology student association, and currently serve as the treasurer for the current school year as well as for the next school year. I am currently in Pi Kappa Phi fraternity and I serve as their philanthropy chair, and I serve on the executive board for TitanTHON as a greek rep.

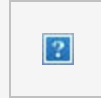
Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

I believe the purpose for ASI student government is to make sure that they are listening to the student body and ensuring that they are doing their best to advocate for them. I want to be apart of ASI because I believe I have the leadership experience/skills to do just that. I believe ASI hosts various events whether it be elections, carnivals, or concerts to ensure that the student body is enjoying their time in college, and not just driving back and forth from school to home. I hope to better develop my leadership skills through ASI as well as learn what ways I can advocate the students to the best of my ability.

Elections Director Questions--Please prepare answers to the following questions and upload

them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>

1. In your own words, describe the purpose of the Elections Team.
2. Why is it important to promote participation in the elections process to CSUF students?
3. How you would direct, support, manage, and oversee the Elections team and program?
4. Describe the ideas or goals you have for next year for the position.
5. Describe how you would promote the activities and events of the Elections Team. *



[asi_director_app.pdf](#) 19.79 KB • PDF

Please upload your resume in PDF format. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html> *



Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

Currently I am involved in the kinesiology student association, which does have certain commitments during the summer but this should not conflict with any of the dates that were posted above for ASI training. I also serve on the executive board for TitanTHON as well as for my fraternity. However these positions do not take up much of my time, they meet bi-weekly. I also have a part time job at target where I do customer service, target is already aware of my involvement on campus with my club and they always try to accommodate me to the best of their abilities, as long as I am able to give them enough times notice for any time off I may need it should not be a problem and I should be able to commit to the position and any necessary training.

Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record Disclosure

- I hereby acknowledge that I have read, understand, and agree to the preceding statement.

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student.

B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application
Enter Your Name *

William Cabral

Enter Your CWID *

██████████

Date *

Wednesday, March 28, 2018

1. To me the purpose of the ASI Elections group is to ensure that all students have an equal opportunity to cast a ballot in what/who they believe in as well as make sure that all students are educated on their upcoming elections such as who is running, when voting takes place, voting location etc. Also, to make sure students who are interested in running for an office position feel comfortable to ask a team member for help, or go to them with any questions they may have. Making sure that the voter turnout is increasing over the years as well as trying to get as many candidates to run as possible.
2. It is important to promote participation in the elections so that the position is going to the right person, because it would not be fair for someone to be elected just because they were the only person running for the position. Another reason why I feel it is important to promote participation is because students should understand that when their vote does matter and if they want to see a change on campus then they should cast a ballot for who they feel would be best for the position. Also most students want to advocate more but they may not know how and getting involved with the elections is a great start, whether they want to run and advocate themselves or even just cast a vote for someone who they feel would best advocate for them, their participation in the elections would have an impact
3. If given the position of elections director I would ensure that my team and I have superb communication skills and trust one another, so that we are all on the same page, because that is key in ensuring a successful outcome. I am extremely organized and have no problem taking charge in situations when it is necessary. I would love to make great bonds/friendships while serving as this position but I feel that it would be important to draw a line between work and fun and I would make sure that my team is aware of that as well. I would make sure that my team stays up to date on all important information, such as important dates, responding in a timely manner to those who need assistance as well as support one another when needed because it is important to have faith in your team.
4. What I hope to accomplish as elections director is a larger number of students voting in elections. I know that this is a common goal for many applying for this position but I truly believe it is something that I can change, I believe students need to be more informed about how voting in elections benefits them, and how it is a very fast and easy process. I would also like to see more students getting involved in election activities such as being able to meet candidates on a more personal basis and getting more students to head out to debates that are hosted for elections. I would like to ensure that students are aware of who their election team consists of and what responsibilities they have. I feel that is important because students should be informed on who their student leaders are, and they should feel comfortable enough to come up to a student leader on campus and ask them about a question they have whether it be about an upcoming election or any other ASI related question.

5. As a member of the election team I would try my best to promote activities through various social media platforms such as email, twitter, Facebook, etc. I am sure that this is a common strategy for the promotion of activities but I feel like in this day in age it is the most effective. Also, a new idea that I would like to implement would be the use of Remind, which is an app that sends out a mass text message in a simple way, now I am sure that most students would be hesitant to getting text message updates about school but it does not hurt to try it out. I think it would also be a good idea to make short little commercials in regards to upcoming events, it can just a quick 30 second video on all upcoming activities for the week or even for the month. These short commercials can highlight the upcoming elections or high light the candidates running so students are aware of their candidates.

William Cabral

OBJECTIVE

To obtain a leadership position that will best utilize my academic and interpersonal skills to run a successful election.

EDUCATION

California State University, Fullerton

B.A. in Communications with an emphasis in Advertising, degree anticipated May 2019

SUMMARY OF QUALIFICATIONS

- Held various leadership positions that have given me the skills to plan successful events
- Ambitious, and able to meet deadlines in a timely manner
- Strong verbal skills, that allow me to lead a team to achieve goals

PROFESSIONAL EXPERIENCE

Target, Brea, CA

Guest Services June 2016- Present

- Seek out key benefits for customers and pitched them Target credit cards
- Provide each guest with superb customer service to ensure their loyalty
- Responsible for training all new guest service team members

Subway Glendora, CA

Team Lead, May 2014- July 2015

- Earned team lead of the month out of all nine stores
- Supervise the whole store and responsible for the reconciliation of all money in the store
- Facilitated store inventory and ordered all necessary supplies needed for the week to ensure a smooth-running store

AFFILIATIONS

Associated Students Incorporated

- Elections director assistant. May 2017-Present

Kinesiology Student Association

- Treasurer, May 2016- Present

Titanthon Dance Marathon

- Greek Representative, September 2017- Present

Pi Kappa Phi Fraternity

- Vice President Philanthropy, December 2017- Present

AD Club

- Member, January 2018- Present

COMMUNITY SERVICE

Children's Hospital of Orange County

- September 2016- Present

The Ability Experience

- August 2017- Present

From: [Wiley, Drew](#)
To: [Collins, Susan](#)
Subject: FW: Elections Team Application [#3]
Date: Monday, May 07, 2018 9:43:10 AM

From: ASI Elections Team Application <no-reply@wufoo.com>
Sent: Friday, May 4, 2018 12:15 AM
To: Wiley, Drew <dwiley@fullerton.edu>
Subject: Elections Team Application [#3]

General Responsibilities Of These Positions Include, But Are Not Limited To:

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 10-20 hours a week is a close estimate across these positions)
- Attendance at regularly occurring team or staff meetings during the semesters (day/time to be arranged)
- Planning and implementing, alone or as part of a team, a variety of activities and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

- I acknowledge that I have read, understand, meet, and commit to all of the responsibilities, commitments, and eligibility criteria described above

Required Retreats And Training Dates Include, But Are Not Limited To:

- June 1, 2018 Orientation (plan for all day, details to follow the selection process)
- June 2 and 3, 2018 Leadership Retreat (overnighter, plan for all day both days, details to follow the selection process)
- June 5, 6 and 7, 2018 Training (plan for all day both days, details to follow the selection process)
- Weekly Training/Planning Meetings throughout the summer
- Additional dates may be scheduled within teams

Eligibility Criteria To Apply, Accept, and Maintain Position:

-All student leaders holding a position must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Award, where applicable *

Name * Mia Powell

Primary/Cell Phone Number *

[REDACTED]

Email *

[REDACTED]

CWID *

[REDACTED]

Major/Concentration/Academic Program *

Sociology

Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) *

Sophomore

Expected Graduation Semester *

Spring 2020

Expected Graduation Semester *

[REDACTED]

I am interested in these positions:
(leave checked all that you are interested in;
additional questions will appear/disappear
based on selections) *

- Elections Coordinator

Tell us about yourself (tell us about your background, your past experiences, and what makes you a good candidate for the position; include any information that you think appropriate and important for us to know): *

I am a second-year sophomore majoring in Sociology. I am from Northern California which could affect my availability during the summer, but I am willing to be proactive and create the accommodations necessary in order to be prepared for what the year entails. As far as past experiences are concerned, I am familiar with holding student leadership positions. I was a Student Leader Mentor for two years of high school, section leader in choral ensembles for three years of high school, and was our choral program's President during my senior year. I have since been a committee member of our Lambda Chi Chapter of Sigma Alpha Iota on campus. I am familiar with working in a team setting in which we work together to achieve professional goals. I am cooperative, flexible, and responsible within the work environment and believe that I would be a valuable asset to the Elections team.

Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

I think ASI's involvement in campus life is exceedingly important. ASI student government provides a direct link between student and institutional affairs. One of the main reasons I was drawn to the university itself was because of the attention to student needs and the relationship between the students and the university, regardless of relative campus size. I also appreciate the accessibility of ASI student government and its flexibility. I also find it admirable that students are encouraged to take part in leadership positions within the university which prepares them for furthering their careers following graduation. I hope to gain experience working with students and staff outside of my chosen course of study and gaining more insight as to how large organizational units such as ASI, CSUF Inc. operate.

Elections Coordinator Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>

Elections Team Positions:
- Coordinator

1. In your own words, describe the purpose of the Elections Team.
2. Why is it important to promote participation in the elections process to CSUF students?
3. Why are you interested in this position, including any relevant experience you have for this type of position?
4. Describe the ideas or goals you have for the next year, in regards to the Elections Team?
5. Describe how you would promote the activities and events of the Elections Team. *



[untitled_document.pdf](#) 30.56 KB · PDF

Please upload your resume in PDF format. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html> *



Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

On campus, I am heavily involved in the international business music fraternity, Sigma Alpha Iota. Within the past year since my initiation, I have been on several of our committees and worked with several of our chairs and Executive Board Members on projects for the fraternity. I have recently been elected to the Executive Board position of Treasurer of our chapter for the upcoming school year. I may also be an appointed chairman of our chapter as well. I anticipate having ample time to dedicate to all of my endeavors next year.

Associated Students, CSUF, Inc.
California State University, Fullerton
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health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student.

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I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application
Enter Your Name *

Mia Powell

Enter Your CWID *

██████████

Date *

Thursday, May 3, 2018

Elections Team Coordinator Application

The Elections Team at CSUF provides a just and opportune landscape for students to partake in leadership positions on campus. The Elections Team works to uphold a fair and ethical process by which students may become involved in campus affairs and decision-making.

It is extremely important to encourage student involvement in the elections process because it allows students to take a stand in their educational experience. Much like we are expected to be responsible participants in our democracy outside of the school system, we must be just as responsible and involved within our educational institution in order to feel represented in such a large system.

I am interested in this position to gain perspective and experience within this field. I am an avid supporter of learning through experience and feel as though I could bring responsibility, ethics, and flexibility to this position.

If I were to be chosen for this position for next school year, I would hope to help find a way to increase student involvement in the elections process. As a commuter campus, I find that it can tend to be difficult for ASI to receive a great amount of student participation in the elections process. This can be somewhat problematic in that not a grand majority of students are effectively being represented or choosing those they feel would best represent their interests. I would hope to help broaden the scope and influence of the Elections Team so that more students would feel inclined to partake in campus elections.

I think the Elections Team's purpose could be distributed and promoted greatly by use of social media. Social media is a direct link between students and their chosen interests, so I feel

that if the Elections Team gained a presence within social media platforms, the Team would gain more visibility in school as a whole.

Mia Powell

Experienced tutor with excellent communication skills. Collaborative with a background in volunteer work and leadership positions.



EXPERIENCE

Kumon Math and Reading Center of Napa, Napa, CA — Grader

MAY 2017 - PRESENT

Reviewed the accuracy of completed assignments in Pre-K to 9th Grade English and Mathematics and provided comments/direction in correcting any errors.

EDUCATION

California State University- Fullerton, Fullerton, CA— Bachelor of Arts: Sociology

AUGUST 2016 - May 2020

Major in Sociology, 3.37 GPA, Sigma Alpha Iota Committee Member.

Napa High School, Napa, CA — Diploma

AUGUST 2012 - JUNE 2016

Student Leader Mentor, Choral section leader, President of Choir.

SKILLS

- Computer Proficient
- Writing
- Quick Learner
- Adaptability
- Good Under Pressure
- Communication
- Time-Management
- Teamwork
- Creativity
- Planning

AWARDS

Lamp of Knowledge

Dean's List Honoree

Maestro Award

ASI COMMISSION LEADERS

2018-2019

(ASI BOD ACTION ITEM 8.D)

May 8, 2018

Communications Commission Coordinators
Karina Bataz

Community Engagement Commission Coordinators
Jenny Jovel
Amanjot Kaur

Environmental Sustainability Commission Coordinators
Nathalie Carrillo
Kaysha Kenney
Brittany Cook

Presidential Appointee Commission Lead
To Be Determined

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Successful applicant will be awarded a Student Leadership Award, where applicable *

Name *	Karina Bataz
Primary/Cell Phone Number *	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program *	Communication– Entertainment and Tourism
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) *	Junior

Expected Graduation Semester *

Spring 2019

Address



I am interested in these positions or teams:
(leave checked all that you are interested in;
additional questions will appear/disappear
based on selections) *

- Communications Commission
-

Please rank the position or groups in order of
preference (use N/A if you do not want to rank
all three):

Communications Commission

First Choice *

Second Choice *

N/A--I'm only interested in the above

Third Choice *

N/A--I'm only interested in the above

Tell us about yourself (tell us about your background, your past experiences, and what makes you who you are;
include any information that you think appropriate and important for us to know): *

My name is Karina Bataz, I am a third-year majoring in Communications- Entertainment and Tourism and minoring in Spanish. I was born in Mexico and came to the United States in 2010, so I have been here for eight years and was able to learn the language within 3 years. I am a commuter from Anaheim, CA but I have also lived in northern California for a few months.

Since my freshman year, I tried to be involve in campus since I was not as involve in high school and wanted to make this experience different. My first involvement was being an Orientation Leader, where I was a leader to incoming freshman, transfer students, and parents and family members. I guided them through the university to their different presentations and workshops as well as I would give them a tour of our campus and give them information about the different resources CSUF has for them.

My other position was within ASI, it was to be part of one of the committees, University Curriculum Committee, where I would go to the meetings be a student representor and then go back with ASI and give them the report of what was discussed in the meeting.

In my second year, I became Student Coordinator for Orientation Team. In this position, four people and I were the leaders of the Orientation Leaders and we had to teach them everything for them to be a successful group during summer. We assisted professional staff with the creation of weekly meetings during spring semester and summer training for the duration of two weeks. We were also in charge to teach them how to do a tour guide and be comfortable giving one, we were responsible from them to pass their tour test. We assisted in the help of the behind scenes of each orientation: overnight orientation, freshmen orientation, transfer students orientation, and parents and family orientation.

I have also been a peer mentor for two consecutive years for the First Year Experience where I helped student with their transition from high school into college. I helped them with registration into their second semester and in some cases gave them my own experiences into finding a major since they were undeclared. I provided with helped in academic and other situations.

I am a good candidate for this position because I have served students and I want to keep serving them to be better. I have served them over the past three years and have gained experiences and skills that I can use in this position. Be a leader and advocate for others is not an easy task however, it is a rewarding position because students get to benefit from it, and that is what I want to be part, I want to work with the passion I have on serving my community that has giving me so much and has helped to be a leader. The skills I learned, and I have developed are beneficial to conquer all the goals that I put myself into and to do an amazing job working for the CSUF community. Besides being a leader, I can a follower, a team worker, I am responsible, organized, adaptable and flexible, I have developed my public speaking skills as well as my communication skills. All these I know are essential to create a community with effective communication as well as to create and carry out any project or event that is upon to make CSUF proud.

Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

The purpose of ASI is to be the ears and voice of the students. The ears, because the students want to be heard on how the university should be, what it should do to for them in their academic and social life. ASI is also the voice of the students and representors because ASI advocates for them to have an amazing and unique experience. ASI listens and speaks for a community that is destined to do big things out in the world once graduated, but the starting point is at the university and the experience should be something that it is the students' own. We are also the link between students and the professional staff that serve the university. We tell the staff what the students' needs, and desires and we communicate to the students what the staff wants us to communicate. They are representors, ears, and voice because we are big school with so many and great ideas and we want to be able to be implemented in the program because we want to include our diverse campus and make everyone's experience unforgettable. They speak up for everyone because some students with great ideas are shy and quiet and they would want someone to speak for them.

I want to be part of the ASI leadership because I want to be part of the people who make possible to listens and act for the students. Each student deserves to be listened and to represented in each aspect of the university and I want to be part of those people who are able to do so. I want to be part of the success that is to represent the students, I want to be part of the change ASI is planning to do this 2018-2019 year.

I hope to get out of this experience the knowledge of what to be the ones advocating for the students.

What I hope to learn is how to help others when I am in a higher position. Sometimes we take for granted our representors because we are not in their shoes and I hope to learn that experience where I am representing to the student body that makes up what is CSUF. I hope to learn the skills that takes to take this responsibility and take them with me for a future where I get to control or be part of the controlling area of a company, remember this experience and have everyone into account.

Communications Commission Coordinator

Questions -- Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

Communications Commission Positions:

- Events Coordinator
- Outreach Coordinator
- Social Media Coordinator

Communications Commission Essay Question (address each area in your response)

1. In your own words, describe the Communications Commission?
2. Why do you think it is important to communicate the message of ASI to students at CSUF?
3. What position(s) you are most interested in and about any related experience you have that you think qualifies you for or would help you be successful in the position(s)?
4. Describe the ideas or goals you have for next year for the position(s) you are most interested in.
5. Describe how you would promote the activities and events of ASI. *



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Community Engagement Commission Director
Questions -- Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file



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1. In your own words, describe the purpose of the Community Engagement Commission?
2. Tell us why you think it is important to communicate the contribution of the CSUF student body to the local community?
3. How would you direct, support, manage, and oversee the Community Engagement Commission team and program?
4. Tell us about any related experience you have that you think qualifies you for or would help you be successful in the position.
5. Describe the ideas or goals you have for next year.
6. Describe how you would engage with students to make this program successful. *

Community Engagement Commission
Coordinator Questions -- Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>

Community Engagement Commission Positions:
– Coordinator (3)

1. In your own words, describe the purpose of the Community Engagement Commission?
2. Why it is important to communicate the contribution of the CSUF student body to the local community?
3. Tell us about any related experience you have that you think qualifies you for or would help you be successful in the position.
4. Describe the ideas or goals you have for next year.
5. Describe how you would engage with students to make this program successful. *

Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

For this upcoming summer I am planning to be part of a program with Upward bound that lasts only six weeks and possibly have a summer internship. This upcoming year I am planning to be a tour guide with the department of Outreach, Recruitment, Orientation. As well as to apply for my internship as a class since is part of my class major for communications, so I am planning to take only four classes but in fact it would only be three classes and the internship.

Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record
Disclosure

- I hereby acknowledge that I have read, understand, and agree to the preceding statement.

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B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application
Enter Your Name *

Karina Bataz

Enter Your CWID *



Date *

Monday, April 30, 2018

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1. In your own words, describe the Communications Commission?

The Communications Commissions role is to present to the CSUF community the ASI Student Leaders. They are the ones communicating to the students who each of the people working in ASI are and what they do for the CSUF community. This is for the CSUF community to have a sense belonging and connections with the student leaders. They are also the message delivery from ASI towards students. They are the ones in charge to let the students know on what ASI is planning for them based on what the community has communicated to ASI. Their other role is to be the link between students and ASI when it comes to communication and understanding among both groups. Because, ASI is working for the benefit of the students, so connect the student with the whole body of ASI and vice versa. The way that they deliver these messages is through social media, events, and campaigns hosted all year long. These platforms are use so every student get to use the message, so we can reach different audiences based on if they visit more social media or they to attend.

2. Why do you think it is important to communicate the message of ASI to students at CSUF?

The importance to communicate the message of ASI to the CSUF students is to have a transparency on what the student government is doing with the money fee that students are being charge so there is trust between both parties. Also, that they know their money is being used wisely and beneficial to the students in their social, academic, and university experience.

Another important aspect is to create a strong link between students and government to create a stronger university community. A university that has strong link and that are united create more, bigger, and better opportunities and projects for students.

We also want the input of the students when they hear the message. We want to hear positive and negative feedback to know what we are doing good and continue doing it and also what we are doing bad to change it and make every student feel that they are part of this community, because they are, and we are building it together. We want every student to feel included and having their feedback, we can make that happen and implement all the ideas in the different projects.

3. What position(s) you are most interested in and about any related experience you have that you think qualifies you for or would help you be successful in the position(s)?

I am interested in the Communication Commission Events Coordinator and Social Media Coordinator. My related position experience is my student coordinator for the Orientation team position. This position taught and help me develop skills. I learned to work independently and in teamwork, this two will help me because I will be part of a huge team and in which we will make decisions that will benefit the students. But I am also aware that there will be times where I will have to work independently, such as developing a plan for an event or campaign and then present it to the entire team. I have also learned communication skills, interpersonal communication and public speaking. Communication skills are essential since being a big group there has to always be a

communication of changes, on things going and coming up, and every detail so the group functions accordingly. Public speaking skills, I know I will be needing them when giving presentations in meeting and possibly to students in event. Lastly, I also learned to be organized and have time management and these are essential because I will have to balance my school, work, and my position. But the most important, it helped me to develop myself as a leader, which is a main component when it comes to make decisions, to work collaborate or indivial. My leadership style has always been a balance of me and the people that I work with. I always ask for everyone's input and opinion when making a decision. As a leader, I see everyone working for one and same purpose and we have to work together. I also learned to step up and step down and give the floor to another partner.

Specifically, this position gave the chance to assist in the creation of the End of the Orientation Celebration. In this event, my coworkers and I put together a programing for the event and we also were in charge of the decorations. For the programming, we had to know when the catering was coming and work around that time, we had to know the attendees, the location to proceed and develop it. We decided to do some speeches from the director and the coordinator as well as ourselves by thanking them for all their work throughout the summer. We had to create an activity as a gratitude gift and fun to do by "creating" their own picture. Lastly, we had to give time for pictures and give the students time to express themselves.

In this position, we also had to reach out to students to promote the positions as Orientation leaders. We sent emails to Assistant Deans of every college and another colleague, so they could help us spread the word that we the applications were open. We also posted in our own personal social media such as Facebook, Instagram, and Snapchat inviting the student to come to the informational meetings and to apply to this position. This helped me to enter the world of promoting on social media and learned how to bring the attention of the students in a picture, so they would see the post and then hopefully applied. By the time we closed the application, we had broken the record on how many students applied, we had about 150 applications.

4. Describe the ideas or goals you have for next year for the position(s) you are most interested in.

I have ideas for each of the month, but the main goal is make sure the CSUF community knows is working for them and making all events possible and want to make sure that every single individual on campus feels they belong and they are part of the community, their community.

Ideas:

- a. At the beginning of the year, on the month of September once student have settle and somehow know their schedule, I would like to implement like a back to school month on social media. Through social media, especially on Instagram @ASI, post a picture every day of every member that is part of the ASI family, starting with the ASI President. In the post there will be the job/position description, background, what else are they involve, and a message and/or quote.

- b. On December, we could create an event in collaboration with AICA and Special programming since they are the ones in charge in creating the events. On this months is when we celebrate the holidays such as Christmas, Hanukkah, among others based on your culture. AICA is in charge of the cultural aspect since we are a diverse campus. The idea is with AICA we could create an event where all holidays from around the world are represented, will be called “Holidays around the world” and in each of the booth, there will be one of the ASI representative that students will be able to talk and interact. ASI representatives could be the take a picture with Santa areas and hear what the students have to offer verbally to the school.

5. Describe how you would promote the activities and events of ASI. *

The Communications Commission currently utilizes social media to communicate and reach the student body. Personally, I believe this is the primary element that must be utilize since all of our student have one of the many social medias offered: Instagram, Snapchat, Facebook, Twitter, YouTube, etc. We should not underestimate any of the different social media out there in order to reach the community, since we have a diverse campus. Creating a flyer with summarized information in a few words to post in social media is the most efficient way because when posting in social media students are looking something they can read fast and effective but informative about what ASI wants to inform to the students specially a post in Instagram. Adding to it and to a more detailed information we can add captions to the post, but the flyer must be used only to captivate and bring the attention of the public. Must not be stop there, the second thing is to create a video that can be posted in Snapchat, Instagram as well as Facebook story, Twitter, YouTube, and so on. This will reinforce the message trying to get across to the CSUF community. This video must be a video that can be post in all mediums of social media and similar to the flyer, something fast and effective because as students and today’s society, we want something that capture us, that is fast, and the same time get the message across in no time.

Also, as college students we like free giveaways, free stuffs. An event could be effective if free things such food, primarily, games, activities, and the time to spend with friends for free is given. The message that ASI would like to send must be masked with the free stuffs offered to students. We must not forget to advertise the event in the social media more than one time, for the students to know and attend, as well as to be inform. The events done so, will depend on what type of message is given away.

General Responsibilities Of These Positions Include, But Are Not Limited To:

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 10–20 hours a week is a close estimate across these positions)
- Attendance at regularly occurring team or staff meetings during the semesters (day/time to be arranged)
- Planning and implementing, alone or as part of a team, a variety of activities and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

- I acknowledge that I have read, understand, meet, and commit to all of the responsibilities, commitments, and eligibility criteria described above


Required Retreats And Training Dates Include, But Are Not Limited To:

- June 1, 2018 Orientation (plan for all day, details to follow the selection process)
- June 2 and 3, 2018 Leadership Retreat (overnighter, plan for all day both days, details to follow the selection process)
- June 5, 6 and 7, 2018 Training (plan for all day both days, details to follow the selection process)
- Weekly Training/Planning Meetings throughout the summer
- Additional dates may be scheduled within teams

Eligibility Criteria To Apply, Accept, and Maintain Position:

-All student leaders holding a position must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Award, where applicable *

Name *	Jenny Jovel
Primary/Cell Phone Number *	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program *	BA Marketing and ISDS
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) *	Junior
Expected Graduation Semester *	Spring 2019
Address	 [REDACTED]

I am interested in these positions or teams:
(leave checked all that you are interested in;
additional questions will appear/disappear
based on selections) *

- Communications Commission
- Community Engagement Commission Director

Please rank the position or groups in order of
preference (use N/A if you do not want to rank
all three):
First Choice *

Community Engagement Commission Director

Second Choice *

Communications Commission

Third Choice *

N/A--I'm only interested in the above

Tell us about yourself (tell us about your background, your past experiences, and what makes you who you are; include any information that you think appropriate and important for us to know): *

I am from Downey, California and I have always been willing to serve in my community. My family has always taught me to be responsible, committed, and a leader. These are the traits that represent who I am, and I have learned to demonstrate these through different experiences. I have conveyed responsibility by learning how to balance academics, work, and service this past academic year. I have worked hard to make sure I stay organized, so I can make time to fulfill all my commitments to the best of my ability. I learned that there are different leadership traits, such as being a mentor, being supportive, and leading by example. I have also demonstrated this through my service at my local church and employment.

I have also learned the importance of communicating with a diverse group of people. To ensure that tasks get done effectively, it is essential to reach out to team members involved in the process. It is about taking personal responsibility to ensure tasks get done, staying committed, and collaborating with those involved. It is about effective teamwork. During the past few years, I have learned to appreciate how diversity impacts school, the workplace, and personal relationships. Working on campus has allowed me to see how valuing diversity is important to enhance one's education.

Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

Associated Students, Inc. (ASI) is an organization of students that support their fellow peers' interests to a variety of platforms while building opportunities for the students of California State University, Fullerton. ASI allows university students to interact with the local community positively. ASI thinks creatively to help ensure that the campus is a welcoming community regardless of each person's background. The students in the university have similar goals and aspirations. I want to be a part of this team to be able to give back and enhance the experiences in this collegiate community. Being part of ASI will provide me with insight into the activities that make this campus great. I am sure being part of this team will improve my organizational, communication, and leadership skills.

Communications Commission Coordinator
Questions -- Please prepare answers to the
following questions and upload them as a PDF
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as PDF visit
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[jenny_jovel_communication_commission_essay_questions.pdf](#)
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Communications Commission Positions:

- Events Coordinator
- Outreach Coordinator
- Social Media Coordinator

Communications Commission Essay Question
(address each area in your response)

1. In your own words, describe the Communications Commission?
2. Why do you think it is important to communicate the message of ASI to students at CSUF?
3. What position(s) you are most interested in and about any related experience you have that you think qualifies you for or would help you be successful in the position(s)?
4. Describe the ideas or goals you have for next year for the position(s) you are most interested in.
5. Describe how you would promote the activities and events of ASI. *

Community Engagement Commission Director Questions -- Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>

1. In your own words, describe the purpose of the Community Engagement Commission?
2. Tell us why you think it is important to communicate the contribution of the CSUF student body to the local community?
3. How would you direct, support, manage, and oversee the Community Engagement Commission team and program?
4. Tell us about any related experience you have that you think qualifies you for or would help you be successful in the position.
5. Describe the ideas or goals you have for next year.
6. Describe how you would engage with students to make this program successful. *



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Community Engagement Commission Coordinator Questions -- Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>

Community Engagement Commission Positions:
– Coordinator (3)

1. In your own words, describe the purpose of the Community Engagement Commission?
2. Why it is important to communicate the contribution of the CSUF student body to the local community?
3. Tell us about any related experience you have that you think qualifies you for or would help you be successful in the position.
4. Describe the ideas or goals you have for next year.
5. Describe how you would engage with students to make this program successful. *

Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

I am currently involved with organizations on and off campus. The on-campus organization, I am involved with are the Women's Leadership Program and Finish in Four. I was involved in the Love Your Melon club, a children's cancer support group. As a member, I collaborated with other college students to help advertise this apparel brand that aims to raise money to help find the cure for children's cancer. I also work on campus in the Mihaylo Tutoring center as a front desk coordinator assisting students to achieve academic success in business courses. Off campus, I volunteer at my local church as an adult leader in religious youth education. I teach my own Sunday religious lessons (Life Night Sessions) with a group of diverse leaders and assist in organizing and planning weekend retreats for 120 teens including talks, skits, activities, and small groups.

Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record
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Digital Signature of Authorization and Certification of Application
Enter Your Name *

Jenny Jovel

Enter Your CWID *

[REDACTED]

Date *

Wednesday, April 18, 2018

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Jenny Jovel
COMMUNITY ENGAGEMENT COMMISSION DIRECTOR QUESTIONS

1. In your own words, describe the purpose of the Community Engagement Commission?

The Community Engagement Commission (CEC) works to strengthen the relationship between the university and community. This commission works with the students, clubs, and organizations on campus to display their contributions to the community, while also building a positive relationship with community leaders and residents.

2. Tell us why you think it is important to communicate the contribution of the CSUF student body to the local community?

As a part of ASI, the CEC works to build an environment and opportunities for the students to excel and grow as individuals: and this environment does not only extend to the boundaries of the campus but also our local communities. In order for the students to find these opportunities and build a welcoming environment, the CEC has to effectively communicate the values of our university through the contributions our students, clubs, and organizations have performed.

3. How would you direct, support, manage, and oversee the Community Engagement Commission team and program?

I would direct, support, manage, and oversee the CEC team and program by being a strong leader. I personally think that there many traits of being leader, such as being a good communicator, mentor, and to participate and be involved with the team. I am also a strong believer in communication. I would be sure to meet with my team to build goals together so that, we are all involved and invested in doing the best we can for the community and the university toward our shared goals.

4. Tell us about any related experience you have that you think qualifies you for or would help you be successful in the position.

I feel that my past experience in CEC and my volunteer work at my local church has qualified me for this position. This past year in CEC, I have improved my skills in communication. Many of the events that I attended involved communicating to a number of diverse individuals, including current and future students, university faculty, and community leaders and residents.

I also work as an adult leader at my church, which has allowed me to have experience with organizing community events and displaying the values of an organization. Many of these events included communicating and promoting the work of our organization with our parishioners. Through this I also have learned how to communicate with individuals that may have had a negative experience. And I was able handle these situations by listening to their concerns and find ways to strength those relationships.

5. Describe the ideas or goals you have for next year.

My goals as CEC director would include building a stronger relationship with the community residents and leaders through city held events. I would strengthen these relationships by having CEC attend and be involved in the diverse events held throughout the community and also listen to any concerns the community may have. I feel that it is equally important to listen to and address any concerns that the community may have, in addition to displaying the contributions of the university.

Jenny Jovel
COMMUNITY ENGAGEMENT COMMISSION DIRECTOR QUESTIONS

6. Describe how you would engage with students to make this program successful. *

I would promote the students, clubs, and organizations to continue or to participate in community services since they are an opportunity for them to grow in their skills, while strengthening our relationship with our community. I feel as we grow, we should give back to the community since they are part of the environment that has helped us build the foundations to our success.

Jenny Jovel
COMMUNITY ENGAGEMENT COMMISSION DIRECTOR QUESTIONS

Jenny Jovel
Aspiring Business Student

OBJECTIVE

To obtain an position in Associated Students Inc. as a part of the Community Engagement Commission or Communication Commission

EDUCATION

CALIFORNIA STATE UNIVERSITY, FULLERTON

(MAY 2019)

BACHELOR OF ARTS, BUSINESS ADMINISTRATION

GPA: 3.36

Concentrations in Marketing and Information Systems and Decision Science (ISDS)

EXPERIENCE

Associated Students Inc, CSUF, Fullerton, CA - *Community Engagement Commission Member*

MAY 2017-PRESENT

- Communicating the contributions of the CSUF student body with the community at public events
- Improving relations with community members through personal interactions

FRASA Designs, Bell Gardens, CA - *Marketing Team Member*

MARCH 2017-PRESENT

- Working with a team to increase digital brand awareness of multi-million dollar company
- Using consultative selling skills to identify opportunities, overcome objections, build relationships and turn cold canvassing into partnerships and company reviews

Mihaylo Tutoring Center, Fullerton, CA - *Front Desk Coordinator*

JANUARY 2017-PRESENT

- Assisting students to achieve academic success in business courses
- Managing walk-ins and tutoring appointments through appointment system and follow-ups

Famous DJ Agency, Santa Fe Springs, CA - *Promotion Team Member*

DECEMBER 2016-PRESENT

- Spreading brand- awareness through one on one contacts with potential customers
- Promoting the company's benefits to customers while providing a great experiences

American Eagle Outfitters, Commerce, CA - *Sales Associate*

JULY 2015-JANUARY 2017

- Engaged with customers in a high volume store and recommended style preference
- Operated a Point of Sale system (POS) cash register requiring multitasking and accuracy

VOLUNTEER WORK

St. Raymond Catholic Church Youth Group, Downey, CA - *Adult Leader*

SEPTEMBER 2015-PRESENT

- Organizing and planning weekend retreats for 120 teens including talks, skits, activities, and small groups
- Teaching my own Sunday religious lessons (Life Night Sessions) with a group of diverse leaders

AWARDS

Dean's List Recipient California State University, Fullerton

ACTIVITIES

Finish In Four Program, Women's Leadership Program, Marketing Honors Networking Program

SKILLS

Proficient in Microsoft Office, Conversational in Spanish and Fluent in English, Knowledge of Marketing

General Responsibilities Of These Positions Include, But Are Not Limited To:

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 10-20 hours a week is a close estimate across these positions)
- Attendance at regularly occurring team or staff meetings during the semesters (day/time to be arranged)
- Planning and implementing, alone or as part of a team, a variety of activities and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

- I acknowledge that I have read, understand, meet, and commit to all of the responsibilities, commitments, and eligibility criteria described above

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- June 5, 6 and 7, 2018 Training (plan for all day both days, details to follow the selection process)
- Weekly Training/Planning Meetings throughout the summer
- Additional dates may be scheduled within teams

Eligibility Criteria To Apply, Accept, and Maintain Position:

-All student leaders holding a position must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Award, where applicable *

Name *	Amanjot Kaur
Primary/Cell Phone Number *	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program *	Business Administration – HR Management
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) *	Junior

Expected Graduation Semester *

Spring 2019

Address



I am interested in these positions or teams: (leave checked all that you are interested in; additional questions will appear/disappear based on selections) *

- Communications Commission
 - Community Engagement Commission
-

Please rank the position or groups in order of preference (use N/A if you do not want to rank all three):

Communications Commission

First Choice *

Second Choice *

Community Engagement Commission

Third Choice *

N/A--I'm only interested in the above

Tell us about yourself (tell us about your background, your past experiences, and what makes you who you are; include any information that you think appropriate and important for us to know): *

My name is Amanjot (ahh-man-jaat) Kaur (core) and I am a third year HR management student at CSUF. I am originally from Corona, CA however for school I am living out in Fullerton. A little bit about me, I am genuinely a curious person and am always open to new challenges and experiences. My story for attending this school and the change it has brought to my life is very different and significant. As time has gone by I have found myself more and more happy at this school and it has had a huge impact on who I am today. I have found a family on campus through my organization, Delta Sigma Pi, and it has ever since been one of the most valuable experiences. The first year as a freshman I had commuted all year long and I did not find this campus to be home or welcoming. I struggled a lot with wanting to be on campus however, being a part of the freshmen programs I was able to meet several peers who helped me feel more at home. Ever since freshman year I have been involved on campus and I couldn't be more happy and proud to be a titan. This past year has been a huge struggle in terms of my work load with school, holding leadership positions, work and family. I lost one of my closest family members right before starting my spring semester and it was definitely something that was hard to move past but nonetheless, I have made this tough semester my best semester. Something that has always stuck with me is that no matter how tough life gets at the end of the day if you choose to get back up then you are stronger than you thought you were. As I am finishing my third year here I really do want to stay involved my last year of college and there is no better way to do it other than being involved in ASI.

Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

Being at CSUF for 3 years now I have had the opportunity to see several different sides of ASI. I believe that ASI is one of the reasons our student body is able to get the best experience they can at CSUF. Other than education I would say that ASI has been a major part of why I have gotten this far in my career at CSUF with being involved, receiving great opportunities and enjoying my college experience to the fullest. I believe that ASI upholds the responsibility of supporting our student body, providing opportunities for students through jobs, planning & hosting multiple interactive events and making students aware of all that is happening on campus. I believe that ASI upholds and carries out these responsibilities to be able to provide a better and a memorable experience for our student body. Knowing that there are students helping to make a difference for my education or experience at CSUF makes me feel more at home and understood. Being involved in ASI I would hope to gain leadership experience that I was not able to receive from other organizations on campus. I hope to meet new faces on campus that I haven't had the chance to meet and to especially be able to make a difference by being in ASI. I am a business student and one of the biggest tips I have learned is that networking is key and through the skills I have gained throughout the years I want to be able to apply them in ASI. No matter what kind of experiences I have had I believe that joining and being a part of a new community will always help

me grow as a person regardless. I want to be able to learn the student body on a better level to be able to understand how I can help and bring something new to the table. I have yet to stop growing as an individual so through ASI I would hope to be a more rounded individual graduating from CSUF.

Communications Commission Coordinator

Questions -- Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

Communications Commission Positions:

- Events Coordinator
- Outreach Coordinator
- Social Media Coordinator

Communications Commission Essay Question (address each area in your response)

1. In your own words, describe the Communications Commission?
2. Why do you think it is important to communicate the message of ASI to students at CSUF?
3. What position(s) you are most interested in and about any related experience you have that you think qualifies you for or would help you be successful in the position(s)?
4. Describe the ideas or goals you have for next year for the position(s) you are most interested in.
5. Describe how you would promote the activities and events of ASI. *



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34.57 KB · PDF

Community Engagement Commission Director

Questions -- Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

1. In your own words, describe the purpose of the Community Engagement Commission?
2. Tell us why you think it is important to communicate the contribution of the CSUF student body to the local community?
3. How would you direct, support, manage, and oversee the Community Engagement Commission team and program?
4. Tell us about any related experience you have that you think qualifies you for or would help you be successful in the position.
5. Describe the ideas or goals you have for next year.
6. Describe how you would engage with students to make this program successful. *



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Community Engagement Commission

Coordinator Questions -- Please prepare answers to the following questions and upload

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them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>



Community Engagement Commission Positions:
– Coordinator (3)

1. In your own words, describe the purpose of the Community Engagement Commission?
2. Why it is important to communicate the contribution of the CSUF student body to the local community?
3. Tell us about any related experience you have that you think qualifies you for or would help you be successful in the position.
4. Describe the ideas or goals you have for next year.
5. Describe how you would engage with students to make this program successful. *

Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

For Summer 2018 I have the opportunity to intern at Niagara Bottling as an HR intern. I will be starting my internship on June 11th. I am currently working on campus at the Mihaylo Career Services which I will be putting a pause on for the summer. I also am currently holding a position in Delta Sigma Pi, business professional fraternity, which will soon end once this semester is over. Other than my internship I will have no other commitments/ obligations for the summer. As for the upcoming school year I will be back at the Mihaylo Career Services and will not be holding a leadership position in Delta Sigma Pi. I will have more than enough space on my plate in terms of ASI.

Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record
Disclosure

- I hereby acknowledge that I have read, understand, and agree to the preceding statement.

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student.

B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages,

unit totals, number of semesters completed,
and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and
Certification of Application
Enter Your Name *

Amanjot Kaur

Enter Your CWID *



Date *

Tuesday, May 1, 2018

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1. The Communications Commission in my own definition focuses on providing students information about upcoming events, deadlines and awareness of our student body. Through the the various activities hosted, students are able to understand the purpose of ASI and what is openly available to our students on our campus. Through strategic planning and advertising events are put together for our students to attend and to make the most of their experience on campus at CSUF. Activities are promoted through several different outlets to best reach our students and the community of CSUF.
2. I believe it is important to communicate the message of ASI to students at CSUF because it is important for students to know what their tuition goes to and what ways they can get involved on campus. Furthermore, there are so many opportunities out there to grow as an individual, to meet new people or to enjoy their experience at CSUF. ASI has so many different outlets to keep all our students and their interests alive and I believe that without relaying the message students wouldn't be aware that there is a community for them on campus. Alongside, ASI plays a huge role in the way our campus is run and what is brought to our campus and I believe that the message needs to be communicated with our student body to learn more about ASI itself and what is available on campus.
3. I am interested in all three positions however, if I had to rank it from most wanted and down it would be social media coordinator, events coordinator and then outreach coordinator. I would rank them in those areas because I have had experience with all three areas however those are the areas I am most interested in. As for social media I, myself am on several different social media platforms and I also have had the opportunity to provide some insight on my organization's social media pages and then the Mihaylo Career Services social media platforms. Although, I have had experience I believe this is an area I would be able to grow in the most because I will be able to apply my creativity to this position. If given this position I would be able to put my existing skills into providing engaging content for our student body. Next, events coordinator is a position I am interested in because I have planned several different events for Delta Sigma Pi and the Business Inter-Club Council and believe that I would have the expertise to carry over in this position when needed help with planning and hosting events.
4. Some ideas that I have for the social media coordinator are increasing more engagement with our students and involving more organizations on campus to work closely with ASI. I know that Instagram stories have been utilized and tweets for events and facebook for posts however, I would like to make more use of videos from events or leading up to events to engage more students. Vlogs have become very popular and I myself have gained interest in that area and I believe that if we work on creating more interactive content students would watch and want to attend. Instead of doing multiple posts we can work on fitting all posts into one post to make students aware of upcoming events, deadlines or information. Working on using the highlights section for Instagram

to allow for students to access information that was previously posted. Do live tweets when at events and maybe ask students questions to give followers an update. Create certain hashtags to have students use during our events to push more students to our pages. Look into featuring students on our social media platforms to show our engagement with our student body. Definitely direct a good amount of our crowd to our social media platforms but also to remember that not all students use social media. Next, the events coordinator position includes a lot of planning and patience. Some ideas/goals for this position would be to focus more on hosting events that a handful of students would show interest in. So far I believe that ASI has done a great job with planning and hosting events so I have no doubt they won't for the future but some areas for improvement would be time changes, days of events and notice of events. I believe that we should focus on having events that allow for more students to attend especially since we are a huge commuter school so many students don't stay behind for our events. Also, I believe that working closely with the social media coordinator to promote events in advance. I know that spring concert is usually promoted in advance but I believe that we should promote artists in advance so students have a reason to buy tickets.

5. If I were to promote the activities and events of ASI I would first make a strategic plan in terms of what the advertisements will look like, how many times we plan to advertise them and on what platforms. Essentially I would like to have a social media content calendar which will allow for us to see what we are posting, when we are posting it and where it will be posted. This will allow for us to stay organized and for us to keep record of our posted material. I would also like to promote ASI events and activities through organizations, professors and by handing out ASI swag around campus. I would also like to be personable and allow for students to possibly know who is behind the team for them to be able to see that it is their own peers. Posters do a great job but putting on more small events to lead up to a bigger event really does help create awareness. Definitely want to use the on campus living as a resource to promote more of ASI events as they are very accessible to the students living there. Possibly creating bi weekly event update emails for students to receive to see what events will be happening in the upcoming weeks. There are many other ideas however, I feel like they are incomplete without a team and the great minds that can be put together to make it a solid idea.

1. In my own words I would say the purpose of the Community Engagement Commission is to work as a team to represent CSUF and to build its relationship with the community that is around and on our campus. We are all adults and it is necessary to build connections with people that you are surrounded by and supported by. We build these relationships to better serve our community and give back to those who put in their effort to make our experience at CSUF the best it can be.
2. I believe it is important to communicate the contribution of the CSUF student body to the local community because we want to make them aware of what our students are capable of and what our students can offer. The local community supports our students through many different aspects and we should be able to share our successes for the community to remind them that our successes are because of all the support we receive from the community. Our successes as students will one day become the successes of the local community.
3. In terms of this I would help direct, support, manage and oversee the Community Engagement by applying my leadership skills with being transparent, having one-on-ones, and be hands off when needed. I truly think that to excel in a leadership position you need to be hands off at times to let others take control versus micromanaging. I also will like to emphasize that me being transparent and having one-on-ones will allow for me to be direct with my teammates and allow me to support and oversee the team. I want my team to be able to feel comfortable enough to receive feedback through my one-on-ones and providing them with pros and cons on how to improve and what to carry over.
4. I have held vice president of public relations in an organization on campus which allowed to me to work closely with my board and the local community to better serve our locals. I was able to reach out to the a low income community in Fullerton to plan a day to work closely with them and give back. I know that most students on campus don't get the opportunity to work with the local community and I believe that it is very necessary. Not only giving back to the community that supports you but to also show them what you have made of yourself and this school as a whole.
5. Some goals or ideas I have for this position are working closely with organizations on campus to spread the word but also to remind our students how big of a role the community plays in our lives. I also would like to be host events that will allow for our students to have our community members involved on our campus to give them a better feel of what we can provide them. We have a huge campus and the least we can do is host events that involved our local community and students show appreciation and support. Also would like to do more advertising for students to take more interest and be willing to learn about our connections and relations with our local community.
6. I would engage with students on a few different levels such as my peers in my classes, through my organization, but as a whole to the campus by hosting smaller events where I am able to speak and have some activities. Definitely would like to make a big impact and I think there is no better way of doing it other than reaching out myself and being personable. I feel like newsletters every month would be a great way to let the students know what we have been doing and what they should know.

General Responsibilities Of These Positions Include, But Are Not Limited To:

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 10-20 hours a week is a close estimate across these positions)
- Attendance at regularly occurring team or staff meetings during the semesters (day/time to be arranged)
- Planning and implementing, alone or as part of a team, a variety of activities and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

- I acknowledge that I have read, understand, meet, and commit to all of the responsibilities, commitments, and eligibility criteria described above

Required Retreats And Training Dates Include, But Are Not Limited To:

- June 1, 2018 Orientation (plan for all day, details to follow the selection process)
- June 2 and 3, 2018 Leadership Retreat (overnighter, plan for all day both days, details to follow the selection process)
- June 5, 6 and 7, 2018 Training (plan for all day both days, details to follow the selection process)
- Weekly Training/Planning Meetings throughout the summer
- Additional dates may be scheduled within teams

Eligibility Criteria To Apply, Accept, and Maintain Position:

-All student leaders holding a position must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Award, where applicable *

Name *	Nathalie Carrillo Munoz
Primary/Cell Phone Number *	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program *	Biology
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) *	Sophomore

Expected Graduation Semester *

Spring 2021

Expected Graduation Semester *



I am interested in these positions or teams:
(leave checked all that you are interested in;
additional questions will appear/disappear
based on selections) *

- Environmental Sustainability Commission Team

Please rank the positions/teams in order of your
preference for consideration (use N/A if you do
not want to rank all four):

Environmental Sustainability Commission Team

First Choice *

Second Choice *

N/A--I'm only interested in the above

Third Choice *

N/A--I'm only interested in the above

Fourth Choice *

N/A--I'm only interested in the above

Tell us about yourself (tell us about your background, your past experiences, and what makes you a good candidate for the position; include any information that you think appropriate and important for us to know): *

I am majoring in Biology and am finishing up my second year here at CSUF. I was involved in student government in highschool for two years. I currently work at the Career Center on campus and have learned many aspects of professionalism. For the 2017–2018 academic school year, I was the Programming Coordinator for the Environmental Sustainability Commission. I have learned so much about the Commission and the abundant things the commission can and cannot do. I have been exposed to the different events ASI puts in place and have learned of the detailed expectations required for this position. With this, I feel more than ready to fulfill my duties as programming coordinator and to also suggests new ideas and opportunities for the commission all while keeping an open mind and continuously learning.

Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

ASI student government I believe has two different purposes. The first is to represent the student body in serious matters like advocating for students on campus and off campus. This focus lands more on those who are elected into their positions because they have specific values and intentions for making the campus a better place for the student body, but in a government–like level. Another purpose is to make campus the place students want to be at! This means putting in place fun events and activities for the student body. This also includes holding meetings and events in relation to subjects the student body cares about. For example, the Environmental Sustainability Commission is in place for students who want to get involved with ASI and help in advocating/promoting more sustainable practices for the individual and for CSUF as a whole within its community and outside with the Fullerton community.

Environmental Sustainability Commission

Director Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

1. In your own words, describe the purpose of the Environmental Sustainability Commission?
2. Why is it important to promote environmental

sustainability to students at CSUF?

3. How you would direct, support, manage, and oversee the Environmental Sustainability Commission team and program?
4. Describe the ideas or goals you have for next year for the position.
5. Describe how you would promote the activities and events of the Environmental Sustainability Commission. *

Environmental Sustainability Commission Coordinator Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

Environmental Sustainability Commission Positions:

- Programming Coordinator
- Promotions Coordinator
- Waste and Energy Coordinator



[environmental_sustainability_commission_coordinator_qu...](#)

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1. In your own words, describe the purpose of the Environmental Sustainability Commission?
2. Why is it important to promote environmental sustainability to students at CSUF
3. What position(s) you are most interested in and why, including any relevant experience you have for this type of positions?
4. Describe the ideas or goals you have for the next year, in regards to the Environmental Sustainability Commission?
5. Describe how you would promote the activities and events of the Environmental Sustainability Commission. *

Lobby Corps Commission Coordinator Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

Lobby Corps Commission Positions:

- Events Coordinator
- Marketing Coordinator
- Advocacy Coordinator

1. In your own words, describe the purpose of the Lobby Corps Commission.
2. Why is it important to advocate for student interests?
3. What position(s) you are most interested in and why, including any relevant experience you have for this type of positions?
4. Describe the ideas or goals you have for the next year, in regards to the Lobby Corps Commission?

5. Describe how you would promote the activities and events of the Lobby Corps Commission. *

Presidential Appointee Commission Lead Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>

Presidential Appointee Commission Positions:
- Lead

1. Describe your understanding of the role that student representation on university committees serves?
 2. Describe any experience you have with volunteer-based programs.
 3. Describe how you would recruit, engage, and motivate members to stay involved.
 4. Share the ideas or goals you have for next year for the Presidential Appointee Commission
 5. Describe how you would promote the Presidential Appointee Commission next year *
-

Please upload your resume in PDF format. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html> *



Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

During the summer, I will take my intro to physics courses at CSUF. I hope to take two summer sessions. The first will be for the first portion of physics and the second will be for the second portion. I hope to be officially enrolled in Dr. Walter's research lab during Fall 2018. He requires about 5 hours committed per week in his research lab. I will also be working on campus at the Career Center. I plan to work about 12 hours, which is 5 less than this semester to be able to balance out my commitments.

Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record Disclosure

- I hereby acknowledge that I have read, understand, and agree to the preceding statement.

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been

previously restricted by the student.

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I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application
Enter Your Name *

Nathalie Carrillo Munoz

Enter Your CWID *



Date *

Monday, April 2, 2018

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Environmental Sustainability Commission Coordinator Questions
Nathalie Carrillo

1. In your own words, describe the purpose of the Environmental Sustainability Commission?
The purpose of the Environmental Sustainability Commission, in short, is to advocate for a more environmental sustainable campus. The purpose becomes more detailed when you consider what is apart of CSUF Campus. This includes providing environmentally sustainable events and opportunities students may participate in like Farmers' Market, volunteering opportunities, and attending the commission meetings to learn about environmental sustainability and different realms/environments affected negatively and positively. CSUF Campus also includes other campus organizations. Another purpose is to collaborate with these organizations to provide an educational component or an environmental sustainable opportunity like a volunteering event or a change within their practices and also promote with them. Another purpose is to promote all of these things to everyone on campus to share what we as a commission and we as a campus are doing to be in a more sustainable environment in hopes to spread sustainable practices within each individual.

2. Why is it important to promote environmental sustainability to students at CSUF
It is important to promote environmental sustainability to students at CSUF to remind them it is not just man on the planet. We as individuals have an effect on others and the environment more than we think we do. It is important to promote the concept of environmental sustainability so that the student may go about their lives with a bigger picture in mind. Promoting to students also would hopefully spread sustainable practices within individuals and also spread of the wealth of having this knowledge and using it towards a greater cause: sustaining the environment for future generations of all life forms.

3. What position(s) you are most interested in and why, including any relevant experience you have for this type of positions?
I am most interested in the Programming Coordinator position because I enjoy planning and putting events together, especially for a cause like this. Advocating for the environment is something that I am passionate about. There are strong people who can use their own voices to stand up for the rights and well-being that belong to them and others, but with the Earth, it is up to us to pay attention to its reactions and be mindful of our own actions to understand the hardships placed upon the Earth and the negative impacts on it. Being Programming Coordinator this year has taught me so much about what the job entails and I would be so excited if I was given a second time to fulfill this positions job in a more organized, well-informed manner. I have many ideas and goals to add on for the upcoming year.

4. Describe the ideas or goals you have for the next year, in regards to the Environmental Sustainability Commission?
If chosen as Programming Coordinator for ESC, I plan to expand. This year we had an ocean theme for our commission meetings and based each meeting on a certain topic to educate those who came. We also had the Farmers' Market and collaborated with the Children's Center during an event of theirs. We are currently collaborating with on campus/ off campus organizations and students as well to showcase their ideas/research/services on the Tuesday during Earth week. All of these things I would like to do next year, but with more. During Farmers Market, I want music

out there, I want more clubs and commissions out there tabling, and I want more interaction between those passing by those in the commission. When collaborating with the Children's center, I also would like to do educational games with the children. I would love to go in and read them a book about sustainability as well. I would also like to collaborate more with the Health Center. I want to re-apply for the Greenovation application and try to get carts for fruits and maybe prepped food to give out during Farmer's Market. I also would like to collaborate with Lobby corps. I want to get more into the policies in place for California's environment and see if there is anything we as CSUF can do to make our voices heard when it comes to these policies. I also want to set up volunteer events each month that us as a commission go to. Those who attend commission meetings and others who are interested would also be welcomed to come as well.

5. Describe how you would promote the activities and events of the Environmental Sustainability Commission.

I would make sure we submitted forms to marketing so we can have electronic posts, poster papers (limited) and also one on one interaction with my classmates. I would also go to NSM meetings and make an announcement of our meetings/events/activities. I would pass out handbills during the Farmer's market and during any other event going on where it would be allowed. I would also promote through my own social media and the social media of ASI, CSUF.

- Collaborated with on/off campus organizations and students to promote environmental sustainability at CSUF
- Attended weekly meetings to ensure progress, collaborations, educate others in regards to the environment, and provided volunteer opportunities to the student body

Skills

- Proficient in Symplicity, Microsoft Word, Powerpoint, Outlook, Publisher
- Fluent in Spanish

General Responsibilities Of These Positions Include, But Are Not Limited To:

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- Attendance at regularly occurring team or staff meetings during the semesters (day/time to be arranged)
- Planning and implementing, alone or as part of a team, a variety of activities and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

- I acknowledge that I have read, understand, meet, and commit to all of the responsibilities, commitments, and eligibility criteria described above

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Eligibility Criteria To Apply, Accept, and Maintain Position:

-All student leaders holding a position must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Award, where applicable *

Name *	Kaysha Kenney
Primary/Cell Phone Number *	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program *	Biology/Marine Biology
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) *	Senior

Expected Graduation Semester *

Spring 2019

Expected Graduation Semester *



I am interested in these positions or teams: (leave checked all that you are interested in; additional questions will appear/disappear based on selections) *

- Environmental Sustainability Commission Team
- Lobby Corps Commission Team

Please rank the positions/teams in order of your preference for consideration (use N/A if you do not want to rank all four):

Environmental Sustainability Commission Team

First Choice *

Second Choice *

Environmental Sustainability Commission Director

Third Choice *

Lobby Corps Commission Team

Fourth Choice *

Presidential Appointee Commission Lead

Tell us about yourself (tell us about your background, your past experiences, and what makes you a good candidate for the position; include any information that you think appropriate and important for us to know): *

I am currently a biology major with a background in environmental conservation and marine biology. I do extensive fieldwork in restoration projects in the OC and SD bays and estuaries. I also teach about environmental conservation in 2 of my jobs to students K-8 and the general public. I have had previous experience working on the environmental sustainability commission as the energy and wastage coordinator.

Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

ASI is a voice for the students at CSUF. We use our resources to advocate and provide on behalf of CSUF students. It is used to help better the lives of students on campus. I want to continue a position as an ASI leader to grow as an individual in a leadership position, and to continue to advocate for CSUF students.

Environmental Sustainability Commission Director Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>

1. In your own words, describe the purpose of the Environmental Sustainability Commission?
2. Why is it important to promote environmental sustainability to students at CSUF?
3. How you would direct, support, manage, and oversee the Environmental Sustainability Commission team and program?
4. Describe the ideas or goals you have for next year for the position.
5. Describe how you would promote the activities and events of the Environmental Sustainability Commission. *

Environmental Sustainability Commission Coordinator Questions--Please prepare answers [esc_app.pdf](#)

to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>



29.49 KB · PDF

Environmental Sustainability Commission
Positions:

- Programming Coordinator
- Promotions Coordinator
- Waste and Energy Coordinator

1. In your own words, describe the purpose of the Environmental Sustainability Commission?
2. Why is it important to promote environmental sustainability to students at CSUF
3. What position(s) you are most interested in and why, including any relevant experience you have for this type of positions?
4. Describe the ideas or goals you have for the next year, in regards to the Environmental Sustainability Commission?
5. Describe how you would promote the activities and events of the Environmental Sustainability Commission. *

Lobby Corps Commission Coordinator

Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

Lobby Corps Commission Positions:

- Events Coordinator
- Marketing Coordinator
- Advocacy Coordinator

1. In your own words, describe the purpose of the Lobby Corps Commission.
2. Why is it important to advocate for student interests?
3. What position(s) you are most interested in and why, including any relevant experience you have for this type of positions?
4. Describe the ideas or goals you have for the next year, in regards to the Lobby Corps Commission?
5. Describe how you would promote the activities and events of the Lobby Corps Commission. *



[esc_app1.pdf](#)

29.49 KB · PDF

Presidential Appointee Commission Lead

Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

Presidential Appointee Commission Positions:

– Lead

1. Describe your understanding of the role that student representation on university committees serves?
2. Describe any experience you have with volunteer-based programs.
3. Describe how you would recruit, engage, and motivate members to stay involved.
4. Share the ideas or goals you have for next year for the Presidential Appointee Commission
5. Describe how you would promote the Presidential Appointee Commission next year *

Please upload your resume in PDF format. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html> *



Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

I will be involved in my research lab doing fieldwork in Newport Beach and San Diego. I will be working at my 2 jobs, both educator positions. I will be applying for the desert docents program in the NSM college. I will be applying for an internship over the summer and following in the Fall and Spring semesters.

Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record Disclosure

- I hereby acknowledge that I have read, understand, and agree to the preceding statement.

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student.

B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application
Enter Your Name *

Kaysha Kenney

Enter Your CWID *

[REDACTED]

Date *

Wednesday, April 25, 2018

Created 26 Apr 2018 3:03:51 PM	[REDACTED]
PUBLIC	

1. The purpose of the Environmental Sustainability Commission is to advocate sustainability on behalf of students at CSUF. CSUF ESC should be leading the way for sustainability on campus, implementing sustainable practices on campus, in the community, and in the state.
2. It is important to promote environmental sustainability to students at CSUF because environmental sustainability is becoming increasingly important in the world. Climate change has increasing effects on the environment and being able to live sustainability will be important to reduce the effects of climate change.
3. I am most interested in the wastegae and energy coordinator position for ESC. As an ESC coordinator last year, I was able to identify the issues on campus and I would like to continue to address and work on sustainable issues facing CSUF. Relevant experience includes previous ESC coordinator position for the 2017-2018 school year. I also teach about marine ecosystems and environmental sustainability at my 2 jobs. I work in a research lab that does research on habitat restoration, and work in collaboration with environmental projects such as OC Coastkeeper.
4. My goals for next year on ESC Commission include implanting more sustainable practices on campus. These practices include making ASI more sustainable, by ridding ASI of one-time use plastics, making the TSU more sustainable by educating ASI leaders on the importance of recycling, reducing, and reusing. Furthermore, there is currently a campaign in the US starting on college campuses called Ban the Bottle where college campuses are banning selling plastic water bottles on campus. I would also like to implement more sustainable-centered activities once a month to promote sustainability on campus. Events like this would include screenings of environmental documentaries and hosting public speakers. I would also like to look into CA environmental policies and potentially advocating for those policies in local government and state government.
5. I would promote ESC activities and events by reaching out to clubs and organizations directly. I would also like to start a stamp-card system like other ASI programs, and incentive students to attend our events with promotional items. Promotional items such as tote bags and free food can be given out at events and farmers markets to attract students.

Kaysha Kenney

Professional Summary

Motivated STEM professional, proficient in interpretive education, data tracking, and laboratory techniques and protocols. Exceptional communication skills and developing relationships.

Skills

- Efficient communicator
- Interpretive education
- Data interpretation
- Skilled problem solver
- Computer literate
- Very organized
- Laboratory techniques
- Personable

Certifications

- CPR/First Aid Certified

Leadership Experience

Wastage and Energy Coordinator

Associated Students, Incorporated
- Fullerton, CA

- Event Planning
- Lead commission meetings
- Implement sustainable and environmental practices

Research Experience

California State University, Fullerton

Director: Dr. Danielle Zacherl
January 2018 – current

- Newport Bay Living Shorelines Project
- San Diego Native Oyster Restoration

Work History

Teaching Assistant 11/2017 – Current

Bionerds, LLC. – Rancho Santa Margarita, CA

- Assists in teaching biological theories and concepts
- Lead teacher on marine biological programs
- Performs animal dissections
- Active teaching styles and strategies

Tide Pool Educator 3/2017-Current

Laguna Ocean Foundation – Laguna Beach, CA

- Data tracking

- Educate interested persons about intertidal environments
- Interpretive education
- Logging and interpreting data

Studio Manager/Administrative Assistant 2/2014 – 11/2017

DanceLova Dance Academy – Irvine, CA

- Managed small team of 3 administrative assistants

Front End/Customer Service 10/2013 - 2/2014

TJ Maxx- Tustin, CA

- Handled all customer relations issues in a gracious and courteous manner

Administrative Assistant 07/2012 – 07/2013

Hollywood Dance- Wildomar, CA

- Helped in customer assistance

Education

Murrieta Valley High School
2009-2013

- 3.5 Cumulative GPA
- Enrolled into International Baccalaureate classes
- Member of Murrieta Valley Earth Club
- Graduated with 40 hours of community service

**California State University,
Fullerton**

2013-Current

- Major: Biological Science
- Concentration: Marine Biology
- GPA: 3.584
- Dean's List for 4 consecutive semester

Volunteer History

LA Farm Sanctuary

- Cleaning animal enclosures

**MuttMedics/Illumination
Foundation**

- Veterinary care for homeless citizens

Ocean Institute

- Educate public on marine ecosystems
- Marine organisms handler

Extracurricular Activities

CSUF Herbivore Club

- Active Member April 2016-Current
- Club President June 2016-May 2017

General Responsibilities Of These Positions

Include, But Are Not Limited To:

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 10–20 hours a week is a close estimate across these positions)
- Attendance at regularly occurring team or staff meetings during the semesters (day/time to be arranged)
- Planning and implementing, alone or as part of a team, a variety of activities and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

- I acknowledge that I have read, understand, meet, and commit to all of the responsibilities, commitments, and eligibility criteria described above


Required Retreats And Training Dates Include, But Are Not Limited To:

- June 1, 2018 Orientation (plan for all day, details to follow the selection process)
- June 2 and 3, 2018 Leadership Retreat (overnighter, plan for all day both days, details to follow the selection process)
- June 5, 6 and 7, 2018 Training (plan for all day both days, details to follow the selection process)
- Weekly Training/Planning Meetings throughout the summer
- Additional dates may be scheduled within teams

Eligibility Criteria To Apply, Accept, and Maintain Position:

-All student leaders holding a position must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Award, where applicable *

Name *	Brittany Cook
Primary/Cell Phone Number *	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program *	Biological Science, Plant Biology
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) *	Junior
Expected Graduation Semester *	Spring 2020
Expected Graduation Semester *	



I am interested in these positions or teams:
(leave checked all that you are interested in;
additional questions will appear/disappear
based on selections) *

- Environmental Sustainability Commission Team

Please rank the positions/teams in order of your
preference for consideration (use N/A if you do
not want to rank all four):
First Choice *

Environmental Sustainability Commission Team

Second Choice *

N/A--I'm only interested in the above

Third Choice *

N/A--I'm only interested in the above

Fourth Choice *

N/A--I'm only interested in the above

Tell us about yourself (tell us about your background, your past experiences, and what makes you a good candidate for the position; include any information that you think appropriate and important for us to know): *

I am a third-year Plant Biology major, and without a doubt, conservation and environmental sustainability are two issues I hold close to my heart, and I am passionate towards. I am currently a scholar for the Southern California Ecosystems Research Program, which is a fellowship program that focuses entirely on the environment. I am in the research lab of Dr. Der where I have presented my research on native and non-native flower pollination at several conferences, although I am currently working on an independent research project on apple genomics.

I am a proud Titan and have looked for ways to serve my campus community (large or small) nearly every semester. At the end of my first year, I was an Orientation Leader where I served thousands of incoming first-year students, transfer students and their support systems (e.g., parents). Immediately after, I was employed at the Titan Shops bookstore where I was promoted to Amazon Lead and ultimately served there for almost a year and a half. This past semester I was a Peer Mentor for 27 undeclared first-year students, and I was just elected as Vice Chair for the Natural Sciences and Mathematics Interclub Council for the 2018-2019 academic year. At the moment, I work on-campus at the NSM Opportunity Center (a study lounge and tutoring center) and the History Department. I consider myself to be very active on campus and think of Cal State Fullerton to be my home-away-from-home.

Tell us what you think the purpose of our ASI student government is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

ASI student government is intended to enrich the university experience for CSUF students. Students should feel connected to their university, the university community, and have the opportunity to impact their environment (and develop themselves) through student leadership positions—and ASI student government accomplishes just that. ASI provides a college experience much greater than simply attending lecture. Participating in ASI events and positions have been among my favorite CSUF moments, and have increased my motivation to work hard in my studies and career objectives.

I want to be apart of ASI leadership to continue improving my student leadership skills. I also would love to have the opportunity to give back to the very programs which have enriched my university experience. I feel that this experience would challenge me and promote personal growth. I would hope to learn more about how to serve a community from an environmental approach, and how to connect the community with nature.

Environmental Sustainability Commission
Director Questions--Please prepare answers to
the following questions and upload them as a
PDF file. If you need help learning how to save a
file as PDF visit
<http://www.adobe.com/products/acrobat/print-to-pdf.html>

1. In your own words, describe the purpose of
the Environmental Sustainability Commission?

2. Why is it important to promote environmental sustainability to students at CSUF?
3. How you would direct, support, manage, and oversee the Environmental Sustainability Commission team and program?
4. Describe the ideas or goals you have for next year for the position.
5. Describe how you would promote the activities and events of the Environmental Sustainability Commission. *

Environmental Sustainability Commission Coordinator Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

Environmental Sustainability Commission Positions:

- Programming Coordinator
- Promotions Coordinator
- Waste and Energy Coordinator



[environmental_sustainability_commission_coordinator_application...](#)
341.74 KB · PDF

1. In your own words, describe the purpose of the Environmental Sustainability Commission?
2. Why is it important to promote environmental sustainability to students at CSUF?
3. What position(s) you are most interested in and why, including any relevant experience you have for this type of positions?
4. Describe the ideas or goals you have for the next year, in regards to the Environmental Sustainability Commission?
5. Describe how you would promote the activities and events of the Environmental Sustainability Commission. *

Lobby Corps Commission Coordinator Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

Lobby Corps Commission Positions:

- Events Coordinator
- Marketing Coordinator
- Advocacy Coordinator

1. In your own words, describe the purpose of the Lobby Corps Commission.
 2. Why is it important to advocate for student interests?
 3. What position(s) you are most interested in and why, including any relevant experience you have for this type of positions?
 4. Describe the ideas or goals you have for the next year, in regards to the Lobby Corps Commission?
 5. Describe how you would promote the activities and events of the Lobby Corps Commission. *
-

Presidential Appointee Commission Lead Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html>

Presidential Appointee Commission Positions:
- Lead

1. Describe your understanding of the role that student representation on university committees serves?
2. Describe any experience you have with volunteer-based programs.
3. Describe how you would recruit, engage, and motivate members to stay involved.
4. Share the ideas or goals you have for next year for the Presidential Appointee Commission
5. Describe how you would promote the Presidential Appointee Commission next year *

Please upload your resume in PDF format. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html> *



Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

Over the summer I will be working on campus in my research lab and the History Department.

Over the fall semester, I will be still working my usual jobs on campus (student assistant at the History Department and the Opportunity Center) and I will also be starting my term as NSM-ICC Vice Chair.

I do not have anything currently planned for the spring semester.

Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record Disclosure

• I hereby acknowledge that I have read, understand, and agree to the preceding statement.

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student.

B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may

include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and Certification of Application
Enter Your Name *

Brittany Cook

Enter Your CWID *

[REDACTED]

[REDACTED]

[REDACTED]

<p>[REDACTED]</p>	<p>[REDACTED]</p>
<p>[REDACTED]</p>	<p>[REDACTED]</p>

1. In your own words, describe the purpose of the Environmental Sustainability Commission?

The commission advocates and promotes policies of environmental sustainability through increasing the environmental-friendliness of facilities and processes on campus as well as promoting student awareness for conservation efforts and ways that students can help the environment.

2. Why is it important to promote environmental sustainability to students at CSUF

CSUF is a very large campus, where students are ultimately attending to educate themselves to benefit the well-being of themselves and society. Educating CSUF students about environmental sustainability is an excellent stage to deliver this message before they venture out completely into the “adult” world. By promoting environmental sustainability to students now, they can make more informed decisions and purchases before and after graduation. They will also be able to share this information with members outside the college community and spread the message of environmental sustainability. Students should also be aware of the efforts that Cal State Fullerton is making to save the environment (and even upkeep costs).

3. What position(s) you are most interested in and why, including any relevant experience you have for this type of positions?

I am most interested in the Waste and Energy Coordinator position. The issue of trash and recycling has always been an issue that deeply pains me, and I am constantly looking for ways to reduce, reuse, and recycle many of the perfecting good, everyday items that are thrown away needlessly. Unfortunately, much of our nation’s waste issues would need to be solved on a commercial level (e.g., packaging), but there are still many simple and easy ways that consumers (and our campus!) can reduce waste. Energy is a newer subject to me, since I know little about the mechanics behind electricity, but it is still a subject that excites me and I’d love to learn more about. Mechanical engineering was my second choice as a major, and I love working with LEDs and discovering ways to save on the electricity bill at me house.

I have been a coordinator for one of the volunteer projects that my research program has sponsored, and as the only Amazon Lead at the Titan Shops bookstore during my time there, I held a great deal of responsibility ensuring that my department ran smoothly and that deadlines were met with little to no supervision.

4. Describe the ideas or goals you have for the next year, in regards to the Environmental Sustainability Commission?

I would hope to increase the awareness of the Environmental Sustainability Commission on campus. I can recall only twice where I have seen the commissions presence or event (my new student orientation and this past Earth Day). The sustainability awards on the Student Recreation Center and Student Housing are fairly visible, but I would like students to be more aware of the additional efforts of the commission.

An idea that I would love to implement would be workshops or movements advocating for “Reduce, reuse, recycle” where students could be informed on ways to preserve the environment, such as minimizing the use of disposable products and offering reusable alternatives, useful ways to reuse (or extend the life of) items that would otherwise be thrown away, and information on recycling facilities

near CSUF (or recycling-pickup events). Often, reducing, reusing, and recycling can help students save money as well.

5. Describe how you would promote the activities and events of the Environmental Sustainability Commission.

I would want to increase the presence of the Environmental Sustainability Commission by tabling more on campus (i.e. Titan Walk) or hosting events/workshops promoting sustainability. I think it would be cool to do something like going out on Titan Walk with disposable products and comparing them to reusable alternatives, and maybe students could also enter to win these reusable items. As for events, I think marketing the Environmental Sustainability Commission as very earthy, warm, and friendly will do wonders in terms of promotion. I believe that most students are genuinely interested in saving the planet, they just aren't aware how. Also, the earth and nature is super beautiful and artistically inspiring! I think adding plant, water, or sun elements to designs will appeal to people and create a really cool, fun, and eye-catching theme for the commission.

Brittany Cook

EDUCATION

California State University, Fullerton

Biological Science, Plant Biology Concentration, B.S.

Fall 2015 –
Present

Mt. San Antonio College

Pharmacy Technician Certification Training Program, 2015.

WORK EXPERIENCE

Student Assistant, *Department of History*

- Assists students with creating advising appointments, contacting faculty, and resolving administrative issues.
- Maintains office environment, cleanliness, and inventory.
- Provides support to the department by assisting office staff with various tasks.

Fullerton, CA
2017 – Present

Student Assistant, *Opportunity Center for Science and Mathematics Students*

- Aids Assistant Dean, Graduation Specialist, and Retention Specialist for the College of Natural Science and Mathematics (NSM) in managerial tasks.
- Coordinates tutoring for students in the center.
- Manages and troubleshoots the center with minimal to no supervision.
- Promotes events within the College of NSM.

Fullerton, CA
2016 – Present

Amazon Lead, *Titan Shops*

- Managed textbook buyback sales and inventory.
- Prepared products for shipment.
- Answered customer inquiries, refund requests, and order complications.
- Trained associates and other leads.

Fullerton, CA
2016 – 2018

Orientation Leader, *California State University, Fullerton*

- Assisted freshmen, transfers, and parents with the transitions into university.
- Facilitated teambuilding activities amongst incoming freshmen.
- Conducted campus tours for parents and students.
- Aided students in class selection and academic advising.

Fullerton, CA
2015 – 2016

VOLUNTEER WORK

Member-At-Large, *Natural Science and Mathematics – Interclub Council*

- Debates and votes for the allocation of travel and event funding for students and on-campus clubs.
- Reviews travel and event packets for completeness before submitting to the council for approval.
- Represents individual students seeking funding.

Fullerton, CA
2017 – Present

Peer Mentor, *First Year Experience*

- Assisted undeclared freshman with the transition from high school to college.
- Co-facilitated biweekly UNIV 100 class with faculty member.
- Guided students to discover potential majors and involvement opportunities.

Fullerton, CA
Fall 2017

ACADEMIC HONORS AND SKILLS

- Southern California Ecosystems Research Program (SCERP) Scholar.
- College of NSM Dean's list, Fall 2017.
- Basic understanding of Spanish reading and listening.

From: ASI Programming Director Application
To: [Wiley, Drew](#); [Ysais, Austin](#)
Subject: Programming Director Application [#10]
Date: Friday, March 30, 2018 7:33:20 PM

General responsibilities of these positions include, but are not limited to:

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 15-20 hours a week is a close estimate across these positions)
- Attendance at regularly occurring meetings during the semesters (day/time to be arranged)
- Leading, guiding, and overseeing a team of student leaders
- Planning and implementing, alone or as part of a team, a variety of activities and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

- I acknowledge that I have read, understand, meet, and commit to all of the responsibilities, commitments, and eligibility criteria described above

Required Retreats And Training Dates Include, But Are Not Limited To:

- June 1, 2018 Orientation (plan for all day, details to follow the selection process)
- June 2 and 3, 2018 Leadership Retreat (overnighter, plan for all day both days, details to follow the selection process)
- June 5, 6 and 7, 2018 Training (plan for all day both days, details to follow the selection process)
- Weekly Training/Planning Meetings throughout the summer
- Additional dates may be scheduled within teams

Eligibility Criteria To Apply, Accept, and Maintain Position:

- Undergraduate student leaders must earn six (6) semester units of credit each semester. Graduate student leaders must earn three (3) semester units of credit each semester.
- Undergraduate student leaders are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective whichever is greater. Graduate student leaders are allowed to earn a maximum of 50 semester units. Student leaders holding over that number of units will not be eligible.
- Undergraduate student leaders must have been enrolled at CSUF for one semester preceding

their application for a leadership position earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSUF must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student leaders must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible.

-All student leaders holding a position must be in good standing, must not be on probation, must have earned a CSUF semester grade point average of 2.0 and a CSUF cumulative grade point average of 2.5 for all classes at CSUF during the semester prior to their application, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Award *

Name *	Gabriel Ponce
Primary/Cell Phone Number *	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program *	Philosophy
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.) *	Junior
Expected Graduation Semester *	Spring 2021
Address *	<input type="checkbox"/> [REDACTED]

I am interested in applying for:
(leave checked all that you are interested in; additional questions will appear/disappear based on selections) *

- Productions Director

Tell us about yourself (tell us about your background, your past experiences, and what makes you a good candidate for the position; include any information that you think appropriate and important for us to know): *

My name is Gabriel Ponce, current Philosophy Major, soon-to-be Triple Major in Sociology and English as well. I am ambitious and hardworking, the current President of my fraternity on campus, as well as one of the Seven founders for my fraternity. I believe my college experiences, life experiences, and life philosophy make me the best candidate for this position. As stated above I am a founder and President of Sigma Lambda Beta International Fraternity, Inc. at CSUF. My experiences as a brother has made me more empathetic and more understanding of the different people we serve here on campus. I know how to lead, organize, and love a group of people

like they are my family. I believe this same essence should be translated into our greater CSUF family.

I have also worked at the Chicana and Chicano Resource Center, serving as the community engagement lead and have learned immensely from my colleagues, but more so from Ms. Denice Velez. She taught me how to properly organize and put on programs, and through her teachings I was able to show the rest of my brothers how to best organize to be able to help the community we serve.

Another thing my college experience has taught me is how to develop a love for academics. My first year of college I got a 2.0 due to just being a commuter and not really having a support group, but once I got more involved I realized the importance of my education. I've been improving ever since and got my best grades last semester with a 3.7, while also being President, having a position at the CRC, and working at Trader Joes. I learned how to time manage, along with realizing my purpose here at CSUF, to bring communities together.

My life's trials and tribulations have also helped me grow and mature into the leader I am today. I grew up in the ghetto, yet always had the family support to never fall victim to the "street life." This family bond and support has showed me that love for one another can really transcend and break barriers. Being a first-generation college student, I have always battled against the odds and continue to use that hunger to continue to drive my work-ethic. I honestly believe I won't ever be outworked.

Outworking myself every day is one of my mottos, not because I want to be the best, but because I want to be better than I was yesterday. I understand life is about growth, and being able to love one another. Times aren't always easy, but times are always beautiful, and should be treated as such. If I get this position I commit to never lose my cool, I will always love my team and community I serve, and use all my trials and tribulations to guide me to make the best decisions and create the dopest programs for OUR community. I can explain more about the procedural experiences that make me qualified for this position, but in all honesty, this is a position of privilege, and if we don't have the right sentiment going into this position, then it wouldn't matter...

Tell us what you think the purpose of ASI Programming is and why you want to be a part of ASI leadership (tell us why you think ASI does what it does, what you hope to get out of the experience, and what you hope to learn): *

I believe the purpose of ASI Programming is to be able to help our community grow and heal using workshops, culture, entertainment, knowledge.

We help our community grow by creating events that bring people together and help develop those bonds on campus. Rather than just going to class, we help teach and learn from each other outside of class. We embrace each other's similarities, while also learning about each other's differences. Programs are beautiful, because it is here that we can show that "real-world" knowledge on campus. We heal our communities by giving them the spiritual ointment they need. Whether it be: healing their sense of homesickness by producing an event that relates to their culture, by healing their sense of ethnocentrism by showing them the beauty of other cultures, healing their anxiety by entertaining them in a way to convert that anxiousness to excitement, and heal their lack of wanting to learn by making them realize the beauty in knowledge.

I would love to be a part of ASI because I believe I can bring the innate leadership and love required to be able to carry our high standards and bring these programs into fruition. ASI is meant to be the leaders of the campus, and rather than trying to cash a paycheck, we should be actually trying to progress our community. ASI is meant to be our leaders, our pillars of hope, and I believe I can live up and help push that standard to higher places.

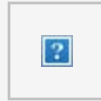
I hope to be able to further envelop myself within this community and learn from as many people that I can. I believe being in ASI is a position of privilege, and learning from people is one of those privileges. Learning from staff, students, and the programs themselves. In this position, I'd hope to continue to learn, lead, and love. Learn from everyone's mistakes and successes, lead with my heart

and follow my heart, and love all.

Productions Director Questions--Please prepare answers to the following questions and upload them as a PDF file. If you need help learning how to save a file as PDF visit

<http://www.adobe.com/products/acrobat/print-to-pdf.html>

1. In your own words, describe the purpose of ASI Productions.
2. Tell us why you think it is important to have on-campus entertainment events at CSUF
3. Tell us how you would direct, support, manage, and oversee the Productions team and programs
4. Describe the ideas or goals you have for next year for the position
5. Describe how you would promote the activities and events of Productions *



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349.79 KB · PDF

Please upload your resume in PDF format. If you need help learning how to save a file as PDF visit <http://www.adobe.com/products/acrobat/print-to-pdf.html> *



What ideas or opportunities do you see for collaboration within and across the different ASI Programming areas and also with other ASI groups, leaders, or departments and/or with other CSUF organizations, programs, or departments. Provide specific ideas or goals, if any. *

Opportunities for collaborations that I see readily-available are the resource centers on campus. These resource centers already have community within them, and can give us insight onto what the larger-community feels and needs. Having at least one huge event, within each resource center, a semester, would be the goal. Making sure each of these collaborations are genuine and actually meant to help our underrepresented communities.

Due to my relations within Fraternity and Sorority Life, I would also like to make some of those relationships happen as well. Although IFC and Panhellenic get a lot of the spotlight for FSL, MGC and NPHC have a certain cultural aspect that can help show the campus beauty in Fraternity and Sorority Life, rather than just being a stigma. We can bolster relationships and cultivate programs that show the beauty in these organizations.

Another relationship I have is being within the Mesa Council and seeing the Latinx and cultural organizations that we have on campus. They may not get as much spotlight as Spring Concert, but these type of events and organizations may be more important to our overall collegiate experience. Helping us replenish and delve into culture.

I believe collaboration is of immense importance because we should not be acting alone, nor on the ideals of a select few. We should be trying to get perspectives of everyone on campus in order to throw these events and actually serve our COMMUNITY, not just our own self-interests.

Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

Other commitments I will have next year are mostly for my fraternity, and maybe any other part-

time jobs I will need to secure to pay my bills. I have been all about my fraternity for a year and a half now, winning awards from them, yet I believe my role for them now, is to be the person giving guidance. Teaching the younger guys how to run things and be able to take the baton to greater heights. I will take a step back from the fraternity for next year and let our younger guys take the helm.

Honestly, if I get this position this will be my 3rd main priority. The other two being family and academics. I will make sure to give it my all, and sacrifice time of my other commitments, if need be. 15–20 hours a week isn't that much for me, as I have been giving no less than 20 hours a week to my fraternity in regards to business hours, for close to two years now. I believe I have been trained to be able to handle the physical, mental, and spiritual requirements for this position and am ready to push the envelope forward. I am committed to this.

Associated Students, CSUF, Inc.
California State University, Fullerton
Voluntary Authorization for Educational Record
Disclosure

• I hereby acknowledge that I have read, understand, and agree to the preceding statement.

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student.

B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records.

I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development. *

Digital Signature of Authorization and
Certification of Application
Enter Your Name *

Gabriel Ponce

Gabriel Ponce

Education

California State University, Fullerton

Expected May 2021

- Triple BA in: Philosophy, Sociology, and English

Experience

CSUF President of ΣΛΒ

December 2017 – Present

- Administered entity programs that supported our fraternity goals, values and objectives.
- Kept open communication with Sigma Lambda Beta Executive Office, CSUF Student Life and Leadership Office and Regional Director to achieve chapter status.
- Held Membership Educator Position for our Alpha Class, the first after our founding class.
- Held MC position for our “Tell Her Tale” Poetry Event.
- Lead weekly meetings and semesterly conferences.

Community Engagement Lead of CRC (Intern)

May 2017-January 2018

- Established a sense of community within and outside of the Chicana/o Resource Center at Cal State University, Fullerton.
- Made daily announcements to the Center occupants.
- Worked in collaboration with the other Diversity Centers in order to better help our marginalized communities thrive.
- Worked on campus, as well as off campus to further engage our community at hand, as well as at large.
- Created and assisted with programming for the center and outside of it.

Crewmember at Trader Joes Markets

May 2017 – February 2018

- Worked and assisted a diverse group of individuals in the form of co-workers and customers.
- Handled cash and purchases, all the while greeting and bidding farewell to customers.
- Stocked groceries, while being aware of surroundings and the community.

Skills

- Fluently speak, read and write English and Spanish.
- Computer Skills: Excel, Word, PowerPoint.
- Winner of Orange County Poetry Club Poetry Slam
- Has performed in front of hundreds of people in multiple settings.
- Can lead a crowd, and can lead a team.
- Can create agendas, proposals, and programs efficiently.

Enter Your CWID *



Date *

Friday, March 30, 2018

1... In your own words, describe the purpose of ASI Productions.

The purpose of ASI productions is to serve the needs of its community, first and foremost. In my opinion, we must first really love our community in order to spread love to it, which is what I believe ASI productions is meant to do. We are meant to spread love, and be able to let our community feel the essence of community, while not being over-bearing. We are meant to be the pillar of hope in our community, creating programs that will entice, heal, and help our community bonds grow.

Our purpose is to allow for others to feel that same love we have, about our campus and our community. Whether through art, music events, poetry, concerts, special diversity events, etc., our purpose is to spread that love. Love is not always easy, and thus our purpose here at ASI Productions is to lead the charge, and do the work that will help these great causes along. We are meant to be teachers and learners, for we must know that it is our community that makes us who we are. Our purpose is to be so deep within our community, that we know which and what events are needed and wanted at any moment. Our purpose is to heal, and replenish that love.

2. Tell us why you think it is important to have on-campus entertainment events at CSUF

I believe it is important to have on-campus entertainment events because I believe entertainment is a form of healing. We, as entertainers, producers, and activists, are the new urban shamans of our community and it is our duty to make sure we deliver the right messages with our events. Not only the right messages, but the right sentiment for each of these means of entertainment as well. For when we put things together and are able to produce these events for entertainment, they really mean nothing if there is no heart behind them. A dry production that is halfway done is, by no means, going to entertain, destress, or heal any of our community members.

Academics are what they are, pieces of information for us to learn from. Yet, academics are also what they aren't, in the sense of being innovative with our teachings inside the classroom, and in this case, outside. In this position, of on-campus entertainment, we have a responsibility to enhance the students learning, while also help them get away from the barriers holding their learning back. Entertainment may serve as the bridge to helping one understand what's really being taught in class, and it may serve as the bridge to be therapeutic for the stresses involved with class. Thus, making us realize the responsibility to entertain each other for the right reasons.

In my opinion, if we entertain correctly, that is, by: representing our marginalized communities, adding cultural flavor to our productions, being aware and conscious of possible repercussions, being as inclusive as possible, adding heart and soul within our productions, and understanding how all these conditions link to one another, then on-campus entertainment has the chance to be more than a "time-passer," and more of a healing experience.

3. Tell us how you would direct, support, manage, and oversee the Productions team and programs

I will not ever direct or oversee the Production team and programs if I am chosen for the job because: One, although the position is a director, I consider myself more of a conductor. Conducting our

symphony of productions, teaching and learning from each other on how to do things, rather than TELLING and “playing the instrument for them.” Two, because “overseeing” has too much of a negative connotation to me, and I won’t accept that responsibility, rather I will try to “overstand” them. I will help support and manage OUR team by understanding the intrinsic functions of what we do, making sure we are all unified in how we do what we do, and making sure we all care for one another.

I believe my experience, leadership ability, and sense of genuine caring will help me with this position. I have had experience as the programming chair, and am the current President of Sigma Lambda Beta at Fullerton. The way in which I lead our brothers is by making sure we all understand the importance of the little things: whether in a proposal, or in executing a job. These little things add up and add more stress/burden to others if we are not on top of what we’re supposed to do. Thus, making sure that the work we do is for the love of the people we serve, and serve with, is of utmost importance. I will serve as a resource when any questions occur, I will lead by example, and will make sure to emotionally support our team at all times. I will be the friend they want and need, as well as being a leader they can depend on.

4. Describe the ideas or goals you have for next year for the position

Some of the ideas and goals I have for ASI Productions Director would be to represent our community more with our events. Rather than trying to find the “popular” entertainment, we find the entertainment that speaks more directly to OUR community. Rather than just having a multitude of events that are done halfway, we should make sure each and every event we put together is made with the amount of care and respect it deserves. We should make sure to collaborate more with the resource centers on campus, so that we may be able to serve the communities within our larger CSUF community. Each of the resource centers has a specific group of people they represent, by being able to collaborate with all of them we can reach as many people as possible for our events, rather than having the same “target audience.”

I would like to put on more festive events where we are able to embrace our identities/cultures that make CSUF beautiful. Reaching our Latinx, LGBTQ, Black, APIDA, Dreamers, Womxn, Veterans, and any other communities that usually don’t get regarded when we create these events, is the very reason I am applying for this position. I believe I have the connections and understandings of these marginalized communities, as well as the experience, to be able to expand what ASI Productions has been in the past. My true goal would be to make all the goals of our underrepresented communities on campus come to light, allow me to be the bridge. Allow me to be the means that other folk’s ideas come to fruition.

More specifically, answering the question at hand: I would love to put on more workshops/programs that destigmatize college, that aid in making students more aware of resources, that entertain to heal rather than to numb, and to remind our community of the light that shines within each of us.

5. Describe how you would promote the activities and events of Productions *

Promoting to departments brings the added level of consciousness, promoting within our resource centers on campus, promoting by tabling/canvassing, doing anything/everything necessary because we know that what we’re doing is to better our community.

We should promote to our departments because it is a great way to promote students/make them aware of what's going on in campus, but also because our events SHOULD definitely be the kind of events we'd want our faculty to support. By promoting to departments and faculty we are showing confidence in the product of our events, and all the effort put behind them.

We should promote within the resource centers on campus because these centers are places where groups of folk hang out and it'd be strategic for promotion. In addition to being strategic, if the events we do put on are genuine and are actually for OUR community, then we'll for sure be backed by our community and it'd be best for all parties to promote.

Promoting by tabling and canvassing will allow us to be out in our community we serve and be able to represent the things we do with pride. I feel that by actively promoting our events and activities we will show immense pride in not only what we're about, but in what our campus is about. This will keep us humble as well and allow us to ask students, on a face to face basis, about what they want.

We must be willing to promote in any way possible and be really about what we're promoting. For if our purpose is to spread love, we must have love for what we're spreading first.



**BOARD OF
DIRECTORS**

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Resolution to Appoint Audit Firm

Sponsor: Glaiza Julian

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSUF), and

WHEREAS, auxiliary organizations of the California State University operate pursuant to written operating agreement with the CSU Board of Trustees and follow all legal and policy rules established by the CSU system, and

WHEREAS, the Trustees of the California State University require each auxiliary organization to have an annual financial audit performed by a certified public accountant selected by the governing board, and

WHEREAS, the Trustees of the California State University establish regulations governing compliance with applicable guidelines of the California Education Code, California Education Code 89900(a) states each auxiliary organization shall contract for and receive an audit annually, and

WHEREAS, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards, and

WHEREAS, the ASI Executive Director, as a delegated representative of the Board of Directors, tasked the ASI Director of Finance to issue a request for proposal for audit services, solicit proposals from firms meeting California State University guidelines, and evaluate responses, and

WHEREAS, the ASI Audit Committee interviewed potential firms, and together with ASI management recommends the following firm, therefore let it be

RESOLVED, the ASI Board of Directors appoints Aldrich CPAs & Advisors LLP to serve as ASI's audit firm for three years, beginning with the 2018-19 fiscal year.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Glaiza Julian
Vice Chair/Treasurer, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

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ARTICLES OF INCORPORATION, OF
THE ASSOCIATED STUDENTS, INCORPORATED
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ARTICLE IV

ASI BOARD OF DIRECTORS

Section 1. MEMBERS AND OFFICERS OF THE ASI BOARD OF DIRECTORS

Clause 1. Voting members of the ASI Board of Directors, each of whom is entitled to vote (hereinafter referred to as Directors) should consist of:

- a. two Directors from the College of the Arts,
- b. two Directors from the Mihaylo College of Business and Economics,
- c. two Directors for the College of Communications,
- d. two Directors from the College of Education,
- e. two Directors from the College of Engineering and Computer Science,
- f. two Directors from the College of Health and Human Development,
- g. two Directors from the College of Humanities and Social Sciences,
- h. two Directors from the College of Natural Sciences and Mathematics,
- i. one Director selected by the Academic Senate, and
- j. one Director selected by the President of the University.

Clause 2. Officers (who have no vote) to the ASI Board of Directors shall consist of:

- a. the ASI President,
- b. the ASI Vice President,
- c. the ASI Chief Campus Relations Officer,
- d. the ASI Chief Governmental Officer,
- e. the ASI Chief Communications Officer, and
- f. the ASI Executive Director.

Section 2. POWERS Subject to limitations imposed by law or the Articles of Incorporation, oversight of the business and affairs of the Corporation shall be controlled by the ASI President and the ASI Board of Directors, and all corporate powers shall be exercised jointly by them.

Clause 1. The ASI President and the ASI Board of Directors shall jointly determine the financial assets of the ASI.

Clause 2. The ASI Board of Directors shall require two-thirds vote to ratify changes in the Articles of Incorporation.

Clause 3. The ASI Board of Directors may amend Bylaws only by two-thirds of voting members.

Clause 4. The ASI Board of Directors shall adopt by a majority vote such policies as it deems necessary for procedural and administrative purposes.

- a. ASI Policy Statements shall be consistent with the ASI Articles of Incorporation and Bylaws.
- b. The year of last revision shall be stated on each of the ASI Policy Statements.

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- c. The ASI Board of Directors may amend ASI Policy Statements by a majority vote.
- Clause 5. ASI Board of Directors shall be advocates for student concerns from their respective colleges or from the university. Directors shall engage the students of their college in discussion about relevant college-specific and/or university-wide concerns.
- Clause 6. Directors shall meet with the Chair of the ASI Board of Directors a minimum of once per semester. Directors shall meet with their respective college Deans at least once per semester. Directors shall meet with the ASI Executive Director and ASI Associate Executive Director at least once per semester.
- Clause 7. Goals shall be submitted to the Chair of the ASI Board of Directors and the ASI Executive Director at a time near the beginning of the academic year as determined by the Chair of the ASI Board of Directors.
- Clause 8. Directors shall update the Vice Chair/Secretary weekly with a brief report of activities within the committees, commissions, and/or councils that they may sit on.
- Clause 9. Committees
- a. The ASI Board of Directors establishes such committees as it deems necessary to study and make recommendations on proposals referred to them.
 - I. The ASI Board of Directors shall determine by a majority vote the size and composition of all special or ad hoc committees.
 - b. The ASI President or designee, ASI Vice President or designee, the ASI Board of Directors Chair or designee, and ASI Executive Director or designee shall serve as ex-officio members on all ASI special, ad hoc, and standing committees, except the Audit Committee.
 - c. All standing committees should be made up of members of the Board, and each committee should include no more than one Board member from each college.
 - d. All ASI Committees shall be composed of at least a majority of students. The chairs of ASI committees must be students. The chair and ex-officio members shall not be counted when determining if a committee is composed of at least a majority of students.
 - e. Standing committees shall include the Audit Committee, Children's Center Advisory Committee, Finance Committee, Governance Committee, and the Board Leadership Review Committee.
 - I. The Audit Committee shall be composed of four (4) members of the board, one (1) member of the ASI Finance Committee, and one (1) voting member of the Titan Student Centers Board of Trustees. The previously stated members must be students. Other voting members of the committee shall include two (2) members from the campus community. All members must be approved by the Board with

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a majority vote. No members may be staff or unpaid volunteers in operational positions of the organization (ASI). Additionally, no members from an organization that has financial interest in the ASI may serve on the committee. The Board shall appoint one of the four (4) members of the Board to serve as chair of the committee.

- (1) The Audit Committee has five (5) areas of responsibilities: (1) to make recommendations to the Board regarding the selection and retention of the independent auditor (including compensation), (2) to confer with the auditor to determine that the financial affairs of the Associated Students, CSUF, Inc. (ASI) are in order, (3) to review and determine whether or not to accept the audit, (4) to ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence, (5) and to approve the performance on non-audit services by the auditing firm.
- (2) At the entrance conference prior to the start of the annual audit, the committee will review the intent and scope of the audit to include: quality of compliance controls, external reporting requirements, materiality, and risk characteristics. During the audit, the Audit Committee, along with management and the independent auditor will review the policies and procedures of the ASI in order to reasonably ensure the adequacy of internal controls over administration, accounting compliance with all governing laws and regulations, and financial reporting. At the conclusion of the audit, the Audit Committee will meet with the independent auditor, without the presence of management, to review the financial results of the audit prior to its publication and release to the general public.
- (3) The Chair of the Audit Committee will prepare a report for the Board that will include, but not be limited to the following: present the opinion of the independent auditor as to the quality of the ASI financial and accounting processes and any recommendations that the independent auditor may have, indicate how any issued described in the management letter are immediately addressed by ASI management, detail discussions with management on the status implementation of prior year recommendations and corrective plans, if any, evaluate the cooperation received by the independent auditor during its audit, including access to requested information and records, receive comments from management concerning the responsiveness of the auditor to the needs of the operation of the ASI, and report on the discharge of the committee's responsibilities.

- II. The purpose of the Children's Center Advisory Committee (hereinafter referred to as the "CC") is to provide a forum at which all constituents of the CC may discuss issues relating to the operation of the program. The CC shall be composed of the following: one (1) current student-parent who utilizes the CC, one (1) current faculty/staff parent who utilizes the CC, one (1) University President's Appointee, one (1) Academic Senate Appointee, and three members of the Board. The Board shall appoint one of the three (3) members of the Board to serve as chair of the committee.

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(1) The CC shall have all appointed positions filled four weeks after the start of the Fall semester of that academic year.

~~(1)~~(2) The CC reviews and makes recommendations to the Board, the Children's Center Director, and the Children's Center Parent Advisory Council regarding the following: the Children's Center budget, the results of parent surveys, program quality assessments, Children's Center strategic and operating plans, collaboration with other CSUF entities and with community entities, management issues brought by the Children's Center Director for discussion and input, agenda items brought by members, and, in addition, the CC may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.

- III. The Finance Committee shall hold hearings on all proposed accounts and shall refer its budget recommendations to the Board. The Board shall act on the Finance Committee's recommendations and send them to the University President for approval. The Finance Committee shall be composed of four (4) members of the Board and the Vice Chair/Treasurer. The Vice Chair/Treasurer shall chair the Finance Committee. (The preceding paragraph shall be in effect after June 1, 2017).
- IV. The Governance Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board. Governance Committee shall be responsible for interviewing and recommending applicants for vacant Director positions during the academic term. The Governance Committee shall be composed of four (4) members of the Board and the Vice Chair/Secretary. The Vice Chair /Secretary shall chair the Governance Committee.
- V. The Board Leadership Review Committee shall assess the Chair and Vice Chairs of the ASI Board of Directors to determine whether they are adequately fulfilling their duties. The committee shall be composed of four (4) Directors of the Board, the Faculty Representative, the University President Representative, the Executive Director or designee, and the Chief Campus Relations Officer. All members must be nominated and approved by the Board of Directors with a majority vote. The Board of Directors shall elect one of the four (4) Directors of the Board to serve as chair of the committee. Leaders under review may not serve on the Board Leadership Review Committee.

(1) The four (4) Directors shall be chosen through a bi-annual alternating system as available and should represent four different colleges:

One Director from each of the colleges shall serve on the committee on even-numbered years: College of the Arts, College of Communication, College of Humanities and Social Sciences, and College of Natural Science and Mathematics.

One Director from each of the colleges shall serve on the committee on odd-numbered years: Mihaylo College of Business and Economics, College of Education, College of Engineering and Computer Science, and

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the College of Health and Human Development.

If there is an insufficient number of candidates available in the current year, candidates may be chosen from the alternating year.

- (2) The Board Leadership Review Committee shall meet once during the Fall Term before Week 11. This committee has the responsibility to perform a leadership review of the current Chair and Vice Chairs and to make a recommendation to the Board.
- (3) The committee's review and recommendation shall be placed on the Board's agenda as the first order of new business on Week 12. During the Chair's review the Vice Chair/Secretary shall lead the meeting. During the Vice Chairs' review, the Chair shall lead the meeting. The Board of Directors will then vote to either accept or reject the committee's conclusions.
- (4) If the Board of Directors determines that the performance of the Chair and/or Vice Chairs has been successful, they shall continue their duties. If the Board of Directors determines that the performance of the Chair and/or Vice Chairs has been unsuccessful, a new election for that position shall take place on the last meeting of the Fall Term.

Clause 10. Appointments

- a. The ASI Board of Directors shall confirm by a majority vote all presidential appointments to positions that receive financial awards, scholarships, or any other material compensation for service.
- b. The Chief Campus Relations Officer, Chief Governmental Officer, and Chief Communications Officer shall be confirmed by a majority vote of the ASI Board of Directors and shall be known as the Executive Officers.
- c. The ASI Board of Directors may remove presidential appointments by a two-thirds vote with the exception of the Executive Officers.
- d. The ASI Board of Directors may override with a two-thirds vote any decision of the ASI President to remove and/or replace any presidential appointment with the exception of the Executive Officers.

Clause 11. The ASI Board of Directors may authorize any officer, agent, or director to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority is confined to a specific instance; and unless so authorized by the ASI Board of Directors, no officer, agent, director, or employee will have any power or authority to bind the Corporation by contract or engagement, or to pledge its credit, or to render it liable for any purpose of any amount.

- a. The maximum amount of a contract shall be determined by the ASI Board of Directors. No contract shall extend beyond the current fiscal year.

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- b. The ASI Executive Director, as an agent of the ASI Board of Directors, is authorized to execute contracts on behalf of the ASI Board of Directors when contracts are consistent with the budgeted programs or when non-budgeted contracts provide personal benefits to ASI members at no cost to the ASI Board of Directors.
- c. The ASI Board of Directors may establish an ad hoc committee to act on behalf of the ASI Board of Directors in making contracts for up to \$10,000 when the ASI Board of Directors is unable to establish quorum. The ad hoc committee shall consist of the ASI President, the Vice Chair/Treasurer of the Board of Directors, five Directors, and the ASI Executive Director.

Clause 12. The Board may override any presidential veto by a two-thirds vote within fourteen (14) legal days of the veto.

Section 3. **TERM OF OFFICE** Directors shall serve a one-year term. Directors elected to fill a vacancy shall serve the remainder of the original term.

Clause 1. A full-year term following the general election shall commence on June 1 and end on the following May 31.

Section 4. **VACANCIES -- DIRECTORS**

Clause 1. A vacancy on the ASI Board of Directors exists in the case of death, resignation, removal of a Director, or in the event of a failure to elect the fully authorized number of Directors.

Clause 2. Vacancies reduce quorum.

Clause 3. In the event of a vacancy in which ASI Policy Concerning Student Appointments cannot be followed, the Governance Committee shall appoint a Director subject to a majority vote approval by the ASI Board of Directors. The following students are eligible for appointment:

- a. students declared in the academic college in which the vacancy exists,
- b. undeclared students,
- c. students with multiple majors as long as one of the majors is in the academic college where the vacancy exists, and
- d. students with multiple minors as long as one of the minors is in the academic college where the vacancy exists.

Clause 4. In addition to the Clause 3a through 3d, a Director appointed to the College of Education may also qualify by meeting the requirements in Article XII, Section 2, Clause 4 of these Bylaws.

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Clause 5. Directors appointed per Article IV, Section 4 of these Bylaws or ASI Policy Concerning Student Appointments shall serve until May 31.

Section 5. **ATTENDANCE POLICY**

Clause 1. Attendance shall be defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting.

Clause 2. Excused absences for due cause

- a. Absence due to scheduled classes are not excused absences.
- b. For an absence to be excused, the Chair must be notified prior to the meeting unless the Director is physically unable to do so.
- c. Excusal for an absence with due cause may only be granted by a majority vote of the ASI Board of Directors.

Clause 3. Intercession, fall recess, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance.

- a. Two (2) unexcused absences during the summer meetings shall be computed as one (1) unexcused absence toward the attendance record.

Clause 4. Absent members shall not have voting privileges nor shall they be counted in quorum.

Clause 5. Attendance policy for standing committee meetings

- a. If a member's attendance at one standing committee meeting impedes his or her ability to attend another standing committee meeting, then that member will be excused from the meeting they were unable to attend.
- b. Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling.
- c. A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as stated in Article IV, Section 8, Clause 2, a, (2) of these Bylaws or at a time previously agreed to by that member.
- d. A member may only be counted as absent from a standing committee if that member was properly notified of the time and venue of the meeting. "Properly notified" being defined as at least twenty-four (24) hours' notice.

Section 6. **REMOVAL**

Clause 1. Removal for failure to meet academic qualifications

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- a. A Director shall be removed from office if at any time during his or her tenure in office he or she fails to meet the academic qualifications as set forth in Article XII of these Bylaws or in current directive(s) from the chancellor's office.

Clause 2. Removal for failure to meet attendance requirements

- a. Directors are charged with the specific trust of representing their student constituency. Failure to attend regularly scheduled ASI Board of Directors meetings and/or meetings of the committee or council in which they are assigned without showing due cause shall be considered a violation of that trust and grounds for removal from office. The Chair of the ASI Board of Directors shall be responsible for initiating the removal process.
- b. A Director shall be removed if they miss any of the following in one semester without due cause (as defined in Article IV, Section 5, Clause 2):
 - I. two consecutive ASI Board of Directors meetings,
 - II. two consecutive meetings of the standing committee to which they are assigned,
 - III. two consecutive meetings of the council to which they are assigned,
 - IV. three ASI Board of Directors meetings, or a total of three meetings of the committees
 - V. or councils to which they are assigned.

Clause 3. Appeals

- a. A Director can appeal their removal by the next regularly scheduled ASI Board of Directors meeting immediately following the Director's removal. Appeals must be submitted in writing. Reinstatement requires a three-fourths vote of the ASI Board of Directors.

Section 7. **RESIGNATION** In the event a Director should resign, written notice of their resignation should be submitted to the ASI Board of Directors Chair.

Section 8. **MEETINGS** (pursuant to Education Code Sections 89305 to 89307.4)

Clause 1. The ASI Board of Directors and all of its committees, the Titan Student Centers Board of Trustees and its standing committees, and all funding councils shall conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4) as outlined in these Bylaws. Any person may attend any of these meetings except as otherwise outlined in section 89305.1(b)(1)(B)(i)-(iv) of the California State Education Code.

Clause 2. All communication and behavior of Board of Directors members shall demonstrate a high degree of ethics and professionalism, which includes but is not limited to purposefulness and respect, especially when general students or guests are attending the Board of

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Directors meetings. During the Board of Directors trainings the Board shall set behavioral norms for the Board of Directors meetings, including but not limited to preparedness and the use of electronic devices, which will be enforced by the Board of Directors Chair.

Clause 3. Regular Meetings

a. Schedule

- I. The ASI Board of Directors shall hold regular meetings throughout the academic year beginning with the first week of instruction. The meetings will be held every Tuesday from 1:15 P.M. to approximately 3:45 P.M. The ASI Board of Directors will hold summer meetings; the times and dates shall be decided upon by the majority of the ASI Board of Directors.
- II. Standing committees shall hold regular meetings throughout the academic year. The regular meetings of the Finance and Governance Committees will be held on Thursdays between 1:15 P.M. and 3:45 P.M. The Audit Committee shall convene at least two times annually. The Children's Center Committee shall convene at least ~~three~~ ~~four~~ times annually. The Board Leadership Review Committee shall convene at least one time annually.
- III. All funding councils shall establish annually a schedule for regular meetings at their first meeting of the academic year and post notice and agenda for such regular meetings as required hereinafter.
- IV. The time and location of all regular meetings shall be re-established annually at the first meeting of the academic year (pursuant to Education Code Section 89305.5).

b. Written Notice /Agenda

- I. Written notice of every regular meeting shall be given at least seventy-two (72) hours prior to the date set for the meeting. The written notice shall consist of the agenda for the meeting. The agenda shall contain brief descriptions of each item of business to be acted upon or discussed at the meeting including items to be discussed in closed session, if any. The agenda shall also specify the date, time, and location of the meeting and provide opportunity for members of the public to directly address the items on the agenda during Public Speaking Time.

Such written notice shall be sent electronically and included on the ASI website.

- II. Public notice of regular meetings shall consist of the meeting agenda being posted conspicuously in the ASI Executive Offices and in locations that are freely accessible to members of the public (pursuant to Education Code Section 89305.5).

c. Action/Discussion on Items Not Appearing on the Posted Agenda

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No action or discussion shall be taken on any item not appearing on the posted agenda except in response to public testimony or under emergency condition as provided in Education Code Section 89305.5(c). Please also refer to ASI Policy Concerning Board of Directors Operations for more information.

d. Public Comment

Every agenda shall provide an opportunity for members of the public to directly address the ASI Board of Directors, committee, or funding council on any item affecting higher education. This is subject to each entity's reasonable regulations on time, security, and order. Please refer to ASI Policy Concerning Board of Directors Operations, for more information.

- I. The Chair may enforce a fifteen (15) minute maximum time limit on the public speakers section of the agenda unless the ASI Board of Directors waives this limit by majority vote.

Clause 4. Special Meetings

- a. Special meetings of the ASI Board of Directors may be called by the Chair or by a majority of the members of the ASI Board of Directors.
- b. Special meetings of a standing committee may be called by the Chair of the committee or by a majority of the members of the committee.
- c. Notice

A special meeting may be called by providing written notice at least twenty-four (24) hours prior to the meeting. Notice will be given electronically to all parties directly affected and included on the ASI Website.

- I. Such notice shall specify the time and place of the special meeting and a brief description of each item of business to be transacted.
 - II. No other business shall be considered at these meetings.
- d. Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the ASI Board of Directors may hold an emergency meeting without complying with the twenty-four (24) hour notice requirement and/or the twenty-four (24) hour posting requirement of this section so long as the ASI Board of Directors provides a minimum of one-hour notification by telephone (if telephone services are functional) to the public media and complies with Education Code Sections 89306.5(c) and (d). Please also refer to ASI Policy Concerning Board of Directors Operations for additional information.

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Clause 5. Quorum and Voting Privileges

- a. A quorum shall be present at all regular and special meetings for the official transaction of business.
- b. A quorum shall consist of a majority of the Directors.
- c. In order to be counted in quorum and vote, a Director must be present from the time a motion is seconded to the calling of the question on that motion as well as meet attendance requirements for that meeting.

Clause 6. Closed Meetings

- a. The ASI Board of Directors, committee, or funding council may hold a closed meeting from which the public is excluded only if it has provided sufficient notice of such meeting and only to consider:
 - I. negotiations relative to real property,
 - II. certain litigation pursuant to advice of legal counsel,
 - III. certain employment matters,
 - IV. collective bargaining,
 - V. certain matters relating to a particular employee (unless the employee requests a public hearing),
 - VI. to confer with law enforcement officials,
 - VII. such other matters as specifically enumerated in Education Code Section 89307.
- b. For the purposes of the above section, "employee" shall not include any person elected or appointed to office.
- c. Prior to holding any closed meeting, the ASI Board of Directors, committee, or funding council shall disclose on its posted agenda and in an open, public, regular meeting the item(s) to be discussed in the closed meeting. No other items shall be considered in the closed meeting.
- d. Immediately after any closed meeting, the ASI Board of Directors, committee, or funding council shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meeting.

Section 9. **ACTION**

- Clause 1. The ASI Board of Directors, committees, and funding councils shall not take action on any item unless notice and agenda of the meeting where the item will be discussed and acted upon has been legally provided for under the Education Code and all other appropriate laws or unless an emergency situation exists. Please also refer to ASI Policy Concerning Board of Directors Operations for more information.
- Clause 2. Any action taken by the ASI Board of Directors excluding internal committee appointments and election of the Chair and Vice Chair of the ASI Board of Directors

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must be submitted to the ASI President for approval. Action becomes effective upon the signature of the ASI President or within nine (9) legal days if not vetoed in writing. The ASI Board of Directors may override any presidential veto by a two-thirds vote within fourteen (14) legal days of the ASI Board of Directors' written receipt of a veto.

Section 10. CHAIR OF THE ASI BOARD OF DIRECTORS

- Clause 1. Election and term of office
- a. The ASI Board of Directors shall elect, by a majority vote a Director who will serve as Chair.
 - b. The Chair will be elected at the first meeting in June and shall serve from that meeting through May 31. The ASI President shall serve as Chair in the absence of the Chair and Vice Chairs.
- Clause 2. The Chair shall appoint each member of the ASI Board of Directors to serve on at least one ASI Standing Committee or act as a liaison to one of the following: Titan Student Centers (TSC) Board of Trustees standing committees, ASI Programming Boards (AICA, TTF, ASIP), funded councils (the Inter Fraternity Council, the Multicultural Greek Council, the National Panhellenic Council, Panhellenic, the Resident Student Association), or a funding council (the Black Student Union, CSICC, Mesa Cooperativa, SCICC) no later than three (3) legal business days before the first meeting of the fall and spring semesters except the Audit Committee. Members of the ASI Board of Directors to serve on the Audit Committee shall be appointed by the ASI Board of Directors.
- Clause 3. The Chair shall appoint the required number of Directors on any ASI ad hoc committee.
- Clause 4. The Chair, working with the Vice Chairs and the Director of Leader and Program Development, shall be charged with developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.
- Clause 5. The Chair shall serve as an ex-officio member of all ASI committees except the Audit Committee and the Board Leadership Review Committee.
- Clause 6. The Chair or a Director designated by the Chair shall serve as representative of the ASI Board of Directors on the Titan Student Centers Board of Trustees, the Student Athletics Advisory Council and the Academic Senate. The Chair or the Chair's designee shall serve for one year or the duration of the position providing he or she remains a member of the ASI Board of Directors during that period. If the ASI Board of Directors representative is unable to complete his or her term, the Chair shall select a representative to complete the vacated position within ten days after the position is declared vacant.
- Clause 7. The Chair shall be responsible for maintaining communication with the Executive Officers, Titan Student Centers Board of Trustees Officers, and chairs of programming board, funded, and funding councils.

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- Clause 8. The Chair shall be responsible for setting guidelines for Director's College Reports and Executive Senate Reports.
- Clause 9. The Chair shall direct the work of the Vice Chair/Secretary and Vice Chair/Treasurer.
- Clause 10. The Chair shall be responsible for holding board members accountable for their goals.
- Clause 11. Removal of the Chair shall occur by a two-thirds vote of the ASI Board of Directors or in the event that the Chair loses his or her position as Director.
- Clause 12. In the event the Chair should resign, a written notice of his or her resignation shall be submitted to the ASI President and to the ASI Board of Directors.
- Clause 13. In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death, the Vice Chair/Secretary shall assume the position of the Chair, and a new Vice Chair shall be elected by the Board of Directors at the following meeting at which the vacancy is announced.

Section 11. VICE CHAIR/SECRETARY OF THE ASI BOARD OF DIRECTORS

- Clause 1. Election and term of office
 - a. The ASI Board of Directors shall elect by a majority vote a Director who shall serve as Vice Chair/Secretary for the ASI Board of Directors.
 - b. The Vice Chair/Secretary will be elected at the first meeting in June shall serve from that meeting through May 31.
- Clause 2. The Vice Chair/Secretary shall preside in the absence of the Chair.
- Clause 3. The Vice Chair/Secretary shall serve as the Chair of the Governance Committee.
- Clause 4. The Vice Chair/Secretary shall assist the Board of Directors Chair with enforcing bylaws and policies.
- Clause 5. The Vice Chair/Secretary shall maintain regular communication with the ASI Board of Directors Chair, the Executive Officers, and the Titan Student Centers Board of Trustees Officers.
- Clause 6. The Vice Chair/Secretary shall assist the Board of Directors Chair in developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the board.
- Clause 7. The Vice Chair/Secretary shall be responsible for certification of all records of the Board of Directors when requested and to execute documents on behalf of the Board as required for legal documents.
- Clause 8. Removal of the Vice Chair/Secretary shall occur by a two-thirds vote of the ASI Board

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of Directors or in the event that the Vice Chair/Secretary loses their position as Director.

Clause 9. In the event the Vice Chair/Secretary should resign, a written notice of their resignation shall be submitted to the Chair and to the ASI Board of Directors.

Clause 10. In the event of a vacancy in the position of Vice Chair/Secretary through resignation, removal, recall, ineligibility, or death, a new Vice Chair/Secretary shall be elected at the meeting at which the vacancy is announced.

Section 12. VICE CHAIR/TREASURER OF THE ASI BOARD OF DIRECTORS

Clause 1. Election and term of office

a. The ASI Board of Directors shall elect by a majority vote a Director who shall serve as Vice Chair/Treasurer for the ASI Board of Directors.

b. The Vice Chair/Treasurer will be elected at the first meeting in June shall serve from that meeting through May 31.

Clause 2. The Vice Chair/Treasurer shall present monthly, or as needed, to the ASI Board of Directors a detailed report of the financial conditions of ASI. The report will include budget language implementation, any outstanding debt owed to ASI, any line item transfers performed by the Vice Chair/Treasurer or the Finance Committee, and the current balance of the Contingency Account.

Clause 3. The Vice Chair/Treasurer shall serve as the Chair of the Finance Committee.

Clause 4. The Vice Chair/Treasurer shall oversee the budget development for the next fiscal year with the assistance of the Director of Finance and maintain regular communication with the student leaders who oversee a budget within ASI.

Clause 5. The Vice Chair/Treasurer shall maintain regular communication with the Board of Directors Chair, Executive Officers, and Titan Student Centers Board of Trustees Officers.

Clause 6. The Vice Chair/Treasurer shall assist the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors retreats, additional board development training, and other internal issues related to the Board.

Clause 7. The Vice Chair/Treasurer shall ensure compliance with the financial policies of ASI.

Clause 8. The Vice Chair/Treasurer shall be responsible for reporting the fiscal budget recommendations of the Finance Committee and the Titan Student Centers Board of Trustees to the ASI Board of Directors on or before the first meeting in April of each fiscal year.

Clause 9. The Vice Chair/Treasurer shall assume the duties of the Vice President of Finance on June 1, 2017

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ARTICLE V

EXECUTIVE OFFICERS

- Section 1. **TERM OF OFFICE** Each officer shall serve for a full-year term following the general election which shall commence on June 1 and end on the following May 31.
- Section 2. **ASI PRESIDENT**
- Clause 1. The ASI President (hereinafter referred to as President) shall be the Chief Executive Officer and shall act as head of the ASI Government and shall appoint, subject to approval of the majority of the Board of Directors, all Executive Officers identified in Clause 2, Section 1 (c through f) of Article IV.
 - Clause 2. The President shall be an ex-officio member of all ASI committees except the Audit Committee.
 - Clause 3. The President shall submit a budget proposal to the Finance Committee of the ASI Board of Directors on or before the second meeting in March of each fiscal year.
 - Clause 4. In the event the ASI Board of Directors has not elected a Chair or Vice Chairs, the President shall serve as Chair until a majority of said Board has elected a Chair or Vice Chairs. In serving as Chair, the President shall not be eligible to vote.
 - Clause 5. The President shall execute the resolutions and policies passed by the ASI Board of Directors.
 - Clause 6. The President shall appoint ASI program directors and be directly responsible for their activities.
 - Clause 7. The President or designee shall be responsible for chairing the Instructionally Related Activities (IRA) committee.
 - Clause 8. The President or designee shall serve as a voting member on the CSU Fullerton's Academic Senate.
 - Clause 9. The President shall serve as a voting or non-voting member on the California State Student Association Board.
 - Clause 10. The President or designee shall maintain communication with all CSU Fullerton's partners and auxiliaries. They shall serve as a board member or ASI representative on university boards they are invited to, which may include the President's Advisory Board, The California State University, Fullerton Philanthropic Association, the Alumni Association, and the Auxiliary Services Corporation.
 - Clause 11. The President shall maintain relationships with campus partners, and are encouraged to meet regularly with the University President, Provost, Vice President of Student Affairs, the Director of Athletics, and the Chief of Police.

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- Clause 12. The President shall possess the power of veto over all actions of the ASI Board of Directors excluding internal committee appointments and internal elections. Action becomes effective upon the signature of the President or in nine (9) legal days if not vetoed in writing. The ASI Board of Directors may override a veto by a two-thirds vote within fourteen (14) legal days of veto.
- Clause 13. The President shall have the authority to remove any or all executive appointments.
- Clause 14. All official actions of the President shall be written in the form of Executive Orders as outlined in the ASI Policy Concerning Corporate Management.
- Clause 15. If the President resigns, a written notice of his or her resignation shall be submitted to the ASI Board of Directors and to the ASI Executive Vice President.
- Clause 16. In the event of a vacancy in the office of the President, the vacancy shall be filled by the ASI Executive Vice President who shall appoint a new ASI Executive Vice President subject to approval by a majority vote of the ASI Board of Directors.

Section 3. ASI VICE PRESIDENT

- Clause 1. In the event of the absence or disability of the President, the Vice President shall perform all duties of the President and shall have all the power of and be subject to all the restrictions of the President.
- Clause 2. The Vice President shall fulfill all duties and responsibilities that are assigned by the President and are consistent with these bylaws.
- Clause 3. The Vice President shall be responsible for ASI programs, including ASI Production, Titan Tusk Force, Association for InterCultural Awareness, ~~Scholarships Commission~~, and Street Team Commission.
- Clause 4. The Vice President shall chair the Executive Senate Committee.
- Clause 5. The Vice President shall serve as an ex-officio member of all ASI committees except the Audit Committee.
- Clause 6. The Vice President or designee shall be responsible for the recognition of student leaders within ASI.
- Clause 7. If the Vice President resigns, a written notice of the resignation shall be submitted to the President and to the Chair of the Board of Directors.
- Clause 8. In the event of a vacancy in the office of the Vice President, the President shall appoint a Vice President subject to approval by a majority vote of the ASI Board of Directors.

Section 4. EXECUTIVE OFFICER APPOINTMENTS AND VACANCIES

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- Clause 1. The following Executive Officers shall be appointed by the President: Chief Campus Relations Officer, Chief Governmental Officer, and Chief Communications Officer.
- Clause 2. All appointed Executive Officers shall perform all duties as provided for in the Bylaws and as instructed by the President.
- Clause 3. All appointed Executive Officers have the responsibility to regularly inform the ASI Board of Directors of any and all of their official activities.
- Clause 4. In the event that any appointed Executive Officer should resign, a written notice of their resignation shall be submitted to the President and to the ASI Board of Directors.
- Clause 5. In the event of the simultaneous vacancy in the position of President and Vice President, the Chair of the Board of Directors shall automatically assume the office of President and appoint a Vice President subject to majority ASI Board of Directors approval.

Section 5. CHIEF CAMPUS RELATIONS OFFICER

- Clause 1. The Chief Campus Relations Officer shall maintain correspondence within on-campus issues and the campus climate.
- Clause 2. The Chief Campus Relations Officer shall serve as the Chair of the University Affairs Commission and is responsible for facilitating on-campus advocacy initiatives.
- Clause 3. The Chief Campus Relations Officer shall make recommendations to the President to appoint students to university-wide committees and search committees, and oversee the President Appointee Commission.
- Clause 4. The Chief Campus Relations Officer oversees the Environmental Sustainability Commission.
- Clause 5. The Chief Campus Relations Officer may serve as the President's designee for the CSU Fullerton's Academic Senate.

Section 6. CHIEF GOVERNMENTAL OFFICER

- Clause 1. The Chief Governmental Officer shall maintain correspondence with the university's Government Relations Department and local, state, and federal elected officials and government agencies.
- Clause 2. The Chief Governmental Officer may be appointed by the President as the voting or non-voting member of the California State Student Association Board of Directors.
- Clause 3. The Chief Governmental Officer shall conduct in-district lobby visits to the Fullerton Delegation.
- Clause 4. The Chief Governmental Officer oversees the Lobby Corps Commission.

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Section 7. CHIEF COMMUNICATIONS OFFICER

- Clause 1. The Chief Communications Officer shall be responsible for effectively communicating and distributing ASI initiative through multiple media outlets.
- Clause 2. The Chief Communications Officer shall be responsible for ASI public relations in conjunction with ASI Communication and Marketing Department.
- Clause 3. The Chief Communications Officer oversees the Communications Commission and the Community Engagement Commission.

Section 8. PRESIDENT-ELECT

- Clause 1. The President-elect may present the presidential appointments that require confirmation from the incumbent ASI Board of Directors by the final meeting of the year.
- Clause 2. In the event of a vacancy in the position of President-elect, the Vice President-elect shall become President-elect and shall appoint a new Vice President-elect subject to approval by a two-thirds majority vote of the incumbent ASI Board of Directors.
- Clause 3. In the event of a vacancy in the position of the Vice President-elect, the President-elect shall appoint a new Vice President-elect subject to approval by a two-thirds majority vote of the incumbent ASI Board of Directors.

Section 9. POWERS

- Clause 1. The ASI President shall make recommendations to the ASI Board of Directors on the establishment of ASI commissions. ASI Commissions are charged with leading advocacy, programming, and outreach efforts on behalf of ASI.
 - a. All members of ASI Commissions shall be appointed by the President. The President shall also appoint all ASI Commission Leaders with the approval of the Board of Directors.
 - b. ASI Commissions shall advocate on behalf of students with prior approval by majority vote of the Board of Directors.
 - c. ASI Commissions shall include the: Communications Commission, Community Engagement Commission, Environmental Sustainability Commission, Lobby Corps Commission, Presidential Appointees Commission, ~~Scholarships Commission~~, Street Team Commission, and University Affairs Commission.
- I. The Communications Team focuses on planning and implementing strategies, campaigns and events that communicate information about the ASI to the student body and campus community. The Communications Commission shall

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be composed of the following: the Chief Communications officer who shall serve as the Communications Commission Leader, one (1) Events Coordinator, one (1) Campus Outreach Coordinator, and one (1) Social Media and Marketing Coordinator.

- II. The Community Engagement Commission shall be responsible for enhancing the university's reputation within the community by broadcasting the positive contributions of students, clubs, and organizations on campus, building positive working relationships with community leaders and residents by attending pertinent public and town hall meetings, and working closely with CSUF students, faculty members, clubs, and organizations on campus to promote their philanthropic and commendable contributions to the community. The Community Engagement Commission shall be composed of the following: one (1) Community Engagement Commission Leader and three (3) coordinators.
- III. The Environmental Sustainability Commission shall be responsible for raising awareness of environmental and sustainability issues on campus, developing events and programs, advocating for the inclusion of sustainability best practices within the context of ASI's operations and corporate responsibility, and serving as a liaison between interested student groups and ASI. The Environmental Sustainability Commission shall be composed of the following: one (1) Environmental Sustainability Commission Leader, one (1) Waste & Energy Coordinator, one (1) Programming Coordinator, one (1) Promotions Coordinator, and at least three (3) students at large. At least one (1) member of the Board shall serve on the Environmental Sustainability Commission.
- IV. The Lobby Corps Commission shall be responsible for advocating on behalf of student interests on all levels of governance affecting higher education and other public policy issues, planning and implementing programs and events that educate about policy issues and engage students and the campus community in advocacy efforts, and facilitating campaigns on issues of student interests and mobilize support of the CSUF student body, campus community, and beyond. The Lobby Corps Commission shall be composed of the following: the Chief Governmental Officer who shall serve as the Lobby Corps Commission Leader, one (1) Advocacy Coordinator, one (1) Events Coordinator, one (1) Promotions Coordinator, and at least three (3) students at large. At least one (1) member of the Board of Directors, and the Titan Student Centers Board of Trustees Chair or designee shall serve on the Lobby Corps Commission.
- V. The Presidential Appointees Commission is the program that coordinates the appointment, development, and monitoring of students serving on Academic Senate and University Wide Committees. The Presidential Appointees Commission shall be composed of the following: one (1) Presidential Appointees Commission Leader and all other ASI Presidential Appointees to university wide committees.
- VI. The ASI Vice President shall be responsible for promoting the ASI Scholarship program, ~~overseeing the reviewing of~~ submitted applications, and awarding students ~~based on their academic and organizational involvements. The~~

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~~Scholarships~~

- VII. The Street Team Commission shall be responsible for providing on-campus student involvement and leadership growth opportunities through weekly meetings and events, while supporting a variety of ASI teams including but not limited to Association for InterCultural Awareness (AICA), ASI Productions, and Titan Tusk Force. The Street Team Commission shall be composed of the following: one (1) Street Team Commission Leader, one (1) Programming Coordinator, and at least three (3) students at large.
- VIII. The University Affairs Commission shall be responsible for advocating on behalf of students for campus issues. The University Affairs Commission shall be composed of the following: the Campus Relations Officer who shall serve as the University Affairs Commission Leader at least one (1) member of the Board shall serve on the University Affairs Commission.

Clause 2. The ASI President shall make recommendations to the ASI Board of Directors on the establishment of ASI Programming Boards. ASI Programming Boards are charged with programming and outreach efforts on behalf of ASI.

- a. All members of ASI Programming Boards shall be appointed by the President. The President shall also appoint all ASI Programming Board Leaders with the approval of the Board of Directors.
- b. ASI Programming Boards shall include the: ASI Productions and Titan Tusk Force.
 - I. ASI Productions focuses on planning and implementing campus entertainment centered on social, cultural, and educational topics through a wide selection of frequent events and large scale productions. ASI Productions shall be composed of the following: one (1) Director, one (1) Sunday Series Coordinator, one (1) Pub Monday/Tuesday Coordinator, one (1) Wednesday Concert Coordinator, one (1) Pub Thursday Coordinator, one (1) Films Coordinator, one (1) Fall/Spring Concert Coordinator, and two (2) Union and Special Programming Coordinators.
 - II. Titan Tusk Force focuses on planning and implementing spirited events centered on Titan Pride, while also promoting and supporting Athletics to build a strong sense of campus unity and identity with CSU Fullerton. Titan Tusk Force shall be composed of the following: one (1) Director, one (1) Athletics Coordinator, one (1) Events Coordinator, and one (1) Marketing and Recruitment Coordinator.

Section 10. **OFFICE HOURS**

Executive Officers shall maintain regular office hours in order to meet with students. Office hours shall be posted publically, consist of at least one hour a week, and be served in the ASI Executive Office.

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ARTICLE VI

TITAN STUDENT CENTERS BOARD OF TRUSTEES

Section 1. **PURPOSE** The purpose of the Board of Trustees is to establish policies which will assure that the Titan Student Union, Student Recreation Center and the Irvine Fitness Center and student lounge (hereinafter referred to as “Titan Student Centers”) are a unifying force between students, faculty, and staff; campus centers for social, cultural, fitness, recreational and intellectual activities and services; places to provide further opportunities to broaden and strengthen interpersonal relationships and self-enhancement within a large urban university; and to provide experience in self-government and civic responsibility.

Section 2. **DELEGATION OF AUTHORITY**

Clause 1. The Board of Directors establishes the Titan Student Centers Board of Trustees in order to develop and adopt operating policies to govern the operation of the facilities and programs of the Titan Student Centers.

Clause 2. The Board of Trustees delegates the responsibility for the daily operation of the Titan Student Centers to the ASI Executive Director. The ASI Executive Director appoints and supervises the staff of the Titan Student Centers.

Clause 3. The ASI Executive Director works closely with the Dean of Students and the Vice President of Student Affairs to assure the relationship the Titan Student Centers has with the educational program of the University.

Section 3. **DUTIES AND RESPONSIBILITIES OF THE BOARD**

Clause 1. The Board of Trustees participates in the selection of the Associate Executive Director and Titan Recreation Director.

Clause 2. The Board of Trustees provides the maintenance and general upkeep of the Titan Student Centers facilities.

Clause 3. The Board of Trustees establishes operating policies including but not limited to: scope of operation, use of facilities and allocation of space.

Clause 4. Salaries, benefits, and work rules governing employees are determined by the ASI Board of Directors within the framework of rules governing employees of auxiliary corporations established by the State of California.

Clause 5. The Board of Trustees makes provisions for adequate accounting and auditing procedures for the Titan Student Centers.

Clause 6. The Board of Trustees prepares an annual budget for the operation of the Titan Student Centers. After the proposed budget is formally adopted by the Board of Trustees, it shall be submitted to the ASI Board of Directors for appropriate action. Following approval by the ASI Board of Directors, the budget is submitted to the University President for final approval.

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- Clause 7. The Board of Trustees establishes standing committees necessary for the operation of the Titan Student Centers and defines their powers and responsibilities.
- Clause 8. Student members of the Board of Trustees may not be employed by the Associated Students, CSUF, Inc.
- Clause 9. Student members of the Board of Trustees will conduct one (1) hour a week of office hours. Office hours shall be made available to the student population by being posted on the outside of the office.

Section 4. **MEMBERS OF THE BOARD OF TRUSTEES**

- Clause 1. The ~~Governing Board~~Board of Trustees consists of voting and nonvoting members. Voting members of the ~~Governing Board~~Board of Trustees:
- a. Student Members:
 - I. ASI President or designee
 - II. ASI Board of Directors Chair or designee
 - III. Resident Student Association President or designee
 - IV. Ten (10) Student Trustees
 - b. University Members:
 - I. A Faculty Representative
 - II. Alumni Representative
 - III. University Presidential Appointee
- Clause 2. Non-Voting Members:
- a. University Members
 - I. Vice President for Student Affairs or designee
 - II. Vice President for Administration and Finance or designee
 - b. ASI Staff Members
 - I. Associate Executive Director
 - II. Director, Titan Recreation
 - III. Associate Director, Titan Student Union
 - IV. Associate Director, Marketing and Communications
- Clause 3. No voting proxy is allowed at any ~~Governing Board~~Board of Trustees or committee meetings.

Section 5. **SELECTION AND TERM OF OFFICE**

- Clause 1. **Student Membership and Length of Service** The following students hold membership and term by virtue of their office:
- a. ASI President or designee
 - b. ASI Board of Directors Chair or designee
 - c. Resident Student Association President or designee
 - d. Ten (10) Student Trustees elected by the student body to serve one-year terms.
- Clause 2. University Membership
- a. Faculty Representatives appointed by the Academic Senate, serving two-year

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terms.

- b. The University Presidential Appointee appointed by the University President annually for a one-year term.
- c. The Alumni Representative appointed by Alumni Association annually for a one-year term.
- d. Vice President for Student Affairs (or designee) serves by virtue of their office.
- e. Vice President for Administration and Finance (or designee) serves by virtue of their office.

Clause 3. Except as noted, the term of office runs from June 1 to May 31.

Section 6. VACANCIES

Clause 1. The Board of Trustees Chair is responsible to notify the Board of any vacancy on the Board and/or standing committees. While a vacancy exists, the Chair makes progress reports to the Board at its regularly scheduled meetings.

- a. Student Trustees positions: In the event of a vacancy of one of the Student Trustees positions, the Board of Trustees Chair presents to the Board of Trustees a fair and open process to fill the vacancy. The Board of Trustees Chair makes a recommendation to the Board of Trustees for a replacement.
- b. Other Positions: In the event of a vacancy of any other position, the Board of Trustees Chair works with the appropriate agent to secure a replacement.

Section 7. ABSENCES

Clause 1. Attendance is defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting.

Clause 2. Board of Trustees members are allowed no more than two unexcused absences from the Board of Trustees and standing committee meetings each semester. Excused absences are granted for due cause.

Clause 3. The Board of Trustees Chair refers to the removal process when any Student Trustees member with two or more unexcused absences to the Board of Trustees meeting for possible dismissal.

Clause 4. The Board of Trustees Chair is responsible for all attendance matters, including committee meeting attendance.

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Section 8. **BOARD OF TRUSTEES OFFICERS** The Board of Trustees has ~~three~~^{four} officers: Chair, Vice Chair for Facilities ~~and Operations~~, ~~and~~ Vice Chair for ~~Marketing and Outreach~~^{Operations} ~~and Vice Chair for Programs and Services~~.

- Clause 1. The ~~four~~^{three} (34) Board of Trustees Officers are elected by the Board of Trustees on their first meeting on June 1. The officers must have membership on the Board of Trustees for the upcoming academic year.
- Clause 2. Elections are by roll call vote from nominations made by the Board of Trustees members.
- Clause 3. Officers are elected to serve a term beginning on June 1 and ending on May 31 of the following year.
- Clause 4. Officers may be recalled by a two-thirds vote of the total voting membership subject to at least two (2) weeks in advance. Notice must be given at the meeting prior to a recall vote.
- Clause 5. In the event of a vacancy of one of the officers, an election is held at the next Board of Trustees meeting.
- Clause 6. ~~The Board of Trustees Chair shall select a succession order of the officers by the first regular meeting of the academic year to serve as Chair in the event of a vacancy. In the event of a vacancy or absence of the Board of Trustees Chair, the Vice Chair for Operations will serve as Chair. In the event of absences or vacancies by the Board of Trustees Chair and the Vice Chair for Operations, the Vice Chair for Facilities will serve as Chair. In the event of vacancies by all ~~four~~^{three} officers, the Associated Students, CSUF, Inc. Board of Directors Chair chairs the Board of Trustees until an election for a new Chair can be held.~~

Section 9. **CHAIR**

- Clause 1. Prepares agendas and presides over all Board of Trustees meetings.
- Clause 2. The Chair shall be responsible for maintaining communication with the Board of Directors Chair and the Executive Officers.
- Clause 3. Maintains a close working relationship with the ASI Executive Director, ASI Associate Executive Director, ASI Director of Administration, ASI Finance Director, and Director of Titan Recreation.
- Clause 4. Coordinates Board of Trustees member training and annual goals in conjunction with ASI Executive Director, ASI Associate Executive Director and Titan Recreation Director.
- Clause 5. The Chair shall appoint each Student Trustee to serve on at least one Titan Student Centers Board of Trustees Committee; Facilities ~~and or~~ Operations, ~~Marketing and Outreach, and Programs and Services~~ no later than three (3) legal business days before the first Titan Student Centers Board of Trustees meeting of the fall and spring

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semester.

Clause 6. The Chair shall direct the work of all the Vice Chairs.

Clause 7. In consultation with other Titan Student Centers Board of Trustees Vice Chairs, prepares and administers Board of Trustees budget.

Section 10. **VICE CHAIR FOR FACILITIES ~~AND OPERATIONS~~**

Clause 1. The Vice Chair for Facilities ~~and Operations~~ shall be responsible for reporting ~~the fiscal budget~~ recommendations of the Facilities ~~and Operations~~ Committee to the Titan Student Centers Board of Trustees.

Clause 2. The Vice Chair for Facilities shall appoint a Student Trustee committee member to serve as Marketing Liaison.

- a. The Marketing Liaison shall be appointed by the Vice Chair of Facilities through a fair and transparent process that is established by the Vice Chair.
- b. The Marketing Liaison shall work with the ASI Chief Communications Officer and Associate Director of Marketing and Communication
- c. The Marketing Liaison shall make a report during the Facilities Committee and inform the committee on marketing campaigns occurring within or regarding the Titan Student Centers
- d. The Marketing Liaison shall serve as the Titan Student Centers voice on all areas concerning marketing efforts
- e. The Marketing Liaison shall execute projects assigned by the Vice Chair for Facilities and Chair of the Titan Student Centers Board of Trustees

Clause ~~32~~. Serves as Chair of the Facilities ~~and Operations~~ Committee.

Clause ~~43~~. The Vice Chair for Facilities ~~and Operations~~ shall maintain regular communication with the Board of Trustees Chair.

Clause ~~54~~. Serves as non-voting ex-officio on all other committees.

Section 11. **VICE CHAIR FOR ~~PROGRAMS AND SERVICES~~ OPERATIONS**

Clause 1. The Vice Chair for Operations shall be responsible for reporting all recommendations of the Operations Committee to the Titan Student Centers Board of Trustees.

Clause 2. The Vice Chair for Operations shall appoint a Student Trustee committee member to serve as Programing Liaison.

- a. The Programing Liaison shall be appointed by the Vice Chair of Operations through a fair and transparent process that is established by the Vice Chair
- b. The Programing Liaison shall work with the ASI Union and Special Programing Coordinator and ASI Coordinator for Leader and Program Development to

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- implement programming efforts within the Titan Student Centers
- c. The Programing Liaison shall make a report during the Operations Committee and inform the committee on programing efforts occurring within or regarding the Titan Student Centers
- d. The Programing Liaison shall serve as the Titan Student Centers contact on all areas concerning programing efforts
- e. The Programing Liaison shall execute projects assigned by the Vice Chair for Operations and Chair of the Titan Student Centers Board of Trustees

Clause ~~321~~. Serves as Chair of the ~~Programs and Services~~Operations Committee.

Clause ~~432~~. The Vice Chair for ~~Programs and Services~~Operations shall maintain regular communication with the Board of Trustees Chair.

Clause ~~543~~. Serves as non-voting ex-officio on all other committees.

~~Section 12. VICE CHAIR FOR MARKETING AND OUTREACH~~

~~Clause 1. The Vice Chair for Marketing and Outreach shall work collaboratively with the other Board of Trustees Officers to market and recruit members for the Board of Trustees.~~

~~Clause 2. Serves as Chair of the Marketing and Outreach Committee~~

~~Clause 3. The Vice Chair for Marketing and Outreach shall maintain regular communication with the Board of Trustees Chair.~~

~~Clause 4. Serves as non voting ex officio on all other committees.~~

Section ~~123~~. **QUORUM**

Clause 1. A majority of the filled voting positions of the Board of Trustees constitutes a quorum.

Section ~~134~~. **FACILITIES ~~AND OPERATIONS~~ COMMITTEE**

Clause 1. The Facilities ~~and Operations~~ Committee is responsible for oversight of the overall ~~operational-structural~~ needs of the facilities of the Titan Student Centers including building changes, capital purchases, space allocation, office space allocation, operating hours, marketing efforts, space designation, planning of future projects, and bylaw amendments. ~~the budget, hours of operation, policy, planning, future projects, allocation of space and all other issues related to the facilities of the Titan Student Centers.~~ The Committee makes a formal recommendation to the Board of Trustees on all actions.

Clause 2. The Committee shall be composed of the Chair, Vice Chair for Facilities ~~and Operations~~, ~~two-three~~ (32) student trustees, ASI President or designee, RSA President or designee and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, ~~and ASI Associate Director of Titan Student Union,~~ ASI Associate Director of Titan Recreation, and ASI Associate Director of Marketing and Communication as non-voting members.

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Section 145. **PROGRAM AND SERVICES OPERATIONS COMMITTEE**

- Clause 1. The ~~Programs Operations and Services~~ Committee is responsible for oversight of the overall ~~program—operations and services~~ of the Titan Student Centers including the development and evaluation of programs and services, acquisition of student art, operations of the Titan Student Centers food services, the budget, capital purchases, fee assessments (user fees, room rental fees, and other such fees charged by the Titan Student Centers), line item transfers, operating hours, and bylaw amendments. ~~and all other related programs and services issues for the Titan Student Centers.~~ The Committee makes a formal recommendation to the Board of Trustees on all actions.
- Clause 2. The Committee shall be composed of the Chair, Vice Chair for ~~Program and Services Operations~~, ~~two—three (32)~~ student trustees, ASI President or designee, RSA President or designee and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, ~~and ASI Associate Director of Titan Recreation, ASI Associate Director of Titan Student Union, and ASI Associate Director of Marketing and Communication.~~ as Communication, as non-voting members:

~~Section 16.~~ **MARKETING AND OUTREACH COMMITTEE**

- ~~Clause 1. The Committee on Marketing and Outreach is responsible for oversight of the overall marketing and outreach for the Titan Student Centers including providing feedback on print material, website design, marketing campaigns and all other related marketing and outreach initiatives for the Titan Student Centers. The Committee makes a formal recommendation to the Board of Trustees on all actions.~~
- ~~Clause 2. The Committee shall be composed of the Chair, Vice Chair for Marketing and Outreach, two (2) student trustees, ASI President or designee, RSA President or designee and ASI Board of Directors Chair or designee, as voting members. The ASI Associate Executive Director, and ASI Associate Director of Marketing and Communication, as non-voting members.~~

- Section 157. **BYLAW AMENDMENTS RECOMMENDATIONS** The Board of Trustees bylaws may be ~~amended recommended~~, or new guidelines ~~adopted suggested~~ at any meeting of the Board of Trustees by a two-thirds vote of the membership. All ~~amendments recommendations~~ are subject to approval of a majority approval by the Associated Students Inc. Board of Directors.

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ARTICLE XI

INITIATIVE, REFERENDUM, AND RECALL

- Section 1. **INITIATIVE Legislation** from the student body may be submitted to the ASI Board of Directors in the form of a petition signed by at least 10% of the total membership of the student body. An initiative can either enact new legislation or repeal existing legislation.
- Clause 1. The Vice President for Student Affairs shall verify through the Dean of Students Office the enrollment status of all the students whose signature appears on the petition.
 - Clause 2. After verification, a special election shall be called by the President within fifteen (15) legal days.
 - Clause 3. A majority vote in favor of the proposed legislation shall be sufficient to adopt any initiative legislation.
- Section 2. **REFERENDUM** The ASI Board of Directors will be empowered to direct the Elections Director to place certain matters, including constitutional changes or business, before the student body.
- Clause 1. A majority vote shall be sufficient to enact referenda.
 - Clause 2. A majority vote shall be required to ratify changes in the Articles of Incorporation.
 - Clause 3. The ASI Board of Directors must designate that a referendum is either binding or non-binding at the time the ASI Board of Directors proposes the referendum to the electorate.
- Section 3. **RECALL** A member of the ASI Board of Directors, the President, Vice President, or Titan Student Centers Board of Trustees Student-At-Large may be removed from the remaining term of office when the following conditions are met:
- Clause 1. A petition stating the desire to remove a Director must be signed by ten percent (10%) of the headcount of the Director's respective academic college. In the case of the President, Vice President or Titan Student Centers Student Trustee, a petition stating the desire to remove that officer must be signed by ~~fiveten~~ percent (~~105~~%) of the entire headcount of the University. The petitions must include each petitioner's printed name, Campus Wide ID# number, and signature to be considered valid.
 - Clause 2. Prior to the gathering of signatures, the leader of the recall drive must state in a letter or in person at an ASI Board of Directors meeting the intent to recall an officer. The petition drive has thirty (30) calendar days from announcement to gather the necessary signatures or the recall fails.



BOARD OF DIRECTORS

CALIFORNIA STATE UNIVERSITY, FULLERTON™

A Resolution in Support of Tuffy's Basic Needs Center
Sponsors: Elizabeth Jimenez Perez, Brittney Nguyen, Hazel Chicas
Co-Sponsors:

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committee and boards; and

WHEREAS, the Health Centers funded by U.S. Department of Health and Human Services (HSS) define homelessness as an individual without permanent housing who may stay in a shelter, mission, single room occupancy facilities, or vehicle; or someone who may live on the streets; or a term that refers to a situation where that individual is unable to maintain their housing and forced to stay with a series of friends and/or extended family members; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) defines homelessness as an individual who lacks a fixed, regular, and adequate nighttime residence;¹ and

WHEREAS, the USDA has labeled food security into four categories: high food security, marginal food security, low food security, and very low food security;² and

WHEREAS, high food security is defined as no reported indications of food-access problems or limitations; marginal food security is defined as one or two reported indications of typical anxiety over food sufficiency or shortage of food; low food security is defined as reports of reduced quality, variety, or desirability of diet; very low food security is defined as reports of multiple indications of disrupted eating patterns and reduced food intake;³ and

WHEREAS, in the Spring of 2016 the ASI Board of Directors approved a resolution in support of the Food and Housing Security Task Force at California State University, Fullerton;⁴ and

WHEREAS, the task force was composed of faculty, staff, and students to support students who may lack housing stability and/or food security on our campus; and

¹ <https://www.nhchc.org/faq/official-definition-homelessness/>

² Definitions of Food Insecurity per USDA <https://www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/definitions-of-foodsecurity.aspx#rans>

³ <https://www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/definitions-of-foodsecurity.aspx#ranges>

⁴ <http://asi.fullerton.edu/downloads/government/resolutions/foodInsecuritiesAndHomelessnessTaskForce.pdf>

WHEREAS, in the Fall of 2016 Housing and Residence Life opened four beds for students who experience housing displacement, a value equivalent to \$50,000;⁵ and

WHEREAS, in the Fall of 2016 Aramark in partnership with Housing and Residence Life allowed student residents to donate one of their guest meals to students who are food insecure, and at the end of the campaign Aramark matched the 412 student-donated meals for 824 meals in total, a value equivalent to \$5,000;⁶ and

WHEREAS, in the Fall of 2016 Auxiliary Services Corporation (ASC) donated \$5,000 in meal cards for students to be able to redeem a \$10 meal in the Titan Student Union or at on-campus restaurants;⁷ and

WHEREAS, in the Fall of 2016, in an effort to match the total value of the meals donated by residential students, the Athletic department and ASC both donated \$5,000 to start building an emergency fund that is managed by the Dean of Students office and used to assist students who have other emergency financial needs;⁸ and

WHEREAS, In 2015, California State University Chancellor Timothy P. White commissioned a snapshot study, Serving Displaced and Food Insecure Students in the CSU, to gain a clearer picture of the prevalence of food and housing insecurity on campus;⁹ and

WHEREAS, California State University, Fullerton established Tuffy's Basic Needs Center on February 14, 2018 to address the CSU Basic Needs Initiative;¹⁰ and therefore let it be

RESOLVED, that with the adoption of this resolution the ASI Board of Directors shall contribute \$12,000 from contingency funds to the Tuffy's Basic Needs Center; and let it be further

RESOLVED, that this Resolution be distributed to the California State University Board of Trustees, California State Student Association, all CSU Student Governments, all UC Student Governments, the Governor of California, the California State Senator of the 29th district, the California State Assembly Member of the 65th district, the Fullerton City Council, and the following CSU Fullerton departments, divisions, and/or entities for their support and consideration: Office of the President, President's Advisory Board, Office of the Vice President for Student Affairs, Office of the Vice President of Administration and Finance, Office of the Vice President for University Advancement, Office of the Dean of Students, and Academic Senate.

⁵ Communication with Larry Martin, Director of Housing and Residence Life

⁶ Communication with Larry Martin, Director of Housing and Residence Life

⁷ Communication with Jim Donovan, Director of Athletics

⁸ Communication with Frank Mumford, CEO of Auxiliary Services

⁹ Chancellor Timothy P. White, study of displaced and food insecure students <https://www2.calstate.edu/impact-of-the-csu/student-success/basic-needs-initiative/Documents/CSU-Basic-Needs-Action-Report.pdf>

¹⁰ <http://news.fullerton.edu/2018wi/Tuffys-Basic-Needs.aspx>

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Glaiza Julian
Vice Chair/Treasurer, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

From: ASI Contingency Request
To: [ASI Board, Vice Chair Treasurer](#); [Lawrence, Lionel](#); [Ohtomo, Deserita](#)
Subject: Contingency Request Submitted [#46 Jimenez Perez]
Date: Thursday, April 26, 2018 7:04:15 AM

Name *	Elizabeth Jimenez Perez
Group/Organization you are representing *	Associated Students Inc.
Email *	asboard-hss@fullerton.edu
Phone Number *	(714) 316-9842
Total amount of contingency request *	\$12,000.00
What is your contingency request for? *	For a specific program or event
Describe your program/event *	Tuffys' Basic Needs Center is dedicated to supporting students who may lack housing stability and/or food security on our campus by providing: food assistance in the form of gift cards to campus dining locations, donated meals at The Gastronome, Titan Bites messaging app, CalFresh Program, referrals to a full-service pantry near campus, as well as Emergency temporary housing, hygiene products, professional attire and Financial support for unforeseen emergencies.
Specify the purpose/objective of your program/event *	ASI Board of Directors shall contribute \$12,000 from contingency funds to the Tuffys' Basic Needs Center.
Elaborate on how these funds support student interests and concerns – Explain how it will adhere to the ASI Mission Statement and Strategic Plan – Describe its educational value and how it will benefit the University community *	<p>This will continue to promote student development opportunities through leadership, volunteer, and employment experiences by ensuring that students are able to depend on ASI and the center to provide their lack of basic needs. This also aligns with ASI Mission Statement by encouraging and supporting the activities within CSUF campus community. Since Tuffys' Basic Needs Center is relatively new, ASI can be a huge support to advocate the students who may lack the basic needs and provide the continuous support by providing the \$12,000 to ensure programming is efficient and effective.</p>
Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance, and marketing costs) and the total event budget *	The center will use the money for items or programming.
If applicable, list other organizations' contributions to this event, including your own *	n/a
Estimate the expected attendance and identify your target audience for the	N/A

event

– If reoccurring, state the attendance and success of recent events

*

For ASI Executive Senate groups, ASI Programs, or ASI Departments, specify the budget line item number(s), corresponding name(s), and amount(s) where this funding will go if approved – i.e. 0001–8074, Contracts, Fees & Rentals, \$2500 *

N/A



A Resolution in Support of Tuffy's Basic Needs Center
Sponsors: Elizabeth Jimenez Perez, Brittney Nguyen, Hazel Chicas
Co-Sponsors:

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by ASI Board of Directors, who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committee and boards; and

WHEREAS, the Health Centers funded by U.S. Department of Health and Human Services (HSS) define homelessness as an individual without permanent housing who may stay in a shelter, mission, single room occupancy facilities, or vehicle; or someone who may live on the streets; or a term that refers to a situation where that individual is unable to maintain their housing and forced to stay with a series of friends and/or extended family members; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) defines homelessness as an individual who lacks a fixed, regular, and adequate nighttime residence;¹ and

WHEREAS, the USDA has labeled food security into four categories: high food security, marginal food security, low food security, and very low food security;² and

WHEREAS, high food security is defined as no reported indications of food-access problems or limitations; marginal food security is defined as one or two reported indications of typical anxiety over food sufficiency or shortage of food; low food security is defined as reports of reduced quality, variety, or desirability of diet; very low food security is defined as reports of multiple indications of disrupted eating patterns and reduced food intake;³ and

WHEREAS, in the Spring of 2016 the ASI Board of Directors approved a resolution in support of the Food and Housing Security Task Force at California State University, Fullerton;⁴ and

WHEREAS, the task force was composed of faculty, staff, and students to support students who may lack housing stability and/or food security on our campus; and

¹ <https://www.nhchc.org/faq/official-definition-homelessness/>

² Definitions of Food Insecurity per USDA <https://www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/definitions-of-foodsecurity.aspx#rans>

³ <https://www.ers.usda.gov/topics/food-nutrition-assistance/food-security-in-the-us/definitions-of-foodsecurity.aspx#ranges>

⁴ <http://asi.fullerton.edu/downloads/government/resolutions/foodInsecuritiesAndHomelessnessTaskForce.pdf>

WHEREAS, in the Fall of 2016 Housing and Residence Life opened four beds for students who experience housing displacement, a value equivalent to \$50,000;⁵ and

WHEREAS, in the Fall of 2016 Aramark in partnership with Housing and Residence Life allowed student residents to donate one of their guest meals to students who are food insecure, and at the end of the campaign Aramark matched the 412 student-donated meals for 824 meals in total, a value equivalent to \$5,000;⁶ and

WHEREAS, in the Fall of 2016 Auxiliary Services Corporation (ASC) donated \$5,000 in meal cards for students to be able to redeem a \$10 meal in the Titan Student Union or at on-campus restaurants;⁷ and

WHEREAS, in the Fall of 2016, in an effort to match the total value of the meals donated by residential students, the Athletic department and ASC both donated \$5,000 to start building an emergency fund that is managed by the Dean of Students office and used to assist students who have other emergency financial needs;⁸ and

WHEREAS, In 2015, California State University Chancellor Timothy P. White commissioned a snapshot study, Serving Displaced and Food Insecure Students in the CSU, to gain a clearer picture of the prevalence of food and housing insecurity on campus;⁹ and

WHEREAS, California State University, Fullerton established Tuffy's Basic Needs Center on February 14, 2018 to address the CSU Basic Needs Initiative;¹⁰ and therefore let it be

RESOLVED, that with the adoption of this resolution the ASI Board of Directors shall contribute \$12,000 from contingency funds to the Tuffy's Basic Needs Center; and let it be further

RESOLVED, that this Resolution be distributed to the California State University Board of Trustees, California State Student Association, all CSU Student Governments, all UC Student Governments, the Governor of California, the California State Senator of the 29th district, the California State Assembly Member of the 65th district, the Fullerton City Council, and the following CSU Fullerton departments, divisions, and/or entities for their support and consideration: Office of the President, President's Advisory Board, Office of the Vice President for Student Affairs, Office of the Vice President of Administration and Finance, Office of the Vice President for University Advancement, Office of the Dean of Students, and Academic Senate.

⁵ Communication with Larry Martin, Director of Housing and Residence Life

⁶ Communication with Larry Martin, Director of Housing and Residence Life

⁷ Communication with Jim Donovan, Director of Athletics

⁸ Communication with Frank Mumford, CEO of Auxiliary Services

⁹ Chancellor Timothy P. White, study of displaced and food insecure students <https://www2.calstate.edu/impact-of-the-csu/student-success/basic-needs-initiative/Documents/CSU-Basic-Needs-Action-Report.pdf>

¹⁰ <http://news.fullerton.edu/2018wi/Tuffys-Basic-Needs.aspx>



A Resolution Standing in Solidarity with the Victims of Gun Violence, and Condemning Gun Violence in America

Sponsors: Jesse Rodriguez and Tyler Gelrud

Co-Sponsors: Joshua Borjas, Chase Sheriff

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by the ASI Board of Directors, which sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI provides campus community members with important social, cultural, and recreational opportunities, as well as, a wide range of programs and services, and

WHEREAS, California State University, Fullerton is committed to providing an environment safe for all students, faculty and staff;¹ and

WHEREAS, in 2015 there were 12,979 homicides involving a firearm, and 22,018 suicide deaths involving a firearm;² and

WHEREAS, in 2016 there were 3,184 firearm deaths in California and 38,658 firearm deaths in the United States;³ and

WHEREAS, gun violence has affected communities across the United States, with a disproportionate impact on people of color. In 2010, the rate of firearm homicides for black people was five to six times higher than for any other racial group, and the rate of nonfatal firearm violence for black and Hispanic people was higher than non-Hispanic White individuals;⁴ and

WHEREAS, gun violence in America has often occurred in public spaces including, but not limited to, movie theatres, concerts, churches, nightclubs, and schools;⁵ and

¹ Student Safety, Human Resources Page. <http://rmehs.fullerton.edu/studentsafety/>

² Center for Disease Control Data. <https://www.cdc.gov/nchs/fastats/homicide.htm>

³ Center for Disease Control Data. <https://www.cdc.gov/nchs/pressroom/states/california/california.htm>

⁴ U.S. Dept. of Justice Special Report, Data 1993-2011, <https://www.bjs.gov/content/pub/pdf/fv9311.pdf>

⁵ Mass Shootings Statistics and Graphics provided by the Washington Post.

https://www.washingtonpost.com/graphics/2018/national/mass-shootings-in-america/?utm_term=.fb6dbf9b96b5

WHEREAS, on February 14, 2018, 17 students and staff were killed and more injured in a mass shooting involving the use of firearms at Marjory Stoneman Douglas High School in Parkland, Florida;⁶ and

WHEREAS, the “March for Our Lives” event that took place on March 24, 2018 in Washington, DC, and in hundreds of “sibling marches” throughout the country were peaceful rallies organized and led by students across the country who are demanding action be taken to prevent gun violence and the epidemic of mass school shootings, demanding that their lives and safety become a priority;⁷ and

WHEREAS, a National School Walkout took place on April 20, 2018, the nineteenth anniversary of the Columbine school shooting that took place on April 20, 1999. Several supporters at schools across the country participated in this nationwide event which was geared to call attention to the issue of gun-violence at schools in America;⁸ therefore let it be

RESOLVED, that ASI shall collaborate with University Police to post updated informational material on the ASI website concerning shelter-in-place procedures and campus emergency preparedness; and let it be further

RESOLVED, that ASI stands in solidarity with those affected by gun-violence and the victims of gun-violence across the United States, and let it be further

RESOLVED, that ASI condemns senseless acts of gun violence that have negatively impacted communities across the nation, and let it further

RESOLVED, that ASI supports advocacy efforts and student led and organized movements that expose the impact of gun-violence in our country and call for action to prevent further gun-violence, and let it be finally

RESOLVED, that this Resolution be distributed to the California State University Board of Trustees, California State Student Association, all CSU Student Governments, all UC Student Governments, the Governor of California, the California State Senator of the 29th district, the California State Assembly Member of the 65th district, the Fullerton City Council, and the following CSU Fullerton departments, divisions, and/or entities for their support and consideration: the Office of the Daily Titan Newspaper, Office of the President, the President’s Advisory Board, Office of the Vice President for Student Affairs, Office of the Vice President of Administration and Finance, Office of the Vice President for University Advancement, Office of the Dean of Students, and the Academic Senate.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Glaiza Julian
Vice Chair/Treasurer, Board of Directors

⁶ Victims of Parkland School Shooting. <https://www.cnn.com/2018/02/15/us/florida-shooting-victims-school/index.html>

⁷ March 24th, 2018, March for Our Lives Protests, <https://www.nytimes.com/2018/03/24/us/march-for-our-lives.html>

⁸ April 20th, 2018. National School Walkout <http://time.com/5238216/national-school-walkout-april-20/>

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date



A Resolution Supporting CSUF Project Rebound

Sponsors: Nick Jakel, Jesse Rodriguez

Co-Sponsors: Saba Ansari, Joshua Borjas

WHEREAS, The Associated Students, Incorporated (ASI) is a 501 (c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton; and

WHEREAS, ASI is governed by the ASI Board of Directors, which sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

WHEREAS, ASI provides campus community members with important social, cultural, and recreational opportunities, as well as, a wide range of programs and services; and

WHEREAS, San Francisco State University's (SFSU) Project Rebound was founded in 1967, with the vision of successfully re-integrating formerly incarcerated individuals into society via higher education, by John Keith Irwin, PhD and a formerly incarcerated individual who taught for 26 years in the Sociology Department at SFSU;¹ and

WHEREAS, since 2016, CSUF, along with eight other California State University campuses—Sacramento, San Bernardino, Fresno, Bakersfield, San Diego, Pomona, Long Beach and Los Angeles—is enrolling formerly incarcerated individuals into the program, assisting students in graduating with baccalaureate degrees, and helping them earn advanced academic degrees;² and

WHEREAS, CSUF currently has eighteen Rebound Scholars with twenty-seven scholars in the pipeline;³ and

WHEREAS, Project Rebound is proven to reduce recidivism and empower individuals through higher education;⁴ and

WHEREAS, the number of Project Rebound students who return to prison is just 3% compared

¹ http://www.fullerton.edu/rebound/about_us/

² http://www.fullerton.edu/rebound/about_us/

³ <http://www.fullerton.edu/rebound>

⁴ <http://www.fullerton.edu/rebound>

to a state average of 61%;⁵ and

WHEREAS, there are over 100,000 people who could benefit from CSU Project Rebound services, but without additional funding, the current model cannot meet this level of demand;⁶ and

WHEREAS, according to The Legislative Analyst's Office, the State of California, in 2017- 2018, allocated \$11.3 billion to California Department of Corrections, and Rehabilitation Corrections account for almost 9% of California general funds, while the University of California and the California State University System collectively receive 5.2%;⁷ and

WHEREAS, the United States accounts for 5% of the world's population yet houses more than 20% of the incarcerated population of the world costing California State tax payers 7.7% of the State budget;⁸ and

WHEREAS, the U.S. Department of Education stated that Congress, in 1994, via a federal crime bill, made incarcerated individuals ineligible to receive Pell Grants, then former President Barack Obama introduced the Second Chance Pell Program that allows incarcerated individuals to apply for student Financial Aid prior to being released so that they may take advantage of educational opportunities upon release to pursue higher education with the goal of helping them get jobs, support their families, and transform;⁹ and

WHEREAS, the Project Rebound Regional Team and Jason Bell, Regional Director of Project Rebound, endorse the replication of this program to all California State University campuses; and

WHEREAS, Project Rebound at San Francisco State University's 2016 year-end report shows that 95% of formerly incarcerated people who pursue higher education do not recidivate. This program alleviates the problem that leads to high rates of recidivism in way that are cost effective to the State of California and empowering formerly incarcerated and system impacted communities;¹⁰ and

RESOLVED, that ASI will support Project Rebound in reintegrating formerly incarcerated individuals further their education; and let it be further

RESOLVED, that ASI encourages the California State University (CSU) and the Governor of California to endorse, continue to promote through enrollment services and admission applications, and expand Project Rebound as a program to be replicated throughout the

⁵ http://www.fullerton.edu/rebound/about_us/

⁶ <http://www.fullerton.edu/rebound>

⁷ <http://www.lao.ca.gov/Publications/Report/3595>

⁸ <http://ebudget.ca.gov/budget/2017-18/#/Home>

⁹ <https://obamawhitehouse.archives.gov/the-press-office/2015/11/02/fact-sheet-president-obama-announces-new-actions-promote-rehabilitation>

¹⁰ <https://www2.calstate.edu/csu-system/news/Pages/Project-Rebound-Recharges-Human-Potential.aspx>

California State University system; and let it be further

RESOLVED, that ASI urges the CSU Chancellor and Board of Trustees (BOT) to provide funding to this program and ensure that it is part of the Graduation Initiative 2025; and let it be further

RESOLVED, that ASI urges the Governor of California and the California legislature to provide funding for Project Rebound by transferring funds from the California Department of Corrections and Rehabilitation; and provide sufficient line-item funding to the CSU to support and expand Project Rebound, and let it be finally

RESOLVED, that this Resolution be distributed to the California State Student Association, the Office of Project Rebound, and the following CSU Fullerton departments, divisions, and/or entities for their support and consideration: the Daily Titan Newspaper, Office of the President, the President's Advisory Board, Office of the Vice President for Student Affairs, Office of the Vice President of Administration and Finance, Office of the Vice President for University Advancement, Office of the Dean of Students, and the Academic Senate.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Glaiza Julian
Vice Chair/Treasurer, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

POLICY CONCERNING BOARD OF DIRECTORS OPERATIONS

PURPOSE

The following policy has been established in order for the members of Associated Students, Inc. (ASI) Board of Directors (Board) to better serve their respective student constituencies and to make sure each member of the Board performs the duties of their position in a thoughtful and responsible manner. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct of Board members, responsibilities and duties of Board members, and an overview of committee and meeting operations.

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WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students |
|--|---|

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Conflict of Interest	Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.

Fraud	The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right
Defalcation	The withholding or misappropriating funds held for another or failing to make a proper accounting
Corruption	The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.
Misappropriation	The intentional, illegal use of the property or funds of another person for one's own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a dead person's estate or by any person with a responsibility to care for and protect another's asset.
Forgery	The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.

STANDARDS

1. BOARD CONDUCT

a. Non-Conflict of Interest

In accordance with California Education Code, Sections 89906, 89907, 89908 and 89909, all ASI Board of Directors members, ASI Executive Officer members, and TSU Board of Trustees members shall submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 89906, 89907, 89908 and 89909 printed on the reverse of this document, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.

Should I find in some future contractual matter before the Board of Directors that there may be the potential of a conflict of interest, I shall disclose that potential conflict and abstain from voting, as prescribed in Education Code, Section 89907.

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office, TSU-218.

b. Ethics

Introduction

This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

Laws and Regulations

All members must comply with applicable laws and regulations governing the operation of ASI. This includes, but is not limited to, federal, state, county and municipal laws, the California Code of Regulations, the California Education Code, campus regulations of California State University Fullerton, and the Office of the Chancellor, California State University.

Business Practices

Business activities must be conducted under the highest standards. Members must not take unfair advantage of suppliers, vendors, and contractors through manipulation, concealment, and/or misrepresentation of material facts.

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

Conflict of Interest

Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, from vendors, suppliers, and customers, of more than token value.

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with whom the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.

In addition, ASI Executive Officers and members of ASI governing boards must comply with conflict of interest regulations as defined in ASI Policy.

Members must not be employed outside ASI where the outside employment impairs their ability to conduct ASI business because of conflicts of interests and competing interests.

Anti-discrimination Policy

Members must not take actions that discriminate against anyone on an unlawful basis, including gender, race, religion, color, national origin, sexual orientation, gender identity, medical condition, age, physical or mental disability, marital status or family leave status.

Public Disclosures

If members in the course of their duties are called to make public disclosures to any governmental agency, under no circumstances can statements be made that are untrue, or omit or misstate material facts. If public disclosures are made to the press, members must seek to insure that the statements are clear and understandable and not misleading.

Confidentiality

Members must protect ASI confidential information and not divulge such to anyone except on a need-to-know basis. Members are expected to keep in confidence such information that would be considered confidential even if not clearly marked. This would include, but not be limited to, personal addresses, social security or other identification numbers, payroll records, performance evaluations, and/or personal information.

Respect

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultured campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

Fair Dealing

Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

c. Fraud

ASI policy on fraud is established to prepare procedures that will protect ASI, its employees, and assets against losses stemming from illegal activities. ASI has a zero tolerance policy regarding such activities. ASI forbids the commission of any illegal activity by an officer, director, employee, or volunteer of ASI (collectively referred to herein as members or member).

The management of ASI is responsible for the establishment of procedures designed to prevent and detect fraudulent activity, including but not limited to fraud, defalcation, misappropriation, forgery, and corruption.

Reporting Responsibility

Each member of the management team will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.

In the event a member detects or suspects fraudulent activity, they must immediately report this to the Executive Director. The Executive Director will inform the ASI Board of Directors and the CSUF Director of Internal Auditing within twelve hours once the incident is brought to their attention.

In the event a member detects or suspects fraudulent activity on the part of the Executive Director, they must immediately report this to the University Risk Manager.

Any reprisal against any individual reporting violations of this policy is prohibited. Any cover-up of a suspected incidence or retaliation in any form against witnesses is also prohibited.

Investigating Suspected Fraud

The Executive Director or designee in an investigation of fraud will have:

- Free and unrestricted access to all ASI records and premises, whether owned or rented
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigation.

Any information received by ASI in the course of an investigation will be treated in confidentiality. As such, any employee should notify the Executive Director (or the University Risk Manager, in the case of suspected fraudulent activity by the Executive Director) and not engage a suspected individual or conduct a personal investigation.

Information discovered during the course of an investigation will be disclosed or discussed only with individuals on a need-to-know basis. Confidentiality must be enforced to avoid damaging the reputations of persons under suspicion who are found innocent of wrongdoing.

No information concerning the status of an investigation will be given out. The proper response to any inquiry is, "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

Upon completion of the investigation, the Executive Director will file their report with the Director of Internal Auditing and the ASI Board of Directors.

Decision to prosecute or refer the matter to law enforcement officials will be made in conjunction with legal counsel, ASI Executive Officers, and the Director of Internal Auditing.

Termination

If an investigation results in a recommendation to terminate the employment of an individual, the recommendation will be reviewed for approval by ASI Human Resources and legal counsel. The policy will be reviewed annually and revised as needed.

d. Whistleblower Protection

ASI policies on Ethics and Fraud require directors, officers, employees and volunteers (members) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All members of the organization must practice honesty and integrity in fulfilling their responsibilities.

Reporting Responsibility

It is the responsibility of all members to comply with the policies and to report violations or suspected violations in accordance with this Whistleblower Policy. ASI encourages initial reporting to occur internally to allow for expeditious resolution of all such matters and to minimize the effects of improper actions.

Reporting Violations

The Whistleblower Policy addresses the organization's open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a member's supervisor is in the best position to address an area of concern. However, if the member is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, then they must speak to the Director of Human Resources. The supervisor and/or Director, Human Resources is required to report this notification to the Executive Director upon receipt. The Executive Director or designee will conduct an investigation of the reported concern. In the event that a concern involves fraud, then it must be directly reported to the Executive Director who has the responsibility to investigate all reported violations of policies.

Handling of Reported Violations

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within one business day. All reports will be promptly investigated and appropriate

corrective action will be taken if warranted by the investigation. If the concern involves an incident of suspected fraud, defalcation, or other irregularity concerning corporate assets, the Executive Director will notify the Chair of the Audit Committee, Chair of the Board of Directors, and the University Director of Internal Audit in writing within twelve hours of receipt and work with the ASI Audit Committee until such matter is resolved. All concerns involving the Executive Director shall be directly reported to the University Risk Manager.

No Retaliation

No member, who in good faith reports a violation of the policies, shall suffer harassment, retaliation, or adverse employment consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable members to raise serious concerns within the organization prior to seeking resolution outside the organization.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Policies. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

2. RESPONSIBILITIES OF THE BOARD

Each member of the Board will be required to incorporate the following responsibilities into their personal job framework:

- Board members are required to attend (prepared and on time) for the entire duration of all meetings of the Board of Directors which take place every Tuesday from 1:15 – 3:45 P.M.
- Board members are required to sit on an Associated Students, Inc. standing committee and be a liaison to at least one of the following: the Association for Inter Cultural Awareness (AICA), Community Service Inter-club Council (CSICC), Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), PanHellenic Council (PHC), and the Multicultural Greek Council (MGC).
- Directors of the Board are required to attend their college's Inter-club council meetings. If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Interclub council chair, Inter-club council members, and their assistant dean.
- Directors of the Board shall establish and maintain weekly office hours (at least one hour a week and by appointment). These hours shall be posted on their respective college's bulletin board and outside the Board of Directors' office.
- [ASI Board Chair shall be responsible for reinforcing ASI office hours.](#)
- When time permits, the Board Chair may schedule ASI promotional events for the Board to carry out after the adjournment of Board Meetings.
- Directors of the Board are required to keep in contact with their constituents, college-based Deans or Assistant/Associate Deans, and report to the Board on issues and concerns from their college. Two reports will be given each week during regularly scheduled Board of Directors meetings beginning

the third week of the fall semester. The reports will be given in alphabetical order, with respect to the college's names.

- Directors of the Board are responsible for grading ASI scholarship applications during both the fall and spring semesters.
- No member of the ASI Board of Directors shall serve as an officer or director of an ASI program, funding council, or board.
- No member of the ASI Board of Directors shall be employed by the Associated Students, Inc.

3. COMPOSITION AND DUTIES OF COMMITTEES

All items brought before the Board should be referred to the proper committee. Emergency situations, as defined by the Gloria Romero Open Meetings Act, may be immediately acted upon by the Board as defined by the Act. The committee must report each proposal, with the exception of the budget, back to the Board within two weeks. The chair of each committee shall be responsible for presiding over committee meetings and reporting the committee's recommendations to the Board. No committee shall consist of two Board members serving from the same college. In the event a committee member should resign, a written notice of their resignation shall be submitted to the chair of the committee.

a. General Composition

All ASI Committees shall be composed of at least a majority of students. The chairs of ASI committees must be students. The chair and ex-officio members shall not be counted when determining if a committee is composed of at least a majority of students.

b. Audit Committee

The Audit Committee is a requirement of ASI, in accordance with the Nonprofit Integrity Act of 2004. The committee shall be composed of four (4) directors from the ASI Board of Directors, one (1) member of the ASI Finance Committee, and one (1) voting member of the Titan Student Centers Board of Trustees. The previously stated members must be students. Other voting members of the committee shall include two members from the campus community. All members must be approved by the ASI Board of Directors with a majority vote.

The Act stipulates that the Audit Committee members may not be staff or unpaid volunteers in an operational position of the organization. Additionally, no member from an organization that has a financial interest in ASI may serve on the committee.

After appointing the members to the Audit Committee, the Board of Directors shall appoint one of the four directors to serve as chair of the committee.

The duties of the Audit Committee are as follows:

General Duties

The Audit committee has five areas of responsibility:

- To make recommendations to the ASI Board of Directors regarding the selection and retention of the independent auditor. In addition, on behalf of the board, the Audit Committee may negotiate the compensation of the independent auditor.
- To confer with the auditor to determine on behalf of the ASI Board of Directors that the financial affairs of ASI are in order.
- To review and determine whether or not to accept the audit.
- To ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence.

- To approve the performance on non-audit services by the auditing firm.

Financial Reporting

At the entrance conference prior to the start of the annual audit, the committee will review the intent and scope of the audit to include:

- Quality of compliance controls
- External reporting requirements
- Materiality
- Risk characteristics

During the audit, the audit committee, along with management and the independent auditor, will review the policies and procedures of ASI in order to reasonably ensure the adequacy of internal controls over administration and accounting, compliance with all governing laws and regulation, and financial reporting.

At the conclusion of the audit, the Audit Committee will meet with the independent auditor, without the presence of management, to review the financial results of the audit prior to its publication and release to the general public.

Annual Report

The Chair of the Audit Committee will prepare a report for the ASI Board of Directors that will include, but not be limited to the following:

- Give the opinion of the independent auditor as to the quality of the ASI financial and accounting processes and any recommendations that the independent auditor may have.
- Indicate how any issues described in the management letter are immediately addressed by ASI management.
- Detail discussions with management on the status of implementation of prior year recommendations and corrective plans, if any.
- Evaluate the cooperation received by the independent auditor during its audit, including access to requested information and records.
- Receive comments from management concerning the responsiveness of the auditor to the needs of the operation of ASI.
- Report on the discharge of the committee's responsibilities.

c. Children's Center Committee

The purpose of the Children's Center Committee (CCC), a standing committee of the ASI Board of Directors, is to provide a forum at which all constituents of the Children's Center may discuss issues relating to the operation of the program. CCC offers varied perspectives and expertise to assist the program in fulfilling its mission. The committee shall meet at least four times annually.

The CCC reviews and makes recommendations to the ASI Board of Directors, the Children's Center Director, and the Children's Center Parent Advisory Council regarding the following:

- The Children's Center budget
- The results of Parent Surveys
- Program quality assessments
- Children's Center strategic and operating plans
- Collaboration with other CSUF entities and with community entities

- The Children's Center Director shall bring management issues to the attention of the CCC for discussion and input.
- Any member may bring agenda items before the CCC.
- In addition, CCC may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.
- Other matters pertaining to the Children's Center

The Children's Center Committee shall be composed of the following:

Voting:

- ASI Board of Directors Chair or designee
- One (1) current student-parent who utilizes the ASI Children's Center
- Three (3) Directors from the ASI Board of Directors
- One (1) current faculty/staff parent who utilizes the ASI Children's Center
- University President's Appointee
- Academic Senate Appointee

Non-Voting:

- Children's Center Director
- ASI Executive Director
- ASI Leader and Program Development Director
- University Chief Financial Officer or designee

d. Finance Committee

The Finance Committee shall be composed of no more than four directors, the Vice President of Finance and up to eight Directors of the Board who shall make recommendations on financial matters. The Vice Chair of the ASI Board of Directors/Treasurer will chair the Finance Committee.

The Finance Committee shall hold hearings on all proposed accounts and shall refer its budget recommendations to the Board. The Board shall act on the Finance Committee's recommendations and send them to the University President for approval.

e. Governance Committee

The Governance Committee shall be composed of four directors and the Vice Chair of the ASI Board of Directors. The Vice Chair of the ASI Board of Directors/Secretary shall chair the committee. The Governance Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board.

General Duties

The duties of the Governance Committee are as follows:

- Review and update ASI Policies and Bylaws.
- Fill vacancies on the ASI Board of Directors.
- Hear concerns and offer advice and/or resolutions subject to Board approval.

a. Director Membership

The Chair of the Board shall appoint directors for each standing committee. If there are not enough directors to fill the required number of seats on each committee the chair shall evenly appoint directors to the listed committees in the following order:

- Finance Committee

- Governance Committee
- Audit Committee
- Children's Center Committee

Directors shall be appointed to other committees by the chair, unless specified, in no particular order.

4. COMMITTEE HANDBOOKS

There is a need for continuity from semester to semester in each of the standing committees of the Associated Students Board of Directors, and there is a need for a documented record of past actions and considerations of each committee, not only for public record but also to preserve long-term goals within the committees over time. There is a need for background information of past actions/considerations of each of the committees for the reference of new members to those committees.

Each of the Standing Committees of the ASI Board of Directors shall develop and maintain its own Committee Policy Handbook. This Handbook shall, at least, consist of a brief record of all major actions or proposals of the committee during the course of the semester, along with recommendations by the current committee of any actions/proposals that it feels should be continued in following semesters: and that this Handbook shall be maintained by the committee chairs (or their designee) on a semester basis.

5. AGENDAS FOR BOARD MEETINGS

All items shall be sponsored by a member of the Board of Directors. Directors sponsoring items shall provide, to the ASI Executive Assistant, a written (either typed or printed) copy of the proposed action and all supporting documents three or more legal days prior to the Board of Directors or Committee meeting. This shall include the brief description of the item to appear on the agenda. The Executive Assistant shall sign, date, and indicate the time of submittal on each proposal. Items coming from committee shall be placed on the agenda before items from individuals. The Executive Assistant shall make available, for public inspection, a copy of each proposal. All items on the agenda, including those to be discussed in closed session, shall contain a brief general description (not to exceed twenty (20) words) of the item. Items with a financial component shall also include the amount and source of funds involved. The agenda shall specify the time, date, and location of the meeting, and shall be posted in an area of the campus which is publicly accessible twenty-four hours per day. Nothing in this policy is to be interpreted as prohibiting the Board from reordering the agenda at the time of the meeting.

6. PUBLIC SPEAKING TIME

The Public Speaking Time is hereby established as a forum, which enables the Board of Directors and the ASI Standing Committees to receive feedback from their constituencies, and allows members of the campus community to update the Board of Directors on their campus concerns, and is in compliance with the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4).

As established, Public Speaking Time is subject to the following rules. Public Speaking Time shall consist of a total of fifteen (15) minutes to be divided equally among all public speakers. Those wishing to make use of this time may speak on any agenda item or other topic affecting higher education at the campus or statewide level during the regular Board of Directors' and Committee meetings. Public Speaking Time shall be scheduled before any Business items are considered. Public Speaking Time may be extended by a ruling of the Chair of the Board of Directors/Committee or by an action of the Board of Directors/Committee. Public Speaking Time is set aside for the use of members of the campus community alone, except by special petition to the Chair. Members of the Board of Directors/Committee may briefly respond to comments made or questions posed by public speakers. In no case shall such responses exceed one minute in length, except by special petition to the Chair.

For special meetings of the Board of Directors or Committees, a Public Speaking Time shall also be provided, not to exceed fifteen minutes (extendable by ruling of the Chair or action of the Board of Directors/Committee). For those meetings, the public speakers shall be restricted to addressing the items on the agenda. This time shall occur before consideration of the items.

7. SPECIAL ASI PARKING PRIVLEDGES

The Associated Students, Inc. shall be allotted twenty-nine (29) Faculty/Staff parking permits to facilitate easy access to parking areas close to the ASI offices and assure available parking space for officers maintaining a regular schedule of hours devoted to A.S. duties and functions. The following officers shall each receive a Faculty/Staff decal by virtue of their position.

- All student members of the ASI Board of Directors (16)
- ASI President (1)
- ASI Executive Vice President (1)
- ASI Vice President of Finance (1)
- ASI Chief Administrative Officer (1)
- ASI Chief Governmental Officer (1)
- ASI Chief Communications Officer (1)
- ASI Elections Commissioner (1)
- ASI Productions Administrative Director (1)
- Titan Student Centers Governing Board Chair (1)
- Titan Student Centers Governing Board Vice Chair for Planning (1)
- Titan Student Centers Governing Board Vice Chair for Services (1)
- ASI Association for Inter-Cultural Awareness Administrative Chair (1)
- ASI Titan Tusk Force Administrative Director (1)

Upon resignation or removal of any of the above mentioned officers their Faculty/Staff parking permit shall be returned to the University Cashiers office within one week. The University Cashiers office will then give them a regular student permit for the remainder of the semester. Any student who is then appointed or elected to fill the vacant position shall receive the Faculty/Staff parking permit.

If the parking policy is abused by any of the above mentioned students, their Faculty/Staff parking permit will be revoked for the remainder of their term.

CSUF Faculty/Staff Parking permits must be purchased from the University Cashiers office at the regular cost by the above-mentioned officers who will each receive a letter from the Dean of Students office giving them permission to purchase a permit.

8. EMERGENCY SITUATIONS AND EMERGENCY MEETINGS

Action and/or discussion may be taken on an item not appearing on the posted agenda during a regular or special meeting of the Board of Directors only upon a determination by the Board of Directors that an emergency situation exists, pursuant to Education Code section 89305.5;

An “emergency situation” applies only when:

- A work stoppage, or other activity which severely impairs public health, safety, or both exists;
- A crippling disaster that severely impairs public health, safety, or both has occurred.

To determine that an emergency situation exists, two-thirds of the total Board of Directors membership (or if quorum is established, but less than two-thirds are present, a unanimous decision of the members present is necessary) agrees that one of the criteria exists, and that emergency action should be taken.

The need for such action must have come to the attention of the Board of Directors after the agenda for the meeting was posted.

In the event of an emergency situation, an emergency meeting of the Board of Directors may also be called. A minimum of one hours' notice shall be provided before such a meeting is called to order. The criteria for when such a meeting may be called shall be identical to that of part 1(a) above, and it must be called by petition of a majority of the membership of the Board of Directors. If any forms of communication are functioning, the Chair (or designee) shall attempt to contact every member of the Board of Directors, using the most recent contact list available, of the meeting time, location, and topic. The Chair (or designee) shall also perform their due diligence to inform the public, in any way possible, of the meeting.

If no forms of communication are functioning, this subsection is waived, and all persons shall instead be notified as soon as possible after the meeting, of the purpose and action taken (if any) at the meeting.

After any emergency meeting, the minutes of the meeting shall be publicly posted for a minimum of ten days. Included in the minutes shall be a list of the persons and organizations that the Chair (or designee) successfully notified, or attempted to notify. Also, a copy of actions taken (if any) and roll call vote(s) taken shall be included.

Under no circumstances may the Board of Directors meet in a closed session under discussion of an emergency matter, whether during a regular, special, or emergency meeting.

9. CHANGES MADE TO THE ASI BYLAWS AND POLICIES

All substantive changes made to the ASI Bylaws and/or policy Statements shall be submitted to the Vice Chair of the Board/Secretary for review to assess the impact on existing policies and Bylaws. After said review by the Vice Chair of the Board of Directors, proposed changes will be reviewed by the ASI Executive Director for further recommendations and legal analysis prior to being submitted to the Governance Committee for approval. Once approved by the Governance Committee, the changes will be forwarded to the Board of Directors for final approval.

CONSENT CALENDAR PROCEDURE

PURPOSE

The consent calendar is an administrative tool for the ASI Board of Director and TSC Board of Trustees to grant approvals to required items that are routine, procedural, and likely to be noncontroversial. A consent calendar may be presented by the board or committee chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed are adopted by general consent without debate. Removed items will be taken up during new business.

PROCESS

1. Items up for consideration on the consent calendar must be provided in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting.
2. The chair determines whether an item belongs on the consent agenda.
3. The chair or designated staff prepares a numbered list of the consent items and distributes it along with the meeting agenda.
4. At the beginning of the meeting the chair asks members which items they wish to remove from the consent calendar to be discussed individually.
5. If any member requests that an item be removed from the consent calendar, it must be removed and added to new business. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to ask questions about the item, or to hold a vote on the item.
6. When there are no more items to be removed, the Chair reads out the numbers of the remaining consent items. Then the Chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
7. When preparing the minutes, the Recording Secretary includes the full text of the items that were adopted as part of the consent calendar.

REFERENCE

"Legislative assemblies which have a heavy work load including a large number of routine or noncontroversial matters may find a consent calendar a useful tool for disposing of such items of business. Commonly, when such a matter has been introduced or reported by a committee for consideration in the assembly, its sponsor, or, sometimes, an administrator, may seek to have it placed on the consent calendar. This calendar is called over periodically at a point established in the agenda by special rule of order, at least preceding standing committee reports. The matters listed on it are taken up in order, unless objected to, in which case they are restored to the ordinary process by which they are placed in line for consideration on the regular agenda. The special rule of order establishing a consent calendar may provide that, when the matters on the calendar are called up, they may be considered in gross or without debate or amendment. Otherwise, they are considered under the rules just as any other business, in which the case the "consent" relates only to permitting the matter to be on the calendar for consideration without conforming to the usual, more onerous, rules for reaching measures in the body."
- *Robert's Rules of Order, Newly Revised, 11th Edition, Chapter XI, Quorum; Order of Business*



CALIFORNIA STATE UNIVERSITY, FULLERTON™

Resolution to Utilize Consent Calendar at ASI Board of Directors Meetings

Sponsor: Nicholas Jakel

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSUF), and

WHEREAS, auxiliary organizations of the California State University operate pursuant to written operating agreement with the CSU Board of Trustees and follow all legal and policy rules established by the CSU system, and

WHEREAS, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards, and

WHEREAS, ASI bylaws, Article III, Section 1 states the parliamentary authority for this organization shall be *Robert's Rules of Order, Newly Revised*, and

WHEREAS, *Robert's Rules of Order, Newly Revised* allows for use of a consent calendar in order to transact business efficiently, and

WHEREAS, the ASI Executive Director, as a delegated representative of the Board of Directors, developed the attached process for determining items appropriate for a Consent Calendar, therefore let it be

RESOLVED, the ASI Board of Directors approves the incorporation of a consent calendar into the agenda format for future board meetings.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Jesse Rodriguez
Vice Chair/Secretary, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

CONSENT CALENDAR PROCEDURE

PURPOSE

The consent calendar is an administrative tool for the ASI Board of Director and TSC Board of Trustees to grant approvals to required items that are routine, procedural, and likely to be noncontroversial. A consent calendar may be presented by the board or committee chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed are adopted by general consent without debate. Removed items will be taken up during new business.

PROCESS

1. Items up for consideration on the consent calendar must be provided in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting.
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7. When preparing the minutes, the Recording Secretary includes the full text of the items that were adopted as part of the consent calendar.

REFERENCE

"Legislative assemblies which have a heavy work load including a large number of routine or noncontroversial matters may find a consent calendar a useful tool for disposing of such items of business. Commonly, when such a matter has been introduced or reported by a committee for consideration in the assembly, its sponsor, or, sometimes, an administrator, may seek to have it placed on the consent calendar. This calendar is called over periodically at a point established in the agenda by special rule of order, at least preceding standing committee reports. The matters listed on it are taken up in order, unless objected to, in which case they are restored to the ordinary process by which they are placed in line for consideration on the regular agenda. The special rule of order establishing a consent calendar may provide that, when the matters on the calendar are called up, they may be considered in gross or without debate or amendment. Otherwise, they are considered under the rules just as any other business, in which the case the "consent" relates only to permitting the matter to be on the calendar for consideration without conforming to the usual, more onerous, rules for reaching measures in the body."
- *Robert's Rules of Order, Newly Revised, 11th Edition, Chapter XI, Quorum; Order of Business*



Allocation Request Form: Club Programming

Allocation Request Form: Club Programming

I move that the following allocation be approved:

Program Title: Viajando Por Mexico

Sponsor: Ballet Folklorico de CSUF

Date, Location and Time: May 5th, 2018, 5:00-7pm, Hope International University

Table with 3 columns: Budget Line and Name, Amount. Rows include 8074 Contracts, Fees and Rentals (\$5,500), 8077 Travel (\$0), and Total (\$5,500).

Dispersal Outline: Items for which you request funding must comply with AICA by-laws and the ASI Financial Handbook

Table with 4 columns: Vendor, Amount, Vendor, Amount. Rows list vendors like Hope International, Costco, Flyer (CSUF Printing), and Programs (Staples) with their respective amounts.

I understand that I must comply with all funding regulations as listed in the funding organization's bylaws. I understand that at the conclusion of this meeting, it is my responsibility to meet with the Financial Officer and complete an Allocation Dispersal Form and an Encumbrance Form. I understand that the funds shall not be transferred to my organization's account and that all payment for goods and services from the monies allocated are to be coordinated with the Financial Officer no later than two weeks from the aforementioned stated program date.

Erik Rodriguez
Name of Representative (Printed)

562-246-4781
Representative's Phone Number

Erik Rodriguez
Signature of Representative

3/20/2018
Today's Date



Allocation Request Form: Club Programming

<i>Finance Committee Only</i>	Date:	Fail Pass Stipulations (on back)
General Council Date:	Pass Fail Table	Action Number:

1a. What type of program or event does your group want to host (i.e., panel discussion, film screening, speaker, conference, symposium, performance, cultural show, etc.)?

Ballet Folklorico de CSUF will be hosting their annual Pachanga celebrating 11 years of existence here on campus through a showcasing Mexican folk dance.

1b. What are the components that make up the event? Word limit (120)

The components that makes up this event are dress rehearsal, guest speaker, intermission, educational transitional periods, and the Mexican folk dance that will be showcased to our families, friends, students, and faculty.

2. What is the purpose of the event? Please be specific. Word limit (120)

The purpose of this event is to showcase and embrace our Mexican roots through dances that are traditionally see in a variety of states in the country of Mexico. We also use this event to demonstrate the community along with our parents that we are still connected with the Mexican culture.

3. What would members of the university community learn if they attend this event? List 3 specific educational and cultural outcomes of your event. Word limit (150)

The members of the university community will learn plenty of aspects of the Mexican culture if they attend this event. For instance, they will learn how diverse Mexico is through the dancing, music, and wardrobe. They are gaining cultural awareness of what makes up Mexican ballet folklorico.



Allocation Request Form: Club Programming

4. Provide an outline of the event (agenda with time-table).

Set up	20 mins	3-3:20 pm
Tech Rehearsal	1 hr	3:20-4:20pm
Break (and prep for opening)	40 mins	4:20-4:50 pm
Doors Open		4:30 PM
Final call		4:50 PM
Show Time	2 hrs 00 min	5:00-7:00 pm
Clean up	1 hr	7:00-8:00 pm

5. What is the expected attendance?

This Year: 290

Last Year: 190

CSUF Students approximation of attendance last year was 100 out of 190, the club verifies attendance by using a color-coded ticket system and by saving the ticket stubs.

Marketing will be using AICA, emails, going to clubs general meeting and social media such as Facebook and Instagram as stated on 8a.

Success Rating and Criteria – RECURRING PROGRAM

a. If applicable, how would you rate the success of *last year's* program on a scale from 1 (Poor) to 5 (Excellent): **4**. Please explain your rating. Word limit (120)

Last year, the success could be rated as a 4, we had a couple of factors that caused our attendance to be lower than expected such as rain along with the event taking place during summer vacation.

b. Please list the **criteria** your organization used to rate the success of last year's event. (e.g. Attendance, Engagement, Technical Difficulties, Audience Feedback, Timing, Learning Outcomes, etc.) Word Limit (120)

The attendance for last years event was low due to unexpected casualties. However, the crowd that came to see us were engaging and participated when the opportunity was presented. Overall the event ran smoothly expect with the encounter that we had with the rain. Audience feedback, we heard that we should be strategic in which days we choose to hold our event.

c. Identify one component of the program you would like to improve.

A component our group is focusing on is on the venue, in having it at a place that is not that far



Allocation Request Form: Club Programming

from campus as well as being indoors that way the rain won't interfere with people coming to our show.

d. Describe the preparation and action to improve this component. Word Limit (120)

The preparation that we are taking is the following:

- We began to look for venue as soon as the semester started
- Looked for venues that included indoor facilities
- Close to campus
- Affordable

6. Success Rating and Criteria – NEW PROGRAM

a. Is this a new program your group is coordinating for the first time?

No.

b. if yes, list the **criteria** your organization will use to evaluate the success/failure of the program.

(e.g. Attendance, Engagement, Technical Difficulties, Audience Feedback, Timing, Learning Outcomes, etc.) Word limit (120)

N/A

8a. Please describe your marketing plan.

To market our show, we plan on posting flyers around campus. We also intend to spread the word through social media platforms like Facebook and Instagram, as well as Twitter and Snapchat. In addition, we plan on reaching out to our fellow Chicano organizations on campus as well as resources centers to invite more CSUF students. Furthermore, we plan to reach out to our alumni so that they can come back and see how their legacy is still being continued.

8 b . Who is the primary target audience?

Our target audience includes but is not limited to the students and faculty at CSUF and the surrounding community. Along with family and friends of our dancers.



Allocation Request Form: Club Programming

8c. How will you reach them?

Posting and passing flyers around campus for everyone to see. Also collaborating with MESA and AICA to help promote our show case. In addition, mentioning the event is free for staff and students.

8d. What resources do you plan on using?

Leaving flyers to the departmental resource centers. As well as going to other organizations meeting and promoting the event.

9. List your organizational leadership.

Position:	Name:	Email:	Phone:
President	Ivan Morales	[REDACTED]	[REDACTED]
Treasure	Alexis Samano	[REDACTED] to [REDACTED] [REDACTED] [REDACTED]	[REDACTED]
Advisor	Juan Ishikawa	[REDACTED]	[REDACTED]
AICA Representatives	Erik Rodriguez Jannette Huerta	[REDACTED] [REDACTED]	[REDACTED]

10. What is the Budget for the program? *

Item and Quantity	AICA Requested Amount	Fill-in Org Name Here Contribution	Total
Hope International University	\$5000	\$265	\$5265
Wardrobe	\$0	\$1500	\$1500
Snacks	\$200	\$0	\$200
Decorations	\$0	\$500	\$500



Allocation Request Form: Club Programming

Flyers	\$100		\$100
Programs	\$200		\$200
Total:	\$5,500	\$2,265	\$7,765

*Complete attached vendor quote sheet



Allocation Request Form: Club Programming

Vendor Quote Sheet

Complete this sheet with item, vendor name, quoted price, and vendor phone number

Item and Quantity	Vendor	Phone Number	Quoted Price (per unit) and Grand Total
Venue	Hope International University	714-879-3901	5265
	Plummer Hall	714-6263890	6000
	Segerstrom Hall	714556-2122	12000
Wardrobe	Club		
Snacks	Costco	714-738-7521	200
	Target	714-579-3090	270
	Albertsons	714-792-2880	285
Flyers	Staple	714-672-9384	130
	CSUF Printing	657-278-3964	100
	Office Depot	714-773-1415	165
Program	Avanti Printing	949-7516280	325
	CSUF Printing	657-278-3964	350
	Staple	714-672-9384	200
Decorations	club		



Additional Documentation

Please **attach** the following documents to your proposal:

Facility Reservation Confirmation

Brief biography of speaker(s) or performer(s) (if applicable)

Flyer with ASI logo and AICA acknowledgement

**YOU MUST PROVIDE 10 STAPLED COPIES (DOUBLE-SIDED)
OF YOUR COMPLETED ALLOCATION REQUEST OR
COMPLETE THE ONLINE FORM**

INCOMPLETE ALLOCATION REQUESTS WILL NOT BE CONSIDERED

HOW TO PRESENT YOUR PROPOSAL – PRACTICE IN ADVANCE

For instructions and details on how to present your proposal, please contact the AICA Executive Board or the advisors to schedule an appointment.

Administrative Chair ♦ aica@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Vice Chair ♦ asiaicavicechair@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Diversity Coordinator ♦ asiaicadiversity@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Events Coordinator ♦ asiaicaevents@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Student-at-Large ♦ asiaicasal1@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Student-at-Large ♦ asiaicasal2@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Student-at-Large ♦ asiaicasal3@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Andrianna Martinez ♦ AICA Advisor ♦ Coordinator ♦ ASI Leader & Program Development
Email: andmartinez@fullerton.edu ♦ Phone: (657) 278-3454 ♦ Office: TSU 269
Michael Gamez ♦ Graduate Assistant ♦ ASI Leader & Program Development
Email: zz-mgamez@Exchange.FULLERTON.EDU ♦ Phone: (657) 278-7736 ♦ Office: TSU 269

Viajando Por Mexico

BALLET FOLKRÓICO DE CSUF



BF's Mission Statement



► We, Ballet Folklórico de CSUF, exist to educate, preserve and promote cultural awareness of the Mexican heritage by celebrating the diversity and beauty of Mexico's folk dance. BF de CSUF is all about

Cultura, Sabor, Unidad y Fuerza!

What is the purpose of our show?

“Viajando Por Mexico”

- ▶ Our event will be about showcasing the songs our members have been practicing throughout the school year.
- ▶ This dance show and cultural event is for family, friends, students, faculty, and staff to enjoy and be part of.
- ▶ The purpose of this event is to present the history and cultural aspects of Mexico through the art of dance and music.

Educational and Cultural Outcomes of Our Event

- ▶ Members of the university community will learn plenty of aspects of the Mexican culture by attending this event.
- ▶ For instance, they will learn how diverse Mexico is through the dancing, music, and wardrobe.
- ▶ Also, our student body, faculty and staff will gain cultural awareness of what components make up Mexican Ballet Folklórico.



Date, Location, and Time

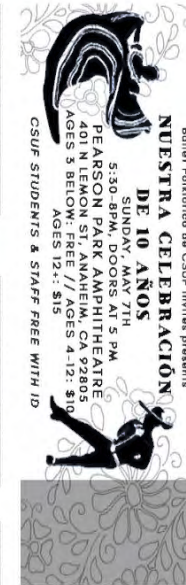
- ▶ Date: May 5, 2018
- ▶ Hope International University 2500
Nutwood Ave, Fullerton, CA 92831
- ▶ Doors open @ 4:30pm, show starts @ 5:00

Outline of Show

Set up	20 mins	3-3:20 pm
Tech Rehearsal	1 hr	3:20-4:20pm
Break (and prep for opening)	40 mins	4:20-4:50 pm
Doors Open		4:30 PM
Final call		4:50 PM
Show Time	2 hrs 00 min	5:00-7:00 pm
Clean up	1 hr	7:00-8:00 pm

Attendance

- ▶ Last Year Attendance: 190
- ▶ This Year Expected Attendance: 290
- ▶ CSUF Students approximation of attendance last year was 100 out of 190, the club verifies attendance by using a color-coded ticket system and by saving the ticket stub.



Marketing



AICA

Using our Facebook page, GROUPME, our AICA members' privilege to announce our event.



Facebook

Using AICA's Facebook page, BF de CSUF Facebook page, having our members share it to CSUF peer.



Instagram

Using BF de CSUF to announce our event and giving sneak peaks of our performance.

•Will Hand Out Flyers on Campus & Resource Centers. Promote at other club general meetings

Budget For The Program

Item and Quantity	AICA Requested Amount	Fill-in Org Name Here Contribution	Total
Hope International University	\$5000	\$265	\$5265
Wardrobe	\$0	\$1500	\$1500
Snacks	\$200	\$0	\$200
Decorations	\$0	\$500	\$500
Flyers	\$100		\$100
Programs	\$200		\$200
Total:	\$5,500	\$2,265	\$7,765

Fundraising

- ▶ Membership
- ▶ Annual Kermes
- ▶ Club T-shirts



Ballet Folklórico de CSUF invites you to
Viajando por Mexico

SATURDAY, May 5TH

5-7PM, Doors open at 4:30PM



Ages 0-3: Free -- Ages 4-11:

Ages 12+:

CSUF Students & Faculty: Free



PosterMyWall.com

FLYER

PRICE:

Ages 0-3= Free

Ages 4-11= \$8

Ages 12+ = \$10

CSUF Students & Faculty Free



THANK YOU...



A Resolution Approving ASI Policy Concerning Asset Management

Sponsor: Glaiza Julian

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSU Fullerton); and

WHEREAS, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

WHEREAS, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, in spring of 2016, the ASI Board of Directors approved both a new policy template and a plan for reformatting existing ASI policies; and

WHEREAS, in spring of 2017, the ASI Board of Directors charged ASI to convert the existing Policy Statements to the Board-approved policy template by May 01, 2018 to ensure transparency of ASI governing documents;

WHEREAS, in spring of 2018, ASI Administration consolidated the policies titled Fixed Assets Capitalization and Depreciation, Property Disposal and Reassignment, Non-consumable Items, and Purchase of Alcoholic Beverages into a comprehensive Policy Concerning Asset Management; and

RESOLVED, ASI strikes the policies titled Fixed Assets Capitalization and Depreciation (216), Property Disposal and Reassignment(215), Non-consumable Items (206), and Purchase of Alcoholic Beverages (209); and

RESOLVED, ASI approves the Policy Concerning Asset Management; and let it be finally

RESOLVED, that this resolution be distributed to all ASI departments.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Jesse Rodriguez
Vice Chair/Secretary, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

POLICY CONCERNING ASSET MANAGEMENT

PURPOSE

The purpose of the policy is to provide guidance over the asset management of Associated Students, Inc. (ASI). This policy outlines the difference between consumable and non-consumable items and provides details on the disposal and reassignment of property.

PURPOSE..... 1

WHO SHOULD KNOW THIS POLICY 1

DEFINITIONS 1

STANDARDS 1

1. FIXED ASSETS CAPITALIZATION AND DEPRECIATION 1

2. PROPERTY DISPOSAL AND REASSIGNMENT..... 2

3. NON-CONSUMABLE ITEMS..... 2

4. PURCHASE OF ALCOHOLIC BEVERAGES..... Error! Bookmark not defined.

WHO SHOULD KNOW THIS POLICY

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Students |
|---|--|

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Capital Asset	Property of any kind held by ASI including property that is moveable or immovable, tangible or intangible, fixed or circulating.
Non-consumable Items	Items with a useful life of over one year.

STANDARDS

1. FIXED ASSETS CAPITALIZATION AND DEPRECIATION

Equipment purchases exceeding \$5,000.00 and having a useful life of at least two years shall be capitalized.

Capitalized assets will be depreciated based on the straight-line method of depreciation. Depreciation will be calculated monthly and posted to the general ledger at both month end and fiscal year end.

Expenditures extending the useful life of capitalized equipment will be capitalized. Expenditures that do not extend the useful life of a capitalized asset will be recorded as an operating expense.

A physical inventory of capital assets will be conducted annually independent of accounting personnel responsible for maintaining the fixed asset system.

2. PROPERTY DISPOSAL AND REASSIGNMENT

The disposal of ASI property shall be subject to the following guidelines:

- The property no longer serves the needs of ASI (outdated, no longer utilized, not cost effective to retain, etc.).
- The property is no longer functional or presents a safety hazard and cannot be repaired in a cost effective manner.
- The property cannot be utilized in another department.

The method of disposal shall be approved by the Executive Director of ASI or designee and may include:

- Donation to a charity or community service organization approved by the ASI Board of Directors or the TSC Board of Trustees.
- Public or private offering sale or auction.
- Assignment to a refuse disposal firm.

3. NON-CONSUMABLE ITEMS

All non-consumable items purchased with ASI funds shall remain the property of ASI.

Non-consumable items shall be defined as items with a useful life of over one year. This includes any item purchased for the purpose of research that will not be exhausted in the course of the research.

Distribution of Non-Consumable Items

The program or funding council whose funds were used to acquire non-consumable items will work in conjunction with the ASI Vice Chair/Treasurer to determine where the items will be distributed once the initial purpose, project or research involving the items has been completed. While the final decision as to the distribution of the items remains at the discretion of the program director or funding council chair and the Vice Chair/Treasurer, all effort should be made to reuse the items for another purpose, project or research that is pursuant to the goals and policies of ASI.

At the end of each semester, each program or council will present to the Vice Chair/Treasurer a report listing all non-consumable items purchased with ASI funds valued at over \$1,000 during the previous semester. This report should also include information regarding the distribution of each of these items. This report will remain on file in the ASI Accounting Office.

Funded and Funding Councils wanting to purchase non-consumables must receive approval from the Vice Chair/Treasurer.

DATE APPROVED: XX/XX/XXXX



A Resolution Approving ASI Policy Concerning Fundraising

Sponsor: Glaiza Julian

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSU Fullerton); and

WHEREAS, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

WHEREAS, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, in spring of 2016, the ASI Board of Directors approved both a new policy template and a plan for reformatting existing ASI policies; and

WHEREAS, in spring of 2017, the ASI Board of Directors charged ASI to convert the existing Policy Statements to the Board-approved policy template by May 01, 2018 to ensure transparency of ASI governing documents;

WHEREAS, in spring of 2018, ASI Administration consolidated the policies titled Fund-Raised Dollars, ASI Donations, Gifts Accepted by the Corporation, Camp Titan Fundraising, and Public Relations Expenditures into a comprehensive Policy Concerning Fundraising; and

RESOLVED, ASI strikes the policy statements titled Policy Concerning Sponsorship Recognition (207), Fund-Raised Dollars (203), ASI Donations (208), Gifts Accepted by the Corporation (205), Camp Titan Fundraising (201), and Public Relations Expenditures (204); and

RESOLVED, ASI approves the Policy Concerning Fundraising; and let it be finally

RESOLVED, that this resolution be distributed to all ASI departments.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Jesse Rodriguez
Vice Chair/Secretary, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

POLICY CONCERNING FUNDRAISING

PURPOSE

This policy clarifies all fundraising activities under the auspices of the Associated Students, Inc. (ASI), a 501(c) (3) corporation chartered by the State of California. The policy outlines the acceptance of gifts to programs of ASI. Additionally, the policy provides guidance on Camp Titan fundraising and public relations expenditures.

PURPOSE..... 1

WHO SHOULD KNOW THIS POLICY 1

DEFINITIONS 1

STANDARDS 2

1. FUND-RAISED DOLLARS..... 2

2. ASI DONATIONS..... 2

3. GIFTS ACCEPTANCE BY THE CORPORATOIN..... 2

4. CAMP TITAN FUNDRAISING..... 3

5. PUBLIC RELATIONS EXPENDITURES..... 4

WHO SHOULD KNOW THIS POLICY

- | | |
|---|---|
| <ul style="list-style-type: none"> ■ Budget Area Administrators ■ Management Personnel ■ Supervisors ■ Elected/Appointed Officers | <ul style="list-style-type: none"> ■ Volunteers ■ Grant Recipients ■ Staff ■ Students |
|---|---|

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Fund-Raised Dollars	Monies fundraised by a program of ASI.
ASI Donations	Monies spend to support important charitable events, community service organizations, and other worthy social cause of CSUF clubs and organizations.
Gifts	A donation given by an individual, group, or corporation to a program or service of ASI.
Camp Titan	Summer camp program for children from disadvantaged and/or low income backgrounds from the Orange County and surrounding area operated by ASI. Camp Titan is the official philanthropy of ASI.

STANDARDS

1. ASI DONATIONS

The primary purpose of ASI is to encourage and support on-campus programs and services, which enhance the University experience for students, faculty, staff and surrounding communities.

The ASI Board of Directors recognizes that from time to time student organizations in good standing will request ASI funding to support important charitable events, community service organizations, and other worthy social causes. To facilitate these requests in a fair and equitable manner, the following criteria will be utilized in evaluating such requests:

- This policy limits funding to registered California State University, Fullerton (CSUF) student clubs and organizations in good standing (as outlined in the CSUF "Club & Organization Policy" available in the Dean of Students office). Funding to individuals will not be considered.
- The sponsored charity or community service organization for which funding is being requested must be registered nationally as a 501 (c)(3) organization, as per United States federal tax code.
- In order that the ASI be properly recognized, the sponsoring student organization must observe all appropriate guidelines detailed in the ASI Sponsorship Policy.
- A significant number of CSUF students must participate in the funded activity or service for which they are seeking ASI support.
- The ASI shall not fund requests in excess of \$100.
- All donations approved by the Finance Committee, regardless of the amount, must be presented to the Board of Directors for final approval.
- If multiple CSUF student clubs and organizations are participating in the same charitable event(s) and/or asking a donation for the same cause, the ASI will only fund one collaborative CSUF team. Charitable events and organizations may not receive more than \$100 per year regardless of the number of sponsoring clubs and organizations.
- The Associated Students, Inc. limits its total funding of these charitable organizations and events to \$2000 per fiscal year.

2. GIFT ACCEPTANCE BY THE CORPORATOIN

A gift is a donation given by an individual, group, or corporation to a program or service of ASI. Gifts may be either solicited or unsolicited. On acceptance, gifts become the property of ASI and shall be used only for the benefit of ASI programs or services. Where appropriate, gifts must be utilized in compliance with donor restrictions.

Only gifts, bequests, devices, endowments, trusts, and similar funds which are designated for the use of ASI may be considered for acceptance. Gift(s) must comply with all ASI and CSUF policies.

The ASI Executive Director, or designee, is authorized to accept gifts or related funds and instruments designated by the donor or grantor for purposes and uses approved by the Board of Directors or Board of Trustees. The ASI Executive Director may make recommendations to the Board for its acceptance when there are custodial, maintenance, or other costs related to the receipt of a gift.

The ASI Executive Director or designee is required to present a written report to the Board of Directors or Board of Trustees upon receipt of any gift. On behalf of the board, the Executive Director shall exercise

its public trust in making final decisions for the acceptance of all gifts and grants and for any exception to its policies and guidelines. ASI shall accept only those gifts the transference and implementation of which shall be deemed consistent with the public laws and/or regulations of the United States and the State of California.

The board shall determine that gifts to the ASI are evidence of philanthropic intent and that the donor's philanthropy is in accord with the stated mission and goals of the ASI. The purpose is to prevent ASI from being an object of philanthropic intent for either designed or innocent avoidance of taxes, prejudiced purposes, or evaluation of gifts without objective and experienced evaluation.

ASI reserves the right to refuse any gift that is not consistent with its mission. In addition to and without limiting the generality of, the following gifts will not be accepted by the ASI:

- Gifts that violate any federal, state, or local statute or ordinance
- Gifts that involve unlawful discrimination based upon race, religion, gender, sexual orientation, age, national origin, color, disability, or any other basis prohibited by federal, state, and local laws
- Gifts that contain unreasonable conditions (e.g., a lien or other encumbrance) or gifts of partial interest and property
- Gifts that are financially unsound
- Gifts that could expose the ASI to adverse publicity, litigation, or other liabilities

In order to avoid conflicts of interests or appearances thereof, officers, directors, and employees are prohibited from accepting gifts, gratuities, or prizes from vendors, suppliers, or others with whom they have contact as a course of business. This prohibition is consistent with Conflict of Interest certification and policies of the ASI. The Associated Students, Inc. Executive Director shall report to the Board of Directors those gifts which have been accepted.

3. FUND-RAISED DOLLARS

Programs of ASI engaging in fundraising shall be permitted to transfer any fund-raised monies remaining in their account at the end of the fiscal year to the programs General Revenue line-item for use the following fiscal year.

This policy shall exclude programs that generate revenue through ticket sales to offset operational costs. Only monies which were explicitly fund-raised shall be transferable. Unspent student fee monies shall continue to revert to the ASI Reserve Account at the end of the fiscal year.

The unspent fund-raised monies shall be applied to the General Revenue line-item for the following fiscal year, and will not be taken into account during budget deliberations.

4. CAMP TITAN FUNDRAISING

All off-campus Camp Titan fundraising projects shall be conducted under the direct supervision of the ASI Leader and Program Development Director. All on-campus Camp Titan fundraising projects shall be subject to prior approval by the ASI Leader and Program Development Director. Camp Titan fundraising authorization shall only be granted to recognized student organizations. The organization shall complete the Report of Income and Expenses of Fundraising Activities by recognized student organizations and abide by fundraising procedures of ASI Leader and Program Development. If the fundraiser is advertised and intended to solely benefit Camp Titan, the organization shall donate a minimum of 100% of their project's net profits to Camp Titan as reported on the Report of Income and Expenses of Fundraising Activities by recognized student organizations.

If the fundraiser is to benefit more than one organization including Camp Titan, the organization will publicly state the percentage split as reported on the Report of Income and Expenses of Fundraising Activities by recognized student organizations. The minimum amount of net proceeds for Camp Titan shall be 50%.

5. PUBLIC RELATIONS EXPENDITURES

Expenditures may be made from the Corporation's funds for public relations purposes when the activities have direct benefit upon the interest of the Corporation. While such expenditures may include meals for Corporate Members involved in the activity, the primary rationale must reflect the overall benefit to the Corporation.

Solicitation

Funds may be solicited from any entity provided that any funds received will be deposited fully with the Corporation. In accepting donations, potential costs incurred by the Corporation in future maintenance of the donations must be addressed prior to acceptance of the donation.

Allowable Expenditures

Expenditures may be incurred for materials and supplies, meals, overnight lodging, and travel cooperating with guidelines established for the same purposes by staff and members. An amount up to 150% of the established guidelines except for travel may be authorized when approved in advance by the President of the Associated Students, Inc., the Vice President of Finance, the Associated Students, Inc. Executive Director and the Chief Financial Officer of the University.

Accounting Control

All expenditures should be documented with receipts, invoices, and other materials as evidence of expenditures. The name of individuals participating in the public relations activity and receiving or benefiting from these expenditures shall be listed on check requests. The Associated Students, Inc. Executive Director will report to the Finance Committee at the last meeting of each semester any public relations expenditures made during the semester.

DATE APPROVED: XX/XX/XXXX



A Resolution Approving ASI Policy Concerning Reserves and Investments

Sponsor: Glaiza Julian

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSU Fullerton); and

WHEREAS, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

WHEREAS, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, in spring of 2016, the ASI Board of Directors approved both a new policy template and a plan for reformatting existing ASI policies; and

WHEREAS, in spring of 2017, the ASI Board of Directors charged ASI to convert the existing Policy Statements to the Board-approved policy template by May 01, 2018 to ensure transparency of ASI governing documents;

WHEREAS, in spring of 2018, ASI Administration consolidated the policies titled Corporate Investments, Working Capital, Reserves and Working Capital, Continual Financial Support for the Children's Center, Interest Earned on ASI Restricted Scholarship Accounts, and Deposit of ASI Funds/Investments & Signing Authority into a comprehensive Policy Concerning Reserves and Investments; and

RESOLVED, ASI strikes the policy statements titled Corporate Investments (218), Working Capital (213), Reserves and Working Capital (202), Continual Financial Support for the Children's Center (220), Interest Earned on ASI Restricted Scholarship Accounts (210), and Deposit of ASI Funds/Investments and Signing Authority (214); and

RESOLVED, ASI approves the Policy Concerning Reserves and Investments; and let it be finally

RESOLVED, that this resolution be distributed to all ASI departments.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Jesse Rodriguez
Vice Chair/Secretary, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

POLICY CONCERNING RESERVES AND INVESTMENTS

PURPOSE

The purpose of the policy is to provide guidance on the reserves and investments process for Associated Students, Inc. (ASI). Additionally, the policy sets standards for working capital reserves, continual financial support for the Children’s Center, interest earned on ASI restricted scholarship accounts, and deposit of ASI Funds/Investments and signing authority.

PURPOSE..... 1

WHO SHOULD KNOW THIS POLICY 1

DEFINITIONS 1

STANDARDS 2

1. CORPORATE INVESTMENTS 2

2. WORKING CAPITAL 4

3. RESERVES AND WORKING CAPITAL 4

4. CONTINUAL FINANCIAL SUPPORT FOR THE CHILDREN’S CENTER..... 5

5. INTEREST EARNED ON ASI RESTRICTED SCHOLARSHIP ACCOUNTS..... 6

6. DEPOSIT OF ASI FUNDS/INVESTMENTS & SIGNING AUTHORITY 6

WHO SHOULD KNOW THIS POLICY

- | | |
|---|--|
| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Students |
|---|--|

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Socially Responsible Investing	An investment strategy which seeks to consider both financial return and social/environmental good to bring about a positive change.
Diversification	A risk management technique that mixes a wide variety of investments within a portfolio.
Equities	An instrument that signifies an ownership position, or equity, in a corporation, and represents a claim on its proportionate share in the corporation's assets and profits.

STANDARDS

1. CORPORATE INVESTMENTS

Finance Goals and Investment Objectives

Investment objectives are to effectively diversify, preserve and grow funds consistent with a reasonable level of risk. Investment strategies shall emphasize protecting principal from inflation, interest rate and market risk while maximizing return. The following considerations will apply to the construction and on-going management of funds.

Financial Goal: Real growth of principal and income

Risk Tolerance: Moderate

Time Horizon: Long term to perpetual

Tax Status: Exempt

Investment Objective: Growth and Income

Socially Responsible Investing

ASI is committed to being a responsible investor. ASI supports the view that responsible management includes consideration of environmental, social, and governance issues and that such management must be practiced by companies in order to be included in the portfolio.

The Finance Committee will have responsibility for determining what constitutes socially responsible investing. Should the Finance Committee determine a company does not qualify for portfolio selection or retention, it shall forward its recommendation to the Board of Directors (Board) for consideration. The Executive Director will communicate action taken to the investment manager.

Subject to this restriction, the investment manager will have sole responsibility for selecting portfolio companies in accordance with the investment objectives and guideline herein.

Guidelines for Investments

Assets of retirement funds will at all times be managed in compliance with all standards of the Employees Retirement Income Security Act. Invested funds will be managed on a total rate of return basis. Total rate of return consists of dividends, interest and any net increase/decrease in market value of the securities for the fiscal year. Distributions may be taken from income, principal or both. Risk shall be managed on an overall portfolio basis rather than by the security concerns of the individual security. Funds shall always be managed in such a manner as to protect principal from the impact of short and long-term inflation. Sufficient liquidity shall be maintained to accommodate necessary distributions.

Diversification

The investment manager will seek to diversify funds across asset classes, market sectors, and individual securities to reduce portfolio risk. The standards of the "Prudent Investor Rule" will apply to the selection of all securities.

Asset Allocation

Guideline asset allocation target and ranges are as follows:

	<u>Range</u>	<u>Target</u>
Cash	00 - 30%	05%

Fixed Income	30 - 60%	35%
Equity	30 - 70%	60%

The actual asset allocation, within ranges set by this policy, will be at the discretion of the investment manager.

Allowable Investments

- Investment vehicles shall be limited to the following:
- Money market and cash equivalents
- Certificate of deposits
- U.S. Government agency obligations
- U.S. Treasury obligations
- Corporate investment grade bonds (BBB or better, Standard & Poor's)
- Corporate Commercial paper
- Mutual Funds and Exchange Traded Funds (ETFs)
- American Depository Receipts
- Mortgage backed instruments
- Common stock
- Preferred stock

Direction for Plan Portfolio Securities

Equities

The quality of equity securities may vary dependent on the objective for that security within an overall portfolio. However, at all times, standards of the prudent investor rule will apply when determining the minimum acceptable quality. Mutual funds of ETFs may be used when appropriate for diversification.

No issue shall comprise more than 10% of the equity portion of a portfolio or 5% of the total market value of a portfolio, whichever is larger.

An equity portfolio may be invested in a mix of large, medium, and small capitalization stocks and international securities. International equities shall not comprise more than 25% of an equity portfolio.

Fixed Income Securities

Nothing below investment grade bonds as defined by Moody's and Standard & Poor's will be utilized in a portfolio.

No issue shall comprise more than 10% of the fixed income portion of a portfolio or 5% of the market value of a total portfolio, whichever is larger except for US Treasury or government agency obligations, which have no concentration restrictions. Mutual funds of ETFs may be used when appropriate for diversification.

Guidelines for Transactions

Except under unusual circumstances, all transactions should be entered into on the basis of best execution, which means best realized net price.

Monitoring of Objectives and Performance

All objectives and policies are in effect until modified by the ~~ASI Trustees~~ Investment Committee who will review them with the investment manager at least annually for continued appropriateness. If at any time, the investment manager believes that any policy guideline inhibits investment performance, he/she shall communicate this view to the trustees.

The investment manager shall meet with the ~~ASI trustees~~ Investment Committee to communicate investment strategy and market outlook at least annually or more frequently as desired by the Trustees.

The investment objective is to obtain a minimum total annual rate of 5% plus the rate of inflation. Recognizing the volatility of equities and securities, it is understood that this objective may not be met on an annual basis. However, it is expected to be achieved when measured over a longer period of time.

The investment manager is expected to produce a total annual return that exceeds the median of a universe of investments with similar average asset allocation objectives and risk profile. Accordingly, performance will be measured against established benchmarks. For equities this will be the Standard & Poor's 500 Index. For fixed income securities, the benchmark will be the appropriate Barclays U.S. Government/Credit 1-5 Year Index.

2. WORKING CAPITAL

The primary objectives of the investment of working capital are to provide:

- Safety and protection of funds.
- Appropriate liquidity of funds
- Maximum return on invested funds

In accordance, ASI shall limit its investment of working capital funds to the following institutions:

- Banks doing business in the State of California and whose accounts are fully insured by the Federal Deposit Insurance Corporation
- Savings & Loan Associations doing business in the State of California and whose accounts are fully insured by the Federal Savings & Loan Insurance Corporation
- Federal or State Credit Unions doing business in the State of California and whose accounts are fully insured by the National Credit Union Administration
- Trust accounts of the centralized California State Treasury System

At the beginning of each fiscal quarter, the ASI Executive Director shall report to the ASI Board of Directors the status of all invested funds to include the type, location, amount, and expected return on investments.

3. RESERVES AND WORKING CAPITAL

To provide the Board of Directors with sufficient funds with which to address contingencies, emergencies, budgetary impacts; and, at the same time, to have adequate working capital to maintain programs, meet obligations, and other priorities of the Corporation, the Board establishes this policy.

The Board bases its policy on generally accepted good business practices and requirements for adequate reserves and capital as required in the Education Code, Section 89904 (b).

The Board will maintain a Working Capital Reserves equal to fifteen percent of the operating budget of combined activity fees and program revenues. When the Working Capital Reserves is less than the

minimum required amount, the Board will allocate at least one percent of the combined revenues in the budget of each fiscal year into Working Capital Reserves until the required level is restored.

The source of funds for Working Capital Reserves is retained earnings.

In the case of non-emergencies, reserves may be used for expenditures that are considered to be "one-time-only" that will not require continued funding in the current year.

4. CHILDREN'S CENTER INVESTMENT ACCOUNT

This policy outlines the purpose and goals of the Center Reserve fund established by Resolution of the ASI Board of Directors on May 3, 2011.

The purpose of the Center Reserve is to insure there are funds for future repairs, replacements, and operations of the Children's Center physical structures, hardscape, landscape, playground equipment and replacement of FF&E.

Goals and Objectives

The Center Reserve shall be managed and invested as a specific ASI restricted account to enable the ASI to financially serve a specific need of the present and future CSUF students, educational opportunities for expanded preschool careers and serve the campus community with quality daycare.

Investment and Administration

The Center Reserve shall be actively managed pursuant to ASI Policy Statement #218. The ASI Board hereby forms a Center Reserve Investment Committee which shall consist of the following: ASI Executive Director; ASI President; Accounting Manager; ASI Vice Chair/Treasurer; ASI Director of Financial Services; and financial planner or trust officer (not a manager of the Reserve) appointed by consensus of the other four members. This committee shall serve without compensation for a term of one year (students) and four years (other three members). This Investment Committee shall meet to review status, accountability and requests for withdrawals at regular meetings established and posted 30 days in advance, at least semi-annually.

Purpose of Investment Committee

The Center Reserve Investment Committee shall:

- Review and evaluate investments made by an active investment manager,
- Select, annually, an investment manager,
- Evaluate and forward to the ASI Board of Directors its approval or disapproval of all withdrawal requests,
- Report annually to the ASI Board of Directors the status and projections of the financial condition of the Center Reserve and assess and evaluate the projected capital needs of the Children's Center.

Financial Objectives of the Center Reserve

The funds in the Center Reserve should attain \$1,000,000 and maintain at least that balance in perpetuity to meet the future projected capital expenses of the Children's Center. This objective may be increased as reevaluated by the Center Reserve Investment Committee and approved by the majority of the ASI Board of Directors.

5. INTEREST EARNED ON ASI RESTRICTED SCHOLARSHIP ACCOUNTS

This policy is designed to establish a procedure for the distribution of interest earned on restricted ASI Scholarship Accounts.

Each quarter the Accounting Manager shall compute earned interest for each restricted ASI Scholarship Account based on the current balance in each account. The Accounting Manager shall then credit the computed interest amounts to the appropriate accounts.

This policy shall be retroactive to July 1, 2000.

When the donor places limitations or restrictions on the use of the funds donated, the ASI is governed by the intent of the donor (external donor); therefore, the funds must be expended for the purpose(s) indicated.

6. DEPOSIT OF ASI FUNDS/INVESTMENTS AND SIGNING AUTHORITY

The ASI Executive Director shall annually present to the ASI Board of Directors for its review and action a listing of the financial institutions with which ASI/TSU bank/investment accounts are held.

Additionally, the Executive Director shall provide the names and titles of individuals proposed as authorized check signers on all such accounts.

DATE APPROVED: XX/XX/XXXX



A Resolution Approving ASI Policy Concerning Student Leader Financial Awards

Sponsor: Glaiza Julian

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSU Fullerton); and

WHEREAS, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

WHEREAS, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, in spring of 2016, the ASI Board of Directors approved both a new policy template and a plan for reformatting existing ASI policies; and

WHEREAS, in spring of 2017, the ASI Board of Directors charged ASI to convert the existing Policy Statements to the Board-approved policy template by May 01, 2018 to ensure transparency of ASI governing documents;

WHEREAS, in spring of 2018, ASI Administration consolidated the policies titled Student Leader Financial Awards and Pledge Commitments into a comprehensive Policy Concerning Student Leader Financial Awards; and

RESOLVED, ASI strikes the policies titled Student Leader Financial Awards (219) and Pledge Commitments (104); and

RESOLVED, ASI approves the Policy Concerning Student Leader Financial Awards; and let it be finally

RESOLVED, that this resolution be distributed to all ASI departments.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Jesse Rodriguez
Vice Chair/Secretary, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

POLICY CONCERNING STUDENT LEADER FINANCIAL AWARDS

PURPOSE

The purpose of the policy is to provide guidance on the administration of Associated Students, Inc. (ASI) Student Leader Financial awards including eligibility requirements. ASI Student Leadership Financial awards are not compensation for work done.

PURPOSE..... 1

WHO SHOULD KNOW THIS POLICY 1

DEFINITIONS 1

STANDARDS 1

1. TYPES OF FINANCIAL AWARDS..... 1

2. ADMINISTRATION OF FINANCIAL AWARDS 2

3. PLEDGE COMMITMENTS 3

WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students |
|--|---|

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Agreement Forms	Required forms to serve in an ASI Student Leadership position, including Pledge Commitments.

STANDARDS

1. TYPES OF FINANCIAL AWARDS

The ASI issues financial awards to students in certain leadership positions.

Category 1: Executive/Fiduciary

Student leaders who set the mission and policies of the organization as well as having financial responsibility to the organization

- ASI President and Vice President
- TSC Board of Trustees Chair
- ASI Board of Director Chair

- ASI Board of Directors Vice Chairs

Category 2: Team Leaders

Student leaders who lead teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Executive Officers
- TSC Board of Trustees Vice Chairs
- ASI Commission Directors/Leads
- ASI Programming Directors
- Elections Director

Category 3: Board and Team Members

Student leaders who serve on teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Board of Directors Members
- TSC Board of Trustees Members
- Programming Coordinators
- Commission Coordinators
- Elections Coordinators

Category 4: Others

- Camp Titan Co-Directors
- IRA Chair

2. ADMINISTRATION OF FINANCIAL AWARDS

Agreement Forms

Prior to the start of a leadership position that carries a financial award, students must sign appropriate forms with ASI Leader and Program Development.

Disbursements

Category 1 and 2 financial awards are disbursed in summer, fall and spring semesters. Disbursements end immediately upon the end of a term or upon voluntary or involuntary departure of the position. All other financial awards are disbursed in fall and spring semesters. Disbursements end immediately upon the end of a term or upon voluntary or involuntary departure of the position.

New Financial Awards

New financial awards are to be approved by the ASI Finance Committee and the ASI Board of Directors in consultation with ASI Leader and Program Development. All new requests for financial awards need to be accompanied by a list of key responsibilities for the position.

Award Amounts

Award amounts are based a percentage of the average cost of attendance and category of responsibility.

Category 1: Executive Fiduciary	
Board of Directors Chair	75%
President	75%
Vice President	55%

TSC Board of Trustees Chair	55%
Board of Directors Vice Chairs	55%
Category 2: Team Leaders	
Executive Officers	35%
TSC Board of Trustee Vice Chairs	15%
Programming Directors	35%
Commission and Elections Directors/Leads	15%
Category 3: Board and Team Members	
Board of Directors Committee Chair*	7.5%
Board of Directors Members	15%
TSC Board of Trustees Members	10%
Programming Coordinators	10%
Commission and Elections Coordinators	8%
Category 4: Other	
Camp Titan Co-Directors	15%
IRA Committee Chair	15%
*additional award for chairing committee	

3. PLEDGE COMMITMENTS

A pledge of commitment to the duties of the office is required of all student leaders receiving a financial award. The pledge must be submitted at the time of assumption of duties of the position. A new pledge must be submitted for a new or different position. Completed pledges will be retained by the Associated Students, Inc. Executive Director with other conflict-of-interest statements.

DATE APPROVED: XX/XX/XXXX



A Resolution Approving ASI Policy Concerning Student Leader Travel

Sponsor: Glaiza Julian

WHEREAS, The Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSU Fullerton); and

WHEREAS, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

WHEREAS, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, in spring of 2016, the ASI Board of Directors approved both a new policy template and a plan for reformatting existing ASI policies; and

WHEREAS, in spring of 2017, the ASI Board of Directors charged ASI to convert the existing Policy Statements to the Board-approved policy template by May 01, 2018 to ensure transparency of ASI governing documents;

WHEREAS, in spring of 2018, ASI Administration consolidated the policies titled Funding of Students to Attend Conferences and Line Item Transfers and Travel into a comprehensive Policy Concerning Travel; and

RESOLVED, ASI strikes the policies titled Funding of Students to Attend Conferences (212) and Line Item Transfers and Travel (211); and

RESOLVED, ASI approves the Policy Concerning Student Leader Travel; and let it be finally

RESOLVED, that this resolution be distributed to all ASI departments.

Adopted by the Board of Directors of the Associated Students, California State University, Fullerton, Inc., on the eighth day of May in the year two thousand and eighteen.

Nicholas Jakel
Chair, Board of Directors

Jesse Rodriguez
Vice Chair/Secretary, Board of Directors

Associated Students, California State University, Fullerton, Inc., President/CEO, does hereby
[] approve / [] refuse to approve this resolution.

Laila Dadabhoy
ASI President/CEO

Date

POLICY CONCERNING STUDENT LEADER TRAVEL

PURPOSE

The purpose of the policy is to provide guidance on travel including the funding of students to attend conferences and the administration of travel funds of Associated Students, Inc. (ASI). This policy applies to students-at-large and members of the ASI Executive Officers, ASI Board of Directors, and TSC Board of Trustees when using student fees to travel to and/or attend conferences, conventions, or professional meetings.

PURPOSE..... 1

WHO SHOULD KNOW THIS POLICY 1

DEFINITIONS 1

STANDARDS 1

1. FUNDING OF STUDENTS TO ATTEND CONFERENCES..... 1

2. LINE ITEM TRANSFERS AND TRAVEL 3

WHO SHOULD KNOW THIS POLICY

- | | |
|---|---|
| <ul style="list-style-type: none"> ■ Budget Area Administrators ■ Management Personnel ■ Supervisors ■ Elected/Appointed Officers | <ul style="list-style-type: none"> ■ Volunteers ■ Grant Recipients ■ Staff ■ Students |
|---|---|

DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Delegate Contract	Contract detailing trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements.

STANDARDS

1. FUNDING OF STUDENTS TO ATTEND CONFERENCES

Individuals may receive up to \$500 for travel per fiscal year if they are actively participating in the conference or event they are attending. Individuals who are not actively participating in the conference or event may only be reimbursed up to \$250. Active participation is defined as an individual that is planning, presenting, performing, competing, and volunteering in or at the conference, convention, or event. The Finance Committee shall entertain requests for exceptions to this travel policy for any proposal approved by a funding council. All decisions made by the Finance Committee are final.

Clubs/Organizations may receive up to \$500 total per organization per fiscal year for the student or students representing their organization when such representation is a requirement to maintain membership in their national organization. The amount allocated for this travel will not be included in the \$500 for travel per fiscal year that any of these students may receive individually.

Registration fees for Regional and National conferences shall not apply to the \$500 limit.

Each delegate to the conference must complete and sign a Delegate Contract which details trip itinerary, emergency contact information, compliance with this policy statement, compartment guidelines and academic standing requirements. The Delegate Contract must be kept on file by the funding council and/or ASI Leader and Program Development. Each delegation must complete an Academic Field Trip Participant List form (obtained from the Dean of Students Office or Assistant Dean's Office) and submit a copy of this form, no later than 24 hours prior to the trip, to ASI Leader and Program Development.

Students-at-large (including members of the ASI Executive Officers, ASI Board of Directors, and TSC Board of Trustees when involved in travel not directly related to their leadership roles) who receive ASI fees from a Funding Council or through the ASI Contingency line-item to travel are required to:

- provide an informational presentation to their academic unit and/or student organization no later than fifteen (15) school days after returning from the conference (the presentation should share information learned at the conference and how the information supports the goals of the academic unit and/or student organization);
- determine the date, time, and location of the above-mentioned presentation, and provide this information to the Funding Council or ASI Board of Directors during their request for funding;
- provide a written report to ASI Leader and Program Development (TSU-269) prior to the presentation. The report shall be at least 350 words long and shall summarize the topics/panels/speakers attended and what was learned from them, summarize what will be brought back to the University from the student, and state how CSUF and the Associated Students benefit from the student's attendance to the conference.

ASI Leader and Program Development shall attach the report to the financial paperwork located in the ASI Accounting Office. Each Funding Council shall adopt the above portion of this policy statement as a part of its bylaws concerning the use of ASI fees.

Members of the ASI Executive Officers, ASI Board of Directors or TSC Board of Trustees, when using student fees to travel to a conference as part of their leadership role, are required to do the following within fifteen (15) working days of their return:

- provide a presentation to their respective board that includes information learned at the conference and how the information supports the missions of the University and the Associated Students, CSUF, Inc.;
- provide a written summary of the presentation to ASI Leader and Program Development (TSU-269) prior to the presentation. The summary shall be at least 350 words and shall include the information stated previously in this policy statement. ASI Leader and Program Development shall attach the summary to the financial paperwork and submit it to the ASI Accounting Office.

Travel on behalf of ASI is to be undertaken in the most cost-effective manner. ASI will neither pay for nor reimburse travel expenditures for spouses, dependents, or others who are accompanying individuals conducting business for the organization unless they too are conducting business for the organization.

ASI will reimburse for meals when traveling on ASI business. Actual meal expenses are reimbursable up to \$55 per day. The traveler must submit a spreadsheet itemizing by day each meal that is subject to reimbursement. Supporting original receipts are required. Meals may be claimed only if the travel includes an overnight stay. This is subject to revision when guidelines are revised per Chancellor's office and the University.

Requests for lodging expenses will be administratively reviewed and approved if the costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program, conference, etc. Lodging receipts are required and must be submitted with the travel expense report. Room rates to be reimbursed will be reviewed in the ASI Accounting Office and must be in accordance with Chancellor's office and University guidelines. Out of State logging will also be reimbursed for reasonable, actual expenses.

In accordance with state law, state-funded and state-sponsored travel is prohibited to the follow states: Alabama, Kansas, Kentucky, Mississippi, North Carolina, North Dakota, Tennessee, and Texas.

Incidentals shall include the actual rates for parking with required receipts, official business calls over the telephone, and actual cost of ground transportation with required receipts.

2. LINE ITEM TRANSFERS AND TRAVEL

The ASI Finance Committee and/or the ASI Board of Directors must approve all line-item transfers being made into travel (8077). Any line item transfer involving travel below \$500 shall be approved by the Finance committee. All other line item transfers involving travel \$500 or above shall be approved by the Finance Committee and the Board of Directors. After the final Finance Committee and Board of Directors' meetings of the fiscal year, the ASI Vice Chair/Treasurer and the Chair of the Board may approve any line item transfers into travel.

Line-item transfers into Travel will not be considered by the Board of Directors before March 15 of the current fiscal year. Transfers shall not exceed 15% of the current fiscal year's allocated Travel budget. Any line-item transfer made into Travel below \$1,000 shall be approved by the Finance Committee. Line-item transfers made into Travel \$1,000 or above shall be approved by the Finance Committee and the Board of Directors.

DATE APPROVED: XX/XX/XXXX

May 8th, 2018

ASI President, Laila Dadabhoy

Hello all,

I'll be finalizing transition documents after finals and will be finishing up a few small things before the semester ends. Thank you all for your hard work, you have all contributed to this campus in your own way and that's what this is all about. I'm glad I had the opportunity to work with you all and I hope you had a positive experience.

Thanks,
Laila

ASI Vice President, Andrew La

Happy last week before finals!

Executive Senate:

We had our last meeting last week. I received some feedback and will be transitioning it out for Ana the incoming ASI VP.

Scholarships:

Thank you again for grading this year! The spring scholarships will be picked up the week of finals.

ASI Banquet Photos:

You should be able to view some of the highlighted moments of the banquet at the ASI Flickr page!

Finals:

Finals are approaching, which means we have so little time left. So take care of yourself even more within the next two weeks. Make sure to get some sleep, one or two hours makes a difference!

ASI Sash:

If you ordered an ASI Sash and Stole, make sure to pick them up at the executive office!

Remember that our terms officially end May 31st. Don't check out like a lot of us usually did in the past. That's what creates a miscommunication year to year!

In the words of the First Lady, "Be Best."

Best Wishes,

Andrew La

ASI Chief Governmental Officer, Saba Ansari

Hi everyone!

I hope you've all had a great weekend and are ready for the final two weeks of school.

Things are wrapping up here in the Executive Offices. Today (Monday) we're having our final LARGE Advocacy Day event inviting people all across campus and Congressional candidates as well. This past weekend was CSSA, Meghan (future CGO) attended along with Tori & Jared from TSC where new leadership was selected for the incoming year.

I'm finishing up transition materials, and am looking forward to being a free bird!
If y'all have ideas for any of the Chief positions and want to pass them forward to next year's leadership, let me know and I can add it in.

It's been a pleasure serving as y'all's Chief Governmental Officer! I wish everyone the best of luck, and let's kick butt during finals week.

For the last time,
Sending you good vibes,
XOXO,
Your CGO

ASI Chief Communication Officer, Celine Moubayed

No report.

Wishing you all the best of luck on finals!

ASI Chief Campus Relations Officer, Katherine Gwaltney

Thank you all so much for being outstanding leaders! It has been great getting to work directly with this board and to have your support this semester. For those continuing in ASI, don't lose sight of our mission and the importance of it. Keep up the good work! To my fellow graduates, I can't wait for us all to take on the world!

What I am wrapping up before 06/01/2018:

- Transition materials
 - Goals, recommendations and processes explained to Rebecca Hesgard

- Feedback and future involvement forms
 - Data collecting on ways to improve student representative experience
 - List of students separated by relevant ASI interest areas
- Search & University Committees
 - Many final selections being made this week and next, several continue into the summer
 - Transition materials and recommending future representatives for Alumni Association and others
- PAC/ESC
 - Celebrating successes, promo items, helping with transition documents

Items above along with miscellaneous tasks are keeping me busy, but not too busy to hear your feedback! Send thoughts to asiccro@fullerton.edu

Good luck on finals!



**BOARD OF
DIRECTORS**

CALIFORNIA STATE UNIVERSITY, FULLERTON™

May 8, 2018

ASI Board Chair and Vice Chairs Report

From the Vice Chair Treasurer: No written report.

From the Chair: Hi Everyone,

I would like to thank you all for serving 40,000+ students this year. It has been quite a challenging, yet productive, year. We have been able overcome these challenges and have an impact on students by making meaningful changes for ASI and CSUF.

We had an impact through: attending hundreds of meetings, amending the ASI bylaws, passing and sharing many resolutions, re-writing/formatting dozens of policy statements, having thorough and respectful discussions, approving contingency requests, collaborating within ASI for events like All Day ASI and Breakfast with the Boards, passing a balanced budget, attending conferences like CSSA, supporting our funded and funding councils, interacting with individual students, and learning from dozens of time-certain and public speakers we have had throughout the year.

Collectively, we made some awesome strides this year. That being said, I challenge next year's leaders to: make ethical choices, look to constantly add value wherever you go, and focus on serving students and not yourselves. Don't let internal and external challenges prevent you from always making students the priority.

Lastly, I have thoroughly enjoyed serving as your board chair this year. It has been one of the most challenging, frustrating, yet rewarding and fulfilling positions I've ever held. I've been able to grow a lot as a person, and a leader from this role. So, thank you for helping me improve and hopefully I was able to return the favor for you. I'll look fondly on the people I've met on this journey, and the experiences and life lessons that this role taught me about being a leader and an elected official.

Updates:

- TSC BOT passed the ~\$8 million renovations to places in the UL and LL of the TSU
- Work on your transition documents; meet with the incoming leaders!
- The data from the Breakfast with the Boards event has been inputted digitally and I will be sharing it with you all shortly and some analysis by yours truly

- Tentative meeting for ICC Committee happening this Friday afternoon
- ASI is refunding student's Spring Concert tickets. Please direct them to the ASI Website or share this link with them: <https://asicsuf.wufoo.com/forms/mijbv2906rp8xn/>
- Applications for ASI positions for next year are available on the ASI Website: <http://asi.fullerton.edu/about#Leadership>

#reports are due at 5pm this Friday! (last time)

Thanks for everything this year, good luck on finals!

Sincerely,

Nick Jakel

<https://media.giphy.com/media/xUySTVNHpdACKnfKuc/giphy.gif>



From the Vice Chair Secretary: Hello everyone,

As a few reminders: make sure to set-up and create those transition documents we all keep talking about! Also, Governance met last for the last time last week so no more committee meetings - I know, it was a bit sad! However, I am very proud of the hard work we did this year and I can't wait to see who the new Vice Chair Secretary will be.

Lastly, this is it, the final stretch of the semester, and unfortunately, the last time we meet this year! I am beyond proud of the work you have all done, and I am glad to have shared my best year in ASI with all of you. For the past four semesters, every Tuesday at 1:15pm, I have found myself in a Board meeting. It's amazing how fast time flies. And the experience is even more special when you find yourself with individuals with genuine hearts and with the ability

to brighten up your day. You have all - in one way or another - given me a reason to smile when I reminisce about my time in student government. And for that, I would like to personally thank you.

For those of you returning to ASI in the next year, I hope that you go above and beyond anything you were able to do this year - growing and prospering ASI in the process. I wish you the best of luck with everything you do and I look forward to hearing about all your accomplishments and progress.

Though I know being a student leader is not easy, I can say with certainty, now, that it has been worth it.

Good luck with your final exams, and I hope you find time to enjoy yourself the rest of the semester.

As always, I am here if you need me. I am serious about that, always have been.

Vice Chair Secretary Out.

Jesse Rodriguez