



# BOARD OF DIRECTORS

CALIFORNIA STATE UNIVERSITY, FULLERTON™

## MEETING MINUTES December 04, 2018

CALL TO ORDER: Tristan Torres, ASI Board Chair, called the meeting to order at 1:16 p.m.

ROLL CALL

Members Present: Abu-Elhajja, Baker, Bora, Good, Hidalgo, La Scala, Linares, Mahamuni, Mumford, Neal, Ochoa-Guerrero, Oseguera, Pettis, Rodriguez, Sherman, Stohs, Torres

Members Absent: Quinones (E)

Officers Present: Aldazabal, Borjas, Collins, Edwards, Hernandez, Hesgard, Waymire

Officers Absent:

\*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.]

Torres requested excusal for Quinones who had an emergency. (Abu-Elhajja-m/Baker-s) There were no objections.

APPROVAL OF AGENDA (Sherman-m/Good-s) The agenda was approved as amended by unanimous consent.

CONSENT CALENDAR There were two items on the Consent Calendar, i) the minutes from the 11/27/2018 meeting of the ASI Board of Directors and ii) the TSC Board of Trustees Proposal for 2019 Capital Allocations. The two items on the calendar were adopted by unanimous consent.

PUBLIC SPEAKERS Dr. Stohs distributed cookies for the board in observance of National Cookie Day.

EXECUTIVE SENATE

NSMICC Britt Rhodimer, Chair for Natural Sciences and Mathematics Interclub Council (NSMICC), provided an update report on the goals, budget and activities for NSMICC. The report is an attachment to the minutes.

Baker asked about the theme for NSM week. Rhodimer shared they are working on the theme and they are considering Comic-Con.

Abu-Elhajja reminded Rhodimer to come to the budget orientation meeting. She also asked about the goal for usage of the budget. Rhodimer shared that the organizations are aware of the funds left for usage during spring.

## TIME CERTAIN

Dr. Marie Johnson, Dean for the College of Natural Sciences and Mathematics spoke to the board about the college and her experience.

## Highlights:

- Overview of her background and education.
- NSM is a mid-sized college. Similar to the College of Arts, has five departments which includes: math, chemistry, biology, physics and geology.
- Contains about 4,200 full-time equivalent students, graduated 500 students last year with 100 being master's students.
- Centers: off campus there is Zzyzx, the Desert Studies Center in the Mojave Desert; on campus there is the Gravitational Wave Center.
- People concerned about the Teaching and Scholarship of science, there's faculty dedicated to teaching students how to be teachers of science and related courses.
- When thinking about NSM, culture of the college is student research. Thrill of science is the discovery phase. They involve students in the lab and the learning is on their own.
- Role of the Dean - #1 support faculty; faculty's #1 job is to support students. CSUF values teaching and research equally. Balance is not easy, but CSUF does a great job in this area.
- Initiatives: NSM is a pioneer in engineering; for student success they created a course for first year students in critical thinking; Renovation of McCarthy Hall – second floor will be renovated in 2019 with a \$40 million budget which will not go very far based on the size of the facility, each floor is an acre. The plan is to will work on each floor at a time and reach out to donors for assistance. They will need to relocate classes and staff for the year. Hoping to demonstrate science on display, and an openness in the facility. Goal to generate space for students to collaborate as part of the renovation.

Oseguera asked Dr. Johnson to talk about how cool the Think Like Einstein project is. Dr. Johnson shared Assistant Dean McDonough is part of the development of the program. Think like Einstein is 2/3 academics, focusing on critical thinking. Additionally on Fridays peer mentors will meet in small sections to talk with students about resources and different programs available on campus. The goal is to provide a more cohesive start for student's CSUF career. There is great faculty teaching the course.

Sherman asked about the renovation and what will be done to the labs that are on the second floor. Dr. Johnson shared that finding office space will not be too hard since some faculty have retired. The teaching labs will be moved to the Library.

Borjas talked about the Promenade construction and asked about the door located on the south side facing the roundabout area and why it is kept locked. Dr. Johnson shared it is an OSHA fire marshal issue. Borjas asked about lab coursework unit labeling. Dr. Johnson asked for clarification and shared instead of increasing the credit for the lab, the coursework should probably be aligned with the credit assigned. They have considered making the courses and labs separate sign-ins.

Waymire asked about paying peer mentors and where funds come from. Dr. Johnson shared that funds are from donors, and mentors are paid by the hour.

Hesgard asked about the renovation to McCarthy Hall, how the \$40 million will be used and if structural improvements are included. Dr. Johnson shared that most will be fire, health, safety improvements, and something wonderful for the second floor. Hesgard asked what will be done with rattlesnakes. Dr. Johnson shared that they will make sure all is safe.

## TIME CERTAIN

Dr. Lisa Kirtman, Dean for the College of Education provided a PowerPoint presentation which is an attachment to the minutes.

## Highlights:

- Former elementary teacher, has been with CSUF 18 years.
- College of Education is known for teachers; contains six 100% online masters programs; other fields include instructional design, higher education, and community college.
- Partnering with ASI - Titan Future Teachers that better focuses on students and how to better serve them, Center for Careers in Teaching (EC 379) where people who are active here normally graduate half a year sooner. They want to see more events/services focused on graduate students who have to be in the field all day long and normally cannot attend daytime events (advocate to keep offices open later).

La Scala shared many students come into the EC building with questions. She sends many students up to third floor for assistance.

Pettis shared she enjoys the Titan Future Teachers program and thanked Dean Kirtman for the support and help. Dr. Kirtman shared they have promotional items to help build community among those who are interested.

Sherman asked if there is a brochure or handout that can be distributed. Dr. Kirtman shared they just started this year will give information to Abu-Elhajja to share with the board.

Bora asked about undergrad students and if they can begin working towards their master's degree in their senior year. Dr. Kirtman shared yes, if they come to the center for careers in teaching, it is the best place to talk about the teaching credential. However even seniors can become teachers. Bora asked what this degree is called. Dr. Kirtman shared it is called a teaching credential, but you must have a bachelor's degree before a teaching credential. Next summer a new 4-year program called ITEP will begin which is a blended program where bachelors and teaching credential in special education will be introduced. There is a huge need for special education and how to get teachers out in the field more quickly.

Abu-Elhajja asked if in the future will there be an exec EDD program. Dr. Kirtman needs approval from Chancellor's office and right now they do not see a need since current programs are not full. They are open to it, but it is not one of the programs that is available to the college.

EXECUTIVE SENATE  
ESC

Rebecca Hesgard, CCRO for ASI Environmental Sustainability Commission (ESC), provided an update report on the goals, budget and activities for ESC. The report is an attachment to the minutes.

Rodriguez asked about the process for picking vendors for the farmers market. Hesgard shared the current market manager is being handled by Asha Nettles in LPD. In Spring will be starting with a new contracted market manager.

Mahamuni asked about the Earth Week Expo. Hesgard shared that ESC will be working to boost up the event in the spring.

Waymire asked when Earth Week is held. Hesgard responded she thinks it's in March, but will look into it and get back to her. Edwards confirmed it is in April.

AICA

Elizabeth Jimenez-Perez, Chair and Rick Pinon, Vice President Finance for the Association of Intercultural Awareness (AICA), provided an update report on the goals, budget and activities for AICA. The report is an attachment to the minutes.

Shared APAC has been added back to the council. Additionally, some will be going on December 15<sup>th</sup> to the CA border to bring supplies to those in need and asked for donations. La Scala asked what type of supplies they would like donated. Jimenez Perez shared clothes, food, and water. Pinon shared blankets, hygiene products, baby clothes, and non-perishable food.

Aldazabal asked about the flyer for the event to pass around/post. Jimenez shared they will have a flyer created tonight. Baker asked if the flyer will include what items are needed and where to bring the items. Jimenez Perez confirmed.

Pettis asked if the event will be something that all organizations will be participating in. Jimenez Perez shared that they will be asking organizations to donate and participate.

Abu-Elhaija asked about AICA's plans to help organizations understand the funding process. Jimenez Perez shared they held training this week and will be continuing to do that over the spring semester.

UNFINISHED BUSINESS

Action: Resolution Approving Changes to ASI Policy Concerning Board of Director Operations

**BOD 025 18/19** (Governance) A motion was brought to the Board from the Governance Committee to approve the Resolution Approving Changes to the Policy Concerning Board of Directors Operations.

Torres reminded the Board that this action item was tabled for further preparation and clarification. He yielded to Linares, Governance Committee Chair, to review the Committee's discussion and recommendation regarding the policy. Linares reviewed an overview the policy changes. Linares yielded to Bates to review the policy revisions. A copy of the presentation is an attachment to the minutes.

Torres opened the floor to questions. None

Torres opened the floor to discussion. Torres asked for a friendly amendment to correct the paragraph under Appointments. **Abu-Elhaija made a friendly amendment to change the first paragraph under Appointments to read "The Board of Directors shall..." and to correct the word "appointments". Mahamuni seconded the amendment. There were no objections.**

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

**BOD 025 18/19** (Governance) MSC: 16-0-1 The motion passed.

Edwards reminded the Board that there will be additional Bylaw and policy changes coming to the Board. He encouraged leaders to carefully review the documents and come prepared to discuss.

-NEW BUSINESS

Action: Resolution Approving  
ASI Children's Center Capital  
Requests 2019

**BOD 027 18/19** (Finance) A motion was brought to the Board from the Finance Committee to approve the resolution approving the 2019 ASI capital requests.

Torres yielded to Abu-Elhaija, Finance Committee Chair, to review the Committee's discussion and the capital requests. Abu-Elhaija yielded to Edwards to review the request. Edwards shared there are two funds to cover capital expenditures, TSC for TSU/SRC items. The second is the Children's Center capital funds. Once a year during late fall all projects are submitted to the Board for approval to address the needs over the summer. The Children's Center HVAC unit requires updated software program to operate on the newer platform of Windows 10. He shared this request is to purchase the required upgrade to improve the system over the spring semester.

Torres opened the floor to questions. There were no questions.

Torres opened the floor to discussion. There was no further discussion.

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

**BOD 027 18/19** (Governance) MSC: 17-0-0 The motion passed.

Action: Resolution Approving  
ASI Children's Center  
Operating Hours

**BOD 028 18/19** (Children's Center) A motion was brought to the Board from the Children's Center Advisory Committee to approve the Resolution Approving the 2019-2020 ASI Children's Center operating hours.

Torres yielded to Shayna La Scala, Children's Center Advisory Committee Chair, to review the Committee's discussion and the resolution.

Torres opened the floor to questions.

Hesgard asked why the Committee was considering changing the hours, and why they decided to keep them the same. La Scala shared that each year the hours are reviewed. The Interim Director evaluated current usage and shared that not many students utilize the Center towards the end of the day. However, the Committee decided changing would impact students, so the decision was made to leave the hours as stated.

Torres opened the floor to discussion. There was no further discussion.

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

**BOD 028 18/19 (Children's Center) MSC: 17-0-0 The motion passed.**

Roll Call Votes		025			027			028		
		YES	NO	Abstain	YES	NO	Abstain	YES	NO	Abstain
<b>Arts</b>	Baker	1			1			1		
	Rodriguez	1			1			1		
<b>CBE</b>	Neal	1			1			1		
	Ochoa Guerrero	1			1			1		
<b>Communications</b>	Mumford			1	1			1		
	Quinones	<b>Absent</b>								
<b>Education</b>	Abu-Elhaija	1			1			1		
	Hidalgo	1			1			1		
<b>ECS</b>	Bora	1			1			1		
	Mahamuni	1			1			1		
<b>HSS</b>	Good	1			1			1		
	Linares	1			1			1		
<b>HHD</b>	La Scala	1			1			1		
	Pettis	1			1			1		
<b>NSM</b>	Sherman	1			1			1		
<b>Univ. President's Rep.</b>	Oseguera	1			1			1		
<b>Academic Senate Rep.</b>	Stohs	1			1			1		
<b>NSM</b>	Torres	1			1			1		
		YES	NO	Abstain	YES	<b>NO</b>	Abstain	YES	NO	Abstain
		16	0	1	17	<b>0</b>	0	17	0	0

REPORTS

EXECUTIVE OFFICERS

The Executive Officers provided a written report and highlights from their report. The report is an attachment to the minutes.

Waymire reviewed her report and shared information about the upcoming CHES conference.

Aldazabal shared scholarship funds will be distributed soon. They are working on strategies to increase the number of applicants for next semester. The All Night Study events are on December 10<sup>th</sup> and 17<sup>th</sup>, there will be cool giveaways and activities.

Borjas provided a reminded about the Exec Team Survey and asked the board to complete the survey. They are looking to incorporate feedback from the survey in advising sessions, and will bring an overview of the information to a future board meeting.

Hernandez informed the board that a new Fully Informed episode has been posted with Board Chair, Tristan Torres. She encouraged all to listen in.

Hesgard thanked everyone for all the participation in the Roundtables. Three more events will be held on Thursday. She reminded everyone to submit any notes and comments gathered from the events.

Borjas shared that President Virjee and VP Eanes are interested in the comments and feedback.

#### EXECUTIVE DIRECTOR

Dr. Dave Edwards provided an update report on the Executive Director's goals. The report is an attachment to the minutes.

#### Highlights:

- There are 5 goals
- Goal #1: Create opportunities through collaboration with Academic Affairs and Student Affairs
  - Career Center Collaboration – Completed
  - Wellness Program Collaboration – Completed
  - Collaborate with Child and Adolescence Studies Program – In progress
- Goal #2: Foster Innovation, encourage incentivize new systems for creativity
  - Titan Rec Professional Development Program – Completed
  - Employee Development Conference Revitalized – Completed
  - Financial Operations Improvements – Completed
  - Financial Policies – In progress
- Goal #3: Assessment of ASI Programs and Services
  - Graduate Assistant hired for assessment – Completed
- Goal #4: Develop long-term strategies to address the needs of the organization
  - Work in progress includes, 5 year financial plan, ASI work on strategies related to CSUF strategic plan; long-term facility plan; TSU facility upgrade project.
- Goal #5: Develop more intensive transition orientation and training program for student leaders
  - Redesigned Advising – Completed
  - Executive Senate Engagement – Completed

Linares asked about the committee looking for the new Children's Center Director, how many people sit on the Committee and what are their titles. Dr. Edwards shared the committee structure which includes, ASI Associate Executive Director, ASI Director of Human Resources, CC Master Teacher, Associate Professor Department of Child and Adolescent Studies, Children's Center Advisory Committee Chair, Children's Center Student Employee, and a Student Parent.

Abu-Elhaja thanked Dr. Edwards for the update. She shared that she feels very supported under the new Advising model, and she has heard great feedback.

Torres stated he was on the review committee last year when goals were given to Dr. Edwards and he commended the team for their efforts. Edwards shared he has an amazing Senior Team who are making things happen.

#### VICE CHAIR/TREASURER

Abu-Elhaja provided the following update report:

- ASI video is out and breaks down the ASI \$78 fee. Circulate and share the information as it is a visibility campaign.

- Email from the Dean was received about Titan Future Teachers, so she will share the information with the Board.
- Budget orientations, last two are Thursday and Friday. Everyone should have attended a session, and we are now moving to finals prep and winter session. Make sure all ICCs have gone through the orientation and are prepped and aware of the hard 5:00pm deadline.
- Project Rebound, the grad student success will have a more strategic plan.
- This Thursday is the last meeting for Finance Committee for the semester.
- Received several internal and external emails regarding budget concerns. Evaluations and revisions will begin once we come back in spring, and will continue until budget approval.
- Will be out of office on Thursday and Friday due to Pomona Conference for the Middle Leadership Academy
- Grad Assistants in Cohort have shared opportunities for fellowships. These include Panetta Congressional Institute and a conference in Canada under AERA, will email the information for consideration. These are lifelong lessons that should be taken seriously.

VICE CHAIR/SECRETARY

Linares provided highlights from her written report which is an attachment to the minutes.

- Upcoming changes to Bylaws, please review and be prepared at the next meeting.
- 5 eligible applications for College of Engineering vacancy for spring 2019. Interviews will be held at the next meeting.
- Met with Dr. Nakagawa, Assistant Director for the Irvine Center. He was excited to partner with ASI. They highlighted that they have 4,000 students registered to attend course at the Center, there are parking issues on Tuesday and Thursday evenings. Shared there are two new programs at Irvine that may be impacting parking. There are two ASI programming representatives, but they need one who is part of the student government. Linares shared that she will be visiting the center and helping once a week to address any concerns from a student governance perspective.

CHAIR

Torres provided highlights from his written report which is an attachment to the minutes.

- BOT capital allocations, TSU club space allocation and Titan Outdoor programs were approved at the last meeting.
- Athletics GPA improvement; new facility for baseball team and softball team coming spring 2021.
- Representatives for the EJC will be coming to the board next week.
- CHESS conference is a great event, reach out if interested.
- Check out the podcast.
- Scheduling Breakfast with the Boards next semester, likely mid-February. Planning to collaborate with BOT and the Exec Team if they are interested.

Announcements/Members  
Privilege

Sherman asked about the Titan Outdoor Program. Torres shared Duncan, TSCBOT Chair is the best to contact for that, but the information will be coming on next week's Board consent calendar.



Hernandez shared information about Camp Titan. Saturday will be a party for the kids where gifts will be given. They need more toy donations, but people can also donate through Venmo, and she can go out and purchase the toys herself.

Mumford shared information about the new location for the Student Success Center for the College of Communications. It is on the 2<sup>nd</sup> floor of the College Park building. Looking to open by finals week of next semester.

Aldazabal shared information about the Human Rights Crisis at the Border. There is a box at Titan Dreamer Resource Center within DIRC for a donation drive. There are many children at the border who have great needs. Urged everyone to donate. UC Berkeley's ASI gave money to a program to support the efforts.

Linares shared there is a Finals Frenzy 12/17-21 at the Irvine Center. Will post more info online. Linares also shared that she is the President of the Children's Center Parent Advisory Council and suggested the Board follow them on social media.

Waymire stated regarding CHESS, if you can't make the information session she can come to ICC meetings to share more information if desired or email a PowerPoint to share with interested students.

La Scala stated she posted ideas for family/child friendly areas on campus. Will be working on the data tomorrow, asked if there are ideas to reach out asap.

Pettis shared in late September some recruiters from Teach for America came to the Board. She applied and was selected and will be teaching special education next fall. If interested, they are still accepting applications.

Adjourn

Torres adjourned the meeting at 3:08 p.m.

  
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Maria Linares, Vice Chair/Secretary, ASI Board of Directors

  
\_\_\_\_\_  
Joshua Borjas, ASI President/CEO

  
\_\_\_\_\_  
Susan Collins, Recording Secretary



ASI Board of Directors Report

# Natural Sciences and Mathematics Interclub Council

December 4, 2018

# Our Exec Team



BRITT RHODIMER  
CHAIR



BRITTANY COOK  
VICE CHAIR/  
DIRECTOR OF  
FINANCE




BREANNA MCBEAN  
DIRECTOR OF  
ADMINISTRATION

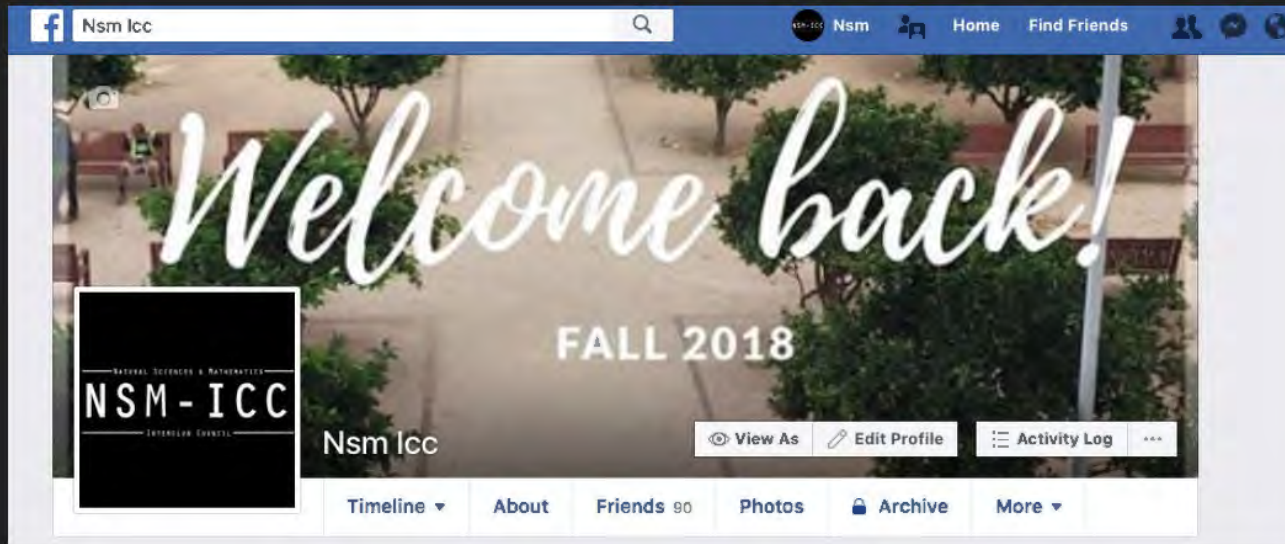


HELENE CASTILLO  
EVENTS  
COORDINATOR

# Recap: Goals for 2018-2019

The background of the slide is a dark blue and black collage. It features various mathematical formulas in white and yellow, such as  $\sin^2(x) + \cos^2(x) = 1$ ,  $\cos(\pi - x) = -\cos(x)$ ,  $\cos(\frac{1}{2}\pi + x) = -\sin(x)$ ,  $\frac{d(x \pm y)}{dx \pm dy} = 1$ ,  $\cos(\phi) = x/p$ ,  $\frac{dy}{dx} = y/x$ ,  $\frac{d(\sin(x))}{dx} = \cos(x)$ ,  $\frac{d(\cos(x))}{dx} = -\sin(x)$ ,  $\frac{d(\tan(x))}{dx} = \sec^2(x)$ ,  $\frac{d(\cot(x))}{dx} = -\csc^2(x)$ ,  $\frac{d(\sec(x))}{dx} = \sec(x)\tan(x)$ ,  $\frac{d(\csc(x))}{dx} = -\csc(x)\cot(x)$ ,  $\frac{d(\sin(ax))}{dx} = a\cos(ax)$ ,  $\frac{d(\cos(ax))}{dx} = -a\sin(ax)$ ,  $\frac{d(\tan(ax))}{dx} = a\sec^2(ax)$ ,  $\frac{d(\cot(ax))}{dx} = -a\csc^2(ax)$ ,  $\frac{d(\sec(ax))}{dx} = a\sec(ax)\tan(ax)$ ,  $\frac{d(\csc(ax))}{dx} = -a\csc(ax)\cot(ax)$ . There are also binary code (0s and 1s) and a network diagram with nodes and connecting lines. The text 'COMMUNICATION COLLABORATION OUTREACH' is centered in large white letters.

**COMMUNICATION  
COLLABORATION  
OUTREACH**



IG: nsm\_icc  
FB: Nsm Icc

**Since the  
beginning of  
Fall 2018..**

IG Followers:  
5 to 102

FB Friends:  
58 to 97



# Current Funding Status (A-Side)

Percentage Spent: **19%** (\$1,937.77)

## Previous expenditures:

- Welcome Back, NSM! **2%** (\$219.32)
- Fall Festivities **17%** (\$1,718.45)

## Upcoming expenditures:

- Canned Food Drive / End of the Year Celebration
- In Spring: NSM Week

# Current Funding Status (B-Side)

## Travel (Line 8077):

Total Allocated: **36%** (\$10,022.57)

35 Students; 10 Conferences

Disciplines in: Math, Physics, Geology, Pre-health, & Biology

## Club Events (Line 8074):

Total Allocated: **62%** (\$1,231.28)

12 Events; 11 Clubs

Students in Attendance: 15 to 100+ (Average 40)

# Events

PAST

WELCOME  
BACK, NSM!

FALL  
FESTIVITIES

PRESENT


CANNED FOOD  
DRIVE

PLAN FOR  
NSM WEEK  
SPRING '19

FUTURE

NSM WEEK  
SPRING '19





Please enjoy the following photos from our very successful fall events..



**Welcome Back,  
NSM!**

**Wednesday September 19th 11am-1pm  
McCarthy Hall Breezeway**







California State University, Fullerton

**NSM-100**

Natural Sciences & Mathematics Interclub Council



Instagram



successfullynsm  
California State University, Fullerton >



♥ 3.14k likes  
successfullynsm #successfullynsm #CSUF #NSM  
#TusksUp #STEM #Tuffy 🍊 🍌 🐘 🌱 🧪 🖨️

# NSM ICC



PRESENTS

# FALL FESTIVITIES

Wednesday Oct. 24th 12pm-2pm Planet Walk



PROJECT RAISE

 @NSM\_ICC  NSM ICC



The background is a complex collage of mathematical and scientific imagery. It features various mathematical formulas such as  $\sin^2(x) + \cos^2(x) = 1$ ,  $\cos(\pi - x) = -\cos(x)$ ,  $\frac{dy}{dx} = x^n$ ,  $\frac{d}{dx} \ln(x) = \frac{1}{x}$ ,  $\frac{d}{dx} \sin(x) = \cos(x)$ ,  $\frac{d}{dx} \cos(x) = -\sin(x)$ ,  $\frac{d}{dx} e^x = e^x$ ,  $\frac{d}{dx} a^x = a^x \ln(a)$ ,  $\frac{d}{dx} x^a = a x^{a-1}$ ,  $\frac{d}{dx} \frac{1}{x} = -\frac{1}{x^2}$ ,  $\frac{d}{dx} \sqrt{x} = \frac{1}{2\sqrt{x}}$ ,  $\frac{d}{dx} \frac{1}{\sqrt{x}} = -\frac{1}{2x\sqrt{x}}$ ,  $\frac{d}{dx} \ln(x^2) = \frac{2x}{x^2} = \frac{2}{x}$ ,  $\frac{d}{dx} \ln(\sqrt{x}) = \frac{1}{2x}$ ,  $\frac{d}{dx} \ln(x^3) = \frac{3x^2}{x^3} = \frac{3}{x}$ ,  $\frac{d}{dx} \ln(x^4) = \frac{4x^3}{x^4} = \frac{4}{x}$ ,  $\frac{d}{dx} \ln(x^5) = \frac{5x^4}{x^5} = \frac{5}{x}$ ,  $\frac{d}{dx} \ln(x^6) = \frac{6x^5}{x^6} = \frac{6}{x}$ ,  $\frac{d}{dx} \ln(x^7) = \frac{7x^6}{x^7} = \frac{7}{x}$ ,  $\frac{d}{dx} \ln(x^8) = \frac{8x^7}{x^8} = \frac{8}{x}$ ,  $\frac{d}{dx} \ln(x^9) = \frac{9x^8}{x^9} = \frac{9}{x}$ ,  $\frac{d}{dx} \ln(x^{10}) = \frac{10x^9}{x^{10}} = \frac{10}{x}$ ,  $\frac{d}{dx} \ln(x^{11}) = \frac{11x^{10}}{x^{11}} = \frac{11}{x}$ ,  $\frac{d}{dx} \ln(x^{12}) = \frac{12x^{11}}{x^{12}} = \frac{12}{x}$ ,  $\frac{d}{dx} \ln(x^{13}) = \frac{13x^{12}}{x^{13}} = \frac{13}{x}$ ,  $\frac{d}{dx} \ln(x^{14}) = \frac{14x^{13}}{x^{14}} = \frac{14}{x}$ ,  $\frac{d}{dx} \ln(x^{15}) = \frac{15x^{14}}{x^{15}} = \frac{15}{x}$ ,  $\frac{d}{dx} \ln(x^{16}) = \frac{16x^{15}}{x^{16}} = \frac{16}{x}$ ,  $\frac{d}{dx} \ln(x^{17}) = \frac{17x^{16}}{x^{17}} = \frac{17}{x}$ ,  $\frac{d}{dx} \ln(x^{18}) = \frac{18x^{17}}{x^{18}} = \frac{18}{x}$ ,  $\frac{d}{dx} \ln(x^{19}) = \frac{19x^{18}}{x^{19}} = \frac{19}{x}$ ,  $\frac{d}{dx} \ln(x^{20}) = \frac{20x^{19}}{x^{20}} = \frac{20}{x}$ . There are also molecular structures, including a hexagonal lattice and a more complex 3D structure with orange and blue spheres. The overall color palette is dark blue and black with highlights of yellow, orange, and green.

# Largest NSM carnival to date..

- 22 clubs/organizations
- 40+ volunteers
- 600+ hot dogs served







# College of Education

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Lisa Kirtman, Ph.D. Dean





# My Story

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# The College of Education

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- Teachers!
- Six 100% Online masters program
- Other than Teaching
  - M.S. in Instructional Design
  - M.S. in Higher Education
  - Ed.D. in Community College/P-12



# Partnering with ASI

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- Titan Future Teachers
- More events/services focused on graduate students
- Center for Careers in Teaching (EC 379)



# Thank you!

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December 4, 2018

# ENVIRONMENTAL SUSTAINABILITY COMMISSION REPORT

# GOALS

- Increase **student engagement** **at Farmers' Market** by educating students on environmental and sustainability issues
- **Collaborate** with other organizations on campus to plan events relating to sustainability
- Improve campus **recycling**
- Provide student **volunteer opportunities** on and off campus
- Advocate for the addition of **new sustainability practices** on campus





# BUDGET

Item	Budget	Spent	% Spent	Remaining
8050	\$400	\$60	15%	\$340
8051	\$1400	\$710	50%	\$690
8074	\$2000	\$350	17.5%	\$1650

# PAST EVENTS

- **Beach Cleanup** September 16 at Huntington Beach
- **Movie night** October 11 at 7pm- *The 11th Hour*
- **Arboretum Cleanup** October 20 from 8:30-11:30am
- **Green Career Panel** November 6 from 11am-2pm
- **Just the Basics** November 13 with Lobby Corps
- **Eating on a Budget** with TitanWellness November 15 from 5-6:30pm at the SRC Conference Room







# SPRING EVENTS

- 2 DIY workshops
- Save the Bees Campaign
- Zero Waste Campaign
- #GlitterIsLitter Campus Cleanup with CEC
- Beach Cleanups
- Green Career Panel
- Earth Week Expo



# AICA BUDGET

Total: \$83,000.00

Programming/Events: \$80,000.00

Travel: \$3,000.00



# Fall 2018

- Programming Allocated: \$14,954.91
- Programming Available: \$65,045.09
- Travel Allocated: \$150.00
- Travel Available: \$2,850.00
  
- \*\*\* Programming Amount does not Include Multicultural Fest spending from Organizations\*\*\*

# Amounts have supported

- 6 Culture-Based Events

- *Iranian Student Association*
- *Indian Student Association*
- *Ballet Folklorico de CSUF*
- *Japanese Anime Club*
- *K-Pop Club*
- *Pilipinx American Student Association*

- 1 Cultural Based Conference

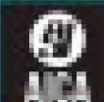


- *SJP – National Students for Justice in Palestine Conference 2018*

# 4ALDA NIGHT

Yalda (Shab-e Chelleh) is an Iranian (Persian) festival celebrated on the longest and darkest night of the year Yalda as a winter solstice celebration.

DECEMBER 31, 2018  
6 P.M. to Midnight

Location: California State University of Fullerton Pavilion

B-POP CLUB & JAPANESE ANIME CLUB'S

## Winter Solstice Party

- UGLY SWEATER CONTEST
- WHITE ELEPHANT\*
- LIMBO
- WISHING TREE
- ORNAMENT DECORATING

\*MUST BE WITHIN 36 TO 310

DATE: DEC. 08, 2018	TIME: 6:30 TO 8:30 PM	WHERE: TSU PAVILION A
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FREE FOOD AND ADMISSION FOR CSSF STUDENTS





SPECIAL THANKS TO AICA FOR SPONSORING OUR EVENT!





**A RESOLUTION APPROVING CHANGES TO ASI POLICY CONCERNING  
BOARD OF DIRECTORS OPERATIONS**

**Sponsor:** Maria Linares

**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, 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**, the current ASI Bylaws Article IV includes language which should be reflected in ASI Policy; and

**WHEREAS**, ASI Bylaws Article IV and ASI Policy Concerning Board of Directors lacks language consistent with current California Nonprofit Public Benefit Corporation Law and other applicable statutes and regulations; therefore let it be

**RESOLVED**, ASI approves the Policy Concerning Board of Directors Operations to include updated information regarding director responsibilities and regular and closed meetings; list all committees in a consistent format; and reorder subheadings; and let it be finally

**RESOLVED**, that this resolution be distributed to the ASI Executive Director, ASI Associate Executive Director, and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on this twenty-seventh day of November in the year two thousand eighteen.

---

Tristan Torres  
Chair, Board of Directors

Maria Linares  
Vice Chair/Secretary, Board of Directors

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

---

Joshua Borjas  
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.

<b>POLICY CONCERNING BOARD OF DIRECTORS OPERATIONS.....</b>	<b>1</b>
<b>PURPOSE.....</b>	<b>1</b>
<b>WHO SHOULD KNOW THIS POLICY .....</b>	<b>1</b>
<b>DEFINITIONS .....</b>	<b>1</b>
<b>STANDARDS.....</b>	<b>2</b>
<b>1. BOARD CONDUCT .....</b>	<b>2</b>
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<b>11. CHANGES MADE TO THE ASI BYLAWS AND POLICIES.....</b>	<b>1614</b>

## WHO SHOULD KNOW THIS POLICY

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Budget Area Administrators</li> <li><input checked="" type="checkbox"/> Management Personnel</li> <li><input checked="" type="checkbox"/> Supervisors</li> <li><input checked="" type="checkbox"/> Elected/Appointed Officers</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Volunteers</li> <li><input type="checkbox"/> Grant Recipients</li> <li><input checked="" type="checkbox"/> Staff</li> <li><input checked="" type="checkbox"/> Students</li> </ul> |
|--|---|

## DEFINITIONS

For Purpose of this policy, the terms used are defined as follows:

Terms	Definitions
<b>Conflict of Interest</b>	Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.

<b>Fraud</b>	The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right
<b>Defalcation</b>	The withholding or misappropriating funds held for another or failing to make a proper accounting
<b>Corruption</b>	The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.
<b>Misappropriation</b>	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.
<b>Forgery</b>	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**

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### **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 who 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, 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, that member 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, that member 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 he/she 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

### Additional Director Duties

Each member of the Board will be required to incorporate the following responsibilities into their personal job frame work:

- 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 allowed two excused absences per semester.
- 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.
- 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.
- 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.,

### Appointments

Shall confirm all presidential appoints by a majority vote to positions that receive financial awards, scholarships, or any other material compensation for service.

- The Executive Officers: Chief Campus Relations Officer, Chief Governmental Officer, and Chief Communications Officer shall be confirmed by a majority vote.
- The Board may remove presidential appointments by a two-thirds vote with the exception of the Executive Officers
- The Board may override with a two-thirds vote any decision of the ASI President to remove/or replace any presidential appointment with the exception of the Executive Officers.

### Attendance

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

- Excused absences for due cause (as defined in ASI Bylaws Article II Section 4, Clause 5):
  - Absence due to scheduled classes are not excused

- For absence to be excused, the Chair must be properly notified prior to the meeting unless the Director is physically unable to do so.
  - Properly notified is defined as at least twenty-four (24) hours' notice
- Excusal for an absence with due cause may only be granted by a majority vote of the Board
- During summer meetings two (2) excused absences shall be computed as one (1) absence toward the record
- Fall recess, intercession, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance
- Absent members shall not have voting privileges nor shall they be counted in quorum
- Attendance policy for standing committee meetings
  - If a member's attendance at one standing committee meeting impedes their ability to attend another standing committee meeting, then that member will be excused from the meeting they were unable to attend
  - Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling
  - A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as started in ASI Bylaws Article IV Section 8 or at a time previously agreed to by that member.
  - 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.

#### **Contracts**

The Board 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 Board of Directors, no officer, agent, Director, or employee will have any power or authority to bind the Corporation by contract or engagement, to pledge its credit, or to render it liable for any purpose of any amount.

- The maximum amount of a contract shall be determined by the Board of Directors. No contract shall extend beyond the current fiscal year.
- The ASI Executive Director, as an agent of the Board of Directors, is authorized to execute contracts on behalf of the 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 Board of Directors
- The Board of Directors may establish an ad hoc committee to act on behalf of the Board of Directors in making contracts for up to \$10,000 when the 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.

### **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. 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.

*b.c. 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 Audit Committee shall convene at least two times annually.

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 land 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 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 the ASI.
- Report on the discharge of the committee's responsibilities.

*e.d. Children's Center Committee*

The purpose of the Children's Center Advisory Committee (CC), 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. CC offers varied perspectives and expertise to assist the program in fulfilling its mission. The committee shall meet at least four times annually. The CC shall have all appointed positions filled by four weeks after the start of Fall semester of that academic year.

The Children's Center Committee shall convene at least three times during the academic year annually.

The CC 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
- Three (3) Directors from the ASI Board of Directors
- One (1) current student-parent who utilizes the ASI Children's Center
- 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.e. Finance Committee*

The Finance Committee shall be composed of no more than four directors, the Vice Chair/Treasurer and up to eight Directors of the Board who shall make recommendations on financial matters. The Vice Chair/Treasurer will chair the Finance Committee.

The Finance Committee will be held on Thursdays between 1:15 PM and 3:45 PM during the academic year.-

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.f. Governance Committee*

The Governance Committee shall be composed of four directors and the Vice Chair/Secretary of the ASI Board of Directors. The Vice Chair/Secretary of the ASI Board of Directors shall chair the committee. The Governance Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board.

The Governance Committee will be held on Thursdays between 1:15 PM and 3:45 PM during the academic year.

**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.

**Filling Vacancies**

In the event of a vacancy in which ASI Policy Concerning Student Appointments cannot be followed, the Governance Committee shall appoint a Director to a majority vote approval by the Board.

- Eligible students for appointment include (where the vacancy exists):
  - Students declared in the academic college,
  - Undeclared students,
  - Students with multiple minors as long as one of the minors is in the academic college,
  - Specifically for the College of Education Directors may also qualify by meeting requirements in Article XII, Section 2, Clause 4 of the Bylaws.

*g. Board Leadership Review Committee*

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 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 Leadership Review Committee shall convene at least one time annually.

The Board of Directors shall elect one of the four (4) Directors to serve as chair of the committee. Leaders under review may not serve on the committee.

The elected members of the Board Leadership Review Committee shall be chosen:

- One Director shall be chosen through a bi-annual alternating system 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 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.

### **General Duties**

The general duties of the Board Leadership Review Committee are as follows:

- Perform a leadership review of the current Chair and Vice Chair and make a recommendation to the Board
  - The 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.
- 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.

### ~~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~~Chair of the Board of Directors, a written (either typed or printed) copy of the proposed action and all supporting documents ~~three-four~~ 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.~~<sup>[BK1]</sup>~~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~~Recording Secretary shall make available, for public inspection, a copy of each proposal<sup>[BK2]</sup>. 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.

### Public Notice

Public notice of regular meetings shall consist of the meeting's agenda being posted in locations that are freely accessible to members of the public (pursuant to Education Code Section 89305.5). In addition, it shall be sent electronically and included on the ASI Website.

## 6. REGULAR MEETINGS

The Board and all of its committees will 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). The regular meetings throughout the academic year beginning with the first week of instruction, and will be held every Tuesday between 1:15 PM to approximately 3:45 PM. The ASI Board of Directors will hold summer meetings; the times and dates will be decided upon by majority.

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).

### 6.7. 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.

~~7.1. SPECIAL ASI PARKING PRIVILEGES~~

~~8.1. 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.~~

~~9.1.~~

~~10.1. All student members of the ASI Board of Directors (16)~~

~~11.1. ASI President (1)~~

~~12.1. ASI Executive Vice President (1)~~

~~13.1. ASI Vice President of Finance (1)~~

~~14.1. ASI Chief Administrative Officer (1)~~

~~15.1. ASI Chief Governmental Officer (1)~~

~~16.1. ASI Chief Communications Officer (1)~~

~~17.1. ASI Elections Commissioner (1)~~

~~18.1. ASI Productions Administrative Director (1)~~

~~19.1. Titan Student Centers Governing Board Chair (1)~~

~~20.1. Titan Student Centers Governing Board Vice Chair for Planning (1)~~

~~21.1. Titan Student Centers Governing Board Vice Chair for Services (1)~~

~~22.1. ASI Association for Inter-Cultural Awareness Administrative Chair (1)~~

~~23.1. ASI Titan Tusk Force Administrative Director (1)~~

~~24.1.~~

~~25.1. 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.~~

~~26.1.~~

~~27.1. 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.~~

~~28.1.~~

~~29.1. 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. CLOSED MEETINGS**

The Board, committees, or funding councils 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:

- Negotiations relative to real property
- Certain litigation pursuant to advice of legal counsel
- Certain employment matters
  - An ASI "employee" shall not include any person elected or appointed to office
- Collective bargaining
- Certain matters relating to a particular employee (unless the employee requests a public hearing)
- To confer with law enforcement officials
- Such other matters as specifically enumerated in Education Code Section 89307

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 meetings. Immediately after any closed meeting it shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meeting.

### **30.9. 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;
- ii. 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.

### **10. SPECIAL ASI PARKING PRIVILEGES**

The Associated Students, Inc. shall be allotted twenty nine (29) authorize certain leadership positions 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 their 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 Campus Relations Officer (1)
- ASI Chief Governmental Officer (1)
- ASI Chief Communications Officer (1)
- ASI Elections Commissioner Director (1)
- ASI Productions Administrative Director (1)
- Titan Student Centers Governing Board of Trustees Chair (1)
- Titan Student Centers Governing Board of Trustees Vice Chair for Facilities Planning (1)
- Titan Student Centers Governing Board of Trustees Vice Chair for Operations 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.

### **34.11. 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.



Summary of the Changes  
to:

ASI Policy Concerning the  
Board of Director  
Operations

# Changes ASI Policy: Page 6

The new “sub headers” were added under responsibilities of the Board

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

### Additional Director Duties

Each member of the Board will be required to incorporate the following responsibilities into their personal job frame work:

- 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 allowed two excused absences per semester.
- 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.

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The excused absences are already stated in the bylaws on page 2 (Article II Section 4), this was added to make sure duties are clear

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- 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.
- 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.,

**Appointments**

Shall confirm all presidential appoints by a majority vote to positions that receive financial awards, scholarships, or any other material compensation for service.

- The Executive Officers: Chief Campus Relations Officer, Chief Governmental Officer, and Chief Communications Officer shall be confirmed by a majority vote.
- The Board may remove presidential appointments by a two-thirds vote with the exception of the Executive Officers
- The Board may override with a two-thirds vote any decision of the ASI President to remove/or replace any presidential appointment with the exception of the Executive Officers.

**Attendance**

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

- Excused absences for due cause (as defined in ASI Bylaws Article II Section 4, Clause 5):
  - Absence due to scheduled classes are not excused
  - For absence to be excused, the Chair must be properly notified prior to the meeting unless the Director is physically unable to do so.
    - Properly notified is defined as at least twenty-four (24) hours' notice
- Excusal for an absence with due cause may only be granted by a majority vote of the Board
- During summer meetings two (2) excused absences shall be computed as one (1) absence toward the record
- Fall recess, intercession, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance
- Absent members shall not have voting privileges nor shall they be counted in quorum

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- The “Appointments” was added (language has not changed but it was from bylaws → policy) to this section since it is a responsibility of the Board

- The “Attendance Policy” was moved from Bylaws to Policy under responsibilities



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- Fall recess, intercession, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance
- Absent members shall not have voting privileges nor shall they be counted in quorum
- Attendance policy for standing committee meetings
  - If a member's attendance at one standing committee meeting impedes their ability to attend another standing committee meeting, then that member will be excused from the meeting they were unable to attend
  - Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling
  - A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as started in ASI Bylaws Article IV Section 8 or at a time previously agreed to by that member.
  - 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.

Contracts

Page | 7 of 16

The rest of the  
“Attendance Policy”

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Page 6 of 16 6709 words

**Contracts**

Page | 7 of 16

ASSOCIATED STUDENTS, CSU CALIFORNIA STATE UNIVERS

**Bates, Kayleigh, 11/13/2018 2:08:00 PM inserted:**  
 Appointments shall confirm all presidential appoints by a majority vote to positions that receive financial awards, scholarships, or any other material compensation for service. The Executive Officers: Chief Campus Relations Officer, Chief Governmental Officer, and Chief Communications Officer shall be confirmed by a majority vote. The Board may remove presidential appointments by a two-thirds vote with the exception of the Executive Officers. The Board may override with a two-thirds vote any decision of the ASI President to remove or replace any presidential appointment with the exception of the Executive Officers. Attendance Attendance shall be defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting. Excused absences for due cause (as defined in ASI Bylaws Article II Section 4, Clause 5): o Absence due to scheduled classes are not excused o For absence to be excused, the Chair must be properly notified prior to the meeting unless...

The Board 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 Board of Directors, no officer, agent, Director, or employee will have any power or authority to bind the Corporation by contract or engagement, to pledge its credit, or to render it liable for any purpose of any amount.

- The maximum amount of a contract shall be determined by the Board of Directors. No contract shall extend beyond the current fiscal year.
- The ASI Executive Director, as an agent of the Board of Directors, is authorized to execute contracts on behalf of the 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 Board of Directors
- The Board of Directors may establish an ad hoc committee to act on behalf of the Board of Directors in making contracts for up to \$10,000 when the 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.

**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 providing...

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- The “Contracts” was added (language has not changed but it was from bylaws → policy) to this section since it is a responsibility of the Board

**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. 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.

*b-c. 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.

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Director Membership was moved from  
after all the committees to above it



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ASSOCIATED STUDENTS, CSUF, INC. POLICY STATEMENT  
CALIFORNIA STATE UNIVERSITY, FULLERTON

The Audit Committee shall convene at least two times annually.

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

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Each committee meeting requirement was added to make sure everything about the committee was in the policy



CALIFORNIA STATE UNIVERSITY, FULLERTON

- 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 the ASI.
- Report on the discharge of the committee's responsibilities.

*e-d. Children's Center Committee*

The purpose of the Children's Center Advisory Committee (CC), 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. CC offers varied perspectives and expertise to assist the program in fulfilling its mission. The committee shall meet at least four times annually. The CC shall have all appointed positions filled by four weeks after the start of Fall semester of that academic year.

The Children's Center Committee shall convene at least three times annually.

The CC 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:

- It was added when the positions should be filled for CC (language is from bylaws → policy)

- Each committee meeting requirement was added to make sure everything about the committee was in the policy

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ABC Spelling & Thesaurus Word Count Smart Lookup Translate Language New Comment Delete Previous Next Show Comments Track Changes All Markup Show Markup Accept Reject Next Compare Block Authors Restrict Editing

**d.e. Finance Committee**  
 The Finance Committee shall be composed of no more than four directors, the Vice Chair/Treasurer and up to eight Directors of the Board who shall make recommendations on financial matters. The Vice Chair/Treasurer will chair the Finance Committee.

The Finance Committee will be held on Thursdays between 1:15 PM and 3:45 PM.

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.f. Governance Committee**  
 The Governance Committee shall be composed of four directors and the Vice Chair/Secretary of the ASI Board of Directors. The Vice Chair/Secretary of the ASI Board of Directors shall chair the committee. The Governance Committee shall make recommendations concerning policy, bylaws, and the articles of incorporation to the Board.

The Governance Committee will be held on Thursdays between 1:15 PM and 3:45 PM.

**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.

**Filling Vacancies**  
In the event of a vacancy in which ASI Policy Concerning Student Appointments cannot be followed, the Governance Committee shall appoint a Director to a majority vote approval by the ASI Board of Directors.

- Eligible students for appointment include (where the vacancy exists):
  - Students declared in the academic college,
  - Undeclared students,
  - Students with multiple minors as long as one of the minors is in the academic college,
  - Specifically for the College of Education Directors may also qualify by meeting requirements in Article XII, Section 2, Clause 4 of the Bylaws.

Each committee meeting requirement was added to make sure everything about the committee was in the policy

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Governance: All detailed explanation of filling vacancies was moved from bylaws → policy

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• Hear concerns and offer advice and/or resolutions subject to Board approval.

**Filling Vacancies**

In the event of a vacancy in which ASI Policy Concerning Student Appointments cannot be followed, the Governance Committee shall appoint a Director to a majority vote approval by the ASI Board of Directors.

- Eligible students for appointment include (where the vacancy exists):
  - Students declared in the academic college.
  - Undeclared students.
  - Students with multiple minors as long as one of the minors is in the academic college.
  - Specifically for the College of Education Directors may also qualify by meeting requirements in Article XII, Section 2, Clause 4 of the Bylaws.

g. **Board Leadership Review Committee**

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 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 Leadership Review Committee shall convene at least one time annually.

The Board of Directors shall elect one of the four (4) Directors to serve as chair of the committee. Leaders under review may not serve on the committee.

The elected members of the Board Leadership Review Committee shall be chosen:

Page | 11 of 16

ASSOCIATED STUDENTS, CSUE, INC. POLICY STATEMENT

Page 11 of 16 6709 words

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BLRC: this committee was not in policy (all language is from bylaws). It was formatted the same as all the other committees



Edits\_11;15 ASJ Policy Concerning Board of Directors Operations - Word

Bates, Kayleigh

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- One Director shall be chosen through a bi-annual alternating system 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 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.

**General Duties**  
 The general duties of the Board Leadership Review Committee are as follows:

- Perform a leadership review of the current Chair and Vice Chair and make a recommendation to the Board
  - The 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.
- 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.

~~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.~~

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Page 12 of 16 6709 words 140%

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This is where the director membership was moved from

BLRC: this committee was not in policy (all language is from bylaws). It was formatted the same as all the other committees



It is not current practice to submit items to the Executive Assistant → Changed to current practice (Chair)

### 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~~ Chair of the Board of Directors, a written (either typed or printed copy) of the proposed action and all supporting documents ~~three-four~~ 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~~ Recording Secretary 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.

#### Public Notice

Public notice of regular meetings shall consist of the meeting's agenda being posted in locations that are freely accessible to members of the public (pursuant to Education Code Section 89305.5). In addition, it shall be sent electronically and included on the ASI Website.

### 6. REGULAR MEETINGS

The ASI Board of Directors and all of its committees will 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). The regular meetings throughout the academic year beginning with the first week of instruction, and will be held every Tuesday between 1:15 PM to approximately 3:45 PM. The ASI Board of Directors will hold summer meetings; the times and dates will be decided upon by majority.

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).

### 6.7. 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 in compliance with

Three legal days is when the agenda is sent out, this does not give enough time for the Chair to prepare properly → Changed to more realistic due date

Public notice was in the bylaws but not in policy (language is the same as the bylaws)

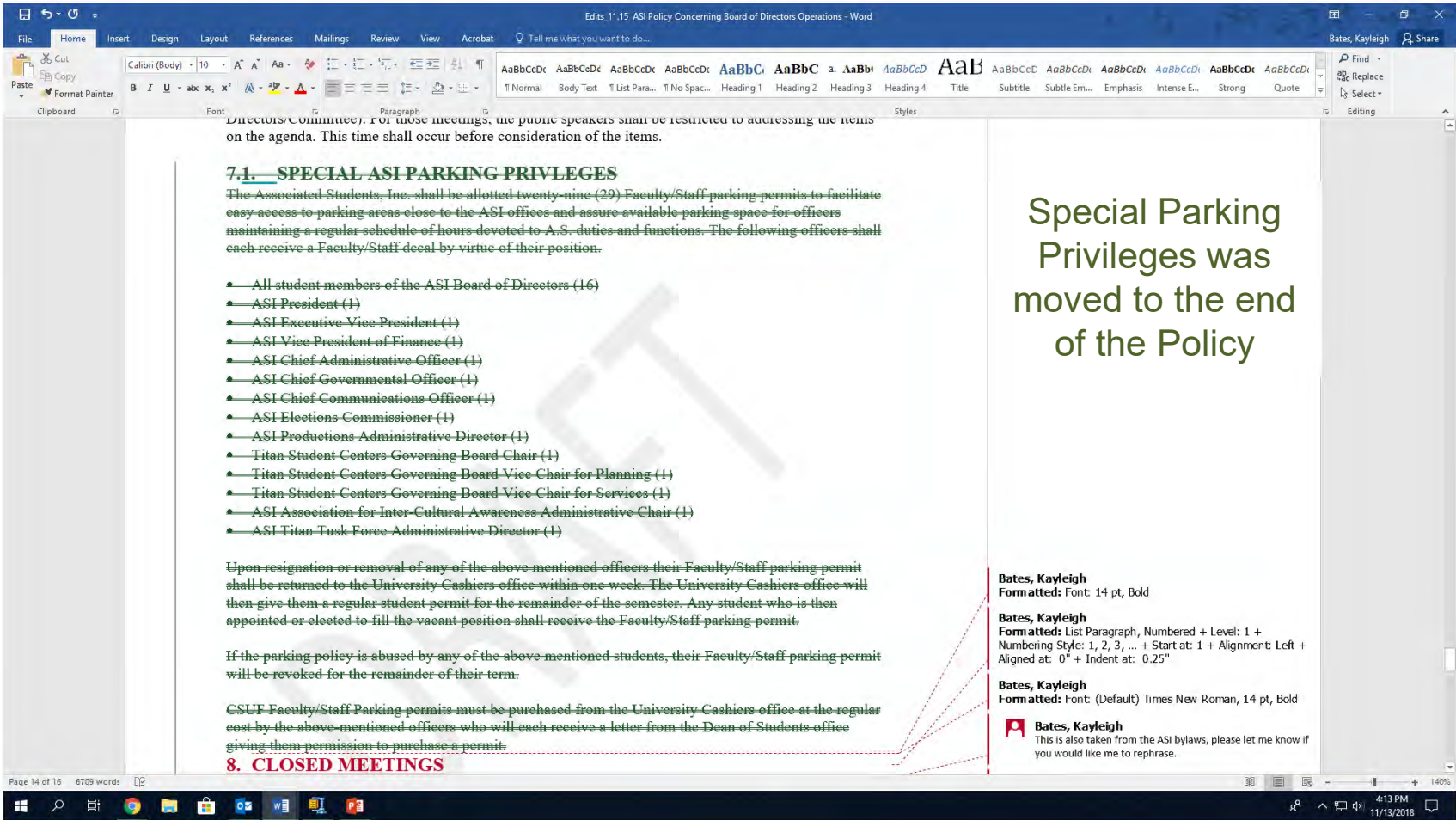
The policy described agendas, public speaking, and emergency meetings but did not include regular or closed meetings.

These were added with the same language as it is currently stated in the ASI Bylaws

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Is this supposed to be resolution instead of proposal?

Bates, Kayleigh  
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Change in order



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.

### **7.1. SPECIAL ASI PARKING PRIVILEGES**

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 deal 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 Task 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. CLOSED MEETINGS**

Special Parking Privileges was moved to the end of the Policy

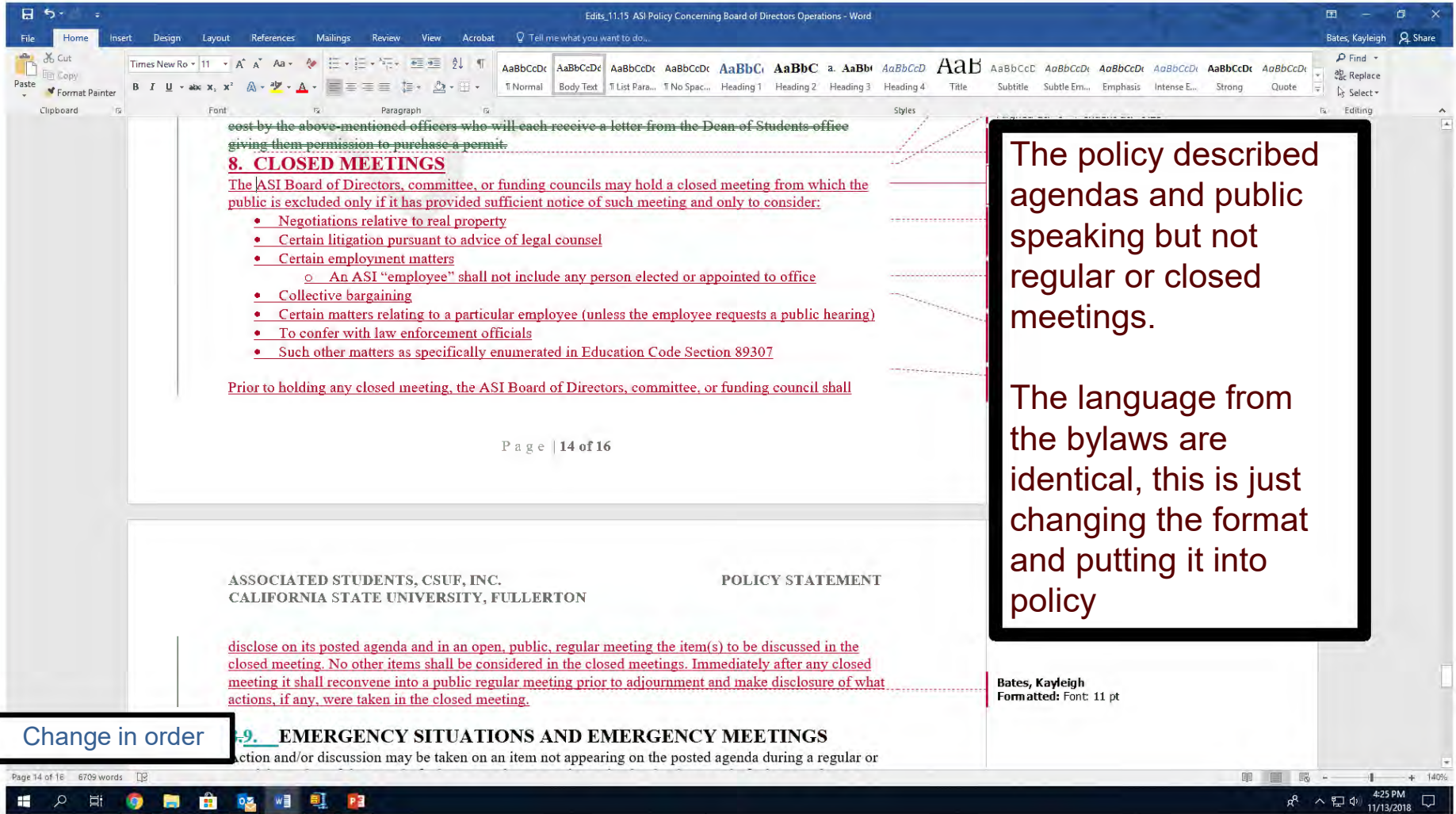
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This is also taken from the ASI bylaws, please let me know if you would like me to rephrase.





~~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. CLOSED MEETINGS**

The ASI Board of Directors, committee, or funding councils 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:

- Negotiations relative to real property
- Certain litigation pursuant to advice of legal counsel
- Certain employment matters
  - An ASI "employee" shall not include any person elected or appointed to office
- Collective bargaining
- Certain matters relating to a particular employee (unless the employee requests a public hearing)
- To confer with law enforcement officials
- Such other matters as specifically enumerated in Education Code Section 89307

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 meetings. Immediately after any closed meeting it shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meeting.

The policy described agendas and public speaking but not regular or closed meetings.

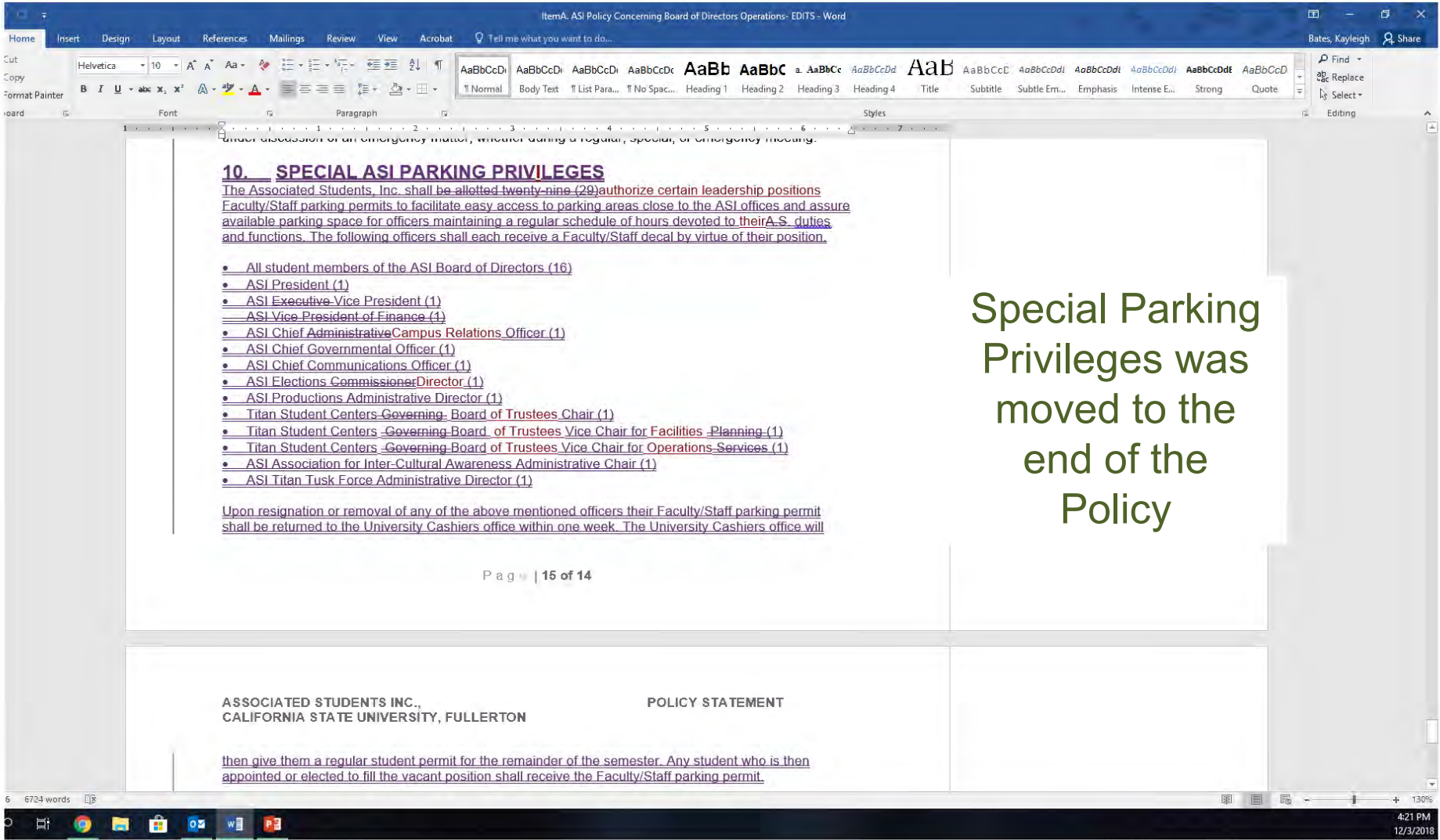
The language from the bylaws are identical, this is just changing the format and putting it into policy

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Change in order

### **9. 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



**10. SPECIAL ASI PARKING PRIVILEGES**

The Associated Students, Inc. shall be allotted twenty-nine (29) authorize certain leadership positions 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 their A.S. duties and functions. The following officers shall each receive a Faculty/Staff decal by virtue of their position.

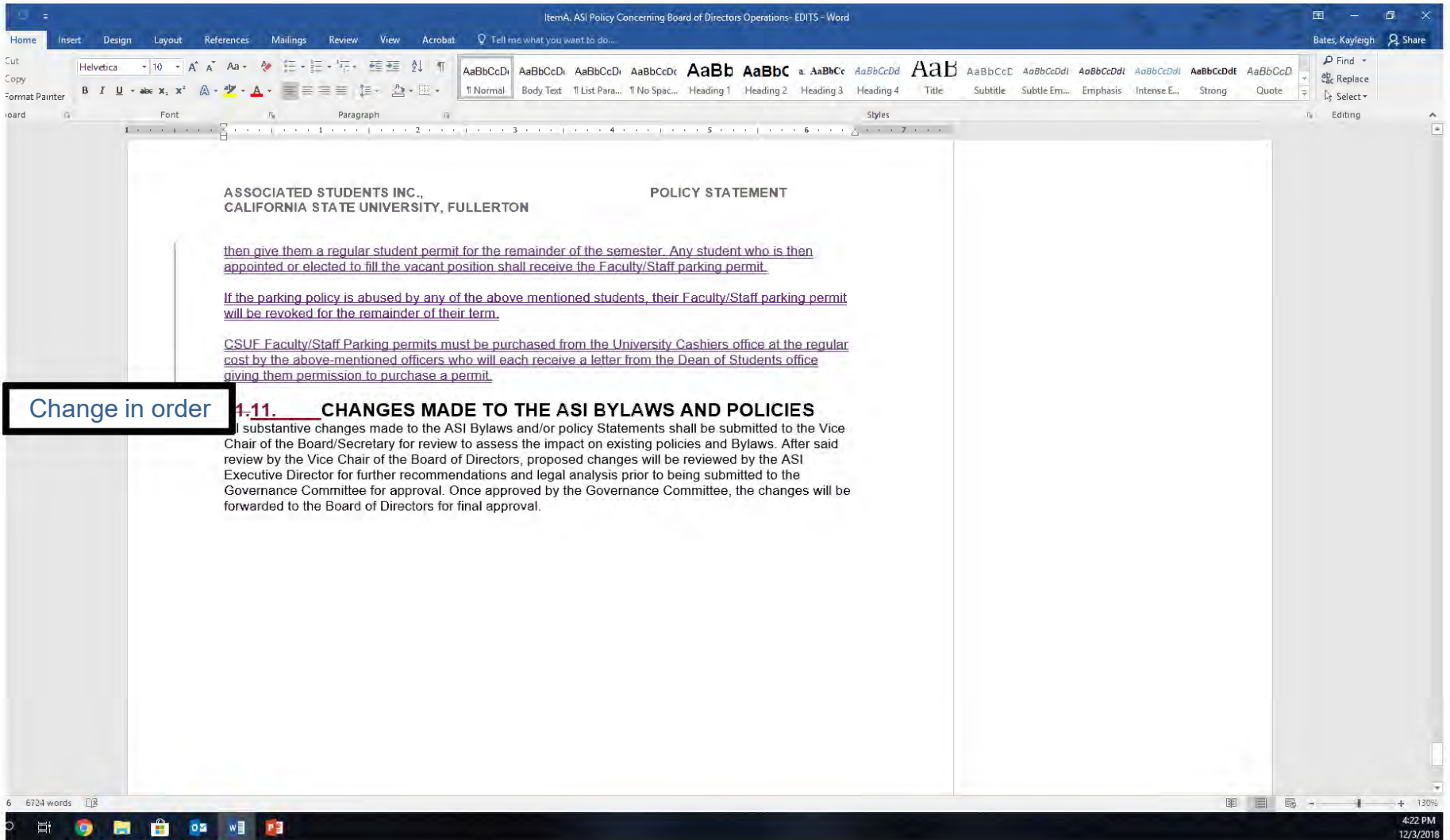
- All student members of the ASI Board of Directors (16)
- ASI President (1)
- ASI Executive Vice President (1)
- ASI Vice President of Finance (1)
- ASI Chief Administrative Campus Relations Officer (1)
- ASI Chief Governmental Officer (1)
- ASI Chief Communications Officer (1)
- ASI Elections Commissioner Director (1)
- ASI Productions Administrative Director (1)
- Titan Student Centers Governing Board of Trustees Chair (1)
- Titan Student Centers Governing Board of Trustees Vice Chair for Facilities Planning (1)
- Titan Student Centers Governing Board of Trustees Vice Chair for Operations 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.

Special Parking Privileges was moved to the end of the Policy





ASSOCIATED STUDENTS INC.,  
CALIFORNIA STATE UNIVERSITY, FULLERTON

POLICY STATEMENT

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.

CSUE 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.

Change in order

**4.11. CHANGES MADE TO THE ASI BYLAWS AND POLICIES**

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.



**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A Resolution to Allocate Funds for 2019 Capital Improvements**

**Sponsor: Maisune Abu-Elhaja**

**WHEREAS**, The Associated Students, Incorporated (ASI) of the California State University, Fullerton is the official voice of the students of the campus; 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**, ASI operates ASI CSUF Children's Center on campus; and

**WHEREAS**, the ASI Children's Center works to support CSUF student parents as they pursue their education and graduate, and to support CSUF staff and faculty parents as they work and teach; and

**WHEREAS**, The Board of Directors establishes the Children's Center operating budget; and

**WHEREAS**, The Board of Directors established a reserve fund to ensure the proper maintenance of the Children's Center facility; and

**WHEREAS**, the Children's Center facility is in need of improvements as outlined in the attached proposal, therefore let it be

**RESOLVED**, ASI management proposes allocation of \$12,000 from the Children's Center maintenance fund for the project outlined in the attached proposal, and let it be further

**RESOLVED**, that this resolution be distributed to the following departments for appropriate action: ASI Executive Director, ASI Associate Executive Director, ASI Children's Center Director, ASI Director of Administration, and ASI Director of Financial Services.

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

---

Tristan Torres  
Chair, Board of Directors

Maria Linares  
Vice Chair/Secretary, Board of Directors

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

---

Joshua Borjas, ASI President/CEO

---

Date

Associated Students, CSUF  
 2019 Capital Request - Project

Project:	Children's Center HVAC Controll Upgrade		
Program/Department:	Children's Center		
Total Cost:	\$11,098.85		
Start Date:	January 1, 2019	Completion Date:	February 1, 2019
<b>Project Location</b> Children's Center			
<b>Project Description:</b> This project will update the software system used to monitor & control the operation and efficiency of the Air Conditioning and Heating for the Children's Center.			
<b>Programs &amp; Services Impacted by Construction</b> Minimal disruption as work will begin as close to 6am as possible. Majority of work is outside and at work stations in offices.			
<b>Justification - how will this purchase further ASI programs and strategic initiatives?</b> This project will restore the ability for Building Engineering to manage and maintain the systems connected to the HVAC controller using Windows 10 computers for years down the line. The HVAC controller needs to be replaced as it is noncompliant with Windows 10. Adjustments to the room temperature profiles are no longer possible since the upgrade to Windows 10. The controller that is currently in place was designed to work with Windows Xp (~2006) and needs to be replaced prior to Summer. In addition, the system will allow for more fine-tuned adjustment and monitoring.			
<b>Itemize Costs - including taxes, freight, taxes, installation, etc.</b>			
Design		Amount	\$ -
Construction		Amount	\$ -
Equipment	Controller and misc. wiring	Amount	\$ 9,554.85
Furnishings		Amount	\$ -
IT/Telecomm		Amount	\$ -
Labor	Labor to migrate settings and program new controller	Amount	\$ 1,544.00
Other		Amount	\$ -
		<b>TOTAL</b>	<b>\$ 11,098.85</b>
<b>Prepared By</b> (print name)		<b>Title</b>	
Stephen Ramirez		Interim IT Systems Administrator	
<b>Manager Approval</b>		<b>Date</b>	
Carol McDaniel		November 5, 2018	

Attach three itemized quotes or bids, photos of items, etc.



# Proposal

JOHNSON CONTROLS LOS ANGELES CA  
CB - 0N0G  
5770 WARLAND DR STE A  
CYPRESS CA 90630-5047  
**PH:** (866) 819 0230  
**FAX:** (562) 799 3621

**TO:** CALIFORNIA STATE UNIV  
ACCOUNTS PAYABLE  
CAL STATE FULLERTON CP 300  
FULLERTON, CA 92834-6808

**Date:** 11/2/2018

**Quote Ref:** 1-T8UDZ6T  
**Project Name:** CAL ST FULLERTON NAE  
**Site:** CALIFORNIA STATE FULLERTON  
1509 E CAMPUS DR  
FULLERTON, CA 92834-9001

**ATTN:** Stephen Ramirez

We propose to furnish the materials and/or perform the work below for the net price of.....**\$11,098.85**

**For the above price this proposal includes:**

Provide and Install (1) NAE55 Controller

Material NAE	\$ 9,554.85
Installation Labor	\$ 1,544.00
<b>Total</b>	<b>\$ 11,098.85</b>

**This proposal DOES NOT include:**

1. Labor or material not specifically described above is excluded from this proposal.
2. Unless otherwise stated, any and all overtime labor is excluded from this proposal.
3. Applicable taxes or special freight charges are excluded from this proposal.

**Important:** This proposal incorporates by reference the Terms and Conditions attached

This proposal is hereby accepted and Johnson Controls is authorized to proceed with the work, subject to credit approval by Johnson Controls, Inc. Milwaukee, WI.

This proposal is valid through: 12/2/2018

**California State University Fullerton**

**Johnson Controls**

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO: \_\_\_\_\_

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**(IMPORTANT):** This proposal incorporates by reference the terms and conditions which are attached to this document. All work is to be performed Monday through Friday during normal JCI business hours unless otherwise noted. This proposal, or any accepted alternates, are hereby accepted and Johnson Controls is authorized to proceed with the work; subject, however, to credit approval by Johnson Controls, Inc., Milwaukee, Wisconsin



## TERMS AND CONDITIONS

By accepting this proposal, Purchaser agrees to be bound by the following terms and conditions:

**1. SCOPE OF WORK.** This proposal is based upon the use of straight time labor only. Plastering, patching, and painting are excluded. In-line duct and piping devices, including, but not limited to valves, dampers, humidifiers, wells, taps, flow meters, orifices, etc. , if required hereunder to be furnished by Johnson, shall be distributed and installed by others under Johnson's supervision but at no additional cost to Johnson. Purchaser agrees to provide Johnson with required field utilities (electricity, toilets, drinking water, project hoist, elevator service, etc.) without charge. Johnson agrees to keep the job site clean of debris arising out of its own operations. Purchaser shall not back charge Johnson for any costs or expenses without Johnson's written consent. Unless specifically noted in the statement of the scope of work or services undertaken by JCI under this agreement, JCI's obligations under this agreement expressly exclude any language or provision of the agreement elsewhere contained which may authorize or empower the Purchaser to change, modify, or alter the scope of work or services to be performed by JCI shall not operate to compel JCI to perform any work relating to Hazards without JCI's express written consent.

**2. INVOICE AND PAYMENTS.** Johnson may invoice Purchaser monthly for all materials delivered to the job site or to an off-site storage facility and for all work performed on-site and off-site. Purchaser shall pay Johnson at the time purchaser signs this agreement an advance payment equal to 10% of the contract price, which advance payment shall be credited against the final payment (but not any progress payment) due here in under and purchaser Johnson additional amounts invoiced upon receipt of the invoice. Waivers of lien will agree to pay be furnished upon request, as the work progresses, to the extent payments are received. If Johnson's invoice is not paid within 30 days of its issuance, it is delinquent.

**3. MATERIALS.** If the materials or equipment included in this proposal become temporarily or permanently unavailable for reasons beyond the control and without the fault of Johnson, then in the case of such temporary unavailability, the time for performance of the work shall be extended to the extent thereof, and in the case of permanent unavailability, Johnson shall (a) be excused from furnishing said materials or equipment, and (b) be reimbursed for the difference between the cost of the materials or equipment permanently unavailable and the cost of a reasonably available substitute therefore.

**4. EQUIPMENT WARRANTY.** Johnson Controls, Inc (JCI) warrants that equipment manufactured or labeled by Johnson Controls, Inc. shall be free from defects in material and workmanship arising from normal usage for a period of one year. Only if JCI installs or furnishes a piece of equipment under this Agreement, and that equipment is covered by a warranty from a manufacturer other than JCI, JCI will transfer the benefits of that manufacturer's warranty to Customer. All transportation charges incurred in connection with the warranty for equipment and/or materials not installed by JCI shall be borne by Customer. These warranties shall not extend to any equipment that has been abused, altered, misused or repaired by Customer or third parties without the supervision of and prior written approval of JCI, or if JCI serial numbers or warranty date decals have been removed or altered. Customer must promptly report any failure of the equipment to JCI in writing.

**5. LABOR WARRANTY.** Johnson Controls, Inc. (JCI) warrants its workmanship or that of its agents (Technicians) in relation to installation of equipment for a period of ninety (90) days from date of installation. Customer shall bear all labor costs associated with replacement of failed equipment still under JCI's equipment warranty or the original manufacturer's warranty, but outside the terms of this express labor warranty. All warranty labor shall be executed on normal business days during JCI normal business hours. These warranties do not extend to any equipment which has been repaired by others, abused, altered, or misused in any way, or which has not been properly and reasonably maintained. THESE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A SPECIFIC PURPOSE. UNDER NO CIRCUMSTANCES SHALL JCI BE LIABLE FOR ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING FROM OR RELATING TO ANY DEFECT IN MATERIAL OR WORKMANSHIP OF EQUIPMENT OR THE PERFORMANCE OF SERVICES.

**6. LIABILITY.** Johnson shall not be liable for any special, indirect, or consequential damages arising in any manner from the equipment or material furnished or the work performed pursuant to this agreement.

**7. TAXES.** The price of this proposal does not include duties, sales, use, excise, or other taxes, unless required by federal, state, or local law. Purchaser shall pay, in addition to the stated price, all taxes not legally required to be paid by Johnson or, alternatively, shall provide Johnson with acceptable tax exemption certificates. Johnson shall provide purchaser with any tax payment certificate upon request and after completion and acceptance of the work.

**8. DELAYS.** Johnson shall not be liable for any delay in the performance of the work resulting from or attributed to acts of circumstance beyond Johnson's control, including but not limited to; acts of God, fire, riots, labor disputes, conditions of the premises, acts or omissions of the Purchaser, Owner, or other Contractors or delays caused by suppliers or subcontractors of Johnson, etc.

**9. COMPLIANCE WITH LAWS.** Johnson shall comply with all applicable federal, state, and local laws and regulations, and shall obtain all temporary licenses and permits required for the prosecution of the work. Licenses and permits a permanent nature shall be procured and paid for by the Purchaser.

**10. DISPUTES.** All disputes involving more than \$15,000.00 shall be resolved by arbitration in accordance with the rules of the American Arbitration Association. The prevailing party shall recover all legal costs and attorneys fees incurred as a result. Nothing here shall limit any rights under construction lien laws.

**11. INSURANCE.** Insurance coverage in excess of Johnson's standard limits will be furnished when requested and required. No credit will be given or premium paid by Johnson for insurance afforded by others.

**12. INDEMNITY.** The Parties hereto agree to indemnify each other from any and all liabilities, claims, expenses, losses or damages, including attorney's fees which may arise in connection with the execution of the work herein specified and which are caused, by the negligent act or omission of the indemnifying Party.

**13. OCCUPATIONAL SAFETY AND HEALTH.** The Parties hereto agree to notify each other immediately upon becoming aware of an inspection under, or any alleged violation of the, Occupational Safety and Health Act relating in any way to the project or project site.

**14. ENTIRE AGREEMENT.** This proposal, upon acceptance, shall constitute the entire agreement between the parties and supersedes any prior representations or understandings.

**15. CHANGES.** No change or modification of any of the terms and conditions stated herein shall be binding upon JCI unless accepted by JCI in writing.



CALIFORNIA STATE UNIVERSITY, FULLERTON™

## **A Resolution for Approval of the Children's Center Hours of Operation**

Sponsor: Shayna La Scala

**WHEREAS**, The Associated Students, CSUF, 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 committees and boards; and

**WHEREAS**, ASI owns and operates ASI CSUF Children's Center on campus; and

**WHEREAS**, the ASI Children's Center works to support CSUF student parents as they pursue their education, and to support CSUF staff and faculty parents as they work and teach; and

**WHEREAS**, The Board of Directors establishes the Children's Center operating budget and approves programs and services; and

**WHEREAS**, the current operating hours of the Children's Center during the fall and spring semesters are 7:30 a.m. to 7:00 p.m. Monday through Thursday, 7:30 a.m. to 5:15 p.m. Fridays, and during intersession, summer, and break weeks are 7:30 a.m. to 5:30 p.m. Monday through Friday; and

**WHEREAS**, these hours are meeting the needs of our student population, let it therefore be

**RESOLVED**, ASI management recommends keeping the operating hours for the ASI CSUF Children's Center for the 2019-20 academic year the same as the current year: 7:30 a.m. to 7:00 p.m. Monday through Thursday, 7:30 a.m. to 5:15 p.m. Fridays during the regular semester, and 7:30 a.m. to 5:30 p.m. Monday through Friday, intersession, summer, and break weeks; and let it be further

**RESOLVED**, that this resolution be distributed to the following departments, divisions, and/or entities for their support, consideration, and appropriate action: Children's Center Committee Chair, ASI Executive Director, ASI Associate Executive Director, ASI Children's Center Director, ASI Director of Administration, and ASI Director of Financial Services.



# BOARD OF DIRECTORS

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Adopted by the Board of Directors of the Associated Students, CSUF, Inc., on the fourth of December, two thousand and eighteen.

Tristan Torres  
Chair, Board of Directors

Maria Linares  
Vice Chair/Secretary, Board of Directors

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

Joshua Borjas, ASI President/CEO

12-4-18

Date



# Children's Center

*Hours of Operation: July 2018 - June 2019*

**2017-2018**

**2018-2019**

## REGULAR HOURS: Summer

Monday July 2-Friday, August 17, 2018

Monday-Thursday	7:30 am-5:30 pm	7:30 am-5:30 pm
Friday	7:30 am-5:15 pm	7:30 am-5:15 pm
Saturday-Sunday	Closed	Closed

## HOLIDAYS, SPECIAL HOURS: Summer

Independence Day

Wednesday, July 4, 2018	Closed	Closed
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Fall Semester Prep

Monday, August 13-Friday, August 17, 2018	non-student days	non-student days
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## REGULAR HOURS: Fall Semester

Monday August 20-Friday, December 14, 2018

Monday-Thursday	7:30 am-7:00 pm	7:30 am-7:00 pm
Friday	7:30 am-5:15 pm	7:30 am-5:15 pm
Saturday-Sunday	Closed	Closed

## HOLIDAYS, SPECIAL HOURS: Fall

Labor Day

Monday, September 3, 2018	Closed	Closed
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Veterans Day (observed)

Monday, November 12, 2018	Closed	Closed
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Fall Recess (Thanksgiving Week)

Monday, November 19-Tuesday, November 20, 2018	7:30 am-5:30 pm	7:30 am-5:30 pm
Wednesday, November 21, 2018	Closed	Closed
Thursday, November 22-Friday, November 23, 2018	Closed	Closed

## REGULAR HOURS: Intersession

Monday, December 17, 2018 - Friday, January 18, 2019

Monday-Thursday	7:30 am-5:30 pm	7:30 am-5:30 pm
Friday	7:30 am-5:15 pm	7:30 am-5:15 pm
Saturday-Sunday	Closed	Closed

## HOLIDAYS, SPECIAL HOURS: Intercession

Winter Break

Monday, December 17-Friday, December 21, 2018	non-student days	non-student days
Saturday, Dec. 22, 2018-Tuesday, January 1, 2019	Closed	Closed

Spring Semester Prep

Monday, January 14-Friday, January 18, 2019	non-student days	non-student days
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Martin Luther King Jr. Day

Monday, January 21, 2019	Closed	Closed
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## REGULAR HOURS: Spring Semester

Monday, January 22 - Friday, May 17, 2019

Monday-Thursday	7:30 am-7:00 pm	7:30 am-7:00 pm
Friday	7:30 am-5:15 pm	7:30 am-5:15 pm
Saturday-Sunday	Closed	Closed

# Children's Center

Hours of Operation: July 2018 - June 2019

2017-2018

2018-2019

## HOLIDAYS, SPECIAL HOURS: Spring

### Presidents' Day

Monday, February 18, 2019

Closed

Closed

### Spring Break

Monday, March 25-Thursday, March 28, 2019

7:30 am-5:30 pm

7:30 am-5:30 pm

### Cesar Chavez Day

Friday, March 29, 2019

Closed

Closed

### Commencement

Saturday, May 18-Sunday, May 19

Closed

Closed

## REGULAR HOURS: Summer

### Monday, May 20 - Sunday, June 30, 2019

Monday-Thursday

7:30 am-5:30 pm

7:30 am-5:30 pm

Friday

7:30 am-5:15 pm

7:30 am-5:15 pm

Saturday-Sunday

Closed

Closed

## HOLIDAYS, SPECIAL HOURS: Summer

### Memorial Day

Monday, May 27, 2019

Closed

Closed



## **CALIFORNIA STATE UNIVERSITY, FULLERTON**

*Executive Officers Board Report  
December 3, 2018*

**ASI PRESIDENT  
JOSHUA BORJAS**

Hey all,

I hope you all are hanging in there, final stretch! Please get some sleep, take care of yourselves and push through. As we go into a crazy time in our lives, make sure we are supporting each other.

### **CSFPB**

Part of my position is to be the student representative on the Cal State Fullerton Philanthropic Board, which is like the “BOD” for the university Advancement portion of the campus. This board deals with alumni and high stake holders for the surrounding community leading efforts in advocacy and fundraising. This past meeting there was a huge discussion about third party analysis for our alumni donors. There’s a lot to share but one thing that I will say is there is a huge potential for the university to draw dollars from donors. We are above national rating in approval and favorability. An interesting thing to note is the survey unveiled that most donors want to donate to Academic Innovation over everything else, including Student Engagement. About 63 percent of these donors are willing to volunteer their time or money at any level. This means to huge opportunity to the university and for us this means that there is a small but dedicated community for those who are looped in on our success. I will have a meeting hit Execs to see how we can use this data as well.

### **SSI**

I recently held an SSI Fee advisory committee meeting that went into about half of the centers that use the fees. The students who sit on these committees are asking good questions and are ensuring that money is being spent in the best interest of the students. Due to the timing, I will present on these in the spring with both SSI and SFAC (Student Fee Advisory Committee). In related to, I followed up on questions about graduation fees.

### **Exec Survey**

You all should have gotten an email from Drew about our Exec Team Survey. In this survey we are asking for you all to evaluate us on our performance and anything relating to our position, please be honest as we will dive into these things over the winter break and present on them at a meeting when we return. If you have any questions please let me know.

**ASI VICE PRESIDENT**  
**ANA ALDAZABAL**

Hello everyone! I hope you all are preparing for finals! Below is my BOD report. Sorry for how long it is, I tried to make it easy to read and concise!

**Scholarships**

Scholarship recipients will soon get their checks! Also we were able to **double** the amount of applicants this year!

**ASI Banquet**

Banquet planning has started, so if you all have any suggestions let me know!

**President's Committee on Equity & Inclusion**

The committee is separated into two subgroups, a programming and policy committee. I sit on the programming subcommittee, and we are in the process of revamping the Titans Together website. Below is a link to the website.

<http://together.fullerton.edu/>

**Academic Senate Diversity & Inclusion**

We are currently discussing the definition for diversity that will go into the University Policy Statement 210.001 Recruitment and Appointment of Tenure-Track Faculty.

This is the current definition on the UPS:

III. DIVERSITY

CSUF seeks to cultivate an environment that respects differences in various forms – race, ethnicity, gender, age, (dis)ability, sexual orientation, religious or political beliefs, marital status, and status within the University – and is committed to ensuring equal opportunity in its employment. Recruitment of tenure-track faculty shall be consonant with applicable equal employment opportunity policies and procedures. Departments shall recruit from a wide variety of educational institutions to provide significant breadth of background and experience. Ideally, applicant pool demographics will be aligned with national pools of appropriately qualified candidates and should also be evaluated in relation to the student population of the department.

**Programming Events**

USP December Events:

- Winter Carnival
  - December 5th 12pm-2pm
  - Titan Walk Lawn
- 
- All Night Study
  - December 10th & 17th



### **Grant Committee**

The grant committee met and finalized the recipients of the awards!

### **SWANA & Undocumented Student Roundtable**

Thank you to those of you that attended these roundtables! I will be contacting the ASI teams that were part of these two roundtables and the transfer student roundtable to gather the notes we all took and also to strategize as to what steps to take next.

### **VP Eanes Meeting**

Exec & Tristan met with Vice President Eanes and Dr. O on Friday for our regular meetings to discuss ASI and University updates.

### **Homecoming & Alumni Mixer**

I attended these two events this weekend, thank you to those of you who helped organize these wonderful events!

### **ASI Leadership Meeting**

We discussed the ASI strategic plan and who should be part of the committee for next semester.

I hope you all have a great week!

## **ASI CHIEF COMMUNICATIONS OFFICER KAETLYN HERNANDEZ**

Hello everyone! With the semester getting ready to close out, my teams and I's plans are starting to dwindle down to end so that we can spend the last two weeks focused on school. Communications Team has one last A Case of the Monday's during finals week where they will be giving out pizza in the library. CEC has planned their events for next semester and submitted them into the calendar. I am going through a feedback stage with the Ambassador program so I can expand on it in the spring. Good luck everyone with your finals!

## **ASI CHIEF CAMPUS RELATIONS OFFICER REBECCA HESGARD**

Hello everyone! Hope you're pushing through all the classes, ASI work, and personal life commitments that Week 14 of the semester entails! A brief look at last week for me was:

- **Disability Support Services** - Met with the Director and Assistant Director of DSS with Josh, Tristan, and Maria to debrief student concerns and their departmental decisions/practices. This is likely to be part of a larger conversation with the University regarding this community.
- **ASI Roundtable Project** - I facilitated all of my scheduled roundtables for the APIDA, African American/Black, and Pregnant or Parenting student communities. Heard really insightful and important feedback and am very happy with the success of this initiative. As an exec. team, we will be reaching out to the student leaders in attendance at each roundtable for their notes to be compiled with our own for a larger report to be distributed back to Board members and the University in the spring.

- **DON'T FORGET:** there are still three roundtables this week, so be on the lookout if you signed up to attend one of them.
- **Monthly Friday Meetings** - Attended our monthly student leadership meetings with Dave/Drew where we discussed how ASI will address the University Strategic Plan. Also touched base regarding our projects with Dr. Eanes and Dr. O
- **ASI Alumni Homecoming Mixer** - Huge props to the ASI pro-staff for putting this event together. It was truly so amazing to meet ASI student leaders from the 80s and onward and to discuss how things have changed as well as their experiences during their time as student leaders!

Overall, I am looking ahead towards planning for spring in my role. I will provide updates of my projects once I develop more of a plan with the goals I have set out for myself at the beginning of my term. Have a great week everyone!

## **ASI CHIEF GOVERNMENTAL OFFICER MEGHAN WAYMIRE**

Hello everyone! I hope you had a great weekend and are starting to study for finals!

### **CHESS**

This week Lobby Corps will be doing classroom and club presentations for the California Higher Education Student Summit (CHESS). We take a delegation of students to CHESS where we lobby in Sacramento for a fully funded CSU. If you have a specific club that you would like to receive this presentation, please let me know and I'd be happy to send a member of my time or at the very least I can share the PowerPoint presentation with y'all. Applications for CHESS will open December 15th and close January 15th. Interviews will start the week we get back from break and then we will dive into lobby training.

Next week on Tuesday and Wednesday we will be hosting CHESS info sessions where students can learn more about CHESS and ask questions.

Tuesday, Dec 11 from 4-5 in TSU Alvarado

Wednesday, Dec 12 from 1-2 in TSU Heterbrink

Student leaders are welcome to apply to CHESS

### **CSSA**

The next CSSA meeting is January 18-20 at San Diego State! If you are interested in attending, please fill out the interest form and let me know.

I will be presenting at the next board meeting where I will go over some of the things that have happened at CSSA as well cover some action items that will be on future CSSA agendas.

Again, let me know if you would like email updates about what is happening at CSSA meetings.

Meeting with Dr. O this week to work on marketing for the student trustee applications.

### **Lobby Corps**

Policy agenda is almost done.

Advocacy coordinator is working with the Financial Aid office to work on the financial aid campaign.

We are looking at what type of phone banking and letter writing campaigns we can do in the spring.

I have a meeting with the Gov & Community Relations Office this week to discuss in-district lobby visits as the newly elected officials take their seats and the leg. calendar starts back up.

Thank you and feel free to reach out if you have any questions or concerns!

# EXECUTIVE DIRECTOR REPORT

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DR. DAVE EDWARDS





# GOALS UPDATE

December 4, 2018

1. Create opportunities for the organization to actively support the success of ASI student leaders and employees by developing a plan to collaborate with the Division of Academic Affairs (faculty, assistant deans, etc.) and the Division of Student Affairs (Career Center, Student Life and Leadership, etc.) – October 2018

# GOAL 1



OPPORTUNITIES FOR STUDENT SUCCESS

## Career Center Collaboration - Completed

- Career and Professional Skill Institute
  - January 17th 9am-2pm
- Applying to Graduate School Workshop
  - February 7<sup>th</sup> and 8<sup>th</sup>
- Resume Writing and Review
  - February 21<sup>st</sup> and 22<sup>nd</sup>
- Networking and Interviewing
  - March 7<sup>th</sup> and 8<sup>th</sup>
- Developed a method to communicate services offered by the Career Center quarterly through the ASI website.

# GOAL 1



## OPPORTUNITIES FOR STUDENT SUCCESS

### **Wellness Program Collaboration - Completed**

- Started the process of building a wellness component to Titan Recreation.
- Collaborating with the Health Center, Gastronome, and other parts of campus.

# GOAL 1



OPPORTUNITIES FOR STUDENT SUCCESS

## Collaborate with Child and Adolescence Studies Program – In progress

- Strengthen relationship with CHAD academic program to assist the Children's Center in internship placement and student employment opportunities.



# GOALS UPDATE

December 4, 2018

2. Foster innovation within ASI by encouraging and incentivizing new systems for creativity in program development, problem-solving, and service improvement - February 2019

# GOAL 2



## FOSTERING INNOVATION

### **Titan Recreation Professional Development Program - Completed**

- Established an in-house student development program that focuses on recreation professional development.
- This includes resume writing, conflict management, mock interviews, and general preparation for entering the recreation field.

# GOAL 2



## FOSTERING INNOVATION

### **Employee Development Conference - Completed**

- Revitalized and reimagined the student Employee Development Conference into a program that student employees enjoyed participating in, gained valuable information, and improved the culture of ASI.

# GOAL 2



## FOSTERING INNOVATION

### **Financial Operations Improvements - Completed**

- Reviewed and evaluated the current check request approval signature process and made necessary improvements to streamline efficiencies for student organizations and ASI departments.
- Improved the quarterly financial reports to the Boards so that they are more easily understood.



# GOAL 2



## FOSTERING INNOVATION

### **Financial Policies – In progress**

- Revise/create financial policies on budgeting, business operations, etc.

# GOALS UPDATE

December 4, 2018

3. Conduct effective assessment of ASI programs and services by requiring at least two areas of assessment per department, where applicable – March 2019

# GOAL 3



CONDUCT EFFECTIVE ASSESSMENT

## **Graduate Assistant - Completed**

- Hired a graduate assistant in ASI Administration department to assist in coordinating assessment efforts including creating assessment tools.

# GOALS UPDATE

December 4, 2018

4. Develop long-term strategies to address the needs of the organization and ensure its successful partnership with the CSU Fullerton long-term plans – March 2019



# GOAL 4



DEVELOP STRATEGIES FOR LONG TERM PLANNING

## Work in Progress

- 5 year financial plan
- ASI work on CSUF Strategic Plan
- Long-term facility plan
- TSU Facility Upgrade project

# GOALS UPDATE

December 4, 2018

5. Develop a more intensive transition, orientation, and training program that helps student leaders better understand their roles and provide them with guidelines or task structures to help them be successful in their term – February 2019

# GOAL 5



DEVELOP INTENSIVE TRANSITION, ORIENTATION, AND TRAINING PROGRAM FOR STUDENT LEADERS

## **Redesigned Advising – Completed**

- Revised the advising assignments of student leaders on all boards/execs.
- Created monthly advisor meetings.
- Monthly templates for advisors to aid in advising sessions with student leaders and emails with helpful information for advisors.
- Director of LPD check-ins with all advisors.

# GOAL 5



DEVELOP INTENSIVE TRANSITION, ORIENTATION, AND TRAINING PROGRAM FOR STUDENT LEADERS

## **Executive Senate Engagement – Completed**

- Director of Financial Services and LPD  
Director collaboratively engaged Executive Senate student leaders in impactful training and advising around budget matters, programming, meeting governance, etc.



# Executive Director Report

Dr. Dave Edwards

**GOAL 1: Create opportunities for the organization to actively support the success of ASI's student leaders and employees by developing a plan to collaborate with the Division of Academic Affairs (faculty, assistant deans, etc.) and the Division of Student Affairs (Career Center, Student Life and Leadership, etc.) by October 2018.**

- Career Center Collaboration – Completed
  - Developed a method to communicate services offered by the Career Center quarterly through the ASI website
  - Workshops:
    - Career and Professional Skill Institute: Thursday, January 17<sup>th</sup> 9am-2pm
      - Purpose: educate students about what skills and characteristics employers are most looking for in new employees, and provide an assessment of students' current skills
      - Session: NACE Survey and Transferable Skills (Career Center)
        - NACE survey and top ten sought skills
        - Examples of how ASI involvement builds these skills
        - How student leaders can properly frame their experience related to future
      - Session: Strengths Quest (Guest Facilitator-Possibly On Campus)
        - Session that helps leaders explore skills they excel in and could also improve
      - Session: Creating Your Plan (Career Center)
        - Where to start when planning your job or grad school search
        - Provide model or template
      - Panel: Leadership and Initiative—Skills for Success
        - Characteristics that set individuals apart in their fields
      - Round Table Lunch With Panelist
    - Applying to Graduate School: February 7<sup>th</sup> and 8<sup>th</sup>
      - The process of researching, choosing, and applying for grad school
    - Resume Writing and Review : February 21<sup>st</sup> and 22<sup>nd</sup>
      - Includes cover letters, job applications, other written communication
    - Networking and Interviewing: March 7<sup>th</sup> and 8<sup>th</sup>
      - Includes networking, sales pitch, meaningful conversations

- Wellness Program Collaboration – Completed
  - Started the process of building a wellness component to Titan Recreation
    - 3 main components to the *Healthier Campus Initiative*
      - Food and Nutrition
      - Physical Activity/Movement
      - Programming
  - Collaborating with TitanWell for programming
    - ASI will be assisting with fitness messaging program through their “hut” (pop-up tent) program
  - Collaborating with Aramark/the Gastronome for programming
    - Healthy cooking classes
      - Lecture and hands on: to teach students to learn about which foods are healthy to eat and how to prepare a healthy meal
  - Spring 2019 Semester: monthly wellness programs
    - Topic examples: hydration stations, positive body image quote board, stress management, health eating
  - ASI staff encouragement
    - Stepping Program: staff will be encouraged to take a 10 minute walk per day
      - The program will establish walking routes that can be completed in a 10 minute time frame.
- Collaborate with Child and Adolescence Studies Program – In progress
  - ASI wants to strengthen the relationship with the CHAD academic program to assist the Children’s Center in internship placement and student employment opportunities

**GOAL 2: Foster innovation within ASI by encouraging and incentivizing new systems for creativity in program development, problem-solving, and service improvement by February 2019.**

- Titan Recreation Professional Development Program – Completed
  - Established an in-house student development program that focuses on recreation professional development
    - Open to Titan Recreation Student Staff
    - Spring 2019 Semester: monthly
      - Topic examples: Resume writing, mock interviews/interview tips, budgeting/finances, leadership development (style, how to be a leader), difficult conversations, stress management (controlling the controllable), social media/LinkedIn, team building, importance of communication, how to communicate, professional organizations, peer to peer mentorship, goal setting, healthy eating on a college budget

- Employee Development Conference – Completed
  - Revitalized and reimagined the Student Employee Development Conference into a program that student employees enjoyed participating in, gained valuable information, and improved the culture of ASI.
    - SERD: Student Employee Resource Day
      - Provided opportunity for students to gather information about the various resources on campus
      - Implemented a scavenger hunt
        - Allowed students to interact with employees from different departments within ASI
      - Sessions on: Resumes and Mock Interviews (lead by the Career Center), Life Planning and Budgeting (lead by Schools First Credit Union).
- Financial Operations Improvements – Completed
  - Reviewed and evaluated the current check request approval signature process and made necessary improvements to streamline efficiencies for student organizations and ASI departments
  - Improved the quarterly financial reports to the Boards so they are more easily understood
- Financial Policies – In progress
  - Revising and creating financial policies on budgeting, business operations, etc.

**GOAL 3: Conduct effective assessment of ASI’s programs and services by requiring at least two areas of assessment per department, where applicable, by March 2019.**

- Graduate Assistant – Completed
  - Hired a graduate assistant in ASI Administration department to assist in coordinating assessment efforts including creating assessment tools

**GOAL 4: Develop long-term strategies to address the needs of the organization and ensure its successful partnership with the CSU Fullerton long-term plans by March 2019.**

- Strategies – In progress
  - 5 year Financial Plan
  - ASI work on CSUF Strategic Plan
  - Long-term facilities plan
    - Children’s Center
    - Recreation Center
    - Titan Student Union
  - TSU Facility Upgrade project

**GOAL 5: Develop a more intensive transition, orientation, and training program that helps student leaders better understand their roles and provide them with guidelines or task structures to help them be successful in their term by February 2019.**

- Redesigned Advising – Completed
  - Revised the advising assignments of all student leaders
    - Advising Model Updates
      - Board of Directors:
        - BOD Chair will also meet weekly with the LPD Director
        - LPD Director will join in periodically on advising meetings with BOD Vice Chairs/CC Committee Chair
        - BOD College Pairs will be split and meet bi-weekly with either AED or LPD Director
          - each advisor will have pairs from four colleges
      - Executive Officers:
        - President and Vice President will also meet bi-weekly with LPD Director
      - Board of Trustees:
        - Trustees will be advised based on committee assignments and meet bi-weekly with either the AD Titan Student Union or Titan Rec Director
        - Trustees will also meet twice per semester with AED
    - Monthly advisor meetings
      - Overview of foundational advising topics
      - Discussion of functional organizational topics that need to be covered with student leaders
      - Student focused reminders related to their academic progress or life as a student
        - Advisors will be responsible for covering these organizational and student focused items with their students
    - Monthly templates for advisors to aid sessions with student leaders
      - LPD Director sends an email at the beginning of each month containing:
        - Summary of the most recent meeting's information
        - Reminders and tasks that advisors should be working on with their students
        - Monthly templates/themes/prompts to be used in advising
    - Monthly Individual Coaching Check Ins:
      - LPD Director meets monthly with key advisors to review topics and check in
        - Sessions will focus on discussing what the advisor feels they need the most help on as it relates to their advising and coaching their students
        - Sessions will also focus on ways advisors can best meet the needs of their students



- Executive Senate Engagement – Completed
  - Director of Financial Services and LPD Director collaboratively engaged the Executive Senate student leaders in impactful training and advising around budget matters, programming, meeting governance, etc.
  - Completed Activities:
    - Summer review of forms and processes that relate to Executive Senate groups for training purposes
    - Monthly check in meetings with Vice President, Vice Chair Treasurer, Director of Financial Services, and Director of Leader and Program Development
    - Weekly meetings with Vice Chair Treasurer, Director of Financial Services, and Director of Leader and Program Development to stay in touch on Executive Senate related financial processes, topics and requests
    - Vice Chair Treasurer, Director of Financial Services, and Director of Leader and Program Development working collaboratively to develop budget timeline and process as it relates to Executive Senate groups
  - Planned/Upcoming Activities:
    - Release and implementation of 2019-2020 fiscal year budget development process timeline
    - Communicate updates about the budget process at key milestones during the Spring semester
    - Continue to work closely with groups to assist in most easily accessing current year funding



# BOARD OF DIRECTORS

CALIFORNIA STATE UNIVERSITY, FULLERTON™

## CHAIR & VICE CHAIR'S REPORT

December 4, 2018

### **Maisune Abu-Elhaija, Vice Chair/Treasurer:**

*No written report.*

### **Maria Linares, Vice Chair/Secretary:**

*Happy Monday everyone! I hope you all had a fun and relaxing weekend.*

#### ◆ **Governance**

Last week:

- Approved one action item; Changes to bylaws VII-XIV

This week:

- The committee will interview and consider appointing the applicant to fill the vacancy on the ASI Board of Directors for the College of Engineering and Computer Science
- The committee will discuss Governance Committee expectations and goals for Spring 2019.

#### ◆ **Leadership Stuff**

- On 11/26 Josh, Tristan, Rebecca and I met with Lori Palmerton who is the Director of DSS. We discussed issues that students have brought to our attention. We will follow up with her again after we have the feedback from the round tables
- I have a meeting today with Assistant Dean Nakagawa at the Irvine Campus at 4pm. If you have questions you would like me to bring up please email those to me, message me on GroupMe, Slack, or text me
- I attended four round tables so far; students with disabilities, Latinx/Chicanx, Undocumented Students, and Pregnant or Parenting Students. I will attend one more this week; formerly incarcerated students
  - Every single one has been beneficial and has taught me something unique and valuable. **Thank you exec team, for working so hard on this very much needed project!**

#### ◆ **ASI Alumni Mixer & Homecoming**

- I attended the Alumni mixer and had the pleasure of connecting with two former ASI leaders that were on the board in the 80's. If you were not able to partake this year and you are involved in ASI again next year, I highly recommend you attend.
- I attended Homecoming after the mixer and Josh, Ana, Meghan, Aaron and I went on stage after President Virjee's speech, to show attendees how to do the Titan clap
  - I winged it and learned it on the spot. That was a lot of fun!

See you all at our BOD meeting tomorrow!

Kindly,  
Maria Linares

**Tristan Torres, Board Chair:**

Hi everyone! Hope you all are doing well.

**BOT:**

We approved the capital expenditures for this year, TSU club space allocation, and approved a new Titan Outdoor Program!

**SFAC:**

Second SFAC meeting this week if you have any questions or concerns let me know!

**Athletics Advisory Committee:**

Athletics are coming off a very successful year and they have brought the average GPA up to 2.97!

New facility will be added for the baseball team and softball team, should be done by spring 2021!

I have a meeting with the Dean of Students and President Virjee next week, so if there is anything you would like me to bring to their attention please let me know!

Have a great week everyone!