

- CALL TO ORDER: Tristan Torres, ASI Board Chair, called the meeting to order at 1:15 p.m.
- ROLL CALL
- Members Present: Abu-Elhaija, Baker, Good, Hidalgo, Hunt, La Scala, Mahamuni, Mumford, Neal, Ochoa-Guerrero, Quinones, Rodriguez, Sheriff, Sherman, Stohs, Torres
- Members Absent: Linares (E), Pettis
- Officers Present: Aldazabal, Ansari, 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.]
- EXCUSALS
- Torres reported that Linares would be absent from the meeting due to illness. Hunt will be leaving early for university business. Torres asked for a motion and second to excuse the absences. (Abu-Elhaija-m/La Scala-s). There were no objections.
- APPROVAL OF AGENDA
- (Rodriguez-m/Good-s) Torres informed the Board that there are three items from the April 18th Finance committee that will need to be added to the Consent Calendar.
- Expenditure over \$5,000 – BF de CSUF
 - Expenditure over \$5,000 – ACS
 - Expenditure over \$5,000 - PASA
- Torres asked for a motion and second to approve the amended agenda. The agenda was approved by unanimous consent.
- CONSENT CALENDAR
- There were nine items on the Consent Calendar:
- i. 4/16/2019 Meeting Minutes
 - ii. 4/18/2019 Special Meeting Minutes
 - iii. Finance: \$5,000 Contingency Request Lebanese Social Club (LSC)
 - iv. TSCBOT: Shuffleboard – Titan Bowl & Billiards
 - v. TSCBOT: Reallocation of Office Space Spring 2019
 - vi. TSCBOT: TSU Club Office Space Fall 2019
 - vii. Expenditure over \$5,000 – BF de CSUF
 - viii. Expenditure over \$5,000 – ACS
 - ix. Expenditure over \$5,000 - PASA
- The items on the calendar were adopted by unanimous consent.
- PUBLIC SPEAKERS
- Cameron Zakkour and Michael Nelson from Fullerton Pike, spoke to the Board about a scholarship program available to all students. A copy of the handbill was provided to the

Board. Applications will be open May 1st-September 1st. The scholarship is \$500. Asked the BOD to spread the word to their colleges.

EXECUTIVE SENATE

The TTF, MESA, CEC, STREET TEAM and COMM TEAM reports were distributed to the Board prior to the meeting.

TIME CERTAIN

Dr. Clint-Michael Reneau and Dr. Pamella Oliver provided an update report and presentation to the Board about the WASC Accreditation process. The presentation is an attachment to the minutes.

- Dr. Reneau reviewed the Student Success, Component 5
 - Academic Advising, Student Success Teams, Student Success Centers, Technology for Advisement
 - Student Success initiatives and supports; Academic preparation re EO1110: Math/English curriculum redesign; Financial Aid and Scholarships; Tuffy's Basic Needs Center; Registration Barriers removed; Investment in data availability and accessibility
 - Evidence of Student Success: increased grad rates from 2012; student satisfaction (75% say they would still choose CSUF)
- Dr. Oliver reviewed an overview of WASC and the various Components
 - Process – self-study; Institutional report submitted (2/19/19); Irvine Center onsite 4/25; offsite 4/30; on-site 10/1-10/3
 - WSCUC History for CSUF
 - Campus wide engagement in drafting the report – 65 individuals including students, faculty and staff
 - 9 Components to the institutional report
 - Confidential opportunity to submit comments online. Visit the WSCUC website: <http://www.fullerton.edu/wscuc2019/>

Quinones asked about plans for transfer students. Dr. Reneau shared they are working to reimagine the orientation process for transfer students, to be more intentional to ensure they are aware of what is offered on campus. Also working on first year experience, how to connect as a Titan, connecting in their major/college experience. Looking at orientation and outreach for transfer students to ensure they know/understand the CSUF life and who to connect with. Dr. Oliver shared they are balancing the opportunity to provide in-person orientation for transfer students. Also working on a process to accept/process electronic transcripts.

Waymire asked about the WASC interview with students and the possibility of meeting with student leaders and the when will the leaders know that questions will be asked. Dr. Oliver shared they will know what the lines of inquiry will be prior to the interview process and the information will be shared with the Board. She clarified that they won't know the actual questions, but will know the lines of inquiry.

Torres asked if they had information on what areas students feel are holding them back from succeeding. Dr. Oliver shared the areas include financial issues, number of courses available, and family issues.

Quinones shared he works in the transfer center on campus and recommended looking at the transfer center and determine if that could be a point of contact and improvement.

TIME CERTAIN

Dr. Pamella Oliver spoke to the Board about the General Education reform process and answered questions from the Board. A copy of the presentation is an attachment to the minutes.

- Reviewed GE EO 1100R requirements
- Campus goal for GE reform is to provide a program that helps students with basic skills and life development. GE Task Force is looking into moving forward with future reforms.

La Scala referenced some of the further enhancements reviewed by Dr. Oliver and asked when the task force might be moving forward with additional changes to the current GE reform. Dr. Oliver shared they will be evaluating information over the next year based on the most recent changes to GE. She shared 3 years is what they are looking at for any future reforms. Dr. Stohs provided input stating that 3 years is the minimum and it could likely take longer to implement any additional reform measures. He encouraged students to provide input.

Sheriff asked about the specific areas, waivers and do the colleges have ability to determine requirements. Dr. Oliver spoke to the specifics regarding the university having the ultimate decision. Engineering for example is very limited, not most colleges may double count for GE.

Torres asked if the university has plan to keep GE unique to CSUF. Dr. Oliver confirmed that GE is specific to CSUF. Each campus will maintain their individuality.

Waymire asked about CSU Fully Online, where students can take online classes across the CSU at other campuses. Dr. Oliver shared under the reform, GE categorized at one campus will be accepted across the CSU. Waymire asked about promoting the online class options to students. Dr. Oliver shared courses would need to be evaluated before promoting, but the hope is advisors are encouraging students to consider online courses.

TIME CERTAIN

Dr. Futoshi Nakagawa, Associate Dean for the Irvine Center, provided a report on the budget, activities and programs at the Center.

- Overview of Irvine Center – 4,000 students 260 courses offered
- Reviewed the budget for ASIP Irvine
- Reviewed events – including visit from Dr. Edwards; Love Yourself; Earth Day; Cops and Coffee; Gradfest

La Scala asked about the parking situation shared during the previous semester. Dr. Nakagawa shared the parking situation has improved and there have been no issues during the semester.

Torres asked if there have been any attempts to collaborate with Blizzard and ASI at Irvine. Dr. Nakagawa shared Dr. Walk is looking into bringing ESports to the campus, but has had no direct contact with Blizzard.

UNFINISHED BUSINESS

None

NEW BUSINESS

Action: ASI Policy Concerning Procurement

BOD 061 18/19 (Finance) A motion was brought to the Board from the Finance Committee to approve a Resolution to establish ASI Policy Concerning Procurement.

Torres yielded to Maisune Abu-Elhaija, Vice Chair/Treasurer to review the resolution and policy, and the discussion from the Finance Committee. Abu-Elhaija yielded to Edwards to review the policy. Edwards reviewed the policy and provided further details.

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

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

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

BOD 061 18/19 (Finance) MSC: 16-0-0 The motion passed.

Roll Call Votes		061		
		YES	NO	Abstain
Arts	Baker	1		
	Rodriguez	1		
CBE	Neal	1		
	Ochoa Guerrero	1		
Communications	Mumford	1		
	Quinones	1		
Education	Abu-Elhaija	1		
	Hidalgo	1		
ECS	Mahamuni	1		
	Sheriff	1		
HSS	Good	1		
	Linares	absent		
HHD	La Scala	1		
	Pettis	absent		
NSM	Sherman	1		
Univ. President's Rep.	Hunt	1		
Academic Senate Rep.	Stohs	1		
NSM	Torres	1		
		YES	NO	Abstain
		16	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.

Ansari shared the ASI Banquet will be this Friday from 5:30-8:00pm, TSU Patio South.

She thanked everyone for all of the work in grading scholarships.

Hernandez shared this week is the hygiene drive. There were no donations as of yesterday. Asked the Board to reach out to students and to bring items. Reminded everyone that they need to be full sized times.

Abu-Elhajja asked if there were any specific items. Hernandez shared they are mostly looking for mouthwash, shampoo, and conditioner.

Hesgard shared they are observing denim day tomorrow. Come around 10:00am at the Titan letters for a photo op.

VICE CHAIR/TREASURER

Abu-Elhajja, the Vice Chair/Treasurer, reported on the following:

- Expenditure request coming to Finance from AICA.
- Shared consent calendar items need to be approved to ensure they are not retroactive.
- SWANA Week Events – urged to attend.

VICE CHAIR/SECRETARY

The Vice Chair/Secretary's written report is an attachment to the minutes.

CHAIR

Torres reported on the following:

- Schedule for 1 on 1's should be set. Reach out if you have not been scheduled.
- Finishing ED Evaluation. Final meeting on Friday. Closed session on next week's agenda.
- Shout out to Chase Sheriff on the Resolution that is coming to the BOD next week. He worked very closely with faculty and staff on the development of the resolution.

Announcements/Members Privilege

Hunt shared President Aldazabal will distribute some handbills discussing the regalia attire program. People will have to demonstrate financial need to borrow the regalia. Urged directors to spread the word.

Hernandez shared information about the event Grill Masters on Friday. Entrance gets you the opportunity to try burgers in the competition. Supports Ronald McDonald House and ADPI.

La Scala asked about the Regalia support and if they take donations for future use. Hunt shared she will find out then distribute the information.

Mahamuni shared information about Student Resources award.

Hidalgo shared his Senior Recital is on Thursday at 8:00pm, come out and support.


Aldazabal shared the Titan Dreamers Resource Center is having their 5th Anniversary at 5:00pm in Becker Amphitheater today. Come by and support.

Rodriguez shared Maisune is presenting on Thursday at SWANA week.


Quinones shared its Comm Week and there will be free food, he urged the Board to support the event. Thursday there is an open forum for the Dean search. Come out and support. Wished a happy late birthday to Hidalgo and shared Pettis' birthday would be tomorrow, 4/24.

Adjourn

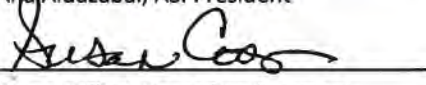
Torres adjourned the meeting at 2:23 p.m.



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



Ana Aldazabal, ASI President



Susan Collins, Recording Secretary



TSC BOARD OF TRUSTEES

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Proposal to purchase a shuffleboard table for Titan Bowl & Billiards.

PRESENTED TO: Titan Student Centers Board of Trustees

MEETING DATE: April 17, 2019

PRESENTED BY: Douglas Kurtz, Titan Student Centers Board of Trustees, Vice Chair of Operations

BACKGROUND

The addition of shuffleboard to Titan Bowl & Billiards has been discussed for a couple years. It was not purchased in 2018 due to a delay from the manufacturer.

PROPOSAL

To purchase one standing Shuffleboard, no less than 12 feet and no more than 16 feet in length, from unused funds from the travel and contingency budget of the Titan Student Centers Governing Board. It will be housed in Titan Bowl & Billiards for all students, faculty/staff, and the community to use. The table materials will complement the same aesthetic as the billiards and foosball tables in Titan Bowl & Billiards. A cover to keep the shuffleboard from being damaged when it is not being used will be included in the purchase.

RATIONALE

Titan Bowl & Billiards is a place for students and the general public to engage in fun and exciting games. The addition of Shuffleboard will add to this vision. It is a game that can easily be played by anyone and does not require a lot of upkeep. It will not obstruct or take away from any of the activities already in place in Titan Bowl & Billiards.

IMPACT

Shuffleboard will be added to Titan Bowl & Billiards for everyone to enjoy. No other games, tables, and chairs will be removed from Titan Bowl & Billiards. Existing tables will be adjusted to accommodate the table in the gaming area.

BUDGET IMPACT

Cost of the table, cover, delivery and installation shall not exceed \$5,000. Money will be allocated from the Titan Student Centers Board of Trustees Contingency account (1900-8097) for \$1,500 and from unused travel (1900-8077) for \$3,500. Cost per game will begin at \$4.75/hour for CSUF students, \$6.25/hour for CSUF Faculty/Staff, and \$8.15/hour for community members. Fees will be assessed annually by the Titan Bowl & Billiards staff or as needed.

IMPLEMENTATION TIMELINE

Shuffleboard and cover will be installed and activated in early summer 2019.



TSC BOARD OF TRUSTEES

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Re-allocation of office space on the upper level of the Titan Student Union.

PRESENTED TO: Titan Student Centers Board of Trustees

MEETING DATE: Wednesday, April 17, 2019

PRESENTED BY: Chris Evans, Vice Chair of Facilities, TSCBOT
Jeff Fehr, Associate Director, Titan Student Union
Drew Wiley, Director, Leader and Program Development

BACKGROUND

The Board of Directors (BOD) recently approved the creation of a new Executive Officer position. This new position has created the need to adjust the space allocation for our ASI student leadership offices.

PROPOSAL

The space in TSU 260 will be reallocated for an ASI student leadership office. The BOD Chair (currently TSU 213 in the Executive Offices Suite) will be relocated to TSU 260 (the office next door to the current BOD Vice Chairs' Office). The space in TSU 254 will be converted to a Board of Trustees office space.

RATIONALE

This proposal has been created with the rationale that our student leaders need to have close proximity to others that they work with most. The creation of a new Executive Officer position has resulted in the need to have space within the Executive Offices suite in TSU 207. This need led to the decision to propose the relocation of the BOD Chair office. Relocating this office next to the current Vice Chairs' office will enhance these leaders' ability to communicate and collaborate.

IMPACT

Reduction of two club office spaces.

BUDGET IMPACT

None to minimal budget impact is expected, as existing furniture will be used primarily. Any new furnishings will be purchased from existing operating budget funding.

IMPLEMENTATION TIMELINE

Process will begin at the end of Spring 2019 and will be completed in early Summer 2019.

TITAN STUDENT UNION UPPER LEVEL California State University, Fullerton





TSC BOARD OF TRUSTEES

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Proposal to allocate club office space in the Titan Student Union for the Fall 2019 Semester

PRESENTED TO: Titan Student Centers Board of Trustees

MEETING DATE: Wednesday, April 17, 2019

PRESENTED BY: Chris Evans, Vice Chair of the TSCBOT Facilities Committee
Drew Wiley, Director of ASI Leader and Program Development

BACKGROUND

The Titan Student Union offers a club space program within the facility for recognized CSUF student clubs and organizations that includes office spaces and storage lockers. Office spaces are allocated by the TSCBOT each semester.

PROPOSAL

Allocate available club office spaces in the Titan Student Union to the recognized student organizations listed on the attached allocation roster for the Fall 2019 Semester.

RATIONALE

Based on the applications for office space submitted, the student organizations listed on the attached roster were assessed to have the best presented applications and plans for using the office space during the Fall 2019 Semester.

IMPACT

By offering space to recognized student organizations, the Titan Student Union continues to present opportunities for these organizations to engage with members and prospective members to accomplish club goals. As these spaces are already allocated for student organizations there will be no additional impact.

BUDGET IMPACT

There is no budget impact associated with the proposal.

IMPLEMENTATION TIMELINE

Student organizations allocated space will be contacted prior to the end of Spring 2019 Semester and will move into their offices the week before the Fall 2019 Semester.



Allocation Request Form: Club Programming

I move that the following allocation be approved:

Program Title: Annual Pachanga: Recorriendo la Costa

Sponsor: Ballet Folklorico de CSUF

Date, Location and

Time: April 28, 2019;

5:30-8pm, Fullerton

Community College

Theater

Budget Line and Name		Amount
8074	Contracts, Fees and Rentals	\$5648
8077	Travel	\$0
	Total	\$0

Dispersal Outline: Items for which you request funding must comply with AICA by-laws and the ASI Financial Handbook

Vendor	Amount	Vendor	Amount
Fullerton College	\$4,848		
Costco	\$400		
Photoshoot	\$200		
CSUF Printing	\$200		

I understand that I must comply with all funding regulations as listed in the funding organization's bylaws. I understand that at the conclusion of this meeting, it is my responsibility to meet with the Financial Officer and complete an *Allocation Dispersal Form* and an *Encumbrance Form*. I understand that the funds shall not be transferred to my organization's account and that all payment for goods and services from the monies allocated are to be coordinated with the Financial Officer no later than two weeks from the aforementioned stated program date.

Erik Rodriguez & Ad Loya

Name of Representative (Printed)

Erik Rodriguez & Ad Loya

Signature of Representative

3/21/19

Representative's Phone Number

Today's Date



<i>Finance Committee Only</i>	Date:			Fail Pass Stipulations (on back)
General Council Date:		Pass	Fail	Table
				Action Number:

1a. What type of program or event does your group want to host (i.e., panel discussion, film screening, speaker, conference, symposium, performance, cultural show, etc.)?

Ballet Folklorico de CSUF is looking to host a cultural performance in where not only get to embrace our roots but also demonstrate a living representation of how traditional dances are danced in different states of Mexico.

1b. What are the components that make up the event? Word limit (120)

Components that take place in order for this event to be successful, is a dress rehearsal, guest speaker, intermission, educational transitional periods, and the main attraction which is Mexican Folk dance that will be showcased to our families, friends, students, and faculty.

2. What is the purpose of the event? Please be specific. Word limit (120)

The purpose of this event is to showcase and embrace our Mexican roots through dances that are traditionally see in a variety of states in the country of Mexico. We also use this event to demonstrate the community along with our parents that we are still connected with the Mexican culture. In addition, it is a way to embrace our Mexican identity.

3. What would members of the university community learn if they attend this event? List 3 specific educational and cultural outcomes of your event. Word limit (150)

The members of the university community will learn plenty of aspects of the Mexican culture if they attend this event. For instance, they will learn how diverse Mexico is through the dancing, music, and wardrobe. They are gaining cultural awareness of what makes up Mexican ballet folklorico.



4. Provide an outline of the event (agenda with time-table).

Set Up	1 hour	10 am-11am
Tech Rehearsal	2 hours	12 pm -2 pm
Break (and Prep for Opening)	1 hour	3 pm -4pm
Doors Open		4:30 pm
Final Call		4:50 pm
Show Time	2 hours	5 pm - 7 pm
Clean Up	2 hours	7 pm - 9 pm

5. What is the expected attendance?

Last year: 156

This year: 200

CSUF Students approximation of attendance last year was 56 out of 100, the club verifies attendance by using a color-coded ticket system and by saving the ticket stubs.

Success Rating and Criteria – RECURRING PROGRAM

- a. If applicable, how would you rate the success of *last year's* program on a scale from 1 (Poor) to 5 (Excellent): **4**. Please explain your rating. Word limit (120)

In my honest opinion, I believe last years overall grade for the event would be a 4.5. We had such a great turnout, along with a great response from the audience. We took the liberty and did a special surprise for our audience where a lot of them got the privilege to learn and appreciate the live representation we performed. Furthermore, the reason why I did not give our event a 5 is because I personally believe that there is always room for improvement.

- b. Please list the **criteria** your organization used to rate the success of last year's event. (e.g. Attendance, Engagement, Technical Difficulties, Audience Feedback, Timing, Learning Outcomes, etc.) Word Limit (120)

Overall, the event ran smoothly and we feel it was a very successful event. The crowd that came to see us were engaging and participated when the opportunity was presented. However, our last showcase was at Hope University; their dressing rooms were far too small to properly host the amount of members we have. Every year, we have an increase of members joining our group.



- c. Identify one component of the program you would like to improve.

We would like to improve our marketing and advertise our event to the broader CSUF community, specifically the other cultural orgs (such as those in AICA) and not just our families and Latinx orgs. We would love to share and educate our culture to those outside of our own.

- d. Describe the preparation and action to improve this component. Word Limit (120)

We plan to distribute flyers around campus wherever public advertisement is allowed. We also will be sharing our flyers to the centers within the department of Diversity Initiatives & Resource Centers (DIRC). We will also be sharing our event to other orgs involved with AICA by giving physical flyers and posting on our facebook group.

6. Success Rating and Criteria – NEW PROGRAM

- a. Is this a new program your group is coordinating for the first time?

No.

- b. if yes, list the **criteria** your organization will use to evaluate the success/failure of the program. (e.g. Attendance, Engagement, Technical Difficulties, Audience Feedback, Timing, Learning Outcomes, etc.) Word limit (120)

N/A

8a. Please describe your marketing plan.

To market our show, we plan on posting flyers around campus. We also intend to spread the word through social media platforms like Facebook and Instagram, as well as Twitter and Snapchat. In addition, we plan on reaching out to our fellow Chicano organizations on campus as well as resources centers to invite more CSUF students. Furthermore, we plan to reach out to our alumni so that they can come back and see how their legacy is still being continued.

8b . Who is the primary target audience?

Our target audience includes but is not limited to the students and faculty at CSUF and the surrounding community. Along with family and friends of our dancers.



8c. How will you reach them?

Posting and passing flyers around campus for everyone to see. Also collaborating with MESA and AICA to help promote our showcase. In addition, mentioning the event is free for staff and students.

8d. What resources do you plan on using?

We intend to use our social media platforms, such as Instagram and Facebook. In addition, we will give flyers to all five centers at the Diversity Initiatives & Resource Centers, as well as posting the flyers throughout campus. Furthermore, we plan to reach out to alumni and family members to spread the news about our performance.

9. List your organizational leadership.

Position:	Name:	Email:	Phone:
President	Marina Samaniego	[REDACTED]	[REDACTED]
Treasurer	Jocelyn Pinones	[REDACTED]	[REDACTED]
Advisor	Gabriela Nuñez	gnunez@fullerton.edu	657-278-7932
AICA Representatives	Erik Rodriguez Ad Loya	bfdecsuf.aica@gmail.com	[REDACTED] [REDACTED]

10. What is the Budget for the program?*

Item and Quantity	AICA Requested Amount	BF de CSUF Contribution	Total
Fullerton College Venue	\$4,848		
Snacks (Costco)	\$400		
Photoshoot	\$200		
CSUF Printing (Brochure and Flyers)	\$200		
Tickets (Printing)		\$100	
Wardrobe		\$3,500	
Total:	\$5,648	\$3,600	\$9,048

*Complete attached vendor quote sheet



Vendor Quote Sheet

Complete this sheet with item, vendor name, quoted price, and vendor phone number

Item and Quantity	Vendor	Phone Number	Quoted Price (per unit) and Grand Total
Venue	Fullerton Community College	(714) 732-5712	\$4,848
	Hope International University	(714) 879-3901	\$5,265
	Segerstrom Hall	(714) 556-2122	\$12,000
Snacks	Costco	(714) 738-7521	\$400
	Target	(714) 579-3090	\$450
	Albertsons	(714) 792-2880	\$485
CSUF Printing (Flyers and Brochure)	CSUF Digital Print Services	(657) 278-3964	\$200
	Avanti Printing	(949) 751-6280	\$325
	Staples	(714) 672-9384	\$500
Photoshoot	Karen Hernandez & Enrique Botello	(832) 716-5068	\$200
	Rodrigo Dimas	(323) 805-1706	\$100/depending on people
	Araceli Figueroa	(323)951-6805	\$80/ an hour
Wardrobe	Maria Grimaldo	(714) 673-2321	\$3,500
Tickets (Printing)	www.ticketprinting.com	(888) 771-0809	\$100



Additional Documentation

Please **attach** the following documents to your proposal:

Facility Reservation Confirmation

Brief biography of speaker(s) or performer(s) (if applicable) Flyer with

ASI logo and AICA acknowledgement

**YOU MUST PROVIDE 10 STAPLED COPIES (DOUBLE-SIDED)
OF YOUR COMPLETED ALLOCATION REQUEST OR COMPLETE THE
ONLINE FORM**

INCOMPLETE ALLOCATION REQUESTS WILL NOT BE CONSIDERED

HOW TO PRESENT YOUR PROPOSAL – PRACTICE IN ADVANCE

For instructions and details on how to present your proposal, please contact the AICA Executive Board or the advisors to schedule an appointment.

Administrative Chair ♦ aica@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256

Vice Chair ♦ asiaicavicechair@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256

Diversity Coordinator ♦ asiaicadiversity@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256

Events Coordinator ♦ asiaicaevents@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256

Student-at-Large ♦ asiaicasal1@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256

Student-at-Large ♦ asiaicasal2@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256

Student-at-Large ♦ asiaicasal3@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256

Andrianna Martinez ♦ AICA Advisor ♦ Coordinator ♦ ASI Leader & Program Development

Email: andmartinez@fullerton.edu ♦ Phone: (657) 278-3454 ♦ Office: TSU 269

Michael Gamez ♦ Graduate Assistant ♦ ASI Leader & Program Development

Email: zz-mgamez@Exchange.FULLERTON.EDU ♦ Phone: (657) 278-7736 ♦ Office: TSU 269



**Allocation Request Form: Club
Club Programming**

I move that the following allocation be approved:

Program Title: Association of Chinese Students 11th Annual Culture Night

Sponsor: Association of Chinese Student

Saturday, April 27th, 2019 from 6-10 PM
Hope International University Auditorium
Date, Location and Time: 2500 Nutwood Ave. Fullerton, CA 92832

Budget Line and Name		Amount
8074	Contracts, Fees and Rentals	\$8970.00
8077	Travel	\$0
	Total	\$8970.00

Dispersal Outline: Items for which you request funding must comply with AICA by-laws and the ASI Financial Handbook

Vendor	Amount	Vendor	Amount
Hope International University	\$8570.00		
Traditional Clothes	\$400.00		

I understand that I must comply with all funding regulations as listed in the funding organization's bylaws. I understand that at the conclusion of this meeting, it is my responsibility to meet with the Financial Officer and complete an *Allocation Dispersal Form* and an *Encumbrance Form*. I understand that the funds shall not be transferred to my organization's account and that all payment for goods and services from the monies allocated are



to be coordinated with the Financial Officer no later than two weeks from the aforementioned stated program date.

Allocation Request Form: Club

Jackie Lo

Name of Representative (Printed)

[Redacted]

Representative's Phone Number

Jackie Lo

Signature of Representative

Today's Date

<i>Finance Committee Only</i>	Date:	Fail	Pass	Stipulations (on back)	
General Council Date:		Pass	Fail	Table	Action Number:

1a. What type of program or event does your group want to host (i.e., panel discussion, film screening, speaker, conference, symposium, performance, cultural show, etc.)?

We want to host our 11th annual cultural show, a yearly tradition showcasing performances about the Chinese and Chinese-American culture.

1b. What are the components that make up the event? Word limit (120)

There are three main components of our culture night: the play, the cultural performances, and fashion show. With 14 scenes, the play will take up the majority of the showtime. In between every 3-4 scenes, we will have short performance pieces such as traditional fan and ribbon dances, along with modern hip-hop, and newly added fashion show.

2. What is the purpose of the event? Please be specific. Word limit (120)

Aside from enrolling in an Asian-American studies class, there aren't many other ways to learn about Chinese and Asian culture. We hope our cultural show can supplement what is already commonly known about Chinese-Americans as well as spread awareness about what it means to be Chinese-American. The purpose of the event is to celebrate and educate the audience on Chinese culture and values. Like this year, we would like to improve the visual aspects of our show, the overall quality of the show rather than quantity, including acting props, dance uniforms, traditional wear, lightings, backdrops, etc. We believe this year and forward that a stronger focus on visuals and quality of the show will better engage the audience and more accurately showcase the Chinese culture.



Allocation Request Form: Club

3. What would members of the university community learn if they attend this event? List 3 specific educational and cultural outcomes of your event. Word limit (150)

Members of the university would inform and educate attendees traditional dances such as ribbon, and the concept of being an Asian American being seen as an Asian American in the eyes of many, but in eyes of others seen as only American. We also wanted to have people learn to not forget about their cultural identity, and instead of hiding it express who they are.

4. Provide an outline of the event (agenda with time-table).

9:00 AM-5:30 PM	Rehearsal
5:30 PM - 6:30 PM	Set-up
6:30 PM - 7:00 PM	Doors Open
7:00 PM - 7:05PM	OPENING ADDRESS
7:10PM - 7:15PM	Ribbon
7:15 PM - 8:15 PM	ACT 1
	Scene 1
	Scene 2
	Scene 3
	Scene 4
	Scene 5
	Scene 6
	Scene 7
8:15 PM - 8:30PM	Intermission
8:30PM - 9:30PM	Act 2
	Scene 1
	Scene 2
	Scene 3
	Scene 4
	Scene 5



Allocation Request Form: Club

	Scene 6
	Scene 7
9:30PM - 9:45PM	Closing Address: Thank Sponsors, ASI, AICA
9:45PM - 10:30 PM	Clean up and Meeting with audience members

5. What is the expected attendance?

- a. This year: 300
- b. Last year's verified attendance: 200
- c. We verified audience turnout at the door through the use of free admission tickets handed out to attendees and student ID. By tracking the number of tickets claimed, we could calculate how many people were in attendance whether they were CSUF students or not.

Success Rating and Criteria – RECURRING PROGRAM

- d. If applicable, how would you rate the success of *last year's* program on a scale from 1 (Poor) to 5 (Excellent):. Please explain your rating. Word limit (120)

Rating the success of last year's program: 3

Taking into consideration various, factors, we determined the show to have an average rating of 3. Overall, the performances went smoothly, but there were some hiccups along the way. We didn't have a full rehearsal run-through, so many of the performers were onstage for the first time during the actual show. We were also one lavalier short, so two of our actors had to share a mic throughout the duration of the play, one had to project his voice, and Fullerton College stage crew opened the door for us late while creating a lot of technical issues for us during the show. So there is plenty of room to improve the show in terms of quality. However, our attendance was were we expected, and hoping to continue the upward trend. This year, we're focusing on improving the quality of the show with more rehearsal time to go over with the performers and the technical part with the stage crew. Also, we'll be improving our marketing by pushing more of it on all platform of social media. We're projecting a higher attendance number because we developed a better bond with our sister clubs in the UC and CSU system in our area, and had significantly larger member retention this year.



Allocation Request Form: Club

- e. Please list the **criteria** your organization used to rate the success of last year's event. (e.g. Attendance, Engagement, Technical Difficulties, Audience Feedback, Timing, Learning Outcomes, etc.) Word Limit (120)

The criteria we used to judge the success of our show last year is:

- Audience attendance
- Member participation & retention
- Adherence to Theme & purpose of the show
- Organization & execution of performances
 - Ex. Technical difficulties, transition, timing, etc.

- f. Identify one component of the program you would like to improve.

One component of the program we'd like to improve is the quality of the program/show.

- g. Describe the preparation and action to improve this component. Word Limit (120)

To improve the quality of the program/show, we decided to start practices earlier in the school year, implementing rehearsal time before the show day, new components such as stage ninja, quality control committee, and a media and marketing director. That way we can focus on perfecting the show, performances, and marketing strategy to meet our expectation and audience's expectation better. Our decision so far is going smooth as we have more performers and coordinators who are meticulous on getting things done right. Also, we developed a day to day, and hour by hour break down of what needs to be done in terms of performances and what is required to a quality program.

6. Success Rating and Criteria – NEW PROGRAM

- a. Is this a new program your group is coordinating for the first time?

No, this is our 11th year hosting the annual cultural show.

- b. if yes, list the **criteria** your organization will use to evaluate the success/failure of the program. (e.g. Attendance, Engagement, Technical Difficulties, Audience Feedback, Timing, Learning Outcomes, etc.) Word limit (120)



Allocation Request Form: Club

8a. Please describe your marketing plan.

This year we have a media and marketing director on our board, closer relationship with our sister cultural clubs, and other cultural clubs both on campus and off campus. By collaborating with these organizations, we hope to promote our culture night event to multiple student populations around the area. Furthermore, we had two individuals with their specific position to dedicate all their time when they can rather than having someone taking on multiple positions.

8b. Who is the primary target audience?

The primary target audience will be CSUF students, and the Chinese and Chinese-American demographics. Another audience group would be our sister clubs in the UC and CSU system, along with cultural organizations outside of campus and residents of the Orange Country/Los Angeles community.



Allocation Request Form: Club

8c. How will you reach them?

We plan on reaching our target audience through flyers, posters, all platform of social media, campus resources, our sister clubs, word-of-mouth, and Chinese-American community/businesses.

8d. What resources do you plan on using?

We will promote our culture night show to other cultural clubs and organizations within the school and sister clubs school through word-of-mouth, flyers, posters, and social media platform. We will also utilize campus resources such as the school poster boards, the dorms, and various resource centers to advertise our event and further increase our outreach to the CSUF community.

9. List your organizational leadership.

Position:	Name:	Email:	Phone:
President	Ekin Lam	acs.csuf@gmail.com	
Internal VP	Ethan Yeh	csuf.acs.ivp@gmail.com	
External VP	Dennis Phang	csuf.acs.evp@gmail.com	
Treasure	Ringo Cheng	csuf.acs.treasurer@gmail.com	
Secretary	Justine Trieu	csuf.acs.secretary@gmail.com	
Social Chair		csuf.acs.social@gmail.com	
Historian	Randy Ear & Kevin Jayadi	csuf.acs.historian@gmail.com	
Creative Director	Richard Chow	csuf.acs.creative@gmail.com	
Marketing Director	Julia Kong	csuf.acs.marketing@gmail.com	
Community Liasion	Sabrina To	csuf.acs.community@gmail.com	
Media Director	Emily Hoang	csuf.acs.media@gmail.com	
AICA Chair	Jackie Lo	csuf.acs.aica@gmail.com	



Allocation Request Form: Club

10. What is the Budget for the program?*

Item and Quantity	AICA Requested Amount	Fill-in Org Name Here Contribution	Total
Venue	\$8570.00	0	\$8570.00
Posters (50)	0	\$64.50	\$64.50
Programs (400)	0	\$300.00	\$300.00
Tickets (500)	0	\$28.43	\$28.43
Props	0	\$513.00	\$513.00
Traditional Clothes	\$400.00	\$300.00	\$600.00
Total:	\$8970.00	\$1205.93	\$10175.93



*Complete attached vendor quote sheet

Allocation Request Form: Club



Vendor Quote Sheet

Complete this sheet with item, vendor name, quoted price, and vendor phone number

Item and Quantity	Vendor	Phone Number	Quoted Price (per unit) and Grand Total
Theater	Hope International University	714-879-3901	\$8570.00
	Kennedy Performing Arts Theater	714-999-2189	\$10,256.00
	Rose Center Theater	714-793-1150	\$12,562.00
Programs (400)	Postnet Printing	714-519-3977	\$300.00
	Printing USA	800-995-1555	\$378.00
	Office Depot	800-463-3768	\$1100.00
Tickets (500)	Postnet Printing	714-519-3977	\$28.43
	FedEx	714-992-2660	\$312.00
	Office Depot	714-672-9384	\$289.00
Posters (50)	Postnet Printing	714-519-3977	\$64.50
	Vista Printing	866-614-8002	\$72.00
	Office Depot	800-463-3768	\$117.00
Traditional Clothes	Qian Yi Fashion	626-628-7799	\$700.00
	Etsy		\$960.00
	Seven Fashion	213-613-1181	\$800.00



Allocation Request Form: Club



Allocation Request Form: Club



Additional Documentation

Please **attach** the following documents to your proposal:

Facility Reservation Confirmation

Brief biography of speaker(s) or performer(s) (if applicable)

Flyer with ASI logo and AICA acknowledgement

**YOU MUST PROVIDE 10 STAPLED COPIES (DOUBLE-SIDED)
OF YOUR COMPLETED ALLOCATION REQUEST
OR COMPLETE THE ONLINE FORM**

**INCOMPLETE ALLOCATION REQUESTS WILL NOT BE
CONSIDERED**

HOW TO PRESENT YOUR PROPOSAL – PRACTICE IN ADVANCE

For instructions and details on how to present your proposal, please contact the AICA Executive Board or the advisors to schedule an appointment.

Administrative Chair ♦aica@fullerton.edu ♦(657) 278-2914 ♦TSU-256

Vice Chair ♦asiaicavicechair@fullerton.edu ♦(657) 278-2914 ♦TSU-256

Diversity Coordinator ♦asiaicadiversity@fullerton.edu ♦(657) 278-2914 ♦TSU-256

Events Coordinator ♦asiaicaevents@fullerton.edu ♦(657) 278-2914 ♦TSU-256

Student-at-Large ♦asiaicasal1@fullerton.edu ♦(657) 278-2914 ♦TSU-256

Student-at-Large ♦asiaicasal2@fullerton.edu ♦(657) 278-2914 ♦TSU-256

Student-at-Large ♦asiaicasal3@fullerton.edu ♦(657) 278-2914 ♦TSU-256

Andrianna Martinez ♦AICA Advisor ♦Coordinator ♦ASI Leader & Program Development

Email: andmartinez@fullerton.edu ♦Phone: (657) 278-3454 ♦Office: TSU 269

Michael Gamez ♦Graduate Assistant ♦ASI Leader & Program Development

Email: zz-mgamez@Exchange.FULLERTON.EDU ♦Phone: (657) 278-7736 ♦Office: TSU 269

Allocation Request Form: Club Programming

I move that the following allocation be approved:

Program Title: CSUF PASA Kaibigan's 32nd Annual Pilipinx Culture Night "I'll Be There"

Sponsor: CSUF PASA Kaibigan

Date, Location and Time: Saturday, April 20th, 2019
Citrus College's Haugh Performing Arts Center
5:30PM – 10:00PM

Budget Line and Name		Amount
8074	Contracts, Fees and Rentals	\$ 9,250.50
8077	Travel	\$0
	Total	\$9,250.50

Dispersal Outline: Items for which you request funding must comply with AICA by-laws and the ASI Financial Handbook

Vendor	Amount	Vendor	Amount
Haugh Performing Arts Center	\$6,440.50	Skit Props (Various)	\$150.00
Programs (Minute Men)	\$950.00		
Mic Rentals (Haugh)	\$760.00		
Dance Costumes & Props (Various)	\$800.00		
Hair & Makeup (Various)	\$150.00		

I understand that I must comply with all funding regulations as listed in the funding organization's bylaws. I understand that at the conclusion of this meeting, it is my responsibility to meet with the Financial Officer and complete an *Allocation Dispersal Form* and an *Encumbrance Form*. I understand that the funds shall not be transferred to my organization's account and that all payment for goods and services from the monies allocated are to be coordinated with the Financial Officer no later than two weeks from the aforementioned stated program date.

Matthew Lazaga
 Name of Representative (Printed)

 Signature of Representative

 Representative's Phone Number

28 March 2019
 Today's Date

<i>Finance Committee Only</i>	Date:				Fail Pass Stipulations (on back)
General Council Date:		Pass	Fail	Table	Action Number:

1a. What type of program or event does your group want to host (i.e., panel discussion, film screening, speaker, conference, symposium, performance, cultural show, etc.)?

The Pilipinx-American Student Association (PASA) would like to host its 32nd annual cultural show, Pilipinx Culture Night (PCN) titled "I'll Be There".

1b. What are the components that make up the event? Word limit (120)

"I'll Be There," is a production that will consist of a scripted skit written by the PCN coordinators as well as a compendium of different cultural dances all performed by PASA members. This production incorporates Pilipinx values and how we interpret our culture.

2. What is the purpose of the event? Please be specific. Word limit (120)

The purpose of this event is to intertwine Pilipinx, Pilipinx-American, and even non-Pilipinx culture to showcase a larger awareness of different intersections within our community. The dances chosen in this year's show not only aim to express traditions originating from the Philippines, but also promotes and preserves our practices for future generations.

3. What would members of the university community learn if they attend this event? List 3 specific educational and cultural outcomes of your event. Word limit (150)

Storytelling:

The focus of this year's skit is centered on Pilipinx history and understanding cultural & generational gaps. Through moments of love, growth, and magic, our production embodies our heritage through modern storytelling for audiences of all backgrounds to understand.

Dance:

The dances that will be performed are a visual of Pilipinx customs and traditions which are categorized by different suites that encompass different cultures within the Philippines.

Music:

This year's PCN is special because all of the music for our cultural dances will be played by our own members using authentic, traditional instruments. Each song brings challenges as the composition of each song encompasses cultures from different regions of the Philippines.

4. Provide an outline of the event (agenda with time-table).

5:30 Doors open

6:00 Pre-show

6:30 Show starts (introduction speech, US & Philippine National Anthems, thank ASI, AICA, sponsors and Alumni)

10:00 Curtain Call

10:30 Show ends

Scene 1 – 2

Cultural Dance 1: Kuntao Silat

Scene 3 – 7

Cultural Dance 2: Pangalay ha Pattong

Scene 8 – 2

Cultural Dance 3: Sagayan

Scene 11 – 13

Cultural Dance 4: Jota De Manila

Scene 14 – 16

Modern Dance: Infinite Possibilities

Scene 17 – 19

Cultural Dance: Uyaoy

Scene 20 – 21

Cultural Dance: Malakas at Maganda

Scene 22 – 23

Cultural Dance: Katsudoratan

Scene 24

Cultural Dance: Sayaw sa Banko

Scene 25 – 27

Modern Dance: Queer Dance

Scene 28 – 32

Cultural Dance: Tinikling

5. What is the expected attendance?

- This year's expected attendance: 900 – 1,000

- Last year's attendance: 918 (275 CSUF)

- How we verified attendance:

We sold pre-sale tickets and tickets at the box office. CSUF students and faculty got in for free with their Titan card as each corresponding ID and ticket were accounted for.

Success Rating and Criteria – RECURRING PROGRAM

- a. If applicable, how would you rate the success of *last year's* program on a scale from 1 (Poor) to 5 (Excellent): **4**. Please explain your rating. Word limit (120)

Although there were some foible mishaps that happened in preparation the day of, the production was an overall success rating at about 4.5. Our most recent PCN received much praise from family, alumni, and CSUF students & faculty in regards to the cultural dances, skit, production, and the overall portrayal of cultural concepts within the entire show.

- b. Please list the **criteria** your organization used to rate the success of last year's event. (e.g. Attendance, Engagement, Technical Difficulties, Audience Feedback, Timing, Learning Outcomes, etc.) Word Limit (120)

Attendance:

Last year, our PCN had a total attendance of 918 people which was a really large jump from our show two years ago which had an attendance of about 660 people. The largest recorded PCN attendance was 1,001 people. We aim to meet, and if even better, surpass this record.

Audience Feedback:

Last year, we received constructive criticism and helpful feedback in regards to issues within our skit and dances that were performed. We were also able to implement feedback we received from previous years to improve our dances, and we aim to continue doing so this year and for future productions.

Timing:

In past years, we have always had our PCN scheduled early causing our rehearsals to be rushed. However, this year, we decided to book a show later in the semester so that board members and general members could equally balance school and rehearsal time without having to stress too much.

Production Quality:

Although Haugh Performing Arts Center is still a fairly new venue for us to perform at, we have performed there enough to strengthen our relationship with them. This helped the show run smoothly because the staff already knew what we needed for a successful show.

- c. Identify one component of the program you would like to improve.

A component that our organization would like to improve is an increase in the attendance of CSUF students. For the past couple of PCNs, we have had a steady attendance of about more or less than 250 CSUF students. We would like to grow our CSUF attendance to at least more than 275.

- d. Describe the preparation and action to improve this component. Word Limit (120)

In order to prepare to improve this component of PCN, we aim to strengthen our connections through building connections with more internal organizations within our campus (including AICA, APARC, ASAM, etc.)

6. Success Rating and Criteria – NEW PROGRAM

a. Is this a new program your group is coordinating for the first time?

No, this is our 32nd annual PCN.

b. if yes, list the **criteria** your organization will use to evaluate the success/failure of the program. (e.g. Attendance, Engagement, Technical Difficulties, Audience Feedback, Timing, Learning Outcomes, etc.)
Word limit (120)

8a. Please describe your marketing plan.

We will be marketing PCN through communication with other internal organizations, use of social media channels, and sponsorships from local businesses and organizations. A majority of our marketing media will be primarily through flyers, posters, stakes, Titan Radio, and word-of-mouth to help boost our CSUF student & faculty attendance.

8 b . Who is the primary target audience?

Our primary target audience are CSUF students and faculty. We aim to welcome those who are apart of AICA, multicultural Greek organizations, and cultural study departments. We are also reaching out to local businesses and our sponsors to help us publicize. To add on, we externalize with other Pilipinx-American organization throughout Northern and Southern California and invite them to attend our show.

8c. How will you reach them?

In order to reach our target audience, marketing for our PCN will primarily be done through social media, flyers, stakes throughout the campus, and word-of-mouth. We will also be utilizing Titan Radio and the Asian Pacific American Resource Center to publicize our event. We also plan on contacting faculty within the Asian American Studies department to find a way to inform more CSUF students of our show. As for external communities outside of PASA & CSUF in general, we find ways to publicize through local businesses by displaying flyers and posters and also communicate frequently with other Pilipinx organizations across California.

8d. What resources do you plan on using?

- Social Media
- Staking around campus
- Flyer & Posters
- Diversity Initiative & Resource Centers
- Asian American Studies (ASAM) Departments
- Word of mouth

9. List your organizational leadership.

Position:	Name:	Email:	Phone:
President	Adrien Chan	president@csufpasa.com	██████████
Treasurer	Jonel Celestino	treasurer@csufpasa.com	██████████
AICA Representative	Matthew Lazaga	internalvp@csufpasa.com	██████████
PCN Coordinator	Danica Ferrer	pcn@csufpasa.com	██████████
PCN Dance Coordinator	Lexx Romana	pcndance@csufpasa.com	██████████
Advisor	Jacob Chacko	ichacko@fullerton.edu	██████████

10. What is the Budget for the program?*

Item and Quantity	AICA Requested Amount	PASA Contribution	Total
Theatre Rental	\$6,440.50	\$1,500.00	\$7940.50
Music Instrument Rentals	\$0.00	\$0.00	\$0.00
Mic Rentals	\$760.00	\$300.00	\$1,060.00
Dance Costumes & Props	\$800.00	\$300.00	\$1,100.00
Hair & Make-Up	\$150.00	\$0.00	\$150.00
Skit Props	\$150.00	\$200.00	\$350.00
Promotional Material & Tickets	\$0.00	\$150.00	\$150.00
Programs	\$950.00	\$850.00	\$1800.00
Videographer	\$0.00	\$385.00	\$385.00
Total:	\$9,250.50	\$3,685.00	\$12,935.50

*Complete attached vendor quote sheet



Allocation Request Form: Club Programming

Vendor Quote Sheet

Complete this sheet with item, vendor name, quoted price, and vendor phone number

Item and Quantity	Vendor	Phone Number	Quoted Price (per unit) and Grand Total
Venue Rental	Citrus Theatre	(626) 852-8047	\$7,940.50
	La Mirada Theatre	(714) 994-6310	\$16,000.00
	Segerstrom Theatre	(714) 556-2122	\$10,00.00
Programs	Minute Men	(714) 577-5731	\$1800.00
	CSUF Printing	(657) 278-3964	\$1721.27
Dance Costumes & Props	Troy High School	(714) 204-1814	\$300.00
	Likas Pilipinas Folk Arts	(951) 733-0673	\$500.00
	Joann's Fabric Store	(714) 729-0270	\$700.00
Hair & Make-Up	Target	(714) 579-3090	\$150.00
Skit Props	Michael's	(714) 992-9272	\$80.00
	Joann's Fabric Store	(714) 729-0270	\$70.00



Additional Documentation

Please **attach** the following documents to your proposal:

Facility Reservation Confirmation

Brief biography of speaker(s) or performer(s) (if applicable)

Flyer with ASI logo and AICA acknowledgement

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Diversity Coordinator ♦ asiaicadiversity@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Events Coordinator ♦ asiaicaevents@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Student-at-Large ♦ asiaicasal1@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Student-at-Large ♦ asiaicasal2@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Student-at-Large ♦ asiaicasal3@fullerton.edu ♦ (657) 278-2914 ♦ TSU-256
Andrianna Martinez ♦ AICA Advisor ♦ Coordinator ♦ ASI Leader & Program Development
Email: andmartinez@fullerton.edu ♦ Phone: (657) 278-3454 ♦ Office: TSU 269
Michael Gamez ♦ Graduate Assistant ♦ ASI Leader & Program Development
Email: zz-mgamez@Exchange.FULLERTON.EDU ♦ Phone: (657) 278-7736 ♦ Office: TSU 269

WSCUC Review and Update

ASI

April 23, 2019



What it is

WASC

*Senior College and
University Commission*

Process

Self-study

Institutional report submitted (February 19, 2019)

Irvine Center (onsite April 25, 2019)

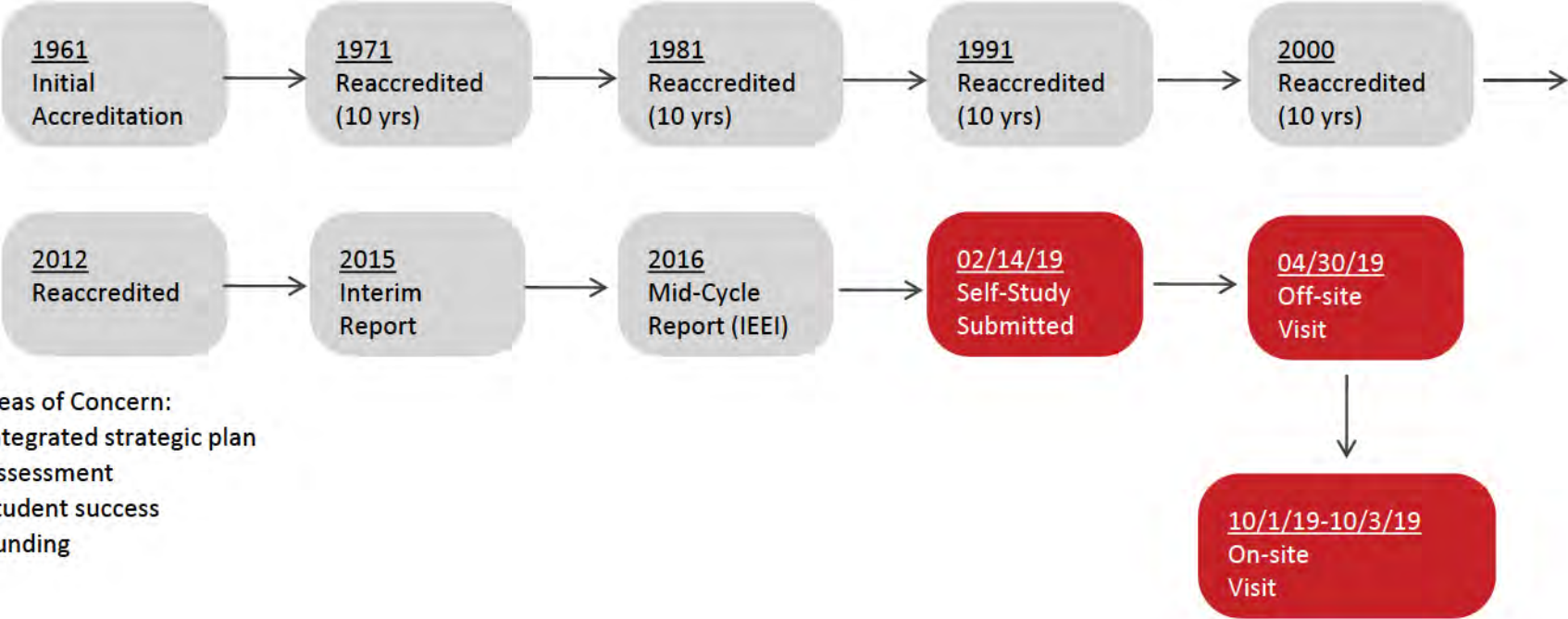
Virtual visit (April 30, 2019)

Lines of inquiry – (summer 2019)

Onsite visit – October 1-3, 2019 – Interviews with various groups



CSUF WSCUC History



- Areas of Concern:
- Integrated strategic plan
 - Assessment
 - Student success
 - Funding

Institutional Report Preparation

- WSCUC Handbook of Accreditation
- **4 Standards:**
 1. Defining institutional purposes and ensuring educational objectives
 2. Achieving educational objectives through core functions
 3. Developing and applying resources and organizational structures to ensure quality and sustainability
 4. Creating an organization committed to quality assurance, institutional learning, and improvement
- **39 CFRs (Criteria for Review)**
- **9 Components:**

Institutional Report Preparation

- Campus-wide engagement
- 2 years of preparation
- Steering committee & 5 sub-committees: 65 members
- Multiple rounds of review and feedback opportunities
- Final report available at:
<http://www.fullerton.edu/wscuc2019/>

Component 1:

Introduction to the institutional report

- Diversity and inclusivity: Serve the needs of diverse student population
- Strategic plans: 2013-2018 & 2018-2023
- Leadership changes and stability
- Brief response to 2012 and 2015 WSCUC reviews:
 - **Strategic planning**
 - **Assessment:** Learning goals/outcomes; Six-step assessment process
 - **Advising:** Student success teams
 - **Funding:** Diverse funding strategies; Alternative funding through philanthropic venues
 - **Irvine center:** Student success support; Faculty/staff support, Innovation/Entrepreneurial activities

Component 2:

Compliance with standards

- **Areas of strengths:**
 - Commitment to quality education
 - Tradition of shared governance
 - Focus on student success with extensive curricular and co-curricular support
 - Commitment to diverse faculty and staff
 - Campus-wide assessment and quality assurance processes
- **Areas of improvement:**
 - Uneven quality of assessment and quality assurance processes across campus
 - Communication of data and information to all constituencies
 - Student support to address different student populations' needs (e.g. graduate, online and transfer students)
 - Funding and resources to address deferred maintenance, expand support services, etc.

Component 3:

Degree programs: Meaning, Quality, and Integrity of Degrees

- **Meaning of degrees:**
 - Mission
 - University-wide learning goals
 - “Meaning of degree” statements by degree program
- **Integrity of degrees:**
 - Alignment of CLOs, PLOs, and ILOs
 - Curriculum and course review processes
- **Quality of degrees:**
 - UPS and campus-wide processes for faculty-driven, program-controlled student learning assessment
 - High quality faculty
 - Efforts to enhance online education quality

Component 4:

Educational quality: Student learning, core competencies, and standards of performance at graduation

- **PLO assessment:**
 - Aligned with university-wide learning goals
 - Aligned with WSCUC core competencies
 - Data aggregation at the institutional level
- **University-level assessment:**
 - National Survey of Student Engagement (NSSE)
 - Undergraduate exit survey
 - Effort to enhance quantitative reasoning
- **GE assessment:**
 - Faculty learning communities
- **Efforts to improve teaching and learning:**
 - High impact practices
 - Supplemental instruction
 - GI2025 innovation grant
 - Assessment inquiry grant
 - Course redesign with technology
 - Titanium engagement

Component 5:

Student success: Student learning, retention & graduation

- **Comprehensive academic advising network:**
 - Academic Advising Center (AAC)
 - Advising in the major
 - Student success teams
 - Student success centers
 - Technology for advisement (e.g. TDA, TitanNet)
- **Student success initiatives and supports:**
 - Academic preparation re EO1110: Math/English curriculum redesign
 - Student orientations
 - Financial aid and scholarship opportunities
 - Tuffy's Basic Needs Center
 - Registration "barriers" removed (e.g. max. units increased from 16 to 18; fall registration moved from July to April; online platform to add/drop classes or change majors)
 - Investment in data availability and accessibility (e.g. Tableau dashboards, TitanNet)
- **Evidence of student success:**
 - Increased graduation rates since 2012
 - Student satisfaction expressed in NSSE and undergraduate exit surveys

Component 6:

Quality assurance and improvement:

Program review; Assessment; Use of data and evidence

- **Network of campus-wide assessment:**
 - Faculty liaisons and coordinators
 - Co-curricular assessment
 - Peer review and quality assurance of the assessment process
 - Student assessment scholars program
- **Program Performance Review (PPR):**
 - Systematic, university-wide process
 - Connected to assessment and focused on continuous improvement

Component 7:

Sustainability: Financial viability; Preparing for the changing higher education environment

- **Financial stability:**
 - Total campus budget increased 21.3% since 2013-14
 - GI2025 funding
 - Fundraising tripled since 2011-12
 - Endowment nearly doubled since 2011-12
- **Planning, Resource, and Budget Committee (PRBC):** Collaborative funding allocation decision-making
- **Enrollment management:**
 - Campus impaction
 - Student course enrollment monitoring
 - Transferology to help students “find replacement courses”
 - CourseMatch and CSU Fully Online

Component 7:

Sustainability: Financial viability; Preparing for the changing higher education environment (cont.)

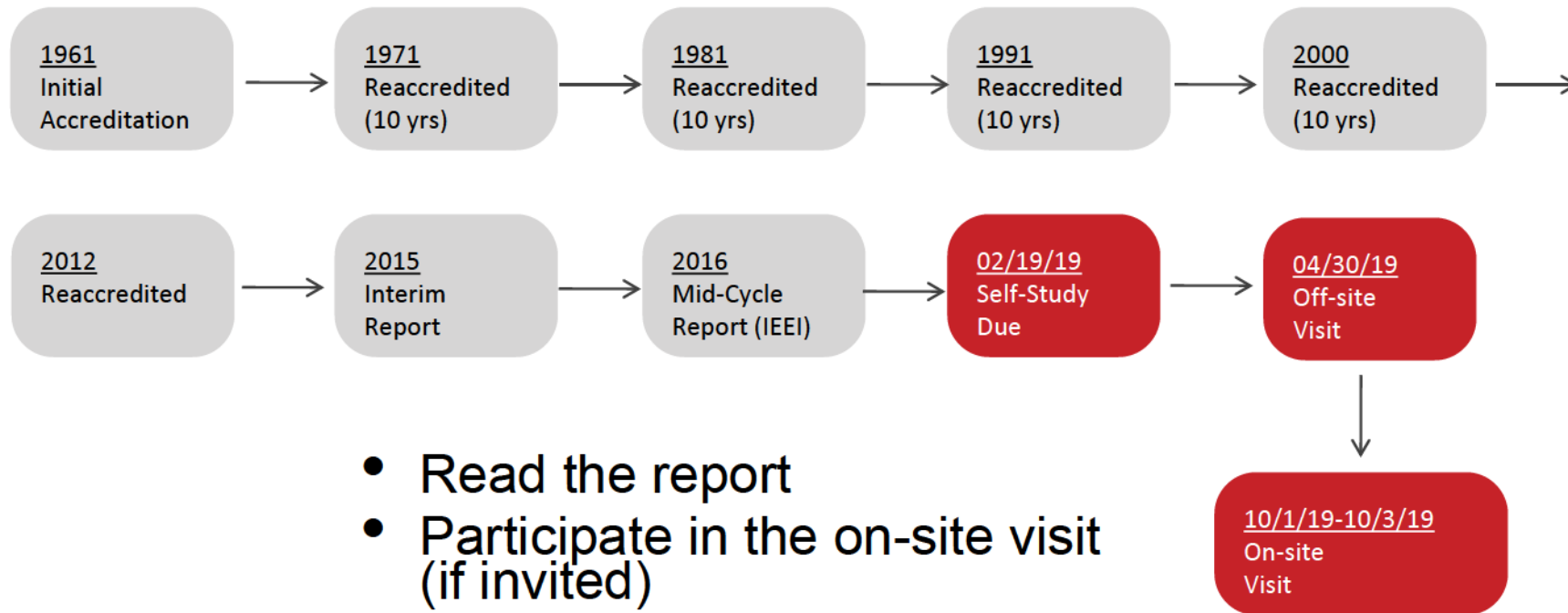
- **Facilities, environment, and deferred maintenance:**
 - Campus physical master plan
 - Address deferred maintenance through system-wide funding allocation, one-time money or savings
 - Investment in classroom renovation (e.g. McCarthy)
 - Titan Hall
 - High space utilization rate in both lecture and lab space, particularly for lab space
- **IT resources:**
 - Technology roll out and support
 - Smart classrooms
 - Student technology services (e.g. free software, iTuffy, Titan Mobile, Titan Direct Access eBook program)
 - Campus-wide tools (e.g. OBIEE & Tableau dashboards, TitanNet, Curriculumlog, Qualtrics, Compliance Assist)
- **Library:**
 - Resource availability (physical, electronic)
 - Instructional programs and services
 - Space renovation

Component 9:

Conclusion: Reflection and plan for improvement

- **Efforts underway:**
 - “Reach for 15” campaign
 - Improved graduation check process
 - Expansion of advising capacity within the colleges
 - Review of bottleneck courses to remove barriers to persistence and graduation
 - Curricular “roadmaps”
- **Large campus & diversity: Strengths and challenges**
 - Commitment to diversity and inclusion
 - Shared governance; Consultative and inclusive processes
 - Uneven quality of assessment and quality assurance processes across campus
 - Uneven support to different student populations (e.g. graduate, online, transfer students)
 - Limited funding and resources
- Continue to build a culture of inclusive excellence, and “*...address challenges with multi-faced solutions*”

Preparation for WSCUC visit



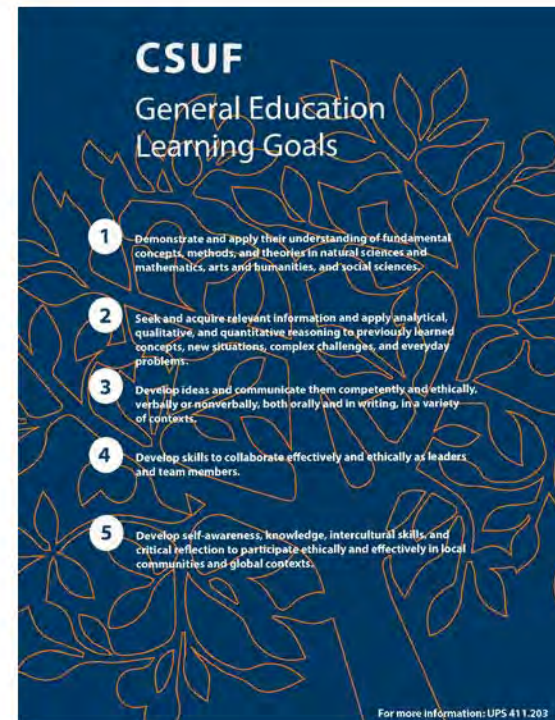
- Read the report
- Participate in the on-site visit (if invited)
- Confidential email option
- Tell your friends and colleagues!



- **WSCUC** = WASC Senior College and University Commission
- **ALO** = Accreditation Liaison Officer
- **CFR** = Criteria for Review
- **MQID** = Meaning, Quality, and Integrity of the Degree
- **SLO** = Student Learning Outcome
 - **ILO** = Institution Learning Outcome
 - **PLO** = Program Learning Outcome
 - **CLO** = Course Learning Outcome

What do students need to know?

- Student Learning Outcomes – posted on the walls of classrooms (Undergraduate, Graduate and GE)
- Meaning of degree statement
- Strategic Plan
- CSUF focus is on student success



Meaning of Degree

- What was the process to determine the meaning of a CSUF degree?



Meaning of Degree

- A California State University, Fullerton degree marks the culmination of an enriching multidisciplinary education where students benefit from experiential learning and vibrant co-curricular experiences in a culturally diverse environment. With disciplinary knowledge and critical skills, Titan graduates are well positioned to emerge as effective, ethical leaders and productive members in their local communities and the global society.

Lines of Inquiry

- **Typical questions students could be asked:**
 - What is assessment like on your campus?
 - Do you have undergraduate learning goals for the university and where would you find them?
 - If you had an academic complaint, where would you go?

General Education

Update and Next Steps

ASI 4.23.19

CSU GE under EO 1100R

Area A English Language Communication and Critical Thinking	Area B Scientific Inquiry and Quantitative Reasoning	Area C Arts and Humanities	Area D Social Sciences	Area E Lifelong Learning & Self Development
<p>9 semester units</p> <ul style="list-style-type: none">• A1 Oral Communication (3)• A2 Written Communication (3)• A3 Critical Thinking (3)	<p>12 semester units: 3 in each sub area, 3 units UD</p> <ul style="list-style-type: none">• B1 Physical Science (3 units)• B2 Life Science (3)• B3 Lab (1 unit, may be required with B1 or B2, embedded, additional unit, separate course)• B4 Math/QR (3)	<p>12 semester units: at least one course in each of 2 subareas, 3 units UD</p> <ul style="list-style-type: none">• C1 Arts: Cinema, Dance, Music, Theater• C2 Humanities: Literature, Philosophy, Languages Other than English	<p>12 semester units: at least 2 courses in 2 different disciplines, 3 units UD;</p>	<p>3 semester units</p>

- If you want to give feedback on the suggestions from the ASCSU GE Task Force report, the link is below.
- Academic Senate for the California State University (statewide academic senate) is now accepting electronic feedback via a link on the ASCSU homepage at: <https://www2.calstate.edu/csu-system/faculty-staff/academic-senate> (On the Resolutions/Reports tab look for the “Feedback: General Education Task Force Report” link in red)
- All feedback will be public (use the link on the Feedback page).

CSUF Irvine Center ASI Productions

Budget and Activities Update

Tuesday, April 23, 2019

Dr. Futoshi Nakagawa

Assistant Dean for Student Affairs, CSUF Irvine Center

CSUF Irvine Center ASI Productions Team

- Interim Associate Vice President for South County Operations and Initiatives: Dr. Steve Walk
- CSUF Irvine Center, Assistant Dean for Student Affairs: Dr. Futoshi Nakagawa
- CSUF IRVC ASI Productions Student Leaders
 - Spring 2019:
 - **Shirley Hu**
 - **Michael Kim (New!)**
 - **Vanessa Gallegos (New!)**

CSUF Irvine Center ASI Productions
Overarching Theme: Making Our Students Feel
Welcomed, Valued, *and Connected.*



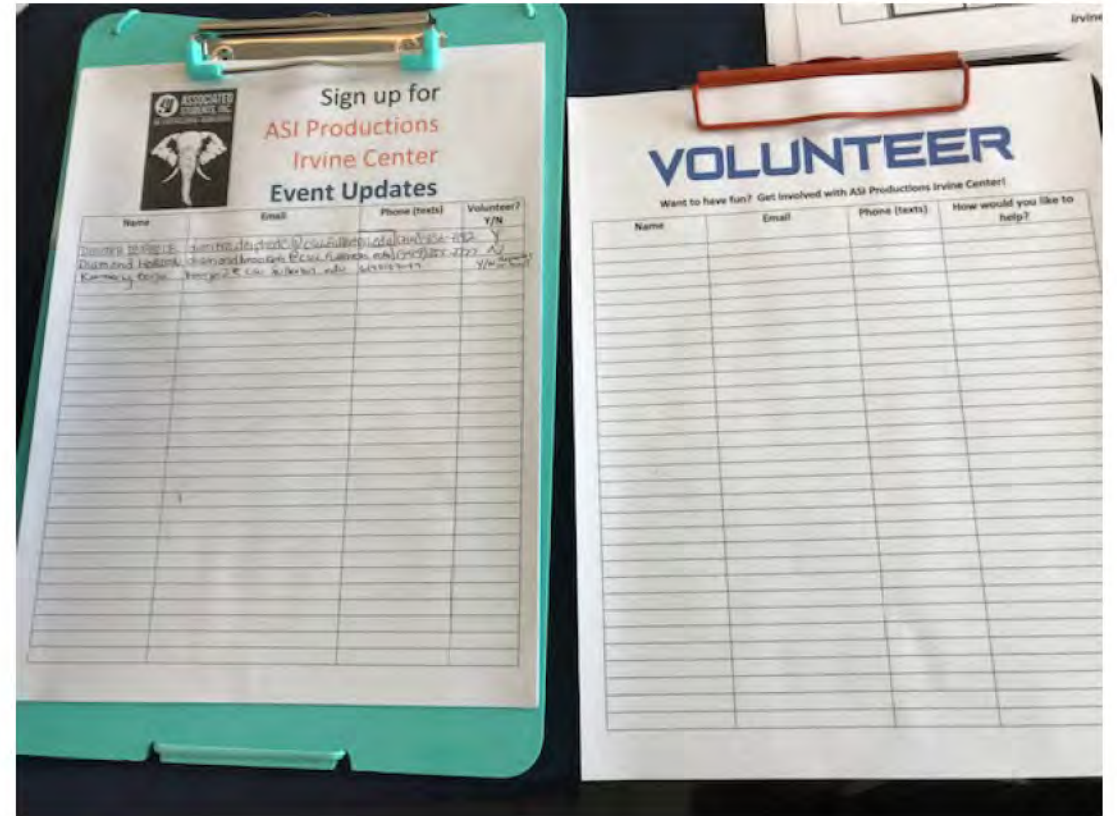
What's at the CSUF Irvine Center?

- 4,000 students in 260 courses, most in 4 colleges (MCBE, HHD, COMM, HSS)
- Student Success Team
- Library, Bookstore, Fitness Center, TSU Lounge
- 100+ Events annually

CSUF ASI Productions, Irvine 2017-2018 Budget

- CSUF ASI Productions Irvine Center 2018-2019
 - General Operations
 - **Budget: \$43,582.00**
 - **Current Balance: \$2865.12** (% Utilized: 94%)
 - Supplies (8050): \$11,650.00 (95% Utilized)
 - **Balance: \$556.00**
 - Printing & Advertising (8051): \$1,000.00
 - **Balance: \$ 981.12 (Pending)**
 - Contracts/Fees/Rentals (8074): \$30,932.00 (96% Utilized)
 - **Balance: \$ 1,328.00**

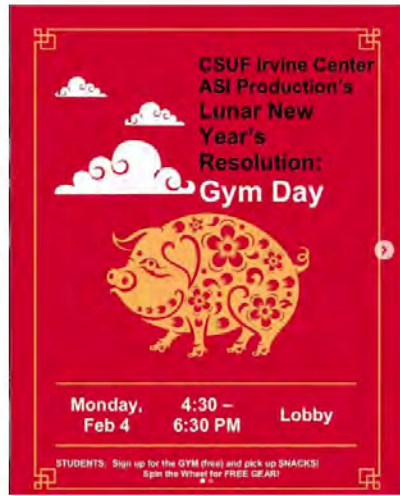
Spring 2019 Events: Week of Welcome (1/22-1/25)



Spring 2019 Events: ASI IRVC Student Success Block Party (1/30)



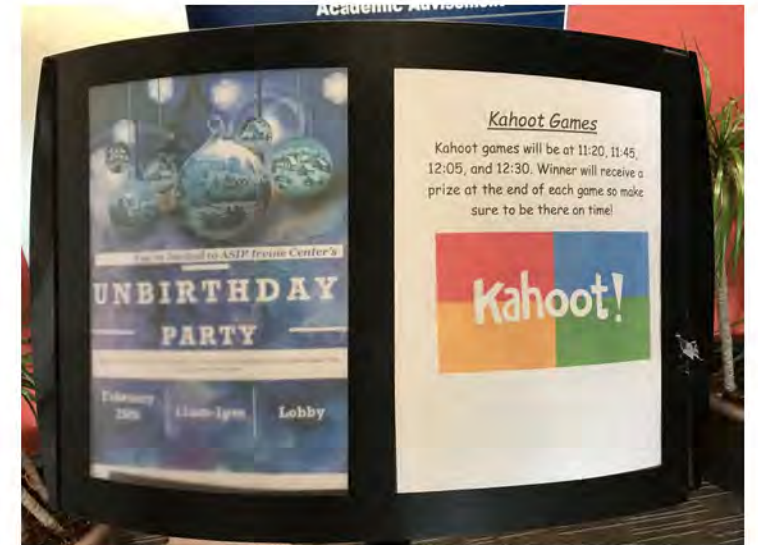
Spring 2019 Events: Lunar New Year's Resolution: GYM DAY (2/4)



Spring 2019 Events: Love Yourself (2/14)



Spring 2019 Events: Titan Tuesday: Unbirthday Celebration (2/26)



Spring 2019 Events: Spring Break Awareness Night (3/26)



Spring 2019 Events: IRVC Gradfest (4/11)



Spring 2019 Events: Earth Day (4/18)



Spring 2019 Events: Cops and Coffee (4/25)



Spring 2019 Events: Earth Day II (4/29)



Spring 2019 Finals Frenzy (5/13)



Thank you for your continued support of the
CSUF Irvine Center ☺



ASI Board Report

MESA COOPERATIVA

The purpose of this report is to discuss the goals, current funding status, events, and meeting times for Mesa Cooperativa.

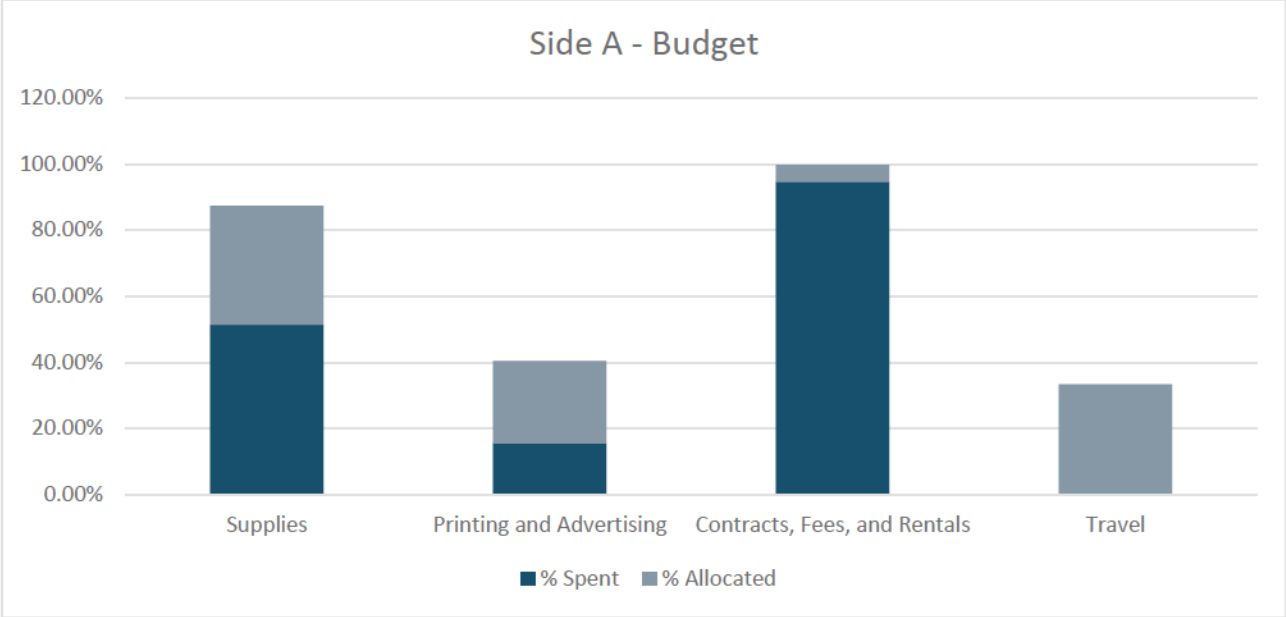
To begin, Mesa Cooperativa has the following goals:

- A short-term goal for the council is to increase the participation of upcoming events.
- A long-term goal for the council is increase the awareness of Mesa Cooperativa through new media campaign strategies.

As of now, the council has been able to increase participation by implementing new marketing strategies for the events. As a council, we have increase word-of-mouth strategy by having delegates pass out flyers to their organizations and students. As a result, we have been able a steady increase in attendees.

Next, the graphs below are illustrate our allocated budget compared to the money spent. Each of the graphs below represent the different sides of the council’s budget.

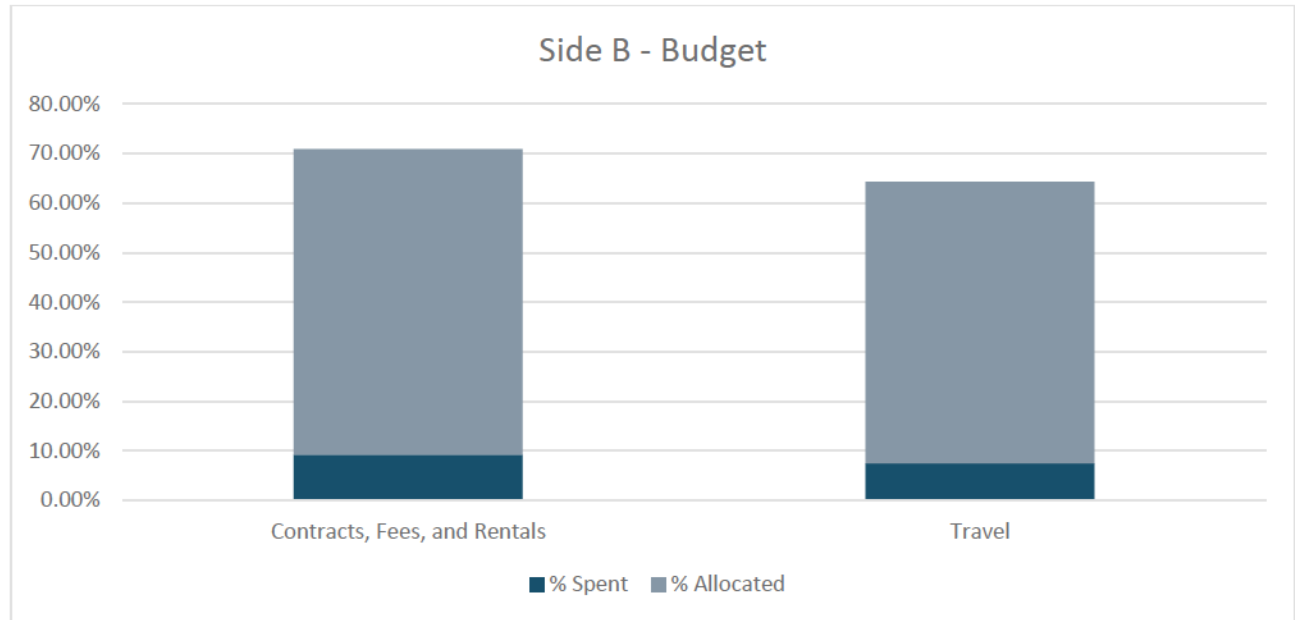
Exhibit 1



The amounts allocated for supplies is approximately 18% for our upcoming mixer and 18% for t-shirts for our council. Next, we’ve allocated 24.85% for our upcoming mixer and part of it was for our past event, Cultivating Empowerment. Moreover, for contracts, fees, and rentals, the

council has allocated 5% to provide food for our upcoming event, The Mixer. Lastly, we've allocated 33% for travel for the council to attend a conference after finals.

Exhibit 2



The amounts allocated for contracts, fees, and rentals is a total of 62%. The council will provide 47% to Dream Co-op for their Migration is Beautiful event. Then, 15% will be allocated to Society of Hispanic Engineers for their Alumni Mixer. Lastly, for Travel we are planning to allocate 57% of funds available. The council plans to provide 26% to the Latinx Student Psychologist Association to travel for their upcoming conference. The council will provide 13% to Sigma Lambda Beta to attend their Leadership Institute Conference. The remaining 18% will go to the Lambdas to attend their conference.

The following are some of the past events and future events Mesa Cooperativa will be holding:

- Cultivating Empowerment Day was on March 10, 2019 from 4:30 pm until 7:30 pm.
 - Activities and the keynote speaker provided information on activism in the Latinx/ Chicanx community.
 - Had a good turn-out but wished there was more participants. The council believes that we could have had a better turn out if we had promoted the event more.
- We are currently working on The Mixer event.
 - This event will allow faculty and students network with the present and future executive board and delegates of Mesa Cooperativa.

Mesa Cooperativa meets on Monday at 5:15 pm until 7:00 pm in TSU, Ontiveros.

Community Engagement Commission

SPRING 2019

Director: Bianca Favela

Commissioners: Amanjot Kaur, Jenny Jaramillo, Jenny Jovel

An orange speech bubble graphic with a white outline, containing the word "GOALS" in white capital letters. The bubble is positioned on the left side of the slide, with its tail pointing towards the bottom center.

GOALS

SHORT TERM:

- **Increase student involvement/volunteers at CEC events.**

LONG TERM:

- **Proactive approach to be involved in the Titan Community and the City of Fullerton. Continue to build a relationship with University Advancement and City of Fullerton.**

FUNDING

Account	Budget	What's left	% left
8050 <i>Supplies</i>	\$1,000	\$719	39%
8051 <i>Printing/ Advertising</i>	\$2,050	\$955.35	15%
8074 <i>Contracts, fees, & rentals</i>	\$800	\$26	77%
Overall:	\$3,850	\$1,700.35	26%

SPRING 2019 Events

Jan. 26 – MLK Service Day

Mar. 8 – *Canceled*

Apr. 13 – Welcome to CSUF Day

Apr. 18 – Fullerton Night Market

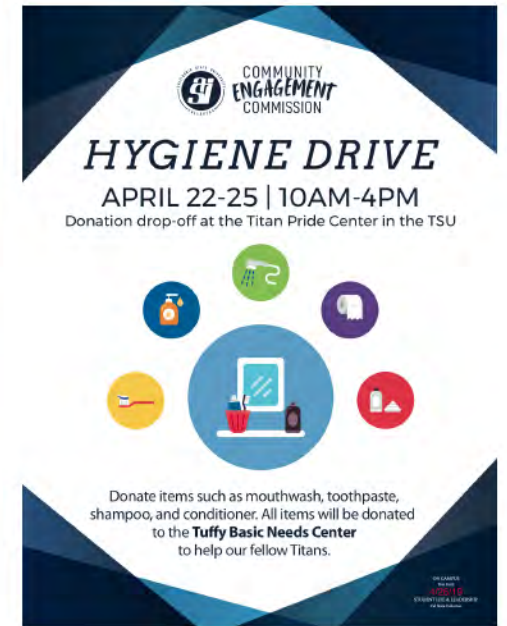
Apr. 22-25 – Hygiene Drive

**Drop off at Titan Pride Center*

**Donations will be given to Tuffy Basic Need Center*

May 3 – Confetti/Glitter CSUF Clean-Up

**Collaboration with ECS*



CEC Team Meeting

Thursday's @ 7:30am in TSU Commission's
Room (TSU 249)

Want to get more information:
asicec@fullerton.edu



COMMUNICATIONS COMMISSION

BOARD REPORT 2/26/19

GOALS

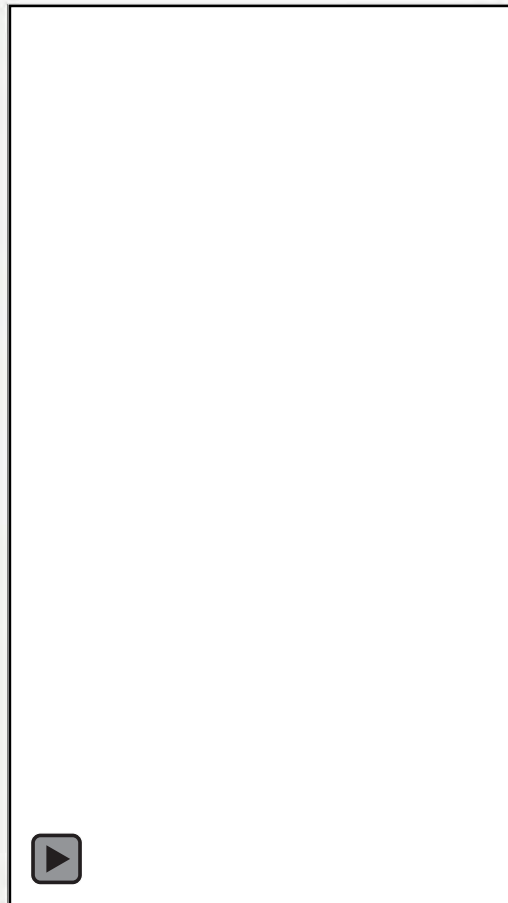
- Short Term/Immediate
 - To host one more A Case of the Mondays event
 - To have one last Ambassadors program meeting
- Long Term/Overarching
 - To plan events and campaigns that educate students on ASI, get students more involved within ASI, and give students a reason to stay engaged on campus.
 - To assist student governance and programming in any marketing initiatives.
 - To use social media to bring attention to parts of campus that are not usually highlighted.
 - To keep student leaders informed and engaged with each other.

CURRENT FUNDING

- 8050
 - Total Budgeted=\$3750.00
 - Total Remaining=\$3,635.37
 - Spent on supplies for A Case of the Mondays, Ambassadors, etc.
 - Not accurate
- 8051
 - Total Budgeted=\$5300
 - Total Remaining=\$4,999.01
 - Spent on business cards, handbills, posters, etc.
 - Not accurate
- 8074
 - Total Budgeted=\$10,250.00
 - Total Remaining=\$6229.14
 - Spent on Angels Game Tickets, A Case of the Mondays supplies, Town Hall supplies, helping CEC in their promotional items, and All Day ASI, catering, vendors, etc.
 - Not accurate

PAST EVENT

- A Case of the Monday's
 - Spring Concert Collab!



UPCOMING EVENTS

- Ambassadors Meeting
 - Friday, April 26th, 12-1:30, in TSU Presidents Room
- A Case of the Monday's
 - Bubble Bash
 - May 6th, 2019 from 12-2PM at Titan Walk Lawn
- Upcoming Campaigns: Building Leaders



Street Team

2/22/19



Goals

End of the Year Goal: Help Street Team members transition into their positions and or help them find another way to be involved on campus.

Budget

- **Current Funding Status:**
 - **Supplies: 41.04%**
 - **Printing and Advertisements: 97.35%**
 - **Contracts, Fees and Rentals: 50.28%**
 - **Travel: 37.8%**
 - **(These percentages will be changing because of the end of the year meeting.)**



Future Events

Since Street Team does not host individual events, but we are preparing for the end of the year “Get together.” (This will be a mix of a Spring retreat and Banquet for the members).

Meetings


- LAST general meetings are happening this WEEK!
- Tuesday 5-6PM & Wednesday 3-4PM
- NEXT week we will be having our End of the Year Celebration (Date TBD from 4-7:30PM)
- Feel Free to RSVP @ https://kp342.wufoo.com/forms/rtjwil911kst77/?fbclid=IwARoh_FiJV3S87hHWQfURwcxtKxr1cAOW5R4YwDxbRleK7JlKw8JahXF_Lfk



TITAN TUSK FORCE BUDGET REPORT



GOALS:

- ▶ The goal of Titan Tusk Force is to promote school pride among students to enrich their experience here at CSUF.
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

BUDGET OVERVIEW:

- ▶ We have used 71.4% of our budget.
- ▶ 8050-Supplies
 - ▶ 21.9% (plates, napkins, etc)
- ▶ 8051-Printing
 - ▶ 46.3% (foam core, handbills)
- ▶ 8074- Contracts/Fees/Rentals
 - ▶ 83.1% (vendors, custom t-shirts, stickers, etc)
 - ▶ TTF is also helped AICA purchase food trucks for Culture Couture


PREVIOUS EVENTS: ASI CARNIVAL

- ▶ Biggest expense was ASI Carnival, March 1, 2019
 - ▶ Attendance of 900
 - ▶ Gave out a total of 700 food vouchers
 - ▶ 3 different food trucks
 - ▶ Custom t-shirts
 - ▶ 8 different game booths, which all had prizes and ran out
 - ▶ 2 mechanical rides (slide and swings)

PREVIOUS EVENTS: TAILGATE & EAT N' GREET

- ▶ 3/12 Baseball vs. USC
 - ▶ Attendance 100
 - ▶ had free WingStop
- ▶ 3/28 Eat n' Greet
 - ▶ Free acai bowls
 - ▶ Attendance 400
 - ▶ Collaboration between ESC and Thursday Concerts
- ▶ 4/10 Eat n' Greet
 - ▶ Free tacos (actual authentic tacos)
 - ▶ Attendance of 425
 - ▶ Collaboration with Thursday Concerts

UPCOMING EVENTS:

- ▶ Tailgate Today! (4/23)
 - ▶ Baseball vs. UCLA
 - ▶ 5pm-6pm out on Goodwin Field
 - ▶ Last Eat n' Greet
 - ▶ 5/9 at Becker Amphitheater 12pm-1pm
 - ▶ Free Tacos
- 

THANK YOU!





CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION APPROVING ESTABLISHING ASI POLICY CONCERNING
PROCUREMENT**

Sponsor: Maisune Abu-Elhajja

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, Procurement encompasses contracts, capital purchases, corporate credit cards, IT equipment purchases, and purchase orders; and

WHEREAS, Procurement shall be set on an annual budget allocation and is in conjunction with capital requests budget adjustments; and

WHEREAS, ASI has practices and procedures in place concerning procurement but lacks a policy; therefore let it be

RESOLVED, ASI approves ASI Policy Concerning Procurement; 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-third day of April in the year two thousand nineteen.

Tristan Torres
Chair, Board of Directors

Maria Linares
Vice Chair/Secretary, Board of Directors

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

Ana Aldazabal
ASI President

Date

POLICY CONCERNING CORPORATE PROCUREMENT

PURPOSE

The following policy is to provide guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines contracts, capital purchases, corporate credit cards, IT equipment purchases, and purchase orders. Corporate procurement is set on annual budget allocation and is in conjunction with capital requests budget adjustments.

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5. PURCHASE ORDERS	3

WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input type="checkbox"/> Volunteers |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Supervisors | <input type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input type="checkbox"/> Students |

DEFINITIONS

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

Terms	Definitions
Encumber	To set aside
Fixed Assets	Furniture, equipment or building improvements exceeding \$1,500 per unit.
General Provision	Specific minimum terms and conditions to which a contractor must agree in order to provide to ASI.

Purchase Order	A commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services.
-----------------------	--

STANDARDS

1. PROCUREMENT GUIDELINES

Associated Students Inc. shall follow all procurement guidelines set by the Integrated California State University Administrative Manual (ICSUAM) Section 500 Contracts and Procurement and CSU Fullerton President Directives.

2. CAPITAL EXPENDITURES

Capital expenditures are costs incurred to acquire or construct a capital asset. A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year. All capital expenditures approved during the capital request process are subject to ASI Board of Directors approval.

3. CONTRACTS

Contracts are legally binding agreements and must be signed only by the Executive Director or designee. ASI contract template may not be used by clubs, organizations, or CSU Fullerton departments. Specific language binding only for ASI and the contracted artist(s), performer(s), or vendor(s). Student clubs or organizations are legal entities under CSU Fullerton through the registration and recognition process.

a. Conflict 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.

b. Artists, Performers, or Vendors

ASI has approved contract templates to be used for vendors, artists and performers that provide a service. The contract outlines specific terms, liability and insurance requirements, and other expectations of the artist, performer, or vendor.

c. W-9:

The purpose of the W-9 form is to record the tax identification number or social security, along with the name and address of an individual or business that the ASI pays for services rendered. When payments for services rendered are \$600 or more during a tax year it is reported to the Internal Revenue Service (IRS) and a Form 1099-Misc will be issued to the individual or business.

d. Independent Contractors

Independent contractors are self-employed, and they are any individual or business that does work for another party at a specified rate. An individual who is an independent contractor is not an employee for any business. Instead, the contractor does whatever work is stated within the contract and once the job is finished, the person is free to go work with other organizations.

The worker is free from control and direction of the hiring entity in connection with the performance of the work, both under the contract for performance of the work and in fact; the worker performs work that is outside the course of the hiring entity's business; and the worker is customarily engaged in an independently established trade, occupation, or business.

4. CORPORATE CREDIT CARDS

Corporate credit cards are assigned only to full-time staff and certain student leaders of the corporation. Student leaders of the Corporation eligible to be issued, for corporate uses, a credit card include: ASI President, Chief Governmental Officer, Chair of the Board of Directors, and Chair of the TSC Board of Trustees. Full-time staff may be eligible for a corporate credit card with director approval. Assignment of corporate credit cards must be approved by the ASI Executive Director or designee.

All corporate credit cards shall have an established credit limit. Users must submit original receipts within seventy-two (72) hours to the ASI Accounting Office with appropriate request for payment forms and original receipts. Full-time staff may request an increase in credit limit by submitting in writing the justification to the Director of Financial Services. Failure to submit monthly payment requests with original supporting documentation in a timely manner or abuse of credit card privileges may result in disciplinary action.

The Director of Financial Services will review the list of users and spending limits annually.

a. Prohibited Uses of the Card

The following transactions are prohibited:

- Cash Advances
- Purchase of any good or service not included in the annual budget, amendments to the annual budget, or agency funds
- Purchase of any goods or services for personal use
- Purchase of any non-CSU approved goods or services

b. Termination or Revocation

Failure to comply with policy may result in temporary or permanent revocation of the corporate credit card. The following are additional reasons a credit card will be revoked:

- Abuse spending limit
- Outstanding receipts of sixty (60) days

Director of Financial Services or supervisors must initiate this process of revocation and reinstatement.

5. INFORMATIONAL TECHNOLOGY (IT) EQUIPMENT PURCHASES

Purchase of any Information Technology (IT) equipment must be approved by the Director of IT Services before annual budget allocations or capital requests and budget adjustments.

6. PURCHASE ORDERS

A purchase order (PO) is a legal binding contract between ASI and a vendor. Purchase orders verify that a purchase is authorized and funds are encumbered from an appropriate account to pay the vendor(s) once the goods and/or services have been provided. A PO is not required when an artist(s), performer(s), or vendor(s) is contracted for their services.

DATE APPROVED: **TBD**



CALIFORNIA STATE UNIVERSITY, FULLERTON

Executive Officers Board Report April 23, 2019

**ASI PRESIDENT
ANA ALDAZABAL**

Hi everyone below are my board reports!

- DIRC Director Search
- Executive Director Evaluation
- Undocu & SWANA Roundtable
- Ambassador Meeting
- Presidents Advisory Cabinet

I hope you all have a great week!

**ASI VICE PRESIDENT
SABA ANSARI**

Hi y'all,

Time is winding down, and we only have 3 Fridays left!

I'll be spending this week looking at the scholarships application questions, evaluating financial awards for student leaders, attending TDRC's 5th Birthday Celebration & Earth Week Expo (Tuesday), hosting the Students of Minority Faith roundtable (Wednesday), attending Dave's Eval & the ASI Strategic Plan committee, and meeting with: Ana, Austin, Dave, Elizabeth from AICA, Ben from Films, Martha from TDRC and Jeanne from Gov Relations.

ASI Banquet is THIS FRIDAY: 530-8PM in TSU South Patio. If any of you have some time beforehand, I could use the help in setting up :-)

It is still Sexual Assault Month, and I wanted to leave y'all with a quote: **"Why does every woman know another woman that was raped, but no man knows a rapist?"** If this make you mad or uncomfortable, have the hard conversations with your friends about what sexual assault and rape culture entails. It may seem like a small thing, but these conversations are what change culture. Do your part my friends.

**ASI CHIEF COMMUNICATIONS OFFICER
KAETLYN HERNANDEZ**

Hello everyone!

As the year closes out, I have bullet pointed my last initiatives and my progress on each:

- COMM Team: Communications Commission is having their second to last Case of the Mondays event on Monday, April 22nd, with Spring Concert. Their last event is on May 6th and Celeste is beginning to book things for the event.
- CEC: Community Engagement Commission is ending off their terms with the hygiene drive and the glitter clean-up. The hygiene drive is this week, PLEASE DONATE AND TELL YOUR FRIENDS! The glitter clean-up is Friday, May 3rd. Please make it an effort to go out and support.
- ASI Ambassadors Program: Their last meeting is this Friday, please stop by to give your thanks.
- Building Leaders campaign: Scott is in contact with Athletics for a date and time.
- ASI Year in Review: Filming starts this week.
- Fully Informed podcast: The last episode of the year goes up this Tuesday.

**ASI CHIEF CAMPUS RELATIONS OFFICER
REBECCA HESGARD**

I hope you all have had some time for yourselves and enjoyed your spring break! And I hope that you're ready to hit the ground running throughout the last stretch of this semester!

UPDATES:

- Met with Fram to write my definition of Titan Pride on the President's Office whiteboard
- Breakfast with the Boards – passed out donuts across campus and met some awesome students
- Volunteered at Children's Center – sang songs with all the Sunshine Classroom
- ESC Commission Meeting:
 - ESC focused on environmental justice and racism and are gearing up for Earth Week this week
- Planning, Resource & Budget Committee – Heard update on changes in Academic Affairs budget over the years and provided input on next year's budget priorities
- Recorded the last episode of Fully Informed podcast for the term with Kaetlyn and rest of execs – it got emotional y'all

UPCOMING:

- **Earth Week** – ESC is holding Earth Week Expo during Farmer's Market so visit that and then check out their Green Career Panel on Wed. at 3PM
- PAC/UA Commission Meeting – Our **last** PAC/UA meeting of the semester where we will be checking in with our students on committees and thanking them for their service over the past year in representing students

- TitanNet Focus Groups – Thank you to student leaders who responded with their availability to help in providing input for this advisement tool that is launching this fall
- **Denim Day** – wear denim to support survivors of sexual assault this Wed.
- GE Task Force Committee Meeting
- Academic Senate Meeting
- Planning, Resource, and Budget Committee

- **ROUNDTABLES CONTINUE THIS WEEK** – Will continue throughout the month until the first week of May and I'll continue reminders before each one
- **ASI Banquet – THIS FRIDAY! See you all there!**

**ASI CHIEF GOVERNMENTAL OFFICER
MEGHAN WAYMIRE**

Hi all! I hope y'all are having a wonderful last couple of weeks as the semester comes to a close. Below are a few updates—

- May CSSA will be held at Sonoma state from May 4-5, look out for future BoD reports to see what is on the agenda for that meeting
- At the CSSA May plenary, we will be electing executive officers for the following year. If you'd like to see who is running, please follow this link <https://calstatestudents.org/elections/#eo>
- May 6th from 2:30 - 6:30 is Lobby Corps's May Advocacy Event, "ASI's MAY-king Money Moves." It'll be in front of the TSU so be sure to come out for free food, giveaways, and fun!
- Tuesday, April 23rd is the TDRC's 5th birthday celebration!! Lobby Corps will be tabling
- Last week I attended a meeting about the Census and we are starting planning processes as to how we can encourage students to complete their census form
- Last week I attended a meeting about the new vote centers and will be meeting with Jeff and Riley to discuss the TSU possibly becoming a vote center
- Last week was the Roundtable for formerly incarcerated students and it went very well!!
- Rebecca and I sit on the Planning Resource & Budget Committee (PRBC) and are currently writing the annual memo that outlines recommendations to the President's Office as to how the university's budget should be spent. To give you an idea as to what this memo looks like, please follow this link to see Last year's memo:
https://resourceplanning.fullerton.edu/documents/reports/prbc/recommendations/18_19/PRBC_Recommendations_for_FY_2018_2019.pdf

Reach out if y'all have any questions!



BOARD OF DIRECTORS

CALIFORNIA STATE UNIVERSITY, FULLERTON™

CHAIR & VICE CHAIR'S REPORT April 23, 2019

Maisune Abu-Elhaija, Vice Chair/Treasurer:

No written report.

Maria Linares, Vice Chair/Secretary:

Happy Monday ASI!

Governance

This week: Items are tentative.....the official/final Governance agenda has not been sent out

New Business

a.) **Action:** Resolution in Support of Students with Disabilities

- *The committee will consider approving a resolution in support of students with disabilities*

b.) **Action:** Policy Concerning Board of Directors Operations

- *The committee will consider approving changes to the policy concerning board of directors operations*

Updates:

Livestreaming of ASI meetings

- Upon recommendation from ASI staff, rather than start live streaming this semester, we are going to spend the Summer assessing it and have a proposal and resolution ready for Governance Fall 2019. I apologize if you were expecting for this project to take place this Spring, but it was out of my control.

Last Governance

- Last Governance meeting is set for May 2nd. We might cancel if we don't have items on the agenda for discussion. This will not be a voting meeting.

ASI Executive Director Evaluation Training

- Attended the training in which we evaluated Dr. Dave Edwards

Looking forward to seeing you all at our BOD meeting tomorrow.

Maria Linares

Tristan Torres, Board Chair:

No written report.