



## Minutes

### ASI Board of Directors Meeting

📅 Tue January 21st, 2020

🕒 1:15pm - 3:45pm PST

📍 Titan Student Union Board Room

#### 👥 In Attendance

#### I. Call to Order

Baker called the meeting to order at 1:15 p.m.

#### II. Roll Call

Members Present: Aguirre, Alvarez, Baker, Barillas, Calderon, Cook, Cortes, Hanna, Linares, Mitchell, Pang, Reveles, Soria, Stohs, Therrien, Wright

Members Absent: Rajmane (E)

Liaisons Present: Aguilar, Allen, Collins, Gonzalez, Hust, Jenkins, Morales-Garcia

Liaisons 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 of 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 who is not in attendance prior to the announcement of Unfinished Business is considered to not be in attendance.]

EXCUSALS: (Therrien-m/Linares-s) Baker reported that Rajmane is out of the country and asked for a motion and second to excuse the absence. Absences were excused by unanimous consent.

#### III. Approval of Agenda

(Reveles-m/Hanna-s) The agenda was approved as presented by unanimous consent.

#### IV. Consent Calendar

There was one item on the consent calendar. The item was approved by unanimous consent.

##### a. 12/10/2019 Meeting Minutes

## V. **Public Speakers**

Members of the public may address Board of Directors members on any item appearing on this posted agenda or matters impacting students.

Tony Pang spoke to the Board to share that he would be leaving CSUF at the end of January. Pang thanked the Board and shared appreciation for the work that he was able to do with the group and in his position for the past six years in Student Life and Leadership (SLL). He shared that he will be working at CSU San Marcos as Director of SLL. Alisa Flowers will be taking on the role of Interim Director for SLL.

Flowers introduced herself and shared an overview of her background.

## VI. **Time Certain**

### a. **1:30pm - Harry Le Grande, Vice President Student Affairs**

Harry LeGrande, Vice President Student Affairs, welcomed the student leaders back for the spring 2020 semester. He shared a presentation highlighting an overview of 2019/2020 activities for the division and campus. The presentation is an attachment to the minutes.

VP LeGrande answered questions from the Board regarding, Budget for Tuffy's Basic Needs budget, Black Student Union ABC Conference funding, and the You At College pilot program.

### b. **2:00pm - Mike Miller, Campus Security Cameras**

Mike Miller, Business Development Manager at Mission Critical Partners consulting firm shared an overview of the university security camera analysis project.

Miller answered questions from the Board about distributing information to other student groups, the extent of where cameras would be located, including Fullerton and Irvine locations, and installing cameras in parking structures.

## VII. **Executive Senate Reports**

### a. **AICC**

Tina Thomas, Chair, provided an update report on the spring goals, budget and activities for AICC. The report is an attachment to the minutes.

### b. **BICC**

Martha Leon, Chair, provided an update report on the spring goals, budget and activities for BICC. The report is an attachment to the minutes.

### c. **CICC**

Cambria Norton, Chair, provided an update report on the spring goals, budget and activities for CICC. The report is an attachment to the minutes.

## VIII. **Unfinished Business**

### a. **NONE**

## IX. **New Business**

### a. **Action: Request to Allocate Funds for 2020 Capital Improvements (Finance)**

*The Board will consider a request to allocate \$129,000 from the Children's Center maintenance fund for capital improvements to the Children's Center facility.*

**BOD 031 19/20 (Finance) A motion was brought to the Board from the Finance Committee to approve an allocation of \$129,000 from the Children's Center maintenance fund for 2020 Capital Improvements to the Children's Center facility.**

Baker yielded to Cook to review the request and discussion from Finance. Cook provided an overview of the requests and shared that Lawrence was available to review the process and answer any questions. Lawrence provided clarification in regards to the structure and status of the Children's Center maintenance fund.

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

Baker opened the floor to discussion. Baker shared the wireless upgrade is mandated by campus. This will also be a requirement for the TSU.

Baker asked if there were any objections to moving into a roll call vote to approve the allocation of \$129,000 from the Children's Center maintenance fund for 2020 capital improvements to the Children's Center facility. There were no objections.

**Decision: BOD 031 19/20 (Finance) Roll Call Vote: 15-0-1 The motion to allocate \$129,000 from the Children's Center Maintenance Fund for 2020 capital improvements to the Children's Center facility was adopted.**

**b. Action: ASI Policy Concerning Corporate Budget (Finance)**

*The Board will consider approving the establishment of ASI Policy Concerning Corporate Budget.*

**BOD 032 19/20 (Finance) A motion was brought to the Board from the Finance Committee to approve ASI Policy Concerning Corporate Budget.**

Baker yielded to Cook to review the policy and discussion from the Finance Committee. Cook shared an overview and stated that the new policy is a culmination of older separate policies combined into one.

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

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

Baker asked if there were any objections to moving into a roll call vote to approve ASI Policy Concerning Corporate Budget. There were no objections.

**Decision: BOD 032 19/20 (Finance) Roll Call Vote: 16-0-0 The motion to approve ASI Policy Concerning Corporate Budget was adopted.**

**c. Action: ASI Policy Concerning NSF Checks and ASI Policy Concerning Sponsorship Recognition (Finance)**

*The Board will consider striking two ASI policies (Policy Concerning NSF Checks and Policy Concerning Sponsorship Recognition) that are included in other ASI financial policies.*

**BOD 033 19/20 (Finance) A motion was brought to the Board from the Finance Committee to strike ASI Policy Concerning NSF Checks and ASI Policy Concerning Sponsorship Recognition.**

Baker yielded to Cook to review the motion and discussion from the Committee. Cook shared that the policies were reviewed and determined that they were more procedural than policy.

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

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

Baker asked if there were any objections to moving to a roll call vote to approve striking ASI Policy Concerning NSF Checks and ASI Policy Concerning Sponsorship Recognition. There were no objections.

**Decision: BOD 033 19/20 (Finance) Roll Call Vote: 15-0-1 The motion to strike ASI Policy Concerning NSF Checks and ASI Policy Concerning Sponsorship Recognition was adopted.**

d. **Information: Boardable Board Management Software (Baker)**

*The Board will receive information on the new Board Management Software program and implementation process.*

Baker yielded to Wiley to review the new Board Management Software program, Boardable. Wiley informed the Board that the new program is available to members and provided a overview of the system features and benefits. He shared that members would receive a training overview in the coming weeks.

X. **Reports**

a. **EXECUTIVE REPORTS:**

1. **Executive Officers Report**

The Executive Officers provided a written report. A copy of the report is an attachment to the minutes.

ASI President Aaron Aguilar read a statement regarding the resignation of Mansi Kalra, ASI Vice President. He urged student leaders to be supportive and respectful, and to work together to put a stop to the negativity and harrassment of others.

Isaac Gonzalez also spoke to the Board about the need to be considerate and respectful to each other and shared concerns that some leaders are fearful of speaking up.

2. **Executive Director Report ~ Allen**

Keya Allen, ASI Executive Director, provided a written report. The report is an attachment to the minutes.

b. **BOARD LEADERSHIP REPORTS:**

The Board Leadership provided a written report. The report is an attachment to the minutes.

1. **Treasurer/Secretary Report ~ Cook**

2. **Vice Chair Report ~ Linares**

- Interviewing three applicants at Governance on Thursday. She invited members to attend the meeting. The selected candidate will come to Board in a couple of weeks.

3. **Chair Report ~ Baker**

XI. **Announcements/Member's Privilege**

- Allen shared information on the Campus Safety Community Forum, expectation that BOD/each college will be represented. The event will be held on Thursday, January 30th 5:30pm to 6:30pm. VP Student Affairs, President's Cabinet, BOD/Execs, the UPD will be in attendance/participating. This event will provide a time to ask questions and submit suggestions. Spread the word.
- Morales-Garcia shared thoughts about student leaders supporting each other. Shared, there will no longer be SJEC meetings due to harrasment toward herself and the coordinator.
- Baker reminded the Directors to submit their office hours and update calendars. Goals are due by the third meeting. Submit your top four choices for councils to sit on.
- Hanna thanked Aguilar, Gonzalez and Morales-Garcia for speaking up and she offered her support.
- Claire shared it would be helpful to create an open dialog and a more welcoming environment. Shared concerns that the hostile environment on campus is accross the board. Reflect on
- Baker shared that ASI can be a hard place for students coming in to handle. There are many people with strong opinions, forming different relationships. Its important if you hear anything negative or an issue needs to be addressed, go directly to the person, or bring to Allen or Baker for assistance to make sure things are handled appropriately. Be respectful with what is going on with Kalra. Be supportive of each other.
- Hust reiterated a point that Gonzalez made, that if there are BOD members who are afraid of using their voice, that is what your position is here to do. For those who say they are unaware of what is happening to be more open to seeing what is going on around and to speak up and provide support for Exec Officers and those who have been impacted by negative behaviors. Encourage healthy habits. Utiloze positions for what they were intended to be.
- Allen shared its open conversation and communication both ways. The Board is not going to be privy to all of the things that are happening in the Exec Office. Importance of reading reports, asking questions. On a good note, prior to the break, Aguilar, Baker, Allen attended BSU meeting to have the discussion about the concerns that students expressed. ASI achieved success in working with BSU students, ASI Financial Services assisted with their budget for the conference. Attended ABC Conference over the weekend, to show support and commitment from campus/ASI. Important to look at successes and continue to work toward improving. Very proud of the work that students are doing. Encouraged the Board/Execs to be proud of the work completed during ABC Conference. Thanks to ASI for the support provided, behind the scenes.

## **xii. Adjournment**

Baker adjourned the meeting at 3:04 p.m.



Brittany Cook, Treasurer/Secretary



Susan Collins, Recording Secretary

## Roll Call 2019-2020

### 01/21/2020 ASI Board Meeting Roll Call

Attendance	Board Members		
		Present	Absent
Arts	Aguirre	1	
CBE	Hanna	1	
	TBD		
Communications	Soria	1	
	Wright	1	
Education	Calderon	1	
	Reveles	1	
ECS	Mitchell	1	
	Rajmane		1
HSS	Therrien	1	
	Linares	1	
HHD	Alvarez	1	
	Barillas	1	
NSM	Cook	1	
	Cortes	1	
Univ. President's Rep.	Pang	1	
Academic Senate Rep.	Stohs	1	
Chair (Arts)	Baker	1	
		Present	Absent
		16	1

Attendance	Liaisons		
		Present	Absent
President	Aguilar	1	
Exec Dir	Allen	1	
Rec Sec	Collins	1	
CCO	Gonzalez	1	
CGO	Hust	1	
CCRO	Jenkins	1	
VP	TBD		
CIDO	Morales-Garcia	1	
		Present	Absent
		7	0

Roll Call Votes	start #31	031			032		
		Yes	No	Abstain	YES	No	Abstain
Arts	Aguirre	1			1		
CBE	Hanna	1			1		
	TBD						
Communications	Soria	1			1		
	Wright	1			1		
Education	Calderon	1			1		
	Reveles	1			1		
ECS	Mitchell	1			1		
	Rajmane						
HSS	Therrien	1			1		
	Linares	1			1		
HHD	Alvarez	1			1		
	Barillas	1			1		
NSM	Cook	1			1		
	Cortes			1	1		
Univ. President's Rep.	Pang	1			1		
Academic Senate Rep.	Stohs	1			1		
Chair (Arts)	Baker	1			1		
		YES	No	Abstain	YES	No	Abstain
		15	0	1	16	0	0

ABSENT

Roll Call Votes		033		
		Yes	No	Abstain
<b>Arts</b>	Aguirre	1		
<b>CBE</b>	Hanna	1		
	TBD			
<b>Communications</b>	Soria	1		
	Wright	1		
<b>Education</b>	Calderon	1		
	Reveles	1		
<b>ECS</b>	Mitchell	1		
	Rajmane			
<b>HSS</b>	Therrien	1		
	Linares	1		
<b>HHD</b>	Alvarez			1
	Barillas	1		
<b>NSM</b>	Cook	1		
	Cortes	1		
<b>Univ. President's Rep.</b>	Pang	1		
<b>Academic Senate Rep.</b>	Stohs	1		
<b>Chair (Arts)</b>	<b>Baker</b>	1		
		YES	No	Abstain
		15	0	1

ABSENT

# ASI Board of Directors: Updates from the Vice President for Student Affairs



CALIFORNIA STATE UNIVERSITY  
FULLERTON





# Mental Health and Basic Needs Funding

Counseling & Psychological Services (CAPS) and Tuffy's Basic Needs Services (TBNS) received funding from The California State University Chancellor's Office to advance the existing departments.

- **CAPS: \$125,000**

- One-time funding allocation to **develop** and **enhance** current mental health programs and services to **serve** more students.

- **TBNS: \$404,930**

- One-time funding allocation to **develop** basic needs partnerships and **assist** our students who are experiencing basic needs insecurity.



# YOU at College

Cal State Fullerton was **selected** by The California State University Chancellor's Office as a pilot institution for the *YOU at College* Health Portal.

- The online portal emphasizes individual well-being and self-awareness in order to connect students to evidence-based health information, campus resources, peers and opportunities.
- Depending on the need, the want, or the will, students can connect with hundreds of pieces of self-help content within each section of *YOU at College*.

The portal will be **piloted** in February with students from Diversity Initiatives & Resource Centers, Associated Students CSUF, Inc., and TitanWell.

- Student participants will complete a mixed methods assessment to provide feedback.

The goal is to have *YOU at College* **promoted** widely in Fall 2020.



# First-Gen Week 2019

**Celebrated** First-Gen Week for the first time in Cal State Fullerton history from Nov. 4 – Nov. 8, 2019.

- TRIO Student Support Services (SSS) **spearheaded** the programming for SSS students.
- Monday – “Banners & Buttons” program; Tuesday – “Let’s Taco ‘Bout It” Alumni workshop; Wednesday – First-Gen Resource Fair; Thursday – Building Community with Movie Night; Friday – Capstone Event “National First-Generation Day” celebration.
- The week-long celebration **culminated** in “National First-Generation Day.”
- In collaboration with the CSUF Special Populations team, SSS **brought together** the Titan community for a full-day of programming that highlighted and examined the first-generation student experience.



# I Am First: Empower, Explore, Execute Program

The Career Center is **launching** a new career readiness program called *I Am First: Empower, Explore, Execute Program*

- Cohort-based model that will **host** 40 students in intentional career readiness activities.
- Spring 2020 will see the first cohort.

Program is being **piloted** with help and support from Graduation Initiative 2025 resources to help **close** the equity gap and promote 4-year graduation rates.

The program **targets** first- and second-year students who identify as first-generation (first in their families to obtain a college degree in the United States).

- Applications will be accepted from Jan. 27, 2020 – Feb. 7, 2020.

*More information can be found at: [bit.ly/about-iamfirst](https://bit.ly/about-iamfirst)*



# Campus Climate

## Campus Climate Framework

The University, including leadership from the Division of Student Affairs, is working to **create** a framework to address campus climate issues.

## Campus-Wide Anti-Racism/Anti-Bias Initiative

The following is a set of suggestions for a comprehensive, multi-year engagement and learning strategy to **improve** the campus climate on race and inclusivity. In its beginning stages, this campus-wide initiative will focus on three major components:

1. Campus-wide learning community focused on anti-racism and anti-bias
2. Common reading program
3. Supplemental skill-development strategies

Activities related to the initiative will be **designed** with feedback from stakeholders and will **focus** on themes related to social justice, equity and inclusion.



# ASI Resolution in Support of Black Student Success Updates






# Admissions Updated

## African American Students: IPEDS DEFINITION

### First-Time Freshmen (FTF)

	Applied	Admitted	Admitted/Applied	Change from the previous year	Enrolled	Enrolled/Admitted	% of All FTF
Fall 2019	1920	643	33.5%	36.6%	103	16.0%	2.2%
Fall 2018	1925	472	24.5%	-12.3%	67	14.2%	1.5%
Fall 2017	1692	473	28.0%	-3.4%	71	15.0%	1.6%
Fall 2016	1759	509	28.9%		99	19.4%	2.2%

### Four-Year Progress Report

- Student applications 
- Students admitted 
- % of FTF 

**More Work to Be Done**



# Outreach Efforts

**Identified** top-10 feeder schools for FTF and First-Time Transfer (FTT) for African American students.

**Developed** comprehensive plan for multiple visits and presentations at each site.

## King/Drew Magnet High School

- Largest feeder of Black students to CSU institutions
- Counselor **attended** and **presented** at College Fair in November

## Umoja College Fair

- Specifically for Black/AA students
- 1<sup>st</sup> time attending for CSUF

CSUF administration has committed to attending the following upcoming events:

- Jan 29, 2020** Black College Expo  
*at Bayview Baptist Church in San Diego*
- Feb 1, 2020** Black College Expo  
*at Los Angeles Convention Center*
- Feb 8, 2020** Black College Expo  
*at Oakland Marriott Hotel*





# Recruitment Events

## Phone-a-thons

**Admit** students in January & February.

**Target** students not registered for Welcome to California State University, Fullerton Day and those not yet committed.

## Super Sunday

**Attend** five churches each February.

## Welcome to CSUF Day

**Provide** giveaway items.

**Take** intentional outreach steps.

*i.e. sending personalized postcard to all Black high school students registered for event*

**Invite** attendees to connect at African American Resource Center table.

**Put on** a reception for all Black students.



# Retention Events for New Students

## Black Student Welcome

**Host** a welcome event for all incoming students. The Fall 2019 event took place on Tuesday, August 27 at 4 pm in PLN 130 & Becker Amphitheater.

*(in partnership with Black Student Union)*

## Black Graduate Student Welcome

**Organize** a welcome for graduate students. The Fall 2019 event took place on Monday, September 9 at 5 pm in African American Resource Center.

## Black Transfer Student Welcome

**Put on** a welcome for new transfer students. The Winter/Spring 2020 event will take place on Thursday, January 23.



# Ongoing & Developing Partnerships

## Council of African American Parents

*About:* Organization offering college preparatory schema to support Black Excellence.

**Lead** weekly meetings & workshops at CSUF on Sundays

Hosted by CSUF at no cost; Sharnette Underdue, Director of Outreach & Recruitment, serves as liaison.

**Present** at a college workshop for juniors and seniors

## Jack & Jill of America (Orange County)

*About:* Membership organization of mothers with African American/Black children, dedicated to nurturing future AA/Black leaders.

CSUF **presents** information on importance of going to college

CSUF **sponsors** annual BHM event on campus for them



# Ongoing & Developing Partnerships

## Orange County Heritage Council (OCHC)

*About:* OCHC **provides** cultural awareness and **promotes** the historical contributions of Black people in Orange County, and beyond.

## OC Black History Parade & Cultural Faire

*About:* The yearly event **brings** some 8,000 people together to mark the contributions of African-Americans to Anaheim and the county.



# Thank You



# Arts Inter-Club Council

2019-2020



# Our AICC's goal(s) is to...

## Short Term:

- To help our new reps have a stronger understanding of AICC & ASI policies
- To be proactive in spreading awareness of our council on campus (i.e. Discoverfest)
- To successfully aid clubs with events & funding

## Long Term:

- To foster an environment where our AICC reps can develop strong leadership skills and communication skills
- To become more involved with campus activities & continue to spread awareness of our council.

# Current Funding Status Spring 2020

## A-Side

- Amount spent 4.22%
  - Pizza with the dean
  - 8074-Contracts, fees, and rental's

## B-side

- Amount spent 80.79%
  - 8074- Contracts , fees, and rentals
  - Many of our COTA organizations have been bringing in guest speakers ranging from fine arts to performing arts
  - 8077-Travel 11.41%



# Upcoming Events

- Arts Week; Happy Little accidents
  - April 6-10th
- Our committee members will be working hard on promotional items and events
- We currently have all of our organizational events
- We will be voting on a theme designed by fine Arts students



# Thank You

Our meetings : Every Monday 12-1pm TSU  
legislative Chabers 1 &2  
Any Questions: [aicc.chair@gmail.com](mailto:aicc.chair@gmail.com)



# B U S I N E S S I N T E R - C L U B C O U N C I L

**BICC**

**BOARD OF DIRECTORS REPORT**

# Goals for the council

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## **Short-Term Goals:**

- Help students connect with Mihaylo clubs during the Spring semester
- Increase participation among students at our Annual Business Madness Week

## **Long-Term Goals:**

- Bridging the gap between faculty and students
- Establishing strong relationships within our council

# Current Funding Status

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## A-Side Budget:

Total Spent: \$2,530.01

Balance: \$19,819.99

% Spent: 11.31%

## B-Side Budget

Total Spent: \$7,990.69

Balance: \$6,009.31

% Spent: 57.07%

# Past Event: **Fall Bazaar**



# Upcoming Events:

## Business Madness Week

March 2nd - March 5th

Think Big 

- Kick-Off Carnival
- Professional Development
- Guest Speaker
- Business Career Expo





B U S I N E S S  
I N T E R - C L U B  
C O U N C I L

# Thank you!

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**BICC Meetings**

**Date:** Every Tuesday

**Time:** 11:30 AM -12:30 PM

**Location:** SGMH 1505





**Spring 2020 Updates**

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# Current Funding Status

## A-Side: General Operations

8050 - 23.96%

8051 - 50.14%

8074 - 44.72%

## B-Side: Program Funding

8074 - 48.79%

8077 - 67.6%

# Prospective Timeline

October 🚗

PRSSA International  
Conference, San Diego

December 🚗

Latino Journalist  
@ News Camp,  
Malibu

April 2020

Spring Mixer (April 22) 🌐

2019

2020

November ✈️

Lambda Pi Eta @  
National Communication  
Association Conference,  
Maryland

January 2020

Communications Inter-Club  
Council Spring Retreat! 🗺️

March 2020

CICC Elections 🗳️

May 2020

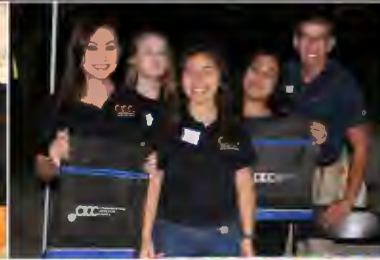
Graduation 🎓



# SPRING GOALS

- **Mentorship**
- **Event Coverage**
- **Cross-Functioning Collaborations**  
Inter-Club Events &  
Cross Promotions

# Events





# General Council Meetings

Mondays

9 - 10:30 a.m.

TSU Bradford A&B

**CICC** COMMUNICATIONS  
INTER-CLUB  
COUNCIL



**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A Resolution to Allocate Funds for 2020 Capital Improvements**

Sponsor: Brittany Cook

**WHEREAS**, the Associated Students Inc., CSUF (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 operates the ASI CSUF Children’s Center 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 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 proposals, therefore let it be

**RESOLVED**, ASI management is proposing allocation of \$129,000 from the Children’s Center maintenance fund for the projects outlined in the attached proposals, and let it be further

**RESOLVED**, that this resolution be distributed to ASI Administration for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton, on the twenty first day of January in the year two thousand and twenty.

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Lorren Baker  
Chair, Board of Directors

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Brittany Cook  
Treasurer/Secretary, Board of Directors

**ASI Childrens' Center Capital Project/Purchase Requests 2020**

**Children's Center**

Flooring	\$ 73,000
Outdoor classroom equipment	\$ 38,000
Wireless upgrad	\$ 18,000
Total:	<b>\$ 129,000</b>



**ASSOCIATED STUDENTS CSUF  
CAPITAL IMPROVEMENT/PURCHASE and FACILITY PROJECT REQUEST**

**Project/Purchase Request**

Fill in light blue sections. All sections must be completed and approval finalized before project begins.

Add additional lines and attach additional documentation as needed, including quotes, diagrams. Complete page 3.

PROJECT TITLE		PROGRAM/DEPARTMENT	
Childrens Center Outdoor Flooring Project		Children's Center	
PROJECT DESCRIPTION			
Replace all indoor flooring for the front lobby, community room and classrooms area. We will replace all old flooring with new flooring. This project covers the flooring in the whole center.			
PROJECT LOCATION			
Children Center Indoor Flooring Spaces			
JUSTIFICATION (how will this further ASI programs - attach additional information as needed)			
Due to wear and tear and age of flooring many areas of the indoor flooring in the Center are lifted and warped and need to be replaced. In some areas it is a safety concern and takes away from the aesthetic look of our facility. Flooring will be replaced with a flooring style where sections can be replaced if needed. Right now with current floor this is not possible. <a href="http://designflooring-residential.esignserver1.com/karndean/gallery.do">http://designflooring-residential.esignserver1.com/karndean/gallery.do</a>			
PROPOSED DATES (include timeline on Project Plan section)			
Start Date	July 2020	End Date	July 2020
IMPACT ON PROGRAMS & SERVICES (services that will close; noise/disruption; staff work area/schedule)			
Programs/Services	<i>May have to combine some classrooms to ensure areas are available to be worked on</i>		
Facilities	<i>Disruptions to areas as flooring is replaced: removal of furniture; dust/debris during work; replacement of furniture. Dust/debris will be contained to areas of work.</i>		
Staff	<i>Some minor disruptions since class may need to move locations during work.</i>		
Other	<i>None</i>		
DISPOSAL PLAN (list furniture and materials that will be disposed of and how)			
Flooring of this type is not recyclable will be disposed of as construction waste. No hazardous materials are present.			
COST			
Design		IT/Telecomm	
Plan Check		Disposal	
Construction		CSUF Facilities	
FFE		Other	
Other	\$ 73,000.00	<b>TOTAL</b>	\$ 73,000.00
SOURCES OF FUNDING (capital request, operating budget, etc.)			
1	Childrens Center Building Fund	Amount	\$ 73,000
2		Amount	0.00
3		Amount	0.00
Submitted By (print name)		Date	
Lydia Palacios		10/10/2019	

<b>PROJECT TITLE</b>		<b>PROGRAM/DEPT</b>	
Children's Center Flooring Replacement		Children's Center	
Chief Building Engineer (signature)		Date	
	Inspections/Permits Required (to be completed by Chief Engineer)		
IT Director (signature)		Date	
	Campus IT/Telecomm Required (to be completed by IT Director)		
<b>COMMUNICATION &amp; REVIEW</b>			
<b>Department</b>	<b>(name)</b>	<b>Date</b>	
<i>ASI departments</i>			
<i>Tenants/Partners</i>			
<i>CSUF Capital Prog</i>			
<i>Committee</i>			
<i>Board</i>			
<i>Other</i>			
<i>Other</i>			
<b>Approval</b>	<b>(signature)</b>	<b>Date</b>	
<i>Director of Admin</i>			
<i>Director of Finance</i>			
<i>Assoc Exec Director</i>			
<i>Executive Director</i>			
<b>Date of Board Approval (if applicable)</b>			

LooseLay Longboard

# LLP317 Lemon Spotted Gum

+ Add free sample



<https://www.karndean.com/en/commercial-flooring/products/llp317-lemon-spotted-gum>

<https://www.karndean.com/en/commercial-flooring/easy-fit-ranges/benefits-of-commercial-karndean-looselay>



## Benefits of Karndean LooseLay

### Benefits of Karndean LooseLay

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### Karndean LooseLay

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### LooseLay Longboard

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## What is Karndean LooseLay?

Featuring our K-Wave friction grip backing that holds the product in place, Karndean LooseLay creates a strong bond to the subfloor using a combination of weight and friction, with minimal adhesive.\*

Perfect for temporary and permanent use, Karndean LooseLay is ideal if you are interested in changing out the floor frequently or reducing noise transfer to rooms below. In addition, it's quick and easy to install and can be laid over most existing hard floors.

## Where can Karndean LooseLay be used?

Hotel rooms, multi-story office buildings, dorms, hospitals and planned removal spaces like leased retail buildings and restaurants.

## What's the difference between Karndean LooseLay and LooseLay Longboard?

Within Karndean LooseLay, we offer both wood and stone designs. Woods in this range are sized 41" x 10" and stones are sized 20" x 24".

With planks sized 59" x 10", LooseLay Longboard has our longest plank size and is comprised completely of wood designs.

## What are the benefits of Karndean LooseLay?



### **Quick and easy to install**

Karndean LooseLay easily installs over flat, smooth, dry and dust free subfloors, meaning a quicker installation and less downtime.



### **Acoustic qualities**

Karndean LooseLay reduces noise transfer to rooms below, making it perfect for hotels, apartment complexes, office buildings, hospitals or any area where there is constant activity.



### **Individually replaceable**

Should you need to replace a piece, simply lift the damaged plank or tile and replace with a new one.

**With all of the benefits of Karndean Designflooring...**



**Waterproof**



**Hygienic**



**Pet friendly**



**Phthalate free**



**Durable**



**Comfortable underfoot**



**Low maintenance**

\* Adhesive may be required for some applications, please refer to installation instructions.

**ASSOCIATED STUDENTS CSUF  
CAPITAL IMPROVEMENT/PURCHASE and FACILITY PROJECT REQUEST**

**Project/Purchase Request**


Fill in light blue sections. All sections must be completed and approval finalized before project begins.

Add additional lines and attach additional documentation as needed, including quotes, diagrams. Complete page 3.

PROJECT TITLE		PROGRAM/DEPARTMENT	
Childrens Center Outdoor Classroom Improvements		Children's Center	
<b>PROJECT DESCRIPTION</b>			
Purchase outdoor furniture, mud kitchens and tables for outdoor classroom areas. All items purchased will be child sized. When we moved into this building all outside areas were furnished with indoor furniture from our old facility. Most of it was not designed to be used outside and after 10 years has become worn and unsafe. We also don't have enough mud spaces or water table spaces to furnish what is needed in our outdoor classroom areas.			
<b>PROJECT LOCATION</b>			
Children Center Outdoor classroom spaces (classrooms)			
<b>JUSTIFICATION</b> <i>(how will this further ASI programs - attach additional information as needed)</i>			
Adding mud kitchens and water tables will enable us to incorporate STEM early learning and outdoor play exploration. This will also vastly improve our classroom learning experiences and educational program. It will also extend the teaching areas into "outdoor" classrooms. It will make the equipment we have in our outdoor spaces safer and more child friendly since the area will be furnished with items specifically designed for children. It will also improve aesthetics.			
<b>PROPOSED DATES</b> (include timeline on Project Plan section)			
<b>Start Date</b>	July 2020	<b>End Date</b>	December 2020
<b>IMPACT ON PROGRAMS &amp; SERVICES</b> (services that will close; noise/disruption; staff work area/schedule)			
<i>Programs/Services</i>	None		
<i>Facilities</i>	None		
<i>Staff</i>	Some minor disruptions to outdoor playgrounds while we rearrange and replace furniture		
<i>Other</i>	None		
<b>DISPOSAL PLAN</b> (list furniture and materials that will be disposed of and how)			
All current furniture and items being replaced will be stored for further usage. If not we will donate to other subsidized programs as per our agreement with the California Department of Education.			
<b>COST</b>			
Design		IT/Telecomm	
Plan Check		Disposal	
Construction		CSUF Facilities	
FFE	\$ 37,321	Other	
Other		<b>TOTAL</b>	<b>\$ 37,321</b>
<b>SOURCES OF FUNDING</b> (capital request, operating budget, etc.)			
1	Childrens Center Building Fund	<b>Amount</b>	\$ 37,231
2		<b>Amount</b>	0.00
3		<b>Amount</b>	0.00

Submitted By (print name) Lydia Palacios		Date 10/10/2019
PROJECT TITLE Children's Center Outdoor Classroom Environment Enrichment		PROGRAM/DEPT Children's Center
Chief Building Engineer (signature)		Date
	<i>Inspections/Permits Required (to be completed by Chief Engineer)</i> none	
IT Director (signature)		Date
	<i>Campus IT/Telecomm Required (to be completed by IT Director)</i> none	
<b>COMMUNICATION &amp; REVIEW</b>		
Department	(name)	Date
ASI departments		
Tenants/Partners		
CSUF Capital Prog		
Committee		
Board		
Other		
Other		
Approval	(signature)	Date
Director of Admin		
Director of Finance		
Assoc Exec Director		
Executive Director		
Date of Board Approval (if applicable)		



Room	Item Name	Image
Center Wide Usage	Bye Bye Buggy for 6	 A woman with brown hair tied back, wearing a green long-sleeved shirt and blue jeans, is pushing a red plastic toy wagon. The wagon is filled with six young children, each secured with a red safety harness. The children are dressed in various colorful clothing. The wagon has large black wheels with red hubs and the words "bye bye buggy" printed on the side and front. The background is plain white.

Center  
Wide  
Usage

Bye Bye Buggy  
Canopy



Nest,  
Toddler  
Room,  
Preschool

Outdoor Comfy  
Lounger



Nest,  
Butterfly  
Room,  
Preschool

Outdoor  
storage unit



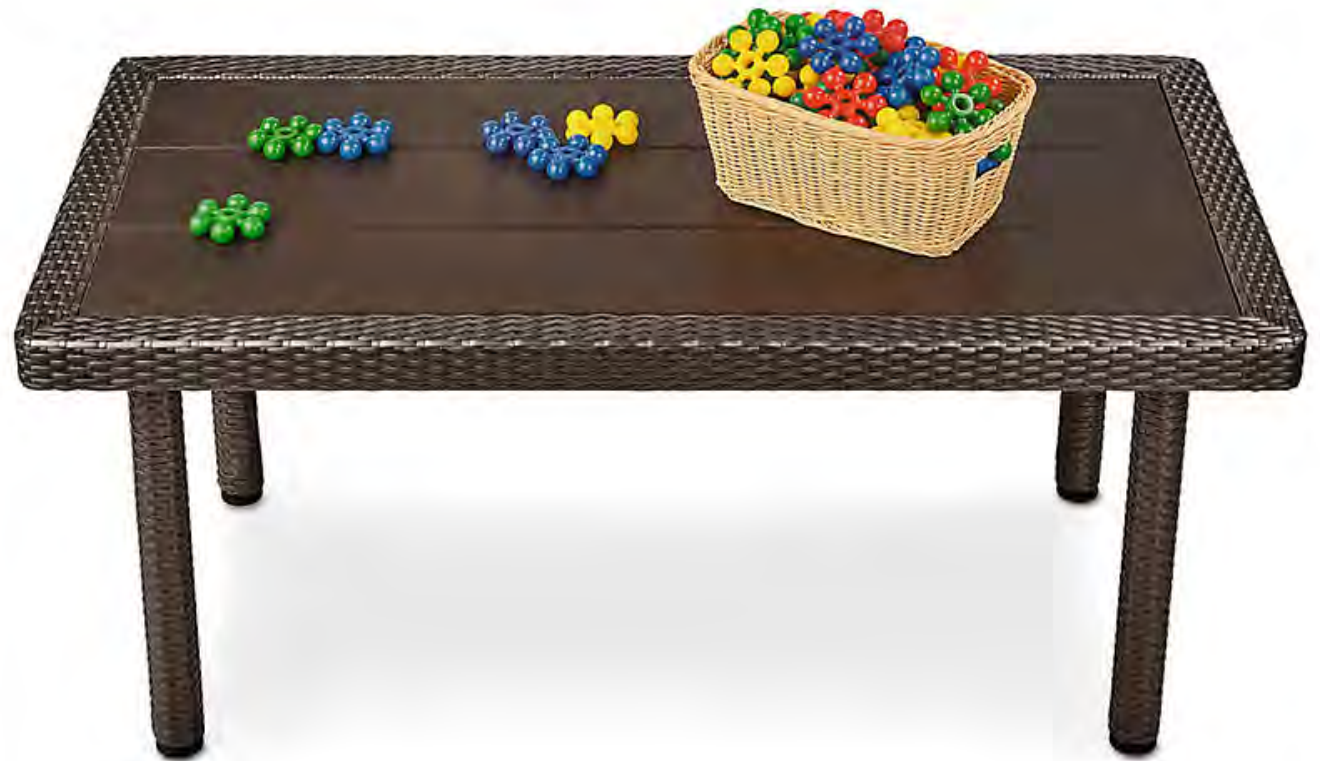
Toddler  
Room,  
Butterfly  
Room

Outlast Junior  
sink 18'



Butterfly  
Room,  
Preschool

Outdoor tables



Toddler  
Room,  
Butterfly  
Room,  
Preschool

Outdoor  
Benches



Toddler  
Room,  
Butterfly  
Room

Indoor/outdoor  
equipment cart





Butterfly  
Room,  
Preschool

Outlast  
Cascade Play  
Center



Butterfly  
Room

Outdoor comfy  
couch



Butterfly  
Room,  
Preschool

Outdoor 9  
Storage Cubby  
Unit



Butterfly  
Room,  
Preschool

Outdoor Chairs

9 1/2"



11 1/2"



13 1/2"



Preschool

Outlast Classic  
Sink





Children’s Center Wireless Upgrades Estimate

**Scope of Work**

- Furnish labor and material to upgrade approximately sixteen (16) new wireless access point locations in Children’s Center. Upgrades will include swap and upgrade from wall mount to ceiling mount access points.
- Aruba wireless access points provided by others.

**Project Specific Conditions**

- Any applicable pathways and penetrations necessary for the completion of the installation shall be provided by others.
- Outdoor wireless access point installation provided by others.
- Lift provided by others to support wireless installation and upgrades if applicable.
- All work areas will be clear and unobstructed by others prior to any work being performed.
- Access to job site shall be provided by Customer.
- Access to the entire site shall be provided without delay or interruption unless expressly indicated in writing.
- All work shall be performed during normal business hours, 6:00 AM to 3:00 PM Monday through Friday. In the event that work will be required during weekends or after hours, access shall be granted.
- Work will be performed continuous and consecutive. Any break or delay in work will be subject to additional cost.
- Any addition or change of an item, addition or change to the placement of an item, or utilization of a procedure different than was determined to perform this Scope of Work, will be considered a “Change Order” and will require written approval prior to the change being implemented. Any addition or change to the Scope of Work requires a Change Order.
- The provided costs are estimates only. Actual costs will be based on existing conditions at the time of installation.

**Pricing Summary**

Labor	\$1,575.00
Material	\$20.00
Total Estimate	\$1,595.00

*End*

THE CALIFORNIA STATE UNIVERSITY

**Children's Center Equipment grade**

Children Center 3 buildings

Product	Description	QTY	Unit Price	Ext. Price
Aruba AP-535 / AP-534	Upgrade from previous AP	17	\$800.00	\$13,600.00

Subtotal	\$14,875.00
Shipping	\$297.50
Tax	\$1,115.63
<b>Total</b>	<b>\$16,288.13</b>

\*License includes (Aruba Mobility License, Aruba AP License, Aruba Firewall License, Aruba Airwave License, Aruba NetInsight License),

\*\*Controller (Por-rate on wireless hardware controller, mobility master)

Maintenance Support 2021-22

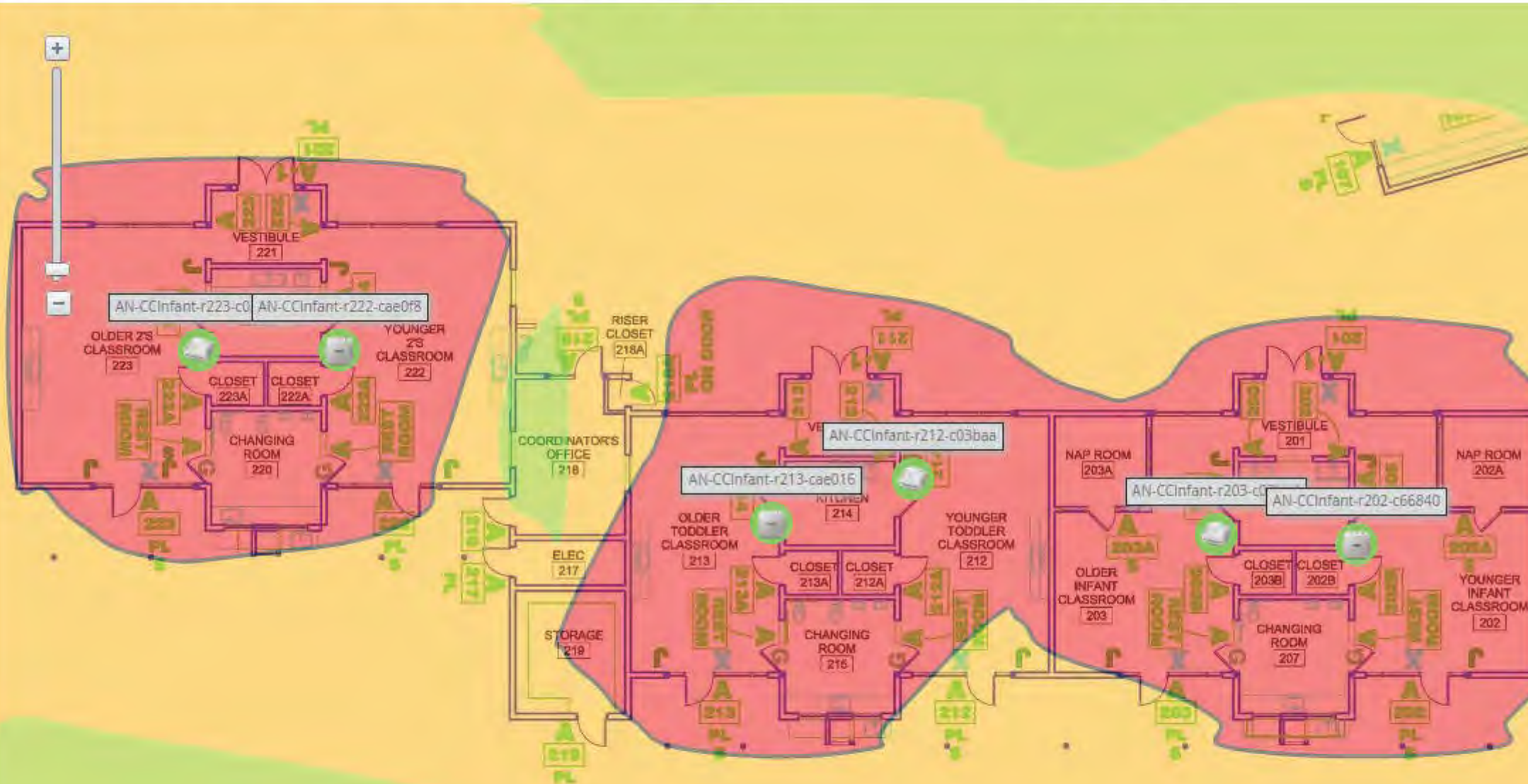
Children Center

Product	Description	QTY	Unit Price	Ext. Price
AP License, Software, Hardware support, Monitoring Server		17	\$75.00	\$1,275.00

Floor	AP Name / Location	New Model	Upgrade / Change / New	Note
Admin	AN-CCAdmin-r101-cb82c0	535	Upgrade	
Admin	AN-CCAdmin-r107-cb8282	535	Upgrade	
Admin	AN-CCAdmin-r108-c018c6	534	Upgrade	
Admin	AN-CCAdmin-r115-cb8338	535	Upgrade	
Admin	AN-CCAdmin-r117-c70d42	534	Upgrade	
Admin	AN-CCAdmin-r123-cae004	534	Upgrade	
Infant	AN-CCInfant-Quad-c9b04c	275	Keep	Keep existing
Infant	AN-CCInfant-r202-c66840	534	Upgrade	
Infant	AN-CCInfant-r203-c03ba4	534	Upgrade	
Infant	AN-CCInfant-r212-c03baa	534	Upgrade	
Infant	AN-CCInfant-r213-cae016	534	Upgrade	
Infant	AN-CCInfant-r222-cae0f8	534	Upgrade	
Infant	AN-CCInfant-r223-c03b9c	534	Upgrade	
Prechool	AN-CCPreschool-r302-c03b9c	534	Upgrade	
Prechool	AN-CCPreschool-r303-cae05	534	Upgrade	
Prechool	AN-CCPreschool-r312-cae0c	534	Upgrade	
Prechool	AN-CCPreschool-r312-N-cae	534	Upgrade	
Prechool	AN-CCPreSchool-r313-c8ed9	534	Upgrade	

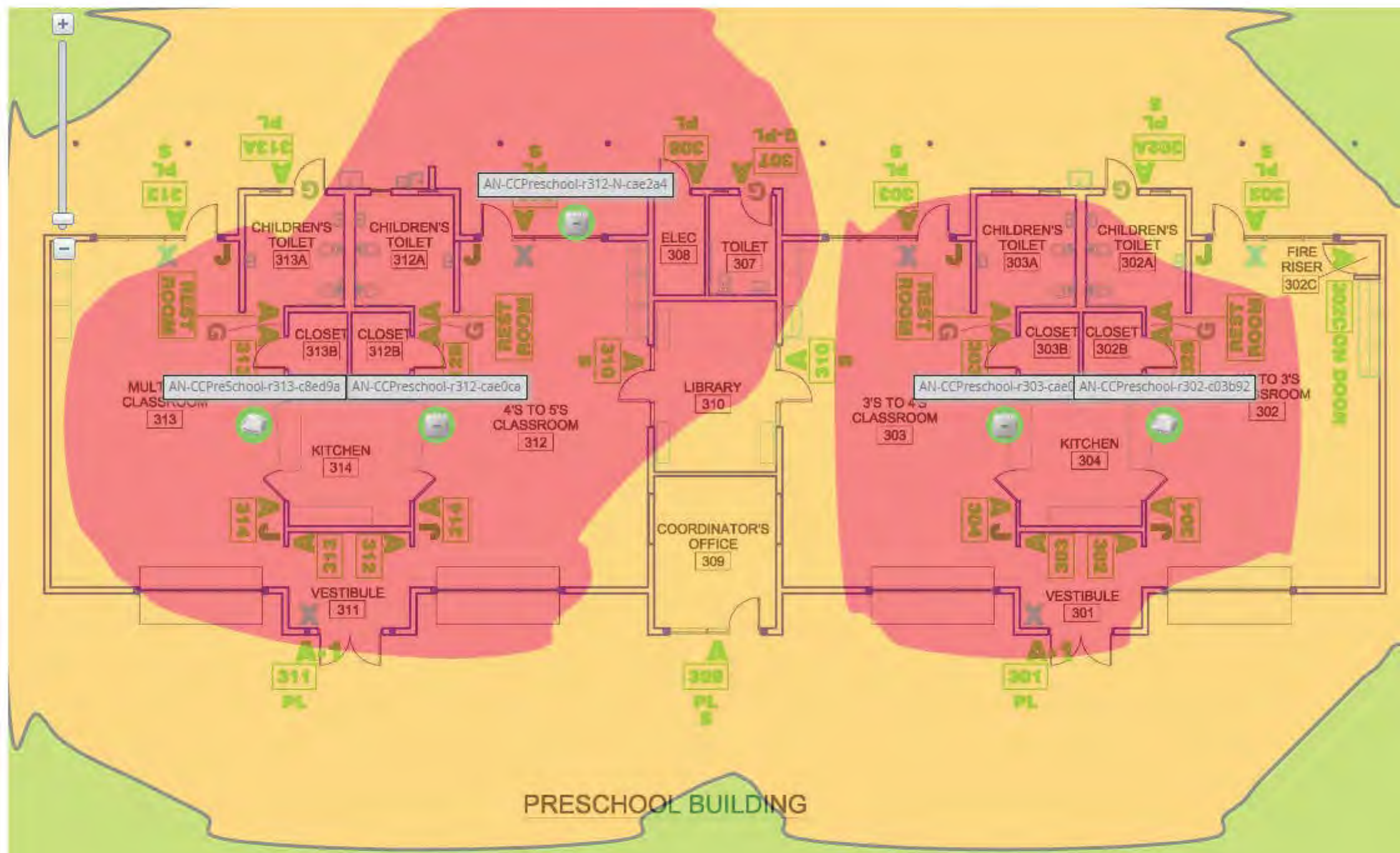
Upgrade	17
Total AP	17





**INFANT-TODDLER  
BUILDING**





PRESCHOOL BUILDING



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A Resolution Approving Establishment of ASI Policy Concerning Corporate Budget**  
**Sponsors:** Brittany Cook

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

**WHEREAS**, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

**WHEREAS**, a corporate budget is set during an allocation process; and

**WHEREAS**, a corporate budget encompasses guidance over budgeting of goods and services to ensure that all risks are effectively managed on behalf of ASI; and

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

**RESOLVED**, ASI approves ASI Policy Concerning Corporate Budget; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI 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 the twenty first day of January in the year two thousand and twenty.

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Lorren Amelia Baker  
Chair, Board of Directors

Brittany Cook  
Treasurer/Secretary, Board of Directors

# POLICY CONCERNING CORPORATE BUDGET

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## PURPOSE

The following policy is to provide guidance over budgeting of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines fees, budget guidelines, and general budget timeline. The corporate budget is set during an annual budget allocation. Capital expenditures are approved during an annual request process. See specific procedures for detailed financial processes.

**PURPOSE**..... 1

**WHO SHOULD KNOW THIS POLICY** ..... 1

**DEFINITIONS** ..... 1

**STANDARDS**..... 2

**1. CALIFORNIA STATE UNIVERSITY FEES** ..... 2

        a. Background ..... 2

        b. Associated Students Inc., CSU Fullerton Fees ..... 2

        c. Collection and Disbursement ..... 3

**2. BUDGET GUIDELINES** ..... 3

**3. CAPITAL EXPENDITURES**..... 3

**4. GENERAL TIMELINE**..... 3

        a. Fall semester ..... 3

        b. Winter intersession..... 4

        c. Spring semester ..... 4

## WHO SHOULD KNOW THIS POLICY

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>■ Budget Area Administrators</li> <li>■ Management Personnel</li> <li>■ Supervisors</li> <li>■ 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>■ Staff</li> <li>■ Students</li> </ul> |
|---|---|

## DEFINITIONS

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

Terms	Definitions
<b>Capital Expenditure</b>	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.
<b>Category I Fee</b>	Systemwide mandatory tuition and other fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.
<b>Category II Fee</b>	Campus mandatory fees that must be paid to enroll in or attend the university.
<b>Category III Fee</b>	Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.

<b>Category IV Fee</b>	Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.
<b>Category V Fee</b>	Fees paid to self-support programs such as extended education, Cal State Online extended education offerings, parking and housing including materials and services fees, user fees, fines, and deposits. Self-support programs are defined as those not receiving state general fund appropriations; instead, fees are collected to pay the full cost of a program. Costs of self-support instructional programs include support and development of the academic quality of the university.
<b>Category VI Fee</b>	Systemwide voluntary fees.
<b>Chancellor’s Executive Order</b>	A rule or order issued by the CSU Chancellor for the system to follow
<b>Contingency</b>	A funding source intended to support unexpected or supplemental needs not anticipated during the annual budget process, including new proposals.
<b>Depreciation</b>	The systematic allocation of the cost of a fixed asset over its useful life, which is reflected in the operating statements.
<b>ICSUAM</b>	Integrated California State University Administrative Manual

## STANDARDS

### 1. CALIFORNIA STATE UNIVERSITY FEES

*a. Background*

The California State University (CSU) Board of Trustees provides policy guidance for all matters pertaining to student fees and has authority for the establishment of Category I to VI fees, and oversight and adjustment of Category I fees, pursuant to the Working Families Student Fee Transparency and Accountability Act (commencing with California Education Code Section 66028).

The CSU Chancellor does not have delegated authority for Category I fees, but the chancellor may approve individual campus tuition fee rates that do not exceed the maximum fee rates established by the CSU Board of Trustees. The inflationary adjustments will not be considered automatic on an annual basis and must have consultation from California State Student Association (CSSA) before any inflationary adjustments are made. The chancellor is the delegated authority for the establishment, oversight and adjustment of Category II, Category III, and Category V (specifically the Cal State Online fees for Extended Education offerings). The chancellor is the delegated authority for the oversight and inflationary adjustment of the Category VI Student Involvement and Representation Fee.

Each university president does not have delegated authority to establish Category I or Category II fees, or to adjust Category I fees. The university president does have limited authority to establish or adjust Category III fees only within a range established by the chancellor as shown in the CSU Chancellor Fee Policy. The university president is the delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees (with the exception of Cal State Online fees for Extended Education offerings), and for the oversight and adjustment of Category II and III fees.

*b. Associated Students Inc., CSU Fullerton Fees*

Associated Students Inc. follows California Education Code Section 89300, et seq, together with system and campus policy, to authorize a process for the setting Category II mandatory student fees upon which the corporation relies as a student body organization. The student body election process is separate and distinct from the student leadership selection, referendum, and initiative processes utilized by the corporation.

Fees utilized by student body auxiliary organizations must adhere to the Integrated California State University Administrative Manual (ICSUAM) Section 1300 CSU Auxiliary Organizations Compliance Guide and CSU Fullerton President Directives.

*c. Collection and Disbursement*

California Code of Regulations, Title 5, Section 41409, requires the University to collect applicable Category II fees and periodically disburse them to the corporation. The ASI Board of Directors establishes requisite standards and procedures for the administration of such fee funds.

## **2. BUDGET GUIDELINES**

The ASI Operating Budget is set during an annual budget allocation which includes capital expenditures that are approved during an annual request process. The fiscal year is operated from July 1 through June 30 of the subsequent year.

ASI Financial Services manages ASI funds; state and federal appropriations grants and contracts; mandatory student fees; gifts; and income from ASI operations. ASI budget requests are reviewed by the ASI Executive Director for exposure to high-risk liability.

Limitations:

- Firearms, ammunition, alcohol, tobacco, and other items prohibited by CSU policies and applicable laws and regulations are also prohibited by ASI.
- Academic departments or other non-student governed administrative entities are not eligible for ASI funding with the exception of ASI approved partnerships.
- ASI funds may not be used to support or oppose any candidate for political office or ballot measure proposed to the people of California or the United States, per California Education Code Section 89300 and California Code of Regulations Section 42659.
- Sponsored charity or community service organizations awarded ASI funds must be registered nationally as a 501 (c)(3) organization, as per United States federal tax code.
- Only recognized organizations affiliated with funded and funding councils are eligible to receive an ASI budget.

## **3. 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 \$10,000 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.

## **4. GENERAL TIMELINE**

The ASI Operating Budget shall be created annually and will include funding for all mandated programs. The development and approval of the budget is as follows.

*a. Fall semester*

During the fall semester ASI budget administrators:

- Assess prior year spending
- Estimate new initiatives
- Prepare and submit a departmental budget projection for the next fiscal year to ASI Financial Services for review by ASI Administration

ASI Treasurer/Secretary of the Board of Directors will send out a budget orientation packet by December to all student government and programming entities.

*b. Winter intersession*

During the winter intersession student government and programming entities:

- Collaborate with ASI and organizational advisors to prepare a budget proposal for the next fiscal year.
- Submit their budget proposal to the Treasurer/Secretary of the Board of Directors by February 1.
  - Budgets that are not submitted by the deadline may not receive funding.

*c. Spring semester*

During the spring semester:

- The ASI Finance Committee conducts budget deliberations February through March.
- The Titan Student Centers (TSC) Board of Trustees recommends a budget associated with the Titan Student Centers programs to the ASI Board of Directors.
- The Treasurer/Secretary of the Board of Directors prepares the budget in consultation with the ASI President, Chair of the Board of Directors, Director of Financial Services, and ASI Administration.
- The Operating Budget must be approved by the ASI Board of Directors no later than the week following Spring Recess.
- ASI Board of Directors must submit the Operating Budget to the University President by May 1.

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**DATE APPROVED:**

**XX/XX/2019**





CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A Resolution Approving Striking ASI Policy Concerning NSF Checks and ASI Policy Concerning Sponsorship Recognition**

**Sponsors:** Brittany Cook

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

**WHEREAS**, ASI is governed by ASI Board of Directors, sets policy for the organization, approves all funding allocations to programs and services, and advocates on behalf of student interests on committees and boards; and

**WHEREAS**, the current ASI Policy Concerning NSF Checks (Policy Statement #217) is current procedural language for ASI Financial Services; and

**WHEREAS**, the current ASI Policy Concerning Sponsorship Recognition (Policy Statement #207) has outdated procedural language that have been updated in ASI Policy Concerning Funding Provided to Students and Student Organizations; therefore let it be

**RESOLVED**, ASI strikes the ASI Policy Concerning NSF Checks and ASI Policy Concerning Sponsorship Recognition; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI 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 the twenty first day of January in the year two thousand and twenty.

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Lorren Amelia Baker  
Chair, Board of Directors

Brittany Cook  
Treasurer/Secretary, Board of Directors

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #217**

**POLICY CONCERNING NSF CHECKS**

The Associated Students, CSUF, Inc. shall charge the check writer a \$25 fee for checks returned from his/her bank and marked “insufficient funds”, “account closed”, or “stop payment” and the check writer has not made restitution within ten (10) working days following notification that a check has been returned.

The charge is based on the costs incurred by the Corporation in recovering payment. The ASI will only accept cash or money orders as restitution from any patron who has presented two (2) NSF checks to the ASI. Additionally, the ASI will no longer honor checks from the NSF patron.

Approved as policy statement on May 06, 2003  
Renumbered from #048, November 28, 2006  
Renumbered from #218, February 16, 2010

Fall 2017 Revisions: 10-17-17

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #207**

**Page 1 of 2**

**POLICY CONCERNING SPONSORSHIP RECOGNITION**

This policy was established to ensure that students and other members of the University community are informed of the involvement of the Associated Students, CSUF, Inc. in programs, councils and events of the University. Any program, council or event receiving ASI funding, including funds allocated by ASI funding councils, must include prominent and conspicuous reference to sponsorship by the Associated Students, CSUF, Incorporated on all applications, promotional materials, event programs, advertisements, brochures, leaflets, etc.

Recognition of ASI sponsorship must cover at least 5% of the front page of any fliers, leaflets or any other printed materials used for promotion of programs and councils funded by ASI at any time during the year. On large banners, the ASI logo may be placed in lieu of a written sponsorship message. Programs, councils and events staff should work with the ASI Vice President of Finance and ASI Leader and Program Development in order to ensure full compliance of this policy. Stickers with sponsorship logos will be provided by the Executive Offices.

The Vice President of Finance, in consultation with the President and Executive Vice President, shall enforce this policy and determine violations.

The Vice President of Finance shall use the following guidelines as consequences for programs, councils or events violating this policy. All consequences are appealable to the Board of Directors:

First violation of a fiscal year:	Written warning from the Vice President of Finance and Executive Vice President including a copy of this policy statement.
Second violation of a fiscal year:	The Vice President of Finance may freeze the budget of the program, council, or event to be reinstated by the Finance Committee and Board of Directors.
Third violation of a fiscal year:	The Vice President of Finance shall authorize the retention of 50% of the remaining budget for that program, council or event. The Finance Committee and Board of Directors may adjust the percentage of the budget to be retained by ASI to no less than 25%

**ASSOCIATED STUDENTS, CSUF, INC.  
POLICY STATEMENTS**

**ASI POLICY STATEMENT #207**

**Page 2 of 2**

**POLICY CONCERNING SPONSORSHIP RECOGNITION**

Fourth violation of a fiscal year:	The Vice President of Finance shall authorize the retention of 100% of the remaining budget for that program, council or event. The Finance Committee and Board of Directors may adjust the percentage of the budget to be retained by ASIS to no less than 60%
---------------------------------------	---

In addition to these consequences, a report will be made by the Vice President of Finance during budget deliberations which lists those programs, councils or events which violated this policy during the course of the current fiscal year.

Approved as policy statement on May 13, 1997  
Amended: December 1, 1998  
Amended: February 23, 1999  
Renumbered from #032: December 7, 1999  
Amended: January 15, 2004  
Renumbered from #030, November 28, 2006  
Amended: June 12, 2008

Fall 2017 Revisions: 10-17-17

**January 21, 2020**  
Board of Directors  
Executive Officers Report

**PRESIDENT**  
AARON AGUILAR

Welcome back,

As we begin this semester, it is with great sadness that I inform you Mansi will not be continuing as our ASI Vice President this spring semester. While there are undoubtedly many emotions you are all collectively feeling as a result of this news, I want to take a moment to clarify a few things. First and foremost, this was by no means an easy decision for her; there have been several incidents of harassment this past semester and she ultimately had to make the best decision for her overall health, a decision that myself and the entire executive team support. There will be more updates and conversations regarding these incidents in the coming weeks but for now, I ask that you please respect her privacy and refrain from reaching out to her with questions at this time; instead, it is with a heavy heart that I ask you to take these next few days to reflect upon the amazing impact that Mansi has consistently contributed to both this organization and our campus community. The amount of achievements she accomplished this past semester are nothing short of extraordinary, always striving to do everything in her power to advocate for others and advance the current/future programming and resources offered to our student body. Please send her nothing but your positivity, support, and love over these next few weeks and reflect on the responsibility we collectively have to continue to build upon her lasting legacy in serving students in the coming months.

**CHIEF CAMPUS RELATIONS OFFICER**  
CLAIRE JENKINS

No report

**CHIEF COMMUNICATIONS OFFICER**  
ISAAC GONZALEZ

Welcome back everyone.

I am currently working with Doug, Raechel, and Prashant from the Board of Trustees to film a special Direct from the Board episode which will recap what the Board of Trustees have accomplished during the fall semester and what they are planning for the spring semester. After this, I will then begin working on the next regular Direct from the Board episode to hopefully release at the end of February.

I am also getting things ready for the next ASI Town Hall which will occur on Wednesday, February 12th, from 11:00 AM to 12:30 PM at the TSU Grand Stairs. We will also be tabling the week before the Town Hall to collect prewritten questions from students in case they cannot attend the event or simply prefer to ask their questions beforehand. We will be tabling outside of the TSU on Monday, February 3rd from 4:30 – 5:30 PM, Tuesday, February 4th from 9:30 – 10:30 AM, and Wednesday, February 5th from 1 – 2 PM.

ASI Elections season is fast approaching. I am working with Marketing & Design and the Communications Commission to create a few projects that will promote our elections and hopefully encourage more students to run this year. More details to come soon.

I'd also like to mention how incredibly grateful I am to have had the opportunity to work with Mansi. I have always looked up to how dedicated, passionate, and strong she is and will continue to do so. It really is unfortunate to see how unfair and unhealthy of an environment she was in. I want to encourage as many people as I can to be very involved with ASI but it can be difficult to do so when I see how bad of an environment certain people make it here. Certain people will harass you simply for doing things a different way than what they'd like and this needs to stop.

**CHIEF GOVERNMENTAL OFFICER**  
**TORI HUST**

I hope you all enjoyed winter break!

- CHESS: Applications are open now through January 31st!! Please share!  
<https://asicsuf.wufoo.com/forms/chess-2020-delegate-application/>
- Lobby Corps:  
-First meeting on Wednesday Jan. 29th at 11:30am
- CSSA:  
-Plenary this weekend at CSU East Bay. Accompanying the usual team will be Chief Campus Relations Officer, Claire Jenkins  
  
-Agenda available here:  
[https://drive.google.com/drive/mobile/folders/1JZ2cwvadHHBX5N\\_LCbnmovB\\_vhECMBdu?usp=sharing](https://drive.google.com/drive/mobile/folders/1JZ2cwvadHHBX5N_LCbnmovB_vhECMBdu?usp=sharing)
- Census:  
-I attended a briefing in Fullerton last week that was held by Congressman Gil Cisneros, and the Secretary of State of CA Alex Padilla to get any updates and information necessary to disperse to students.

Have a great first week!

**CHIEF INCLUSION & DIVERSITY OFFICER**  
**MONICA MORALES-GARCIA**

No report



# Executive Director Report

*Keya Allen*

*January 21, 2020*



CALIFORNIA STATE UNIVERSITY  
**FULLERTON**<sup>™</sup>

# Administration

- AOA Conference
- ASI Retreat: MINDSET, Keys to Unlocking Greater Success in Your Life, Work, & Leadership



# Human Resources

Jasmin Tully hired as Human Resource Coordinator

Current Open Searches:

Office Coordinator – Building Engineering

Office Coordinator – Leader and Program  
Development

Lead Teacher

Fitness & Wellness Coordinator

Building Engineer

Marketing Coordinator

# Children's Center

- October – one preschool group trick or treated on campus
- Center hosted a Thanksgiving Feast for family and friends.

# Financial Services

- Monday, January 27 – Budget Deadline for funded and funding councils.

# Leader & Program Development

- Scholarships – Applications opening in January
- Applications for all open positions are posted on the ASI website – anyone can apply
- January 8-9: Student Government Winter Retreat



# BOARD OF DIRECTORS

CALIFORNIA STATE UNIVERSITY, FULLERTON™

## CHAIR, VICE CHAIR & TREASURER/SECRETARY REPORT

January 21, 2020

### **Brittany Cook, Treasurer/Secretary:**

Hello!

Winter break is coming to an end... ugh! Here is my board report though!:

Hello everyone!

- I hope everyone had a restful Winter Break!! I'm not gonna lie. It sucks to be back. I want to go back to my bed, watch anime, and eat cheddar popcorn and hot chocolate—because that was absolutely amazing—but instead, I have to take all the G.E.s I stalled till the very end. :(((
- This week's Finance Committee meeting is going to be pretty light and chill as we ease back into things. We're regrouping to update the committee on what went on during winter break as well as what to expect for February. We have just three meetings before we start budget presentations, so I'm excited!
- Executive Senate will not have its first meeting until sometime in February. And right now, I'm working on finding a time that works for hopefully everyone. Unfortunately, I'm down my teammate, Mansi, to help out, but I will be able to hold down the fort and continue with the momentum we've built with and among the councils from last semester.
- I hope we all have great, productive, and successful semesters both as students and leaders! For those of us graduating (including myself!), we've got 16 more weeks until freedom. For those continuing, I know that you will all continue to do even more amazing things during your time here.

Happy 2020~!

Brittany

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

*NO REPORT*

**Lorren Baker, Board Chair:**

Hello!

- I recently broke my arm, and I will be seeing doctors over the next couple of weeks to determine if surgery is necessary. I will attend meetings as I can. In my absence, Maria and Brittany will cover any meetings as needed.
- Please submit your goals to me, in writing by February 4<sup>th</sup> (third BOD meeting).