



Minutes

ASI Board of Directors Meeting

📅 Tue September 22nd, 2020

🕒 1:15pm - 3:45pm PDT

📍 Zoom Meeting : <https://fullerton.zoom.us/j/97161316127>

👤 In Attendance

I. Call to Order

Maria Linares, Chair, called the meeting to order at 1:16 p.m.

Linares informed the Board that ASI Accounting Manager, Steve Udell, passed away last week. Udell served ASI for nearly 20 years. Please keep the staff and his family in your thoughts.

II. Roll Call

Members Present: Aquino, Cortes, Fernandez, Hanna, Hannawi, Iyer, Linares, Lynch, Mukbel, Murillo, Sharma, Stambough, Thomas, Vigil, Wright, Zarate

Members Absent: None

Liaisons Present: Edwards, Gillespie, Hoang, Loeb, Reveles, Soria, Torres

Liaisons Absent: None

According to the ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled end of the meeting.

* Indicates that the member was in attendance prior to the announcement of Unfinished Business but left before the scheduled ending of the meeting.

** Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

Decision: EXCUSALS:

(Hanna-m/Aquino-s) Skylar Soria experienced technical difficulties and arrived late to the meeting. Soria's late arrival was excused by unanimous consent.

Soria arrived at 1:20 p.m.

III. Approval of Agenda

Decision: (Thomas-m/Aquino-s) The agenda was approved by unanimous consent.

IV. Consent Calendar

Decision: There was one item on the Consent Calendar. The item was adopted by unanimous consent.

a. 09/08/2020 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.

There were no public speakers.

VI. Time Certain

a. 1:30 p.m. Dr. Tonantzin Oseguera, VP Student Affairs

Dr. Tonantzin Oseguera, Vice President of Student Affairs provided updates on important division and campus initiatives. Dr. Oseguera's presentation is an attachment to the minutes.

Updates:

- ASI Resolutions Status
 - Financial Aid Delays
 - DIRC Programs
 -

b. 2:00 p.m. Amir Dabirian, VP Information Technology

Amir Dabirian, Vice President of IT, shared a welcome video and presentation highlighting goals, statistics and projects from the Information Technology Division. The presentation is an attachment to the minutes.

c. 2:15 p.m. Jacqueline Vital, CAPS & ASI Collaboration

Drew Wiley, Director, Leader and Program Development introduced Jacqueline Vital, CAPS representative and ASI liaison. Vital provided an overview of the collaboration between ASI and CAPS. The presentation is an attachment to the minutes.

VII. **Executive Senate Reports**

The written reports from Arts Inter-Club Council, Resident Student Association and Humanities and Social Sciences Inter-Club Council, were distributed to the board for review and consideration.

a. **Written Reports: AICC, RSA, HSSICC**

VIII. **Unfinished Business**

None

IX. **New Business**

a. **Action: Director for the College of Education (Governance)**

The Board will consider appointing the recommended applicant to serve as Director for the College of Education effective immediately through May 31, 2021.

BOD 020 20/21 (Governance) A motion was brought to the Board from the Governance Committee to appoint Rebekah Wong to serve as Director for the College of Education effective immediately through May 31, 2021.

Linares yielded to Seleena Mukbel, Governance Committee Chair to discuss the interview and selection process. Mukbel shared two strong applicants were interviewed during the Governance Committee meeting. Mukbel introduced Rebekah Wong as the applicant being recommended for the Director for College of Education.

Linares invited Wong to give a brief overview of her background and experience. A copy of Wong's presentation is an attachment to the minutes.

Wong answered questions from the Board.

Linares invited Wong to move to a breakout room or remain in the open meeting during Board discussion. Wong moved to the breakout room. The Board discussed the applicant.

Linares asked if there were any objections to moving to a vote. There were no objections.

Decision: BOD 020 20/21 (Governance) Roll Call 14-1-1 The Board approved the appointment of Rebekah Wong to serve as Director for the College of Education effective immediately through May 31, 2021.

b. **Action: 2020-2021 ASI AICA Student Leaders**

The Board will consider approving the appointment of the recommended applicants to serve as AICA Vice Chair and Event Chair, effective immediately through May 31, 2021.

BOD 021 20/21 (Mukbel-m/Thomas-s) A motion was made and seconded to approve the appointment of the recommended applicants to serve as AICA Vice Chair and AICA Event Chair effective immediately through May 31, 2021.

Linares yielded to Austin Ysais, LPD Coordinator, to discuss the interview and selection process. Ysais shared an overview of the applicants, and to provide information regarding the interview and selection process.

Michelle Ayala, AICA Vice Chair

Sam Leggis, AICA Event Chair

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

Linares opened the floor to Board discussion. There were no points of discussion.

Linares asked if there were any objections to moving to a vote. There were no objections.

**Decision: BOD 021 20/21 (Mukbel-m/Thomas-s) Roll Call Vote 16-0-0
The Board approved the appointment of Michelle Ayala to serve as AICA Vice Chair and Sam Leggis to serve as AICA Event Chair, effective immediately through May 31, 2021.**

c. Action: ASI Resolution to Amend Policy Concerning Corporate Procurement (Finance)

The Board will consider approving a resolution to amend ASI Policy Concerning Corporate Procurement.

BOD 022 20/21 (Finance) A motion was brought to the Board from the Finance Committee to approve a resolution to amend ASI Policy Concerning Corporate Procurement.

Linares yielded to Selene Hanna, Treasurer/Secretary, to review the resolution, policy and discussion from Finance. Hanna yielded to Carol McDoniel. McDoniel shared that this document was updated to reflect changes resulting from last year's audit. Main changes refer to restrictions, use of corporate credit cards, and travel. A section was added regarding Hospitality. All of the changes reflect practice, but needed to be added to the policy.

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

Linares opened the floor to Board discussion. There were no points of discussion.

Linares asked if there were any objections to moving to a vote. There were no objections.

Decision: BOD 022 20/21 (Finance) Roll Call 16-0-0 The Board approved the resolution to amend ASI Policy Concerning Corporate Procurement.

d. Action: ASI Resolution on Additional Guidelines for Funding Provided to Students and Student Groups (Finance)

The Board will consider approving a resolution on additional guidelines for funding provided to students and student groups.

BOD 023 20/21 (Finance) A motion was brought to the Board from the Finance Committee to approve a resolution on additional guidelines for funding provided to students and student groups.

Linares yielded to Selene Hanna, Treasurer/Secretary, to review the resolution and discussion from Finance. Hanna shared that this resolution primarily addressed Gift Cards for Funding councils. Hanna yielded to Asha Nettles to provide a presentation on the resolution and changes to ASI Policy. The presentation is an attachment to the minutes. Willey reiterated the prioritization of managing and mitigating the health and safety of students and risks to the corporation.

Linares opened the floor to questions from the Board. Dr. Vigil asked about funding for ICC's and what the impact would be if the Councils do not use all of their funds for the year. Nettles informed the Board that the Finance Committee will receive instructions regarding budget allocation and deliberation.

Linares opened the floor to Board discussion. There was no discussion.

Linares asked if there were any objections to moving to a vote. There were no objections.

Decision: BOD 023 20/21 (Finance) Roll Call 16-0-0 The Board approved the resolution on additional guidelines for funding provided to students and student groups.

e. Discussion: ASI Scholarship Applications

The Board will discuss the scholarship review and grading process.

Linares shared that she asked ASI Vice President, Sky Soria to provide an overview of the scholarship application and grading process. Soria provided a presentation reviewing the process and answered questions from the Board. The presentation is an attachment to the minutes.

X. Reports

a. COLLEGE REPORTS:

1. COMM

Seleena Mukbel and Jakob Khol Wright, Directors for the College of Communications, provided highlights from their written report on the goals and activity for their college. The report is an attachment to the minutes.

2. ECS

Rhadika Sharma and Anjali Iyer, Directors for the College of Engineering and Computer Science, provided highlights from their written report on the goals and activities for their college. The report is an attachment to the minutes.

b. EXECUTIVE REPORTS:

1. **Executive Officers Report**

The President, Vice President, and Chief Officers provided highlights from their written report. The report is an attachment to the minutes.

2. **University President's Representative Report**

Dr. Vincent Vigil, AVP Student Affairs, provided an update report from the Office of the University President. The report is an attachment to the minutes.

From the President's Office:

- One Book, One CSUf - Together as a campus, we are reading the book The Unknown Americans. The author will be visiting campus virtually on Thursday, October 8th.
- Which campus is the lowest funded CSU in the system? President Virjee is working with the CSU Trustees to inform and request support for CSUF. CSUF has the most students and the least funding of the 23 campuses.
- Working to ensure that all campus areas include a DEI Statement on all websites.
- In person Study Abroad program will not continue this year due to COVID-19 and the virtual environment. The Provost is looking into alternatives.

c. **BOARD LEADERSHIP REPORTS:**

1. **Treasurer/Secretary Report**

Selene Hanna, provided highlights from the Treasurer/Secretary's written report, which is an attachment to the minutes.

2. **Vice Chair Report**

Seleena Mukbel, provided highlights from the Vice Chair's report, which is an attachment to the minutes.

3. **Board Chair Report**

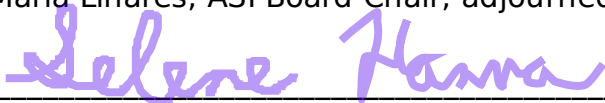
Maria Linares, provided highlights from the Board Chair's report, which is an attachment to the minutes.

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

None

XII. **Adjournment**

Maria Linares, ASI Board Chair, adjourned the meeting at 3:39 p.m.



Selene Hanna, Treasurer/Secretary



Susan Collins, Recording Secretary

Roll Call 2020-2021

09/22/2020 ASI Board Meeting Roll Call

Attendance	Board Members		
		Present	Absent
ARTS	Tina Thomas	1	
ARTS	Ramon Aquino	1	
Treasurer/Sec (CBE)	Selene Hanna	1	
CBE	George Hannawi	1	
COMM	Jakob Wright	1	
Vice Chair (COMM)	Seleena Mukbel	1	
EDU	Monique Lynch	1	
EDU	VACANT		
ECS	Radhika Sharma	1	
ECS	Anjali Iyer	1	
HHD	Adriana Fernandez	1	
HHD	VACANT		
HSS	Erick Murillo	1	
NSM	Andrea Cortes	1	
NSM	Carl Zarate	1	
Univ. President's Rep.	Dr. Vigil	1	
Academic Senate Rep.	Dr. Stambough	1	
Chair (HSS)	Maria Linares	1	
		Present	Absent
		16	0

Attendance	Liaisons		
		Present	Absent
Exec Dir	Edwards, D.	1	
CCRO	Gillespie, N.	1	
CCO	Hoang, K.	1	
CGO	Loeb, L.	1	
President	Reveles, M.	1	
VP	Soria, S.	1	
CIDO	Torres, J.	1	
		Present	Absent
		7	0

*Recording Secretary: Susan Collins

Roll Call Votes	start #020	020 - 'Director EDU			021 'AICA Leaders		
		Yes	No	Abstain	Yes	No	Abstain
ARTS	Tina Thomas	1			1		
ARTS	Ramon Aquino	1			1		
CBE	Selene Hanna	1			1		
CBE	George Hannawi	1			1		
COMM	Jakob Wright		1		1		
Vice Chair (COMM)	Seleena Mukbel	1			1		
EDU	Monique Lynch	1			1		
EDU	VACANT						
ECS	Radhika Sharma	1			1		
ECS	Anjali Iyer	1			1		
HHD	Adriana Fernandez	1			1		
HHD	VACANT						
HSS	Erick Murillo			1	1		
NSM	Andrea Cortes	1			1		
NSM	Carl Zarate	1			1		
Univ. President's Rep.	Dr. Vigil	1			1		
Academic Senate Rep.	Dr. Stambough	1			1		
Chair (HSS)	Maria Linares	1			1		
		Yes	No	Abstain	Yes	No	Abstain
		14	1	1	16	0	0

2020-2021 Board of Director Updates

Tonantzin Oseguera, Ed.D.
Vice President
Division of Student Affairs



Vice President Cabinet Team Members



Tonantzin Oseguera
Vice President



Jim Donovan
Director
Titan Athletics



Dave Edwards
Executive Director
ASI



Chalea Forgues
Chief of Operations



**Clint-Michael
Reneau**
Associate Vice
President



Rob Scialdone
Director of
Business Operations



Chelsea Strohm
Executive Assistant
to the VP and COO



Vincent Vigil
Associate Vice
President &
Dean of Students



**Elizabeth
Zavala-Acevez**
Associate Vice
President

BSU Resolution and Outlook

Our Response

- Funding
- Recruitment of Black faculty and staff members
- Peer-led mentoring programs
- Policy review and modifications



ASI Resolutions

Our Partnership

- A Resolution In Support of the SWANA Community
- A Resolution for Native American Recruitment, Retention and Support
- A Resolution in Support of Civil Disobedience and Social Action at California State University, Fullerton
- A Resolution in Support of Undocumented and DACA Students



2019-20

Student Affairs Accomplishments



Financial Aid

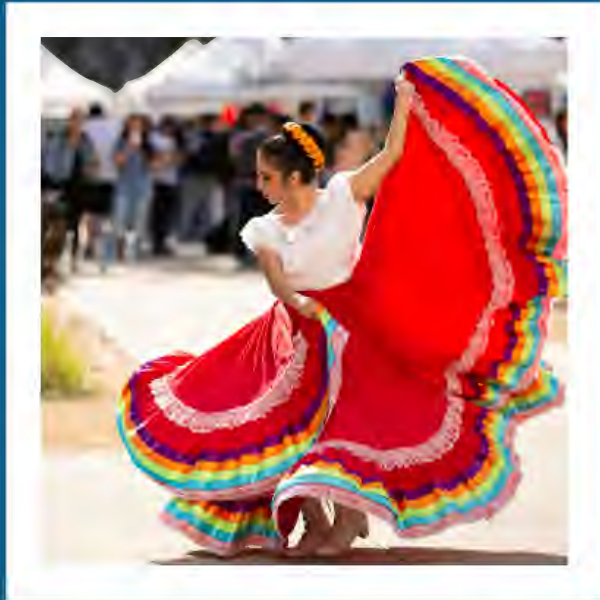
- Awarded over \$320 million dollars to almost 28,000 students in 2019-20.
- Provided an additional \$10.4 million in State University Grant to students at the onset of the COVID-19 pandemic
- Offered an additional \$1.2 million in additional grants to students.

Counseling and Psychological Services

- Mental Health
 - Staff provided 10,352 counseling and psychiatry appointments
 - CAPS provided six weekly psychotherapy groups, each semester, to provide students with added counseling support.
- YOU@Fullerton
 - In Spring 2020, CSUF launched the YOU@Fullerton website, a new collaborative resource that houses an array of health and wellness resources for students, staff, and faculty.
 - 11,028 users signed up (as of August 2019).

2019-20

Student Affairs Accomplishments



Diversity Initiatives and Resource Centers

- 234 programs/events were offered.
- 37 workshops facilitated for student organizations, department student staff, housing, and classes.
- 1,618 Brave Space check ins
- 27 collaborative events held by campus partners in DIRC Brave Space

Career Center

- Career Events
 - 3,294 students attended nine large-scale recruitment events, which included 535 unique organizations.
 - 5,900 career counseling appointments offered to 4,159 students.
 - 21,861 students engaged in 618 professional development workshops.
- I Am First... program launch



Thank You



vpsa@fullerton.edu | [@CSUFstudents](https://twitter.com/CSUFstudents) | (657) 278-3221



ASI Board of Directors September 22nd, 2020

Amir Dabirian, Vice President for IT / CIO





CALIFORNIA STATE UNIVERSITY

FULLERTON

INFORMATION TECHNOLOGY

**WELCOME
STUDENTS**

IT Fall Resources Website

Division of Information Technology



[ABOUT IT](#) [SERVICES](#) [SOFTWARE](#) [EVENTS & PROJECTS](#) [IT STRATEGIC PLAN](#) [PASSWORD POLICY](#)



IT Fall 2020

INFORMATION ON VIRTUAL INSTRUCTION

The Division of Information Technology provides you with the tools you need to teach and learn remotely. Here are some IT resources to help you during the virtual instruction period.

Visit the [CSUF Coronavirus website](#) for more information on the campus' re-entry plan.

DEVICE REQUESTS

Students, faculty and staff can request the following devices: PC laptops, mi-fi's, webcams, headsets, mobile flip phones

Students

Students can submit a [Device Request Form](#)

Faculty/Staff

IT TOOLS FOR VIRTUAL INSTRUCTION



Device Request

- Students can request devices to engage in the virtual learning environment
 - Laptops
 - Mifis
 - Headsets
 - Webcams
 - Mobile Phones
 - iPads
- Online request form through Dean of Students Office

Device Request Stats

- Since March 16, 2020 IT has distributed the following amounts to students (Picked Up/Approved)
 - Laptops = 1471/1790
 - Mifis = 1321/1569
 - Headsets = 217/281
 - Webcams = 125/169
 - Mobile Phones = 56/58
 - iPads = 54/66

*Returns = 167 laptops, 113 Mifi, 1 mobile phone

TitanCard Remote Process

- The TitanCard office has provided a process to issue TitanCards remotely. The Adobe Government ID verification process will allow students, faculty, and staff to verify their identity and take a selfie to use for their TitanCard photo.

Two-Factor Authentication

Why Do We Need Two-Factor Authentication?

- Students, faculty and staff access applications with sensitive data remotely
- Security attacks are on the rise
- We need to protect institutional data which includes personal information of students
- CSU uses Duo as a Two-Factor Authentication solution
- Currently staff and faculty are required to use Duo Two-Factor when accessing the portal remotely



Two-Factor Authentication Setup for Current Students

What system will be protected

- Two-factor authentication will be enabled for the portal login
 - Already in place for students that are using Direct Deposit
- Authentication from the same browser is good for 5 days

Implementation Process & Timeline

- 9/21/20 – Launch portal wall to collect mobile numbers & email
- 10/01/20 – 10/15/20 - Activating Duo Two-Factor Authentication in waves
 - Students will be prompted for secondary authentication when logging into the portal and other campus resources.
- Students without a mobile device will be issued a key fob



Virtual Labs

- The VCL has been expanded to service over 900 concurrent students (previously 150)
- The Mac Lab was created to service 50 concurrent students who need specialized software
- Unlimited concurrent users can access Appstream for graphic intensive applications

Canvas & TITANium

- Fall 2020 & Spring 2021 - Both Canvas and TITANium will be available
- Summer 2021 - Canvas will be CSUF's new LMS. We will archive TITANium
- Fall 2021 - Canvas will be used by faculty

Canvas & TITANium

Canvas has more published courses than Titanium

- Titanium Fall 2020
 - 2,641 Visible Fall 2020 Courses
 - 1,009 Unique faculty teaching visible fall 2020 courses
 - 38,003 Unique students enrolled in visible fall 2020 courses
- Canvas Fall 2020
 - 2,745 Visible Fall 2020 Courses
 - 1,232 Unique faculty teaching visible fall 2020 courses
 - 38,238 Unique students enrolled in visible fall 2020 courses

QUESTIONS?



CAPS Services & ASI Liaison

1

JACQUILINE VITAL, M.A., LMFT
FALL 2020

CAPS

Counseling & Psychological Services (CAPS)

Hours:

M-F 9:00 a.m.-4:00 p.m.

Phone number:

657-278-3040

Currently all sessions will be held virtually through Zoom



Professional Staff

3

- **Psychologists**
- **Marriage & Family Therapists**
- **Social Worker**
- **Psychiatrist**
- **Psychiatric Nurse Practitioner**
- **Doctoral Psychology Interns**

Cost

4

- **No additional cost**
 - If CAPS services are appropriate, services are covered by the Student Health Fee you pay every semester
 - Full-time and part-time students at CSUF
 - Fee also covers many services at the Health Center
- **Unless you no-show, arrive 10+ minutes after scheduled time (considered no-show), or cancel within 4 hours of appointment**
 - \$20

Options CAPS provides after an Initial Consultation

5



Session Limits

6

- **Individual and couples counseling**
 - Time limited: approx. 5-7 sessions per academic year
 - Both partners must be enrolled in the CSU system
- **Group counseling/ Workshops**
 - No limit on the number of group sessions/workshops
- **For those who may require more intensive work**
 - CAPS can provide referral options that are available locally
 - Schedule an appointment with a case manager to better assist

Then What?

7

- **Meet with counselor**
 - Lots of information gathering
 - Not “therapy” appointment
 - Purpose is to determine appropriateness of CAPS services
- **You name it, we’ve probably seen it!**
 - stress management, depression, anxiety, self-esteem, body image, concerns related to cultural background or identity, and concerns about family, romantic, or interpersonal relationships, identity, bipolar, abuse, sexual assault, trauma, etc.
- **Discuss most appropriate treatment options**
 - Those with longer-term concerns are referred to the community for appropriate services

Emergency/Crisis Appointments

8

- Current thoughts of harming self
- Current thoughts of harming others
- Currently psychotic
- Recent (2 weeks) trauma

- Phone appointment
 - Brief session (~20 minutes)
 - Focus is on risk assessment/ensuring safety
 - ✦ Not therapy or intake appointment
 - Determine most appropriate follow-up services

My Involvement with ASI

9

- **Role as the new ASI liaison**
 - Serving as a link to assist with ASI collaboration and CAPS
- **Providing therapy for ASI members**
 - Offering 2-hour drop in “office hours” 2x/month
 - Every other Friday 1-3pm
 - Beginning October 2nd 1-3pm
- **Providing monthly 1-hour presentations on various mental health topics**
 - Stress reduction, conflict resolution, perfectionism, etc...

CAPS-FALL 2020

10

- **INDIVIDUAL THERAPY**
 - **THEAPRY GROUPS**
 - (10 offered)
 - **DROP IN WALK IN SESSIONS**
 - (10 offered)
 - **WELLNESS COACHING**
-
- **All flyers will be sent through email***

Q&A

11

**Any Questions?
Please ask!**

ASI Board Report

Organization: Arts Inter Club Council (AICC)

Organization Type: Umbrella

Meetings: Every Monday; 12-12:50pm

Short-term Goals:

AICC's short-term goals that our organization would like to accomplish by the end of the semester are as follows: AICC would like to help the recognition of student organizations that are centered around the inclusivity of all people within the College of The Arts. Regarding how AICC runs and what we represent, we want to continue the improvement of our org and what is entailed in our constitution and bylaws, as such we have planned to revise it to include more inclusive language. In addition, AICC plans to initiate and carry out a social media campaign targeted to inform the general student body of what AICC is as well as to highlight our hardworking AICC Representatives.

Long-term Goals:

AICC's long-term goals that our organization would like to accomplish by the end of the semester are as follows: We intend to still have our annual ICC week for the 2020-2021 academic year which we would hold during the Spring 2021 semester. Planning for Arts Week 2021 event has already begun. In addition, AICC advocates for the development and recognition of clubs, something we intend to work hard on throughout the academic year. Finally, our main long-term goal is to fund events proposed by our recognized clubs to help better their learning even in such a trying time as now. AICC looks to not only act as an organization but to also act as the liaison between the College of The Arts and its students.

Current Funding Status:

Regarding our A-side budget, AICC plans to spend our finances on the funding for events that are proposed and approved by AICC and its Representatives. In addition, we intend to utilize our funding for the virtual Arts Week occurring in the Spring 2021 semester. AICC is currently determining whether our org would like to purchase shirts, however, at this time, we have not reached a decision. Our potential price that AICC would use from our A-side budget is roughly \$650. Currently, we do not have any spending for events held by recognized organizations planned except for a potential guest speaker event costing us roughly \$200 held by the Fullerton Saxophone Alliance Student Organization. Our B-side budget will be used only for virtual conferences as stated that travel is prohibited by the Chancellor's Office however, should our recognized clubs plan to attend any virtual conferences/competitions, AICC will potentially fund these events on the basis that it is approved within AICC.

Planned Events:

Currently, we are planning for Arts Week in the spring semester. We will be working on creating a vision of how Arts Week will run virtually with the undetermined Arts Week Coordinator. On Monday, September 14, AICC held an event with Dean Dale Merrill to provide an opportunity to connect with fellow Titans and the College of The Arts. Our event encompassed Dean Merrill's COTA updates, and a Q&A that was facilitated by AICC, its Executive Board, Assistant Dean Alverado, and Dean Merrill. Participants included any COTA students, AICC representatives, and students who were looking to get involved with one of our recognized organizations. Evidently, the event was a success and provided our participants with the opportunity to connect with the COTA community, their dean, and to have challenging questions answered. AICC is planning to hold other events sponsored by AICC as a whole, however, nothing is concrete at this time.



H&SS ICC
Report to the ASI Board of Directors

Fall 2020 Report #1

Executive Board

- **Halima Baba, Chair**
- **Lidia Rodriguez, Vice Chair/Treasurer**
- **Savannah Arana, Director of Administration**
- **Jennifer Lopez, Director of Public Relations**
- **Vacant, Social Justice Facilitator**
- **Dr. Connie Moreno Yamashiro, Advisor**
- **Shanice Watson, Graduate Assistant**
- **Maria Linares, ASI Liaison**
- **Erick Murillo, ASI Liaison**



Short-term Goals:

- To help representatives familiarize themselves with how meetings are ran by using Robert's Rules of Order
 - During the first week of the semester, documents relating to Robert's Rules of Order were shared (cheat sheet)
 - PPT was placed on the website and emailed to council
 - Repeatedly explaining the steps of Robert's Rules and reminding the council on what to do/say on various parts of the agenda
- Informing organizations on ways they can spend and request for funds virtually
- Spend 25% of the budget by the end of fall semester
 - So far we've spent **0.02%** from 8074 and **0%** from 8077
- Increase instagram followers by 10% by the end of Fall 2020
 - We currently have 548 followers and are hoping to have 55 more participants
 - This will be achieved by being more active and interactive on social media

Long-term Goals:

- Spending the Funds allocated to HSS-ICC
 - Encourage orgs to be active and engaging
- Strengthen collaboration among organization on the HSS ICC by creating new events where organizations are partnered up for activities
 - HSS Week in April (5th-9th)
- Promote H&SS ICC organizations by promoting on social media to ensure students are aware of the H&SS ICC, and that it exists to provide funds to students
 - Hosting Live videos, posting discussion questions on instragram, reposting events on account and reposting other club's activities as well

Funding Status

034A – General Operations

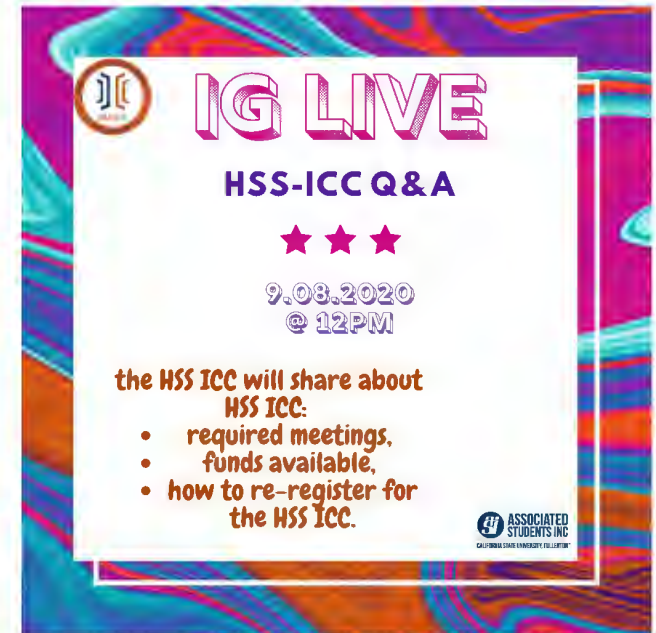
- 8050 - Supplies – (\$150.00)
 - **0%** has been used
- 8051 - Printing and Advertising – (\$150.00)
 - **0%** used
- 8074 – Contracts, Fees and Rentals – (\$9,000.00)
 - **0%** used

034B – Program Funding

- 8074 – Contracts, Fees and Rentals (\$33,500)
 - \$16,750 is allocated for both Fall and Spring- any funds remaining at the end of the Fall roll into the Spring
 - **0.02%** has been used; \$150
- 8077 – Travel (\$20,000)
 - \$10,000 is allocated for both Fall and Spring- any funds remaining at the end of the Fall roll into the Spring
 - **0%** has been used

H&SS ICC Events and Engagement at CSUF

- H&SS ICC had an Instagram live where we interacted with students and answered questions regarding to club re-registration process and the purpose of the HSS-ICC
- HSS ICC participated in Discoverfest on Thursday, Sept. 3
- Registration packets were due Friday, Sept. 11 and we officially have 23 organizations part of the HSS ICC
- HSS ICC website is updated:
http://hss.fullerton.edu/students/icc/interclub_council.aspx
- H&SS ICC Weekly Meetings held Fridays from 11am-1pm on Zoom.
 - ❖ Zoom Meeting ID: 958 5716 5273
- H&SS ICC Executive Board Members holding student hours on Zoom
 - ❖ Zoom ID is provided by appointment

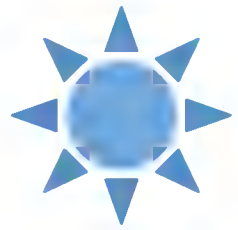




RAA

ASI Board of
Directors Report

Mission & Goals



- Enhance overall living experience within Housing and Residential Engagement
- Serve as the voice in promoting advocacy of the community, while providing leadership & programming opportunities
 - Continue to modify events to be virtual
- Promote safety of the community and prioritize social, academic, and interpersonal success

Current Funding Status



Overview	% Spent
8050 - Supplies	10.4%
8051 - Printing & Advertising	0%
8074 - Contracts, Fees, & Rentals	0%
8077 - Travel	0.53% (Lyft & Uber)
8079 - Dues & Subscriptions	86.67%

Past Event Breakdown



Disney Brunch (Was Modified)

- Decorations for P&F
- “Prize” Baskets for EOD

GC Meeting (Was Modified)

- Catering for attendees
- Donuts for NRHH’s GC attendees

DeStress Fest (Will be Altered)

- Dog Therapy
- Massuesses
- Collaboration with RA’s

Collaborations!

Fall Festival (Will be Altered)

- Giganto Games rental
- Pumpkin pie and prizes

Advocacy Night (Will be Altered)

- Residential engagement, QA session
- Donuts for NRHH’s GC attendees
- 85 Degrees pastries & drinks

*All events were held on campus, in the housing community (Piazza, Gastronome, etc.) But will now be altered.



Future Event Breakdown

Health Concerns

- Due to the current pandemic and safety guidelines set forth by the CDC and the President's Directive 21, we are altering programming efforts to be virtual
- Some **program ideas** that we are planning ahead for are:
 - Residential Feud (similar to family feud), virtual vision board making, grab and go crafting kits, virtual board of motivational messages, and many more!

**Grab & go crafting kit: not an in person program, just picking up supplies @ The Gastronome*



Our GC meetings are every
Wednesday 5:30 PM via Zoom:
985-5383-9913

- We plan on hosting events/ programs at least once a month
- RSA also allots funds to NRHH (National Residence Hall Honorary)

Thanks!

Questions?

ASI Board of Directors Vacancy Application 2020–21

#1

CERTIFICATION OF ACADEMIC PROGRESS REQUIRED FOR APPLICANTS

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

Applicants for office in the Associated Students, CSUF, Inc. must meet academic and university requirements to be to hold office. The form below is intended to present the majority of these requirements and to expedite the procedure whereby your application and continuing eligibility can be verified. For a complete statement of qualifications, please see Article X of the ASI Bylaws.

REQUIREMENTS OF APPLICANT:

All applicants must have been enrolled at CSUF for at least one semester, must be in good standing with the university, must not be on probation, and must have earned a CSUF semester grade point average of 2.0 in the past semester and have a CSUF cumulative grade point average of 2.5 for all classes at CSUF. In addition, all Board of Directors candidates must be enrolled in the college for which they are running or meet any special qualifications, as stated in the ASI Bylaws.

ACADEMIC REQUIREMENTS WHILE HOLDING OFFICE:

Undergraduate Student:

Minimum GPA per semester required: 2.0
Minimum CSUF cumulative GPA required: 2.5
Current units enrolled in: 6 or more

Graduate Student:

Minimum GPA per semester required: 2.0
Minimum CSUF cumulative GPA required: 2.5
Current units enrolled in: 3 or more

(The maximum units allowed while in office are 150 semester units, or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units.)

CERTIFICATION:

I certify that I am an eligible applicant based on the academic requirements listed above and that I will complete the required 6 units of credit for undergraduate student applicants or the required 3 units of credit for graduate student applicants while running for office.

I also certify that I fully understand the academic progress regulations and that I will be disqualified from office upon failing to meet these requirements. *

POSITION RESPONSIBILITIES AND COMMITMENT

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

Applicants must understand and agree to uphold the following responsibilities and commitments:

CERTIFICATION OF AGREEMENT:

I agree, if appointed to serve as a Board of Directors Member, to be available during the Fall and Spring semesters on Tuesdays and Thursdays between 1:00 PM and 4:00 PM in order to attend ASI Board of Directors meetings and committee meetings.

I agree, if elected, to be available for mandatory Training/Planning/Retreat programs tentatively scheduled for:

- August 11, 12 and 13, 8am–8pm each day, August Retreat and Training Sessions
- January 5, 6, and 7, 8am–5pm each day, January Retreat and Training Sessions

I agree, if elected to serve as a member of the ASI Board of Directors, to incorporate the following responsibilities into my role, per ASI Policy Concerning Board of Directors Operations:

1. Board members are required to attend (prepared and on time) for the entire duration of all meetings of the Board of Directors which take place every Tuesday from 1:15 – 3:45 P.M.

2. Board members are required to sit on an Associated Students, Inc. standing committee and be a liaison to at least one of the following: the Association for Inter Cultural Awareness (AICA), Community Service Inter-club Council (CSICC), Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), PanHellenic Council (PHC), and the Multicultural Greek Council (MGC).

3. Directors of the Board are required to attend their college's Inter-club council meetings. If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Inter-club council chair, Inter-club council members, and their assistant dean.

4. Directors of the Board shall establish and maintain weekly office hours (at least one hour a week and by appointment). These hours shall be posted on their respective college's bulletin board and outside the Board of Directors' office.





5. When time permits, the Board Chair may schedule ASI promotional events for the Board to carry out after the adjournment of Board Meetings.

6. Directors of the Board are required to keep in contact with their constituents, college-based Deans or Assistant/Associate Deans, and report to the Board on issues and concerns from their college. Two reports will be given each week during regularly scheduled Board of Directors meetings beginning the third week of the fall semester. The reports will be given in alphabetical order, with respect to the college's names.

7. No member of the ASI Board of Directors shall serve as an officer or director of an ASI program, funding council, or board.

8. No member of the ASI Board of Directors shall be employed by the Associated Students Inc.

ANY INFRACTION OF THESE ABOVE AGREEMENTS MAY RESULT IN MY IMMEDIATE REMOVAL FROM OFFICE/POSITION

Applicant Name *	Rebekah Wong
Applicant Address *	
Primary Phone Number *	
Secondary Phone Number	
Applicant Email Address *	
Applicant CWID *	
CSUF Major/Minor *	History
Which Board of Director position are you applying for?: *	<input checked="" type="radio"/> College of Education
Semesters Completed at CSUF *	6
Overall CSUF GPA *	3.0
Units Completed at CSUF: *	85
Units In Progress at CSUF (Fall 2020) *	15
CSUF Class Level *	Senior
Expected CSUF Graduation Date (MM/YY) *	05/2021

What do you believe is the role of ASI on our campus and how does that role relate to this position? *

I believe the role of ASI on our campus is to bring our communities together while enhancing the Titan Experience for all of our students. ASI helps our students live out their passions while being able to build connections for their futures. ASI also helps enhance the college experience by helping students get involved, building everlasting friendships and relationships, and making the experience enjoyable through what ASI was to offer (ex: events, clubs, etc). I believe this position is to help those students who are looking to pursue a future in education, get that enhanced Titan experience. This position is extremely important in a numerous amount of ways, but I believe the most important job is to help find and build connections for those students who have a passion for education.

Tell us about any relevant past involvement or work experience that you have and how it will help you as a Director for your college. *

I have had a numerous amount of leadership experience. Starting in high school, I was extremely involved in the leadership program and served as many different positions, including president. In college, I was the community service chair to the SCICC, the women's team leader for CRU ministry, and I am currently the Director of Event Planning for the ECICC. I also have been involved with different teaching clubs on campus throughout my years at CSUF.

I also have worked a year, and currently work, in the Murrieta Unified School District. This experience has helped me grow as a future educator, and has helped me learn a lot about what goes into running a school district.

I believe with the combination of my different leadership experiences and working in a school district will help me make a positive impact in this position.

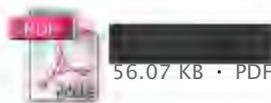
Why are you applying to the ASI Board of Directors? What do you hope to accomplish and/or get out of the experience? *

I am applying for this position because I am extremely passionate about becoming a future educator and would love to be able to help other students find their passions as future educators as well. I have always been impressed with what the College of Education has to offer for those who are looking for a future in education, and I want to be able to enhance that experience and make it known for those who are pursuing a career in education. If I were to earn this position, my biggest goal would be for the programs, clubs, and opportunities to have under our college to grow. I also want to make sure that every student in this college feels REPRESENTED and is also able to get equal opportunities to grow as a future educator. This can be done in starting new clubs or holding more informational events to help grow our amazing college.

Please state any other information that you believe should be considered in this application. *

I am extremely passionate about making a difference in the world as a future educator. With the opportunities, resources, and events the College of Education has to provide, I feel as if I came become a great future educator. The reason why I am so passionate about earning this position is because I want other students to get those same opportunities and feel the same way as I do. I know there are several students on campus who are looking for growth and opportunities as a future educator, and in this position, I will be able to make that happen. I am passionate about finding others who want to make a difference in the world as an educator and I would love to help our college grow.

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



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

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

A. University Policy

University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this

policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student.

B. Associated Students, CSUF, Inc. Authorization

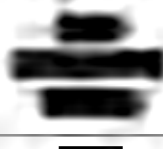

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number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

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

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

Rebekah Wong

Enter Your CWID *

Rebekah Wong

WORK EXPERIENCE

Victoria's Secret, Temecula, CA

December 2017- January 2018 Work

Performed-

- Sales and Stock

Titan Shops, Fullerton, CA

December 2017- Present Work

Performed- - Cashier

Vans,CA May 2018-October

2019 Work Performed-

- Sales, Cashier, Greeter, Stock - Seasonal Sales Lead for 2018/2019 Holiday Season and Sales Lead May 2019-October 2019

MVUSD- Murrieta, CA

August 2019-present

Work performed- AVID Tutor

VOLUNTEER EXPERIENCE

- Worked with Senior Citizens (senior citizen prom)

- Worked with Special Needs students (Prom & Special olympic

- Helped put on over 12 blood drives at Murrieta Mesa

- Share the Harvest

- Orangewood Children's home

EDUCATION-

Murrieta Mesa High School

Currently a Junior at California State University Fullerton



SKILLS

- Good with all ages
- Can speak comfortably with people
- Can work at a fast pace (if needed)
- Can adapt to situations quickly - Patient
- Leadership
- Organized
- American Sign Language
- SCICC Community Service Chair at CSUF 2018-2019

AWARDS -

- Scholar Athlete
- California Honor Society Member
- "Most likely to brighten your day" Senior Superlative
- Most Inspirational 11th and 12th grade leader
- Leadership Department Pride Award
- Expo Read and Write Student of the Month
- 11th grade Leader of the Year
- Most Compassionate Leader
- AVID PRIDE and AVID Highest GPA

Board of Directors, College of Education

Rebekah Wong



About me:

Rebekah Wong

Pronouns: She/Her

Major: History

Year: Senior

Graduation year: Spring 2021

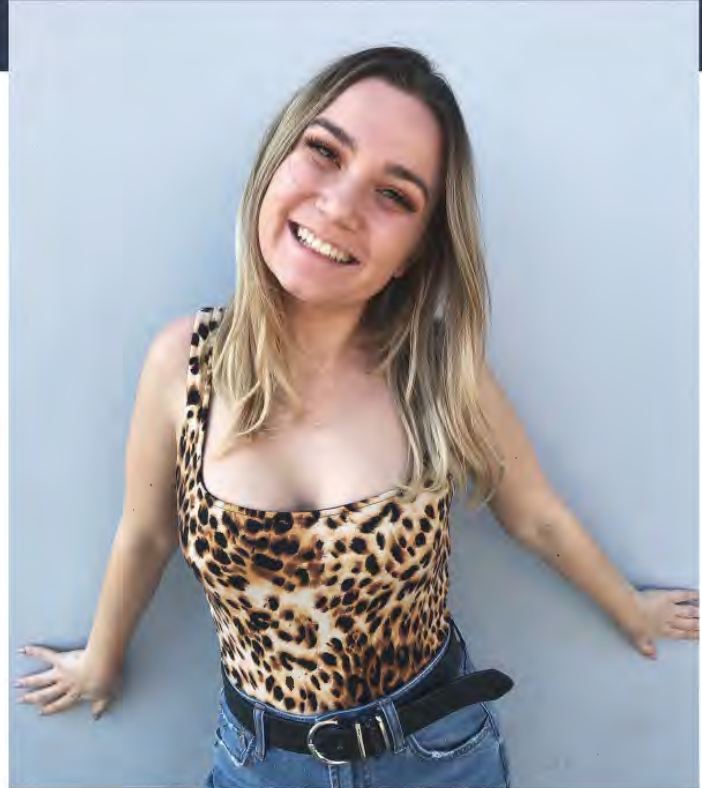
Fun Fact: I LOVE being a
Titan!!!



My Skills/character traits:

I am:

- Hardworking
- Reliable
- Adaptable
- Understanding
- Patient
- A good listener
- A team player
- Great communicator
- Resilient
- Organized
- Caring



My Passion for Education

- My goal is to teach High School History
- I want to make a positive impact on my future students' lives
- I want to be able to bring out the light/gifts of all my students
- I think a teacher's job is extremely important to making a difference in this world
- I LOVE education <3





My Experience:



High School:

- Leadership all 4 years
- Vice President of the class of 2017 all 4 years
- President of leadership class senior year
- Worked with senior citizens
- Helped put on over 12 blood drives
- Help put on Special Olympics and Special needs prom

College:

- CRU
- SCICC women's soccer rep
- SCICC Community Service Chair
- completed observations in schools freshman and sophomore year of college
- EICC Director of Event Planning (current)
- Currently employed at the Murrieta Valley Unified School district as an AVID tutor

My Goals:

Goal 1: To help/find students grow a passion for pursuing a career in education

Goal 2: To create a bigger presence on our campus of what the College of Education is and what we have to offer

Goal 3: Create more clubs, resources, and events (via zoom until further notice) that will help make every student in our college feel represented and how to TEACH representation in the field of Education

Goal 4: Provided more opportunities for students to get experience in the Education field and more opportunities to lead

How do I want to accomplish these goals with my fellow teammates?

For Goal 1: To get know the students and find what they are passionate about. By doing so, we are able to help them get connected in the College of Education more to help grow the passion they have.

For Goal 2: Having more events (like Education week) or more informational tables/announcements that will help more students get involved in the college.

Examples:

1. Having the clubs within our college hold more events/informational tables at least once a month
2. Having more of a presence on social media and in Emails
3. Making sure we are providing resources and events that help welcome ALL of our students

How do I want to accomplish these goals with my fellow teammates?

For Goal 3: It is extremely important to me to make sure every student feels represented but also knows how to teach to make their future students feel represented in the classroom. This can be done in the following ways:

- Making sure our events are a safe place for all students
- Holding events (such as the how to teach anti-racism webinar) that will help not only make our students feel represented but their future students as well
- Creating diverse clubs that will help grow as a leader in the field of education such as a Women in History club or Women of Color in Education club

For Goal 4: It is also important to me for our students to gain more experience in the education field and more experience to lead. This can be done by:

- Finding conferences for future teachers to help better their skills as someone who wants to pursue a career in education
- Helping our students get plugged into clubs that will help better their skills as someone who wants to pursue a career in education

Last Remarks:

- I am extremely passionate about Education and wanting to make a difference in this world and I feel like I can do that well through this position
- Thank you for your time :)



ASI PROGRAMMING LEADERS

2020-2021

(ASI BOD ACTION ITEM IX.B)

September 22, 2020

Effective immediately through May 31, 2021

AICA VICE CHAIR

MICHELLE AYALA

AICA EVENT CHAIR

SAM LEGGIS

AICA Student Leadership Applications 2020–2021

#4

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

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities, programs, campaigns, and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 20 hours a week is a close estimate across these positions)
- Attendance at a variety of regularly occurring team, staff, and commission meetings during the semesters (day/time to be arranged)
- Attendance at weekly programming meeting (Tuesdays 10:00 am–11:00am) during the Fall and Spring semesters
- Planning and implementing, alone or as part of a team, a variety of activities, programs, campaigns, and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

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

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

- June 3 and 4, 8am–5pm, Programming, Commissions & Elections Training
- June 5– June 6, 8am–5pm, Overnight Offsite Leadership Retreat
- August 11, 12 and 13, 8am–8pm each day, August Retreat & Training Sessions
- January 5, 6, and 7, 8am–5pm each day, January Retreat & Training Session
- Weekly Training/Planning Meetings throughout the summer
- Additional dates may be scheduled within teams

Eligibility Criteria To Apply, Accept, and Maintain Position:


- Undergraduate student officers must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office.
- Undergraduate student officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units. Students holding over that number of units will no longer be eligible for office.
- Undergraduate student candidates must maintain at least six (6) semester units per term while running for office. Graduate student candidates must maintain at least three (3) semester units per term while

running for office.

-Undergraduate student candidates for office must have been enrolled at CSU Fullerton for one semester preceding the election earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSUF must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student candidates for office must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible.

-All student candidates for, or current student officers serving in, an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSU Fullerton semester grade point average of 2.0 and a CSU Fullerton cumulative grade point average of 2.5 for all classes at CSU Fullerton during the semester prior to their candidacy, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Scholarship*

Name *	Michelle Ayala
Primary/Cell Phone Number *	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program *	Business Management
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.)*	Junior
Semesters Completed at CSUF*	4
Overall CSUF GPA *	[REDACTED]
Units Completed at CSUF*	53
Units in Progress *	16
Expected Graduation Semester*	2022
Address *	 [REDACTED]

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



[REDACTED]
97.59 KB - PDF

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

My name is Michelle Ayala and I am a 3rd year Business Admin major. I have been involved in multiple clubs on campus including Hermanas Unidas, Ballet Folklorico, and LBSA which are all part of AICA. When I started my first semester at CSUF I knew I wanted to join clubs that kept me connected to my roots so I joined these 3 Latinx orgs. I believe joining these clubs have helped me evolve as a person and find my voice and place on campus. This past year I held a board position in LBSA which helped me strengthen my communication skills and help me connect with business professionals. I believe I am a good candidate because I am a reliable person and I like being involved on campus. I like being able to meet new people and build relationships.

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

I believe the purpose of ASI is to help students have a voice on what happens on campus. It is more than just fun events and free food, I like to think that ASI allows students to make important decisions regarding things that ultimately could benefit or even affect us as students. I hope I can be that support for intercultural clubs and help them find their voice that they deserve.

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

- Association for InterCultural Awareness (AICA) Positions:
- Vice Chair
 - Diversity Coordinator
 - Events Coordinator
 - Student-At-Large*



1. In your own words, describe the purpose of AICA?
2. Tell us why you think multiculturalism and diversity is important at CSUF
3. Tell us the type of events and/or which positions you are most interested in and why, including any relevant experience you have for these types of events or positions
4. Describe the ideas or goals you have for next year for the type of events or positions you are interested in
5. Describe how you would promote the activities and events of AICA *

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

I would like to utilize Zoom as much as possible to try and establish a mutual relationship within ASI and other groups on campus. This will be the closest thing to trying to connect with other departments and I believe it would be a great way to create strong bonds during these tough times at CSUF.

Tell us about other commitments and involvements you have planned for summer and next school year (tell us about clubs, organizations, and campus programs you are involved with, other leadership positions you have accepted or are applying for, plans for

I am currently registered for 16 units in the Fall and I work on campus at the Registration and Records office so I will spend most of my day at school. If able to, I will be joining some clubs on campus, but I will prioritize my responsibilities.

study abroad, jobs, internships, fieldwork, etc. that will be on your plate. ASI leadership is a big commitment and we want to make sure you will have time for this involvement): *

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

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

A. University Policy

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B. Associated Students, CSUF, Inc. Authorization

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

Michelle Ayala

Enter Your CWID *



Date *

Thursday, July 9, 2020

Created 9 Jul 2020 10:44:21 PM	70.93.223.201 IP Address
PUBLIC	

Michelle Ayala



OBJECTIVE

Seeking a position as a Management Intern allowing me to use my management skills in order to further my knowledge.

EDUCATION

California State University, Fullerton

Expected May 2022

Bachelor of Arts in Business Administration

Concentration in Human Resources Management

RELEVANT COURSEWORK

Business Writing

- Gained Knowledge of business writing and developed written communication skills
- Applied skills in a variety of business case modules

Oral Communication

- Improved verbal communication skills
- Implemented knowledge in a hands on environment

LEADERSHIP AND CAMPUS INVOLVEMENT

Latino Business Student Association

Fullerton, CA

Director of Corporate Relations

June 2019- Present

- Coordinate with campus recruiters to schedule meetings and discuss internships/ job opportunities
- Sustain a clear communication between members to increase their participation
- Acquired \$1,000 for members scholarship and increased corporate sponsorships by 15% by maintaining a strong relationship with corporate companies

RELEVANT EXPERIENCE

Registration and Records

Fullerton, CA

Student Assistant

June 2019- Present

- Serve as a liaison between staff and students
- Engage in a daily rotation between the front office and inputting paperwork
- Assist students with concerns about documents and their legal process

SKILLS

- Proficient in Microsoft Office, including Excel, Word, PowerPoint, and Outlook
- Knowledge and usage of Adobe Contributor
- Bilingual in Spanish and English

1. In your own words, describe the purpose of AICA?

I believe the purpose of AICA is to allow cultural clubs to find their voice on campus. It creates a safe space for these clubs to advocate for their members in order to be part of the Titan community.

2. Tell us why you think multiculturalism and diversity is important at CSUF

As a hispanic, I would love others to see my Mexican culture and share with them what it means to be Latina. I think it is important to show diversity on and off campus so we understand why people are the way they are and the experiences and culture they have endured. It would allow us to be more open-minded as an individual.

3. Tell us the type of events and/or which positions you are most interested in and why, including any relevant experience you have for these types of events or positions

I am interested in running for Vice Chair. To my knowledge, this position requires one to take care of minutes and agendas. It is similar to an Administrative job which is my major. I am looking for experience and I believe that I am a good candidate for this position. In my everyday life I keep an agenda and I have reminders in order to keep my schedule on track. I would say I am good at time management and I allow myself to complete work on time. As Vice Chair I will make sure to keep everyone up to date and organized with board discussions and/or any proposals. I will keep everything up to date in order to have our meetings run smoothly.

4. Describe the ideas or goals you have for next year for the type of events or positions you are interested in

Since, Fullerton has moved to on-line classes for the Fall I know it is going to be a tough semester for all of us. As we adjust to this new system, one of my goals is to keep all agendas up to date in order to guarantee an easy adjustment to virtual events. I want to make sure everyone has information on time since it won't be as manageable to meet up and discuss things one-on-one.

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

I would promote events through my social media and newsletter through email. We must adjust to virtual events for now so I plan to use as many resources to reach every org on campus.

AICA Student Leadership Applications 2020–2021

#5

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

- Regular time committed to being in the office and/or focusing on position to plan and arrange activities, programs, campaigns, and events, hold/attend meetings, correspond, hold office hours, etc. (an average of 20 hours a week is a close estimate across these positions)
- Attendance at a variety of regularly occurring team, staff, and commission meetings during the semesters (day/time to be arranged)
- Attendance at weekly programming meeting (Tuesdays 10:00 am–11:00am) during the Fall and Spring semesters
- Planning and implementing, alone or as part of a team, a variety of activities, programs, campaigns, and events
- Working cooperatively with other leaders, both inside and outside of core team, to promote and ensure program success

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

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- Undergraduate student officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units. Students holding over that number of units will no longer be eligible for office.
- Undergraduate student candidates must maintain at least six (6) semester units per term while running for office. Graduate student candidates must maintain at least three (3) semester units per term while

running for office.

-Undergraduate student candidates for office must have been enrolled at CSU Fullerton for one semester preceding the election earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSUF must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student candidates for office must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible.

-All student candidates for, or current student officers serving in, an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSU Fullerton semester grade point average of 2.0 and a CSU Fullerton cumulative grade point average of 2.5 for all classes at CSU Fullerton during the semester prior to their candidacy, and must maintain these standards.

Successful applicant will be awarded a Student Leadership Scholarship*

Name *	Samantha Leggis
Primary/Cell Phone Number*	[REDACTED]
Email *	[REDACTED]
CWID *	[REDACTED]
Major/Concentration/Academic Program*	Kinesiology General Studies
Class Level (Sophomore, Junior, Senior, Credential, Graduate, etc.)*	Senior
Semesters Completed at CSUF*	6
Overall CSUF GPA *	[REDACTED]
Units Completed at CSUF*	82
Units in Progress *	13
Expected Graduation Semester*	May 2022
Address *	 [REDACTED]

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




65.09 KB · PDF

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

I am currently a fourth year student at CSUF and am pursuing a career in occupational therapy. I began working for ASI Titan Recreation as an attendant and official for intramural sports (IMs) my first semester back in August 2017. I have been instilled with customer service, inclusivity, and accountability skills. IMs has patrons from so many different backgrounds and cultures and that has always been one of my favorite aspects of the job because I have been able to meet and build relationships with not only the professional staff and fellow staff members, but patrons of their own uniqueness and astounding personalities. I then trained for and became a program lead for IMs where I further enhanced my skills of particularly inclusion and productivity. I learned to listen to my staff and patrons in order to cater to their needs and the resources they needed to succeed and thrive in our program. During the last academic school year, I also served as a peer mentor for first-time freshmen. In this position, I was responsible for working closely with my faculty to provide a safe and comfortable space for the students. This was done through the planning and execution of activities and icebreakers. Another duty of mine was to meet one-on-one with my students and this was by far one of the most life-changing experiences for me because I learned about each student's daily struggles and difficulties and it made me realize how despite the backgrounds of people being challenging for them, they are still so tenacious and hardworking. This experience helped me to become the mentor and resource person my mentees needed. I believe these experiences make me a good candidate for this position because of my ability to lead and my ability to adapt to my environment to be the person my program needs.

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

The purpose of ASI Programming is to foster the social life on campus. It is to put on events and opportunities to escape the daily stresses of academic life that students face. I would like to be part of ASI leadership because I want to contribute to the ASI community that helps students get that social interaction and fun they need. I think ASI does what it does to give the students on campus a voice and to let the students create the campus culture because no other group of people besides the students knows what the campus actually needs and wants. I hope to get unforgettable memories and connections with my peers and faculty. I also hope to grow professionally, academically, and personally. Most importantly, I hope to learn to enjoy the moment more with my peers and to learn how to be a better person towards them. I want to learn more about how fulfilling and wonderful it is to find value in every person I encounter.

Association for InterCultural Awareness (AICA)

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

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



25.80 KB · PDF

Association for InterCultural Awareness (AICA)

Positions:

- Vice Chair
- Diversity Coordinator
- Events Coordinator
- Student-At-Large*

1. In your own words, describe the purpose of AICA?
2. Tell us why you think multiculturalism and diversity is important at CSUF
3. Tell us the type of events and/or which positions you are most interested in and why, including any relevant experience you have for these types of events or positions
4. Describe the ideas or goals you have for next year for the type of events or positions you are interested in

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

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

I most definitely see opportunities for collaboration with the SRC, OFYE, and housing and residential engagement. My experience with the SRC and OFYE can help me with reaching out to professional and student staff and asking them to collaborate with AICA and its events and most of all spread the information of events and initiatives put on by AICA. I know of a couple of peers who are going to be resident advisors for this coming school year and although the chance of students living on campus is low, there can definitely still be active communication in order to build relationships for the following year.

One event that I think would be wonderful to have in collaboration with the SRC is a basketball or mini olympics tournament where the proceeds go to different areas of the community such as mental health, cancer/health, and disability charities. I feel this would be a great opportunity to not only give back to the diverse background of the community, but to also highly encourage campus wide clubs and organizations to join.

Another event I think would be amazing is a type of night food market hosted at school. AICA could collaborate with the following: productions to have entertainment present, street team to help advertise and run the operations of the events, and Titan Tusk Force to encourage athletics to attend; this could also be an opportunity as a pre-game celebration for the beginning or ending of the athletic season that semester. Most importantly, culture based clubs can have their own food stand and showcase their cultural traditions and values. These two events could help everyone come together and learn to appreciate each other more.

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

I am currently in the process of interviewing for a part time position as a behavioral therapist. This position would require me to work mostly during the week and maybe Saturdays. I am also stepping down to the position of attendant for intramural sports, however, our in-person season and, therefore, work has come to a pause for fall 2020 due to COVID-19. I am also a general member of the Kinesiology Student Association and also hope to become a general member of the Allied Health Student Association.

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

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

A. University Policy

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

B. Associated Students, CSUF, Inc. Authorization

I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions.

I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records.

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

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

Samantha Leggis

Enter Your CWID *

[Redacted]

Date *

[Redacted]

<p>Created 1 Aug 2020 12:41:50 AM</p>	<p>76.87.21.236 IP Address</p>
<p>PUBLIC</p>	

Samantha Leggis

EDUCATION:

California State University, Fullerton

Projected Graduation: May 2022

B.S. Kinesiology with a projected concentration of clinical movement science and Spanish minor

WORK EXPERIENCE:

ASI Titan Recreation, California State University, Fullerton

January 2019 - May 2020

Intramural Sports Program Lead

- Supervised 35 to 45 staff members and roughly 200 daily patrons and their adherence to program policies and procedures
- Spearheaded sport trainings and facilitation of monthly general staff meetings
- Completed daily operations, clerical tasks, and resolved on-site situations and emergencies
- Observed, assisted, and gave feedback to attendants and officials on their performance
- Met with patrons and staff to resolve customer satisfaction issues

Office of First Year Experience, California State University, Fullerton

August 2019 - May 2020

Peer Mentor

- Provided campus wide resources and facilitated activities to a class of 27 first time freshmen
- Actively communicated and engaged with the professor of the mentee class to create and organize lesson plans to fit the needs of the students
- Attended a weekly peer mentor class and participated in ongoing training for inclusion, diversity, and wellness workshops
- Met 1 on 1 with each student and developed personal, academic, and social goals and created a plan tailored to each student in order to assist in achieving those goals
- Sought extra assistance and resources when they were out of my scope of knowledge or for serious and sensitive matters

ASI Titan Recreation, California State University, Fullerton

May 2019 - August 2019

Titan Youth Summer Camp Program Assistant

- Set up, broke down, and facilitated all camp activities and snack times
- Collaborated and consistently communicated with campers, fellow staff, supervisors, and recreation center building managers to ensure the safety and well being of the children
- Responded first hand to any injuries and incidents and provided first aid if appropriate
- Created bonds with the campers by playing the activities with them and listening to their needs

COMMUNITY SERVICE:

Children's Hospital of Orange County, Orange, CA

Outpatient Rehabilitation Department Volunteer

July 2019 - Present

- Observe and assist occupational therapists throughout therapy sessions with patients
- Communicate with department supervisors and staff to plan and prep priority tasks for the day
- Sanitize exam rooms, play gyms, and equipment and properly store equipment in its place
- Manage the restocking of clean linen and the removal of soiled linen

CERTIFICATIONS:

Adult and Pediatric First Aid/CPR/AED, American Red Cross

January 2020 - January 2022

- 1) AICA is the bridge between all communities. It helps students and faculty from such a variety of backgrounds to come together and not just learn more about one another, but to show support and appreciation towards each other as well. Most of all, it helps the community learn past culture and into other aspects such as socioeconomic status, age, etc.
- 2) Multiculturalism and diversity are such vital aspects on campus because not only do we have students from all across the country and world, we also have students from different religions, abilities, genders, ethnicities, ages, and sexual orientations. Having a great mix of cultures and identities on campus may be deemed sometimes difficult because it can be difficult to cater to all, but I think that is the beauty of multiculturalism and such a diverse campus; it is an ongoing learning process. There is always room to learn and grow and simply be kinder to one another. These two are also important because it is important to have representation and active inclusivity when one leaves college. The workforce is filled with unique backgrounds and perspectives so it is important to learn how to be a kind and considerate person.
- 3) I am interested in the events coordinator position because I would like to further my knowledge of how to be as actively inclusive as possible and to also put on events to bring more awareness of sensitivity to cultures. I absolutely admire the beauty in every culture and this would be a great opportunity to assist others in also seeing that beauty. During my time as a program lead at the SRC, we would host special events or tournaments such as activities for the fans during playoffs

week. My managing team and I would also facilitate icebreakers and activities at the staff meetings. These icebreaker games were planned ahead and most importantly they were planned carefully because we wanted to make sure it would be an activity that did not exclude anyone or put anyone down. We focused a lot on expressing gratitude and stress-free and fun competitions.

- 4) The goals I have for next year as events coordinator are rapport, trust, and community. It is due diligence for me to create and build relationships with not only my team and support system, but especially my fellow organizations and students. Building rapport can aid in the development of events because it can give me the chance to see what resources and opportunities the students notice are lacking on campus. Trust is also an important component because that is what helps a team thrive and succeed. It is so crucial for my team to believe in my abilities and for me to believe in and support theirs. Lastly, community is a necessity. Community within AICA, our partners, and the students. I feel that creating a culture of community will inspire students to want to attend the events and to voice their opinions and questions towards matters on campus.
- 5) I would promote the activities and events of AICA by actively communicating and engaging with campus clubs, organizations, and ASI departments. The student recreation center and office of first year experience would be hotspots for me to promote because of the connections I have made with the staff and students. I would also want to look into attending events and meetings of other organizations to showcase the support of AICA and to also encourage students

to attend and participate in the events of AICA. Lastly, social media is a popular outlet because the vast majority of students are on social media; this would be done through the collaboration of ASI marketing. Most of all, the promotion of AICA would come from word of mouth through networking connections and rapport that has been established with organizations.



Resolution to Amend Policy Concerning Corporate Procurement

Sponsors: Selene Hanna

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

WHEREAS, the Policy Concerning Corporate Procurement provides guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of ASI; and

WHEREAS, the recommended changes reflect recent edits and recommendations necessary to clarify and strengthen ASI's procurement guidelines; therefore let it be

RESOLVED, ASI approves the amendments including general restrictions, limitations, corporate travel and hospitality, and subsequent changes under contracts, credit cards and purchase orders; and let it be

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-second day of September in the year two thousand and twenty.

Maria Linares
Chair, Board of Directors

Selene Hanna
Treasurer/Secretary, Board of Directors

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 [procurement guidelines, capital expenditures](#), contracts, [capital purchases](#), corporate credit cards, ~~IT equipment purchases~~, and purchase orders, [corporate travel, and hospitality](#). Corporate procurement is set on [an annual budget and allocation and is in conjunction with capital requests](#) ~~budget adjustments~~ [allocations](#).

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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
Capital Expenditures	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.
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.
Hospitality	Hospitality includes the provision of meals or light refreshments, provision of gifts, awards, and promotional materials.
Members	<u>Student leaders and professional staff.</u>
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.
Student leaders	<u>Student representatives on the ASI Board of Directors, TSC Board of Trustees, and the Executive Officers.</u>

STANDARDS

1. PROCUREMENT GUIDELINES

Associated Students Inc. shall follow all procurement guidelines set by the Integrated California State University Administrative Manual (ICSUAM) Section 5000 Contracts and Procurement and CSU Fullerton President Directives.

a. General Restrictions

All procurement purchases include these following restrictions:

- Any Information Technology (IT) equipment must be approved by the Director of Administration before annual budget or capital request allocations.
- Any chemicals purchased must have prior approval by the ASI Chief Engineer, who will ensure the purchase adheres to CSUF Environmental Health and Safety's Hazardous Materials Procurement procedures.

b. Limitations

- Firearms, ammunition, alcohol, tobacco, and other items prohibited by CSU policies and applicable laws and regulations.
- Hospitality or other expenditures for personal celebrations such as birthdays, weddings, showers, anniversaries, Administrative Professionals Day, or other similar non-university- sponsored events.
- Purchase of ~~any~~ any good or service not included in the annual budget, amendments to the annual budget, or agency funds.
- Purchase of ~~a~~ Any goods or services for personal use.
- Purchase of ~~a~~ Any non-CSU approved goods or services not allowable in the CSU system.

See the Procurement Procedures for further guidelines and restrictions not outlined in this policy.

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 ~~due to~~ ~~s~~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. A W-9 must be collected from all entities that receive payments 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~~ individuals, or businesses ~~that does~~ ~~performs~~ work for another party at a specified rate. An individual who is an independent contractor is not an employee for any business. ~~Instead, the~~ A contractor does ~~whatever the~~ work is stated within the contract and once the job is finished, ~~their association to the organization is concluded~~ ~~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 ~~Department d~~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 that must not be exceeded. Users must submit original receipts ~~within seventy-two (72) hours by the established monthly deadline~~ to ~~the~~ ASI Accounting-Financial Services 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
- All other prohibited uses outlined in this Policy and ASI Procurement Procedures
- ~~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 of spending limit
- Outstanding receipts of sixty (60) days or more

A cardholder who has had their privileges revoked must submit their credit card to the Director of Financial Services within seventy-two (72) hours. The Director of Financial Services or and Department Director supervisors must be responsible for initiating 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.

6.5. 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 should be used when a vendor requires an advance guarantee of payment. A PO is not required when an artist(s), performer(s), or vendor(s) is contracted for their services.

7.6. CORPORATE TRAVEL

ASI staff and student leaders may have the opportunity to travel on behalf of the organization. Travel on behalf of the organization shall be undertaken in the most cost-effective manner. All travel must be approved by the Executive Director or designee prior to travel arrangements. All travel arrangements must be administratively reviewed and approved prior to travel to ensure costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program.

Travel funding provided under this policy cannot be used for or in connection with travel to international destinations outside of the United States or its territories or for travel to states, regions, territories, and/or other destinations prohibited by ASI, CSUF, CSU, State of California, or Federal regulations.

Further details about reimbursement and limitations are outlined in the ASI Procurement Procedures.

b.a. Student Leader Travel

All student leaders who travel must complete a Travel Liability Waiver Form prior to departure to comply with CSU Chancellor's Office Executive Order 1041.

Each student leaders who travels on behalf of the organization must complete both a written and in person report on their experience upon return.

- The written report must be submitted within two weeks of return. The written report should be a minimum of 350 words summarizing the topics, panels, and speakers the student attended sessions for and what the student learned from the sessions and how the information will be brought back to CSUF and benefit the student's organization and campus as a whole.
- The in-person report must be given to either the Board of Directors or the TSC Board of Trustees covering the content of the event and how it will benefit ASI and campus as a whole.

e.b. Professional Staff Travel

ASI staff members may only travel on behalf of the organization if it is related to the duties of their position and encompasses professional development.

8.7. HOSPITALITY

Hospitality must be in accordance with Chancellor's Office, CSU Fullerton guidelines, and ASI Procurement Procedures. When purchases are made in accordance with CSU hospitality guidelines the coordinating campus's hospitality form must be completed and retained by ASI Financial Services. Further limitations are outlined in the ASI Procurement Procedures.

Food and beverage expenses for meetings that occur on a regular or frequent basis are not permitted. Only infrequent meetings (meetings that occur no more than 12 times per year) are allowed to have food and/or beverage expenses as long as it serves a business purpose.

DATE APPROVED:

04/23/2019

DATE REVISED:

XX/XX/2020

Grading Scholarships Instructions

Fall 2020



What is an ASI Scholarship?

The scholarships awarded by Associated Students, Inc. (ASI) are open to all majors and fields of study, so long as the criteria is met.



Vision Statement

ASI strives to improve, diversify, and expand our leadership and professional development opportunities, programs, and services to enhance student life and the Titan Experience.

First step: Welcome email

You will receive an email from Asischolarships@fullerton.edu regarding the following:

- ▶ Assignment of scholarship
- ▶ Link to the Outlook OneDrive folder where you will find the scholarship essays
- ▶ Link to the grading form for the scholarships
- ▶ Deadline information

Sample of an email for Fall Scholarships:

Hello everyone! Here is some information in regards to scholarships. You have been assigned to ASI **Virginia McGarvey Memorial scholarship**. The grading process will begin October 16. All scholarship grading must be completed by the end of the day November 13 **NO EXCEPTIONS**. Below is the link to all the essays which will be accessible on OneDrive.

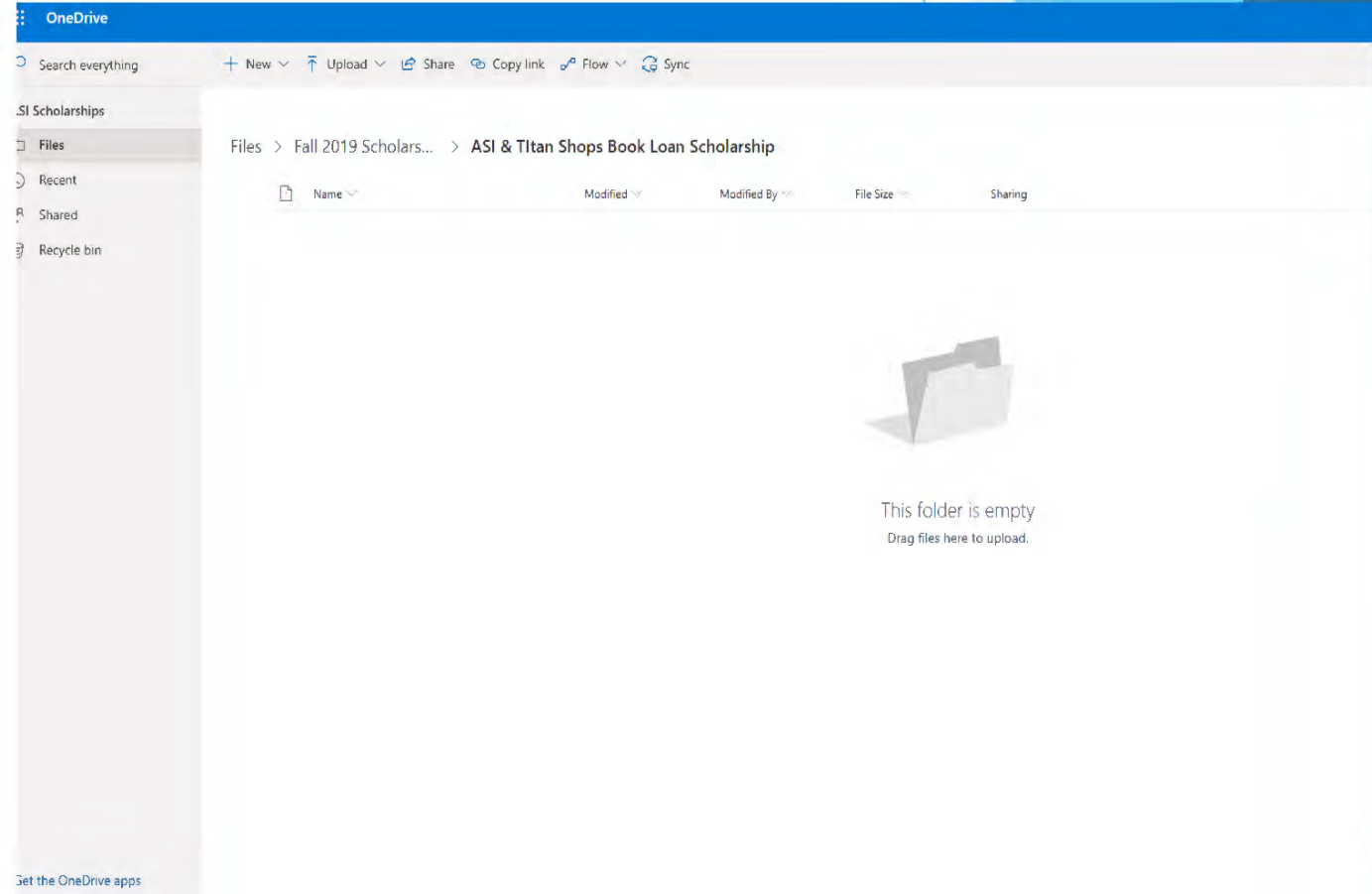
The second link is to the grading form for your assigned scholarship. A reminder email will be sent as we get closer to the dates. If you have any questions or concerns, please let me know at any time throughout the process.

Access to scholarship essays?

Scholarship essays are uploaded on Outlook Onedrive. The direct link to the essays will be provided on the body of the email. Additionally, the folder will be shared with you as well.

OneDrive will be the only location will you will access all essays.

The scholarships are assigned an application number which is their identifier when grading.



Grading Scholarships

- You will be using the WUFOO form to grade the scholarship. You will receive the link to the form.

Grading criteria below:

- ▶ 1-Response is incomplete
- ▶ 2-Prompt is answered, but information was poorly organized
- ▶ 3-Response is well structured, but has multiple punctuation and/or grammatical errors
- ▶ 4-Response displays knowledge of topic but fails to include a detailed explanation
- ▶ 5-Response is well written and meets all required criteria
- ▶ 6-Response is thoughtful, strongly written, and goes above and beyond required criteria

Wufoo Form

ASI Scholarship Grading Form-O'Brien

Please remember to input your name and the applicant number located on the top right hand side of the scholarship.

[Submit Scholarship Eligibility Inquiry Form here.](#)

Who is grading this scholarship? *

Applicant Number: *

Scholarship Question:

1. "State your academic or personal achievements and how these achievements have helped achieve your future career goals and benefited you" *

Scholarship Question:

2. "Talk about how you contributed to your community and/or campus, how your involvement has benefited you and include the dates of time active." *

3. "Describe how involvement in athletics has helped you develop in your academics endeavors and in establishing future goals" *

Scholarship Question:

4. "Briefly explain how your education is helping you achieve your future goals." *

Overall Assessment *

Total Points (XX/32) *

Any Additional Comments:

Email reminders

You will receive emails for the following:

- ▶ Weekly updates regarding your assigned scholarship
- ▶ Update on graded and remaining scholarships to grade
- ▶ Reminders of scholarship deadlines
- ▶ Congratulations email, once grading is completed.



**ASSOCIATED
STUDENTS, INC.**

CALIFORNIA STATE UNIVERSITY, FULLERTON

Deadlines

Grading begins: Friday, October 16

Grading ends: Friday, November 13 at NOON

Please note, when you do not miss deadlines it impacts students tremendously. When deadlines are not met it delays our ability to send awardee's check by finals week.

Tips and Tricks

- Time management is essential- this will prevent feeling overwhelmed.
 - ▶ Advice you to grade a certain amount per day. This will help manage the load.
- DO NOT wait till the very last day to grade the scholarship essays.
- It can take you between 15-30 minutes per essay.

Contact person

Any questions / concerns please email us at asischolarships@Fullerton.edu and CC'd Kristyne.

Kristyne Robles

krrobles@Fullerton.edu

(657) 278-3297

Testimony

Adult Re-Entry recipient:

"I can not tell you how much this means to my family and I. My husband is going through Chemo and we needed help with our bills. This means a lot. Thank you ASI."

Student Parent Recipient

"You don't understand how much you have helped my family & I! Thank you for the opportunity."

Project Rebound recipient:

"I cant believe I won! Thank you for supporting our community."

Titan Dreamers recipient

"This is amazing! This will help me pay for tuition next semester. Thank you ASI."

Thank you!



COMMUNICATIONS UPDATE

By Jakob & Seleena



CICC Updates

- **Budget \$8,000 without travel, \$17,000 with travel**
- Clubs will present post-event success stories to encourage and promote strategies for online events
- Angelica Hernandez is the new Communications Specialist who is helping the promotion of clubs and events through the **@COMMCSUF** IG account

Goals for our College!!

- Virtual outreach! How?
 - College of COMM IG takeover
 - Encourage activity of media outlets in the college of comm (Daily Titan, Titan Radio, Instagram accounts, and Tusk Magazine) to promote the college's resources
- Increase networking among students! How?
 - Host virtual discussion workshops among the different concentrations in the college

Upcoming Events

- **ZOOMCHELLA** CommUNITY Mixer Wednesday, September 30th at 4PM
 - club presentations
 - tips for virtual learning
 - group games
 - giveaways
 - club representatives

Office Hours

Jakob

☐ Thursdays @3-4pm



Seleena

☐ Wednesdays
@ 12-1 pm



Thank You!!!

Engineering and Computer Science BOD REPORT

Radhika Sharma
Anjali Iyer

September 24, 2020

Agenda

- I. Directors' Goals
- II. ECC Information
 - A. Purpose
 - B. Events
 - C. Budget
- III. Projects

Goals

1. Women Representation and Recruitment

- a. Increase ratio of females in STEM
- b. Recruit more women from local high schools or reach out to CSUF students who are undeclared majors (via online)
- c. Make it a more accepting and welcoming place for women to work and learn in

2. International Students

- a. Improve international student engagement on campus
- b. Bridge the gap between international students and american students
- c. Work toward pressing issues related to international students

ECS ICC

Purpose

1. ICC serves the ECS student leadership body
2. Enriches student experience

Upcoming Events

1. Welcome back to ECS - Sept, 30 12PM - 4pm
2. Meet The Dean - Date TBD

Extra:

- ECS ICC Instagram page content release:
 - a. Minority Mondays
 - b. Women in ECS Wednesdays

Budget

1. Supplies: \$150
2. Print and Advertisement: \$50
3. General Operations - \$,2000
4. Program Funding: \$2,000
5. Travel: \$52,000

Projects:

- Meeting with the dean of ECS - TBD
- Create a google form for all the students of ECS in order to understand major issues that students are facing
- Work on the most pressing issues concerning ECS students

ECS Board of Directors

Radhika Sharma

Anjali Iyer

Contact:

asboard-ecs@fullerton.edu

Office Hours:

TH 4pm - 5pm

Zoom ID: 550 873 1808

Contact:

asboard-ecs2@fullerton.edu

Office Hours:

WED 11am - 12pm

Zoom ID: 963 0593 9573

September 22, 2020
Board of Directors
Executive Officers Report

PRESIDENT

Marcus Reveles

Proctorio Amir Data and other outreach:

1. How many faculty members signed up for the Proctorio training?
FDC had 11 training during the summer, and 266 faculty attended.
2. How many faculty members activated Proctorio?
244 classes activated on Canvas and 126 classes activated on Moodle.
3. How many students have used Proctorio?
We don't have the data yet. We asked has asked Proctorio but yet receive an answer

Reminders:

- Be sure to watch Convocation if you have not already. Fram does a good job educating on the resources of the university.
- CSSA this past weekend
- Meeting with Provost Thomas and Skylar. Talked on how to support ASI and students.
- Chief Advisory Board Committee. I am the vice board chair and many members have discussed about wanting to focus on defunding the police and the feasibility around it as per demand of CFA.
- Register to vote!

VICE PRESIDENT

Skylar Soria

Hi everyone! I hope you had a good couple first few weeks and are now finding yourself in a rhyme for this semester. All Day A.S.I was a success! If you did not get a chance to watch the performances they are on the ASICSUF youtube account. The first Speak Yo Truth event of the year will be on September 22nd from 6-8pm.

Meetings

- Provost Dr. Thomas
 - Marcus and I discussed the official guidance for technology in classes regarding students' concerns of privacy and technology mishaps that protects them

from being marked against in their classes. If any student reaches out to you with these concerns please direct them to this website, <https://fdc.fullerton.edu/KeepTeachingTestingStrategies.php> . To get the proper information and assist them with getting incontact with the proper department chair.

- We brought up the concerns students have with Proctorio
- The provost tasked us with assisting her in getting students to sit on a student advisory board.
- Bobby Porter
 - Social Justice Week
 - This will be taking place in the spring semester.
 - Conference style for students and faculty
 - Speaker Series
 - Collaboration with ASI programming

Projects

- ASI scholarships are due **OCTOBER 9th**. They can be found on the asiwebsite!!
- Pass the ballot- Voter registration campaign
- Proctorio

CHIEF GOVERNMENTAL OFFICER

Lauren Nicole Loeb

Summary:

Last week I my Lobby Corps team and I did a recap of our first meeting and talked about what needed to be included in classroom visits and club visits. I have been sharing information regarding the Ballot Bowl and CSUF has been in first place for the last week. I attended the September Plenary this past weekend. Unfortunately, the PHRA resolution was sent to committee and will hopefully be voted on during the October Plenary.

Events/Meetings Attended:

- Ballot Bowl
- CSUF is in first place for the Ballot Bowl! Keep up the good work!
- CSSA September Plenary
- I attended the CSSA September Plenary along with my lobby corps coordinator designated to CSSA and Marcus, our ASI President.
- PHRA Meeting
- I met with students and faculty from different student groups amongst the Philipinx community interested in trying to get the PHRA Resolution passed at CSSA. After

discussion our next steps would be to pass a similar resolution through ASI and they would focus on a unity statement for other student orgs to show support.

Projects:

- My Lobby Corps team and I are preparing to give a PowerPoint presentation to ICC's at their first meetings where we will be talk about the upcoming election, and our policy agenda for the academic year.
- With the help of other student leaders in CSSA we are continuing to try and advocate for the PHRA resolution to be passed.
- I am working with my advisors and the Gov. Relations office to create a social media campaign surrounding information about the elections.
- Currently working on a resolution regarding civic engagement with Dr. Stambough, CCRO, ASI President, and BOD Chair, to be passed at Academic Senate. .

GOALS FOR NEXT WEEK:

- Start our social media campaign in time for National Voter Registration Day.
- Begin presenting information to classes and ICC's

ON-GOING:

- Continue to register students to vote through the Ballot Bowl link.
- Weekly check-ins with my advisor.
- 1-on-1 with the ASI President to discuss progress and goals.

CHIEF COMMUNICATIONS OFFICER

Khair Hoang

Summary:

Hello everyone, hope you all are well! Given the news that our campus and students will remain predominantly online throughout the spring semester, I spent a lot of time these last two weeks working with both my commissions and advisors to move away from an eventual "return-to-campus" mindset, and to focus our priorities and projects to best fit this time. For CEC, I worked with their director, Amanda, to reach out to Katie Savant in GOVRELS as well as different city departments to find collaborative projects to work on, like poll-working and park cleanups. The Comm. Team is moving ahead with drafting formal rules to allow certain student leaders temporary access to social media platforms for "takeovers" for specific student engagement pieces. The last major piece I want to share is a collaborative effort between myself and programming to bolster the Ambassador program through Street Team. Please make a sincere effort to participate in this program; as student leaders, your experience and guidance are incredibly influential in potentially supporting the development of new leaders.

Events/Meetings Attended:

- Meeting with CEC Director Amanda Alvarez and Katie Savant from GOVRELS
 - Planned initiatives that the CEC can work on and begin drafting for monthly events in collaboration with the city while still respecting social distancing guidelines. These plans include guides for students interested in being poll-workers, and a potential socially distanced park clean-up.
- Meeting with Art Serna and Jacob Fry to record ASI segment of Convocation video
- Meeting with Maria, Adriana, and Seleena to discuss HHD Marketing strategy
 - We decided to use this opportunity to have our first Instagram Takeover be with Adriana as she fields questions about the responsibility of a BOD member representing HHD to do more intentional outreach in engaging HHD students who may otherwise be hesitant to apply for the role.
- Comm. Team Weekly Meeting
 - Brief meeting to discuss Provost Edition Question Tuesday and Instagram Takeover guidelines.
- CEC Team Weekly Meeting
 - Amanda led the team through further planning for monthly events
- Meeting with Jacob and Mel from Programming to discuss the Ambassador program and create sign-up form(s) for student leaders and interested students

Projects:

- Encourage student leaders in ASI to sign up for the Ambassador program and elaborate further on the details of the program as well as the responsibility student leaders will be taking on. Finalizing the interest form with guidance from programming and Street Team before moving to Marketing and Design for promotion and addition to the ASI Website.
- Revise and update “Fully Informed” as well to be more informative and briefer for students, and hopefully increase their reach. This will be done by having short biweekly/weekly updates from ASI regarding events and resources, as well as monthly/bimonthly longer conversations with key campus individuals to elaborate on items of particular interest.
- Work with Art and Scott to begin filming and layout for the Direct from the Board series this year, with cautious understanding of bandwidth limitations given the amount of visual marketing ASI is utilizing this year.

GOALS FOR NEXT WEEK:

Here you will outline the goals and priorities that you will work on for the following week.

- Working with Art and Scott on the scheduling for the recording of both Fully Informed and Direct from the Board. Personally will begin drafting simple script outlines to be ultimately approved before recording.
- Work with CEC to finalize their event list and move into planning and marketing phase. May outreach to Street Team.

- Recruit student leaders for the Ambassador Program and begin Marketing for students-at-large who are interested.

ON-GOING:

- Attending the Comm. Team, CEC, one-on-one with the CEC Director, Programming, Governance Workgroup, University Events Committee meetings regularly
- Biweekly check-ins with my advisor

CHIEF CAMPUS RELATIONS OFFICER

Nicole D. Gillespie

Summary:

The last couple weeks have been spent finishing finding students for the IRA Fee Committee and starting to find students to fill other positions on campus-wide committees. I had meetings with my commissions, ESC and PAC, to discuss our plans for the semester. I along with some other ASI leaders are working on a Civic Engagement Resolution to present to Academic Senate. Additionally, ASI Board Chair, ASI President, ASI Vice President, and I met with Dr. Stambough to talk about the use of Proctorio and advocate for students who expressed concerns about the use of this program.

Events/Meetings Attended:

Proctorio Meeting

- Met with Dr. Stambough, ASI Board Chair, ASI President, and Vice President to discuss the use of Proctorio on campus to advocate for students who are using this semester

Academic Senate

- Academic Senate meetings take place every other week, last week we watched the first part of the Convocation video.

Environment Sustainability Commission meeting

- My commission met for the first time all together to discuss our ideas for the semester and are trying to establish a meeting schedule that works for all of us.

Presidential Appointee Commission meeting

- My commission had this planning meeting to discuss what the rest of the semester will look like and are trying to establish a regular meeting schedule.

Governance Committee Meeting

- The Governance Committee focused on the appointment for the Director for the College of Education and meets every other week.

Projects:

- Last week CGO, ASI President, and ASI Board Chair collaborated on a Civic Engagement resolution that will be presented to Academic Senate at their next meeting.

GOALS FOR NEXT WEEK:

- Continue talks about the use of Proctorio with faculty and getting statistics about the use of the program from Amir Dabirian.
- Develop schedule for commissions I oversee including Environmental Sustainability Commission, Presidential Appointee Commission and University Affairs Commission.

ON-GOING:

- Weekly check-ins with an advisor.

CHIEF INCLUSION & DIVERSITY OFFICER

Janica Michelle Martinez Torres

Summary:

Started training and planning SJEC commission programming and meetings. Met with Dr. Leano, Bayanihan Collective, Students Association for Asian American Studies (SAAAS), and PASA Kaibigan representatives concerning the Philippines Human Rights Act, met with Vyvyana (BSU president) during SJEC meeting. Spoke and talked with UPD Chief Aguirre at All ASI Leads meeting. Attended Academic Senate Diversity & Inclusion Committee meeting.

Events/Meetings Attended:

- Spoke with PASA, SJP, and SAAS about impending coalition committee
- Set up meetings with DIRC staff
- Held SJEC planning meeting, invited and spoke with Vyvyana Woolridge of BSU.
- Started reaching out about Coalition group with Students for Justice in Palestine, SAAAS, PASA, WGQSSA.
- Met with Dr. Leano, Bayanihan Collective, SAAAS, and PASA to discuss actions to support the Philippines Humans Rights Act
- Sat in Academic Senate Diversity & Inclusion Committee meeting and signed on to work on the Ethnic Studies requirement

Projects:

- Reaching out to establish a Coalition Committee made of community leaders from all campus.
- Collaboration in the works with AVP Bobbie Porter and several entities on campus for Social Justice Week and the Titans Together and Once Book, One CSUF campaign.
- Following up on actions to support the Philippine Human Rights Act.
- Working with DIRC/TDRC/QRC to program student ally training for campus at large.
- Fleshing out SJEC meetings and starting to reach out to folks/do research

GOALS FOR NEXT WEEK:

- Reach out to more communities and campus partners.
- Set up meeting with and DSS.
- Confirm pending appointments/meetings with campus partners
- Executing planning for SJEC
- Make headway on Ethnic Studies requirement

ON-GOING:

- Continue to build relationships and advocate for communities.
- Developing SJEC
- Work towards Social Justice week.
- Titans Together/One Book, One CSUF campaign



CALIFORNIA STATE UNIVERSITY
FULLERTON

STUDENT AFFAIRS

Associate Vice President
& Dean of Students
Engagement & Well-Being
Dr. Vincent E. Vigil

Counseling & Psychological Services
Dean of Students
Disability Support Services
Health Services
Housing & Residential Engagement
Student Life & Leadership
Title IX

MY GOALS

Educate

Educate the campus about our work

Support

Be proactive and responsive to our students

Engage

Address emerging student issues

COUNSELING & PSYCHOLOGICAL SERVICES

Updates

- Finalized informal and formal virtual groups for students (approx. 17 groups).
- Developed a process for a virtual walk in for student who require immediate crisis counseling Outreach
- Promotion of YOU@Fullerton
- 3 new hires within this fiscal year (liaisons for DIRC, MSI, & HRE)

Statistics

- 356 appointments (7/15-8/20), which is a 30% increase from last year.
- In July, CAPS spent 340 hours with students, which is a 70% increase from last year.
- 27,749 total log ins for YOU@Fullerton since launched in March (about 3:29 minutes on site).

DEAN OF STUDENTS

INCLUDES: TUFFY'S BASIC NEEDS SERVICES CENTER, STUDENT CONDUCT, & CARES SERVICES

Updates

- Sponsors webinars about current issues affecting students twice a month.
- Recent webinar with Academic Affairs addresses virtual and in-person concerns in the classroom.
- TBNSC is sponsoring inaugural Basic Needs Ambassador Seminar on Thursday, September 24.

Statistics (last academic year)

- TBNSC received **352** request through online form, which is a **49% increase** from the previous year.
- TBNSC granted **259** SAFE Fund Grants to students (associated with COVID)
- **46% increase** with cases of student misconduct

DISABILITY SUPPORT SERVICES

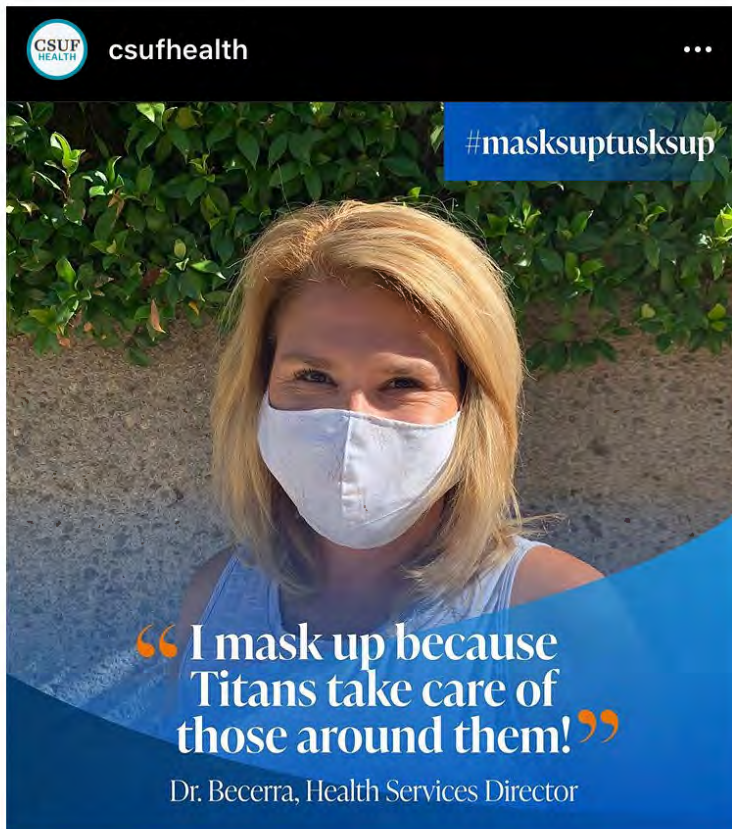
Updates

- Developing partnerships with DIRC, AARC, CAPS, VRC, MSI, and Athletics to collaborate on specific programming for students of color – focus on the intersectionality.
- Staff are reaching out to students that have a 2.0 GPA or below.
- Search for new Associate Director in October.

Statistics

- 49 students with disabilities have in person courses in Fall semester – reached out to all, no concerns yet.
- 88 new students connected with DSS during the month of August 2020.
- 227 new students out of 268 have scheduled a welcome meeting (as of now).

HEALTH SERVICES



Updates

- Finalizing plans for an outdoor flu clinic for students along with a special flu clinic for students living in Housing.
- Hired a new physician and Associate Director (searches started before COVID).


Statistics (summer 5/16 – 8/14)

- Appointments: 774
- Students Served: 574
- Majority are Primary Care appointments and visits, followed by nurse visits.

HOUSING & RESIDENTIAL ENGAGEMENT

- Provided virtual training for the Resident Advisors and Peer Mentors.
- Initiated a new series called, "Wellness Wednesdays."
- Working with TBNSC to continue to provide emergency housing for housing insecure students.
- **209** residents living in Housing





STUDENT LIFE & LEADERSHIP

- As of early September, about 75% of student organizations re-registered.
- Sponsored inaugural virtual Discoverfest on September 3 and 4 with over 80 registered student organizations; used TitanLink for this virtual involvement fair.
- Emerging Leadership Programs begins this week.
- Community Service Programs have started virtually.

TITLE IX

Started 'roadshow' presentations about the new Title IX regulations, which included but not limited to, Resident Advisors, ASI Board of Directors, DIRC staff, Health Services staff, VPSA Cabinet, Student Life & Leadership staff, Dean of Students staff, and Athletics staff.



Questions



CHAIR, VICE CHAIR &
TREASURER/SECRETARY
REPORT
SEPTEMBER 22, 2020

Selene Hanna, Treasurer/Secretary:

Hi team, hope life is treating you well. We have two discussion items on the agenda this week on the Finance Committee – they are:

- ASI Scholarships
- Contingency Application Process

Some other important information to note:

- Executive Senate's first meeting is this Wednesday, September 23rd
- What is Exec Senate?
 - Monthly, every Funded/Funding council President and/or Treasurer attends a meeting chaired by the ASI VP and vice chaired by the ASI Treasurer/Secretary. This helps diffuse information and encourage discussion across ASI student orgs.
- When are the other Exec Senate meetings?
 - October 21st, November 18th, and December 9th

Joke of the week (from Erick): "Why can't a nose be 12 inches long?"
Answer will be given at meeting.

Take care everyone!
Selene Hanna

Seleena Mukbel, Vice Chair:

We won't be having a meeting this Thursday for Governance Committee.

Our next Governance Committee meeting will be on October 8th at 2:30 where we hopefully have allowed as much time for more applicants in the HHD Department to get interviewed during that meeting.

The first Children's Center Committee meeting will be on September 29th at 4:00 pm. Director of the center, Lydia Palacios, will be there to present the center's updates and operations.

Maria Linares, Board Chair:

Greetings ASI,

I hope you all had a restful weekend.

Meetings/Events:

- Had a "Welcome to BOD Check-in" with Anjali Iyer
 - We discussed some ideas she has around advocacy and reviewed ASI Bylaws and BOD Operations policy
- Attended Students for Justice in Palestine welcome meeting
- Attended Students for Quality Education welcome meeting
- Met with Sky to discuss ASI scholarships
- Finance and Governance
- Academic Senate on 9/10
- Nicole and I met with Dr. Stambough to discuss Proctorio
 - To learn more about Proctorio please click on this link <http://www.fullerton.edu/it/services/software/proctorio/>
 - Students are concerned with this program being used by faculty during exams
- Met with Khai, Seleena and Adriana to discuss ideas on promoting HHD vacancy
 - I emailed some HDD clubs and HHD Assistant Dean, she is promoting the vacancy widely
 - I provided details to Academic Senate and emailed faculty about it, they are promoting to their classes
 - Adriana and Khai will be working together on an ASI Instagram take over to promote the position
- TSC Operations and TSC Facilities
- ASI drive-thru Food Pantry
 - Helped check in students and passed out bags of food
 - ASI staff gave us a tour of the food pantry location
 - President Virjee, his wife Julie, and Danielle Garcia (Chief of Staff) were all in attendance as well
- Marcus, Nicole and I had a meeting with Dr. Vigil, and IT to discuss Proctorio functions and settings

Informational:

One of our many responsibilities as directors, is to grade ASI scholarship applications during both Fall and Spring semesters. Please continue promoting scholarships to all your councils, commissions, friends, classmates, etc. Additionally, please continue promoting HDD vacancy, ASI mobile food pantry, and all the amazing resources and events that exec is working on.

Academic Senate

Meeting 9/24/20 11:30am - 12:50pm

<https://www.fullerton.edu/senate/meetings/>

Have a wonderful rest of your week team. See you all (virtually) at our Board of Directors meeting.

Maria Linares