





## Minutes

### ASI Board of Directors Meeting

 Tue October 18th, 2022

 1:15pm - 3:45pm PDT

 ASI Boardroom - Titan Student Union

 **In Attendance**

#### 1. **Call to Order**

Isabella Galvan, ASI Board Chair, called the meeting to order at 1:16 pm.

#### 2. **Roll Call**

Members Present: Aquino\*\*, Austin, Butorac, Diaz, Fox, Furtado, Galvan, Lieberman, Oseguera, Pugh\*\*, Ruelas, Toh-Heng, Vences, Walsh, Wong

Members Absent: Martin (E), Windover

Liaisons Present: Allen, Awadalla\*\*(E), Castelo, Chammas, Kelley\*(E), Martinez, Mikaelian\*\*

Liaisons Absent:

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:** (Austin-m/Fox-s) The late arrival of Awadalla due to university business, the absence of Martin due to sickness, and the early departure of Kelley due to university business were excused by unanimous consent.

Mikaelian arrived at 1:25 pm.

Aquino arrived at 1:25 pm.

Pugh arrived at 1:27 pm.

Awadalla arrived at 2:01 pm.

### 3. **Approval of Agenda**

**Decision:** (Butorac-m/Austin-s) The agenda was approved by unanimous consent.

### 4. **Consent Calendar**

**Decision:** The Consent Calendar was adopted by unanimous consent.

#### a. **10/04/2022 ASI Board of Directors Meeting Minutes**

### 5. **Public Speakers**

*The Board of Directors allocates 15 minutes during the meeting for Public Comment. Members of the public may address Board of Directors members on any item appearing on this posted agenda or matters impacting students.*

None.

### 6. **Time Certain**

#### a. **1:30pm: Gregory Pongetti, Arboretum**

Gregory Pongetti, Special Collections Curator for the Arboretum, shared updates with the Board.

Pongetti shared the Arboretum uses ASI funds to hire student workers in the welcome and information areas. The students provide information, registrations, and serve as the front face of the Arboretum.

Pongetti shared that they are participating in the campus-wide funding event and have reached 50% of their contribution goal.

Pongetti shared the different ways the Arboretum raises funds including venue rentals for weddings and selling items grown on site.

Pongetti shared the student projects that are occurring in the Arboretum.

- An engineering program is planning to create a mechanism to harness wind energy
- Business students are assessing enrollment
- Chemistry students are doing data collection
- Visual Arts students are creating visual handouts for the Arboretum
- Grad students are doing thesis presentations

Pongetti shared more items that other students across campus are doing at the Arboretum.

Pongetti yielded the floor to a student worker to share their experience working for the organization.

Jewel Rogers, a welcome agent, introduced herself to the Board.

- Rogers is the first face many visitors see

Galvan opened the floor to questions.

Diaz asked what the process is like for art students to have their exhibitions included in the Arboretum. Pongetti provided information on the point of contact.

Kelley asked for an update on how the change to parking has impacted the Arboretum. Rogers said that a lot of the older guests are not technologically savvy, and that has had quite a bit of negative feedback regarding the changes.

Martinez asked what is the best way to stay updated on tour times and plant sales events. Pongetti said this information is available on their website and they also post to their social media accounts.

Butorac shared that he does feel a lot of appreciation for the Arboretum and thanked them for coming to share.

Furtado responded to the NSM students using the Arboretum and asked if there were certain groups volunteering. He also asked if there has been much fiscal change since Park Mobile program was initiated. Pongetti said that he does not have enough data regarding the financial implications of Park Mobile. Pongetti reiterated that attendance during the week has been lower, but the weekends are still very lively when parking is free. Pongetti said that in regards to NSM, there was not one specific program coming to volunteer, but is open to new volunteer groups.

Castelo asked if he and Pongetti can connect because he is a part of a sustainability program and would like to work together.

Butorac asked if there was an option for people to donate and then receive parking coverage. Pongetti responded that since donations come to them but parking fees are going through campus Parking and Transportation, they cannot really work on something like that alone.

Ruelas asked what the Arboretum is doing about the coyotes spotted recently. Pongetti shared the procedures they have in place. Rogers shared her experience.

Lieberman asked if they can provide some clarification on their website regarding professional photography information. Pongetti said that it is somewhat difficult to regulate, but shared information on the photo permit situation as it pertains to students and the public.

Ruelas asked for a follow-up on the glitter concerns in the Arboretum. Pongetti said that when it was first happening they were completely unaware so it was bad. They have since implemented policy and informed visitors not to have glitter and the concern has improved.

**b. 2:00pm: Alexander Porter, Vice President Administration & Finance/CFO**

Alexander Porter, Vice President of Administration & Finance/CFO, came with his team to share updates with the Board. Porter shared highlights from his presentation and invited his team members to share in the areas they specialize. The presentation is an attachment to the minutes.

Porter introduced himself to the Board.

Porter emphasized that their main focus is to serve and satisfy CSUF students.

Porter introduced the members of his team and the work they do. Porter outlined the way that each member's work ties into the campus and community efforts.

Porter invited members of his team to share in the area's they specialize.

- Laleh Graylee and Angela North shared information on Administration & Finance.
- Kristen Jasko shared information on Parking and Transportation.
- Carl Jones and Scot Willey shared information on Campus Safety.

Galvan opened the floor to questions and discussion.

Diaz asked if the User Hub can be added to the Student Portal as well. Porter said they will work to make that happen, he believes that is a good idea.

Butorac asked if there was a way to provide parking exemptions for people who come to volunteer or donate to the Arboretum. Porter shared that he would like to do something like that and shared additional details on parking. Jasko shared her experience working with the Arboretum and the different ways that donating and subsidizing these fees would work.

Furtado asked if there was a way to make parking more accessible to the elderly as they do have issues with their smartphones. Jasko shared the other ways to assist elderly customers and shared how to make the utilization more accessible.

Mikaelian asked for additional details regarding the daily permit and maximum park times. Jasko provided information regarding the available options.

Chammas asked if the phone number she mentioned previously was on the posters with Park Mobile information. Jasko shared the phone number is on the signs that reference the apps and that via the phone call, they can work with a live person or assistant.

Martinez asked if there is a cap on how many students can use the parking transportation shuttle. Jasko shared they lease 500 parking spaces and can park 1,100 students.

Ruelas asked if there is student input on where to put the new lighting and what the safety assistance for after-hours students looks like. Willey said they will be inviting ASI members and the students can provide them their input regarding lighting location but have heard from the Daily Titan already. Willey said in regard to the campus being open they do not allow people to be on campus when they are closed. Willey said the after-hours use of the campus by non-CSUF Students is also a big concern of theirs that they are working on.

Galvan closed the question and discussion. Galvan informed the Board Members of ways to contact the speakers if they have additional questions.

## 7. **Executive Senate Written Reports**

The Community Service ICC report was distributed to the Board in writing.

### a. **ECSICC, CSICC, NPHC, ESC**

## 8. **Unfinished Business**

None

There was no unfinished business.

## 9. **New Business**

### a. **Action: Resolution to Appoint the 2022-23 Director for the College of Communications (Governance)**

*The Board will consider approving the Resolution to Appoint Aime Arellano as Director for the College of Communications effective immediately through May 31, 2023.*

**BOD 021 22/23 (Governance) The Resolution to appoint Amie Arellano to serve as Director for the College of Communication effective immediately through May 31, 2023 was brought to the Board from the Governance Committee.**

Galvan yielded the floor to Diaz to review the Resolution.

Diaz introduced the candidate and informed the Board that if Aime Arellano is approved there will be no more vacancies. Diaz invited Arellano to the podium.

Amie Arellano introduced herself to the Board:

- Arellano informed members of the clubs and organizations she is a part of on campus.
- Arellano shared that she is a second-year student.

Galvan opened the floor to questions for Diaz and Arellano. There were no questions.

Galvan opened the floor to discussion.

Galvan shared that what made Arellano stand out was her drive, willingness to learn, and ability to overcome her mistakes.

Diaz shared that Arellano being open to making connections made her stand out as well.

Ruelas was attracted to Arellano's drive as well in addition to her being involved in many programs in her college and across campus.

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

**Decision: BOD 021 22/23 (Governance) Roll Call Vote: 14-0-1 The Resolution Appointing Amie Arellano to serve as Director for the College of Communication effective immediately through May 31, 2023 was adopted.**

**b. Action: Resolution to Appoint the 2022-23 Governance Ambassadors**

*The Board will consider approving the Resolution to appoint the recommended students to fill the 2022-23 Governance Ambassadors positions effective immediately through May 31, 2023.*

**BOD 022 22/23 (Austin-m/Toh-Heng-s) A motion and second was made to approve the Resolution to appoint Ross Hunter Boak as ASI Governance Ambassador effective immediately through May 31, 2023.**

Galvan yielded the floor to Kelley to share.

Kelley informed members about the candidate.

Kelley shared that there are a few remaining Ambassador positions to fill after this appointment.

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

Galvan opened the floor to discussion. There were no points of discussion.

**Decision: BOD 022 22/23 (Austin-m/Toh-Heng-s) Roll Call Vote: 15-0-0 The Resolution to appoint Ross Hunter Boak as ASI Governance Ambassador effective immediately through May 31, 2023 was adopted.**

**c. Action: Resolution to Amend Policy Concerning Board of Directors Operations (Governance)**

*The Board will consider approving a Resolution to Amend the Policy Concerning Board of Directors Operations.*

**BOD 023 22/23 (Governance) The Resolution to amend ASI Policy concerning Board of Directors Operations was brought to the Board from the Governance Committee.**

Galvan yielded the floor to Diaz to review the Resolution and introduce Drew Wiley.

Diaz informed members of the purpose of the policy changes.

Diaz informed members of some of the changes to be expected and yielded the floor to Wiley to share additional details and answer any questions members may have.

Wiley provided details on all the changes being made to the policy.

Wiley specified the changes are not all to the policy and operation; some changes are syntax or semantics, but all changes are improvements and important.

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

Galvan opened the floor to discussion. There were no points of discussion.

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

**Decision: BOD 023 22/23 (Governance) Roll Call Vote: 15-0-0 The Resolution to amend ASI Policy concerning Board of Directors Operations was adopted.**

## 10. Reports

**a. COLLEGE REPORTS:**

**i. NONE**

**b. EXECUTIVE REPORTS:**

The reports from the Executive Officers are an attachment to the minutes.

**i. Executive Officers Report**

*President, Vice President, Chief Campus Relations Officer, Chief Communications Officer, Chief Governmental Officer, Chief Inclusion and Diversity Officer*

Lydia Kelley, ASI President, provided a written report that is an attachment to the minutes.

Christopher Mikaelian, Vice President, reviewed highlights from his written report. The report is an attachment to the minutes.

Joshua Castelo, CCRO, no report.

Mayra Martinez, CCO, reviewed highlights from her written report. The report is an attachment to the minutes.

Mary Chammas, CGO, reviewed highlights from her written report. The report is an attachment to the minutes.

Maysem Awadalla, CIDO, reviewed highlights from her written report. The report is an attachment to the minutes.

**ii. Academic Senate Representative's Report (Eileen Walsh)**

Eileen Walsh, Academic Senate Representative, provided highlights from her written report. The report provided information on the Campus input on Cal-GETC. The report is an attachment to the minutes.

Galvan invited members to email Dr. Walsh if they have any questions.

**c. BOARD LEADERSHIP REPORTS:**

The Board Leadership report is an attachment to the minutes.

**i. Secretary Report**

Ramon Aquino, Secretary, did not provide a report.

**ii. Treasurer Report**

Jenna Maree Wong, Treasurer, did not provide a report.

**iii. Vice Chair Report**

Morgan Diaz, Vice Chair, did not provide a report.

**iv. Chair Report**

Isabella Galvan, Board Chair, reviewed highlights from her report. Galvan emphasized the importance of all members attending their Committee Meetings.

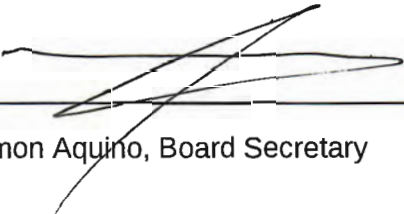
**11. Announcements/Member's Privilege**



- Awadalla shared information on an SJEC event at the Arboretum next week. Awadalla also shared information on a donation drive.
- Chammas shared that CSUF is first in Ballot Bowl.
- Fox shared that last Friday was the first IRA Committee Meeting and shared his excitement.
- Vences shared information on a Flu Shot Clinic.
- Aquino shared information about Art Clubs on Campus hosting an open forum.
- Ruelas shared that Al Dia has released their second episode and invited members to view it.
- Butorac invited members to come volunteer on Thursday at the Arboretum.
- Mikaelian shared information on a Domestic Violence Awareness fundraising event this weekend.
- Martinez shared that the leadership training for undocumented members will be happening tomorrow. Martinez said the community would really like Board support.
- Pugh said there is a Movie Night on the 26th at 7 pm.
- Furtado shared he met with the NSM ICC and they are looking for an artist and asked members for assistance.
- Vences asked members to send their updates to the group chat.


## 12. Adjournment

Isabella Galvan, Chair, adjourned the meeting at 3:19 pm.




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Ramon Aquino, Board Secretary




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Susan Collins, Recording Secretary

## Roll Call 2022-2023

10/18/2022 ASI Board Meeting Roll Call

Attendance	Board Members			
			Present	Absent
SECRETARY - ARTS	AQUINO	RAMON		1
VICE CHAIR - ARTS	DIAZ	MORGAN	1	
CBE	FOX	COOPER	1	
CBE	BUTORAC	MICHAEL	1	
COMM	RUELAS	ALAN	1	
COMM	VACANT			
ECS	MARTIN	BRAULIO		1
ECS	LIEBERMAN	AARON	1	
TREASURER - EDU	WONG	JENNA MAREE	1	
EDU	PUGH	NATALY		1
HHD	VENCES	BERENICE	1	
CHAIR - HHD	GALVAN	ISABELLA	1	
HSS	TOH-HENG	ALISA	1	
HSS	AUSTIN	JACKSON	1	
NSM	FURTADO	NICHOLAS	1	
NSM	WINDOVER	SOPHIE		1
Academic Senate Rep.	WALSH	IRENE	1	
Univ. President's Rep.	OSEGUERA	TONANTZIN	1	
			Present	Absent
			13	4

Attendance	Liaisons			
			Present	Absent
** CIDO	AWADALLA	MAYSEM		1
CGO	CHAMMAS	MARY	1	
ASSOC. EXEC DIR	ALLEN	KEYA	1	
PRESIDENT	KELLEY	LYDIA	1	
CCO	MARTINEZ	MAYRA	1	
VP	MIKAELIAN	CHRIS		1
E CCRO	CASTELO	JOSHUA	1	
			Present	Absent
			5	2

\*\* Recording Secretary: Susan Collins

Roll Call Votes		Start 21	021 - Dir CCOM			022 - Gov Ambassadors		
			YES	NO	ABSTAIN	YES	NO	ABSTAIN
SECRETARY - ARTS	AQUINO	RAMON	1			1		
VICE CHAIR - ARTS	DIAZ	MORGAN	1			1		
CBE	FOX	COOPER	1			1		
CBE	BUTORAC	MICHAEL	1			1		
COMM	VACANT		Vacant					
COMM	RUELAS	ALAN	1			1		
ECS	MARTIN	BRAULIO	Absent					
ECS	LIEBERMAN	AARON	1			1		
TREASURER - EDU	WONG	JENNA MAREE	1			1		
EDU	PUGH	NATALY			1	1		
HHD	VENCES	BERENICE	1			1		
HSS	TOH-HENG	ALISA	1			1		
HSS	AUSTIN	JACKSON	1			1		
NSM	FURTADO	NICHOLAS	1			1		
NSM	WINDOVER	SOPHIE	Absent					
Academic Senate Rep	WALSH	IRENE	1			1		
Univ. President's Rep	OSEGUERA	TONANTZIN	1			1		
CHAIR - HHD	GALVAN	ISABELLA	1			1		
			YES	NO	ABSTAIN	YES	NO	ABSTAIN
			14	0	1	15	0	0

Roll Call Votes			023 - RES PC BOD Ops		
			YES	NO	ABSTAIN
SECRETARY - ARTS	AQUINO	RAMON	1		
VICE CHAIR - ARTS	DIAZ	MORGAN	1		
CBE	FOX	COOPER	1		
CBE	BUTORAC	MICHAEL	1		
COMM	VACANT		Vacant		
COMM	RUELAS	ALAN	1		
ECS	MARTIN	BRAULIO	Absent		
ECS	LIEBERMAN	AARON	1		
TREASURER - EDU	WONG	JENNA MAREE	1		
EDU	PUGH	NATALY	1		
HHD	VENCES	BERENICE	1		
HSS	TOH-HENG	ALISA	1		
HSS	AUSTIN	JACKSON	1		
NSM	FURTADO	NICHOLAS	1		
NSM	WINDOVER	SOPHIE	Absent		
Academic Senate Rep	WALSH	IRENE	1		
Univ. President's Rep	OSEGUERA	TONANTZIN	1		
CHAIR - HHD	GALVAN	ISABELLA	1		
			YES	NO	ABSTAIN
			15	0	0

# Division of Administration and Finance

## Presentation to the ASI Board of Directors

October 18, 2022

Alexander Porter, Vice President for Administration and Finance/CFO

Laleh Graylee, Associate Vice President of Financial Services

Kristen Jasko, Director, Parking & Transportation

Chief Jones, Chief of University Police

Angela North, Director, Strategic Initiatives

Scot Willey, Captain, University Police

# AGENDA

1. Administration & Finance Division Overview
2. User Experience Design Initiative - Business Process Management
3. Parking & Transportation
4. Campus Safety

# About the Division

*“Paving the Road to Student Success”*

The Division of Administration & Finance (A&F) manages a wide array of campus operations from custodial services to financial reporting.

The division is committed to providing the best service and support to students and employees in order to pave the road for student success.

We support student success through the effective running of campus finance, administrative and business operations.

## AUXILIARY SERVICES CORPORATION



**Chuck Kissel**

Executive Director for Auxiliary Services Corporation

- Campus Dining Services
- Property Development
- Sponsored Programs
- Titan Shops

## CAPITAL PROGRAMS & FACILITIES MANAGEMENT



**Sarabdayal Singh**

Associate Vice President of Capital Programs & Facilities Management

- Construction Management
- Custodial Services
- Environmental Health & Safety (EH&S)
- Facilities Administrative Services
- Landscape Services
- Physical Plant
- Planning & Design

# FISCAL SERVICES



**Laleh Graylee**

Associate Vice President for Resource Planning & Budget and Financial Services

## RESOURCE PLANNING & BUDGET

- Budget Administration
- Planning, Analysis, & Decision Support

## BUSINESS SERVICES

- Accounting Services & Financial Reporting
- Accounts Payable & Travel
- Controller's Office
- Student Financial Services

## CONTRACTS & PROCUREMENT

- Asset Management
- Facilities Use



## PARKING & TRANSPORTATION SERVICES



**Kristen Jasko**

Director of Parking & Transportation  
Services

- Parking Management
- Campus Shuttles
- Visitor Information
- Rideshare Programs

## UNIVERSITY POLICE



**Carl Jones**

Chief of Police

- Campus Safety
- Campus Keys Management
- Live Scan
- Community Outreach Programs
- Emergency Preparedness
- Bicycle Registration

# User Experience Design Initiative

Business Process Management

Laleh Graylee, Associate Vice President Financial Services  
Angela North, Director Strategic Initiatives

# Objective

To raise customer satisfaction through easy to navigate business protocols and procedures.

## Deliverables

- **One Website** to serve as a launch pad to various tools and resources framed through the User lens.
- **One Template** with a consistent look, language, and format for easy navigation.
- **User Learning:** A consistent set of materials, manuals, screen steps, and resources for the user. Designed for the user, adapted and updated by the process owner, maintained by the process owner.

## Goal

Revisited and re-organized set of A&F procedures with process improvements if needed.

# User Hub

adminfin.fullerton.edu/**UserHub**

Most common procedures



Procedures by Group



Procedures by Type



Division of Administration and Finance

ABOUT SERVICES INITIATIVES REPORTS & FORMS USER HUB

# USER HUB

*Business Protocols & Procedures*

CHECK BACK! THIS USER HUB WILL CONTINUOUSLY EVOLVE AS BUSINESS PROCEDURES UNDERGO REVIEWS AND IMPROVEMENTS.

### Most Frequently Used

I need to travel I need to purchase goods or services I need to pay an invoice

*in development*

### Procedures by Group

STUDENTS FACULTY STAFF RESOURCE MANAGERS VISITORS VENDORS

### Procedures by Type

Coming Soon!

Financial Procurement Events Facilities Safety

# A&F Business Processes

*Arranged in alpha order (not by priority level)*

*Not comprehensive*

- Accounting Services (ETR, Chargebacks, etc.)
- Accounts Payable (Check Requests, Invoice Payments, etc.)
- Asset Management
- Budget Transfers
- Contract Request
- Deposits and Payments
- Event Planning Services
- Facilities Use (Reservations, Service Requests, Alcohol Use, Etc.)
- Grants & Scholarships (ASC)
- Facilities Service Requests (State and ASC)
- Payroll Expenditure Transfers
- Petty Cash
- Purchasing Goods
- Purchasing Services
- Space Changes and Moving
- Travel (Concur)

## What Matters Most to You?

Help us prioritize what procedures and processes to review.

Scan the QR code to complete a short survey.



# Parking & Transportation

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Kristen Jasko, Director, Parking & Transportation





# Resident Parking

Resident Shuttle Pick Up

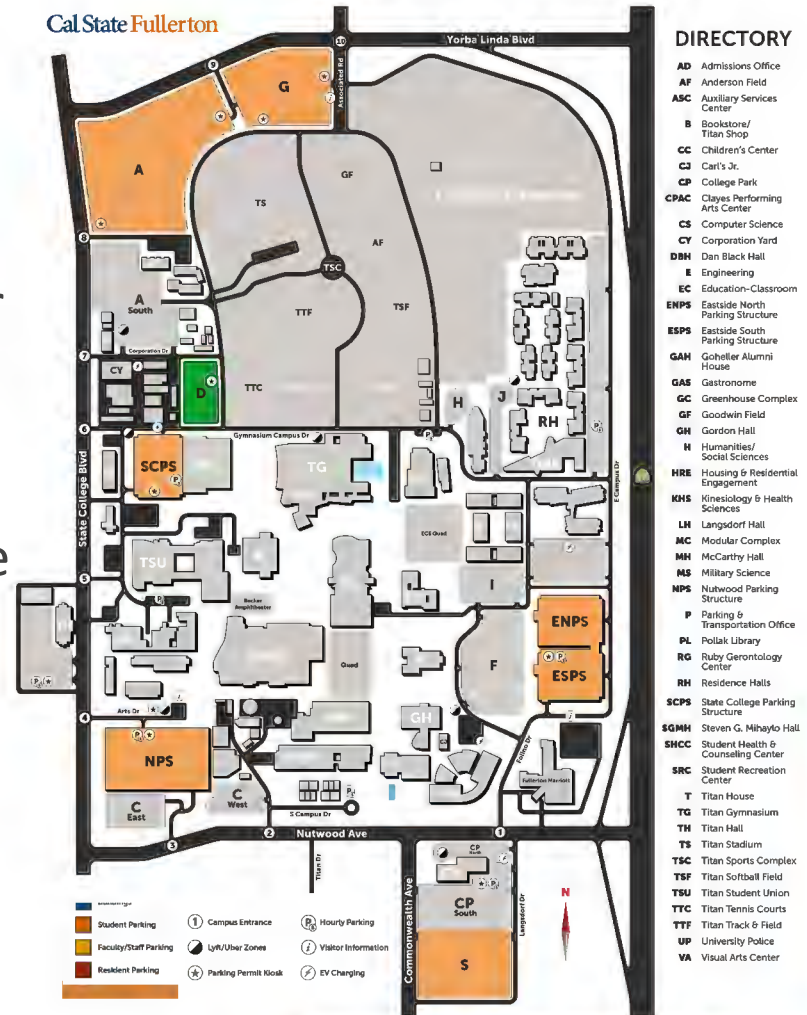
- Parking in Resident Lot 1 & 2 and Lot A
- Shuttle Service
  - Monday – Thursday 7 p.m. to 2 a.m.
    - \* Adding Sunday Service Spring 2023
    - \* Permanent Shuttle Stop Soon
- Average Usage: 60 passengers/day
  - Busiest – Wednesdays, 9:30-10:00pm





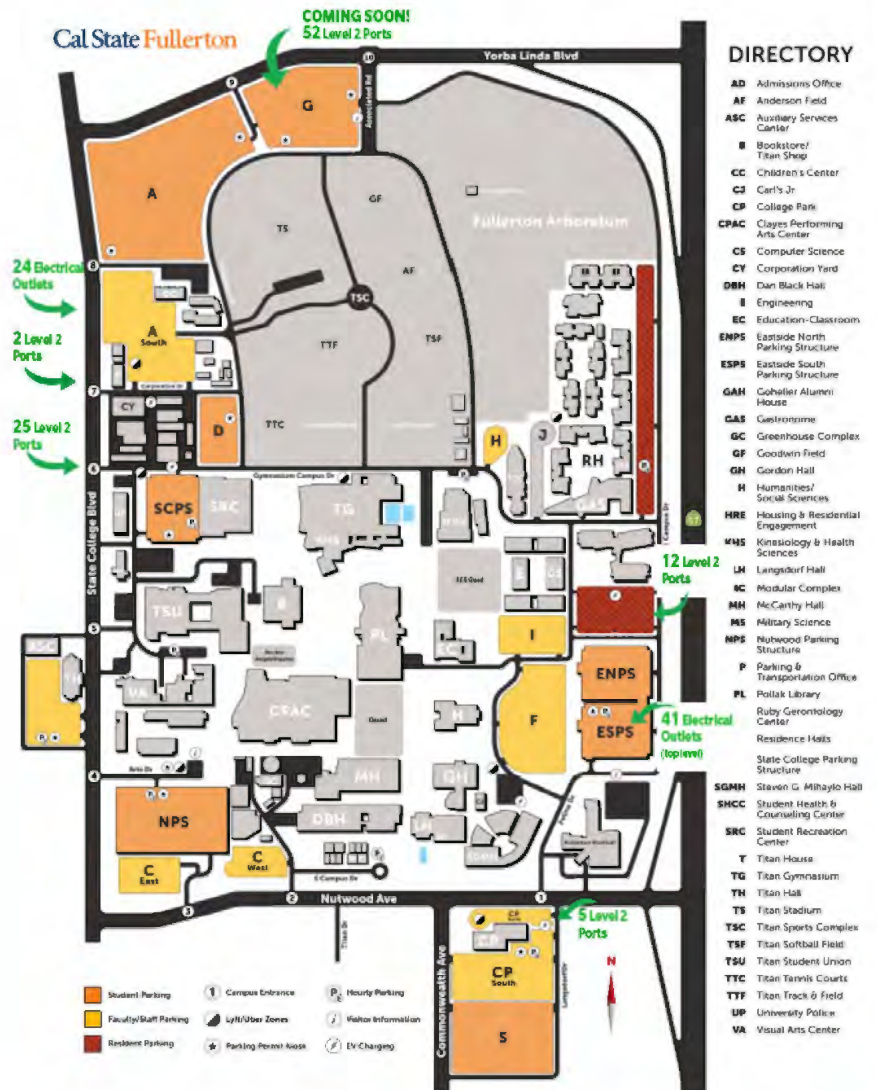
# Student Transportation Programs

- Subsidized OCTA Bus Pass \$100/semester
- Vanpool Ridematch
- Reserved Carpool Parking – Lot D
- ZipCar - \$6/hour includes gas & insurance
- Metrolink Discount – 25%
- Amtrak Discount – 15%



# Electric Vehicle Parking

- Employees and Students fully subsidized charging
  - ChargePoint Connections Code
  - Waitlist Feature
- Level 2 ChargePoint Stations
  - Gym Drive – 25 ports
  - College Park North – 5 ports
  - Corporation Drive – 2 ports
  - Resident Lot 2 – 12 ports
- Electrical Outlets – Charging Cord Required
  - Eastside South (top-level) – 41 spaces
  - Lot A South – 24 spaces
  - Expansion to other lots coming soon
- Coming Soon – 52 Level 2 ports in Lot G
  - Funding through SCE ChargeReady Program



# Campus Safety

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Carl Jones, Chief of University Police and  
Scot Willey, Captain, University Police

# SAFETY IN PARKING AREAS

## HIT & RUN ACCIDENTS

2021: 46

2022: 67

## CSUF PD EFFORTS

- Lighting Improvements
- UPD Escorts
- Expansion of Surveillance Cameras
- ASI/UPD Partnership Opportunities

## CSUF PD RESPONSE

- **Embarked on a social media campaign to educate drivers and provided the following information:**
  - Recommended that drivers slow down, especially in the parking structures
  - Pay attention to end spaces while turning (biggest number of accidents)
  - If an accident occurs, don't panic! Leave a note with contact and insurance information if the other driver isn't present or stop and exchange information if they are
- **CSUF PD and P&TS met and developed strategies** to deter these types of accidents (e.g., cone off end spaces)
- CSUF PD worked with the CSUF Accidents Instagram page to share information
- CSUF PD increased traffic enforcement and is looking for individuals speeding in the structures



# PASSAGE BETWEEN PARKING & RESIDENCE HALLS & THEFTS

- P&TS provides shuttles
- CSUF PD is working with Facilities during Night Safety Walks to add lighting and identify CPTED (Crime Prevention Through Environmental Design)
- Emergency blue phones were added with cameras
- Temporary lighting added and trees trimmed in parking lots



Video footage provided by CSUF Accidents Instagram

VEHICLE BURGLARY	GRAND THEFT	PETTY THEFT	CATALYTIC CONVERTERS
2021: 2	2021: 34	2021: 42	2021: 21
2022: 1	2022: 29	2022: 73	2022: 15

Collaborating with Countywide Agencies



# Thank you!

Questions?

## Website:

<https://adminfin.fullerton.edu/>

# CSICC

REPORT:



# SHORT TERM GOALS

- To encourage more engagement between all the service organizations.
  - Continued implementation of initiatives that foster engagement and inclusion.
    - Most Engaged Rep Award
    - Most TitanLink Hours Logged Award
    - Interclub Association Award
  - Improving climate for discussion during council meetings
- Seeking out and inviting new service orgs to the council
- Helping new service organizations get up and running



# LONG TERM GOALS

- Better long term marketing for our service organizations.
  - Helps recruitment for each of the organizations
  - Helps spread awareness of CSICC
  - Helps new organizations find CSICC and join
- Spring Into Service
- Inter-Council Collaborations
- Increase hours logged on TitanLink among all organizations

# CURRENT FUNDING STATUS

- SIDE A = 0.68%
  - Supplies
  - Printing and Advertising
    - Currently, flyers are being printed for Fall into Service (Projected Cost: \$40)
    - 20% out of \$200 budget
  - CFRs
    - Note: Most funds will be going towards our Fall into Service and Spring into Service events in October and March respectively
- SIDE B = 3.42% (funding is currently pending)
  - Hospitality
    - 10% will be used once reimbursements are provided for Student Veterans Association's events (*American Legion Community ~Dinner*)
  - Travel (IF applicable this year)
    - projected will be 27.69% if Circle K International's proposal for Fall Training Conference is passed

# Upcoming Events

## • Fall into Service

- Goals: Provide a service event for clubs in our council to work alongside each other
- What is it?
  - An off-campus service event open to all clubs under CSICC
  - Working with East-West Medical Group
  - Help out at a fair supporting breast cancer with variety of activities to help at such as golf putting, kitchen running, helping with bingo.
- Date: October 22, 2022
- Time: 11 AM - 1 PM
- Location: 515 E. Commonwealth Ave, Fullerton, CA 92832

## • Spring into Service

- Goals: Increase awareness of clubs under CSICC among general student population, provide a service event for clubs in our council to work alongside each other
- What is it?
  - An on-campus service event open to all students
  - In-person structure, featuring tabletop service projects from each club under CSICC
- Date: March (TBD)

# END OF REPORT

Meetings are held Thursdays | 11:30 AM to  
12:30 PM (In- Person)

Location: Gilman AB

Please let me know if you have any  
questions/comments, and thank you!

Michelle Tran

CSICC Chair 2022-2023

[csicc.chair@gmail.com](mailto:csicc.chair@gmail.com)

(714) 209-1098



# Aime Arellano

2nd year Communications  
major

Applying for Board of  
Directors for College of  
Communications





# Skills

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- I am strong leader and a good public speaker



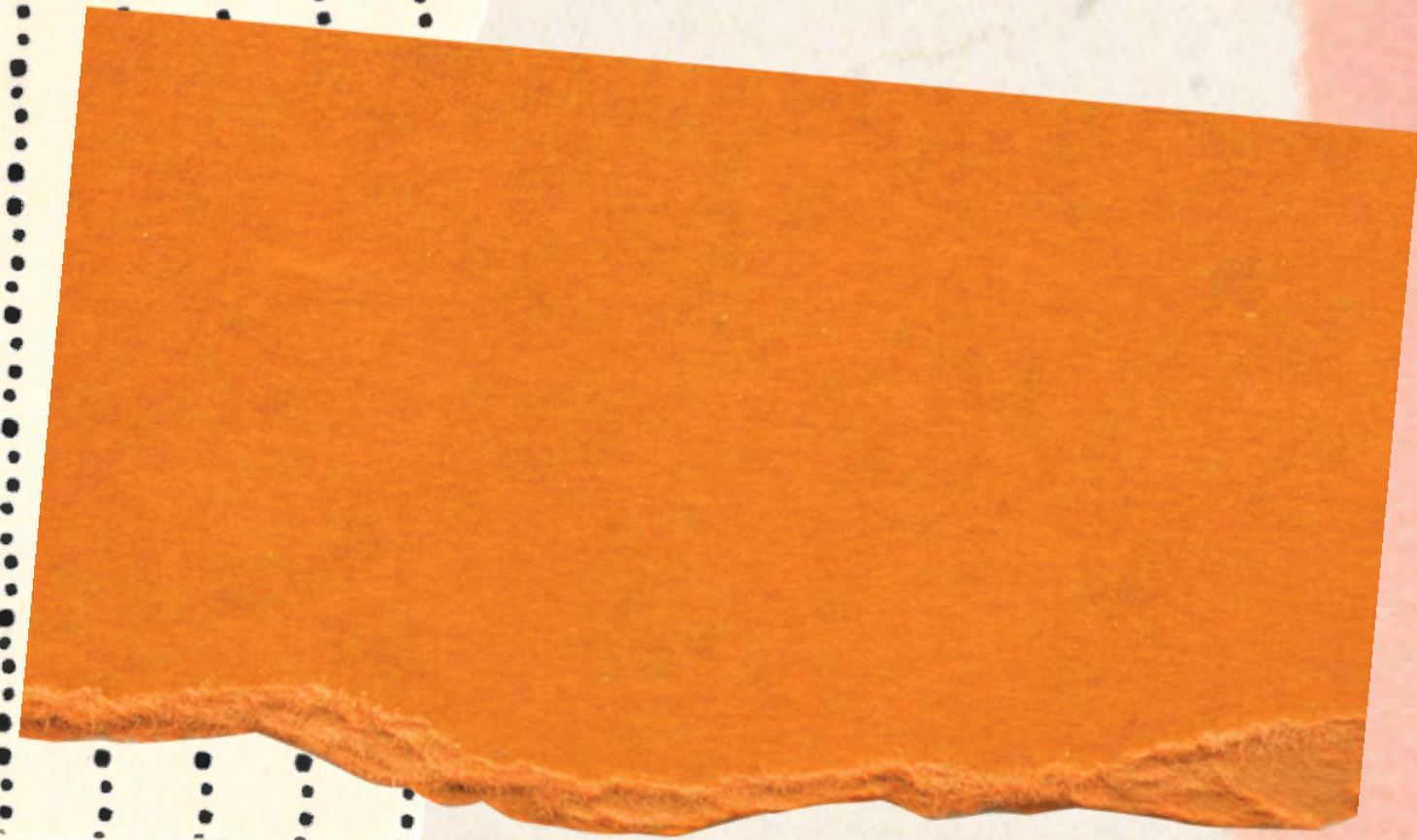
- I am bilingual



- I will advocate for the students and relay back any concerns they have

- I am creative

- Currently getting involved in Ballet Folklorico, Latino Journalists, and Al Dia





*Thank  
you!*



## APPOINTMENT OF THE DIRECTOR FOR THE COLLEGE OF COMMUNICATIONS

**Sponsors:** Morgan Diaz

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

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

**WHEREAS**, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

**WHEREAS**, per policy, in the event of a vacancy on the Board of Directors, the Governance Committee shall recommend a Director for the appointment to a majority vote approval by the Board; and

**WHEREAS**, the Governance Committee has recommended Aime Arellano as the Director for the College of Communications; therefore let it be

**RESOLVED**, ASI approves the appointment of Aime Arellano as the Director for the College of Communications, effective immediately through May 31, 2023; and let it be finally

**RESOLVED**, that this Resolution be distributed to applicable ASI departments and staff.

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

---

Isabella Galvan  
Chair, Board of Directors

Ramón Aquino  
Secretary, Board of Directors



## ASI Board of Directors Vacancy Application 2022-23

COMPLETE

#6

This application is for vacant seats on the Associated Students, CSUF, Incorporated Board of Directors.

Available Seat(s):

- 1 Director seat(s) Representing the College of Communication
- 1 Director seat(s) Representing the College of Natural Sciences & Mathematics  
(Term for 2022-2023 School Year --- from date of appointment through May 31, 2023)

PLEASE NOTE: Interviews are schedule during a meeting of the ASI Governance Committee, which meets on Thursdays at 2:30pm. Applicants will be contacted after submitting the application and having eligibility verified to confirm an interview.

Eligibility:

1. Applicant must meet the eligibility and qualification requirements as stated in the bylaws:

-The following students are eligible for appointment

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

-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.

2. Must be able to attend weekly Board of Directors meetings during semesters (Tuesdays 1:15pm-3:45pm)

3. May be required to attend weekly ASI Committee meetings (Thursdays 1:15pm-3:45pm)
4. May be required to attend other group, council, and/or commission meetings, as assigned (TBD for 2022-2023 school year)
5. Must be able to attend college Inter-Club Council meetings (TBD for 2022-2023 school year)

General Responsibilities:

1. Act as a liaison between ASI and college constituents
2. Communicate regularly with clubs, organizations, and the Inter-Club Council within your college
3. Meet regularly with college Assistant Dean for Student Affairs
4. Make appropriate decisions on issues affecting CSUF students and the corporation of Associated Students

Successful applicant will be awarded a Student Leadership Scholarship.

CREATED



PUBLIC

Sep 27th 2022, 8:49:16 am

**\* CERTIFICATION OF ACADEMIC PROGRESS REQUIRED FOR APPLICATIONS** 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.) 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.

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

**\* POSITION RESPONSIBILITIES AND COMMITMENT** 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: - January 10, 11 and 12, 8am-5pm each day, January Retreat and Training Sessions \*dates may adjust with advance notice as program and academic calendar is finalized 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**

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

**\* Name**

Aime Arellano



**\* CSUF Major(s) (and Minor(s), if applicable)**

Communications major with an emphasis journalism

**\* Which Board of Directors position are you applying for?: (Drop down)**

College of Communications

**\* Semesters Completed at CSUF**

2

**\* Units Completed at CSUF:**

30

**\* Units In Progress at CSUF (this semester)**

12

**\* CSUF Class Level**

2nd year

**\* Expected CSUF Graduation Date (MM/YY)**

05/25

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

The role of ASI on our campus is to provide student development opportunities. ASI also supports and encourages all students in both their studies and activities. ASI's role relates to the communications position because as Board of directors for college of communications I will be able to communicate to other students in our department about ASI events that they may not be aware of. ASI encourages students in all areas and makes everyone on campus feel welcomed.

**\* 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.**

As a volunteer, I have helped at an elementary school and assisted the teachers with their summer leadership program. I've interacted with faculty working with EOP. I help my sisters marching band in communicating with parents and answering their questions diligently. I was treasurer in high school for the band and AVID program as well.

**\* 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 to the ASI Board of Directors because I want to be more involved on campus. I want to help the communications program grow as well as make everyone feel included. I hope that I can make a change and be that strong voice advocating for students and have students be able to talk to me about any concerns they might have. I want to improve on my public speaking skills and stand up for my department.



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

I am bilingual. I will strive to be the best that I can be. I am always open to conversations on what I can improve on.



sume in PDF format.

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

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

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

Aime Arellano



# AIME ARELLANO

A 2<sup>nd</sup> year college student in pursuit of obtaining a degree in Communications with a concentration in Journalism. A very hardworking young lady who excels greatly in anything she sets her mind to. Communicates and sets a comfortable atmosphere for everyone around.

## EXPERIENCE/ VOLUNTEER

### 2014-2020

Volunteer at Elementary School

Engaged with their student council during their summer program, as well as assist them as being a Junior Leader.

### 2020

AVID Treasurer

Executive Board Member of the AVID program in High School, managed money costs, responsible for signing off on fundraisers and other expenses, supported other members in the program.

### 2021

High School Marching Band Volunteer

Assist the students in fitting their uniforms, communicate with parents with any questions they may have, develop a friendly and welcoming environment.

### 2022-

EOP Front Office Student Assistant

Manage the front desk duties such as answering student emails, answering phone calls, checking students in for their appointments, and answering any questions that come our way.

## EDUCATION

### JUNE 2021

SUMMIT HIGH SCHOOL GRADUATE

Overall GPA: 3.3, graduated with CSF Honors, awarded academic medals both silver and gold from 2<sup>nd</sup> semester of freshman year to 2<sup>nd</sup> semester of senior year

AP classes: AP Music Theory, AP World History, AP U.S History, AP English Language and Composition, AP Government, AP English Literature, AP Spanish Language, AP Statistics

## SKILLS

- I am bilingual, I speak both English and Spanish, which would help when communicating with others.
- I am responsible and reliable with any task given to me.

- I am very friendly, which provides a welcoming environment to those around me.
- I can take criticism and apply it to my weak areas.
- I can take charge when needed and be a leader when put to the task.



**APPOINTMENT OF THE 2022-2023 GOVERNANCE AMBASSADORS**

**Sponsors:** Isabella Galvan

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

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

**WHEREAS**, ASI's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

**WHEREAS**, per policy, it is the responsibility of the Board of Directors to confirm all presidential appointments by a majority vote to positions that receive financial awards, scholarships, or any other material compensations for service; and

**WHEREAS**, the student(s) presented have completed their respective interview and selection process and have been selected by the ASI President and Vice President; therefore let it be

**RESOLVED**, ASI approves the appointment of Ross Hunter Boak as the ASI Governance Ambassadors, effective immediately through May 31, 2023; and let it be finally

**RESOLVED**, that this Resolution be distributed to applicable ASI departments and staff.

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

---

Isabella Galvan  
Chair, Board of Directors

Ramón Aquino  
Secretary, Board of Directors

# ASI Governance Ambassador

COMPLETE

#15

Students and student voices are vital to the governance of the university. Serving as an ASI Governance Ambassador is a great way to ensure the student voice is heard in the decision making process of the campus.

Each ambassador will serve on one of three student-fee related committees and between 1 and 2 Academic Senate Standing Committees. Our ambassadors receive initial and ongoing training through their year in service and receive a student leadership financial award for their service.

### Academic Eligibility:

Any applicant 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.

Undergraduate students must earn six (6) semester units of credit per term while holding office. Graduate student must earn three (3) semester units of credit per term while holding office.

Priority deadline is Monday July 25, 2022 at 5pm

If there any questions, please email [anettles@fullerton.edu](mailto:anettles@fullerton.edu).

## CREATED



PUBLIC

Aug 24th 2022, 3:56:31 pm

## IP ADDRESS



### \* Applicant Name

Ross Hunter Boak

### \* CSUF Email:



### \* CWID:



### \* Primary Phone Number:



### \* CSUF Major:

History

### \* CSUF Class Level

Junior

### \* Expected CSUF Graduation Date (Ex, Spring 2024):

Spring 2024

**\* What made you decide to pursue this position?**

At my high school and community college I always felt such a strong community, but transitioning to CSUF, which has a significantly larger student population, I've struggled to feel that same sense of community. I think this position will help me feel involved and apart of the CSUF community as well as just a way to help make a difference.

**\* What do you believe is the role of the students' voice in decision-making on campus projects and issues?**

I believe that the voice of students should always play a major role in decision making on campus. Of course the final decision is not always able to fall solely on students' voices, but students are what makes a campus, a campus. A lot of time students have creative and innovative ideas as well that can add something special to a project.

**\* Are you interested in topics such as academic curriculum, campus infrastructure, or program opportunities for students? If so, please elaborate. \***

Although all these topics are important, I would say I'm interested in more of the campus infrastructure or program opportunities areas. I would love to be involved in planning or creating new infrastructure whether that would better students learning experience as well as creating programs that would make students feel at home within the CSUF community.

**\* What are you currently involved with on campus?**

As a transfer student and this being the first week, I am not in any clubs or organizations yet. I plan on joining multiple though as a means to meet people and enrich my experience at CSUF.

**\* Students selected to sit on a committee are provided training, leadership and professional development opportunities each month. What is your availability for the fall and spring semester?**

For the fall semester, my only current obligation is class, which I have Monday-Thursday around 1:00pm-4:00pm.

**\* Student Fee Committees If appointed, each ambassador will serve on one of the three student fee committees. The IRA Committee provides funding for educational experiences and activities directly related to courses offered at CSUF. Associated Students, CSUF, Inc. administers the IRA fee and provides support to faculty, staff, advisors, and students who participate in courses that benefit from this fee. Every year, the IRA Committee accepts funding proposals and submits a proposed budget to the University President under which IRA funds are utilized. Student Fee Advisory Committee (SFAC): The Student Fee Advisory Committee is made up of students, faculty, and staff who review proposals for the establishment or adjustment of certain fees as well as periodically reviewing certain existing fees. Following the fee review process, the committee drafts a report to the University President detailing their findings and any recommendations. Student Success Initiative Advisory Committee (SSIFAC): The Student Success Initiative Fee Advisory Committee was created in 2014, with the implementation of the SSI Fee. This committee is made up of students, faculty, and staff who work to ensure accountability and transparency are occurring with SSI funds by reviewing quarterly presentations from SSI-funded areas. Please rank your interest for one of the three student fee committees below:**

Instructionally Related Activities Fee Committee : First Choice  
Student Fee Advisory Committee : Second Choice  
Student Success Fee Advisory Committee : Third Choice

**\* Academic Senate Standing Committees If appointed, each ambassador will serve on one to two of the Academic Senate Standing Committees. Descriptions about each committee can be found here: [Committee Descriptions](#) Please select the committees that you are interested in and available for.**

Academic Appeals Board (TBD) , Campus Facilities & Beautification (Friday 11am-12pm, Monthly), Diversity & Inclusion (Tuesdays 1-2pm, Biweekly), Extension and International Programs (Mondays 3-4pm, Monthly), Faculty Development Center Board (Fridays 9:30-11am, Monthly), Information Technology (Fridays 10-11am, Monthly) , International Education (Wednesday 11am-12pm, Monthly), Student Academic Life (Tuesdays 9-10am, Monthly) , University Advancement (Wednesday 9-10am, Monthly) , Assessment & Educational Effectiveness (Wednesday at 1-2:15pm, Monthly)

**CERTIFICATION OF ACADEMIC PROGRESS REQUIRED FOR APPLICATIONS** 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 be enrolled for the semester, must be in good standing with the university, must not be on probation, and must have earned a 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. **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.) 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.

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

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

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

**thorization and Certification of Application Enter Your Name**



\_\_\_\_\_



# ASI Policy Concerning Board of Directors Operations

Governance Committee, 6 October 2022

Board of Directors, 18 October 2022



# Overview

General Corrections

Meeting Frequency

Consent Calendar

Closed Session

Teleconference Meetings

Meeting Conduct



# Summary

- ◆ General corrections were made throughout the policy
- ◆ Brings policy language regarding Board of Directors meeting frequency in line with practice
- ◆ Clarifies policy language regarding the Consent Calendar and removes 'procedure' language
- ◆ Updates language regarding Closed 'Session', bringing policy in line with law
- ◆ Adds language regarding Teleconference Meetings, bringing policy in line with law
- ◆ Adds language regarding Meeting Conduct to ensure our ability to efficiently dispose of business and provide access



# General Corrections

- ◇ General corrections were made throughout the policy
  - ◇ Misspelled words
  - ◇ Extra spaces between words
  - ◇ Updating position titles
  - ◇ Code references
  - ◇ Minor language about public speaking
  - ◇ Student leader positions for parking

# Meeting Frequency

- ◆ Brings policy language regarding Board of Directors meeting frequency in line with practice
  - ◆ Affirms in policy that meetings will occur every other week during the semester
  - ◆ Adjusted meeting frequency was started during the pandemic
  - ◆ The board was more efficiently able to dispose of necessary business
  - ◆ Committee meeting frequency was changed in policy when restructure was approved

# Consent Calendar

- ◆ Clarifies policy language regarding the Consent Calendar and removes 'procedure' language
  - ◆ Maintains in policy that consent calendar items must be provided in advance
  - ◆ Maintains in policy that the chair determines if an item is appropriate for the consent calendar
  - ◆ Removes unnecessary and cumbersome 'procedure' language

# Closed Session

- ◆ Updates language regarding Closed 'Session', bringing policy in line with law
  - ◆ California open meeting law uses the term 'session'
  - ◆ All closed 'sessions' will occur inside of properly announced public meetings
  - ◆ In accordance with law, the agenda discloses the item to be discussed and any action taken is announced publicly prior to adjournment of the meeting



# Teleconference Meetings

- ◆ Adds language regarding Teleconference Meetings, updating policy in line with law
  - ◆ During the pandemic, we were able to pivot to virtual meetings under special executive order from the Governor of California
  - ◆ In accordance with law, this allows the board or committees to hold teleconference or virtual meetings, if the future need arises

# Meeting Conduct

- ◆ Adds language regarding Meeting Conduct to ensure our ability to efficiently dispose of business and provide access
  - ◆ Outlines expectations that board members, presenters, and members of the public do not inhibit or obstruct any other person's ability to engage with the meeting
  - ◆ Outlines that items that could inhibit or obstruct a person's ability to engage in the meeting will not be allowed in the room
  - ◆ In accordance with law, outlines policy to address willful interruption of a meeting



Questions



**A RESOLUTION AMENDING ASI POLICY CONCERNING BOARD OF DIRECTORS  
OPERATIONS**

**Sponsors:** Isabella Galvan and Morgan Diaz

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

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

**WHEREAS**, ASI Policy Concerning Board of Directors Operations provides guidance on board and committee meeting operations; and

**WHEREAS**, the recommended changes update the policy to be in further accordance with California law and in alignment with current meeting practice; and

**WHEREAS**, the recommended changes add needed clarity for expected meeting conduct that ensures efficient disposal of business and the ability for all members, presenters, and members of the public to participate in meetings; therefore let it be

**RESOLVED**, ASI approves the amendments to the ASI Policy Concerning Board of Directors Operations; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI Executive Director and applicable ASI departments.

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

---

Isabella Galvan  
Chair, Board of Directors

Ramón Aquino  
Secretary, Board of Directors

# POLICY CONCERNING BOARD OF DIRECTORS OPERATIONS

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## PURPOSE

The following policy has been established in order for the members of Associated Students Inc. (ASI) Board of Directors (Board) to better serve their respective student constituencies and to make sure each member of the Board performs the duties of their position in a thoughtful and responsible manner. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct of Board members, responsibilities and duties of Board members, and an overview of committee and meeting operations.

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## **WHO SHOULD KNOW THIS POLICY**

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

## **DEFINITIONS**

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

Terms	Definitions
<b>Conflict of Interest</b>	Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.
<b>Fraud</b>	The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right
<b>Defalcation</b>	The withholding or misappropriating funds held for another or failing to make a proper accounting
<b>Corruption</b>	The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.

<p><b>Misappropriation</b></p>	<p>The intentional, illegal use of the property or funds of another person for one’s own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a dead person’s estate or by any person with a responsibility to care for and protect another’s asset.</p>
<p><b>Forgery</b></p>	<p>The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.</p>

## STANDARDS

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### 1. BOARD CONDUCT

*a. Non-Conflict of Interest*

In accordance with California Education Code, Sections 5230, 5233, 89906, 89907, 89908 and 89909, all ASI Board of Directors members must submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 5230, 5233, 89906, 89907, 89908 and 89909, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.

Should I find in some future contractual matter before the Board of Directors that there may be the potential of a conflict of interest, I shall disclose that potential conflict and abstain from voting, as prescribed in Education Code, Section 89907.

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office.

*b. Ethics*

**Introduction**

This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

**Laws and Regulations**

All members must comply with applicable laws and regulations governing the operation of ASI. This includes, but is not limited to, federal, state, county and municipal laws, the California Code of Regulations, the California Education Code, campus regulations of California State University Fullerton, and the Office of the Chancellor, California State University.

**Conflict of Interest**

Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, from vendors, suppliers, and customers, of more than token value.

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an



organization with who the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.

In addition, ASI Executive Officers and members of ASI governing boards must comply with conflict of interest regulations as defined in ASI Policy.

Members must not be employed outside ASI where the outside employment impairs their ability to conduct ASI business because of conflicts of interests and competing interests.

### **Anti-discrimination Policy**

Members must not take actions that discriminate against anyone on an unlawful basis, including gender, race, religion, color, national origin, sexual orientation, medical condition, age, physical or mental disability, marital status or family leave status.

### **Public Disclosures**

If members in the course of their duties are called to make public disclosures to any governmental agency, under no circumstances can statements be made that are untrue, or omit or misstate material facts.

If public disclosures are made to the press, members must seek to insure that the statements are clear and understandable and not misleading.

All official business of ASI done on a personal device may be subject to subpoena.

### **Confidentiality**

Members must protect ASI confidential information and not divulge such to anyone except on a need-to-know basis. Members are expected to keep in confidence such information that would be considered confidential even if not clearly marked. This would include, but not be limited to, personal addresses, social security or other identification numbers, payroll records, performance evaluations, and/or personal information. All members must refrain from using personal devices to relay confidential information.

### **Respect**

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultured campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

### **Fair Dealing**

Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

*c. Fraud*

ASI policy on fraud is established to prepare procedures that will protect ASI, its employees, and assets against losses stemming from illegal activities. ASI has a zero tolerance policy regarding such activities. ASI forbids the commission of any illegal activity by an officer, director, employee, or volunteer of ASI (collectively referred to herein as members or member).

The management of ASI is responsible for the establishment of procedures designed to prevent and detect fraudulent activity, including but not limited to fraud, defalcation, misappropriation, forgery, and corruption.

**Reporting Responsibility**

Each member of the management team will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.

In the event a member detects or suspects fraudulent activity, that member must immediately report this to the Executive Director. The Executive Director will inform the ASI Board of Directors and the CSUF Director of Internal Auditing within twelve hours once the incident is brought to their attention.

In the event a member detects or suspects fraudulent activity on the part of the Executive Director, that member must immediately report this to the University Risk Manager.

Any reprisal against any individual reporting violations of this policy is prohibited. Any cover-up of a suspected incidence or retaliation in any form against witnesses is also prohibited.

**Investigating Suspected Fraud**

The Executive Director or designee in an investigation of fraud will have:

- Free and unrestricted access to all ASI records and premises, whether owned or rented
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigation.

Any information received by ASI in the course of an investigation will be treated in confidentiality. As such, any employee should notify the Executive Director (or CSU Fullerton Risk Manager, in the case of suspected fraudulent activity by the Executive Director) and not engage a suspected individual or conduct a personal investigation.

Information discovered during the course of an investigation will be disclosed or discussed only with individuals on a need-to-know basis. Confidentiality must be enforced to avoid damaging the reputations of persons under suspicion who are found innocent of wrongdoing.

No information concerning the status of an investigation will be given out. The proper response to any inquiry is, "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

Upon completion of the investigation, the Executive Director will file their report with the CSU Fullerton Director of Internal Auditing and the ASI Board of Directors.

Decision to prosecute or refer the matter to law enforcement officials will be made in conjunction with legal counsel, ASI Executive Director, and the CSU Fullerton Director of Internal Auditing.

**Termination**

If an investigation results in a recommendation to terminate the employment of an individual, the recommendation will be reviewed for approval by ASI Human Resources and legal counsel. The policy will be reviewed annually and revised as needed.

*d. Whistleblower Protection*

ASI policies on Ethics and Fraud require directors, officers, employees and volunteers (members) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All members of the organization must practice honesty and integrity in fulfilling their responsibilities.

**Reporting Responsibility**

It is the responsibility of all members to comply with the policies and to report violations or suspected violations in accordance with this Whistleblower Policy. ASI encourages initial reporting to occur internally to allow for expeditious resolution of all such matters and to minimize the effects of improper actions.

**Reporting Violations**

The Whistleblower Policy addresses the organization's open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a member's supervisor is in the best position to address an area of concern. However, if the member is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, then they must speak to the Director of Human Resources. The supervisor and/or Director, Human Resources is required to report this notification to the Executive Director upon receipt. The Executive Director or designee will conduct an investigation of the reported concern. In the event that a concern involves fraud, then it must be directly reported to the Executive Director who has the responsibility to investigate all reported violations of policies.

**Handling of Reported Violations**

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within one business day. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the concern involves an incident of suspected fraud, defalcation, or other irregularity concerning corporate assets, the Executive Director will notify the Chair of the Audit Committee, Chair of the Board of Directors, and the CSUU Fullerton Director of Internal Audit in writing within twelve hours of receipt and work with the ASI Audit Committee until such matter is resolved. All concerns involving the Executive Director shall be directly reported to the CSU Fullerton Risk Manager.

**No Retaliation**

No member, who in good faith reports a violation of the policies, shall suffer harassment, retaliation, or adverse employment consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable members to raise serious concerns within the organization prior to seeking resolution outside the organization.

**Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation of the policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Policies. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

**Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

e. *Due Care*

A Director or Executive Officer will be entitled to rely on information, professional opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- ASI staff;
- Legal counsel;
- Independent accountants; or
- A committee upon which the board member does not serve.

## 2. TERM OF OFFICE

Directors shall serve a one-year term, following the general election shall commence June 1 and end the following May 31. Directors elected to fill a vacancy shall serve the remainder of the original term.

### Resignation of a Director

In the event a Director should resign, a written notice of resignation must be submitted to Chair of the Board of Directors and the Executive Director.

## 3. RESPONSIBILITIES OF THE BOARD

a. *Director Duties and Responsibilities*

**Each Board member shall be required to and held accountable for:**

- Communicate and behave with a high degree of ethics and professionalism, which includes but is not limited to purposefulness and respect.
- Advocate for student concerns from their respective colleges or from CSU Fullerton. Directors will engage the students of their college in discussion about relevant college-specific and/or university-wide concerns.
- Meet with the ASI Board of Directors Chair a minimum of once per semester.
- Meet with their respective college Deans at least once per semester.
- Meet with the ASI Executive Director and ASI Associate Executive Director at least once per semester
- Submit goals to the ASI Board of Directors Chair and the ASI Executive Director at a time near the beginning of the academic year as determined by the Chair
- Update the Vice Chair weekly with a brief report of activities within the committees, commissions, and/or councils that they may sit on
- Attend (prepared and on time) for the entire duration of all meetings of the Board of Directors which take place ~~every~~ Tuesdays from 1:15 – approximately 3:45 P.M.
  - Board members are allowed two excused absences per semester.
- Serve on an ASI standing committee and be a liaison to at least one of the following:
  - Association for Inter Cultural Awareness (AICA),
  - Community Service Inter-club Council (CSICC),
  - Sports Club Inter-club Council (SCICC),
  - Mesa Cooperativa,
  - Black Student Union (BSU),
  - Resident Student Association (RSA),
  - Inter Fraternity Council (IFC),
  - National Pan-Hellenic Council (NPHC),
  - PanHellenic Council (PHC), and
  - Multicultural Greek Council (MGC)
  - South West Asian North African ICC (SWANA ICC).
- Attend their college's Inter-club council meetings.
  - If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Interclub council chair, Inter-club council members, and their assistant dean.
- 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.
- Report to the Board on issues and concerns from their college.
  - Two college 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.
- Responsible for grading ASI scholarship applications during both fall and spring semesters.

**Each Board member shall not:**

- Serve as another elected or appointed position within ASI or as leadership on a funding or funded council.
- Be employed by Associated Students Inc.

**b. Appointments**

The Board of Directors shall confirm all presidential appointments by a majority vote to positions that receive financial awards, scholarships, or any other material compensation for service.

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

**c. Attendance**

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

- Excused absences for due cause (as defined in ASI Bylaws Article II Section 4):
  - Absence due to scheduled classes are not excused.
  - For absence to be excused, the Chair must be properly notified, at least twenty-four (24) hours', prior to the meeting unless the Director is physically unable to do so.
- Excusal for an absence with due cause may only be granted by a majority vote of the Board.
- During summer meetings two (2) excused absences shall be computed as one (1) absence toward the record.
- Fall recess, intercession, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance.
- Absent members shall not have voting privileges nor shall they be counted in quorum.
- Attendance policy for standing committee meetings:
  - If a member's attendance at one standing committee meeting impedes their ability to attend another standing committee meeting, then that member will be excused from the meeting they were unable to attend.
  - Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling.
  - A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as stated on the agenda.
  - A member may only be counted as absent from a standing committee meeting if that member properly notified the chair.

**d. Contracts**

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

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



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

#### **4. COMPOSITION AND DUTIES OF COMMITTEES**

All items brought before the Board should be referred to the proper committee. Emergency situations, as defined by the Gloria Romero Open Meetings Act, may be immediately acted upon by the Board as defined by the Act. The committee must report each proposal or resolution, with the exception of the budget, back to the Board within two weeks. The chair of the committee is responsible for presiding over the meetings and reporting the committee's recommendations to the Board.

*a. General Composition of Committees*

All ASI Committees must be composed of at least a majority of students. The chairs of ASI committees must be students. The chair and standing liaison members will not be counted when determining if a committee is composed of at least a majority of students. No committee shall consist of two Board members serving from the same college.

*b. Director Membership on Committees*

The Chair of the Board shall appoint Directors for each standing committee. If there are not enough Directors to fill the required number of seats on each committee the chair shall evenly appoint directors to the listed committees in the following order:

- Finance Committee
- Governance Committee
- Audit Committee
- Children's Center Advisory Committee

Directors shall be appointed to other committees by the chair, unless specified, in no particular order.

*c. Audit Committee*

The Audit Committee is a requirement of ASI, in accordance with the Nonprofit Integrity Act of 2004. The committee shall be composed of four (4) directors from the ASI Board of Directors and one (1) member of the ASI Finance Committee. The previously stated members must be students, may not be ASI Executives, staff, or unpaid volunteers in an operational position of the organization. No member may serve if they have a financial interest in ASI. Other voting members of the committee shall include two members from the campus community. All members must be approved by the Board of Directors with a majority vote.

The Audit Committee shall meet at least two times annually.

After appointing the members to the Audit Committee, the Board of Directors shall appoint one of the four Directors to serve as chair of the committee.

The duties of the Audit Committee are as follows:

**General Duties**

The Audit committee has five areas of responsibility:

- To make recommendations to the ASI Board of Directors regarding the selection and retention of the independent auditor. In addition, on behalf of the Board, the Audit Committee may negotiate the compensation of the independent auditor.
- To confer with the auditor to determine on behalf of the Board of Directors that the financial affairs of ASI are in order.
- To review and determine whether or not to accept the audit.
- To ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence.
- To approve the performance on non-audit services by the auditing firm.

### **Financial Reporting**

At the entrance conference prior to the start of the annual audit, the committee will review the intent and scope of the audit to include:

- Quality of compliance controls
- External reporting requirements
- Materiality
- Risk characteristics

During the audit, the audit committee, along with management and the independent auditor, will review the policies and procedures of ASI in order to reasonably ensure the adequacy of internal controls over administration and accounting, compliance with all governing laws and regulation, and financial reporting.

At the conclusion of the audit, the Audit Committee will meet with the independent auditor, without the presence of management, to review the financial results of the audit prior to its publication and release to the general public.

### **Annual Report**

The Chair of the Audit Committee will prepare a report for the Board of Directors that will include, but not be limited to the following:

- Give the opinion of the independent auditor as to the quality of the ASI financial and accounting processes and any recommendations that the independent auditor may have.
- Indicate how any issues described in the management letter are immediately addressed by ASI management.
- Detail discussions with management on the status of implementation of prior year recommendations and corrective plans, if any.
- Evaluate the cooperation received by the independent auditor during its audit, including access to requested information and records.
- Receive comments from management concerning the responsiveness of the auditor to the needs of the operation of the ASI.
- Report on the discharge of the committee's responsibilities.

#### **d. Finance Committee**

The Finance Committee shall be composed of no more than four directors and the Board of Directors Treasurer. Finance Committee makes recommendations on financial matters and policy concerning organizational finances. Finance Committee holds hearings on and refers its budget recommendations to the Board. The Board acts on the Finance Committee's recommendations and sends the budget to the University President for approval. The Treasurer will chair the Finance Committee.

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

#### **e. Governance Committee**

The Governance Committee shall be composed of four directors and the Board of Directors Vice Chair. Governance Committee makes recommendations concerning policy, Bylaws, and the Articles of Incorporation to the Board. Governance Committee is responsible for recommending Director vacancies, and interviewing and recommending applicants for vacant Director positions during the academic term. The Vice Chair will chair the committee.

The Governance Committee will meet bi-weekly on Thursdays between 1:15 PM and 3:45 PM during the academic year.

### **General Duties**

The duties of the Governance Committee are as follows:

- Review and update ASI Policies and Bylaws.
- Recommend vacancy declarations.
- Fill vacancies on the ASI Board of Directors.
- Hear concerns and offer advice and/or resolutions subject to Board approval.

### **Declaring Vacancies**

The alleged failure of a Director or Officer to uphold board conduct standards or perform prescribed duties in effect when the term began, may be formally referred to the Governance Committee by a student, university official, Director, Officer, or the Executive Director to conduct a review. Recommendations on vacancy declarations shall be sent to the Board for approval. Declaration of vacancy of a Board member or Officer shall create a vacancy to be filled in accordance with ASI policy.

Failure to maintain eligibility (academic or otherwise) or attendance requirements result in immediate and automatic declaration of vacancy. Directors may appeal only immediate declarations for attendance (not for eligibility), and must do so by the next regularly scheduled Board of Directors meeting immediately following the- declaration. Appeals and requests for reinstatement must be submitted in writing. Reinstatement requires a three-fourths vote of the Board of Directors and results in reinstatement. Declarations of vacancy resulting from ineligibility based on CSU established requirements (academic and otherwise) are not appealable.

Requests for reinstatement may only be submitted after eligibility has been reestablished by the Office of the Vice President for Student Affairs. Changes, corrections, or other modifications to grades or academic records must follow standard university process and do not reestablish eligibility. Eligibility can only be reestablished at the completion of the standard university process and after a recheck and certification of eligibility by the Office of the Vice President for Student Affairs. Requests for reinstatement may only be submitted if the position has remained vacant.

### **Filling Vacancies**

In the event of a vacant student position on the Board of Directors exists between the election and the end of the second week of classes of the next spring semester the first runner-up shall be offered the position. If they accept, the appointment shall be approved by the Board of Directors. If they do not accept, the position will be offered to the subsequent runner-up.

If there is not an available candidate, the Governance Committee shall recommend a Director for appointment to a majority vote approval by the Board.

- Eligible students for appointment include (where the vacancy exists):
  - Students declared in the academic college,
  - Undeclared students,
  - Students with multiple minors as long as one of the minors is in the academic college,
  - Specifically for the College of Education Directors may also qualify by meeting requirements stated in ASI Policy.

f. Children's Center Advisory Committee

The purpose of the Children's Center Advisory Committee, a standing advisory committee of the Board of Directors, is to provide a forum at which all constituents of the Children's Center may discuss issues relating to the operation of the program. The committee offers varied perspectives and expertise to assist the program in fulfilling its mission. The committee must have all appointed positions filled by four weeks after the start of Fall semester of that academic year.

The Children's Center Advisory Committee will meet at least three times during the academic year.

The committee reviews and makes recommendations to the Board of Directors, the Children's Center Director, and the Children's Center Parent Advisory Council regarding the following:

- The Children's Center budget
- The results of Parent Surveys
- Program quality assessments
- Children's Center strategic and operating plans
- Collaboration with other CSU Fullerton entities and with community entities
- Children's Center Director must bring management issues to the attention of the committee.
- Any member may bring agenda items before the committee.
- In addition, the committee may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.
- Other matters pertaining to the Children's Center

The Children's Center Advisory Committee must be composed of the following:

Voting:

- ASI Board of Directors Vice Chair
- Three (3) Directors from the ASI Board of Directors
- One (1) current student-parent who utilizes the ASI Children's Center
- One (1) current faculty/staff parent who utilizes the ASI Children's Center
- University President's Appointee
- Academic Senate Appointee

Standing Liaison Members:

- Children's Center Director
- ASI Executive Director or designee
- University Chief Financial Officer or designee

*g. Facilities Committee*

The Facilities Committee shall be composed of no more than four directors and the Board of Directors Secretary. The Facilities Committee makes recommendations concerning ASI facility operations, renovations, and improvements, including the Titan Student Union, Student Recreation Center, and Children's Center. The Facilities Committee makes recommendations concerning building operating hours, club space allocations, and facility operating policy. The Secretary will chair the Facilities Committee.

The Facilities Committee will meet monthly during the academic year.

*h. Programs Assessment Committee*

The Programs Assessment Committee shall be composed of no more than four directors and the Board of Directors Secretary. The Programs Assessment Committee reviews and assesses ASI programs and services and provides feedback and recommendations on program improvements. The Programs Assessment Committee makes recommendations on new program offerings and acquisitions for the ASI art collection. The Secretary will chair the Programs Assessment Committee.

The Programs Assessment Committee will meet monthly during the academic year.

## **5. BOARD LEADERSHIP**

### **a. Chair**

The Board will elect a Director to serve as Chair. The Chair must be elected at the first meeting in June and serves from that meeting through May 31. The ASI President serves as Chair in absence of the Chair and Vice Chair.

The Chair of the Board of Directors:

- Presides over all Board of Directors meetings
- Appoints each Director to serve on at least one standing committees and act as a liaison no later than three (3) legal business days before the first meeting of the fall and spring semesters, except the Audit Committee, to one of the following:
  - Programming Board;
  - Association for InterCultural Awareness (AICA);
  - Funded councils (Inter Fraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic, Resident Student Association); or
  - Funding councils (Black Student Union, Community Service ICC, Mesa Cooperativa, Sports Club ICC, South West Asian North African ICC)
- Appoints the required number of Directors on any ASI ad hoc committee
- Schedules ASI promotional events for the Board to carry out after the adjournment of Board Meetings when time permits
- ASI Board Chair shall be responsible for reinforcing ASI office hours
- Maintains regular communication with the Executive Officers, Programming Board and AICA, and funded and funding councils
- Directs the work of the Vice Chair, Secretary, and Treasurer
- Has the responsibility to hold the Directors accountable for their goals
- Serves as a standing liaison member to all ASI committees except the Audit Committee
- Chair or designee will serve as representative of the Board of Directors on the Student Athletics Advisory Council and the Academic Senate
  - Chair or designee serves for one year or the duration of the position providing they remain a member of the Board of Directors during that period. If the Board of Directors representative is unable to complete the term, the Chair will select a representative to complete the vacated position within ten (10) days after the position is declared vacant
- Chair, working with the Vice Chair, Secretary, and Treasurer and the Director of ~~Leader and Program Development~~Student Government, are charged with developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the Board

### **Vacancy of the Chair**

The removal of the Chair will occur by a two-thirds vote of the Board of Directors or in the event that the Chair loses the position as Director.

In the event the Chair should resign, a written notice of resignation must be submitted to the ASI President and Executive Director.

### **Filling Chair Vacancy**

In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death,

the Vice Chair will assume the position of the Chair, and a new Vice Chair will be elected by the Board of Directors at the meeting which the vacancy is announced.

***b. Vice Chair***

The Board of Directors will elect a Director to serve as Vice Chair. The Vice Chair will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.

The Vice Chair of the Board of Directors:

- Presides over Board of Directors meetings in absence of the Chair
- Presides over the Governance Committee and Children's Center Advisory Committee
- Assists the Chair of the Board of Directors
- Has the responsibility for setting guidelines for Director's College Reports and Executive Senate Reports
- Disseminates information about the Directors weekly activities within the committees, commissions, and/or councils that they may sit on
- Assists the Chair of the Board of Directors with enforcing ASI Bylaws and Policies
- Assists the Chair of the Board of Directors in developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the Board
- Maintains regular communication with the Board of Directors Chair, the Executive Officers, Programming Board and AICA, and funded and funding councils

**Vacancy of the Vice Chair**

The removal of the Vice Chair will occur by a two-thirds vote of the Board of Directors or in the event that the Vice Chair loses their position as Director.

In the event the Vice Chair should resign, a written notice of their resignation must be submitted to the Chair of the Board of Directors and Executive Director.

**Filling Vice Chair Vacancy**

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

***c. Treasurer***

The Board of Directors will elect a Director to serve as Treasurer. The Treasurer will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.

The Treasurer of the Board of Directors:

- Presides over the Finance Committee
- Presents monthly, or as needed, to the Board of Directors a detailed report of the financial conditions of ASI
  - The report will include budget language or financial policy implementation, any outstanding debt owed to ASI, any line item transfers performed by the Treasurer or the Finance Committee, and the current balance of the Contingency Account
- Ensures compliance with the financial policies of ASI
- Reports the fiscal budget recommendations of the Finance Committee to the Board of Directors on or before the first meeting in April of each fiscal year



- Oversees the budget development for the next fiscal year with the assistance of the Executive Director and appropriate ASI staff and maintain regular communication with the student leaders who oversee a budget within ASI
- Assists the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors mandatory retreats, additional board development training, and other internal issues related to the Board
- Maintains regular communication with the Board of Directors Chair and Executive Officers

#### **Vacancy of the Treasurer**

The removal of the Treasurer will occur by a two-thirds vote of the Board of Directors or in the event that the Treasurer loses their position as Director.

In the event the Treasurer should resign, a written notice of their resignation must be submitted to the Chair of the Board of Directors and Executive Director.

#### **Filling Treasurer Vacancy**

In the event of a vacancy in the position of Treasurer through resignation, removal, recall, ineligibility, or death, a new Treasurer will be elected at the meeting at which the vacancy is announced.

#### ***d. Secretary***

The Board of Directors will elect a Director to serve as Secretary. The Secretary will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.

The Secretary of the Board of Directors:

- Presides over the Facilities Committee and the Programs Assessment Committee
- Certifies all records of the Board of Directors when requested and executes documents on behalf of the Board as required for legal documents
- Assists the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors mandatory retreats, additional board development training, and other internal issues related to the Board
- Maintains regular communication with the Board of Directors Chair and Executive Officers

#### **Vacancy of the Secretary**

The removal of the Secretary will occur by a two-thirds vote of the Board of Directors or in the event that the Secretary loses their position as Director.

In the event the Secretary should resign, a written notice of their resignation must be submitted to the Chair of the Board of Directors and Executive Director.

#### **Filling Secretary Vacancy**

In the event of a vacancy in the position of Secretary through resignation, removal, recall, ineligibility, or death, a new Secretary will be elected at the meeting at which the vacancy is announced.

## **6. AGENDAS FOR BOARD MEETINGS**

All items shall be sponsored by a member of the Board of Directors. Directors sponsoring items shall provide, to the Chair of the Board of Directors, a written (either typed or printed) copy of the proposed action and all supporting documents four or more legal days prior to the Board of Directors or Committee meeting. Items coming from committee shall be placed on the agenda before items from individuals. The Recording Secretary shall make available, for public inspection, a copy of each proposal. All items on the agenda, including those to be discussed in closed session, shall contain a brief general description (not to

exceed twenty (20) words) of the item. Items with a financial component shall also include the amount and source of funds involved. The agenda shall specify the time, date, and location of the meeting, and shall be posted in an area of the campus which is publicly accessible twenty-four hours per day. Nothing in this policy is to be interpreted as prohibiting the Board from reordering the agenda at the time of the meeting.

### Public Notice

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

## 7. PUBLIC SPEAKING TIME

The Public Speaking Time is hereby established as a forum, which enables the Board of Directors and the standing committees to receive feedback from their constituencies, and allows members of the campus community to update the Board of Directors on their campus concerns, and is in compliance with the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4).

As established, Public Speaking Time is subject to the following rules:

Public Speaking Time shall consist of up to a total of fifteen (15) minutes to be divided equally among all public speakers. Those wishing to make use of this time may speak on any agenda item or other topic affecting higher education at the campus or statewide level during the regular Board of Directors' and Committee meetings. Public Speaking Time shall be scheduled before any Business items are considered. Public Speaking Time may be extended by a ruling of the Chair of the Board of Directors/Committee or by an action of the Board of Directors/Committee. Public Speaking Time is set aside for the use of members of the campus community alone, except by special petition to the Chair. Members of the Board of Directors/Committee may briefly respond to comments made or questions posed by public speakers. In no case shall such responses exceed one minute in length, except by special petition to the Chair. For special meetings of the Board of Directors or Committees, a Public Speaking Time shall also be provided, not to exceed fifteen minutes (extendable by ruling of the Chair or action of the Board of Directors/Committee). For those meetings, the public speakers shall be restricted to addressing the items on the agenda. This time shall occur before consideration of the items.

## 8. REGULAR MEETINGS

The Board and all of its committees will conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4). The regular meetings throughout the academic year ~~beginning with the first week of instruction, and will be held every bi-weekly on Tuesdays between from~~ 1:15 PM to approximately 3:45 PM. For each semester, the Board will approve the schedule of dates and locations for regular meetings (pursuant to Education Code Section 89305.5). The Board of Directors will hold ~~summer meetings during the summer, as called by the Chair; the times and dates will be decided upon by majority.~~

The time and location of all regular meetings shall be re-established annually at the first meeting of the academic year (pursuant to Education Code Section (89305.5)).

### a. Consent Calendar

The consent calendar is an administrative tool for the Board of Director to grant approvals to required items that are routine, procedural, and likely to be noncontroversial. A consent calendar may be presented by the board or committee chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed are adopted by general consent without debate. Removed items will be taken up/considered during new business. Items up for consideration on the consent calendar must be provided in advance of the meeting. The chair determines whether an item belongs on the consent calendar.

### Process

- ~~Items up for consideration on the consent calendar must be provided in advance and distributed with the agenda package in sufficient time to be read by all members prior to the meeting.~~
- ~~The chair determines whether an item belongs on the consent agenda.~~
- ~~The chair or designated staff prepares a numbered list of the consent items and distributes it along with the meeting agenda.~~
- ~~At the beginning of the meeting the chair asks members which items they wish to remove from the consent calendar to be discussed individually.~~
- ~~If any member requests that an item be removed from the consent calendar, it must be removed and added to new business. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to ask questions about the item, or to hold a vote on the item.~~
- ~~When there are no more items to be removed, the Chair reads out the numbers of the remaining consent items. Then the Chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.~~
- ~~When preparing the minutes, the Recording Secretary includes the full text of the items that were adopted as part of the consent calendar~~

## 9. CLOSED MEETINGSSSESSION

The Board or committees, may hold a closed meetingssession from which the public is excluded only if it has provided sufficient notice of such meeting-session and only to consider:

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

Prior to holding any closed meetingssession, the Board of Directors or committee, shall disclose on its posted agenda and in an open, public, regular meeting the item(s) to be discussed in the closed meetingssession. No other items shall be considered in the closed meetingssession. Immediately after any closed meeting-session, the Board of Directors or committee, it shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed meetingssession.

## 10. SPECIAL MEETINGS

A special meeting may be called by providing written notice at least twenty-four (24) hours prior to the meeting, pursuant to Education Code section 89306.5. Notice will be given electronically to all parties directly affected and included on the ASI Website. Special meetings of the Board of Directors may be called by the University President, the Chair, or by a majority of the members. Special meetings of standing committees may be called by the Chair of the committee or by a majority of the members.

## 11. TELECONFERENCE MEETINGS

The Board or committees may use teleconferencing (virtual meetings) for any regular, special, or emergency meeting, pursuant to Education Code section 89301.5. Notice will be given in accordance with the requirements for the type of meeting and will include platform and access information for the meeting.

## **11.12. EMERGENCY SITUATIONS AND EMERGENCY MEETINGS**

Action and/or discussion may be taken on an item not appearing on the posted agenda during a regular or special meeting of the Board of Directors only upon a determination by the Board of Directors that an emergency situation exists, pursuant to Education Code section 893065.5;

An “emergency situation” applies only when:

- A work stoppage, or other activity which severely impairs public health, safety, or both exists;
- ii. A crippling disaster that severely impairs public health, safety, or both has occurred.

To determine that an emergency situation exists, two-thirds of the total Board of Directors membership (or if quorum is established, but less than two-thirds are present, a unanimous decision of the members present is necessary) agrees that one of the criteria exists, and that emergency action should be taken. The need for such action must have come to the attention of the Board of Directors after the agenda for the meeting was posted. In the event of an emergency situation, an emergency meeting of the Board of Directors may also be called.

A minimum of one hours’ notice shall be provided before such a meeting is called to order. The criteria for when such a meeting may be called shall be identical to that of part 1(a) above, and it must be called by petition of a majority of the membership of the Board of Directors. If any forms of communication are functioning, the Chair (or designee) shall attempt to contact every member of the Board of Directors, using the most recent contact list available, of the meeting time, location, and topic. The Chair (or designee) shall also perform their due diligence to inform the public, in any way possible, of the meeting.

If no forms of communication are functioning, this subsection is waived, and all persons shall instead be notified as soon as possible after the meeting, of the purpose and action taken (if any) at the meeting. After any emergency meeting, the minutes of the meeting shall be publicly posted for a minimum of ten days. Included in the minutes shall be a list of the persons and organizations that the Chair (or designee) successfully notified, or attempted to notify. Also, a copy of actions taken (if any) and roll call vote(s) taken shall be included. Under no circumstances may the Board of Directors meet in a closed session under discussion of an emergency matter, whether during a regular, special, or emergency meeting.

## **13. MEETING CONDUCT**

The Board and all of its committees will conduct meetings in a way that ensures the efficient disposal of business appearing on the agenda and the ability for all members, presenters, and members of the public to attend, view, hear, and participate in the meeting, as appropriate and in accordance with established law, regulation, and policy.

Members, presenters, and members of the public may not take action or exhibit behaviors that impede or obstruct the ability of others to attend, view, hear, or participate in the meeting. Members, presenters, and members of the public are also prohibited from possessing items in the meeting location that could impede or obstruct this ability or cause threat of harm, including, but not limited to:

- Displays, such as posters or signs, with dimensions larger than 18 inches by 24 inches
- Displays, such as posters or signs, affixed to poles, stands, handles, etc.
- Amplified sound, such as speakers, or other noise makers
- Props, confetti, streamers, or other decorations or adornments
- Weapons or items that could be used to inflict physical harm
- Other items already prohibited under law or university or ASI policy

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chair of the meeting may recess the meeting and order the meeting room cleared and/or the teleconference temporarily suspended. Once the room is cleared, the

meeting can continue in session. Only matters appearing on the agenda may be considered in that session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend the session. Other individuals not responsible for willfully disturbing the orderly conduct of the meeting may be readmitted to the session upon approval of the Chair (pursuant to Education Code section 89307.1).

The disturbance and the individuals participating therein may be reported to the appropriate university department, which may include the Dean of Students/Student Conduct office. Individuals participating in the disturbance may be subject to the university conduct process.

#### **12.14. \_\_\_\_\_ SPECIAL ASI PARKING PRIVILEGES**

The Associated Students Inc. authorizes certain leadership positions Faculty/Staff parking access to facilitate easy access to parking areas close to the ASI offices and assure available parking space for officers maintaining a regular schedule of hours devoted to their duties and functions. The following officers shall each receive a Faculty/Staff decal by virtue of their position.

- All student members of the ASI Board of Directors (16)
- ASI President (1)
- ASI Vice President (1)
- ASI Chief Campus Relations Officer (1)
- ASI Chief Governmental Officer (1)
- ASI Chief Communications Officer (1)
- ASI Chief Inclusion and Diversity Officer (1)
- ASI Elections Director (1)
- ~~ASI Programming Board Directors (2)~~
- ASI Association for Inter-Cultural Awareness Administrative Chair (1)

Upon resignation or removal of any of the above mentioned officers their Faculty/Staff parking access shall be returned to the University within one week. Any student who is then appointed or elected to fill the vacant position shall receive the Faculty/Staff parking access.

If the parking policy is abused by any of the above mentioned students, their Faculty/Staff parking access will be revoked for the remainder of their term.

CSU Fullerton parking permits must be purchased from the University at the regular cost by the above-mentioned leaders.

#### **13.15. \_\_\_\_\_ CHANGES MADE TO THE ASI BYLAWS AND POLICIES**

All substantive changes made to the ASI Bylaws and/or Policy Statements shall be submitted to the Secretary of the Board of Directors for review to assess the impact on existing policies and Bylaws. After said review by the Secretary, proposed changes will be reviewed by the ASI Executive Director for further recommendations and legal analysis prior to being submitted to the Governance Committee for approval. Once approved by the Governance Committee, the changes will be forwarded to the Board of Directors for final approval.

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<b>DATE APPROVED:</b>	<b>09/05/2017</b>
<b>DATE REVISED:</b>	<b>05/08/2018</b>
	<b>12/04/2018</b>
	<b>03/26/2019</b>
	<b>05/07/2019</b>
	<b>04/20/2021</b>
	<b><u>***10/18/2022</u></b>



**A RESOLUTION AMENDING ASI POLICY CONCERNING BOARD OF DIRECTORS  
OPERATIONS**

**Sponsors:** Isabella Galvan and Morgan Diaz

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

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

**WHEREAS**, ASI Policy Concerning Board of Directors Operations provides guidance on board and committee meeting operations; and

**WHEREAS**, the recommended changes update the policy to be in further accordance with California law and in alignment with current meeting practice; and

**WHEREAS**, the recommended changes add needed clarity for expected meeting conduct that ensures efficient disposal of business and the ability for all members, presenters, and members of the public to participate in meetings; therefore let it be

**RESOLVED**, ASI approves the amendments to the ASI Policy Concerning Board of Directors Operations; and let it be finally

**RESOLVED**, that this Resolution be distributed to the ASI Executive Director and applicable ASI departments.

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

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Isabella Galvan  
Chair, Board of Directors

Ramón Aquino  
Secretary, Board of Directors



**October 17, 2022**  
Board of Directors  
Executive Officers Report

**PRESIDENT:** Lydia Kelley

**Summary:**

Hello Titans! These past two weeks have been a great time. I hope midterms went well for everyone. This past week we met as a finance committee and our goal is to finalize our rationale so that we can prepare the budget recommendations for the Spring 2023. I want to ensure we evaluate the process as a team we want to utilize moving forward for next year's budget. I also got the opportunity to help with tabling alongside Chief Campus Relations Officer, Joshua Castelo for executive commissions positions. We got a lot of applicants so great to hear that. I also had the pleasure of attending the Cal State Student Association (CSSA) plenary for the month of October. CSUF is in first place for the CSUs and third among all California college campuses. Let's all help Mary on this final push for voter registration to see how many we could get. Here are my updates from these past few weeks. Wishing you all a great week!

**Events and meetings attended:**

- Chief of Police candidate student forums
- Met with CGO, SWANA President, Department Chair for History to discuss SWANA minor courses
- Finance Committee 11/6
- ASI Top 10 leadership meeting 11/7
- CSSA 11/9-11/10
- Exec team meeting 11/10
- SJEC and UNA donation drive 11/11
- Meeting with David Forgues 11/13

**Projects:**

- Spring Tailgate with Athletics

Goals for the week:

- Meeting with Amir, Chirs, Isa this week in the Data Visualization center

**VICE PRESIDENT:** Christapor Mikaelian

- I had the pleasure of meeting with David Forgues discussing equitable access for disabled students around campus
- Met with Facilities committee with discussed giving space for a women's only night in the SRC as well as other special programs within the TSU and SRC
- I joined the commencement Leadership team and I'm excited to help plan commencement

**CHIEF CAMPUS RELATIONS OFFICER:** Joshua Castelo

No Report

**CHIEF COMMUNICATIONS OFFICER:** Mayra Martinez

**Summary:**

Hey ya'll! This week I've just been preparing for Community Chat happening on the 25th! If y'all could

show up and support that would be amazing! You should have that time blocked out since it's during

2-3:30. Please share the flyer with your ICCs. Also please take some time to recover from midterms! Take

a walk in the arboretum

**Meetings**

- Exec meeting
- Director for communication committee search interviews
- PRBC
- Meeting with Rebecca and Asha
- Chief of Police search forums

**Projects**

- Blue Stockings ticket giveaway on the IG
- Community Chat

**Goals for next week**

- Finish up with survey and do community outreach
- Distribute flyers around campus
- Send flyer to BOD for ICCs
- Promo on IG

TDRC

UndocuAlly Training for Student Leaders

training will take place virtually via zoom on **Wednesday October 19th, 2022 from 11:00pm-12:30pm.**

**CHIEF GOVERNMENTAL OFFICER:** Mary Chammas

**Summary**

*Hi yall! Next major event I have for Ballot Bowl is on October 19th in Housing! I also have only received submissions from 3 of you, please remember to send me those asap! Lets mobilize in every way we can!*

**Events/Meetings Attended**

- Rebecca (10/6)
- Leadership meeting (10/7)
- Civic engagement working group (10/7)
- Team meeting (10/10)

**Projects:**

- Ballot Bowl
- Titans Turnout

**Goals for next week:**

- More Registrations for Ballot Bowl
- Reach out to DIRC for Ballot Bowl
- Reach out to student organizations
- ICC Report for people registering

**CHIEF INCLUSION & DIVERSITY OFFICER:** Maysem Awadalla

**Summary:**

Hello everyone! Happy Tuesday!

Happy midterms season (again) I hope y'all are holding up well! (I know I'm not) (jk)

**Events/Meetings Attended:**

- Finishing police interviews
- Governance committee
- ASI leadership meeting
- Exec team meeting
- SJEC and UNA donation drive kickoff
- Tabling for commissions
- Follow up police chief committee meeting

**Projects:**

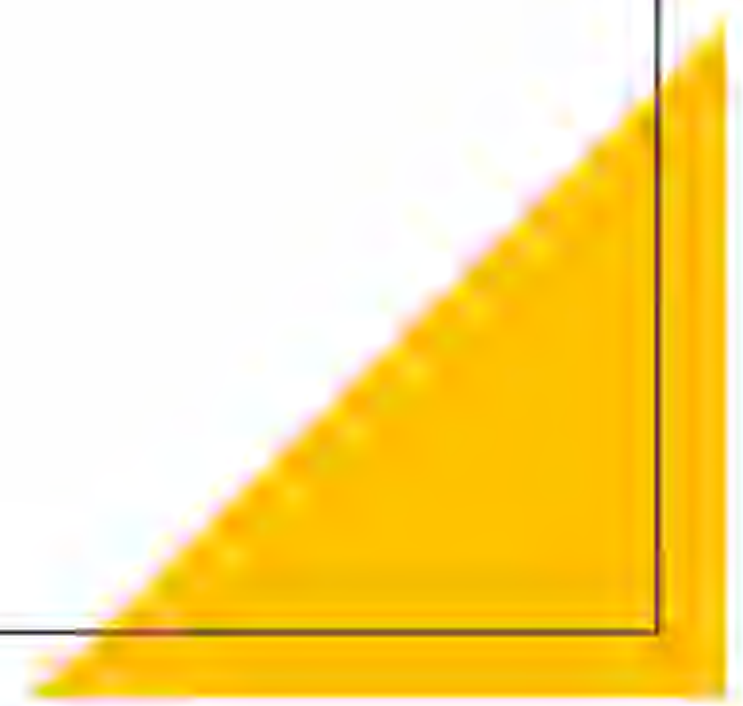
- SJEC events
- Cultural exhibitions
- Cultural fashion show?

**GOALS FOR NEXT WEEK:**

- Finalizing SJEC event for next week
- Collecting donations for the Wise Place in Santa Ana

# Campus input on Cal-GETC

For ASCSU



# GE Transfer Curriculum (Cal-GETC)

- The California General Education Transfer Curriculum (Cal-GETC)
  - This is the single pathway (package) of LOWER DIVISION G.E. that community college students will take to transfer to CSU or UC
  - Will take effect in the 2025-2026 academic year

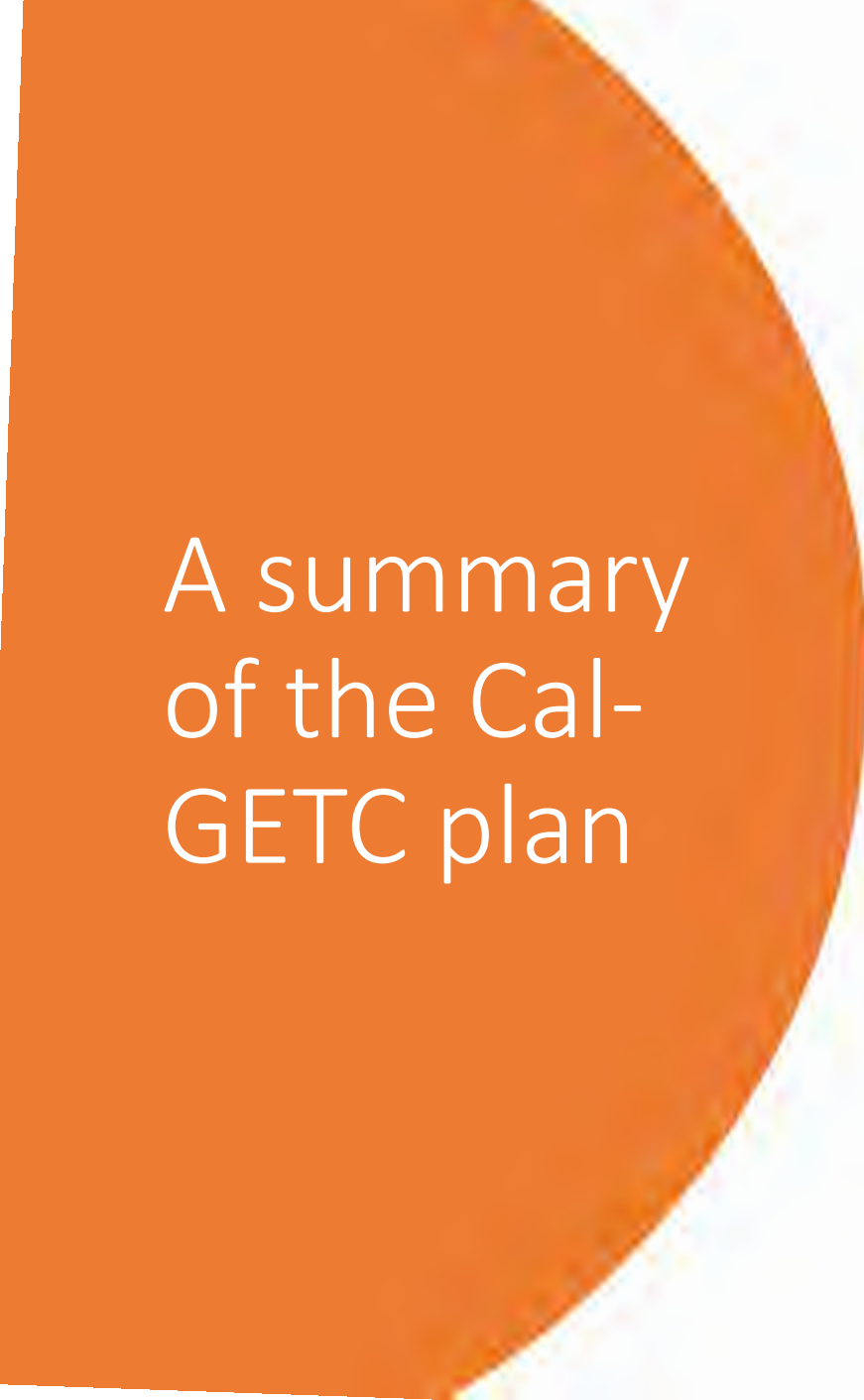
# Mandated by California Legislature

- AB 928: The Student Transfer Achievement Reform Act of 2021
  - Lawmakers said transfer process was “unnecessarily complex, confusing, and difficult for community college students”
  - The legislation calls for a committee of faculty from the academic senates from CCs, UC, and CSU to come up with one plan for lower-division GE requirements
    - If faculty fail to do so, the chancellors of each system are required to establish the pathway by December 2023




# This Cal-GETC

- Cal-GETC proposal is result of the negotiations among the Intersegmental Committee of Academic Senates (ICAS)
  - ICAS is made up of faculty representatives from the community colleges, the UCs, and the CSUs
- An ICAS Special Committee worked in 2021-2022 to come up with an agreement
  - Solicited feedback from CCs, UCs, CSUs
  - Debated several options and patterns
  - Came to unanimous consensus on plan



# A summary of the Cal- GETC plan

- 11 courses/34 units of lower division general education
    - 9 units: English Composition /Critical Thinking & Composition / Oral Communication
    - 3 units: Mathematical Concepts & Quantitative Reasoning
    - 6 units: Arts & Humanities
    - 6 units: Social & Behavioral Sciences
    - 7 units: Physical & Biological Sciences
    - 3 units: Ethnic Studies
- 

IGETC Area		Subject	Proposed GE Pattern	UC 7-course pattern	CSU GE-Breadth
1	1A	English Composition	1 course (3 units)	2 English courses 1B = writing intensive	<b>Area A – 3 courses</b> English Language Communication & Critical Thinking  <b>Golden 4 (Oral Communication, Written Communication, Critical Thinking)</b>
	1B	Critical Thinking & Composition	1 course (3 units)		
	1C*	Oral Communication (*currently CSU only)	1 course (3 units)		
2	2A	Mathematical Concepts & Quantitative Reasoning	1 course (3 units)	1 mathematical concepts course	<b>Area B – see below</b> <b>Golden 4 (Mathematics/ Quantitative Reasoning)</b>
3	3A	Arts (1 course required)	2 courses (6 units)	4 additional UC-transferable courses chosen from at least 2 of the following subject areas:	<b>Area C – 3 courses</b> Arts & Humanities
	3B	Humanities (1 course required)			
4	4	Social & Behavioral Sciences	2 courses (6 units)	Arts & Humanities  Social & Behavioral Sciences	<b>Area D – 2 courses</b> Social Sciences
5	5A	Physical Science	1 course (3 units)	Physical & Biological Sciences	<b>Area B – 3 courses</b> (4 courses if independent lab is completed)  Scientific Inquiry & Quantitative Reasoning
	5B	Biological Science	1 course (3 units)		
	5C	Laboratory (for Bio/Phys Sci course)	(1 unit)		
N/A	N/A	Lifelong Learning & Self-Development			<b>Area E – 1 course</b> Lifelong Learning & Self-Development
6	6A**	Language Other Than English (LOTE) (**currently UC only, carries no units)			
7	7	Ethnic Studies	1 course (3 units)		<b>Area F – 1 course</b> Ethnic Studies
<b>TOTAL</b>			<b>11 courses</b> <b>34 units</b>	7 courses	13 courses

# What Cal-GETC is not

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It is not the lower division G.E. pathway for CSU native students

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At this point in time, the CSU Chancellor is NOT recommending a single GE pathway for native students

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Each CSU campus has its own lower division G.E. requirements (limited to 39 units) and its own upper division requirements



# Our options

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- We are being asked to opine on it to ASCSU
  1. Support the ICAS Cal-GETC proposal (June 2022)
  2. Recommend specific changes that satisfy the AB 938 requirement
  3. Unable to come to a consensus
- Failure to find consensus authorizes the three Chancellors to adopt it or another version of lower division G.E. pathway for community colleges

# Executive Committee recommended

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Option #1: Support the ICAS Cal-GETC proposal

Approve Cal-GETC as the uniform, single G.E. path for Community Colleges to facilitate transfers to CSU or UC

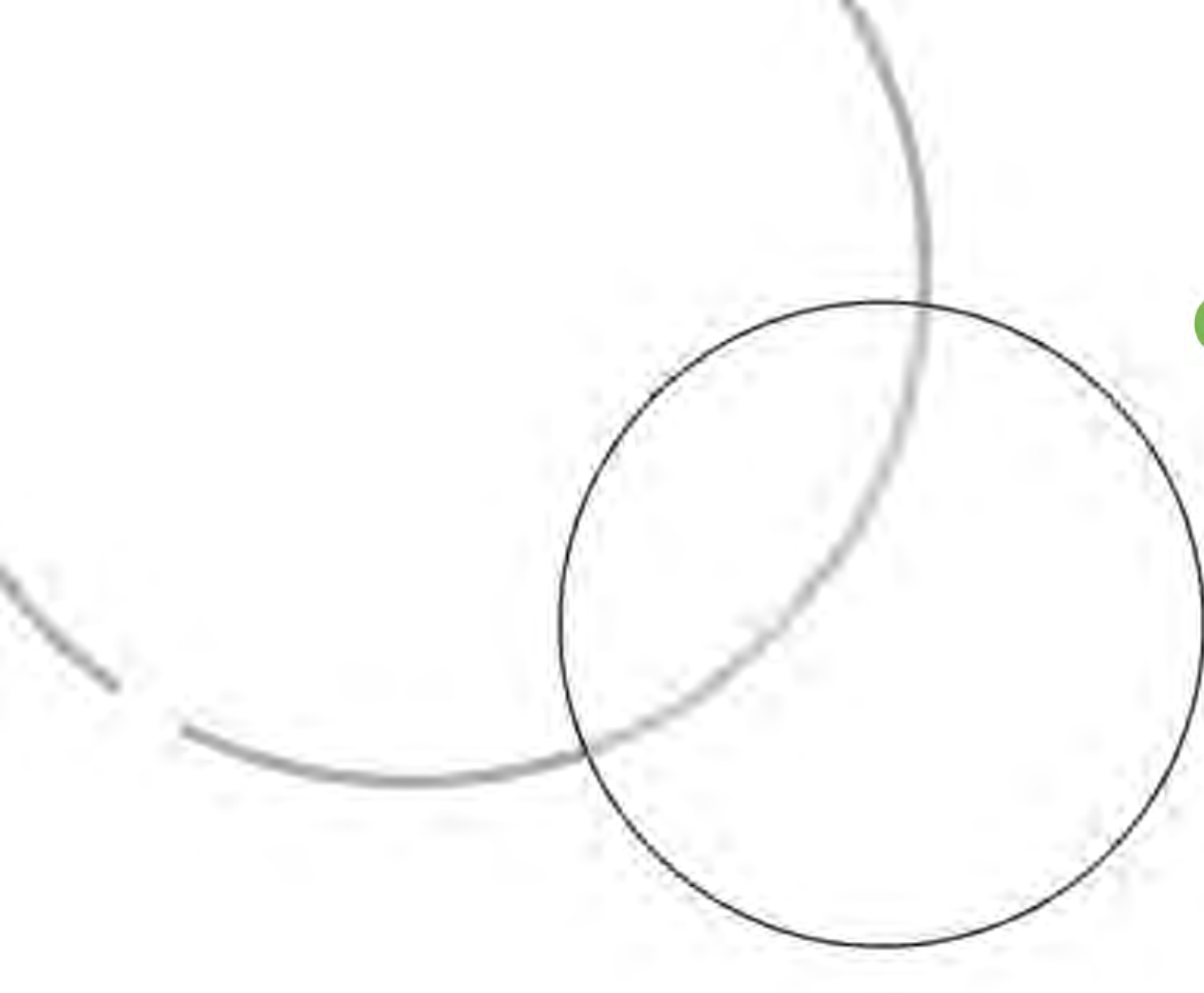
• Formation of campus G.E. Task Force 2.1 to:

a. Address equity and access in G.E. for students across colleges

b. Recommend updates to upper division CSUF G.E.

c. Consider whether to adopt a single lower division G.E. Path





- Academic  
Senate  
CSU voted  
10.13.22

Unanimously approved Cal  
GETC

- Served on Search Committee for Police Chief
- Serving on Review Committee for Scott Jewitt \$1M grant
- Revising the “Civility” UPS to a Community Expectations UPS
- Discussing how to involve more students in searches for Tenure track faculty



## Other Senate Actions



# BOARD LEADERSHIP REPORT

## October 18, 2022

### **Ramón Aquino, Secretary:**

No Report

### **Jenna Maree Wong, Treasurer:**

No Report

### **Morgan Diaz, Vice Chair:**

No Report

### **Isabella Galvan, Board Chair:**

Hi friends!

Nothing much from me, but just a reminder to please attend your committee meetings. If you cannot make it one day, please make sure you communicate with the Board leadership team. Also, ASI programming is hosting a pumpkin patch on October 26. I encourage you all to attend but also to consider volunteering. Events are opportunities for us to show our support for our programming team. If you're interested in volunteering, please let me know.

Best,  
Isa