

Associated Students Inc.



ASI Board of Directors Meeting  
Tue May 2, 2023 1:15 PM - 3:45 PM PDT

**1. Call to Order**

Isabella Galvan, Chair, called the meeting to order at 1:17 pm.

**2. Roll Call**

Members Present: Aquino, Arellano, Butorac, Diaz, Fox, Furtado, Galvan, Oseguera, Pugh, Ruelas, Toh-Heng, Uribe-Rodriguez, Vences, Walsh, Wong

Members Absent: Martin, Lieberman, Austin

Liaisons Present: Awadalla, Chammas, Edwards, Kelley, Martinez, Mikaelian

Liaisons Absent: None.

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

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


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

Toh-Heng arrived at 1:18 pm.

**3. Approval of Agenda**

 (Ruelas-m/Furtado-s) The agenda was approved by unanimous consent.

**4. Consent Calendar**

 The Consent Calendar was adopted by unanimous consent.

- a. 4/18/2023 ASI Board of Directors Minutes
- b. 4/20/2023 Finance Committee Minutes
- c. 4/20/2023 Governance Committee Minutes

d. Finance: Contingency Request - Black Student Union \$4,519 in Hospitality and Professional Services

e. Investment Committee Minutes

i. 11/08/2022 Investment Committee Minutes

ii. 04/27/2023 Investment Committee Minutes

5. Public Speakers

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

Jonathan Ayala, 3rd year CS major, President of Gaming Club and future BOD for ECS spoke in favor of Anthony Seng to be Co-Director on Board of Directors for the College of Engineering and Computer Science (ECS). Ayala praised Anthony for his work on the Fortnite Committee as the Fortnite manager, organizing events, and his contributions to the club. Ayala also commented on Anthony's work ethic, and motivation to get things done.

6. Time Certain

NONE

7. Executive Senate Reports

a. LOBBY CORPS, ESC, MGC, NPHC, PAC/UA

The Lobby Corps Commission, Environmental Sustainability Commission, Multicultural Greek Council, National Pan-Hellenic Council, and PAC/UA reports were provided to the Board in writing and will be appended to meeting minutes.

8. Unfinished Business

NONE.

9. New Business

a. Action: Resolution Appointing 2023-24 ASI Ambassadors

**BOD 052 22/23 (Furtado-m/Walsh-s) A motion was made and seconded to approve a resolution appointing the recommended applicants to serve as ASI Ambassadors effective June 1, 2023 through May 31, 2024.**

Galvan yielded the floor to President Elect, Maysam Awadalla, to review the resolution. The resolution is an attachment to the minutes.


Awadalla shared that the interview notes and critique that she received from Asha Nettles helped her in recommending the next batch of ambassadors.

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

Galvan opened the floor to discussion.

Walsh expressed her gratitude for staffing of ambassadors, and there have been very few vacancies left because of programming.

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

 **BOD 052 22/23 (Furtado-m/Walsh-s) Roll Call Vote: 15-0-0 The Resolution Appointing 2023-24 ASI Ambassadors has been adopted.**

- b. Action: Resolution Appointing the Director for the College of ECS (Governance)  
**BOD 053 22/23 (Governance) A motion was presented to the Board from the Governance Committee to approve the resolution to appoint Anthony Seng to serve as Director for the College of ECS effective June 1, 2023 through May 31, 2024.**

Galvan yielded the floor to Morgan Diaz, ASI Vice Chair, to review the resolution and discussion from Governance.

Highlights from Vice Chair Diaz:

- \*The Committee reviewed the candidate's experience and presentation and debated if they were the best person for the role.
- \* Seng reached out to Diaz and Ayala after Governance Committee meeting for responsibilities of Board of Directors.
- \* Seng showed interest in learning the rules and expectations of ASI from Diaz and other board members and about his college.

Galvan invited Seng to the podium to elaborate further. Seng's presentation is an attachment to the presentation.

Highlights of the Presentation:

- \* Some stuff about me
- \* Reasons you should choose me
- \* Inclusion and Mental Health Resources


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

Galvan opened the floor to discussion.

- \* Chammas commended Seng's presentation at both Governance and BOD.
- \* Furtado recognized the lack of representation from Computer Science, and thinks that everyone should have a chance to learn given previous success of BOD members in their first year in a leadership role.
- \* Diaz expressed the change between the initial presentation, and taking the feedback to come with a better game plan when not even in the position shows initiative.

- \* Ruelas discussed that constructive criticism is necessary for growth in leadership. Ruelas also expressed enjoyment of Seng providing substance to back up his platform.
- \* Vences discussed that Seng has shown improvement, and that clear and concise steps were presented for the college.
- \* Butorac commended Seng for his updated presentation.
- \* Awadalla commended Seng on his growth.
- \* Pugh commended Seng's work in Gaming Club, and how he has taken information and improved upon it.
- \* Ruelas commended Seng's discussion on CAPS. Ruelas would also like to hear follow up on how to improve the position of Women in STEM.

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

 **BOD 053 22/23 (Governance) Roll Call Vote: 15-0-0 The Resolution Appointing Anthony Seng to serve as the Director for the College of ECS has been adopted.**

c. Action: Resolution Approving Policy Concerning Flexible Work Arrangements (Governance)

**BOD 054 22/23 (Governance) A motion was presented to the Board from the Governance Committee to approve a resolution approving ASI Policy Concerning Flexible Work Arrangements.**

Galvan yielded the floor to Morgan Diaz, ASI Vice Chair, to review the resolution and discussion from Governance. The resolution is an attachment to the minutes.

Diaz yielded the floor to Dr. Dave Edwards.

Highlights of Presentation:

\*Dr. Edwards provided an overview of the purpose and intent of the policy and indicated the goal is to enhance support of staff through alternative work schedules.

Dr. Dave Edwards yielded the floor to Andrea Okoh, HR Director.

Highlights of Presentation:

\*Flexible work Arrangements - Flextime (changing start and end time of shifts), Compressed Work Week (nine hour days with one Friday off every two weeks), Hybrid Work (telecommuting and working in person)

\* May be considered for new positions moving forward, some positions may be completely remote

\* Job description determines what options are available

\* Agreement can be terminated at any time by employee, supervisor, or ASI

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

Galvan opened the floor to discussion.

\* Furtado mentioned that mental health for staff is also important as it is for students, and that giving back to staff is important for reaping in benefits.

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

 **BOD 054 22/23 (Governance) Roll Call Vote: 14-0-0 The Resolution Approving Policy Concerning Flexible Work Arrangements has been adopted.**

d. Action: Resolution to Amend Policy Concerning Executive Officers Operations and Board of Directors Operations (Governance)

**BOD 055 22/23 (Governance) A motion was brought to the Board from the Governance Committee to amend the Policy Concerning Executive Officers Operations and Board of Directors Operations.**

Galvan yielded the floor to Morgan Diaz, ASI Vice Chair, to review the resolution and discussion from Governance.

Highlights of the Presentation:

\*Policy revisions include a provision to address the simultaneous vacancy of the President or VP at the start of the fiscal year. The policy indicates who will host the first meeting to determine temporary succession of key Executive Officer positions.

Diaz yielded the floor to Dr. Edwards to discuss the resolution in more detail.

\*If there is no succession line, and there is no choice for Board Chair until June, the policy addresses the vacancy.

Dr. Edwards yielded the floor to Diaz to discuss the resolution.


\* If there is no vice president-elect and no president-elect prior to June 1, the incoming board member with the highest percentage of votes in the election to the Board assumes responsibility as Chair until a Chair and Vice Chair has been elected. After elected, Chair is President, and Vice Chair serves as Chair.

Galvan opened the floor to questions.

\* Pugh questioned the resolution regarding whether the student leader with the most votes would assume the position. Diaz clarified that the person with the highest votes from election will host the meeting until a Chair and Vice Chair is elected. The person elected Chair will now run the meeting. Edwards clarified it to the highest percentage of the vote in the college based on the college student population.

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

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

 **BOD 055 22/23 (Governance) Roll Call Vote: 15-0-0 The Resolution to Amend Policy Concerning Executive Officers Operations and Board of Directors Operations has been adopted.**

e. Action: Resolution Student Health Advisory Committee (Governance)

**BOD 056 22/23 (Governance) A motion was brought to the Board from the Governance Committee to approve the resolution to appoint student representatives to the Student Health Advisory Committee.**

Galvan yielded the floor to Morgan Diaz, ASI Vice Chair, to review the resolution and discussion from Governance. The resolution is an attachment to the minutes.

\* Diaz prefaced the Resolution as providing a Student Voice to the Student Health Advisory Committee.

Diaz yielded the floor to Galvan to speak on the resolution.

\* Vences and Galvan drafted the resolution to address the lack of student input in the discussions on Health and the impact to student success. Student Health Advisory Committee would educate students about health programs offered to fellow students and to advocate for certain communities in health impact.

\* Vences added the importance of Public Health, wellness, and wellbeing, and that student representatives would have a voice to bring concerns, and take what is discussed in the meeting for the Board to hear.

Galvan opened the floor to questions.

\* Furtado questioned whether the appointed members would be given a vote on the committee. Galvan responded that they are voting members.

\* Wong questioned whether students would also receive funding like the Governance Ambassadors. Galvan responded that they would as they are a part of Student Leaders, BOD, Executives, or Governance Ambassadors.


Galvan opened the floor to discussion.

\* Ruelas commended Vences and Galvan on their work towards Student Wellness.

\* Furtado discussed that the work is a great move forward to bring mental health issues to the Board, and adding diversity allows the Board to hear different perspectives.

\* Awadalla discussed that the Committee ties in a lot with her campaign goals, and commended the work that was done by Vences and Galvan.

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

 **BOD 056 22/23 (Governance) Roll Call Vote: 14-0-0 The Resolution to Appoint Student Representatives to the Student Health and Advisory Committee has been adopted.**

f. Action: Resolution to Amend Policy Concerning Funding Provided to Students and Student Organizations (Finance)

**BOD 057 22/23 (Finance) A motion was brought to the Board to approve a resolution to amend Policy Concerning Funding Provided to Students and Student Organizations.**

Galvan yielded the floor to Jenna Maree Wong, ASI Treasurer, to review the resolution and discussion from Finance.

Highlights of the Presentation:

- \* Increasing apparel limit to \$20 per unit, including allowance of meals, and added support for supplies.

Galvan opened the floor to questions.

- \* Martinez questioned if this applies to student organizations and whether it changes the limit for travel and meals. Wong expressed it changes the meal pricing to \$55/day but does not change the \$500 dollars of travel funding that an individual is provided per fiscal year.

- \* Pugh questioned whether it changes amount of funding or what you can use it on. Wong responded that the \$500 dollar travel funding for a non-Active participant and \$750 dollar cap for an Active participant for travel still stand but you can choose whether or not to include meals.

Galvan opened the floor to discussion.


- \* Diaz discussed that raising of funds for apparel would be beneficial in promoting the club, and discussed previous experience of difficulty for obtaining apparel for the club.

- \* Pugh discussed that it would provide better representation of the school.

- \* Dr. Edwards commended the work that was done by the Finance Committee, the evaluation of previous restrictions, and the Finance Team's work on it. Edwards added that this is a way to give more money back to the students.

- \* Ruelas commended the work, and thinks that students and organizations would appreciate what is happening and these changes support students wants and needs.

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

 **BOD 057 22/23 (Finance) Roll Call Vote: 15-0-0 The Resolution to Amend Policy Concerning Funding Provided to Students and Student Organizations has been adopted.**

g. Action: Resolution to Accept the Audit Firm (Audit)

**BOD 058 22/23 (Audit) A motion was brought to the Board from the Audit Committee to approve a resolution appointing Aldrich Advisors LLP to serve as the Audit Firm for Associated Students Inc. for a three year term beginning 2022-23.**

Galvan yielded the floor to Cooper Fox, Audit Committee Chair, to review the resolution and discussion from Audit. The Resolution is an attachment to the minutes.


Highlights of the Presentation:

\*Reviewed multiple audit firms, decided to pick Aldrich Advisors LLP for the next three years as the Audit Firm starting this year (2022-2023).

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

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

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

 **BOD 058 22/23 (Audit) Roll Call Vote: 15-0-0 The Resolution Appointing Aldrich Advisors LLP to serve as the Audit Firm for Associated Students Inc. for a three year term beginning 2022-23 has been adopted.**

h. Action: Resolution Recognizing and Thanking President Framroze Virjee and Mrs. Julie Virjee (Governance)

**BOD 059 22/23 (Governance) A motion was brought to the Board from the Governance Committee to approve the resolution recognizing and thanking President Framroze Virjee and Mrs. Julie Virjee.**

Galvan yielded the floor to Morgan Diaz, ASI Vice Chair, to review the resolution and discussion from Governance.

Highlights of the Presentation:

\* Recognize Fram and Julie for their hard work towards ASI and CSUF

Diaz yielded the floor to Chammas for elaboration.

\* Chammas shared that the resolution is to thank Fram and Julie for their work at ASI and CSUF. Chammas noted that this was done previously for the past President, and




acknowledge the work that Virjee has done for the campus.

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

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

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

 **BOD 059 22/23 (Governance) Roll Call Vote: 15-0-0 The Resolution Recognizing and Thanking President Framroze Virjee and Mrs. Julie Virjee has been adopted.**

i. Discussion: Policy Concerning Student Leader Financial Awards (Finance)

*The Board will review and discuss amendments to the Policy Concerning Student Leader Financial Awards.*

Galvan yielded the floor to Jenna Maree Wong, Treasurer to review and discuss amendments to the Policy Concerning Student Leader Financial Awards.

Wong yielded the floor to Asha Nettles, Director of Student Government to discuss the amendments in more detail. The presentation is an attachment to the minutes.

Highlights of the Presentation:

- \* Current Organization of Financial Awards
- \* Concerns Raised
- \* External Market Analysis
- \* Summary of Findings
- \* Future Considerations
- \* Policy Needs

Galvan opened the floor to questions and discussion.

\* Edwards discussed the importance of discussing the financial award to pass the information onto next year's board.

\* Kelley discussed that this wasn't something that could not be put into perspective until the end of the year. Equal financial awards should be given to the Vice President and the Chair since the same amount of work is done between President, Vice President, and the Chair.

\* Chammas expressed that execs need to be paid more than that, and in comparison to BOD it was a lot more work.

\* Martinez seconded Chammas and discussed importance of evaluation of work instead of the position.

\* Butorac discussed the importance of evaluation of the tasks done over the year or some kind of proposal system that keeps track of the time put in, instead of evaluation of the position.

- \* Mikaelian discussed that previously tuition was fully covered by FAFSA, but with financial award it affected his financial aid and he had to work a second job.
- \* Furtado discussed that there are difficulties with the job and the Execs do more than the Board of Directors.
- \* Ruelas discussed the importance of an overall increase based on the difficulties associated with school, work, and life combined.

## 10. Reports

### a. COLLEGE REPORTS:

NONE.

### b. EXECUTIVE REPORTS:

#### i. Executive Officers Report

ASI President Kelley, Vice President Mikaelian, CCO Martinez, CGO Chammas, CIDO Awadalla

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

Mikaelian thanked Jeff, Aaron, and Erika for their work on the Wellness Initiative.

Chammas shared that the last event of the semester was an SJEC and APARC event on the Cultural Appropriation of Fashion. Chammas shared thoughts on Governance Committee, and the Exec Recap Video. Chammas discussed that there were a few more meetings, and meetings for Strategic Plan 2024-2029 have just started up. Chammas shared that she is prepping for next semester, and commended everyone on their work wishing everyone that is graduating success in the future. Chammas expressed gratitude that she is continuing.

### c. BOARD LEADERSHIP REPORTS:

The Board Leadership provided highlights from their written report. The report is an attachment to the minutes.

#### i. Secretary Report

Aquino commended everyone for their work throughout the year, and wished graduates success on their future endeavors.

#### ii. Treasurer Report

No Report

#### iii. Vice Chair Report

Diaz expressed gratitude for the opportunity to serve as Vice Chair for the year, and being able to help fellow Directors. Diaz expressed gratitude for everyone on the Board and the work that they contributed.

#### iv. Chair Report

Galvan expressed gratitude to everyone for giving her the opportunity to be the Chair for the year. Galvan expressed gratitude to the leadership team. Galvan expressed gratitude for the work of the Execs.

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

- \* Ruelas shared that the ASI Spring Concert is happening and that Ruelas will be Co-hosting.
- \* Uribe-Rodriguez brought fliers for a Ballet Folklorico event on May 20th.
- \* Furtado shared that the NSM Symposium and Awards shared attendance at an event.
- \* Kelley highlighted Asha Nettles for her work towards Student Government.
- \* Chammas shared Asha's birthday is coming up.
- \* Ruelas shared that it is Mental Health Awareness Month, and to take care as finals are coming up.

**12. Adjournment**

Isabella Galvan, Chair, adjourned the meeting at 2:42 pm.


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Ramon Aquino, Board Secretary

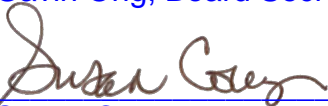
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Susan Collins, Recording Secretary

Approved by the ASI Board of Directors, June 1, 2023:

  
Gavin Ong (Jun 01, 2023 14:57 PDT)

Gavin Ong, Board Secretary



Susan Collins, Recording Secretary



Roll Call Votes		start 50	052 - Res Ambassadors			053 - Res Dir ECS		
			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	RUELAS	AIME	1			1		
COMM	ARELLANO	ALAN	1			1		
ECS	MARTIN	BRAULIO	Absent					
ECS	LIEBERMAN	AARON	Absent					
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	Absent					
NSM	FURTADO	NICHOLAS	1			1		
NSM	URIBE RODRIGUEZ	JENNIFER	1			1		
Academic Senate Rep.	WALSH	EILEEN	1			1		
Univ. President's Rep.	OSEGUERA	TONANTZIN	1			1		
CHAIR - HHD	GALVAN	ISABELLA	1			1		
			YES	NO	ABSTAIN	YES	NO	ABSTAIN
			15	0	0	15	0	0

Roll Call Votes			054 - Res Flex Work			055 - Res PC Exec/BOD Ops		
			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	RUELAS	AIME	1			1		
COMM	ARELLANO	ALAN	1			1		
ECS	MARTIN	BRAULIO	Absent					
ECS	LIEBERMAN	AARON	Absent					
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	Absent					
NSM	FURTADO	NICHOLAS	1			1		
NSM	URIBE RODRIGUEZ	JENNIFER	1			1		
Academic Senate Rep.	WALSH	EILEEN	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			056 - Res SHAC			057 - Res PC Funding to Students		
			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	RUELAS	AIME	1			1		
COMM	ARELLANO	ALAN	1			1		
ECS	MARTIN	BRAULIO	Absent					
ECS	LIEBERMAN	AARON	Absent					
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	Absent					
NSM	FURTADO	NICHOLAS	1			1		
NSM	URIBE RODRIGUEZ	JENNIFER	1			1		
Academic Senate Rep.	WALSH	EILEEN	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








# bod\_2023\_05\_02\_min

Final Audit Report

2023-06-20

Created:	2023-06-20
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAqN7r0nn33T-sgMdk-DnMxhBYIUTrc12j


## "bod\_2023\_05\_02\_min" History

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-  Document emailed to gong1@csu.fullerton.edu for signature  
2023-06-20 - 4:21:52 PM GMT
-  Email viewed by gong1@csu.fullerton.edu  
2023-06-20 - 9:36:14 PM GMT- IP address: 104.47.58.126
-  Signer gong1@csu.fullerton.edu entered name at signing as Gavin Ong  
2023-06-20 - 9:57:06 PM GMT- IP address: 192.109.205.31
-  Gavin Ong (gong1@csu.fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton  
2023-06-20 - 9:57:08 PM GMT- IP address: 192.109.205.31
-  Document e-signed by Gavin Ong (gong1@csu.fullerton.edu)  
Signature Date: 2023-06-20 - 9:57:08 PM GMT - Time Source: server- IP address: 192.109.205.31
-  Agreement completed.  
2023-06-20 - 9:57:08 PM GMT

**Nettles, Asha**

Ramon Aquino, Board Secretary

**From:** Wufoo <no-reply@wufoo.com>  
**Sent:** Thursday, April 13, 2023 2:00 PM  
**To:** Nettles, Asha  
**Subject:** [External] ASI Contingency Funding Request 2022-2023 [#8]

  
Susan Collins, Recording Secretary

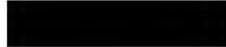
**External Email Use Caution and Confirm Sender**

**Name \*** Cienna Washington

**Group/Organization you represent: \*** Black Student Union

**Email \*** [csufbsufinance@gmail.com](mailto:csufbsufinance@gmail.com)

**Phone Number \***



**Total Amount of Contingency Request \*** \$4,519

**What is your contingency request for? \*** For a specific program or event

**Describe your program/event. \*** Black Titan Experience: The Block Party is essential a branch off of the event, Black Titan Experience we held in August 2022. It's an end of the year party/cookout; a fun event with a Dj, food vendors, and outdoor entertainment/activities.

**Specify the purpose/objective of your program/event. \*** Celebrating BSU'S accomplishments through the year  
Recruiting for clubs for potential members for the 2023-2024 academic year  
To enrich students with the proper skills to foster meaningful community on campus that promotes the success of Black Titans.  
Creating a space for students to connect with one another on campus  
Providing students the opportunity to reflect on their experiences as Black students here at CSUF in a way that fosters community engagement & unity.

**Include an itemized list of what the requested funds will be spent on (including venue, food, security, insurance and marketing costs) and the total event budget. \*** Be more knowledgeable on how to organize community engagement in a meaningful way  
For students to feel seen, unified, and empowered through the event.  
Contribute to a lasting positive impact on the current CSUF community and any future students.



Celebrate finishing the semester and partake in Black joy centered events.

If applicable, list other organizations' contributions to this event, including your own. \*

N/A

Estimate the expected attendance and identify your target audience for the event.  
– If reoccurring, state the attendance and success of recent events. \*

BSU's attendance of this Block Party is aimed towards CSUF students who identify as Black/African American who would like to contribute to the advancement of the campus climate and overall experience at CSUF through large campus events. We are expecting the attendance of similar to the Black Titan Experience we put on in the Fall semester, which was a little over 300 students.

For ASI Executive Senate groups, ASI Programs or ASI Departments, specify the budget line item number(s), corresponding name(s) and amount(s) where this funding will go, if approved.  
– e.g., 0001-8074, Contracts/Fees/Rentals, \$2,500 \*

(8047)Salt n Pepper Food Truck (200 students) – \$3,232.00  
(8047)The Cookie Jar (200 students) – \$1,332.00  
(8053) DJ Saraj – \$340  
  
In total we are requesting:  
8047: \$4,319.52  
8053: \$199.19

Attach your PowerPoint presentation. \*





# BLACK STUDENT UNION CONTINGENCY REQUEST

BLACK TITAN EXPERIENCE: BLOCK PARTY EDITION



# WHAT IS BLACK TITAN EXPERIENCE: BLOCK PARTY EDITION?

- Black Titan Experience: The Block Party is essential a branch off of the event, Black Titan Experience we held in August 2022.
- It's an end of the year party/cookout
- A fun event with a Dj, food vendors, and outdoor entertainment/activities.

# PURPOSE/OBJECTIVES OF THE EVENT

- Celebrating BSU'S accomplishments through the year
- Recruiting for clubs for potential members for the 2023-2024 academic year
- To enrich students with the proper skills to foster meaningful community on campus that promotes the success of Black Titans.
- Creating a space for students to connect with one another on campus
- Providing students the opportunity to reflect on their experiences as Black students here at CSUF in a way that fosters community engagement & unity.

# OUR PROJECTED OUTCOMES

## ■ Students will:

- Be more knowledgeable on how to organize community engagement in a meaningful way
- Feel seen, unified, and empowered through the event
- Contribute to a lasting positive impact on the current CSUF community and any future students.
- Celebrate finishing the semester and partake in Black joy centered events.

## TARGET AUDIENCE & EXPECTED ATTENDANCE

- BSU's attendance of this Block Party is aimed towards CSUF students who identify as Black/African American who would like to contribute to the advancement of the campus climate and overall experience at CSUF through large campus events.
- We are expecting the attendance of similar to the Black Titan Experience we put on in the Fall semester, which was a little over 300 students.

# BREAKDOWN OF COSTS

- Total cost of BTE: Block Party Edition - \$4,902**
- Salt n Pepper Food Truck (200 students) - \$3,232.00
  - The Cookie Jar (200 students) - \$1,332.00
  - DJ Saraj - \$340

**Amount being requested - \$4,518.52**

- 8047: \$4,319.52
- 8053: \$199.19

**Breakdown of request's purpose**

- Current balance of Hospitality 043A-8047 - \$244.67
- Current balance of Professional Services 043A-8053- \$140.81
- Starting 043A-8047 balance - \$2,500.00
- Starting 043-8053 balance - \$1,000.00



THANK YOU FOR YOUR TIME.

PLEASE CONTACT [CSUFBSUFINANCE@GMAIL.COM](mailto:CSUFBSUFINANCE@GMAIL.COM) FOR ANY QUESTIONS REGARDING THIS REQUEST





# ECS Board of Director

---

Anthony Seng



# Some stuff about me

- 3rd year Computer Science major
- Commuter Student
- Cambodian-American
- Fortnite manager
- Plays competitively for CSUF Gaming and representing the school
- I love boba and working out
- Fun Fact: I can run 100 meter in 11.98s

# Reasons you should choose me

---

- Address Student concerns and needs:
  - Not a good sense of tutoring
  - Study sessions before midterms and finals
  - Mediating between faculty and student about needs.
- Make programs more engaging:
  - Hackathon, Internship and Mentorship workshops.
- Networking programs:
  - Social events, LinkedIn, Job Fair
- Gain a better understanding of the community
  - Getting more involved with the college by increasing the amount of students that are reached

# Inclusion and Mental Health Resources

---

- Increase information about spaces & resources ASI offers
  - ECS is an isolated community
  - CAPS, Food Pantry, Building community with ASI events
  - Know the current spaces that are used by CS major community and expanding
- My ideas for Mental Health
  - Work with CAPS to create fun events such as Minecraft Therapy,
  - In CS this can be used to incorporate their interests to remove stigma from receiving mental health support along with utilizing new Esports Arena

Thank you for your time Fellow Titan

---



## ASI Board of Directors Vacancy Application 2023-24

COMPLETE

#1

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 Natural Sciences & Mathematics
- 2 Director seat(s) Representing the College of Education
- 1 Director seat(s) Representing the College of Engineering and Computer Science  
(Term for 2023-2024 School Year --- from June 1, 2023 through May 31, 2024)

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 2023-2024 school year)
- 5. Must be able to attend college Inter-Club Council meetings (TBD for 2023-2024 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.

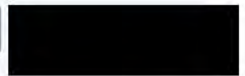
CREATED

IP ADDRESS



PUBLIC

Apr 7th 2023, 3:26:27 pm



**\* 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.

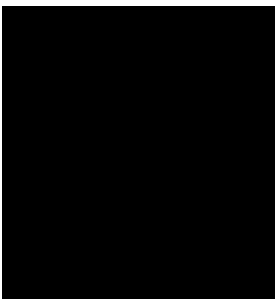
I hereby acknowledge that I have read, understand, and agree to the preceding statements.

**\* 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: - April 14, 10am-12pm, Position Orientation - May 31, Installation Ceremony - June 1, 8am-5pm, First Board Meeting and Onboarding - June 1, 9am-3pm, Leadership Training Session (President, Vice President, BOD Chair, BOD Treasurer, BOD Secretary, BOD Vice Chair) - June 5 and 6, Student Government Retreat, Overnight Offsite - June 7 and 8, 8am-5pm each day, Student Government Training - June 9, 8am-5pm, Leadership Onboarding (President, Vice President, Chief Officers) BOD Chair, BOD Treasurer, BOD Secretary, BOD Vice Chair) Summer Training Workshops (TBD for virtual modality) Friday June 16 - 9am-noon Friday June 30 - 9am-noon Friday July 14 - 9am-noon Friday July 28 - 9am-noon - August 8, 9 and 11, 9am-5pm each day, August Student Government Training - August 18, 8am-1pm, Student Resource Day - January 10 and 11, 9am-4pm each day, January Student Government Training \*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**

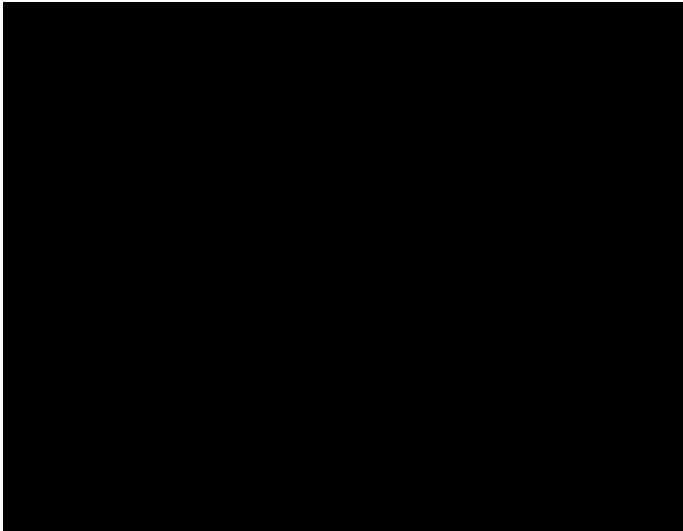
I hereby acknowledge that I have read, understand, and agree to the preceding statements.

**\* Name**

Anthony Seng







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

Computer Science

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

College of Engineering and Computer Science

**\* Semesters Completed at CSUF**

2

**\* Units Completed at CSUF:**

13

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

12

**\* CSUF Class Level**

Junior

**\* 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?**

I believed that the role of ASI is make campus life more engaging to the student body by hosting events and addressing the concerns of students. They are the bridge between students and the University by providing for varies clubs and program. The ASI role relates to this position because of policies and programs that can be approved to help fit the needs of students and the improve the student life.

**\* 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.**

My previous experience as a leader for my High School Sports Club can help me manage the difficulties of this position and be able to work efficiently with the Board to address concerns of students.

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

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I am applying because I want to be more involved with my college and feel like this position would help me get experience to further my future career.

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

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None.

**\* Resume. Please upload your resume in PDF format.**

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**\* 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.**

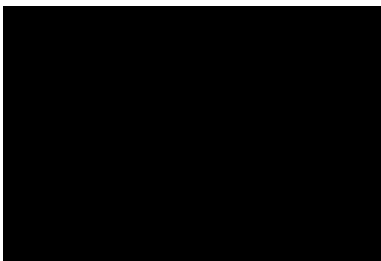
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I hereby acknowledge that I have read, understand, and agree to the preceding statement.

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

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Anthony Seng



# Anthony Seng



## Skills

- Knowledgeable in C++ and Java
- Experienced with Microsoft Word, , Visual Studio, CAD Inventor, Eclipse IDE, and Final Cut Pro
- English, Spanish and Khmer
- Skilled in Computer Building and Components

## Experience

Aug 2016 - Sep 1017

**Cambodian Coordinating Council, Long Beach, California** - *Event Coordinator*

- Worked as a Volunteer for 2 years
- Helped setting up the annual Cambodian New Year Festival
- Also worked in ticket sales

## Education

Aug 2016 - May 2020

**Los Alamitos High School, Los Alamitos, California** -

- Achieved High School Diploma
- Part of the Honors Program

Aug 2020 - May 2022

**Orange Coast College, Costa Mesa, California** -

- Completed General Education coursework

Aug 2022 - May 2025

**California State University Fullerton, Fullerton, California** -

- In progress of getting Bachelor of Science, Computer Science



**A RESOLUTION TO APPROVE THE POLICY CONCERNING FLEXIBLE WORK  
ARRANGEMENTS**

**Sponsors:** Morgan Diaz

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

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

**WHEREAS**, the ASI Board of Directors approved the ASI Expanded Staff Support and Engagement Pilot program<sup>1</sup> at the end of Fall 2021, which focused on Employee Health and Wellness, Modified Work Schedules and Telecommuting, Operational Support, Organizational Communication, and Encouragement Activities; and

**WHEREAS**, the temporary pilot program expired June 30, 2022 and the Executive Director, in consultation with management, assessed the effectiveness of the pilot program and found a need to continue offering a number of options for work arrangements; and

**WHEREAS**, the proposed policy allows for flexible work arrangements including alternative work schedules (flextime and compressed workweeks), hybrid work and remote work with approval of the supervisor, the Human Resources Director and the Executive Director, therefore let it be

**RESOLVED**, ASI is committed to helping its employees balance the competing demands of work, family, and personal obligations by offering a variety of flexible work arrangements; and

**RESOLVED**, these arrangements provide employees with increased flexibility with their work schedule and/or work locations while allowing ASI to maintain a progressive and productive work environment; and

**RESOLVED**, that such arrangements present potential benefits for both ASI and its employees, including increased productivity, enhanced employee recruitment and retention, reduced demand for office space, decreased operating costs, improved environmental sustainability efforts, better crisis response, and enhanced work-life balance;

**RESOLVED**, ASI approves the Policy Concerning Flexible Work Arrangements; and let it be finally

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

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<sup>1</sup> <https://asi.fullerton.edu/wp-content/uploads/A-Resolution-to-Approve-the-ASI-Expanded-Staff-Support-and-Engagement-Pilot-Program.pdf>

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

# POLICY CONCERNING FLEXIBLE WORK ARRANGEMENTS

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## PURPOSE

ASI is committed to helping its employees balance the competing demands of work, family, and personal obligations by offering a variety of flexible work arrangements. These arrangements provide employees with increased flexibility with their work schedule and/or work locations while allowing ASI to maintain a progressive and productive work environment.

The following policy is intended to provide guidance for the implementation and execution of flexible work arrangements for eligible ASI employees. As defined under this policy, such arrangements present potential benefits for both ASI and its employees, including increased productivity, enhanced employee recruitment and retention, reduced demand for office space, decreased operating costs, improved environmental sustainability efforts, better crisis response, and enhanced work-life balance.

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## WHO SHOULD KNOW THIS POLICY

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

## DEFINITIONS

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

Terms	Definitions
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Alternative Work Schedules	A work schedule that deviates from the standard work schedule or the normal department work schedule
Compressed Workweek	An alternative work schedule that allows employees to work a 40-hour workweek in less than five workdays, or an 80-hour pay period in less than ten workdays
Core Hours	A specific span of hours during the day when a group of employees in a department are expected to be at work. The department supervisor determines core hours
Employee	A full-time or part-time ASI staff member
Flextime	An alternative work schedule that allows employees with the approval of their supervisors to choose their arrival and departure times during a flexible time that includes core hours
Hybrid Work	A flexible work arrangement where employees regularly perform part of their work off-site and perform part of their work on-site on at least a weekly basis. Expectations and considerations must be documented in a Hybrid Work Agreement
Off-Site	A work location that is not on-site, i.e., that is not on ASI or CSUF property
On-Site	A work location on ASI property, whether licensed, leased, or owned. On-site does not include an employee's residence.
Primary Worksite	The typical location where ASI expects the employee's work to take place
Remote Work	A flexible work arrangement where the employee's primary worksite is off-site. The primary worksite is off-site if the documented expectation involves less-than-weekly on-site work (for example, once or twice per month). Expectations and considerations must be documented in a Remote Work Agreement. Work-related travel is not considered Remote Work.
Standard Work Schedule	The days and hours that a unit typically expects an employee to be working. The standard work schedule for ASI is eight hours per day on five consecutive days, generally: <ul style="list-style-type: none"> <li>• 8:00 a.m. to 5:00 p.m. with a one-hour unpaid meal period, or</li> <li>• 8:00 a.m. to 4:30 p.m. with a 30-minute unpaid meal period, or</li> <li>• 8:30 a.m. to 5:00 p.m. with a 30-minute unpaid meal period</li> </ul>
Standard Workweek	The standard workweek is midnight Sunday morning (12:00:01 a.m.) to midnight the following Saturday.
Supervisor	The ASI management personnel to whom an employee has a direct reporting relationship
Telecommuter	An employee who has fully executed a Hybrid Work Agreement or a Remote Work Agreement authorizing them to work at an off-site work location.

## **STANDARDS**

---

### **1. FLEXIBLE WORK ARRANGEMENTS**

ASI offers three types of flexible work arrangements: alternative work schedules, hybrid work, and remote work. These options can be combined (for example, an employee could request to work an alternative work schedule on a hybrid or remote basis).

*a. ALTERNATIVE WORK SCHEDULES*



Alternative work schedules include flextime options and compressed workweek options. The options below are examples and can be adjusted or combined.

- **FLEXTIME OPTIONS**
  - Daily Flex
    - The employee's work schedule has set start and end times that differ from the Standard Work Schedule. For example, the employee works from 7:00 a.m. to 4:00 p.m. with a one-hour unpaid meal period.
  - Day-of-the-Week Flex
    - The employee's work schedule is flexed on a pre-established day of the week. For example, the employee works Monday – Thursday from 8:00am to 5:00pm and Friday from 7:00am – 4:00pm
  
- **COMPRESSED WORKWEEK OPTIONS**
  - A compressed workweek is an alternative work schedule that allows employees to work a 40-hour workweek in less than five workdays or work an 80-hour pay period in less than ten workdays.
    - 9/80 Schedule
      - The employee works 80 hours for a bi-weekly period in nine days instead of ten days. For example, the employee works Monday – Friday from 7:00 a.m. – 5:00 p.m. one week and Monday – Thursday from 7:00 a.m. to 5:00 the following week with Friday off.
  
- **IMPLEMENTATION FOR NON-EXEMPT EMPLOYEES**

The implementation of the compressed work week option will not be immediate. The timeline of the implementation will be determined based on creation of procedures for overtime rules, shift differential, pay schedules, paid time off (PTO), holidays, leaves of absence, and current business demand.

Implementation of a compressed workweek option for non-exempt employees must be conducted in compliance with the California Industrial Welfare Commission Order No. 4-2001, which in part requires adoption of a compressed workweek by at least a two-thirds (2/3) vote of the affected employees voting in a secret ballot election. Otherwise, the compressed workweek option is only available to exempt employees pursuant to the Fair Labor Standards Act.

***b. HYBRID WORK***

Hybrid work is a flexible work arrangement where employees regularly perform part of their work off-site and part of their work on-site on at least a weekly basis. Expectations and considerations must be documented in a Hybrid Work Agreement.

***c. REMOTE WORK***

Remote work is a flexible work arrangement where the employee's primary worksite is off-site. The primary worksite is considered off-site if the documented expectation involves less-than-weekly on-site work (for example: once or twice monthly). Expectations and considerations must be documented in a Remote Work Agreement.

For purposes of this policy, work-related travel is not considered Remote Work.

## **2. ELIGIBILITY CRITERIA**

Flexible work arrangements are not appropriate for all employees or positions and are not a universal right or benefit. A decision to permit a flexible work arrangement is determined between the employee's

supervisor, the Human Resources Director and the Executive Director and is based on specific work-related criteria, including:

- The nature of the employee's essential duties and responsibilities as documented in the employee's approved Position Description
- The operational needs of the employee's department
- A department's ability to maintain the quality and timeliness of its services to members of the university community and public, if applicable
- The performance and productivity of the employee
- The employee must not have had discipline in the past 12 months
- The employee's successful completion of their probationary period
- The employee's attendance record and ability to work independently

Unless initially hired as a hybrid or remote worker, employees who have not completed their probationary period or who have received disciplinary or corrective action within the preceding twelve (12) months are not eligible for flexible work arrangements.

*a. ELIGIBILITY FOR HYBRID/REMOTE WORK*

Hybrid and/or remote work is not suitable for all positions and employees. Telecommuters must be self-motivated, their job responsibilities must have minimal requirements for face-to-face daily supervision, and they must have demonstrated conscientious observance of work hours and productivity requirements. The job responsibilities of a Telecommuter must be of a nature in which face-to-face interaction with students, co-workers, or the public is minimal and/or may be scheduled to permit teleconferencing.

Eligibility for hybrid/remote work may also be extended to permanently or temporarily disabled employees as a reasonable accommodation provision.

### **3. APPROVAL PROCESS**

ASI must approve any flexible work arrangement as provided below. An employee who wants to participate in a flexible work arrangement must review this policy, complete the applicable agreement, and submit it to their supervisor for review and approval. The supervisor shall consider all relevant factors regarding the request, including but not limited to the eligibility factors stated above.

*a. FLEXIBLE WORK ARRANGEMENT AGREEMENTS*

An employee must complete and sign the appropriate agreement based on the type of flexible work arrangement requested. These include the following:

- Alternative Work Schedule Agreement
- Hybrid Work Agreement
- Remote Work Agreement

Employees and their supervisors should review this policy, the applicable agreement, and any related resources available on Dayforce, including the "Key Considerations" documents, the "Do's and Don'ts" documents, and "Tips for Remote Working." The employee and their supervisor should review the feasibility of the proposed work arrangement and discuss potential options.

With respect to Hybrid and Remote Work Agreements, the employee's supervisor shall attach an updated position description and denote, where appropriate, which duties will be performed at the on-site work location, and which will be performed off-site.

The supervisor shall submit the completed agreement and any attachments to the Human Resources Director for review. The Human Resources Director will check the agreement for compliance with this policy and make a recommendation to the Executive Director for final approval. Supervisors shall not commit to or agree to a flexible work arrangement until all approvals have been obtained.

The appropriate agreement must be fully executed by the employee and their supervisor prior to implementation. Supervisors are responsible for setting work expectations, regularly communicating with

employees about their performance, and determining whether the flexible work arrangement is meeting the needs of the organization. Employees are responsible for adhering to the terms of their flexible work arrangement agreement. Human Resources will maintain copies of all agreements currently in effect.

#### **4. WORK STANDARDS**

Employees participating in a flexible work arrangement must meet the same standards and professionalism expected of ASI employees working standard work schedules at on-site work locations in terms of job responsibilities, productivity, quality of work, and customer service.

*a. CONDITIONS OF EMPLOYMENT*

All duties, responsibilities and conditions of employment remain the same for those who participate in a flexible work arrangement. Employee salary, retirement, benefits, and worker's compensation will not change. The use of sick leave, vacation, or other leave must be preapproved by the employee's supervisor in the same manner as when working a standard work schedule on-site.

*b. JOB RESPONSIBILITIES*

Employees participating in a flexible work arrangement will remain obligated to perform all job responsibilities in accordance with their approved Position Description. Participating employees will meet or communicate with their supervisors to receive assignments, review work progress, and complete work as directed. The supervisor shall formulate objectives, expectations, and procedures for evaluating work productivity while the employee is participating in a flexible work arrangement.

Telecommuters agree to promptly notify their supervisors when unable to perform work assignments due to equipment failure or other unforeseen circumstances. Depending upon the circumstances, a participating employee may be assigned to a project and/or work location that may necessitate suspension or termination of a hybrid work or remote work arrangement.

*c. WORK SCHEDULE*

An employee participating in a flexible work arrangement must maintain a consistent schedule of workdays and hours in accordance with the terms of the respective Agreement to ensure regular and predictable contact with all members of ASI and the CSUF community.

For non-exempt employees, a specific work schedule will be stated in their respective Agreement to facilitate the identification and proper payment of overtime, if incurred.

*d. ACCESSIBILITY*

Employees participating in a flexible work arrangement must be as accessible as their standard work schedule counterparts during their agreed-upon work schedules, regardless of work location.

Telecommuters in particular must maintain daily communication with their supervisors during the workdays and hours specified in their Hybrid Work or Remote Work Agreement. They must be accessible via telephone, fax, network access, e-mail, messaging application, teleconferencing or other forms of communication as determined by their supervisor.

*e. COMPLIANCE WITH POLICIES*

All employees participating in a flexible work arrangement shall comply with all applicable policies and procedures of ASI and of the employee's department, regardless of their primary work site.

*f. DEPENDENT OR MEDICAL CARE*

Hybrid and remote work arrangements are not substitutes for dependent care, medical leave, or caring for an ill family member. Telecommuters must arrange for dependent care during the agreed upon work hours.

Requirements and the procedure for requesting sick, vacation, and other leaves will not change while the flexible work arrangement is in effect.

*g. OVERTIME*

Non-exempt employees participating in a flexible work arrangement shall not work overtime without the prior written approval of their supervisor. If the employee works overtime that has been approved in advance, compensation will be provided in accordance with eligibility guidelines and applicable laws and policies.

A non-exempt Telecommuter's failure to obtain prior approval for overtime work may result in disciplinary action and the termination of the Hybrid Work or Remote Work Agreement.

*h. OTHER JOBS*

Hybrid and remote work arrangements are not intended to allow employees to work other jobs or operate their own businesses. Employees found engaging in other outside work and/or operating their own businesses during ASI's standard work schedule, or during their approved modified work schedule, may have their flexible work arrangement terminated and/or be subject to disciplinary action, up to and including termination of employment.

## **5. DESIGNATED WORKSPACE FOR HYBRID/REMOTE WORK**

Telecommuters must establish an appropriate work environment within their off-site work location that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting and ventilation. An initial workplace hazards assessment of the off-site location may be deemed necessary at ASI's sole discretion.

Telecommuters should not hold business visits or in-person meetings at their off-site work location unless approved by their supervisor or unless they are conducting official ASI business while traveling.

*a. HEALTH AND SAFETY*

Telecommuters are responsible for ensuring that their off-site work locations comply with health and safety requirements and must so certify as part of their agreement. A "Telecommuters Safety Checklist" must be completed and signed by the employee before telecommuting privileges are granted. ASI may deny an employee the opportunity to telecommute or may rescind a Hybrid or Remote Work Agreement based on safety considerations.

*b. ERGONOMICS*

Telecommuters are solely responsible for the configuration of their off-site workspaces. This includes ensuring and maintaining an ergonomically appropriate and safe remote worksite. Employees must review the [Simple Ergonomic Strategies for Working from Home. Employees](#) will utilize these resources for the purpose of assessing and maintaining their remote worksite in a safe and ergonomically appropriate manner.

Employees who do not have or are not able to provide themselves with an ergonomically appropriate place to work should not telecommute and should work instead on campus.

*c. INJURY/ACCIDENT REPORTING*

If a telecommuter incurs a work-related injury at their off-site work location, workers' compensation laws and rules apply just as they would if such an injury occurred on-site. Employees must notify their supervisors immediately and complete all necessary documents regarding the injury as well as any other documents requested by Human Resources.

*d. RIGHT TO INSPECT*

Since an off-site work location is an extension of ASI workspace, ASI's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. Workers' compensation laws and rules will apply. Accordingly, ASI will have the right to make on-site inspections of the work location, including home workspace with advance written notice or at other mutually agreed-upon times.

*e. OUT-OF-STATE WORKSPACES*

Out-of-state workspaces are not permitted for hybrid or remote work. Out-of-state employment has additional considerations related to taxation, reporting and applicability of local jurisdiction employment laws that ASI does not have the resources to support. The use of international locations is prohibited.

*f. INDEMNITY WAIVER*

ASI does not assume responsibility for any private property used, lost, or damaged as a result of Hybrid or Remote Work. ASI is also not responsible for reimbursing the employee for wear and/or repair related to use of an off-site workspace.

## **6. FINANCIAL RESPONSIBILITY FOR OFFSITE WORK LOCATIONS**

Typically, employees will have only one worksite equipped at ASI's expense. That is, if an employee works off-site (i.e., three or more workdays per week), ASI will provide appropriate equipment for the off-site work location only. If an employee works predominantly on-site (i.e., three or more workdays per week), ASI will provide appropriate equipment for the on-site work location only.

*a. OFFICE EQUIPMENT*

For office equipment that will be used off-site, ASI will only provide the equipment documented in the employee's Hybrid or Remote Work Agreement. All other office equipment is the employee's responsibility. The Hybrid or Remote Work Agreement must include a listing of ASI-owned equipment, furniture, specialized material, and other such items to be used at an off-site work location prior to moving or installing these items at the off-site work location.

Since ASI does not have the ability to safeguard off-site locations, Telecommuters are responsible for ASI equipment used at an off-site work location if such equipment is lost, damaged, destroyed, or stolen. Telecommuters are advised to consult with their insurance agents for information regarding insurance coverage for ASI equipment entrusted to them for use at their chosen off-site work locations.

All office equipment provided by or paid for by ASI is ASI property and must be returned by the employee to ASI upon ASI's request, upon termination of the agreement, or upon the employee's separation from ASI employment.

*b. OFFICE FURNITURE*

ASI will not provide off-site office furniture for part-time telecommuters unless ASI requires the employee to telecommute. A full-time telecommuter, with the approval of their supervisor, may submit a written request that ASI provide off-site office furniture, with the reasons such furniture is needed. The provision of off-site furniture is not guaranteed and must be approved by the Executive Director.

*c. OFFICE SUPPLIES*

ASI will not reimburse telecommuters for the expense of office supplies that the employee can readily obtain from their regular on-site work location. Telecommuters may submit a written request for the purchase of any special supplies needed in the performance of their job duties that are not available from the on-site work location. All such requests are subject to approval by the employee's supervisor.

*d. OFF-SITE MAINTENANCE COSTS*

Unless ASI requires an employee to telecommute, ASI is not responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses associated with the telecommuter's off-site workspace or use of the telecommuter's home.

*e. TRAVEL EXPENSES*

Telecommuters may be required to report to their onsite location for meetings, events, and other situations deemed necessary by their supervisors. This is considered commute time, and telecommuters are not eligible to receive reimbursement for this travel.

Telecommuters may be required to report to work at an off-site location that is different than their primary worksite (e.g., conferences, workshops, off-campus business meetings, etc.). In that case, employees may be reimbursed for travel expenses. Reimbursement will be limited to the reimbursable travel expenses from the employee's primary worksite or from their department's on-site location, whichever is less.

*f. LEGAL AND TAX IMPLICATIONS*

The employee is responsible for addressing and resolving any questions about the employee's ability to deduct expenses related to a Hybrid Work or Remote Work Agreement. The tax implications of utilizing a home office are the responsibility of the employee.

## **7. INFORMATION TECHNOLOGY FOR TELECOMMUTERS SECTION**

In most instances, a Telecommuter will provide and pay for their own IT equipment. Any arrangements for ASI to provide equipment must be documented in the approved Hybrid Work or Remote Work Agreement.

*a. EQUIPMENT AND SOFTWARE NEEDS*

Internet connectivity is the responsibility of the telecommuter, at the telecommuter's expense, and must be verified by ASI as being of sufficient speed and quality for the employee to participate fully in videoconferences.

ASI shall provide any software required for the telecommuter to perform their work duties. The use of ASI-provided software and data supplies at an off-site work location is limited to the authorized employee and is authorized for purposes related to ASI business only. Employees may not use ASI-provided equipment or use or duplicate ASI software for personal use or allow non-ASI personnel to use it. Telecommuters shall comply with all computer software licensing agreements, ASI and CSUF policy, and federal laws, including copyright and patent laws.

Software provided by ASI remains the property of ASI. Upon termination of a Hybrid Work or Remote Work Agreement, termination of employment, or when requested by their supervisor, employees will immediately return all ASI-owned software, or guarantee to erase ASI software on their personal computers.

*b. TECHNICAL SUPPORT*

Regular ASI help desk support will be provided to telecommuters, as it is provided to all employees. Telecommuters that need help desk support for hardware issues may be required to bring ASI-owned equipment to campus if necessary. Remote options may be available in the event a telecommuter is unable to come to campus.

*c. EQUIPMENT MAINTENANCE, REPAIR AND REPLACEMENT*

Maintenance and repair of ASI-owned equipment issued to telecommuters will be the responsibility of ASI, except that repairs to ASI equipment that result from an employee's negligence will be the responsibility of the employee.

Any maintenance of ASI-supplied equipment, including but not limited to hardware upgrades and software installation, must be performed by an ASI-authorized person at an ASI work location. The employee must bring ASI equipment to the designated CSUF location. ASI will repair or replace any damaged or lost ASI equipment, at its sole discretion, and so long as the participating employee has complied with the terms listed in the Hybrid or Remote Work Agreement.

Replacement of ASI-owned equipment that is stolen or destroyed due to a telecommuter's negligence will be the responsibility of the telecommuter.

In the event of equipment malfunction, a telecommuter must notify their supervisor immediately. If repairs will take some time, the employee may be required to forego hybrid/remote work until the equipment is usable. Repairs to employee-owned equipment will be the responsibility of the employee. The employee shall release ASI from any and all liability resulting from the use of his/her own computer.

## **8. OFF-SITE DATA SECURITY**

Telecommuters are responsible for providing appropriate security and virus protection, including a firewall, for any computer used for ASI business. Such protections should be comparable to those provided for on-campus computers.

### **a. RESTRICTED ACCESS MATERIALS**

Telecommuters shall not copy, place on another computer, or delete restricted-access materials that are at the CSUF on-site work location or accessed through the computer, unless approved in advance by the Executive Director, System Administrator, and Department Supervisor.

### **b. INFORMATION SECURITY AND COMPLIANCE**

The Telecommuter shall protect ASI information from unauthorized disclosure or damage and will comply with Federal, State, and University standards, policies, and procedures regarding disclosure of public and official records. Work done at the Telecommuter's off-site workplace is official ASI business. All records, documents, and correspondence, (either on paper or in electronic form), are ASI property and must be safeguarded and returned to ASI at the conclusion of telecommuting or upon request by the telecommuter's supervisor.

Information classified under the CSU Data Classification Standard as "Level 1 – Confidential" or "Level 2 - Internal Use" must be stored on ASI-designated information systems. Level 1 and/or Level 2 data should not be stored on remote devices. Any exception should be specifically approved in writing, in advance, by the Executive Director, the campus Information Security Officer, and the Chief Information Officer. ASI reserves the right to review and inspect any software and hardware used by the participating employee to access Level 1 or Level 2 data. The CSU Data Classification Standard is listed as an Appendix to this policy.

If the participating employee's job activities require access to campus via Virtual Private Network (VPN), the participating employee is required to use ASI-owned computer equipment, in order to protect the integrity of the campus network. Equipment used by the participating employee to connect via VPN must be reviewed by the Information Technology department and approved in writing by System Administrator.

Release or destruction of records should be done only in accordance with ASI's records retention policy and procedure, and with the approval of the participating employee 's supervisor.

Telecommuters must take reasonable precautions to ensure that their devices (e.g., computers, tablets, smart phones, etc.) are secure before connecting remotely to ASI information assets and must close or

secure connections to campus desktop or system resources (i.e., remote desktop, virtual private network connections, etc.) once they have completed ASI-related activities or when the asset is left unattended.

## **9. TIME PERIOD AND TERMINATION OF FLEXIBLE WORK ARRANGEMENTS**

Agreements for flexible work arrangements may be revoked by either the supervisor or at the employee's discretion at any time with written notice to the respective party. Termination of an employee's participation for cause may be immediate and does not require advance notice.

*a. TERMINATION BY SUPERVISOR*

An employee's supervisor may determine that it is no longer in the best interests of ASI and/or the department to continue a flexible work agreement. When so determined, the supervisor will provide thirty (30) days' notice to the employee unless extenuating circumstances make such notice impracticable.

*b. TERMINATION BY EMPLOYEE*

Flexible work arrangements are strictly voluntary, except for situations where an employee is originally hired to work remotely. An employee may seek to end a flexible work arrangement. When so determined, the employee will provide ten (10) days' notice to their supervisor.

*c. TERMINATION BY ASI*

ASI reserves the right to end an employee's participation in a flexible work arrangement if it is determined that the program no longer serves the needs of ASI.

When a Hybrid Work Agreement or Remote Work Agreement is terminated, the employee must promptly return all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other ASI property in the employee's possession or control.

## **10. EMERGENCY BUSINESS NEEDS**

Telecommuting is voluntary except under emergency conditions that prohibit the employee from physically performing their job at an ASI work location. In those instances where ASI requires an employee to telecommute, ASI will provide reasonable equipment for the employee to perform their job duties through telecommuting at an off-site work location.

# **FORMS**

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Alternative Work Schedule Agreement  
Hybrid Work Agreement  
Remote Work Agreement  
Telecommuters Safety Checklist

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<b>DATE APPROVED:</b>	<b>XX/XX/XXXX</b>
<b>DATES REVISED:</b>	<b>XX/XX/XXXX</b>
	<b>XX/XX/XXXX</b>





CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO AMEND THE POLICIES CONCERNING EXECUTIVE OFFICERS  
OPERATIONS AND BOARD OF DIRECTOR OPERATIONS**

**Sponsors:** Morgan Diaz

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

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

**WHEREAS**, the Policy Concerning Board of Directors Operations includes expected conduct of Board members, responsibilities and duties of Board members, and an overview of committee and meeting operations<sup>1</sup>; and

**WHEREAS**, the Policy Concerning Executive Officers includes expected conduct and responsibilities and duties of Executive Officers<sup>2</sup>; and

**WHEREAS**, a review of both policies identified the need to address the impact of a simultaneous vacancy of the ASI President-elect and Vice President-elect on (1) having a presiding officer in the event that the Board has not elected a Chair or Vice Chair and (2) a method for the student body to elect a new President and Vice President; and

**WHEREAS**, the current succession plan assumes that the new Board Chair would automatically become the ASI President and the Board would need to select a second new Board Chair; and

**WHEREAS**, in the event of the vacancy of the ASI President-elect, there would be no presiding officer for the first annual meeting of the Board at June 1; therefore let it be

**RESOLVED**, ASI approves the amendments to the Policy Concerning Executive Officers Operations, Section 9 and the amendment to the Policy Concerning Board of Director Operations, Section 5; 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 second day of May in the year two thousand and twenty-three.

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<sup>1</sup> [https://asi.fullerton.edu/wp-content/uploads/Policy\\_Concerning\\_Board\\_of\\_Directors\\_Operations.pdf](https://asi.fullerton.edu/wp-content/uploads/Policy_Concerning_Board_of_Directors_Operations.pdf)

<sup>2</sup> <https://asi.fullerton.edu/wp-content/uploads/ASI-Policy-Concerning-Executive-Officers-Operations-1.pdf>

# POLICY CONCERNING EXECUTIVE OFFICERS OPERATIONS

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## PURPOSE

The following policy has been established in order for the Executive Officers of Associated Students Inc. (ASI) to better serve their student constituencies and to make sure each officer 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 and responsibilities and duties of Executive Officers.

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## WHO SHOULD KNOW THIS POLICY

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

## DEFINITIONS

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

Terms	Definitions
<b>Conflict of Interest</b>	Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.
<b>Fraud</b>	The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right.
<b>Defalcation</b>	The withholding or misappropriating funds held for another or failing to make a proper accounting.
<b>Corruption</b>	The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.
<b>Misappropriation</b>	The intentional, illegal use of the property or funds of another person for one's own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a dead person's estate or by any person with a responsibility to care for and protect another's asset.
<b>Forgery</b>	The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.

## STANDARDS

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### 1. EXECUTIVE OFFICERS CONDUCT

*a. Non-Conflict of Interest*

In accordance with California Education Code, Sections 5230, 5233, 89906, 89907, 89908 and 89909, all ASI Executive Officer 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.

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-cultural 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.

## **2. TERM OF OFFICE**

Each officer shall serve for a full year term following the general election which will commence on June 1 and end on the following May 31.

## **3. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT**

Duties and responsibilities of the President:

- Executes the resolutions and policies pass by the Board of Directors
- Submits a budget proposal to Finance Committee of the Board of Directors on or before the second meeting in March of each fiscal year
- Presides over the Board of Directors in the event the Board has not elected a Chair or Vice Chair, until a Chair or Vice Chair has been elected
  - In serving as Chair, the President will not be eligible to vote
- President or designee will chair the Instructionally Related Activities (IRA) committee
- President or designee will serve as a voting member on the CSU Fullerton Academic Senate
- Serves as a voting or non-voting member on the California State Student Association (CSSA) Board of Directors
- Maintains communication with all CSU Fullerton's partners and Auxiliaries.
  - President or designee will serve as a board member or ASI representative on university board they are invited to
  - This may include: President's Advisory Board, California State University, Fullerton Philanthropic Association, Alumni Association, and Auxiliary Services Corporation
- Maintains relationships campus partners, and are encouraged to meet regularly with the University President, Provost, Vice President of Student Affairs, the Director of Athletics, and the Chief of Police
- President shall be a standing liaison officer of all ASI committees except the Audit Committee
- Formal President Actions will be taken through Executive Orders
- Performs all duties in ASI Bylaws and ASI Policy concerning the ASI President
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

### *a. Executive Appointments*

The President will appoint all positions that receive financial awards, scholarships, or any other material compensation for service. These appointments are subject of approval by the majority of the Board of Directors. The President has the authority to remove any or all executive appointments.

### **Vacancy of the position of President**

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

### **Abandonment of the position of President**

The office of the President is considered abandoned if the President is absent and non-communicative for more than five business days without notice to the Vice President, Chair of the Board of Directors, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

### **Filling a vacancy of the position of President**

In the event of a vacancy in the office of President, the vacancy shall be filled by the Vice President who shall appoint a new Vice President subject to approval by a majority vote of the Board of Directors.

In the event of the simultaneous vacancy in the position of President and Vice President, the Chair of the Board of Directors shall automatically assume the office of President and appoint a Vice President subject to majority Board of Directors approval.

## **4. DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT**

Duties and responsibilities of the Vice President:

- In the event of the absence or inability of the President, the Vice President performs all duties of the President and will have all the power of and be subject to all the restriction of the President
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Vice President
- Has the responsibility to regularly inform the Board of Directors of their official activities
- Promotes ASI Scholarships program, oversee the review of submitted applications, and award students
- Oversees ASI programs:
  - Association for InterCultural Awareness and Programming Board
- Chairs the Executive Senate
- Vice President shall be a standing liaison officer of all ASI committees except the Audit Committee.
- Has the responsibility for the recognition of student leaders within ASI
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

### **Vacancy of the position of Vice President**

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

### **Abandonment of the position of Vice President**

The office of the Vice President is considered abandoned if the Vice President is absent and non-communicative for more than five business days without notice to the President, Chair of the Board of Directors, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

### **Filling a vacancy of the position of Vice President**

In the event of a vacancy in the office of the Vice President, the President shall appoint a Vice President subject to approval by a majority vote of the Board of Directors.

## **5. DUTIES AND RESPONSIBILITIES OF THE CHIEF CAMPUS RELATIONS OFFICER**

Duties and responsibilities of the Chief Campus Relations Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Campus Relations Officer
- Maintains correspondence with CSU Fullerton Provost, Academic Senate Chair, Chief of Staff of the President and the Vice President of Student Affairs
- Maintains correspondence within on-campus issues and the campus climate
- Leads the University Affairs Commission and is responsible for facilitating on-campus advocacy initiatives
- Makes recommendations to the President to appoint students to university-wide committees and search committees
- Oversees the President Appointee Commission
- Oversees the Environmental Sustainability Commission
- May serve as the President's designee for the CSU Fullerton Academic Senate
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

### **Vacancy of the position of Chief Campus Relations Officer**

In the event that the Chief Campus Relations Officer should resign, a written notice of their resignation

must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Campus Relations Officer**

The office of the Chief Campus Relations Officer is considered abandoned if the Chief Campus Relations Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Campus Relations Officer**

In the event of a vacancy in the office of the Chief Campus Relations Officer, the President shall appoint a Chief Campus Relations Officer subject to approval by a majority vote of the Board of Directors.

**6. DUTIES AND RESPONSIBILITIES OF THE CHIEF COMMUNICATIONS OFFICER**

Duties and responsibilities of the Chief Communications Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Communications Officer
- Maintains correspondence with CSU Fullerton Strategic Communication and Brand Management Department and Government Relations Department
- Has the responsibility to effectively communicating and distributing ASI initiative through multiple media outlets
- Has the responsibility for ASI public relations in conjunction with ASI Communication and Marketing Department
- Oversees the Communications Commission and the Community Engagement Commission
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

**Vacancy of the position of Chief Communications Officer**

In the event that the Chief Communications Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Communications Officer**

The office of the Chief Communications Officer is considered abandoned if the Chief Communications Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Communications Officer**

In the event of a vacancy in the office of the Chief Communications Officer, the President shall appoint a Chief Communications Officer subject to approval by a majority vote of the Board of Directors.

**7. DUTIES AND RESPONSIBILITIES OF THE CHIEF GOVERNMENTAL OFFICER**

Duties and responsibilities of the Chief Governmental Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Governmental Officer
- Maintains correspondence with CSU Fullerton Government Relations Department and local, state, and federal elected officials and government agencies
- Conducts in-district lobby visits to the Fullerton Delegation
- Leads the Lobby Corps Commission

- May be appointed by the President as the voting or non-voting member of the California State Student Association (CSSA) Board of Directors
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

**Vacancy of the position of Chief Governmental Officer**

In the event that the Chief Governmental Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Governmental Officer**

The office of the Chief Governmental Officer is considered abandoned if the Chief Governmental Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Governmental Officer**

In the event of a vacancy in the office of the Chief Governmental Officer, the President shall appoint a Chief Governmental Officer subject to approval by a majority vote of the Board of Directors.

## **8. DUTIES AND RESPONSIBILITIES OF THE CHIEF INCLUSION AND DIVERSITY OFFICER**

Duties and responsibilities of the Chief Inclusion and Diversity Officer:

- Has the responsibility to regularly inform the Board of Directors of their official activities
- Fulfills all duties and responsibilities that are assigned by the President, ASI Bylaws, and ASI Policy concerning the Chief Inclusion and Diversity Officer
- Maintains correspondence with CSU Fullerton Diversity Initiatives & Resource Centers Department, Human Resources, Diversity and Inclusion Programs (HDR) Division, WoMen's and Adult Reentry Center, Veterans Resource Center, Male Success Initiative, Disability Support Services, and any camps departments that serve historically marginalized communities
- Facilitates on-campus social justice advocacy initiatives, such as the Roundtable Project
- Leads the Social Justice & Equity Commission
- Assess programming practices within ASI to ensure values of diversity, inclusion, equity, and social justice components are properly upheld
- ASI President's designee on Academic Senate Diversity and Inclusion Committee, President's Commission on Equity and Inclusion (PCEI), and other campus working groups
- Assists the Chair of the Board of Directors, ASI President, and ~~Leader and Program Development~~ professional staff advisors to ensure cultural competency, social justice, identity, and ally trainings are included in student leadership trainings
- Assists the Board of Directors in assessing policy to ensure they are serving values of diversity, inclusion, equity, and social justice
- Establishes and maintains weekly office hours which commits enough time to adequately fulfill duties in addition to meeting with students
  - At least one hour a week and by appointment

**Vacancy of the position of Chief Inclusion and Diversity Officer**

In the event that the Chief Inclusion and Diversity Officer should resign, a written notice of their resignation must be submitted to the President, Vice President, and the Executive Director.

**Abandonment of the position of Chief Inclusion and Diversity Officer**

The office of the Chief Inclusion and Diversity Officer is considered abandoned if the Chief Inclusion and Diversity Officer is absent and non-communicative for more than five business days without notice to the President, Vice President, or the Executive Director. Position abandonment is grounds for declaration of



vacancy and shall be filled in accordance to ASI Policy.

**Filling a vacancy of the position of Chief Inclusion and Diversity Officer**

In the event of a vacancy in the office of the Chief Inclusion and Diversity Officer, the President shall appoint a Chief Inclusion and Diversity Officer subject to approval by a majority vote of the Board of Directors.

**9. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT**

Duties and responsibilities of the President-elect:

- Presents the presidential appointments that require confirmation from the incumbent ASI Board of Directors by the final meeting of the year

**Vacancy and Filling of the President-elect and Vice President-elect**

In the event of a vacancy in the office of President-elect, the Vice President-elect shall become President-elect and shall appoint a new Vice President-elect subject to approval by a two-thirds majority vote of the incumbent Board of Directors.

In the event of a vacancy in the position of the Vice President-elect, the President-elect shall appoint a new Vice President-elect subject to approval by a two-thirds majority vote of the incumbent Board of Directors.

In the event of a simultaneous vacancy of both the President-elect and the Vice President-elect, a special election shall be conducted prior to the end of the third week of fall semester. The current positions shall remain vacant until the first regularly scheduled meeting of the term (June). After the Board of Directors elect its Chair and Vice Chair, the Chair of the Board of Directors shall automatically assume the office of President on an interim basis and the Vice Chair shall automatically assume the office of Chair on an interim basis until the special election for President and Vice President can be held at the beginning of fall semester.

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**DATE APPROVED: 03/19/2019**  
**DATE REVISED: 04/20/2021**

# 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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| <input type="checkbox"/> Budget Area Administrators            | <input type="checkbox"/> Volunteers          |
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| <input checked="" type="checkbox"/> Supervisors                | <input checked="" type="checkbox"/> Staff    |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Students |

## **DEFINITIONS**

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

<b>Terms</b>	<b>Definitions</b>
<b>Conflict of Interest</b>	Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.
<b>Fraud</b>	The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right
<b>Defalcation</b>	The withholding or misappropriating funds held for another or failing to make a proper accounting
<b>Corruption</b>	The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.
<b>Misappropriation</b>	The intentional, illegal use of the property or funds of another person for one's own use or other unauthorized purpose, particularly by a public official, a trustee or a trust, an executor or administrator of a dead person's estate or by any person with a responsibility to care for and protect another's asset.

<b>Forgery</b>	The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.
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## 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-cultural 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 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 land 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 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.

#### *e. Interim Presiding Officer*

In the event of a simultaneous vacancy of both the President-elect and the Vice President-elect prior to the first meeting of the term (June 1), the incoming Board member with the highest percentage of votes in their election to the Board would assume the responsibility of presiding over the beginning of the Board of Directors meeting until a Chair or Vice Chair has been elected.

The elected Chair of the Board of Directors shall automatically assume the office of President on an interim basis and the Vice Chair shall automatically assume the office of Chair on an interim basis until the special election for President and Vice President can be held at the beginning of fall semester. After the election and installation of the President and Vice President, the Board Chair and Vice Chair shall revert to their original board leadership positions.



## 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 will be held bi-weekly on Tuesdays 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 meetings during the summer, as called by the Chair.

### 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 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 agenda.

## **9. CLOSED SESSION**

The Board or committees may hold a closed session from which the public is excluded only if it has provided sufficient notice of such 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 session, 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 session. No other items shall be considered in the closed session. Immediately after any closed session, the Board of Directors or committee, shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed session.

## **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.

## **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 89306.5;

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.

### **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 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.

## **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>10/18/2022</b>

**A RESOLUTION TO APPOINT STUDENT REPRESENTATIVES TO THE  
STUDENT HEALTH ADVISORY COMMITTEE**

**Sponsors:** Isabella Galvan and Berenice Vences

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

**WHEREAS**, ASI is governed by ASI Board of Directors, 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 for student leaders is to serve as advocates for all students and community members in all topics such as DEI, student experience, academic success, etc.; and

**WHEREAS**, student health advocacy has not been addressed which not only affects students' physical and mental wellbeing but also students' academic success and overall outcome; and

**WHEREAS**, advocating for students' health is important as issues like food insecurity have become a very common factor in higher education institutions in the United States and impacts 20-50% of students; and

**WHEREAS**, the Student Health Advisory Committee (SHAC) is an organization that provides a student voice in health center operations, promote a positive and open channel of communication between Student Wellness staff and the student body, and to contribute additional awareness of student issues and how to better serve the health needs of students at CSUF<sup>1</sup>; and

**WHEREAS**, the responsibilities of a SHAC member consists of advocating for student health needs, advise Student Wellness about Health Clinic programs, scope services and programs, educate students about Student Wellness resources, assess Student Wellness programs to ensure student needs are met, and recommend policy changes to better meet student needs<sup>2</sup>; and

**WHEREAS**, the impact of SHAC is to review and evaluate programs and policies of the Student Health Center in conjunction with designated health center staff, Titanwell staff, and CAPS staff to provide for consumer compliments, complaints, and concerns, excluding the review of medical competence; and

**WHEREAS**, SHAC serves as an important liaison between the students, faculty, staff, and administration of the Student Health and Counseling Center, which helps create awareness of general and special services offered by the Student Health and Counseling Center and;

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<sup>1</sup> <https://www.fullerton.edu/studentwellness/shac/index.php>

<sup>2</sup> <https://www.fullerton.edu/studentwellness/shac/index.php>

**WHEREAS**, students appointed by ASI would be official voting members of SHAC and encouraging education in health, well-being, and further advocate for student health, therefore let it be;

**RESOLVED**, ASI approves the proposal for adding two students annually appointed by the ASI President to the Student Health Advisory Committee; 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 second day of May in the year two thousand and twenty-three.



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO AMEND THE POLICY CONCERNING FUNDING PROVIDED TO STUDENTS AND STUDENT ORGANIZATIONS**

**Sponsors:** Jenna Maree Wong

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

**WHEREAS**, ASI is governed by ASI Board of Directors, 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 has committed to increasing professional development opportunities for students and promoting leadership opportunities to clubs and organizations through student involvement and engagement; and; and

**WHEREAS**, ASI provides funding to in accordance with ASI Policy Concerning Funding Provided to Students and Student Organizations; and

**WHEREAS**, recent inquires from the groups that ASI provides to as well as a review of our policy noted several areas to address including, increasing the apparel limit, allowance of meals in travel funding, club and organizations support for supplies and extended event support, and

**WHEREAS**, ASI remains committed to its task of programming of student activities and funding of campus organizations, therefore let it be

**RESOLVED**, ASI approves the amendments in the Travel and Additional Funding Guidelines sections; and

**RESOLVED**, these arrangements provide employees with increased flexibility with their work schedule and/or work locations while allowing ASI to maintain a progressive and productive work environment; and let it be finally

**RESOLVED**, that this Resolution be distributed to the students and student organizations utilizing funding through funded and funding councils and applicable ASI departments for appropriate action.

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

# POLICY CONCERNING FUNDING PROVIDED TO STUDENTS AND STUDENT ORGANIZATIONS

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## PURPOSE

The following policy has been established with the intention of providing clear guidelines regarding funding provided to students and recognized student organizations for events, activities, and travel through a funded or funding organization or contingency. Students and recognized student organizations receiving funding should be aware of their requirements and guidelines throughout the proposal, planning, implementation and reimbursement processes.

## POLICY CONCERNING FUNDING PROVIDED TO STUDENTS AND STUDENT ORGANIZATIONS ....1

<b>PURPOSE</b> .....	<b>1</b>
<b>WHO SHOULD KNOW THIS POLICY</b> .....	<b>2</b>
<b>DEFINITIONS</b> .....	<b>2</b>
<b>STANDARDS/REGULATIONS/PROCEDURES</b> .....	<b>3</b>
<b>1. OVERSIGHT</b> .....	<b>3</b>
a. Check Request and Original Receipts/Invoices .....	<b>3</b>
b. Funding In Excess Of \$5,000 .....	<b>3</b>
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d. Line-Item Transfers To or From Travel .....	<b>4</b>
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## **WHO SHOULD KNOW THIS POLICY**

- Budget Area Administrators
- Management Personnel
- Supervisors
- Elected/Appointed Officers
- Volunteers
- Grant Recipients
- Staff
- Students

## **DEFINITIONS**

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

<b>Terms</b>	<b>Definitions</b>
<b>Agency Account</b>	A financial services account used by a recognized student organization to manage funds
<b>Contingency</b>	A funding source intended to support unexpected or supplemental needs, including new and innovative proposals.
<b>Expressive Conduct and/or Speech</b>	Expressive conduct and/or speech includes actions that do not involve written or spoken words, but do contain a message, such as displaying posters and circulating newsletters, hosting debates and guest speakers, and political lobbying, as well as written and spoken words protected by the First Amendment to the United States Constitution.

<b>Funded Organization</b>	A recognized student organization that has been granted a budget allocation to use, but not allocate to other member organizations.
<b>Funding Organization</b>	A recognized student organization that has been granted a budget allocation to both use and allocate to other member student organizations.
<b>Line Item</b>	A sub-section of a budget allocation designated for a specific use or type of expense.
<b>Non-consumable Items</b>	Items with a useful life of over one year.
<b>Retroactive Funding</b>	Funding that is requested for an event/travel after the event/travel has taken place
<b>Travel Funding Contract</b>	Contract detailing trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements.
<b>University Account</b>	A fund account external from ASI Financial Services used by a university or other auxiliary department or program.
<b>Viewpoint Neutrality</b>	In funding decision-making for events and activities involving expressive conduct or speech, the use of narrow, objective, and definite standards that do not involve the exercise of judgment or formation of an opinion concerning the content of an event or activity, or the viewpoint or ideology of the student organization making the request.

## STANDARDS/REGULATIONS/PROCEDURES

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### 1. OVERSIGHT

In order to ensure and maintain adherence with the philosophy and regulatory requirements connected to the use of student fees for this type of funding, a variety of oversight policies have been established. These policies have been established in accordance with standard accounting practices to ensure compliance with all ASI policy and appropriate use and disbursement of ASI funding. The receipt of funds by a funding organization and/or a funded organization shall constitute acceptance of these policies where applicable.

*a. Check Request and Original Receipts/Invoices*

Any reimbursement or payment requires a completed check request and original receipts or invoices. The receipts or invoices must be itemized, show either payment made or balance due, and show the vendor's contact information. Electronic receipts or similar may be accepted when appropriate. If an invoice has a balance due to the vendor, ASI pays the business directly. An invoice can only be used for the reimbursement if it indicates that payment has been made and no balance is due. Invoices must be legitimate and contain the name, address, and phone numbers of the business.

Check requests and documentation for reimbursements or payments are due 45 days after the date of the event or the last date of travel.

*b. Funding In Excess Of \$5,000*

Any funding provided to students or student organizations in excess of \$5,000 for a single expense must be approved by the Finance Committee.

*c. Contingency Funding*

Contingency funding is available to all students and student organizations and is intended to be available for unexpected or supplemental needs, as well as new or innovative programs. Students and student

organizations connected to a funding organization or academic college will first be referred to that source of funding but may receive contingency funding when other funding sources are unable to be used. Requests for contingency funding must be approved by the Finance Committee.

*d. Line-Item Transfers To or From Travel*

Any line-item transfer to or from a funded or funding organization's travel line item must be approved by the Treasurer. Any line-item transfer of this nature in excess of \$1000 must be approved by the Finance Committee. Line-item transfers of this nature will not be considered until after January 1 of the fiscal year.

*e. Club Agency/University Accounts*

Events and travel funded under this policy are not processed through club agency or university accounts without advance notice and arrangements. Club agency and university accounts cannot be reimbursed unless this advance notice and arrangements have been made.

*f. Academic Related Expenses*

Events and travel funded under this policy must not be connected to any course or academic requirement. Funding may not be used for speakers, lecturers, and/or materials related to the instruction of a course. Travel funded under this policy may not be used for any registration, fees, tuition, travel costs and/or other related expenses for any course, seminar, instruction, and/or workshop that provides academic units/credit or continuing education units (CEUs).

*g. Agendas and Minutes*

Funded and funding organizations managing allocated budgets must prepare, distribute, post, and approve agendas and minutes in accordance with applicable law and regulations. Further, these organizations must provide copies of all agendas and minutes to ASI.

*h. Secret Ballot Voting*

Funded and funding organizations must use some form of conspicuous voting for any action involving the use or allocation of funding under this policy and the election of leadership. Forms of voting such as this include hand-raising, roll call, standing, etc. Secret ballot voting is not allowed.

*i. Fundraising and Donations*

Funding under this policy is not available for fundraising activities or financial donations/contributions to charitable organizations, events, or philanthropies.

*j. Retroactive Funding*

Retroactive funding may be requested for eligible travel that has occurred before the first funding council meeting of the fall semester. That travel cannot not have taken place before the start of the fiscal year. The funding request must include all receipts and documents required for a travel proposal and reimbursement and must be made to the respective council by the third official council meeting of the fall semester.

Retroactive funding for events and activities may not be requested after that event and/or activity has taken place.

## **2. EVENTS AND ACTIVITIES**

Events and activities funding provided under this policy are intended to support and enhance the curricular, co-curricular, and/or student life experience of California State University, Fullerton students. Events and activities funded under this policy must be free and open to and must not be designed to exclude or hinder the attendance of any or all interested CSUF students.

Events and activities funded under this policy must take place within the fall and spring semesters of the fiscal year.

*a. ASI Acknowledgement*

All events funded under this policy must to acknowledge ASI as a funding source. The ASI logo needs to be include on all designed and printed materials, such as posters, flyers, handbills, and digital advertisements used on social media, at a clear and conspicuous size and location. In addition, the funding provided by ASI under this policy must be acknowledged during the event or activity program or announcements and with signage at the event or activity, when possible.

*b. Collaborative Programming*

Events and activities funded under this policy may receive funding from more than one source so long as the collaboration and funding requests are clear and transparent throughout the proposal and allocation processes.

*c. Speakers and Performers*

Event and activity funding provided under this policy is available for speakers, performers, and the like. If funding is used for this purpose, the individual, organization, or entity providing the performance must be paid directly and will be required to provide an invoice and appropriate tax documentation. A student or student organization may not be reimbursed for this type of funding expense.

*d. Retreats*

Retreat events and activities funded under this policy may only be for funded or funding organizations managing allocated budgets. Retreat events and activities for other student organizations are not fundable under this policy.

*e. Banquets*

Banquet events and activities funded under this policy may only be for funded or funding organizations managing allocated budgets. Banquet events and activities for other student organizations are not fundable under this policy.

### **3. TRAVEL**

Travel funding provided under this policy is intended to support, but not entirely subsidize, travel by students and student organizations to conferences, conventions, competitions, workshops, or other professionally or officially organized events.

*a. Individual Student Travel Funding*

Travel funding under this policy may be provided to individual students for attendance and participation in professionally or officially organized events. With the exception of direct registration fee and other pre-arranged and authorized expense payments, all funding provided under this policy shall be disbursed on a post-travel reimbursement basis. An individual student may be provided up to \$500 of travel funding per fiscal year, regardless of the funding source, under this policy when the student is not determined to be an Active Participant in at least one event they travel to. An individual student may be provided up to \$750 of travel funding per fiscal year, regardless of the funding source, under this policy when the student is determined to be an Active Participant in at least one event they travel to. An Active Participant is defined as an individual that is planning, presenting, performing, competing, and/or volunteering in or at the event. Whether determined an Active Participant or not, a student may only be provided a maximum of \$750 of travel funding per fiscal year, regardless of funding source, under this policy.

*b. Club/Organization Travel Funding*

When required in order to maintain membership or chartering from a regional, state, or national organization, travel funding may be provided to a student organization to support attendance at a required conference, convention, or similar event. A student organization may receive up to \$500 per fiscal year for this type of funding in addition to the cost of the required registration fee(s). This type of funding shall be limited to supporting the student(s) required to represent the student organization and shall be considered separately from any travel funding allowable under this policy for individual students.

*c. Destination Restrictions for Travel Funding*

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

*d. Travel Funding Contract*

Each student being provided funding under this policy must complete and sign a Travel Funding Contract, which details trip itinerary, emergency contact information, compliance with this policy statement, comportment guidelines and academic standing requirements, prior to departing on any trip. The Travel Funding Contract shall be submitted to the funding source to be maintained by the advisor and ASI.

*e. Travel Request Form*

A Travel Request Form must be submitted as part of the proposal process for any funding being provided under this policy. The form may be submitted per individual student or for a group of students so long as a roster of students and breakdown of funding accompanies the form.

*f. University Travel Requirements*

The University requires that each student traveling to conferences complete certain paperwork. Students should work with their advisor or Assistant Dean for details.

*g. Travel Reimbursement Requirements*

In order to be reimbursed for travel, ASI requires that student meets all necessary requirements of travel, including, but not limited to:

- Executive Senate Travel Request Form
- Delegate Contract Form
- University Travel Requirements
- Written Post Travel Statement
- Original Receipts for Travel, Lodging and Registration
- Original Tickets and Boarding Passes or Proof of Travel

*h. Travel Reimbursement Details*

The following types of expenses are fundable under this policy:

Registration – Receipts provided for reimbursement must show the conference or event details, payment transaction details, and the name of the registrant being reimbursed.

Lodging – Receipts provided for reimbursement must show the vendor and location details, payment transaction details, and the name of the registrant being reimbursed.

**Meals – Receipts provided for reimbursement must show the vendor, location details, payment transaction details and itemization of the food purchased. Alcoholic beverages are not reimbursable. The maximum allowance for meals is \$55 per day.**

Modes of Transportation – Receipts and boarding passes, when required, must show payment transaction details and the name of the registrant being reimbursed.

- Airline – Funding is available only for coach or economy class travel. Original boarding passes must be submitted for each flight in order for reimbursement to be processed.
- Train or Bus – Funding is available only for coach or economy class travel. Original boarding passes or tickets must be submitted in order for reimbursement to be processed. Punched ticket stubs are also accepted.
- Public Transportation – Funding is available only for coach or economy class travel. Original receipts are required.
- Taxi or Ride Share Service – Funding is available only for coach or economy class travel. Original receipts are required.

Travel by Personal or Rental Automobile – Funding under this policy is available for a student using a personal or rental automobile as their means of transportation.

- All students who are funded to drive must submit the proper authorization request form, a copy of their currently valid driver's license and automobile insurance, and pass the university's online defensive driver training and provide the certificate of completion.
- Personal Automobiles – Funding is available for personal automobile mileage up to the rate set by the State of California.
- Rental Automobiles – Funding is available for rental automobile costs and fuel with original receipts. Mileage is not reimbursed for rental vehicles. It is required that the insurance provided by the rental agency be purchased in order to be eligible for reimbursement. Funding is not available for the rental of vehicles larger than a minivan or small SUV.
- Area Limitation for Driving – funding is not available for driving to outside of the following area: to the North, San Francisco Bay Area; to the East, Phoenix/Tucson; and to the South, San Diego

*i. Travel Reports*

Each student receiving funding for travel under this policy must complete both a written and in person report on their experience. The written report must be submitted to the funding source for processing with the student's reimbursement. The written report should be a minimum of 350 words summarizing the topics, panels, and speakers the student attended sessions for and what the student learned from the sessions and how the information will be brought back to CSUF and benefit the student's organization and campus as a whole. The in person report must be given to either the student's organization or funding source covering the content of the event and how it will benefit the organization and campus as a whole.

*j. Use of Private Lodging*

Funding under this policy is not available for rental of private rental properties.

*~~k. Per Diem~~*

~~Funding under this policy is not available for meals or per diems.~~

## **4. VIEWPOINT NEUTRALITY IN FUNDING DECISIONS**

Events and activities funding provided under this policy is intended to be available for all interested student organizations. Funding decisions made by funding organizations or the ASI Finance Committee for events and activities funding provided under this policy must be made in a viewpoint neutral manner and adhere to the policies described herein.

*a. Applicability*

This viewpoint neutrality requirement shall be applicable to all events and activities funding provided under this policy and made available for request by student organizations through a funding organization or contingency funding through the ASI Finance Committee. This viewpoint neutrality requirement only applies to the funding decision-making process. Individual events and activities funded under this policy may maintain, advocate, or promote a particular view or ideology.

*b. Scope of Viewpoint Neutrality Requirement*

This viewpoint neutrality requirement pertains only to funding requests for events and activities that will be engaged or involved in expressive conduct or speech.

*c. Funding Decision-Making Process*

Requests for funding for events and activities funded under this policy must be considered in a viewpoint neutral manner. Funding decisions cannot be based upon or awarded on any consideration of the viewpoints or ideology expressed, communicated by, or associated with the requesting student or student organization or the event or activity for which funds are being requested.

d. Objective Criteria Used by Funding Organization

Consideration of a funding request for an event or activity involving expressive conduct and/or speech shall use and adhere to the viewpoint neutrality requirement that mandates an objective criteria based upon, but is not limited to, whether the requesting student organization is registered and in good standing with the University; the event or activity will be free and open to all interested CSUF students; and, whether the funding requested will be used for an authorized purpose under this policy.

e. Funding Limitations

Funding to a student organization can be used in support of an event or activity that maintains, advocates, or promotes a particular view or ideology. However, funding under this policy shall remain subject to all other applicable ASI policies and procedures, including ASI Policy Concerning Corporate Budget, which prohibits funds being used to support or oppose any candidate for political office or ballot measure proposed to the people of California or the United States as mandated by Education Code section 89300 and California Code of Regulations Title 5 section 42659.

f. Written Decision for Denial or Lesser Amount

Individualized funding decisions by a funding organization that deny a funding request or approve less than the requested amount require the funding organization to issue a written explanation describing the reasons for its decision within three (3) business days after the decision is made.

g. Appeal Process

A student or student organization whose funding request was denied by and/or received less than the requested amount from a funding organization shall have the right to seek a review of the decision by submitting a written request to the ASI Finance Committee within three (3) business days after the student or student organization receives the written explanation describing the reasons for the decision. The ASI Finance Committee shall conduct a public hearing within ten (10) business days after receiving the request. In advance of the public hearing, the ASI Finance Committee shall submit the request to the Vice President for Student Affairs or designee for review and will accept an administrative recommendation, if one is offered. The ASI Finance Committee shall review the request, any administrative recommendation provided, allow the student or a representative from the student organization to offer any further information for the ASI Finance Committee to consider, and make a decision within ten (10) business days after the hearing by issuing a written decision. The decision by ASI Finance Committee shall be final. If the funding decision was made by the ASI Finance Committee, then the request for a review shall be to the ASI Board of Directors who will follow the same procedures as stated herein. If applicable, the decision by the ASI Board of Directors shall be final.

## **5. ADDITIONAL FUNDING GUIDELINES**

a. Awards, Gifts, Plaques and Trophies

ASI funds awards, gifts, plaques and trophies up to \$50 per individual award.

b. Clothing, Apparel, and Promotional Items

Clothing, apparel, and promotional items are fundable under this policy only if they are for a specific event or activity. Funding for clothing, apparel, and promotional items not promoting a specific event or activity is only available to funded or funding organizations managing allocated budgets. All clothing, apparel, and promotional items funded under this policy must include the ASI logo/mark or other acknowledgement when possible. The cost for these items may not exceed ~~\$44~~ \$20 per unit, not include any set-up, imprint, shipping, handling, or tax charges.

Clothing, apparel, and promotional items for funded or funding organizations managing allocated budgets are to be finalized and ordered by the last week of classes of the spring semester and items to be

received by June 15<sup>th</sup>. Items ordered at the end of the semester are to be for general funded or funding organization promotion and cannot be perceived as gifts to individuals.

*c. Club/Organization Support*

Clubs and organizations can request supplies for items needed for the promotion and recruitment of students to engage in the organization including tablecloths, banners and signage. Clubs and organizations are limited to \$500 annually for organization supplies.

*d. Websites and Online Services*

Funding under this policy is not available for the creation or maintenance of websites or other online webhosting services.

*e. Equipment and Non-Consumable Items*

Funding under this policy is not available for equipment, including computer or network equipment, or non-consumable items with a useful life of over one year.

*f. Gift Cards*

~~Funding under this policy is not available for gift cards, gift certificates or other cash value items, such as these.~~ Funding under this policy is available for gift cards, gift certificates or other cash value items up to \$25 per individual award as a thank you to a speaker/presenter that is not charging for their provided service.

*g. Graduation Honors*

Funding under this policy is not available for graduation related chords, sashes, ribbons, medals or any others type of honorific.

*h. Newspaper and Off-Campus Advertising*

Funding under this policy is not available for newspaper, including the Daily Titan, or off-campus advertising.

*i. Off-Campus Outreach*

Funding under this policy is not available to sponsor outreach events with the purpose of recruiting potential students from elementary, middle, high school or community college students.

*j. Professional Organization Memberships*

Funding under this policy is not available for individual or personal membership or dues to professional organizations. This type of expense can only be funded if the membership fees or dues are included in the cost of attendance to a conference or event and cannot be separately itemized.

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**DATE APPROVED: 11/17/2020**

**DATE REVISED: 9/21/2021**

**DATE REVISEDL XX/XX/2023**





## **Resolution to Appoint Audit Firm**

**Sponsor:** Cooper Fox

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

**WHEREAS**, auxiliary organizations of the California State University operate pursuant to written operating agreement with the CSU Board of Trustees and follow all legal and policy rules established by the CSU system, and

**WHEREAS**, the Trustees of the California State University require each auxiliary organization to have an annual financial audit performed by a certified public accountant selected by the governing board, and

**WHEREAS**, the Trustees of the California State University establish regulations governing compliance with applicable guidelines of the California Education Code, California Education Code 89900(a) states each auxiliary organization shall contract for and receive an audit annually, and

**WHEREAS**, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards, and

**WHEREAS**, the ASI Executive Director, as a delegated representative of the Board of Directors, tasked the ASI Chief Financial Officer to evaluate audit services, solicit proposals from firms meeting California State University guidelines, and evaluate responses, and

**WHEREAS**, the ASI Audit Committee, together with ASI management, recommends the following firm, therefore let it be

**RESOLVED**, the ASI Board of Directors appoints Aldrich CPAs & Advisors LLP to serve as ASI's audit firm for three years, beginning with the 2022-23 fiscal year.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton, on the second day of May in the year two thousand twenty-three.

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Isabella Galvan  
Chair, Board of Directors

Ramón Aquino  
Secretary, Board of Directors

April 20, 2023

To the Board of Directors and Management  
Associated Students, Inc. Children's Center  
California State University, Fullerton

We are pleased to confirm our understanding of the services we are to provide for Associated Students, Inc. Children's Center, California State University, Fullerton (the Children's Center) for the years ending June 30, 2023, 2024, and 2025.

## AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements of the Children's Center, which comprise the statement of financial position as of June 30, 2023, 2024, and 2025, the related statements of activities, functional expenses, and cash flows for the years then ended, and the disclosures (collectively, the "financial statements").

Also, the following supplemental information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Supplemental information required by the California Department of Education contracts in accordance with audit guides issued by the California Department of Education.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

## AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Children's Center or to acts by management or employees acting on behalf of the Children's Center. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Children's Center's ability to continue as a going concern for a reasonable period of time.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representation from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning.

- 1) Related party transactions and disclosures
- 2) CDE compliance and reporting

## **AUDIT PROCEDURES- INTERNAL CONTROL**

We will obtain an understanding of the Children's Center and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effective of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statement and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

## AUDIT PROCEDURES- COMPLIANCE

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Children's Center's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## OTHER SERVICES

We will also prepare the financial statements, and related notes of the Children's Center in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We may also provide the following bookkeeping or consulting services:

- a. Preparation of proposed journal entries.
- b. Assist with the reconciliations or calculations of statement of financial position.
- c. Preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Children's Center in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the returns, but management must make all decisions with regard to those matters.

## RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly recorded. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Children's Center from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*. Such written representations are a material part of the audit that we will perform, and we are unable to finalize our engagement or report and express our opinion without them.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known, suspected or alleged fraud affecting the Children's Center involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Children's Center received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Children's Center complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplemental information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplemental information in any document that contains, and indicates that we have reported on, the supplemental information. You also agree to include the audited financial statements with any presentation of the supplemental information that includes our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. The Children's Center is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the tax services, financial statements, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

You are responsible for notifying us in advance of your intent to publish, distribute or reproduce, in any form, including electronic and on the Children's Center's website, our report for any reason, in whole or in part; and to give us the opportunity to review any material containing our report. Notifying us of your intent to publish, distribute or reproduce our report does not constitute our acknowledgement of any third party's reliance on the financial statements.

## **ENGAGEMENT PERSONNEL, FEES, AND OTHER**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Children's Center, however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Andy Maffia is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The audit documentation for this engagement is the property of Aldrich CPAs + Advisors, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Aldrich CPAs + Advisors, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by oversight agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our approach will be to perform our audit planning and other procedures based on our judgment prior to year-end, at a time that is convenient to both our staffs. These procedures may include examination of internal control and accounting procedures, assessment of risk, and preliminary audit planning. We will then schedule our year-end audit procedures at a time that is convenient for both of our staffs, while meeting your deadlines.

Billings for these services will be invoiced in accordance with our attached Aldrich CPAs + Advisors LLP General Business Terms & Conditions. We estimate that our fees for the financial statement audit for the years ending June 30 are:

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Financial Statement Audit	\$20,000	\$20,800	\$21,635

Our fees are not contingent on the results of our services. In addition, our fee estimate is based on the assumptions and management responsibilities contained in this letter. Accordingly, if significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**REPORTING**

We will issue a written report upon completion of our audit of Associated Students, Inc. Children's Center California State University, Fullerton's financial statements. Our report will be addressed to the board of directors of Associated Students, Inc. Children's Center, California State University, Fullerton. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Children's Center is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter and the attached Aldrich CPAs + Advisors LLP General Business Terms & Conditions, please sign the enclosed copy and return it to us.

Very truly yours,

*Aldrich CPAs + Advisors LLP*

ACCEPTED:

This letter correctly sets forth the understanding of Associated Students, Inc. Children's Center, California State University, Fullerton:

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Management

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Title

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Date



## ALDRICH CPAS + ADVISORS LLP GENERAL BUSINESS TERMS & CONDITIONS ASSURANCE & FINANCIAL STATEMENT PREPARATION SERVICES

This document describes certain customary practices and general terms, conditions, and limitations ("Terms") relating to the delivery of audit, review, compilation, agreed upon procedure and financial statement preparation services ("Services" or "Engagement") by Aldrich CPAs + Advisors LLP ("we" or "our"). All Services Aldrich CPAs + Advisors provides to its clients or a third party ("you" or "your") are subject to these Terms, and the terms and conditions contained in the accompanying Engagement Letter.

1. **Scope of Services.** Our services will be limited to the Services specifically described in our Engagement Letter. Services do not include presentation to or representation before any third party, regulator or other authorities. If services beyond those specifically described in our Engagement Letter are requested by you or required, these additional services will be provided either under a separate engagement or a modification of an existing Engagement at an additional cost. We presume requests for additional services by your personnel or agents are authorized by you. Our agreement to provide Services under the current Engagement does not obligate us to accept any other engagement.

2. **Invoices.** Our fees and expenses are billed on a regular basis. We may send you progress invoices for Services that take more than 3 months to complete. Unless otherwise indicated, fees and expenses quoted in our Engagement Letter are estimates, are not contingent on the results of the Services, and each invoice is payable in full on receipt. If you believe any invoice is incorrect or unacceptable, you will notify us in writing within 30 days of receipt. Aldrich CPAs + Advisors may suspend or terminate Services and charge interest on amounts due if any invoice remains unpaid more than 60 days after date of invoice.

3. **Confidentiality** | Aldrich CPAs + Advisors and its employees will maintain the confidentiality of your Confidential Information, as defined below. We may disclose Confidential Information if compelled by a court or governmental agency, but we will use reasonable efforts to inform you prior to such disclosure.

Aldrich CPAs + Advisors will use reasonable precautions to protect your Confidential Information, but we have no obligation to use any measures not regularly employed by us in protecting our own Confidential Information.

Except as provided below, "Confidential Information" means (i) information contained in your internal financial and business records, (ii) information reported on your tax returns, and (iii) other information concerning you or your business that is marked confidential" or otherwise identified as "confidential" in writing at the time of disclosure. Confidential Information does not include information (i) that is or becomes publicly known or available without breach of our obligations under this section, (ii) is disclosed by you to another party without confidentiality restrictions, (iii) is received by us on a non-confidential basis from another party reasonably presumed to be authorized to make such disclosure, or (iv) previously known or subsequently independently developed by us.



4. **Data Security.** Aldrich CPAs + Advisors regularly communicates via email and stores and processes your information, including Confidential Information, on private networks and secured provider networks, computer servers and applications (the "Cloud"). Emails and other electronically stored and transmitted information may be diverted, intercepted, altered, read, disclosed or otherwise used or communicated by unauthorized third parties. While we will use resources and select suppliers of computer services that we determine provide highly secure environments, the security and protection of email and other electronically stored or transmitted data cannot be guaranteed or warranted. Accordingly, we will not be responsible for and specifically disclaim any liability for any information security breaches whatsoever, unless such breach is the result of our gross negligence or intentional misconduct, subject to the limitations set forth in Section 12.

5. **Deliverables, Documents & Files.** We will deliver to you the opinions, reports, financial statements or other documents or information expressly identified in the Engagement Letter ("Deliverables"). Unless otherwise provided by applicable laws or regulations and except for the Deliverables, our work product, work papers and files will remain our property; and we retain all related intellectual property rights. We, in our sole discretion, may provide you with access to or copies of our work product, work papers and files, but you agree to pay all costs associated with such access or copies. At the conclusion of our Engagement, we will promptly return to you your original records and documents. We will retain Engagement documentation for a period of 7 years. Thereafter, we will destroy our Engagement files in accordance with our document retention policy.

6. **Document Production & Testimony.** If, during the Engagement or thereafter, we are requested or authorized by you, or if we are required by law or regulation, subpoena or other authorities or legal process, to produce any documents or files, or to make our personnel available in connection with our Engagement, you will reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel or other advisors, incurred in responding to such requests.

In certain circumstances, information, particularly Confidential Information, may be protected by an accountant/client privilege; which you are responsible for recognizing, asserting and maintaining. You must notify us if you wish to claim any privilege, and we will cooperate with your reasonable instructions relating to the privilege. Any questions concerning the availability, maintenance, waiver, and process for asserting a privilege should be directed to your legal counsel. In some jurisdictions the accountant/client privilege may belong to the accountant and not the client.

7. **Third Parties, Independent Contractors.** In performing the Services, we may use the services of domestic and foreign (as permitted by applicable law and regulation) independent contractors, other third party personnel, and part-time or seasonal employees. By engaging us, you authorize us to allow employees of such third parties to access to your files, financial information and other Confidential Information as necessary to provide the Services. We require third parties to protect the confidentiality of Confidential Information disclosed to them; and may also require you to execute documents authorizing such disclosure. Our use of any third party does not affect our obligations to you under our Engagement Letter.

8. **Reliance.** Our Services, including our opinions, reports, compilations or financial statements, are provided for your benefit, and not for the benefit of any third party. You agree to indemnify and hold Aldrich harmless, in accordance with Section 13, from claims based on a third party's use of or reliance on our Services.

9. **Changes in Laws, Regulations & Standards.** Changes to applicable law, regulations, and accounting, auditing or professional standards could materially affect the performance of the Services, including our opinions, reports, and presentation of financial statements. Such changes may also impact the time required to complete the Services and our professional fees.

**10. Independence & Conflicting Engagements.** If at any time, we determine in our sole discretion that our independence or objectivity is potentially impaired or a conflict of interest exists which prevents us from providing the Services in accordance with the applicable professional and ethical standards, we will notify you of the potential impairment or conflict, and we may withdraw from the engagement, unless the impairment or conflict can be removed to the extent permitted by applicable professional and ethical standards. You agree to advise us of other actual or potential engagements involving Aldrich CPAs + Advisors.

**11. Termination.** You may terminate the Engagement Letter at any time by written notice to us. Subject to any restrictions imposed by applicable professions and ethical standards, we may terminate the Engagement Letter at any time upon written notice to you. Termination for any reason will not affect your obligation to pay us for fees and expenses incurred prior to termination, or our obligation to transfer files to and otherwise cooperating with successor auditors or accountants. If you terminate any Engagement Letter after we have commenced performing services under a fixed fee arrangement, you are obligated to pay us the entire fixed fee upon termination. All provisions of these Terms and the Engagement Letter will survive the termination of the Engagement Letter; except our obligation to perform Services and your obligation to pay invoices for Services not performed.

**12. Warranties & Limitations.** The Services performed under the Engagement Letter and Terms are professional in nature. Aldrich CPAs + Advisors warrants that it will perform the Services in good faith, with due care and in accordance with any applicable professional standards. Aldrich CPAs + Advisors specifically disclaims all other warranties, either express or implied, and makes no guarantee regarding the results of the Services and/or the use or implementation by you or any permitted third party. As your exclusive remedy for any breach of this warranty, Aldrich CPAs + Advisors will, on receipt of written notice within a reasonable time following the discovery of the breach, use diligent efforts to cure the breach.

If Aldrich CPAs + Advisors fails to provide an acceptable cure in a reasonable period of time, Aldrich CPAs + Advisors will return the professional fees paid to Aldrich CPAs + Advisors with respect to the Services giving rise to the breach, not to exceed the amount of actual and direct damages resulting from our failure to meet our obligations. This will be your sole and exclusive remedy. In no event will our liability for any claim arising out of or relating to our failure to meet our obligations under the Engagement Letter or these Terms exceed the amount of the fees actually paid to us under the Engagement Letter or extend to any indirect consequential, special, exemplary or punitive damages.

Any claim or action by either party, regardless of its nature, arising out of or relating to any matter under the Engagement Letter or these Terms must be brought within 24 months after the party first knows or has reason to know that the claim or cause of action exists, unless otherwise provided by applicable law.

**13. Indemnification.** You will indemnify and hold harmless, Aldrich CPAs + Advisors, its subcontractors and their personnel from any and all costs, expenses, settlements or penalties ("Liability") related to any proceeding initiated by a third party, and to the extent that such Liability results directly or indirectly from your knowing, intentional or negligent misrepresentations, the provision of inaccurate or incomplete information by you, material errors, irregularities, fraud, embezzlements or other defalcation not detected by us, or the unauthorized disclosure of our Deliverables to a third party; provided that the Liability is not the result of our failure to comply with professional standards, these Terms or the Engagement Letter.

**14. *Dispute Resolution.*** Aldrich CPAs + Advisors and you agree that any dispute regarding the Services will be finally resolved first through mediation, and, if unsuccessful, through arbitration. Following a good faith attempt by the parties' representatives to resolve the dispute, non-binding mediation may be initiated by either party; and the parties will select a mediator acceptable to both and will share the cost of mediation equally. Failing resolution through mediation, the parties will submit the dispute to binding arbitration before a single arbitrator with accounting industry experience reasonably acceptable to the parties. The arbitration will be subject to the rules established by the parties or the arbitrator, if the parties cannot agree. Arbitration will take place in Clackamas County, Oregon, or such other place as the parties may agree. The findings of the arbitrator will be final and binding, and enforceable in any court with appropriate jurisdiction. Each party shall bear its own costs related to the arbitration; provided, however, the parties shall share the fees and expenses of the arbitrator equally.

You acknowledge and agree that no affiliated or related entity of Aldrich CPAs + Advisors will have any liability to you or any other person; and you will not bring any action against any such affiliated or related entity of Aldrich CPAs + Advisors in connection with the Engagement.

**15. *General.*** These Terms and the Engagement Letter represent our entire agreement and understanding concerning the Services described in the Engagement Letter, and supersede all prior negotiations, commitments or agreements. These Terms and the Engagement Letter may only be amended by our written agreement. In the event of a conflict between these Terms and the Engagement Letter, these Terms will prevail.

If either party is delayed in performance or has the inability to perform due to any breach of this agreement by the other party, act of God, labor dispute or strike, or civil disturbance, significant cyber security incident perpetrated by an external third party, or any other cause beyond that party's control and not due to that party's fault or negligence, then the failure to perform is excused. The other party shall have the right to terminate this agreement if such failure continues for an unreasonable period of time, and neither party shall be liable to the other party on such termination.

No waiver of any breach of these Terms or the Engagement Letter will be effective unless the waiver is in writing and signed by the applicable party. No waiver of one breach will be a waiver of any other or subsequent breach.

You may not assign the Engagement Letter to any other party without our prior written consent, except that you may assign the Engagement Letter to any party that acquires substantially all of your assets and goodwill. These Terms and the Engagement Letter is binding on Aldrich CPAs + Advisors' and your successors and assigns.

Except as expressly provided in the Engagement Letter, there are no third party beneficiaries to the Engagement Letter.

The Engagement Letter, including these Terms, and all matters relating to the Services will be governed by the laws of the State of Oregon. Any legal action related to the Services not subject to arbitration as described in Section 14 will be brought exclusively in the appropriate court located in Clackamas County, Oregon.

If any provision of these Terms or the Engagement Letter is found to be unenforceable, such finding will not affect the enforceability of other provisions; and such unenforceable provision will be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties.

April 20, 2023

To Board of Directors and Management  
Associated Students, Inc.  
California State University, Fullerton

We are pleased to confirm our understanding of the services we are to provide for Associated Students, Inc. California State University, Fullerton (the Organization) for the years ending June 30, 2023, 2024, and 2025.

## AUDIT SCOPE AND OBJECTIVES

We will audit the financial statements of Associated Students, Inc. California State University, Fullerton, which are comprised of the statements of financial position as of June 30, 2023, 2024, and 2025, the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Also, the following supplemental information accompanying the financial statements will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Financial Position by Unit
- 2) Schedule of Activities by Unit
- 3) Schedule of Net Position (for inclusion in California State University)
- 4) Schedule of Revenues, Expenses, and Changes in Net Position (for inclusion in California State University)
- 5) Other Information (for inclusion in California State University)

We will also prepare the Organization's federal and state information returns for the years ending June 30, 2023, 2024, and 2025.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

## AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representation from your attorneys as part of the engagement.

We have identified the following significant risks of material misstatement as part of our audit planning.

- 1) Reporting, valuing, and disclosing transactions with related parties
- 2) Estimating functional allocation of expenses
- 3) Revenue recognition

## AUDIT PROCEDURES- INTERNAL CONTROL

We will obtain an understanding of the Organization and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. Tests of controls may be performed to test the effective of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statement and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion

will be expressed in our report on internal control pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

## **AUDIT PROCEDURES- COMPLIANCE**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Organization's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **OTHER SERVICES**

We will prepare the Organization's federal and state information returns for the years ending June 30, 2023, 2024, and 2025, based on information provided by you. We will also assist in preparing the financial statements, and related notes of the Organization in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We may also provide the following bookkeeping or consulting services:

- a. Preparation of proposed journal entries.
- b. Consulting on accounting matters.
- c. Assist with the reconciliations or calculations of various balance sheet accounts.
- d. Assistance with the implementation with ASC 842 Leases

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards, including the Statements on Standards for Tax Services issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the returns, but management must make all decisions with regard to those matters.

## **RESPONSIBILITIES OF MANAGEMENT FOR THE FINANCIAL STATEMENTS**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly recorded. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are also responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as

records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*. Such written representations are a material part of the audit that we will perform, and we are unable to finalize our engagement or report and express our opinion without them.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known, suspected or alleged fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report.

You are responsible for the preparation of the supplemental information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplemental information in any document that contains, and indicates that we have reported on, the supplemental information. You also agree to include the audited financial statements with any presentation of the supplemental information that includes our report thereon.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. The Organization is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities for the tax services, financial statements, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

You are responsible for notifying us in advance of your intent to publish, distribute or reproduce, in any form, including electronic and on the Organization's website, our report for any reason, in whole or in part; and to give us the opportunity to review any material containing our report. Notifying us of your intent to publish, distribute or

reproduce our report does not constitute our acknowledgement of any third party's reliance on the financial statements.

**ENGAGEMENT PERSONNEL, FEES, AND OTHER**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the Organization, however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

Andy Maffia is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

The audit documentation for this engagement is the property of Aldrich CPAs + Advisors, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to granting agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Aldrich CPAs + Advisors, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the granting agencies. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our approach will be to perform our audit planning and other procedures based on our judgment prior to year-end, at a time that is convenient to both our staffs. These procedures may include examination of internal control and accounting procedures, assessment of risk, and preliminary audit planning. We will then schedule our year-end audit procedures at a time that is convenient for both of our staffs, while meeting your deadlines.

Billings for these services will be invoiced in accordance with our attached Aldrich CPAs + Advisors LLP General Business Terms & Conditions. We estimate that our fees for the financial statement audit and assistance with preparation of the financial statements and notes for the years ending June 30 are:

	<u>2023</u>	<u>2024</u>	<u>2025</u>
Financial Statement Audit	\$45,000	\$46,800	\$48,700
990 Information Return Preparation	\$ 4,000	\$ 4,160	\$ 4,325

Our fees are not contingent on the results of our services. In addition, our fee estimate is based on the assumptions and management responsibilities contained in this letter. Accordingly, if significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

**REPORTING**

We will issue a written report upon completion of our audit of Associated Students, Inc. California State University, Fullerton financial statements. Our report will be addressed to the Audit Committee of Associated Students, Inc. California State University, Fullerton. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons



with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Organization is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter and the attached Aldrich CPAs + Advisors LLP General Business Terms & Conditions, please sign the enclosed copy and return it to us.

Very truly yours,

*Aldrich CPAs + Advisors LLP*

ACCEPTED:

This letter correctly sets forth the understanding of Associated Students, Inc. California State University, Fullerton:

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Management

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Title

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Date



## ALDRICH CPAS + ADVISORS LLP GENERAL BUSINESS TERMS & CONDITIONS ASSURANCE & FINANCIAL STATEMENT PREPARATION SERVICES

This document describes certain customary practices and general terms, conditions, and limitations ("Terms") relating to the delivery of audit, review, compilation, agreed upon procedure and financial statement preparation services ("Services" or "Engagement") by Aldrich CPAs + Advisors LLP ("we" or "our"). All Services Aldrich CPAs + Advisors provides to its clients or a third party ("you" or "your") are subject to these Terms, and the terms and conditions contained in the accompanying Engagement Letter.

1. **Scope of Services.** Our services will be limited to the Services specifically described in our Engagement Letter. Services do not include presentation to or representation before any third party, regulator or other authorities. If services beyond those specifically described in our Engagement Letter are requested by you or required, these additional services will be provided either under a separate engagement or a modification of an existing Engagement at an additional cost. We presume requests for additional services by your personnel or agents are authorized by you. Our agreement to provide Services under the current Engagement does not obligate us to accept any other engagement.

2. **Invoices.** Our fees and expenses are billed on a regular basis. We may send you progress invoices for Services that take more than 3 months to complete. Unless otherwise indicated, fees and expenses quoted in our Engagement Letter are estimates, are not contingent on the results of the Services, and each invoice is payable in full on receipt. If you believe any invoice is incorrect or unacceptable, you will notify us in writing within 30 days of receipt. Aldrich CPAs + Advisors may suspend or terminate Services and charge interest on amounts due if any invoice remains unpaid more than 60 days after date of invoice.

3. **Confidentiality** | Aldrich CPAs + Advisors and its employees will maintain the confidentiality of your Confidential Information, as defined below. We may disclose Confidential Information if compelled by a court or governmental agency, but we will use reasonable efforts to inform you prior to such disclosure.

Aldrich CPAs + Advisors will use reasonable precautions to protect your Confidential Information, but we have no obligation to use any measures not regularly employed by us in protecting our own Confidential Information.

Except as provided below, "Confidential Information" means (i) information contained in your internal financial and business records, (ii) information reported on your tax returns, and (iii) other information concerning you or your business that is marked confidential" or otherwise identified as "confidential" in writing at the time of disclosure. Confidential Information does not include information (i) that is or becomes publicly known or available without breach of our obligations under this section, (ii) is disclosed by you to another party without confidentiality restrictions, (iii) is received by us on a non-confidential basis from another party reasonably presumed to be authorized to make such disclosure, or (iv) previously known or subsequently independently developed by us.

4. **Data Security.** Aldrich CPAs + Advisors regularly communicates via email and stores and processes your information, including Confidential Information, on private networks and secured provider networks, computer servers and applications (the "Cloud"). Emails and other electronically stored and transmitted information may be diverted, intercepted, altered, read, disclosed or otherwise used or communicated by unauthorized third parties. While we will use resources and select suppliers of computer services that we determine provide highly secure environments, the security and protection of email and other electronically stored or transmitted data cannot be guaranteed or warranted. Accordingly, we will not be responsible for and specifically disclaim any liability for any information security breaches whatsoever, unless such breach is the result of our gross negligence or intentional misconduct, subject to the limitations set forth in Section 12.

5. **Deliverables, Documents & Files.** We will deliver to you the opinions, reports, financial statements or other documents or information expressly identified in the Engagement Letter ("Deliverables"). Unless otherwise provided by applicable laws or regulations and except for the Deliverables, our work product, work papers and files will remain our property; and we retain all related intellectual property rights. We, in our sole discretion, may provide you with access to or copies of our work product, work papers and files, but you agree to pay all costs associated with such access or copies. At the conclusion of our Engagement, we will promptly return to you your original records and documents. We will retain Engagement documentation for a period of 7 years. Thereafter, we will destroy our Engagement files in accordance with our document retention policy.

6. **Document Production & Testimony.** If, during the Engagement or thereafter, we are requested or authorized by you, or if we are required by law or regulation, subpoena or other authorities or legal process, to produce any documents or files, or to make our personnel available in connection with our Engagement, you will reimburse us for our professional time and expenses, as well as the fees and expenses of our legal counsel or other advisors, incurred in responding to such requests.

In certain circumstances, information, particularly Confidential Information, may be protected by an accountant/client privilege; which you are responsible for recognizing, asserting and maintaining. You must notify us if you wish to claim any privilege, and we will cooperate with your reasonable instructions relating to the privilege. Any questions concerning the availability, maintenance, waiver, and process for asserting a privilege should be directed to your legal counsel. In some jurisdictions the accountant/client privilege may belong to the accountant and not the client.

7. **Third Parties, Independent Contractors.** In performing the Services, we may use the services of domestic and foreign (as permitted by applicable law and regulation) independent contractors, other third party personnel, and part-time or seasonal employees. By engaging us, you authorize us to allow employees of such third parties to access to your files, financial information and other Confidential Information as necessary to provide the Services. We require third parties to protect the confidentiality of Confidential Information disclosed to them; and may also require you to execute documents authorizing such disclosure. Our use of any third party does not affect our obligations to you under our Engagement Letter.

8. **Reliance.** Our Services, including our opinions, reports, compilations or financial statements, are provided for your benefit, and not for the benefit of any third party. You agree to indemnify and hold Aldrich harmless, in accordance with Section 13, from claims based on a third party's use of or reliance on our Services.

9. **Changes in Laws, Regulations & Standards.** Changes to applicable law, regulations, and accounting, auditing or professional standards could materially affect the performance of the Services, including our opinions, reports, and presentation of financial statements. Such changes may also impact the time required to complete the Services and our professional fees.

**10. Independence & Conflicting Engagements.** If at any time, we determine in our sole discretion that our independence or objectivity is potentially impaired or a conflict of interest exists which prevents us from providing the Services in accordance with the applicable professional and ethical standards, we will notify you of the potential impairment or conflict, and we may withdraw from the engagement, unless the impairment or conflict can be removed to the extent permitted by applicable professional and ethical standards. You agree to advise us of other actual or potential engagements involving Aldrich CPAs + Advisors.

**11. Termination.** You may terminate the Engagement Letter at any time by written notice to us. Subject to any restrictions imposed by applicable professions and ethical standards, we may terminate the Engagement Letter at any time upon written notice to you. Termination for any reason will not affect your obligation to pay us for fees and expenses incurred prior to termination, or our obligation to transfer files to and otherwise cooperating with successor auditors or accountants. If you terminate any Engagement Letter after we have commenced performing services under a fixed fee arrangement, you are obligated to pay us the entire fixed fee upon termination. All provisions of these Terms and the Engagement Letter will survive the termination of the Engagement Letter; except our obligation to perform Services and your obligation to pay invoices for Services not performed.

**12. Warranties & Limitations.** The Services performed under the Engagement Letter and Terms are professional in nature. Aldrich CPAs + Advisors warrants that it will perform the Services in good faith, with due care and in accordance with any applicable professional standards. Aldrich CPAs + Advisors specifically disclaims all other warranties, either express or implied, and makes no guarantee regarding the results of the Services and/or the use or implementation by you or any permitted third party. As your exclusive remedy for any breach of this warranty, Aldrich CPAs + Advisors will, on receipt of written notice within a reasonable time following the discovery of the breach, use diligent efforts to cure the breach.

If Aldrich CPAs + Advisors fails to provide an acceptable cure in a reasonable period of time, Aldrich CPAs + Advisors will return the professional fees paid to Aldrich CPAs + Advisors with respect to the Services giving rise to the breach, not to exceed the amount of actual and direct damages resulting from our failure to meet our obligations. This will be your sole and exclusive remedy. In no event will our liability for any claim arising out of or relating to our failure to meet our obligations under the Engagement Letter or these Terms exceed the amount of the fees actually paid to us under the Engagement Letter or extend to any indirect consequential, special, exemplary or punitive damages.

Any claim or action by either party, regardless of its nature, arising out of or relating to any matter under the Engagement Letter or these Terms must be brought within 24 months after the party first knows or has reason to know that the claim or cause of action exists, unless otherwise provided by applicable law.

**13. Indemnification.** You will indemnify and hold harmless, Aldrich CPAs + Advisors, its subcontractors and their personnel from any and all costs, expenses, settlements or penalties ("Liability") related to any proceeding initiated by a third party, and to the extent that such Liability results directly or indirectly from your knowing, intentional or negligent misrepresentations, the provision of inaccurate or incomplete information by you, material errors, irregularities, fraud, embezzlements or other defalcation not detected by us, or the unauthorized disclosure of our Deliverables to a third party; provided that the Liability is not the result of our failure to comply with professional standards, these Terms or the Engagement Letter.

**14. *Dispute Resolution.*** Aldrich CPAs + Advisors and you agree that any dispute regarding the Services will be finally resolved first through mediation, and, if unsuccessful, through arbitration. Following a good faith attempt by the parties' representatives to resolve the dispute, non-binding mediation may be initiated by either party; and the parties will select a mediator acceptable to both and will share the cost of mediation equally. Failing resolution through mediation, the parties will submit the dispute to binding arbitration before a single arbitrator with accounting industry experience reasonably acceptable to the parties. The arbitration will be subject to the rules established by the parties or the arbitrator, if the parties cannot agree. Arbitration will take place in Clackamas County, Oregon, or such other place as the parties may agree. The findings of the arbitrator will be final and binding, and enforceable in any court with appropriate jurisdiction. Each party shall bear its own costs related to the arbitration; provided, however, the parties shall share the fees and expenses of the arbitrator equally.

You acknowledge and agree that no affiliated or related entity of Aldrich CPAs + Advisors will have any liability to you or any other person; and you will not bring any action against any such affiliated or related entity of Aldrich CPAs + Advisors in connection with the Engagement.

**15. *General.*** These Terms and the Engagement Letter represent our entire agreement and understanding concerning the Services described in the Engagement Letter, and supersede all prior negotiations, commitments or agreements. These Terms and the Engagement Letter may only be amended by our written agreement. In the event of a conflict between these Terms and the Engagement Letter, these Terms will prevail.

If either party is delayed in performance or has the inability to perform due to any breach of this agreement by the other party, act of God, labor dispute or strike, or civil disturbance, significant cyber security incident perpetrated by an external third party, or any other cause beyond that party's control and not due to that party's fault or negligence, then the failure to perform is excused. The other party shall have the right to terminate this agreement if such failure continues for an unreasonable period of time, and neither party shall be liable to the other party on such termination.

No waiver of any breach of these Terms or the Engagement Letter will be effective unless the waiver is in writing and signed by the applicable party. No waiver of one breach will be a waiver of any other or subsequent breach.

You may not assign the Engagement Letter to any other party without our prior written consent, except that you may assign the Engagement Letter to any party that acquires substantially all of your assets and goodwill. These Terms and the Engagement Letter is binding on Aldrich CPAs + Advisors' and your successors and assigns.

Except as expressly provided in the Engagement Letter, there are no third party beneficiaries to the Engagement Letter.

The Engagement Letter, including these Terms, and all matters relating to the Services will be governed by the laws of the State of Oregon. Any legal action related to the Services not subject to arbitration as described in Section 14 will be brought exclusively in the appropriate court located in Clackamas County, Oregon.

If any provision of these Terms or the Engagement Letter is found to be unenforceable, such finding will not affect the enforceability of other provisions; and such unenforceable provision will be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties.



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A Resolution Recognizing and Thanking President Framroze Virjee and First Lady Julie Virjee**

**Sponsor:** Morgan Diaz, Mary Chammas

**Co-Sponsors:** Lydia Kelley, Christopher Mikaelian, Isabella Galvin

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

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

**WHEREAS**, Framroze Virjee and Julie Virjee became President and the First Lady of CSU Fullerton on January 2018<sup>1</sup>; and

**WHEREAS**, President Framroze Virjee implemented the University's 2018-2023 strategic plan which emphasizes four goals, "Our Commitment to a Transformational Titan Experience, Our Commitment to Student Success and Completion, Our Commitment to Faculty and Staff Diversity and Success, Our Commitment to Our Learning Environment and Legacy"<sup>2</sup>; and

**WHEREAS**, 40,000+ students enrolled at CSU Fullerton despite the national higher education enrollment decline<sup>3</sup>; and

**WHEREAS**, Framroze Virjee and Julie Virjee help support students in their in and out of class involvements, "First of all, we are not a commuter school. We have to get over our inferiority complex. We are an amazing first-tier Division 1 nationally-ranked university. Titan athletics, just like the performing arts, the business school and other departments, makes us who we are...Each athlete has an incredible story. We are here to help them succeed and find the right path."<sup>4</sup>; and

**WHEREAS**, Under the Presidency of Framroze Virjee and with the support of First Lady Julie Virjee, CSU Fullerton has achieved a record number of students receiving their college degrees, "Since 2018, more than 45,000 Titans have graduated...As of spring 2022, our four-year graduation rate for first-time freshmen was 39 percent, a 7.7 percent year-over-year improvement since spring 2021 and a 53 percent improvement over the spring of 2018."<sup>5</sup>; and

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<sup>1</sup> [Fram Virjee Appointed Permanent President of Cal State Fullerton.](#)

<sup>2</sup> [Campus Welcomes a New Strategic Plan | CSUF News](#)

<sup>3</sup> [Cal State Fullerton's Student Population Profile for Fall 2021](#)

<sup>4</sup> [Titan pride: First fans Fram Virjee and wife, Julie, embrace sports – Orange County Register](#)

<sup>5</sup> [CSUF President Announces Retirement](#)

**WHEREAS**, President Framroze Virjee updated and renovated our campus, “...instituted a new, 19-year Physical Master Plan; built the Titan Arch and Promenade; renovated the library and reopened its South Tower; built a brand new 600-bed residence hall (with a second on its way); completed a new/renovated baseball and softball complex; constructed a new aquatic center; broke ground on the new Visual Arts Complex; renovated the second floor of McCarthy Hall with all new state-of-the-art lab space; painted buildings and installed new outdoor gathering spaces and digital signage all over campus; opened the Center for Equitable Digital Access...Engineering and Computer Science Innovation Hub and Titan Gateway Bridge on the way.”<sup>6</sup>; and

**WHEREAS**, President Framroze Virjee brought financial strength to the campus “...we were running an \$8 million financial deficit and using up our reserves at an unsustainable rate...we balanced the budget, which has been balanced each year since, including through a 10 percent funding reduction from the state and during a pandemic. Today, we have a solid financial foundation, increased funding from the state, and replenished reserves. Perhaps as important, together, we have advocated, pushed, and lobbied for equitable funding for CSUF from the CSU system.”<sup>7</sup>; and

**WHEREAS**, With the support of First Lady Julie Virjee, President Framroze Virjee focused on health and safety during the COVID Pandemic “...successfully navigated through a pandemic and emerged as a stronger and more caring community.”<sup>8</sup>; and

**WHEREAS**, President Framroze Virjee and First Lady Julie Virjee are devoted to diversity, equity, inclusion, and social justice “...establishing our equitable pedagogy module– seeking to increase equitable and inclusive instruction in the classroom– to our Inclusive Champion Certificate Program, our allyship certifications, our One Book program, and our jointly-created Guiding Principles for Social Justice that have become ubiquitous on campus...”<sup>9</sup>; and

**WHEREAS**, President Virjee and First Lady Julie Virjee launched a comprehensive fundraising campaign called It Takes A Titan which brought attention in investing in the Titan family by raising \$270 million<sup>10</sup>; and

**WHEREAS**, Under the Presidency of Framroze Virjee and with the support of First Lady Julie Virjee, “we are No. 1 in California for graduating women, No. 2 in the nation for graduating students of color, No. 7 in the country for social mobility, and No. 13 in the nation for academic rigor. We are a destination campus, with 80,000 applications each year for 8,500 spots and an average entering GPA of just under 3.7. We boast the second-largest business school in the

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<sup>6</sup> [CSUF President Announces Retirement](#)

<sup>7</sup> [CSUF President Announces Retirement](#)

<sup>8</sup> [CSUF President Announces Retirement](#)

<sup>9</sup> [CSUF President Announces Retirement](#)

<sup>10</sup> [CSUF President Announces Retirement](#)

nation and are among the top CSU campuses in academic research and publications. We produce half the nurses, teachers, engineers, and accountants in Orange County.”<sup>11</sup>; and

**WHEREAS**, President Framroze Virjee is still working on a foundational groundwork for establishing a new strategic plan for the 2023-2025 strategic plan<sup>12</sup>; and

**WHEREAS**, Under the Presidency of Framroze Virjee and with the support of First Lady Julie Vijree, CSU Fullerton earned the prestigious Seal of Excellencia in 2021, “Serving a student population that is 47.3% Latinx, CSUF ranks No. 2 in California and No. 3 in the nation for awarding bachelor’s degrees to Hispanic students”<sup>13</sup>; and

**WHEREAS**, President Framroze Virjee are retiring from CSU Fullerton in July 2023<sup>14</sup>; and therefore let it be

**RESOLVED**, ASI recognizes and appreciates all of President Framroze Virjee and First Lady Julie Virjee’s selfless service and assistance rendered to ASI; and let it be further that

**RESOLVED**, ASI thanks President Framroze Virjee and First Lady Julie Virjee for their time, and accomplishments at CSU Fullerton and wish them a bright future during their retirement; and let it be finally

**RESOLVED**, that this resolution be distributed to the following campus departments, divisions, and/or entities for their consideration: Office of the President, the President’s Cabinet, the President’s Advisory Board, Office of the Provost, Office of the Vice President for Student Affairs, Office of the Vice President of Administration and Finance, Office of the Dean of Students, Division of Human Resources, Diversity and Inclusion, Division of University Advancement, Division of Information Technology, the Chancellor's office, and the Academic Senate.

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<sup>11</sup> [CSUF President Announces Retirement](#)

<sup>12</sup> [CSUF President Announces Retirement](#)

<sup>13</sup> [Cal State Fullerton Receives Prestigious Seal of Excelencia](#)

<sup>14</sup> [CSUF President Announces Retirement](#)



**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-elect and Vice President-elect; therefore let it be

**RESOLVED**, ASI approves the appointment of Ashley Park, Christian Lawrenz, Ernesto Delgado, Isaiah Bloom, Jayson Joshi, Judy Baik, Lorraine Nunez-Santana, Michael Babinec and Nathaniel Wamala as the ASI Governance Ambassadors, effective June 1, 2023 through May 31, 2024; 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 2<sup>nd</sup> day of May in the year two thousand and twenty-three.

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Isabella Galvan  
Chair, Board of Directors

Ramon Aquino  
Secretary, Board of Directors

# ASI Governance Ambassador 2023-2024

COMPLETE

#16

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, between 1 and 2 Academic Senate Standing Committees and additional assignments depending on availability and interest. 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 March 23rd at 4pm.

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

### CREATED

### IP ADDRESS



PUBLIC

Apr 25th 2023, 1:39:51 pm

### \* Applicant Name

Christian Lawrenz

### \* CSUF Email:

### \* CWID:

### \* Primary Phone Number:

### \* CSUF Major:

Political Science

### \* CSUF Class Level

Third Year

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

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Spring 2024

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

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I decided to pursue the position of ASI Governance Ambassador because I believe that a student's voice is an essential component of university governance. As a Political Science major, I am passionate about positively impacting my campus and ensuring that students' interests are well-represented in decision-making processes. The opportunity to serve on various committees and receive initial and ongoing training is an exciting prospect for me as I hope to further develop my leadership skills. Additionally, the student leadership financial award offered is a great incentive to help cover my education costs while gaining valuable experience in a leadership position.

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

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As a firm believer in the importance of student representation in university decision-making, I believe that student voices play a critical role in campus projects and issues. Students are the primary beneficiaries of the university's efforts and initiatives, so their opinions and perspectives must be taken into account when making decisions that impact their academic experience. As the President of the History Students Association, I have put student representation in action through a diverse E-Board and culturally inclusive events that ensure to include all students. By serving as an ASI Governance Ambassador, I believe that I can help ensure that student voices are heard and that the needs and interests of students are effectively represented in the decision-making process.

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

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As an ASI Governance Ambassador, I would be very interested in topics such as academic curriculum, campus infrastructure, and program opportunities for students. I believe that these topics are crucial to the overall success of the university and the student experience. As a research assistant at the Center for Research on Educational Access and Leadership (C-REAL) on campus, I am particularly interested in academic curriculum, as I believe that a strong and well-rounded curriculum is essential to providing students with the knowledge and skills they need to succeed in their future careers. I am also interested in campus infrastructure, as I believe that a well-maintained and modern campus environment can enhance the overall learning experience for students. Program opportunities for students are especially important to me as someone who has benefited from them. I believe extracurricular activities and other non-academic programs can provide valuable learning experiences and help students develop important skills outside of the classroom.

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

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I am currently working as a research assistant at the Center for Research on Educational Access and Leadership (C-REAL), I have gained valuable experience analyzing data, writing reports, and conducting focus groups. This opportunity has allowed me to develop strong critical thinking and problem-solving skills, which I believe will be beneficial as an ASI Governance Ambassador. At C-REAL, I am a project lead for the Collaborative for Hispanics in Higher Education and Student Success (CHESS) and the program EDUCAL. CHESS seeks to meet the educational needs of students at California Lutheran University and Moorpark College with a focus on Hispanic men and low-income students, whereas EDUCAL aims to create teaching pathways for students, especially Hispanic students. I have also worked on campus climate studies for various colleges to understand the experiences of underserved student communities. Another project I am proud to assist with is the Maywood Education Fair and Leadership Development Institute, which aims to increase knowledge of higher education among the residents of Maywood and surrounding East Los Angeles communities. Additionally, I am also the President of the History Students Association (HSA) which has allowed me to develop excellent communication and organizational skills, which will be essential as a Governance Ambassador. The purpose of my student organization is to impact students' interest in history and promote a community that centers advocacy, civil-minded, culturally aware, and professionally motivated individuals through meaningful interaction and discussion. HSA has been vital to my academic success and being able to connect with like-minded peers, building a diverse community of students.

---

**\* 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?**

---

My availability for the fall 2023 semester is as follows:

Monday, available after 4:00 pm  
Tuesday, available after 3:00 pm  
Wednesday, unavailable all-day  
Thursday, available after 3:00 pm  
Friday, available after 3:00 pm

My spring 2024 schedule is still unconfirmed.

**\* 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 : Third Choice  
 Student Fee Advisory Committee : Second Choice  
 Student Success Fee Advisory Committee : First 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 Standards (Friday 1-2pm, Monthly), Campus Facilities & Beautification (Friday 11am-12pm, Monthly), Curriculum (Friday 12-2pm, Monthly) , Faculty Research - General Committee , Faculty Research Policy - Standing Committee (Tuesdays 9:00-10:0am, 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.

# ASI Governance Ambassador 2023-2024

COMPLETE

#11

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, between 1 and 2 Academic Senate Standing Committees and additional assignments depending on availability and interest. 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 March 23rd at 4pm.

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

**CREATED**

**IP ADDRESS**



PUBLIC

Apr 24th 2023, 11:57:58 am

**\* Applicant Name**

Ernesto Delgado

**\* CSUF Email:**

**\* CWID:**

**\* Primary Phone Number:**

**\* CSUF Major:**

Public Health

**\* CSUF Class Level**

3rd year

---

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

Spring 2024

---

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

I decided to pursue this position because I feel like it is my duty to be involved on campus. I want to use my college experience and tools to the best of my ability and this position can do that for me. I want to develop my skills through the training provided and also gain experience with student leadership since I know it can serve me once I enter the workforce.

---

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

I believe the students deserve to hold majority power over decision making since we are the one's that will be affected. Having students from different backgrounds and with open minds helps mindfulness be a part of important decisions.

---

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

Understanding there is always room for improvement on our campus, while going back to putting the students' needs at the forefront of our schools' priorities directed me to pursue the changes and enhancements we need within our university through this position. Program opportunities such as volunteer opportunities and internships are especially important since they can prepare us as students for our careers.

---

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

My previous leadership experiences include leading retreats for young adults for my local church, successfully organizing an Alumni event for the largest Alumni association in Orange County (OCAA), as well as helping coordinate an event with the Center For Autism in which kids in their program got to participate in fun and interactive activities.

---

**\* 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?**

M: 8-10AM and 1-4PM  
 T: 8-10AM and 1-4PM  
 W: 8-10AM and 1-4PM  
 TH: 8-10AM and 1-4PM  
 F: 8-10AM and 1-4PM

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---

Instructionally Related Activities Fee Committee : Third Choice  
 Student Fee Advisory Committee : First Choice  
 Student Success Fee Advisory Committee : Second 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), Faculty Research - General Committee , Honors Program Advisory Board (TBD), Internships & Service Learning (ISL) (Wednesday 9-10am, Monthly), Student Academic Life (Tuesdays 9-10am, Monthly)

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---

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.

---

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

---

Ernesto Delgado

**\* Enter your CWID**

---

# ASI Governance Ambassador 2023-2024

COMPLETE

#10

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.

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### 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 March 23rd at 4pm.

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

### CREATED

### IP ADDRESS



PUBLIC

Apr 24th 2023, 11:08:05 am

### \* Applicant Name

Jayson Joshi

### \* CSUF Email:

### \* CWID:

### \* Primary Phone Number:

### \* CSUF Major:

Kinesiology

### \* CSUF Class Level

Sophomore



---

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

---

2025

---

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

---

Wanting to get more involved on campus, and work with one of my fraternity brothers, Mark.

---

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

---

The students voice should carry most of the weight as, these students are the most affected by these decisions.

---

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

---

I am extremely interested in program opportunities, as I believe these programs help elevate students, to the next level whether that's in their studies, socially or many other reasons.

---

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

---

Currently a part of Sigma Pi fraternity, and I work under ASI at the Titan Recreation Center.

---

**\* 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?**

---

Free on Friday and the weekends  
Free Monday Wednesday after 4  
Free Tuesday, Thursday, anytime other than 3:30-8:30

---

**\* 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 : Third Choice  
Student Fee Advisory Committee : First Choice  
Student Success Fee Advisory Committee : Second 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) , Academic Standards (Friday 1-2pm, Monthly), Campus Facilities & Beautification (Friday 11am-12pm, Monthly), Curriculum (Friday 12-2pm, Monthly) , Faculty Development Center Board (Fridays 9:30-11am, Monthly), Faculty Research Policy - Standing Committee (Tuesdays 9:00-10:0am, Monthly), General Education (Fridays 2pm-4pm, Biweekly), Graduate Education (Fridays 2-4pm, Monthly) , Honors Program Advisory Board (TBD), Information Technology (Fridays 10-11am, Monthly) , International Education (Wednesday 11am-12pm, Monthly), Student Academic Life (Tuesdays 9-10am, Monthly) , Writing Proficiency (Friday 9-11am, Monthly)

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---

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.

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

---

# ASI Governance Ambassador 2023-2024

COMPLETE

#6

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Priority deadline is March 23rd at 4pm.

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

### CREATED



PUBLIC

Apr 18th 2023, 11:41:39 am

### IP ADDRESS



### \* Applicant Name

Judy Baik

### \* CSUF Email:

### \* CWID:

### \* Primary Phone Number:

### \* CSUF Major:

Criminal Justice

### \* CSUF Class Level

Freshman

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

---

Spring 2026

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

---

I am part of the governance ambassador program currently. I am pursuing this position because I learn a lot from interacting with the professors I meet at the meetings. This program gave me chance to learn about specific areas' system and changes that the school is working on, and it is amazing to be part of it.

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

---

Students' voice is the main thing the school should focus on, because college is a place for students to learn. Therefore, it is a key component on decision-making on any issues and projects.

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

---

It interested me last semester too, and this semester, I have been part of the FDCB senate, which was an academic senate. It is interesting because I saw all of the efforts and changes that the school and professors were getting together to make better environments for students. So, I am interested in getting to know campus infrastructure, or program opportunities too.

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

---

I am currently the governance ambassador for IT and academic senates. I am part of the Criminal Justice Students' Association, APS, and Seoul.ful.

**\* 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?**

---

I am available on Tuesday, Thursday, and Friday afternoons, and all days for Saturdays and Sundays.

**\* 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) , Academic Standards (Friday 1-2pm, Monthly), Diversity & Inclusion (Tuesdays 1-2pm, Biweekly), Honors Program Advisory Board (TBD), Library Committee (Mondays 1-2pm, Monthly) , Outstanding Professor (TBD)

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---

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

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

---

Judy Baik

---

# ASI Governance Ambassador 2023-2024

COMPLETE

#8

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.

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Priority deadline is March 23rd at 4pm.

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

## CREATED

## IP ADDRESS



PUBLIC

Apr 20th 2023, 12:45:18 am

### \* Applicant Name

Michael Babinec

### \* CSUF Email:

### \* CWID:

### \* Primary Phone Number:

### \* CSUF Major:

Computer Engineering

### \* CSUF Class Level

Junior

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

---

2025

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

---

Reccomendation from friend who held the the position. I want to pursue change on campus much like he did.

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

---

The role of the students voice is to speak the mind of one of the most crucial elements in the school system, those that experience it firsthand, the students.

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

---

Im quite interested in understanding and participating more in the inner workings of the campus.

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

---

I'm treasurer of our Backcountry Hunters and Anglers chapter, I'm also a research assistant in an on campus lab

**\* 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?**

---

I'm hoping to make any open time in my schedule available.

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---

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

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Academic Standards (Friday 1-2pm, Monthly), Campus Facilities & Beautification (Friday 11am-12pm, Monthly), Curriculum (Friday 12-2pm, Monthly) , Faculty Development Center Board (Fridays 9:30-11am, Monthly), Faculty Research Policy - Standing Committee (Tuesdays 9:00-10:0am, Monthly), Graduate Education (Fridays 2-4pm, Monthly) , Information Technology (Fridays 10-11am, Monthly) , Internships & Service Learning (ISL) (Wednesday 9-10am, Monthly), Writing Proficiency (Friday 9-11am, Monthly)

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---

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.

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

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

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Michael Babinec

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# ASI Governance Ambassador 2023-2024

COMPLETE

#13

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, between 1 and 2 Academic Senate Standing Committees and additional assignments depending on availability and interest. 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 March 23rd at 4pm.

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

## CREATED

## IP ADDRESS



PUBLIC

Apr 24th 2023, 1:52:35 pm

### \* Applicant Name

Nathaniel Wamala

### \* CSUF Email:

### \* CWID:

### \* Primary Phone Number:

### \* CSUF Major:

Pre Business

### \* CSUF Class Level

Sophomore

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

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Spring 2025

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

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As a student that attends a university that is known around for being a "commuter" school I have made it a goal of mine to get as involved as possible on campus. Currently I am involved in multiple clubs and organizations on campus that have heightened my professional skills and I was hoping to take my involvement a step further by getting involved as an ASI Ambassador. I've always wanted to have an opinion on what decisions are made on campus and while being on the committee not only will I have a voice but I will also be able to speak up on behalf of my peers.

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

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As I've watched the ASI student body work from an outside perspective for two years, I feel like I have a firm understanding of the role students play in being able to have a voice on campus. Students distinct viewpoints and experiences can offer important context for campus issues and initiatives. They may provide comments on anything from academic policies to architectural designs, which can eventually result in improved decisions and outcomes. The opinion of the students is a crucial factor in deciding on campus projects and concerns. Students are empowered when they participate in decision-making, and it also helps to ensure that the choices chosen are in accordance with the wants and requirements of the student population. Students feel heard, respected, and appreciated when they participate in decision-making, which can boost their involvement, motivation, and satisfaction.

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

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As a passionate learner, I believe that a robust academic curriculum is essential for preparing students for success in their future careers. Our school provides tons of resources to ensure a student is studying a major they will enjoy, and I'm eager to make these resources known to let students explore the different courses, majors, and academic programs available on campus and how they align with their career aspirations. I am also excited to explore the program opportunities available to students, including internships, research opportunities, and study abroad programs, which can enrich student academic experience and broaden their horizons.

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

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For the past two years, I have been an active member of the Sigma Pi fraternity, a 100-man organization on campus. During this time, I have held several leadership positions, including Recruitment Chair and Social Chair, which have allowed me to hone my leadership and organizational skills. In addition to my leadership roles, I have also been actively involved in our community service events and philanthropy initiatives. These events are aimed at giving back to our community and supporting organizations such as the Center for Autism. Through my involvement with Sigma Pi, I have gained a deeper appreciation for the importance of community service and the impact that we can have on the lives of those around us. I am proud to be a member of this organization, and I look forward to continuing to make a positive difference in our community.

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**\* 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?**

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I live in a house right across from campus so I am on campus almost every day spending a majority of my time in classes or in areas like the TSU, Library or the SRC. I never take courses on Friday so I always have those days open. I am never too busy and I have excellent time management so I am always available both fall and spring semester.

**\* 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 : Second Choice  
 Student Fee Advisory Committee : First 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 Standards (Friday 1-2pm, Monthly), Campus Facilities & Beautification (Friday 11am-12pm, Monthly), Curriculum (Friday 12-2pm, Monthly) , Faculty Development Center Board (Fridays 9:30-11am, Monthly), Graduate Education (Fridays 2-4pm, Monthly) , Information Technology (Fridays 10-11am, Monthly) , Writing Proficiency (Friday 9-11am, Monthly)

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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.

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Authorization and Certification of Application Enter Your Name

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# ASI Governance Ambassador 2023-2024

COMPLETE

#17

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, between 1 and 2 Academic Senate Standing Committees and additional assignments depending on availability and interest. 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 March 23rd at 4pm.

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

### CREATED



PUBLIC

Apr 25th 2023, 10:34:54 pm

### IP ADDRESS



### \* Applicant Name

Lorraine Nunez-Santana

### \* CSUF Email:

### \* CWID:

### \* Primary Phone Number:

### \* CSUF Major:

Criminal justice

### \* CSUF Class Level

First year

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

Spring 2026

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

I decided to continue to pursue this position because I feel it's a great way to become closer with the university community. It's also a great way to learn and grow with different perspectives and personalities. I wanted to continue being an ambassador because I appreciated the connections it provided me. It showed me that there are many organizations within the university that I was unfamiliar with in the beginning. And these organizations can help lead us to become greater individuals.

---

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

I believe the student population and our voice matters so much. We all help bring events together. This helps so much because it shows what we are interested in and what we feel would be beneficial. For example, concerts, study sessions, etc. When it comes to issues, as a community, we make sure that our feelings are understood and expressed. Even if the issues do not personally impact us. I believe our voice is the root of all aspects of our campus. I believe that our voice ties us together and makes us stronger.

---

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

I'm very interested in academic curriculum and programs that offer opportunities for us students. For example, being a governor ambassador is such a great opportunity and way to connect with students. Throughout my semesters here I've learned that there are many different ways to become connected with our campus and resources that are available for us students. Especially for first generation college students like myself. For example, last semester I was associated with the I Am First Program which was specifically designed to provide mentoring and support for young first gen students. This organization exposed us to many different resources and people who were also first generation and became very successful. It helped us see that there's so much more to being first gen and that we didn't have to limit ourselves or restrain ourselves from being able to do great things because of this title. When it comes to academic curriculum, I'm always looking for a way to grow my knowledge and skills.

---

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

I am currently a governor ambassador with ASI. I am also an employee at Titan Shops. During my free time I consider volunteering with the street team for campus events. I am also a band member for our university band.

---

**\* 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?**

My availability for the next fall semester is going to be very flexible. I have already registered for my classes and this will allow me to be available Tuesdays, Thursdays, and Fridays during the mornings and afternoons.

**\* 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:**

---

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---

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

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

---

Lorraine Nunez-Santana

**\* Enter your CWID**

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Discussion:  
Policy Concerning Student  
Leader Financial Awards





# Current Organization of Financial Awards

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- Category 1: ASI Executive/Fiduciary: Student leaders who set the mission and policies of the organization as well as having financial responsibility to the organization
- Category 2: ASI Team Leaders Student leaders who lead teams within ASI to accomplish the goals and missions set forth by the organization



# Current Organization of Financial Awards

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- Category 3: ASI Board and Team Members Student leaders who serve on teams within ASI to accomplish the goals and missions set forth by the organization
- Category 4: Other ASI Positions
- Category 5: Funded and Funding Councils



# Concerns Raised

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- Vice President Role
- Gaps between Categories in the Student Leader Financial Award Category
- Impact on Financial Aid
- Student Comparison to Minimum Wage



# External Market Analysis

- Contract with Human Resources Strategies, Inc
- Review of the internal value of a position by making comparisons with other positions within the organization
- **Point-Factor Evaluation Plan**
  - Elected or Appointed
  - Hours Required
  - Coordinating Others
  - Interpersonal Contact
  - Planning
  - Accountability / Impact of Errors
  - Complexity
  - Decision Making
  - Fiduciary Responsibility
  - Travel

# Summary of Findings

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- Vice President role is within range closer to the President and Board Chair responsibilities.
- The Board members point range is closer if not higher than the Executive Officers due to their decision making and fiduciary responsibilities, but the Executive Officers still hold more time in coordination and project execution.
- The Elections Director point range was higher than the commission directors and other like leaders due to the increased in time and interpersonal contact in a short period of time

# Summary of Findings

---

- The point spread between each grouping of student leaders supports the need for reviewing and adjusting the percentage compressions between each level.
- Due to the lack of clarity for the category 5 responsibilities, there are no identified financial recommendations from this review.
  - Additionally there is no identified way of increasing this category with cost of attendance adjustments like the other 4 categories.

# Future Considerations

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- Adjustment of the Vice President classification
- Compress the percentages between Category 1, 2 and 3
- Minimum percentage for student leader awards
- Measure for equitable increases for Executive Senate Awards
  
- Continuing conversations with incoming board in summer and fall
- Identify solution in Fall 2023 for FY 2024-2025 budget considerations

# Policy Needs

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- Addition of responsibilities for the commission directors and coordinators (similar to AICA) to the Policy Concerning Composition of Commissions
- Addition of responsibilities for the Camp Titan Directors and volunteer staff\*\*
- Addition of responsibilities for the Governance Ambassadors to the Policy Concerning Composition of Commissions
- Addition of responsibility for the Executive Senate (Category 5) Chair/Presidents and Vice Chair/Treasurers to the Policy Concerning Executive Senate



# Questions?

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Conduct a comprehensive assessment for student leader financial awards to determine equity among positions, necessary amount changes, and other necessary improvements. Including collaborating with HR to use external firms that conduct similar market salary analysis for employees.

#### **Equity Concerns Raised:**

- **Vice President Role.** With the inclusion of the Vice President alongside the ASI President and Board Chair in campus administration meeting, training with corporate leadership, there is a concern between the identified financial award amount for the ASI Vice President.
- **Gaps between Categories in the Student Leader Financial Award Model.** The 20% differences between the categories in the student leader financial award model provides little flexibility to adjust or create new positions.<sup>1</sup>
- **Impact on Financial Aid.** Students have expressed concern with the impact of the student leader financial award on their financial aid package. Can a student who has full support from grants, scholarships, etc afford to decline any of that support to accept the student leader financial award?
  - Additionally, most of our students work a part-time job in addition to their work with us to be able to afford their living expenses.
- **Student Comparison to Minimum Wage.** While our student leader financial awards are not compensation for work done, students compare their roles to minimum wage rates when making a decision about pursuing a leadership position or a part-time job. Through this comparison, students see the work of Category 3, 4 and 5 as underpaid in comparison to their non-leadership peers

#### **External Market Salary Analysis**

ASI contracted with Human Resources Strategies, Inc to conduct a review to determine the internal value of a position by making comparisons with other positions within the organization. HRS utilized a point factor plan as an aid in making these comparisons.

The factors measured in the plan were elected or appointed, hours required, coordinating others, interpersonal contact, planning, accountability/impact of errors, complexity, decision making, fiduciary responsibility and required travel. Those factors were weighted for each student leader and respective category.

HRS utilized the position responsibilities outlined in policies with some informed context from ASI staff to assign a base number of hours to each position and the ratings across the remaining categories.

#### **Summary of Findings:**

- Vice President role is still within point range of board leadership and not closer to the President and Board Chair responsibilities.
- The Board members point range is closer if not higher than the Executive Officers due to their decision making and fiduciary responsibilities, but the Executive Officers still hold more time in coordination and project execution.
- The Elections Director point range was higher than the commission directors and other like leaders due to the increased in time and interpersonal contact in a short period of time
- The point spread between each grouping of student leaders supports the need for reviewing and adjusting the percentage compressions between each level.

---

<sup>1</sup> <https://asi.fullerton.edu/wp-content/uploads/ASI-Policy-Concerning-Student-Leader-Financial-Awards-1.pdf>

- Due to the lack of clarity for the category 5 responsibilities, there are no identified financial recommendations from this review.
  - Additionally there is no identified way of increasing this category with cost of attendance adjustments like the other 4 categories.

**Policy Needs:**

- Addition of responsibilities for the commission directors and coordinators (similar to AICA) to the Policy Concerning Composition of Commissions
- Addition of responsibilities for the Camp Titan Directors and volunteer staff
- Addition of responsibilities for the Governance Ambassadors to the Policy Concerning Composition of Commissions
- Addition of responsibility for the Executive Senate (Category 5) Chair/Presidents and Vice Chair/Treasurers to the Policy Concerning Executive Senate

## Comparison to other campus.

ASI here at CSUF has higher student leader support through financial awards than other Associated Students organizations. A number of the other campuses

- **San Diego State University<sup>2</sup>**
  - Compensates each of the 5 executive officers. Their total award does not exceed the cost to attend the University for a single, in-state resident, undergraduate student living in off-campus housing, including SDSU registration. The compensation is paid bi-weekly on the basis of the number of hours worked during the pay period and the number of weeks worked during the course of their term of office and in accordance with the published A.S. payroll calendar.
  - The Board of Directors appoints the Executive Officers and does not receive compensation.
- **Sacramento<sup>3</sup>**
  - Director serve without salary. However, the Board may authorize payment of scholarships to any or all of its members and to any appointees who are subject to Board confirmation. Such authorization shall be subject to two-thirds (2/3) vote of then current membership of the Board and shall be subject to review by the Appellate Council. Announcement of intent to establish or change such scholarships and the findings of the Appellate Council shall be published in a campus newspaper of general circulation prior to initiation of payment
  - President, Executive Vice President, Vice President of Finance and Vice President of University Affairs, Vice President of Academic Affairs, each of whom shall be elected by students, hereinafter membership at large; b. One Director, elected by the undergraduate membership which has not declared a major; c. One Director, elected by the graduate membership; d. One Director from each College elected by membership with declared, pre, and special majors in the respective Colleges.
  - Scholarships will be awarded per semester (fall and spring) based on a percentage of the estimated cost of attendance for living off campus as published by the Sacramento State Financial Aid Office. Any Board member who is paying graduate student fees will have their cost of attendance adjusted to include this differential. Adjustments to the cost of attendance that are put into effect after the approval of the ASI annual budget will not be considered until the following fiscal year. Each scholarship amount is rounded to the nearest dollar. The percentage of the “estimated cost of attendance” shall be awarded in the following amounts: a. ASI President -70% b. ASI Executive Vice President, ASI Vice President of Finance, ASI Vice Presidents of University Affairs and Academic Affairs -60% c. Directors of each College, Undeclared, and Graduate – 35%
- **Long Beach**
  - Scholarships awarded to the President, Vice President, and Treasurer will be in amount equivalent to the “CSULB Costs of Attendance, based on 7+ units per semester enrollment” for an undergraduate student living off-campus as published on the CSULB website. In addition to covering the cost of tuition and fees, the scholarship is intended to cover the Executive Officers’ “additional costs,” defined as room and board, books and supplies, transportation, and personal expenses.<sup>4</sup>
  - Appointed Officers: Scholarships awarded to positions identified in the Bylaws as “ASI Officers” or “Chief Officers” will be in the amount equivalent to 65% of the scholarship amount awarded to the Elected Executive Officers
  - All Other Positions: The amount of scholarships awarded to all other student government positions will be determined annually during the annual budget preparation process.
  - Any amount of a scholarship that is used to pay for room and board and other living expenses may represent taxable income to the recipient. Students awarded such scholarships are strongly

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<sup>2</sup> <https://as.sdsu.edu/govt/resources/bylaws/>

<sup>3</sup> <https://asi.csus.edu/sites/main/files/file-attachments/asi-bylaws-adopted-may-21-20161.pdf?1569813050>

<sup>4</sup> <https://www.asicsulb.org/gov/documents/asi-bylaws-2021-2022.pdf>

encouraged to consult with a qualified tax preparer to determine if they will owe taxes. ASI assumes no responsibility for any tax liabilities incurred by a recipient of a student government scholarship

- **Northridge:**

- Non-compensatory Scholarships<sup>5</sup>. The President, Vice President, Senators and Senate Committee Chairs may receive scholarships or other equitable financial remuneration approved in the annual budget. In order to receive this, they are required to have met the minimum requirements for their positions, as established in the AS Constitution. All final scholarship allotments are subject to approval by the AS Personnel Board and must be in alignment with labor law, financial aid policy and tax law. Presidential and Vice-Presidential scholarships will be adjusted annually to accommodate increases in the local cost of living. Tuition reimbursement for President and Vice President will cover the cost of enrollment during fall and spring semesters to include, when applicable, graduate or out-of-state fees, and parking
- President and Vice President Stipends are awarded for (26) twenty-six pay periods totaling (52) fifty-two weeks per term.
- Stipends are awarded for a set number of “pay periods” according to the annual budget. They are not tied to performance or attendance but are a stipend/gift from Associated Students to the student leader. Senators who are in office at the time of the first week of the Fall/Spring semester begin receiving a stipend on that date. Stipends are issued every two weeks, for a maximum of 7 stipends per semester

- **Dominguez Hills**

- Fellowships are usually made available by the Board of Directors for the elected ASI Officers. These are, in effect, scholarships to ensure time being available to the ASI by the officers to carry out ASI’s business. Fellowships are not compensation and should be handled as operating expense items of the Administrative Budget<sup>6</sup>
- Fellowship Amounts: President - \$13,000; Executive VP, VP of Academic Affairs and VP of Finance - \$7,500; Board Members - \$3,000.

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<sup>5</sup> <https://www.csun.edu/sites/default/files/Code%20On%20Finance%2022-23.pdf>

<sup>6</sup> <https://asicsudh.com/policies/financial-policies-and-procedures/>

**CSUF**

**Preliminary Evaluation Scores**

Category	Title	Award Factors											Financial Award	Notes/?
		Elected/Appt	Hours	Coordination	Planning		Interpersonal Contact	Accountability			Travel	Total		
					Activities/Scope	Time		Impact of Errors	Decision Making	Fiduciary Respon				
1	ASI President	150	150	60	50	50	125	150	125	80	30	970	75%	
1	Chair of the Board of Directors	130	150	70	50	45	125	150	125	100	10	955	75%	
1	ASI Vice President	150	150	55	45	45	115	120	100	80	10	870	55%	VP still within point spread of Pres/VP
1	Treasurer of the Board of Directors	130	150	40	45	45	100	120	100	100	10	840	55%	
1	Secretary of the Board of Directors	130	150	40	45	45	100	120	100	100	10	840	55%	
1	Vice Chair of the Board of Directors	130	125	45	45	45	115	120	100	100	10	835	55%	
3	Board of Directors Members	100	125	20	40	45	100	105	100	100	10	745	15%	Need to raise board of directors
2	Chief Governmental Officer	115	150	30	40	40	80	65	75	60	20	675	35%	Need to raise executive officers
2	Chief Campus Relations Officer	115	100	50	40	40	80	90	75	60	10	660	35%	
2	Chief Communications Officer	115	100	45	40	40	80	90	75	60	10	655	35%	
2	Elections Director	115	100	20	40	40	80	90	75	60	10	630	15%	Need to raise elections director
2	Chief Inclusion and Diversity Officer	115	100	20	40	40	80	90	75	60	10	630	35%	
2	Environmental Sustainability Comm Director	115	100	30	35	30	70	90	75	60	10	615	15%	
2	Community Engagement Comm Director	115	100	30	35	30	70	90	75	60	10	615	15%	
2	AICA Chair (Programming Director)	115	100	30	40	30	80	90	75	20	10	590	35%	
3	AICA Vice Chair	85	75	10	30	30	50	45	50	20	10	405	10%	
3	AICA Events Coordinator	85	75	10	30	30	50	45	50	20	10	405	10%	
3	AICA Diversity Coordinator	85	75	10	30	30	50	45	50	20	10	405	10%	
4	Camp Titan Co-Directors	65	50	30	20	20	70	40	50	40	10	395	15%	
4	IRA Committee Chair	65	50	30	20	20	50	25	50	40	10	360	15%	
5	Funding Council President/Chair	35	35	20	15	10	40	45	30	40	10	280	\$2,000	
5	Funding Council Treasurer/Financial Officer	35	35	20	15	10	40	45	30	40	10	280	\$1,000	
5	Funding Council Director of Administration	35	25	10	10	10	30	35	30	40	10	235	\$500	
5	Funding Council Director of PR (Example)	35	25	10	10	10	30	35	30	40	10	235	\$250 to \$1,000	
5	Funded Group Council Chair/President	35	25	10	10	10	30	35	30	20	10	215	\$1,000	
5	Funded Group Council Financial Officer	35	25	10	10	10	30	35	30	20	10	215	\$250 to \$1,000	
5	Funded Group Additional	35	25	10	10	10	30	35	30	20	10	215	\$250 to \$1,000	

**Point-Factor Evaluation Plan**

Position evaluation is the process of determining the internal value of a position (in terms of range of pay) by making comparisons with other positions in the organization. This "Point-Factor" Plan is an aid in making these comparisons.

A factor is an element common to all positions, which varies in proportion and intensity depending on each position's responsibilities and duties.

The factors measured in our Plan are:

- Elected or Appointed;
- Hours Required;
- Coordinating Others
- Interpersonal Contact.
- Planning
- Accountability/ Impact of Errors
- Complexity;
- Decision Making;
- Fiduciary Responsibility
- Travel

Each of these factors is defined in the following section.

**POSITION FACTOR EVALUATION**

<b>ELECTED OR APPOINTED</b>	
35 pts	Appointed by the ASI President or Board to Funded and Funding Council/Group
65 pts	Appointed by the ASI President or Board to Other Positions (Camp Titan or IRA Committee)
85 pts	Appointed by the ASI President as a Programming Coordinator or as the AICA Vice Chair (Category 3).
100 pts	Elected as a Board Member to represent a College (Category 3) or appointed by the ASI President and confirmed by the Board as an Elections Director, or a Commission Director (ex: Community Engagement, Environmental Sustainability).
115 pts	Appointed by the ASI President and Confirmed by the Board to an Executive Officer Position, or a Programming Director (AICA Chair -Category 2).
130 pts	Elected by the Board of Directors to an Executive position (Chair, Vice Chair, Treasurer, Secretary. (Category 1). May be asked to represent the student body to outside entities such as academic committees, state-wide committees.
150 pts	Elected by the entire Student Body (Category 1-ASI President, Vice President) to represent and promote student needs to the Board, the ASI Executive Director, the University President, academic committees, and state-wide committees.

## HOURS REQUIRED

- 25 pts            Positions responsible for coordinating with the ASI for receiving or distributing funding. Enables positions to complete ASI required forms and reports to access funding.
- 50 pts            Responsible for a Category 4 Other ASI position. Positions are responsible for coordinating a Camp Titan activity or Chairing the IRA committee.
- 75 pts            Requires a time commitment up to 120 hours per year. Can include AICA support positions and Elections Coordinators.
- 100 pts           Requires a time commitment over 120 hours per year to conduct business on behalf of the ASI. Includes elected Board Members, and the Board Member assigned to the Audit Committee.
- 125 pts           Requires an estimated time commitment of over 150 hours and/or a requirement to maintain regular weekly office hours. Includes appointed Executive Officers and the Elections Director.
- 150 pts           Requires an estimate time commitment of 200 or more hours, includes Category 1 Executive Members required by position to establish office hours, and attend a variety of on and off campus meetings.



## COORDINATING OTHERS

	<b>Number coordinated</b>	<b>0</b>	<b>1-2</b>	<b>3-5</b>	<b>6-10</b>	<b>11-25</b>
A	Non-coordinating position	10	10	10	10	10
B	Lead person, assigned to a funded council responsible for coordinating paperwork submission.	10	20	25	30	35
C	Officer or Director responsible chairing a Commission as a Presidential appointee.	10	25	35	40	50
D	Board elected VP, Sec, Treasurer or Executive Officer responsible for making appointee recommendations, chairing standing committees.	10	30	40	45	55
E	ASI President, responsible for making and removing appointments.	10	35	45	55	60
F	Chair Board of Directors- directs the work of the Vice Chair, Secretary and Treasurer; holds Board Members accountable for duties.	10	40	50	60	70

## PLANNING ACTIVITIES/SCOPE

10 pts Supports planning for an activity or event as a member of a funding/funder council.

15 pts In a Leadership position and establishes agendas and guidelines for a funding/funder council.

20 pts Supports planning for meetings, marketing or activities as a Category 4 Other ASI Positions which includes Camp Titan Co-Directors and IRA Committee Chair.

30 pts Plans as an Elections or Commissions Coordinator or an AICA Vice Chair or Coordinator. Supports Directors or Chairs by developing agendas, planning elections or activities, or developing plans to implement programming.

35 pts Plans as a Director for a Commission, leading the commission and planning for meetings and activities.

40 pts Plans as a Member of the Board of Directors or an appointed Executive Officer, preparing for meetings, submitting annual goals, overseeing, or leading commissions, and helping to implement goals and objectives set by the Chairman of the Board and the ASI President.

45 pts Plans in direct support of the ASI President or Chair of the Board of Directors. Assists planning for Board of Directors meetings, may preside over a Standing Committee setting goals and objectives that include financial planning, facilities, governance, or the Children's Center.

50 pts - Plans for an presides over Board Meetings, setting goals and objectives for the year. Responsible for organization-wide planning, developing goals, objectives, and budgets to be submitted to the Board of Directors for approval.

**PLANNING TIME**

10 pts Plans on a monthly basis, such as submitting coordinating paperwork per established criteria for a funded or funding group or council.

20 pts Plans for several months on a specific event or activity during the year or summer (Category4).

30 pts Plans on a semester basis for a specific activity such as a committee, commission, or election function.

40 pts Plans projects on an annual basis for a specific function such as an elections commission or an Executive Officer or Program Director or developing curriculum for Board training. Supports an Executive Officer with annual planning.

45 pts Reviews and votes on budgets, plans and objectives impacting the entire student body on an annual basis.

50 pts Plans annual goals and objectives for the entire student body the and submits supporting proposals in alignment with goals and objectives for Board approval.

**INTERPERSONAL CONTACT**

		1	2	3	4
		<b>INTERNAL CONTACTS</b>			
	<b>EXTERNAL CONTACTS</b>	<b>Immediate Committee or Council Members</b>	<b>Routine within Commission or Committee</b>	<b>Presents Reports to Board</b>	<b>Member of Board or Elected by the Entire Student Body.</b>
1	<b>No contacts outside of department or Council presenters.</b>	30	40	50	60
2	<b>Contact/work with student leaders, Coordinators, advisors with multiple colleges</b>	40	50	60	70
3	<b>Routinely coordinates with Vendors/ Outside Agencies or families on routine campus activities</b>	60	70	80	90
4	<b>Represents Student Body on multiple campus</b>	70	85	100	115

	<b>committees, councils, and commissions.</b>				
5	<b>Participates in multiple campus advisory committees at the highest level (Academic Senate), regular meetings with the University President, Provost, and ASI Executive Director.</b>	85	100	115	125

**ACCOUNTABILITY**

	<b>Assignment</b>	<b>IMPACT OF ERRORS</b>				
		Cause little difficult to correct	May waste supplies	Modest financial loss	Considerable financial loss	Serious financial impact
1	Assigned to a funding/funder council with specific structured guidelines.	25	35	45	55	65
2	Assigned to a Category 4 function that has specific policies and rules and is closely monitored by ASI staff and the ASI board.	30	40	50	60	70
3	Appointed as a Coordinator or Vice Chair to a Committee or Elections. Guided by detailed bylaws and policies and subject to multiple ASI reviews.	45	55	65	75	85
4	Elected as a Board of Director responsible for voting on budgets, contracts, and policy decisions. Appointed by the ASI President as an Executive Officer responsible for directing Commissions, and major campus functions with general oversight.	60	75	90	105	120
5	Elected by the Board of Directors to support the ASI Chair as a Vice Chair, Treasurer or Secretary or by the Student Body as a Vice President. Independently establishes guidelines in a major function. Elected by the Student Body to support the ASI President	75	90	105	120	135

6	Elected as Board Chairman or ASI President. Self-directed while consulting with the ASI Executive Director and University staff.	90	105	120	135	150
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### **DECISION MAKING**

30 pts - Responsibilities are primarily allocating funds as part of a Funding or Funded Committee.

50 pts - Duties involve providing input and recommendations in council or committees used in the decision-making process, but do not involve making decisions.

75 pts Responsibilities involve setting guidelines for a committee, commission or council and deciding which recommendations to report or forward to the Board of Directors.

100 pts Responsibilities include voting on recommendations presented for review, including budgets, contracts, bylaws, and policies. Includes the Vice Present providing review and support of items for the President.

125 pts Responsibilities include acting as an Executive Officer or Elections Director, leading Commissions, interacting with CSUF departments to ensure strategic alignment, corresponding with elected officials, and potentially traveling to meet with elected officials. Acts in an independent capacity to implement elections and ensure election integrity.

### **FIDUCIARY RESPONSIBILITIES**

20 pts No fiduciary responsibilities

40 pts Ensures guidelines are adhered to for a funded or funding council.

60 pts Responsibilities involve ensuring fiduciary guidelines are followed by a committee, commission, or council.

80 pts Chairs the financial or audit committee charged with a fiduciary responsibility regarding a duty of care, loyalty, and mission/obedience. Responsible for developing and submitting a budget to the Board of Directors for approval.

100 pts Routinely votes on expenditures for the student body that require a duty of care, loyalty, and mission/obedience.

### **TRAVEL**

10 pts No travel required by duties.

20 pts Duties require some infrequent local travel.

30 pts Duties require some infrequent out of state travel.



# BOARD LEADERSHIP REPORT

## May 2, 2023

### **Ramón Aquino, Secretary:**

No Report

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

Congratulations Board on completing our terms!

I especially want to express my appreciation for my Finance Committee: Cooper, Aime, Morgan, Lydia, and Jackson. Thank you for your time, attention, questions, and feedback throughout the year. I am proud of our work, especially in developing our new rubric for the budget process.

I look forward to seeing how you all continue to lead whether that still be in ASI, in other parts of our campus community, or in our greater community and society.

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

No Report

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

No Report

**May 2, 2023**  
**Board of Directors**  
**Executive Officers Report**

**PRESIDENT:** Lydia Kelley

Hey Titans! It feels great to be back in person. First off, I want to express my gratitude for the passing of the Wellness Initiative in BOD and now SFAC. This could not have been possible without the work of you all. I also want to highlight the staff in this room for their work on the initiative. This week is our ASI CSUF vs. USC baseball tailgate at 4pm-5:30 with a game start time of 6pm. We still need student volunteers if anyone is able to.

**CCRO Updates:** Sustainable beach clean-up shoutout to Rebecca for overseeing the run of this event and all the student orgs that participated.

**Housing Tabling:** Our student commissioners spent a few hours tabling in housing and I present to you all today the feedback they got. I will share this with our administration and future leaders of ASI.

**Events and meetings attended:**

4/17-4/20 Washington D.C.  
4/18 is our housing tabling event 10am-2pm  
4/21 Meeting with Dave and Keya  
4/24 ASI Student Wellness Initiative  
4/26 SFAC Check-In  
4/26 Meeting with Dave  
4/28 SFAC Meeting #4  
5/1 ASI Tailgate walk-through

**Projects:**

-Spring Tailgate

**VICE PRESIDENT:** Christapor Mikaelian

**No Report**

**CHIEF COMMUNICATIONS OFFICER:** Mayra Martinez

Summary: Finish strong ya'll! Just three more weeks, we're almost there.

Meetings:

- CC meeting
- 1:1 CECD
- CEC event prep



- Titans in Public Service
- Exec video prep
- exec video
- Top 10

Projects:

- Spring Exec Recap Video
- End of the Year Video
- COMM Plan

Goals for next week:

- Get finalized Reels for CC and CEC events-post
- Get finalized video for exec event-post
- set end of the year video
  - script
- exec summary and intro for comm plan

**CHIEF GOVERNMENTAL OFFICER:** Mary Chammas

**Summary:**

Happy Tuesday! And happy last BOD meeting 😊

**Events/Meetings Attended:**

- **SJEC x APARC**
- **Governance Committee**
- **Exec Recap video**
- **Top ten meeting with Dr. O**
- **CSUF Implementation team check in**

**Projects:**

- Getting ready for next semester!!

It's been such an honor serving with you all, I am so incredibly grateful to have worked with you and I'm beyond proud of how far we've come. We did some amazing things and made some incredible memories! Thank you all for being an incredible and driven group of people, we've watched each other and helped each other grow as leaders and I can't wait to see how we all grow in the coming years.

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

**No Report**