



Minutes

Governance Committee

📅 Thu November 14th, 2019

🕒 2:30pm - 3:45pm PST

I. Call to Order

Maria Linares, chair called the meeting to order at 2:33 pm.

II. Roll Call

Members present: Aguirre, Cortes, Linares, Reveles, Soria

Members absent: None

Non-voting members: Gonzalez, Nettles

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting. [According to the by-laws, a member of the board who does not remain until the scheduled ending for the meeting (3:45 p.m.) is considered not to be in attendance.]

**Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business. [According to the by-laws, a member of the board who is not in attendance prior to the announcement of Unfinished Business is considered not to be in attendance.]

III. Approval of Agenda

Linares asjed for a motion and second to approve the agenda (M) Reveles (S) Aguirre. The agenda was adopted without objection.

IV. Approval of Minutes

None

V. Public Speakers

VI. Reports

a. Chair

No report.

b. Director, Leader and Program Development

No report

VII. Unfinished Business

VIII. New Business

a. **Action: ASI Policy Concerning Performance Management**

GC 004 19/20 (M) Reveles (S) Soria moved to approve the ASI Policy regarding Performance Management

Linares yielded to Sharon Johnson, Human Resource Director.

Johnson highlighted the changes made to the policy. Johnson provided an background regarding the current process of student performance reviews. Johnson stated students were evaluated based on hours 280, 680 and 1,000 hours.

Current process allows students to receive a raise at 600 and 1000 hours. With the changes students would be reviewed every 1,000 hours. Johnson clarified students are only allowed to work 1,000 hours per year.

Johnson continued to review the current process for performance evaluations.

Johnson stated the process was changed to ensure the student employees would be reviewed yearly and ensure managers are completing them in a timely matter.

Student employees performance review would be completed between January 01 - March 31.

Johnson clarified that the biggest change would be removing the 680 hours review. This change would be implemented January 2020. The students that have worked less than 3 months would not be transitioned to the new process.

McDoniel clarified that the process is not being changed.

Gonzalez, the students first opportunity would be at 1,000 hours?

Johnson, currently they would be eligible at 680 hours and at 1000 hours.

Johnson stated student employees may take a year to receive 680 hours because it depends on the amount of hours they work.

Linares stated, can you clarify how Student Recreation Center (SRC) trainers benefit from this change.

Johnson answered, this change will benefit the SRC trainers since it may take them years to get to 200 hours. The change guarantees they would receive a performance review.

Linares moved into discussion.

Gonzalez shared his experience as a student employee.

The committee applauded Johnson and favored the new process presented.

Linares moved into roll call vote.

GC 004 19/20 motion passed 5-0-0

b. **Discussion: ASI Policy Concerning ASI Elections**

Linares yielded to Nettles.

Nettles reviewed the Policy concerning Elections and highlighted the changes.

Nettles clarified that the language is the same as the ASI Bylaws.

- Candidate qualifications- title changed (page 5)
- Section regarding violations was moved from bylaws (Page 7)

McDoniel stated the language did not change.

Linares moved into questions

Linares moved into discussion.

Gonzalez stated he favored the changes.

Reveles, will there be any setbacks moving the timeframe.

Nettles answered, no there is not. Nettles clarified, the timeframe to campaign would continue to be 2 weeks.

Attached is the policy for additional information.

Discussion ensued.

c. Discussion: Establishing ASI Programming Board

Linares yielded to Nettles.

Nettles presented the new programming remodel.

Linares yielded to Wiley to provide more information regarding programming.

Wiley stated the policy would reflect the the current practices. The changes would be creating one team versus multiple under programming.

Soria, there would be 12 coordinator. is that taking out spring concern creative team?

Nettles, coordination and programming would be under programming director. Creative team will continue

Nettles clarified that programming teams were involved in discussion..

Nettles clarified this would be not a financial impact.

Linares encouraged the committee to contact programming if they continue to have questions.

Gonzalez shared how similar the communications commission is to the programming. Gonzalez shared his excitement towards the new policy.

Reveles, hope it promotes more collaboration amongst coordinators.

IX. Announcements/Member's Privilege

Linares yielded to Baker.

Baker informed the committee about the library advisory council. Baker informed the committee they are asking for student feedback.

Aguirre invited the committee to attend her show.

Cortez informed the committee that she would be selling Krispy Kreme donuts for a fundraiser.

Gonzalez informed the committee about the release of the Direct from the Board second episode. Gonzalez would be working with Marcus Reveles and RC for the next episode. Encourage for the committee to provide feedback.

X. Adjournment

Linares adjourned the meeting at 3:39

A handwritten signature in blue ink, consisting of several overlapping, stylized loops and lines, positioned above a horizontal line.

María Linares

A handwritten signature in black ink, appearing to be 'KRISTYNE ROBLES', positioned above a horizontal line.

Kristyne Robles, Recording Secretary



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A Resolution Approving Changes to Policy Concerning Performance Management
Sponsors: Maria Linares

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 Human Resources recommends an annual schedule for student employee performance evaluations, and the current Policy Concerning Performance Management does not address student and professional staff separately; therefore let it be

RESOLVED, ASI approves the addition of the subsections of Professional and Student Employees under the review section; and let it be

RESOLVED, that the performance evaluation schedule for ASI student employees will be updated according the new schedule outlined in the policy; and let it be finally

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

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

Lorren Amelia Baker
Chair, Board of Directors

Brittany Cook
Treasurer/Secretary, Board of Directors

POLICY CONCERNING PERFORMANCE MANAGEMENT

PURPOSE

The purpose of the Policy Concerning Performance Management is to enhance communication between supervisors and employees regarding employee performance and to link employee performance to the accomplishment of ASI's organizational objectives. Performance Management involves giving staff timely, relevant, and effective feedback in an effort to promote job satisfaction, increase competence, and develop staff in their chosen profession. By adopting a performance Management system, the Associated, Students, ~~CSUF, Inc., California State University, Fullerton~~ seeks to improve organizational performance by developing the effectiveness of its employees, both as individuals and as teams. The policy strives to encourage individual responsibility and work improvement, and seeks to cultivate partnerships built on trust, open communication, and mutual respect. To this end, the system seeks to ensure that all employees: are aware of what is expected of them, are provided with continuous feedback about their performance, and are provided with opportunities for education, training, and development.

This policy establishes a performance management system for ~~Associated Students, CSUF, Inc. ASI~~ and sets forth the performance management policies and procedures for the preparation, processing, and use of the performance evaluation process, and the linking of the performance reviews to other human resources decisions.

~~It is the policy of Associated Students, CSUF, Inc. that the management of each department and team adheres to the performance management system as described herein. ASI adheres to this policy for each department and team performance management.~~ This system is based on the importance of managing each individual's work and maintaining continuous communication between employees and their supervisors.

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WHO SHOULD KNOW THIS POLICY

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

DEFINITIONS

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

Terms	Definitions
Performance Objectives	A performance objective is a specific end result that contributes to the success of the organization and that an employee is expected to accomplish or produce.
Development Goals	Development goals are skills, knowledge and experiences the employee needs to either remain effective in their current job or support their ability to take on new responsibilities and grow in their career.
Coaching	Performance coaching is an ongoing process which helps build and maintain effective employee and supervisory relationships. Performance coaching can help identify an employee's growth, as well as help plan and develop new skills.
Performance Evaluation	Performance evaluations are an opportunity for an employee and their supervisor to sit down and discuss their performance objectives, development goals, and provide performance coaching.
Performance Improvement Plan	A Performance Improvement Plan is a plan aimed at helping employees improve their job performance.
Payroll Action Form	A Payroll Action Form is a form used to make changes to an employee's payroll profile.
Student Assistants	Currently enrolled CSUF students
Professional Staff	Non-student regular staff members

STANDARDS

1. PERFORMANCE APPRAISALS

a. *Planning*

Setting Performance Objectives

Employees and supervisors should meet to clarify expected outcomes for the year and set objectives that link the employee's job to department and organizational objectives. Objectives define what employees are expected to accomplish. Supervisors and employees should aim to define S.M.A.R.T. objectives.

- Specific
- Measurable
- Attainable
- Relevant
- Timely

Performance objectives should fit into and support the overall strategic objectives and goals of the organization, the advancement of the department and expectations of the position. Each employee should be assigned no more than 15 objectives which may be carried forward from the previous year, revised, or new objectives added during the review period as necessary.

Creating Development Goals

Supervisors and employees should work together to create development plans as part of the annual performance evaluation process. The plan can focus on meeting position expectations and gaining professional development skills. Meeting position expectations is necessary to successfully perform one's job. Professional development skills are the skills and knowledge that go beyond the scope of the employee's job description, although they may indirectly improve job performance. Development plans commonly include classes, but can also include elements such as cross-training and special project participation.

Once performance objectives are set, supervisors should check in regularly with employees to discuss the status of objectives and to provide feedback based on observations of an employee's performance. It is equally important to provide feedback on areas of success as on those requiring improvement. Check-ins also provide the opportunity to adjust objectives as the year unfolds.

2. Check-In

a. Communicating Expectations

ASI recognizes that employees have a right to know how they are performing and it is the responsibility of supervisors to provide this information. This should be done on a monthly basis and documented through an Employee Check-In Form; however, overall performance is formally evaluated and documented on a yearly basis.

It is therefore mandatory for all supervisors and supervisors to communicate and clarify expectations throughout the year. This is to be done by setting objectives and/or establishing clear standards of performance that are aligned with ASI corporate goals at the beginning of each performance evaluation cycle. It is against these expectations, objectives and standards that employee performance will be evaluated.

b. Effective Coaching

Coaching is a method of providing feedback. It helps shape performance and increases the likelihood that the employee's results will meet expectations. A coaching session generally focuses on one or two aspects of performance, rather than the overall review that takes place in a formal yearly performance evaluation.

c. Key Elements of Coaching

- Coach to focus attention on any specific aspect of the employee's performance
- Observe the employee's work and solicit feedback from others if appropriate
- Take the time to understand why performance is successful or needs improvement
- Advise the employee ahead of time on issues to be discussed
- Involve the employee in identifying successes and solutions
- Discuss alternative solutions
- Agree on action(s) to be taken
- Recognize successes and improvements
- Document key elements of the coaching session
- Schedule follow-up meeting(s) to measure results.

3. Review

The performance evaluation will have a direct correlation to ASI Strategic Goals, job expectations outlined in the job descriptions, offer the opportunity to explore career advancement and provide employees with

feedback to improve performance. The formal meeting between the supervisor and employee serves many purposes listed below:

- Provide a meaningful, sincere and well planned process that generates honest and open dialogue, including corrective and constructive feedback about performance and conduct, within which two-way feedback about the workplace can occur;
- Allow the employee and supervisor to create clear and concise performance standards that link directly to the ASI's goals and priorities;
- Ensure that performance standards reflect key areas of the employee's responsibilities and duties as indicated in the position description;
- Use a combination of resources (which may include peers, customers, coworkers and the employee's supervisors) to gather data from which the employee and supervisor will jointly identify the employee's:
 - Skills, knowledge and attitude that are adequate, exceptional, or those that need improvement
 - Opportunities for growth through changes in the position description or short-term assignments
 - Allow for collaboration in developing and implementing a development plan that identifies training and other learning opportunities to assist the employee in attaining his or her job and goals, as well as expected levels of performance
 - If appropriate, review identified performance and behavior problems for which coaching were received throughout the year. The process will document specific performance and behavior improvements that are expected. (The Performance Evaluation Process is not intended to be used to initiate disciplinary action)
 - Identify opportunities for feedback throughout the year
 - Provide a framework for promoting a culture of responsibility, accountability and transparency
 - Provide a basis for equitable reward and recognition, as well as providing inputs for succession planning

a. Rating Scale Definition

Depending on how well actual performance meets or exceeds objectives which have been set with clear performance standards and expectations, the supervisor will be able to apply one of the following ratings:

- 5 – Fully Achieved- Surpasses targets and standards beyond 75% of the time
- 4 – Substantially Achieved - Surpasses targets and standards at least 50% of the time
- 3 – Partially Achieved- Meets expected targets and standards at least 50% of the time
- 2 – Minimally Achieved - Meets expected targets and standards less than 50% of the time
- 1 – Not Achieved - Fails to meet targets and standards

b. Timing

Professional Employees

Each calendar year, every professional employee will be evaluated in the month of June. The evaluation cycle is July 1st – June 30th.

Student Employees

Performance evaluations will be conducted for student employees at the completion of the introductory period in any capacity or classification (student assistant, temporary and grad assistant). The introductory period is defined as 3 months of employment.

The annual performance evaluation must be conducted within the first quarter of each calendar year (from January 1 to March 31). The rating period is from February 1 to January 31 of the previous year. The performance evaluation must be completed by March 31.

An annual evaluation will not be required if a student employee has not been employed more than 3 months.

~~Student assistants will be evaluated after they have achieved one of the following evaluation milestones:~~

- ~~• 280 hours worked~~
- ~~• 680 hours worked~~
- ~~• 1000 hours worked~~
- ~~• Every additional 1000 hours worked thereafter~~

~~Two weeks prior to your review date, employees should receive notice from their supervisor of the meeting date as well as information on how to prepare for the performance evaluation.~~

c. Employee Role and Responsibilities

It is the responsibility of all employees to review their job description prior to their performance evaluation. In addition, all employees must review the goals of the department to ensure their work aligns with strategic plan of the organization. Finally, all employees must completed the self-assessment portion of the performance evaluation to provide reference to achievements, past performance, and challenges.

d. Preparation for the Performance Review and Planning Process

Supervisors will have 30 days to prepare the performance evaluation for their employees. It is therefore critical to begin the process early to allow time for approval. Approval Routing is as follows: Supervisor/Supervisor, Department Director, and HR Coordinator/ HR Director.

e. Supervisor's Role and Responsibility

It is the responsibility of the supervisor to review the employee's job description to determine if they fully or partially achieve the set performance standards outlined in the job description. Supervisors must review previous performance evaluations, self-assessment for achievements, past performance and challenges. Supervisors should then review the goals of the organization to evaluate how did the employee contributes to the corporate goals. The supervisor should review the employee's current performance objectives and standards to ensure they align with the current job responsibilities and goals of the department and organization. Supervisors must then review the completed training received and identify areas of needed development to be documented in an Individual Development Plan. Completed performance evaluations should be submitted to the Human Resources department with all required signatures along with a Payroll Action Form if applicable.

4. PROBATIONARY PERIOD

All professional staff shall participate in a probationary period for the first one year of employment. Student assistants shall participate in a probationary period for the first 1000 hours of employment. This probationary period allows the supervisor time to assess the employee's qualifications, performance, and general suitability to successfully meet position requirements and standards. It likewise provides the employee with the opportunity to experience ASI, the department, and the position and to determine whether the position meets their expectations.

To successfully complete the probationary period, the employee must attend work as scheduled during their probationary period. Any absences or non-work periods, whether paid or unpaid, foreseen or unforeseen, may not count toward completion of the probationary period at the sole discretion of the supervisor. The supervisor will notify the employee in writing of any changes to their probationary period end date.

Upon successful completion of the probationary period, employee shall be considered an "at will employee" and both ASI and the employee shall have the right to terminate the employment relationship at any time for any reason that does not violate the policy of ASI.

Initial probationary periods of greater than the minimums stated may be established for certain classifications with the prior approval from the Human Resources Department. In this case, the employee will be provided written notice of a longer probationary period.

In the event the employee does not meet job requirements and/or performance standards during the promotion/transfer probationary period, the supervisor will issue a performance improvement plan as early in the probationary period as possible that contains the following:

- Specific nature of the problem(s), including specific examples
- Corrective action(s) required, including the specific and reasonable standards related to the problems
- Notice that failure to remedy the performance problems will result in termination of employment on or before the end of the promotion/transfer probationary period

If sustained satisfactory performance is not achieved following the performance improvement plan, the supervisor may terminate the employment relationship during the promotion probationary period as a probationary termination. The supervisor must consult with the Human Resources Department prior to termination.

5. PROGRESSIVE DISCIPLINE

ASI expects all employees to be aware of and to follow workplace policies and procedures for the well-being of our students, staff, and customers. ASI employees are expected to comply with ASI policy and procedure as well as requirements from federal, state, and local law.

This policy defines the process for correcting single and repeat episodes of employee failure to comply with ASI policy or procedure and/or to meet specific workplace expectations for conduct. Corrections to unacceptable behavior will be addressed under this policy. Progressive Discipline is a step-by-step process designed to modify unacceptable employee behaviors, which also allows for discipline to start at a higher step based on the severity and circumstances of the situation. An employee is expected to have sustained improvement while on progressive discipline.

a. Progressive Discipline Steps

The purpose of progressive discipline is to assist employees by being clear and precise about problems and the consequences if the same or other mistakes or misconduct reoccur. It is important that discipline is applied in a fair and consistent manner. The supervisor has a critical role in conducting a fair and objective investigation of a situation. The supervisor must have an understanding of the facts and circumstances before assessing appropriate discipline. The supervisor should discuss the situation with the Human Resources Department to determine the appropriate level of disciplinary action. Many situations should be able to be resolved through verbal counseling or coaching the employee; however, some one-time incidents may be severe enough to merit a formal written warning, suspension (without pay), final warning or termination. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All decisions to escalate disciplinary action to a higher level of discipline should be made in consultation with the Human Resources Department.

Step 1- Verbal Warning:

In many situations a verbal warning/counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. The impact of the incident or violation should also be taken into consideration. The supervisor should document for their records that the conversation occurred, keeping in mind the significance of the impact of the act or omission. The supervisor should also draft a performance improvement plan to provide the employee with coaching to avoid similar issues in the future.

Step 2 – First Written Warning:

If the conduct addressed by a verbal warning is repeated or additional problems occur within 12 months of a verbal warning, the supervisor should follow up with a written warning in the form of a letter. On the other hand, if a single incident is more serious than is appropriate for a verbal warning, the supervisor should issue a written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated within 12 months. The supervisor should also draft a performance improvement plan to provide the employee with coaching to avoid similar issues in the future.

Step 3 – Second Written Warning:

If the conduct addressed by a first written warning is repeated or additional problems occur within 12 months, the supervisor should follow up with a second written warning in the form of a letter. On the other hand, if a single incident is more serious than is appropriate for a written warning, the supervisor should issue a final written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated within 12 months. The supervisor should also draft a performance improvement plan to provide the employee with coaching to avoid similar issues in the future.

Step 4 - Final Written Warning (which may include a suspension without pay or demotion):

If the conduct addressed by the written warnings is repeated or additional problems occur within a 12-month period, discipline may progress to a final written warning, which may include an unpaid suspension or position demotion. However, a single incident may be so severe as to merit an immediate final warning and suspension without pay or demotion. As noted above, the supervisor should work in consultation with the Human Resources Department prior to taking disciplinary actions at higher levels, such as written warnings, final written warnings (with or without unpaid suspension) and termination. The supervisor should also draft a performance improvement plan to provide the employee with coaching to avoid similar issues in the future.

Step 5 - Termination of Employment:

Employment may be terminated based on progressive discipline within a 12-month period or based on the severity of a single incident. Misconduct that involves dishonesty, violation of the law, or significant risks to ASI's operations or to the safety or well-being of oneself or others is grounds for immediate termination of employment. However, the facts and circumstances of each case will determine what action, up to and including discharge from employment, is appropriate. Decisions to terminate employment should be made in consultation with the Human Resources Department. Examples of serious misconduct can be found in the Policy Concerning Conduct.

DATE APPROVED:

10/17/2017

DATE REVISED:

XX/XX/XXXX

POLICY CONCERNING ASI ELECTIONS

PURPOSE

The following policy has been established in order for the Associated Students Inc. (ASI) Elections of the ASI President, Vice President, Board of Directors, and TSC Board of Trustees. The policy includes an overview of ASI Elections, qualifications, candidacy, complaints and enforcement.

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WHO SHOULD KNOW THIS POLICY

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

DEFINITIONS

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

Terms	Definitions
Automatic Disqualification	Occurs immediately due to the Elections Judicial Council's vote on violation(s).
Campaigning	Any effort by any individual or group to influence the decision of any potential voter in support or against any candidate or candidate team appearing on the ballot.
Candidate	One (1) student who has filed the "Petition for Candidacy" forms, attended the mandatory candidate orientation, and fulfilled the requirements to run for office as stated in ASI Policy.
Candidate team	Two (2) students whom have filed the "Petition for Candidacy" forms with the intention of running for ASI President and Vice President, attended the mandatory candidate orientation, and fulfilled required to run for office as stated in ASI Policy.
Disqualification	This is a condition under which a person may not assume, continue in, or run for any elected or appointed ASI position. Can only be finalized by the Elections Judicial Council.
Removal from the ballot	A candidate running for elected ASI office is removed from the ballot. These candidates are prevented from running for ASI office as a write-in candidate.
Violation	A formal complaint that has been filed with and confirmed by the Elections Judicial Council.
Write-In Candidate	Any person who runs for office within ASI and does not have their name pre-printed on the ballot. Write-on candidates shall have the same right and responsibilities as all other candidates, except they did not attend the Candidate Orientation.

STANDARDS

1. ELECTIONS

Each year, the CSU Fullerton's Student Body shall elect the ASI President, ASI Vice President, ASI Board of Directors, and TSC Board of Trustees for the upcoming academic year. The elections shall be held Tuesday through Wednesday ~~two~~three weeks prior to Spring Recess.

Public notice of an election must be given to student body no later than ten (10) legal days prior to the election. [The notice shall specify the place\(s\), the legal day\(s\), the hours of such elections, and the general nature of the issue\(s\) to be decided.](#)

The ASI President and Vice President shall run as a candidate team. Individual candidates for either office shall not be allowed. ASI Board of Director must run in one academic college which they are enrolled.

No member of the ASI Executive Officers, ASI Board of Directors, or TSC Board of Trustees shall serve in any other position that receives a financial award or scholarship.

2. VOTING PROCEDURES

Voting will take place the Tuesday through Wednesday two weeks prior to Spring Recess. Voting will open at 8:00 AM PST on the first day and close at 8:00 PM PST on the final day.

Candidates are required to use their name on record with CSU Fullerton on the ballot. The order of candidates appearing on the ballot will be in alphabetical order.

Each student shall be required to authenticate their eligibility to vote by entering their CSU Fullerton credentials on the voting website. A student will vote on a single ballot, in most to least preferred: ASI President and Vice President, ASI Board of Directors, and TSC Board of Trustees.

When voting for the ASI Board of Directors, the student will be voting in the academic college which they are enrolled. If a student is undeclared, they may choose which one academic college to vote in. If a student has multiple declared majors in different academic colleges they shall choose one academic college that they are enrolled to vote in. If a student is voting for a write-in candidate their name must be spelled correctly, as CSU Fullerton has on record, for the vote to count.

3. DETERMINING WINNERS

The Instant Run-Off Voting method will be used to count the votes. On the ballot, voters will rank candidate teams, Director candidates, and Trustees candidates in order of most preferred to least preferred. The Instant Run-Off Voting method simulates an election with multiple run off rounds until a candidate receives majority.

The winners will be the candidate or candidate team who receives a majority of votes in the regular election. A majority shall be defined as 50% plus one individual vote of the total votes cast.

President and Vice President:

- If no candidate team receives a majority of votes in the regular election, the candidate team with the fewest votes shall be eliminated and an Instant Run-Off will occur, as defined by the Instant-Runoff Voting method.
- The eliminated candidate team's votes are transferred to the other candidate team(s), depending on each voter's preference as stated on their ballot. An Instant Run-Off election will be simulated with the new vote totals. This process will repeat until a candidate team receives a majority of votes.

ASI Board of Directors:

- The winners shall be the two (2) candidates from each college who receive the most votes.
- If two candidates tie for second place, the candidate(s) with the fewest votes shall be eliminated

and as Instant Run-Off will occur, as defined by the Instant-Runoff Voting method.

- The eliminated candidate(s) votes are transferred to the other candidates, excluding the candidate that received the highest vote total, depending on each individual voter's preference as stated on their ballot. The winner shall be determined by a simulated election based on the new voting totals.

Titan Student Centers Board of Trustees:

- The winners shall be the ten (10) candidates who receive the most votes.
- If multiple candidates tie for tenth place, the candidate(s) with the fewest votes shall be eliminated and an instant runoff will occur, as defined by the Instant Run-Off Voting method.
- The eliminated candidate's votes are transferred to the other candidates, depending on each individual voter's preference as stated on their ballot. The winners shall be determined by a simulated election based on the new voting totals.

If no candidate or candidate team receives a majority of votes in the regular election, the candidate or candidate team with the fewest votes shall be eliminated and an Instant Run-Off will occur. The eliminated candidate or candidate team's votes are transferred to the other depending on each voter's preference as stated on their ballot. A Run-Off election will be simulated with the new vote totals. This process will repeat until a candidate or candidate team receives a majority of votes.

At the close of the elections the results will be counted. If there are no pending complaints or appeals, the Elections Director will submit the results to be certified within twenty-four (24) hours. The certification process will include review by the Elections Director, Executive Director or designee, and the Vice President of Student Affairs or designee. Results are only certified after any complaints have been heard by the Elections Judicial Council and appeals have been heard by the Board of Directors. Once certified, the results shall be released to the public.

Recounts

Recounts may be requested by any candidate for the position in which they are running if there is a reason to believe the count was inaccurate. Recounts must be requested before the results have been certified.

4. ELECTIONS TEAM

The Elections Team shall be composed of the Elections Director and two (2) Coordinators. They shall be responsible for promoting ASI Elections and encouraging participation and promotional events for ASI Elections.

The Elections Team shall encourage students to run prior to the Petition for Candidacy form due date, promote voter participation prior to and throughout the election, plan and execute ASI Elections events, and have thorough knowledge and understanding of election rules and procedures.

The Elections Team shall maintain impartiality towards elections. The Elections Team will not campaign in any election nor publicly support any candidate or cause in any election they are overseeing. The Team will not have any other ASI position during their term, and will sign an ASI Conflict of Interest Agreement [in accordance with California Education Code](#). The Team is prohibited from privately discussing elections except with the Elections Advisor.

Elections Team reserve the right to remove any campaign materials in violation.

Additional Elections Director Duties

The Elections Director will be required to follow the responsibilities:

- Oversee ASI Elections.
- Accountable for implanting and enforcing all provisions of the ASI Bylaws and ASI Policy that pertain to ASI Elections.
- Recruit, oversee, and train the Elections Coordinators.
- Chair the Elections Judicial Council.
- Submit a budget request for the next fiscal year to the ASI Board of Directors Treasurer in compliance with the established budget process and deadlines.
- Reassess and reevaluate current practices pertaining to ASI Elections.
- After the candidate certification, the Elections Director shall provide a report to the ASI Board of Directors summarizing the election and proposing any recommendations for the following year.
- Recommend the Board of Directors to remove any member(s) from the ASI Elections Team for due cause.

If any interpretation or question of these Bylaws is required, the Elections Director shall consult the Elections Advisor first prior to announcing a decision.

a. Appointment of Elections Team

The Elections Director shall be appointed by the incumbent President and confirmed by a majority vote of the ASI Board of Directors. The Elections Coordinators shall be appointed by the incumbent President, upon recommendation of the incoming Elections Director, and confirmed by a majority vote of the ASI Board of Directors.

The Elections Director and/or Elections Coordinator(s) may be removed for cause by a two-thirds vote of the ASI Board of Directors.

In the event of a vacancy in the position of the Elections Director and/or Elections Coordinator(s), the President shall appoint a new Elections Director and/or Elections Coordinator(s) confirmed by a majority vote of the ASI Board of Directors.

5. CANDIDATE QUALIFICATIONS

The general qualifications are required of all ASI candidates and appointed positions:

a. Candidate Residency

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 CSU Fullerton must have earned a total of twelve (12) units during their 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.

b. Grade Point Average

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.

c. Candidate Unit Load

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.

d. Faculty or Staff

A student candidate for office may not be a member of the faculty or staff at CSU Fullerton. This does not apply to faculty or staff appointed positions. Graduate assistants shall not be considered faculty or staff.

e. Incumbent Unit Load

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.

f. Incumbent Maximum Allowable Units

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 the maximum allowable units are no longer be eligible for office.

6. SPECIFIC QUALIFICATIONS FOR ASI BOARD OF DIRECTORS

a. Students with Undeclared Majors

A student with an undeclared major may serve on the ASI Board of Directors representing any academic college of their choice. The candidate must declare an academic college for which they intend to run in their Petition for Candidacy.

b. Students with Multiple Majors

A student with multiple declared majors in different academic colleges may serve only one of their academic colleges in which they are enrolled.

c. Students with Minors

A student with a minor in an academic college different than their declared major may be only be appointed to represent the academic college of their declared minor. An appointment of this nature would be due to a vacancy on the ASI Board of Directors as described in ASI Policy.

d. Students Interested in Representing the College of Education

A student interested in representing the College of Education has to either be enrolled in the academic college or be an active member of a club which is a member of Education Inter-Club Council (EICC).

7. CANDIDACY

a. Filing for Candidacy

To be a candidate a student must submit a "Petition of Candidacy" form declaring to run during an election. Candidates may run for only one elected position during a single election. Candidates must qualify to be elected or appointed to any ASI leadership position.

The "Petition of Candidacy" forms will open at least one month before and are due at 5 PM PST the Monday before the Mandatory Candidate Orientation. All deadlines, meetings, and events will be listed on the candidacy form.

The Candidate Orientation time, date, and location shall be stated on the Petition for Candidacy forms. The mandatory candidate orientation must occur at least two weeks prior to the general election.

b. Write-in Candidates

Write-in candidates are responsible for complying with all provisions of ASI Bylaws and ASI Policy except for attending the Candidate Orientation.

Write-in candidates may run for any one office of their choice for which an election is being held.

Write-in candidates must complete the Petition for Candidacy form and an ASI Conflict of Interest Agreement. All documents must be submitted to the Elections Director before 5:00 PM PST on Tuesday prior to the start of the election.

c. Verification

The Dean of Students or designee will verify the qualifications of candidates running for office or whom have applied for an appointed position. They will report to the ASI Executive Director concerning the qualifications of all candidates or applicants. The ASI Executive Director will have the responsibility to report any ineligible candidate or applicant set forth in ASI Bylaws, ASI Policy, and/or directives from the Chancellor's Office.

8. ENDORSEMENTS

Students may receive endorsements from clubs and/or organizations. If a candidate wants an endorsement they must receive written consent from clubs and/or organizations.

Any club and/or organization receiving sponsorship or funding from ASI shall be prohibited from spending any ASI funds or using any resources to promote or discourage a vote in favor or against any proposition, candidate, or candidate team in any election.

Any unit, body, or office of ASI shall be prohibited from promoting or discouraging a vote in favor or against any proposition, candidate, or candidate team in any election.

9. EXPENSES

All candidates must submit an Election Expense Report to the Elections Director. This report must list all expenses and donations: copies of all campaign materials, receipts for expenses, and donated material will be reported at fair market value for the items or services.

Election Expense Reports will be due by 5:00 PM PST on the Tuesday after the election unless otherwise arranged with the Elections Director.

Election Expense Reports will be considered public information.

10. VIOLATIONS

The purpose of the Campaign Violation System is to hold candidates and candidate teams responsible for threatening the democratic process, committing ethical breaches, interfering with the mission of the ASI, threatening the safety of the campus, and violating ASI and CSU Fullerton protocols. Any candidate or candidate team found before the Elections Judicial Council whom violated these Bylaws or ASI Policy shall be subject to consequences.

a. *Class A (Automatic Disqualification) Violations*

Class A (Disqualifiable) Violations shall carry three (3) strikes. If a candidate commits any of the following,

the candidate is automatically disqualified from the election:

- A violation of these Bylaws, ASI Policy, CSU Fullerton Policy, State or Federal Law in connection to the election in a way which extensively affects the outcome or integrity of the electoral or judicial processes.
- Using CSU Fullerton or ASI authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which extensively affects the outcome or integrity of the election.
- Intimidating, impeding, threatening, or retaliating against voters, parties of ASI Board of Directors appeals case, Elections Team, Elections Judicial Council members, candidates, potential candidates, or other persons related to the election.
- Interfering with the polling, voting, or vote count mechanism. Including but not limited to: submitting multiple ballots, modifying any ballot other than one's own, or submitting a ballot for another person.
- Failing to appear at a formal hearing before the ASI Board of Directors.

b. Class B (Major) Violations

Class B (Major) Violations shall carry two (2) strikes. If a candidate commits any of the following, the candidate will acquire two (2) strikes against their campaign and, the official ballot shall reflect the specific violation and circumstance:

- A violation of these Bylaws, ASI Policy, CSU Fullerton Policy, State or Federal Law in connection to the election in a way which moderately affects the outcome or integrity of the electoral or judicial processes.
- Using CSU Fullerton or ASI authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which moderately affects the outcome or integrity of the election.
- Repeatedly destroying, defacing, covering, moving or removing from their places, posters, signs, banners, leaflets, or flyers representing student organizations and/or University departments in connection to the election.
- Disseminating information intended to mislead or deceive as to the mechanics of the election or intentionally disseminating information that is objectively and probably false on matters pertaining to the CSU Fullerton or the ASI in connection to the election.
- Willfully violating an order from the Elections Judicial Council.
- Filing malicious, frivolous, misleading, or bad faith charges or complaints against any candidate, candidate team, proponent, or opponent in the Elections Judicial Council. If an individual engages a third party to file such charges, both individuals shall be held responsible.
- Actively campaigning or posting campaign materials before the mandatory Candidate Orientation.
- Any Board of Directors candidates from the same college officially or unofficially campaigning together.
- Claiming an endorsement of an individual, group, organization, party, etc. without consent.
- Using the intellectual property of another person or organization to campaign, without the permission of the rightful owner. Candidates shall obtain permission in writing. Action for this violation can only be brought by or on the complaint of the rightful owner.
- Purchasing paid campaign advertising, or soliciting unpaid campaign advertising, in CSU Fullerton or ASI affiliated publication.
- Using internet enabled devices to acquire votes during the voting period. This includes cell phones, tablets, laptops, and other devices that may access the elections ballot.
- Using any means of unsolicited electronic communication "spam" to campaign (electronic mail, phone, message, text, social media). The following are not "Spam":
 - The recipient initiated contact regarding campaign matters through the same communication medium with the author.

- The recipient gave their contact information for the same communication medium to the author's campaign.
- The communication is sent through a social network and the recipient has the author as a connection/friend/etc. on the same social network, or
- The communication is sent through a listserv/group message mechanism run by some organization and the author has permission from the leadership of that organization or is a member in good standing of that organization and the communication clearly indicates the group/listserv through which it is sent. This criteria shall not be valid for group messages sent to an entire class, academic program, or other groups/listservs which students are required to be or automatically are members of

c. Class C (Minor) Violations

Class C (Minor) Violations shall carry one (1) strike. If a candidate commits any of the following the candidate will acquire one (1) strike against their campaign, and the official ballot shall reflect the specific violation and circumstance:

- A violation of these Bylaws, ASI Policy, CSU Fullerton Policy, State or Federal Law in connection to the election in a way which minimally affects the outcome or integrity of the electoral or judicial processes.
- Using CSU Fullerton or ASI authority, facilities, funds, or resources that are not open to all students for campaign purposes to an extent which minimally affects the outcome or integrity of the election.
- Violating the CSU Fullerton Posting Policy. Refer to Student Life and Leadership for more information.
- Distributing food and/or beverage, with the exception of unopened water bottles and prepackaged snacks.
- Falsely claiming a past or current position, title, membership, award, other affiliation, etc. with an individual, group, organization, party, etc. When applicable, membership deemed shall be defined as being a member in good standing. Past membership, affiliation, etc. must be noted as such.
- Using the name of any person without prior written consent of that individual. Any materials in violation will be seized and destroyed by the Elections Director.
- Leaving or posting campaign materials in any campus computer lab or classroom containing computers provided by CSU Fullerton.

10.11. COMPLAINTS

Complaints regarding elections shall be filed electronically on the ASI Website. The complaint must be submitted with a valid contact phone number or email. Incomplete or anonymous complaints will not be considered. Election complaints must be submitted within twenty-four (24) hours of the infraction. All formal complaints filed after twenty-four (24) hours of the infraction will not be considered unless the severity of the violation warrants consideration.

Complainant or designee must appear at the Elections Judicial Council meeting or the complaint will be dismissed.

Complaints regarding candidate violations shall be heard by the Elections Judicial Council. Complaints regarding the elections process or Elections Team shall be heard by the Board of Directors.

11.12. ELECTIONS JUDICIAL COUNCIL

The purpose of the Elections Judicial Council exists to hear all complaints pertaining to the conduct of any candidate and/or candidate team.

The Elections Judicial Council shall establish annually a schedule by the start of the spring semester. The Elections Judicial Council shall be chaired by the Elections Director and shall be comprised of the Elections Coordinators, a member of the ASI Board of Directors, a member of the Executive Team, and a member of the TSC Board of Trustees. All members of the Elections Judicial Council must have Board of Directors confirmation and declare impartiality through the elections cycle.

Members of the Elections Judicial Council shall be chosen by the last Board of Directors meeting of the fall semester. Once a member is confirmed by the Board of Directors they shall be the only voting member to represent their constituents for the duration of the elections cycle.

Complaints of similar nature under the discretion of the Elections Director may be considered together. Once complaints have been ruled on as a violation there may be a penalty associated with it. All violations shall be thoroughly documented by the Elections Director as all violations are subject to appeal to the Board of Directors.

12. ELECTIONS JUDICIAL COUNCIL CONDUCT

a. Non-Conflict of Interest

~~In accordance with California Education Code, Sections 89906, 89907, 89908 and 89909, all Elections Judicial Council members shall submit a Certification of Non-Conflict of Interest Statement as outlined below:~~

~~I have read California Education Code Sections 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 matter before the Elections Judicial Council 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.~~

13. PENALITES

Any violation(s) of the ASI Bylaws or ASI Policy pertaining to an election may result in a penalty including: suspension or revocation of any publicity, posting, campaigning privileges; posting electronic notice of candidate violations on the ballot; and/or automatic disqualification and shall be administered at the discretion of the Elections Judicial Council. Violations are appealable to the ASI Board of Directors.

Result removal from the ballot:

- Failure to meet all deadlines listed on the Petition for Candidacy form, including the mandatory candidate orientation
- Each candidate shall sign an ASI Conflict of Interest Agreement before campaigning may begin
- Each candidate or candidate team who has accrued three strikes of any combination

14. APPEALS

When a formal complaint becomes a violation, by the Elections Judicial Council, any party identified receiving consequences may appeal the decision to the ASI Board of Directors.

Once notified of the appeal, the Board of Directors will conduct a formal hearing at the next Board of

Directors meeting. All parties identified will be required to attend the hearing, including a member of the Elections Judicial Council.

An individual shall be exempt from appearing before the ASI Board of Directors if they can show:

- A valid health excuse, out of town commitment, death in the family, employment obligations,
- Exam/paper due twenty-four hours following the case, an academic commitment during the meeting time,
- Observance of a religious holy day or ceremony which prevents attendance,
- Jury duty or mandatory appearance for legal/administrative proceedings during the meeting time, or
- A force majeure which prevents attendance (this shall be defined as a chance occurrence or unavoidable accident that is not the result of negligence or misfeasance by the individual).

Once the Board of Directors has reached a verdict on the appeal through a formal vote, there shall be no further course of action for all parties involved in the hearing.

15. REFERENDUM, SPECIAL ELECTIONS, INITIATIVES, AND RECALL

All referenda, initiatives, and recalls shall be considered binding if done in coordination with the above processes unless they contradict Federal, State, or local law, the Articles of Incorporation, the ASI Bylaws, or the purpose of the Corporation.

a. Referendum

The Board of Directors will be empowered to direct the Elections Director to place certain matters, including constitutional changes or business, before the student body. A majority vote of the Board of Directors shall be sufficient to enact referenda. All referendum shall follow CSU Chancellors Office and CSU Fullerton set guidelines.

b. Special Elections

Only determined by a majority vote of the Board of Directors. All special elections will be held during a general election whenever possible.

When a special election is held separate from a general election, the following conditions shall apply:

- The availability of the voting practices will be identical to that of the most recent previous general election.
- Eligibility requirements shall not change.
- Winners shall be determined by the same method as noted in ASI Policy.
- Candidates shall have the seven (7) consecutive calendar days before voting to campaign.

c. Initiative Legislation

Initiative legislation from the student body may be submitted to the Board of Directors in the form of a petition signed by at least 10% of the total membership of the student body. An initiative can either enact new legislation or repeal existing legislation.

The Vice President for Student Affairs shall verify through the Dean of Students Office the enrollment status of all the students whose signature appears on the petition. After verification, a special election shall be called by the President within fifteen (15) legal days of certification of signatures.

A majority vote in favor of the proposed legislation shall be sufficient to adopt any initiative legislation.

d. Recall

The President, Vice President, a member of the Board of Directors, or a member of the TSC Board of Trustees may be removed from the remaining term of office when the following conditions are met:

- A petition stating the desire to remove a Director must be signed by ten percent (10%) of the headcount of the Director's respective academic college. In the case of the President,-Vice President or Titan Student Centers Student Trustee, a petition stating the desire to remove that officer must be signed by five percent (5%) of the entire headcount of the University. The petitions must include each petitioner's printed name, Campus Wide ID number, and signature to be considered valid.
- Prior to the gathering of signatures, the leader of the recall drive must state in a letter or in person at an ASI Board of Directors meeting the intent to recall an officer. The petition drive has thirty (30) calendar days from announcement to gather the necessary signatures or the recall fails.
- If the correct number of signatures is gathered, they must be verified by the Office of the Vice President of Student Affairs.
- If the appropriate number of signatures is verified, the President must call a special election within fifteen (15) legal days.
- The availability of the Voting Practices will be identical to that of the most recent previous general election.
- Two-thirds of students voting in a special election must vote to recall the officer for the officer to be removed.

DATE APPROVED:

02/12/2019

DATE REVISED:

XX/XX/XXXX



A Resolution Approving Changes to Policy Concerning ASI Elections
Sponsors: Maria Linares

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

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

WHEREAS, the current Policy Concerning ASI Elections lacks language that was in the ASI Bylaws before it was reformatted; therefore let it be

RESOLVED, ASI approves the addition of public notice, recounts, the section including violations, and the section including referendum, special elections, initiatives, and recall; and let it be

RESOLVED, ASI approves the elections schedule to move up one more week to be three weeks prior to spring recess; and let it be finally

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

Adopted by the Board of Directors of the Associated Students Inc. California State University, Fullerton on the DAY of MONTH in the year two thousand and nineteen.

Lorren Amelia Baker
Chair, Board of Directors

Brittany Cook
Treasurer/Secretary, Board of Directors

Programming Remodel



Overview

Current Policies

Where are the gaps?

Where are the areas of growth?

Recommendations

Current Policy: ASI Productions

ASI Productions focuses on planning and implementing campus entertainment centered on social, cultural, and educational topics through a wide selection of frequent events and large scale productions.

ASI Productions is comprised of:

- one (1) Director,
- one (1) Sunday Series Coordinator,
- one (1) Pub Monday/Tuesday Coordinator,
- one (1) Wednesday Concert Coordinator,
- one (1) Pub Thursday Coordinator,
- one (1) Films Coordinator,
- one (1) Fall/Spring Concert Coordinator, and
- two (2) Union and Special Programming Coordinators.

Current Policy:

Titan Tusk Force

Titan Tusk Force focuses on planning and implementing spirited events centered on Titan Pride, while also promoting and supporting Athletics to build a strong sense of campus unity and identity with CSU Fullerton.

Titan Tusk Force is comprised of:

- one (1) Director,
- one (1) Athletics Coordinator,
- one (1) Events Coordinator, and
- one (1) Marketing and Recruitment Coordinator.

Current Policy:

ASI Street Team

The Street Team is responsible for providing on-campus student involvement and leadership growth opportunities through weekly meetings and events, while supporting a variety of ASI teams including but not limited to Association for InterCultural Awareness (AICA), ASI Productions, and Titan Tusk Force.

The Street Team is composed of:

- one (1) Street Team Commission Leader,
- one (1) Programming Coordinator, and
- at least three (3) students at large.

WHERE ARE THERE GAPS?

Not all of the areas identified cover what programming current does and has evolved to

More collaborative focus still the creation of programming team

WHERE ARE THERE OPPORTUNITIES FOR GROWTH?

Desire from both student leaders and organization to develop larger, quality programs, including Speaker Series, etc

Allows the programming team to ebb and flow on types and styles of events that may be seen as limited based on current structure

ASI Programming Board

Continues its ongoing commitment to offer a wide range of programs that center on social, cultural and educational topics, spirited events centered on Titan Pride, and providing on-campus student involvement and leadership growth opportunities

Composition:

- Two (2) Programming Directors
 - Oversee Street Team and development of student-at-large members
 - Oversee Spring Concert development and Creative Team
- Up to twelve (12) Programming Coordinators
 - Each coordinator would have a unique portfolio of programs that consists of the events they propose for
 - Coordinators co-support each others programs and events

Recommendations



Thursday 11/21: Governance

Discussion: Resolution

Discussion: Policy
Concerning...

Thursday 12/5: Governance

Action: Resolution

Action: Policy Concerning...

Tuesday 1/21: BOD

Action: Resolution

Action: Policy Concerning...

Timeline

Questions?

