



Minutes

Governance Committee Meeting

📅 Thu February 13th, 2020

🕒 2:30pm - 3:45pm PST

📍 Student Recreation Center, Conference Room

👥 In Attendance

I. **Call to Order**

Linares called the meeting to order at 2:29 pm.

II. **Roll Call**

Aguirre arrived at 2:37 pm.

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

Members absent: None

According to 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 ending time for the meeting.

*Indicates that the member was in attendance prior to the start 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.

III. **Approval of Agenda**

(M) Reveles (S) Soria

The agenda was approved as presented.

IV. **Approval of Minutes**

a. **02/06/2020**

(M) Reveles (S) Soria

The minutes were approved as presented.

V. **Public Speakers**

Members of the public may address Governance Committee members on any item appearing on this posted

agenda or matters impacting students.

VI. Reports

a. Chair

Linares reviewed her report. Review attached report for more information.

b. Director, Leader and Program Development

Nettles reviewed her report.

Review attached report for more information.

VII. Unfinished Business

VIII. New Business

a. Action: Policy Concerning Composition and Duties of Commissions

The committee will consider approving policy concerning composition and duties of commissions.

GC 19/20 #13 (M) Reveles (S) Cortes to consider approving the Policy Concerning Composition and Duties of Composition.

Linares yielded to Nettles.

Nettles highlighted the changes:

- Grammatical errors
- Updated the documents headers to reflect the current logo
- Addition of the subsections of ASI COMmission Conduct, Student Leader Appointments, Commission Directors and Commission Coordinators
- The Board of Directors responsibilities were added and updated

Linares moved into discussion. There was no discussion about the item.

Linares moved into roll call vote.

GC 19/20 #13 Roll Call Vote 5-0-0

The motion to approve the Policy Concerning Composition and Duties of Commissions was adopted.

IX. Announcements/Member's Privilege

Linares yielded to Gonzalez.

Gonzalez informed the committee the application for candidacy were due midnight on February 13.

Nettles reminded the committee about Elections.

X. Adjournment

Meeting is adjourned at 2:54 PM



Maria Linares, Chair



Kristyne Robles, Recording Secretary

Roll Call 2019-2020

Attendance			
		Present	Absent
Arts	Aguirre	1	
Communications	Soria	1	
Education	Reveles	1	
NSM	Cortes	1	
HSS	Linares	1	
		Present	Absent
		5	0

Roll Call Votes		013		
		Yes	No	Abstain
Arts	Aguirre	1		
Communications	Soria	1		
Education	Reveles	1		
NSM	Cortes	1		
HSS	Linares	1		
		YES	No	Abstain
		5	0	0

Report for Governance

February 13, 2019

Greetings Governance,

Important:

If you are currently working on a resolution, please send me a draft by March 29th. I am planning on having the **last new** Governance item on the agenda for April 9th. On this date, the item would be discussion, meaning the last action item would be accepted for April 16th. As you are all aware, we do not add action items on the Governance agenda unless the team has had an opportunity to discuss them first. Therefore, I encourage you all to finish any resolutions you may be working on. The BOD agenda is loaded with items towards the end of the semester, especially the last 3 weeks. I do not want to load the BOD agenda with too many items from Governance. If you are currently working on a resolution and need assistance, please reach out to me.

Meetings/Updates:

- In the next couple of days, I will be reaching out to Aaron to set up a meeting and ask questions about the ASI budget proposal for 2020/2021. There are many communities that need our help and I want to make sure they are all being represented. If you have questions or feedback about the ASI budget, please reach out to Aaron. He will present his proposal to the ASI Finance Committee in the next couple of weeks and once it passes, it will come to board.
- I have reached out to Martha (TDRC coordinator) to ask how I may be able to assist undocumented students as they are going through a stressful time. She presented during our ASI Winter retreat and mentioned the community would need our help. If you would like to learn more about some of the issues undocumented students are facing on our campus, please Google DACA June 2020. The more we are informed the more we can help.
- I have reached out to President Virjee to request that a **Disability Awareness President's Reception** be allocated in the budget for 2020/2021. This was in the resolved section of the resolution Jessica Sherman and I wrote along with Deanna, student at large. It wasn't added in the budget last year, but I am staying hopeful that it will be added this year.
- I will be adding one more office hour. It will be hosted in the DIRC Brave space. I should know in the next week what day and time.

See you at Governance,

Maria

To: ASI Governance Committee

From: Asha Nettles, Director, Leader & Program Development

Date: Thursday, February 13, 2020

Weekly Report

On-Going Work with Governance and ASI:

- Programming Model Implementation
- Commissions Policy Updates
- Integration of our ASI Strategic Plan throughout Student Leadership Programs (programming, student government and commissions)

ASI Things:

- Implementation of AS Food Pantry
 - Next Steps: Visiting Local Campus Food Pantries (Particularly ones that work with Pathways of Hope and 2nd Harvest Food Bank)
 - Next Up: Working with our student leaders and staff to prepare space allocation through TSCBOT and budget allocation through ASI Finance Committee and ASI Board of Directors
 - Identifying staffing model (student employees/volunteers, graduate assistant) and training
 - Ongoing: Collaborations on awareness of food insecurity and basic needs; Continuing to highlight TBNC throughout our promotions and programming
- Revamp of our student leader transition and training guides

University-Wide Committee(s):

- Basic Needs Advisory Committee
- Title XI Advisory Committee
- Black Excellence Care Group

University Things:

Add to your spring calendar:

- **Women's History Month Reception:** March 19th, 2020, 5:30-7:30pm, TSU Pavilion BC
- **Asian Pacific Islander Desi American Heritage Month Reception:** April 8th, 2020, 5:30-7:30pm, TSU Pavilion BC
- **What Brings Us Together Luncheon?** April 15th, 2020, 11:30am-1:00pm, Tuffy Lawn

POLICY CONCERNING COMPOSITION AND DUTIES OF COMMISSIONS

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 by referring items brought to the Board to the proper ASI commission. The policy provides an overview of composition and responsibilities of each of the ASI commissions.

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WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <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
<u>Conflict of Interest</u>	<u>Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.</u>
<u>Fraud</u>	<u>The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right.</u>

<u>Defalcation</u>	<u>The withholding or misappropriating funds held for another or failing to make a proper accounting.</u>
<u>Corruption</u>	<u>The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.</u>
<u>Misappropriation</u>	<u>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.</u>
<u>Forgery</u>	<u>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.</u>
Communications Commission	Commission purpose-focused on planning and is to implementing strategies, campaigns, and events that communicate information about the ASI to the student body and campus community.
Community Engagement Commission	Commission purpose-responsible for enhancing the university's reputation within their to connect community by broadcasting the positive contributions of members and opportunities from city events and city council meetings to CSU Fullerton's students, clubs, and organizations.
Environmental Sustainability Commission	Commission responsible for purpose is to raising awareness of environmental and sustainability issues on campus.
Lobby Corps Commission	Commission responsible for purpose is to advocating on behalf of student interest on all levels of governance affecting higher education and other public policy issues.
Presidential Appointee Commission	Commission responsible for purpose is to coordinating the development and overseeing students serving on Academic Senate and university-wide Committees.
Social Justice & Equity Commission	Commission responsible for educating, promoting, and advocating for purpose is to support social causes deemed necessary by justice initiatives as well as historically marginalized students and student groups on campus communities to uplift them and work to remove institutional barriers through educational campaigns and advocacy.
University Affairs Commission	Commission responsible for purpose is to be proactive in identifying, addressing, advocating for, and resolving campus issues that impact our students.

STANDARDS

1. DUTIES AN RESPONSIBILITIES OF ASI COMMISSIONS GENERAL INFORMATION

a. All Commissions

Commissions are charged with leading advocacy, programming, and outreach efforts on behalf of ASI. The ASI President makes recommendations to the Board on the establishment of commissions. The leadership of each commission shall be responsible for facilitating meetings and reporting the commission's activities to the Board. All commissions must report to the Board at least once per semester. In the event a commission member should resign, a written notice of their resignation shall be submitted to the leadership of the commission.

b. General Composition

All ASI commissions shall be composed of at least a majority of students. The leadership of ASI commissions must be students. The leadership shall not be counted when determining if a commission is composed of at least a majority of students.

2. ASI COMMISSIONS CONDUCT

a. 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 ensure 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 multicultural 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.

3. STUDENT LEADER APPOINTMENTS

Term of Appointment

Each commission director or coordinator shall serve for a full year term, following their appointment, which will commence on June 1 and end on the following May 31. An appointment occurring after June 1 shall commence immediately and end on the following May 31.

Appointment

The President will appoint all positions that receive student leader financial awards. These appointments are subject to approval by a majority vote of the Board of Directors. The President has the authority to remove any or all executive appointments.

Vacancy

In the event that a commission director or coordinator should resign, a written notice of resignation must be submitted to their respective ASI Chief Officer, respective advisor, and the Director of Leader & Program Development.

Abandonment

A commission director or coordinator position is considered abandoned if the student leader is absent and non-communicative for more than five business days without notice to the respective ASI Chief Officer, respective advisor, or the Director of Leader & Program Development.

Filling a vacancy of a student leader position

In the event of a vacancy in a student leader position in an ASI Commission, the President, in consultation with the respective ASI Chief Officer, shall appoint a new student leader to fill the vacant position subject to approval by a majority vote of the Board of Directors.

4. COMMISSIONS DIRECTORS

Duties and responsibilities of the Commission Directors:

- Organize and facilitate biweekly team meetings
- Monitor use of their respective commission budget
- Meet 1:1 with their commission coordinators regularly
- Oversee the coordinator and development of commission events and campaigns
- Meet with identified advisors regularly
- Interview and recommend Commission Coordinators for appointment, in consultation with their respective ASI Chief Officer
- Establish and maintain weekly office hours which commits enough time to adequately fulfill duties

- [Attend summer, winter and ongoing training sessions as identified by ASI Leader & Program Development Office](#)

5. COMMISSIONS COORDINATORS

Duties and responsibilities of the Commissions Coordinators:

- [Develop and implement programs, events and campaigns that meet the charge of their respective commissions.](#)
- [Attend weekly team meetings and other meetings as necessary to adequately fulfill duties.](#)
- [Meet with respective Commission Director or ASI Chief Officer and identified advisor\(s\) regularly.](#)
- [Establish and maintain weekly office hours which commits enough time to adequately fulfill duties.](#)
- [Attend summer, winter and ongoing training sessions as identified by ASI Leader & Program Development Office.](#)

2.6. COMMUNICATIONS COMMISSION

The Communications Commission purpose is to implement strategies, campaigns and events that communicate information about ~~the~~ ASI to the student body and campus community. ~~They do campus outreach to clubs and organizations in order to facilitate collaborations. They also assist with tabling and announcing to organizations on behalf of the ASI~~

The Communications Commission shall be composed of the following:

- Chief Communications Officer
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees

The Chief Communications Officer shall lead ~~the Communications C~~ommission. The Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Communications Officer, with approval of the Board.

3.7. COMMUNITY ENGAGEMENT COMMISSION

The Community Engagement Commission purpose is to connect community members and opportunities from city events and city council meetings to CSU Fullerton's students, clubs, and organizations. They shall host community ~~benefiting~~ events, such as clean-ups, to show appreciation for the [surrounding community we dwell in](#).

The Community Engagement Commission shall be composed of:

- Chief Communications Officer
- Community Engagement Commission Director
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees

The Community Engagement Commission Director shall lead the commission. The Community Engagement Commission Director and Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Communications Officer, with approval of the Board.

4.8. ENVIRONMENTAL SUSTAINABILITY COMMISSION

The Environmental Sustainability Commission purpose is to raise awareness of environmental and sustainability issues on campus. This shall be done through developing events and programs, advocating

for the inclusion of sustainability best practices within the context of ASI's operations and corporate responsibility, and serving as a liaison between interested student groups and ASI.

The Environmental Sustainability Commission shall be comprised of:

- Chief Campus Relations Officer
- Environmental Sustainability Commission Director
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees

The Environmental Sustainability Commission Director shall lead the commission. The Environmental Sustainability Commission Director and Coordinators shall be appointed by the ASI President, upon recommendation of the current Chief Campus Relations Officer, with approval of the Board.

5.9. LOBBY CORPS COMMISSION

The Lobby Corps Commission purpose is to advocate on behalf of student interest on all levels of governance affecting higher education and other public policy issues. This shall be done through educational programs and events about policy issues. The commission will engage students and the campus community in advocacy efforts, facilitate campaigns on issues of student interests, and mobilize support of the campus community and beyond.

The Lobby Corps Commission shall be composed of the following:

- Chief Governmental Officer
- Three (3) Coordinators
- Commission members
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees

The Chief Governmental Officer shall lead the commission. The Coordinators shall be appointed by the ASI President, upon recommendation of the Chief Governmental Officer, with the approval of the Board.

6.10. PRESIDENTIAL APPOINTEE COMMISSION

The Presidential Appointee Commission purpose is to coordinate the development of, and oversee students serving on the Academic Senate and university-wide Committees. This commission supports students while providing an avenue to enhance educational, and interpersonal, and campus community with a focus on university-wide advocacy.

The Presidential Appointees Commission shall be composed of the following:

- Chief Campus Relations Officer
- Presidential Appointees Commission Coordinator
- ASI Presidential Appointee per Academic Senate Standing Committees
- ASI Presidential Appointee per university-wide Committees
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees

The Coordinator shall be appointed by the ASI President, upon recommendation of the Chief Campus Relations Officer, with the approval of the Board. Students Representatives are appointed in a joint collaboration between the ASI President and ASI Chief Campus Relations Officer.

7.11. SOCIAL JUSTICE & EQUITY COMMISSION

The Social Justice & Equity Commission purpose is to support social justice initiatives as well as historically marginalized communities to uplift them and work to remove institutional barriers through

educational campaigns and advocacy. The commission will be responsible for educational campaigns and collaborative events that advance social justice and equity on campus.

The Social Justice & Equity Commission shall be composed of:

- Chief Inclusion & Diversity Officer
- Social Justice & Equity Commission Coordinator
- Commission members
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees
- One (1) faculty member recommended by the Academic Senate Chair

The Chief Inclusion & Diversity Officer shall lead the commission. The Coordinator shall be appointed by the ASI President, upon recommendation of the Chief Inclusion & Diversity Officer, with the approval of the Board.

8.12. UNIVERSITY AFFAIRS COMMISSION

The University Affairs Commission purpose is to be proactive in identifying, addressing, advocating for, and resolving campus issues that impact our students. The commission will assess campus climate by gathering and addressing student feedback and concerns and bringing them forth to the ASI Board of Directors at least once per semester ~~or~~ whenever applicable. University Affairs shall be responsible for informing students of changes that impact their student experience including, but not limited to, changes in ASI, ~~and~~ the university, ~~and as well as~~ legislation at the city, state, and federal level. Lastly, the commission should always serve as a platform for Cal State Fullerton students to voice their concerns.

The University Affairs Commission shall be composed of:

- The Chief Campus Relations Officer
- University Affairs Commission Coordinator
- Commission members
- At least one (1) member of the Board of Directors
- At least one (1) member of the TSC Board of Trustees

The Chief Campus Relations Officer shall lead the commission. The Coordinator shall be appointed by the ASI President, upon recommendation of the Chief Campus Relations Officer, with the approval of the Board.

DATE APPROVED:

12/05/2017

DATE REVISED:

03/26/2019

XX/XX/2020



A Resolution to Amend Policy Concerning Composition and Duties of Commissions
Sponsors: Maria Linares

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 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, ASI's Commissions include Communications Commissions, Community Engagement Commission, Environmental Sustainability Commission, Lobby Corps Commission, Presidential Appointee Commission, Social Justice & Equity Commission and University Affairs Commissions; and

WHEREAS, Commissions are charged with leading advocacy, programming and outreach efforts on behalf of ASI; and

WHEREAS, the Policy Concerning Composition and Duties of Commissions provides an overview of composition and responsibilities of each of the ASI commissions; and

WHEREAS, the recommended changes reflect recent edits to similar student leader position policies and give needed direction to the duties and responsibilities of Commission Directors and Commission Coordinators; therefore let it be

RESOLVED, ASI approves the addition of the subsections of ASI Commission Conduct, Student Leader Appointments, Commission Directors and Commission Coordinators; 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 DATE day of MONTH in the year two thousand and twenty.

Lorren Amelia Baker
Chair, Board of Directors

Brittany Cook
Treasurer/Secretary, Board of Directors