



Minutes

Governance Committee

📅 Thu September 9th, 2021

🕒 2:30pm - 3:45pm PDT

📍 ASI Boardroom - Titan Student Union

👥 In Attendance

1. **Call to Order**

Alison Sanchez, Governance Committee Chair, called the meeting to order at 2:33 p.m.

2. **Roll Call**

Members Present: Aquino, Sanchez, San Gabriel, Shah, Velazquez

Members Absent: None

Liaisons Present: Chammas, Nettles, Samaniego

Liaisons Absent: None

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

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

3. **Approval of Agenda**

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

4. **Approval of Minutes**

a. **08/26/2021 Governance Committee Minutes**

Decision: (San Gabriel-m/Shah-s) The August 26, 2021 Governance Committee minutes were approved by unanimous consent.

5. **Public Speakers**

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

None

6. **Reports**

a. **Chair**

Sanchez provide highlights from her written report. The report is an attachment to the minutes.

b. **Director, Student Government**

Nettles provided highlights from her written report. The report is an attachment to the minutes.

7. **Unfinished Business**

There is no unfinished business.

8. **New Business**

a. **Action: Policy Concerning Executive Senate**

The Committee will consider approving the amendments to Policy Concerning Executive Senate.

GOV 001 21/22 (Aquino-m/Shah-s) A motion was made and seconded to approve the changes to ASI Policy Concerning Executive Senate.

Sanchez yielded to Nettles to review the policy.

Nettles shared an overview of the policy and reviewed the changes to the policy based primarily on viewpoint neutrality.

- Clean-up policy language including changes to Board Leadership positions, from Treasurer/Secretary to the split of the position.
- Leader and Program Development update to Student Government and Programming Services.
- Amendment to Executive Senate Requirements, including a change to require maintenance of records regarding the allocation deliberations, change from attendance at Exec Senate meeting to requiring submission of meeting agendas and minutes.
- Requiring written report to the Board in lieu of presentation at the meeting. Written reports are required once per semester. The Board can call a verbal report at any time.
- Clarification on who can call organizations to appear before the Board.

Sanchez opened the floor to questions.

Shah asked what method did organizations submit minutes and agendas prior to the WuFoo form process. Nettles shared the programs used email submission.

Nettles clarified that the councils received the proposed changes during the summer training events.

Sanchez opened the floor to discussion. There were no discussion items.

The Committee moved into a roll call vote to approve the changes to Policy Concerning Executive Senate.

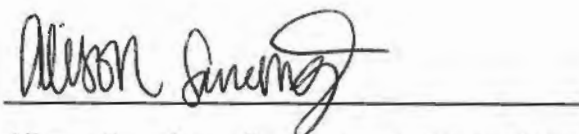
Decision: GOV 001 21/22 (Aquino-m/Shah-s) Roll Call Vote: 5-0-0 The motion to approve the changes to ASI Policy Concerning Executive Senate was adopted.

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

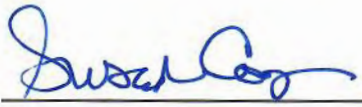
None

10. **Adjournment**

Alison Sanchez, Chair, adjourned the meeting at 2:55 p.m.



Alison Sanchez, Governance Committee Chair

A handwritten signature in blue ink, appearing to read "Susan Collins", is positioned above a horizontal line.

Susan Collins, Recording Secretary

Roll Call 2021-2022

09/09/2021 Governance Committee Roll Call

Attendance	Board Members			
			Present	Absent
ARTS	AQUINO	RAMON	1	
NSM	SHAH	NAMAN	1	
HSS	SAN GABRIEL	HANNAH	1	
HSS	VELAZQUEZ	DAVID	1	
CHAIR/VICE CHAIR	SANCHEZ	ALISON	1	
			Present	Absent
			5	0

Attendance	Liaisons			
			Present	Absent
CHAIR (CBE)	CHAMMAS	MARY	1	
PRESIDENT	SAMANIEGO	DIXIE	1	
DIR SG	NETTLES	ASHA	1	
			Present	Absent
			3	0

*Recording Secretary: Susan Collins

ACTION ITEMS:

Roll Call Votes	start 001		001 - PC		
			Yes	No	Abstain
ARTS	AQUINO	RAMON	1		
NSM	SHAH	NAMAN	1		
HSS	SAN GABRIEL	HANNAH	1		
HSS	VELAZQUEZ	DAVID	1		
VICE CHAIR (EDU)	SANCHEZ	ALISON	1		
			Yes	No	Abstain
			5	0	0

GOVERNANCE CHAIR REPORT

September 9, 2021

Alison Sanchez, Chair:

I hope you all had a great week this week.

- I have discussed with EICC about the current vacancies on the Board of Directors, please reach out to your ICCs about vacancies as well as students.
- Dinner with Academic Senate and President Virjee on 9/08
- I participated in a skit with President Virjee and his wife along with Josh, Kira, and Cassie. The video will be shown at convocation at 12 PM on 9/12
- All Day ASI
- Audit Committee next week 9/16
- If you have any questions, please let me know.

Thank you,
Alison Sanchez

To: ASI Governance Committee

From: Asha Nettles, Director of Student Government

Date: Thursday, September 9th, 2021

TODAY IS ALL DAY ASI!

Welcome REBECCA HESGARD, Student Government Coordinator!

Announcements:

- **ASI Research Grants:** Applications open now and due October 29, 2021 at 5pm
 - Application: <https://asi.fullerton.edu/services#Grants>
 - Info Packet : https://asi.fullerton.edu/wp-content/uploads/asi_research_grants_20212022_application_information_sheet.pdf
- **ASI Scholarships:** Applications open now and due October 8, 2021 at 4pm
 - Application: <https://asicsuf.wufoo.com/forms/asi-fall-2021-scholarships/>

ASI Involvement Opportunities

- **Instructionally Related Activities Fee (IRA) Committee:** The IRA Committee provides funding for educational experiences and activities directly related to courses offered at CSUF. Associated Students, CSUF, Inc. administers the IRA fee and provides support to faculty, staff, advisors, and students who participate in courses that benefit from this fee. Every year, the IRA Committee accepts funding proposals and submits a proposed budget to the University President under which IRA funds are utilized. This Committee is chaired by the ASI President or designee, and is composed of one student and one faculty member from each college, and three non-voting ex-officio members. Students will enjoy learning about the variety of high-impact, high student engagement classes that are offered on campus and help make decisions as to which of those classes are funding with IRA funds. The IRA Committee meets a couple times in the fall and a few times in the spring to consider funding requests any other IRA related requests. **NSM**
 - Interest Form: <https://asicsuf.wufoo.com/forms/ira-committee-student-representatives-202122/>
- **Student Representatives on Academic Senate Committee:** ASI is looking for student representatives to serve on a number of Academic Senate and University-Wide Committees. Serving as a student representative on a committee is essential to providing the student voice in the process of shared governance between students, faculty, administration and staff here at CSUF
 - <https://asicsuf.wufoo.com/forms/student-reps-academic-senate-committee-202122/>
- **Student Fee Committees:** There are two committees responsible for reviewing certain campus based students fees. Student Fee Advisory Committee (SFAC): The Student Fee Advisory Committee is made up of students, faculty, and staff who review proposals for the establishment or adjustment of certain fees as well as periodically reviewing certain existing fees. Following the fee review process, the committee drafts a report to the University President detailing their findings and any recommendations. Student Success Initiative Advisory Committee (SSIFAC): The Student Success Initiative Fee Advisory Committee was created in 2014, with the implementation of the SSI Fee. This committee is made up of students, faculty, and staff who work to ensure accountability and transparency are occurring with SSI funds by reviewing quarterly presentations from SSI-funded areas.
 - Application: <https://asicsuf.wufoo.com/forms/sfac-and-ssifac-interest-form-20212022/>
- **Provost Advisory Committee:** The Provost is looking for students to serve on their Advisory Board. These students would give feedback and student voice to the campus' academic affairs leadership throughout the year. The collective of the representatives will be diverse in background (first generation, non traditional/traditional, underrepresented students, etc), diverse

in entry (starting as a freshman, transferring from another institution) and diverse in campus involvement. The form below will ask you to briefly share your background and campus involvement.

- Application: <https://asicsuf.wufoo.com/forms/csu-provosts-advisory-board-202122/>

POLICY CONCERNING EXECUTIVE SENATE

PURPOSE

The following policy has been established with the intention of providing continuity of ASI policies and procedures throughout the Executive Senate's Funded/Funding Councils. Members of the Executive Senate shall inform their Funded/Funding Councils of these guidelines to ensure compliance.

The purpose of the Executive Senate is to provide a line of communication between ASI and the Funded/Funding Councils. Executive Senate trains leaders on ASI financial policies, procedures, and leadership. This is to ensure ASI is kept informed about the opinions of other student leaders regarding issues, finances, and activities of the Funded/Funding Councils. Executive Senate should be a resource for the Funded/Funding Councils assisting them in their activities, and a means to encourage cooperation and collaboration among the Funded/Funding Councils.

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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
Executive Senate	Meeting of the leadership of all student-run councils and programs that ASI funds intended to provide a line of communication between the leadership of the ASI and the programs and councils.
Funded/Funding Councils	Any student organization or council receiving funds from ASI.
Funded Council	A council granted a budget allocation to use, but not allocate to other member organizations
Funding Council	A council granted a budget to both use and allocate to other member student organizations.

STANDARDS

1. EXECUTIVE SENATE COMPOSITION

The purpose of the Executive Senate is to provide a line of communication between the leadership of the ASI and the programs and councils. The Executive Senate should also be a resource for programs and councils, assisting them in their activities, and a means to encourage cooperation and collaboration among the groups.

The ASI Vice President will chair the Executive Senate and the Board Treasurer/~~Secretary~~ will serve as the vice chair. Executive Senate shall meet once a month beginning in September and ending in May.

The ASI Executive Senate is composed of the leadership of all student-run councils.

The funding councils of Executive Senate are:

- Arts Inter-Club Council (AICC)
- Black Student Union (BSU)
- Business Inter-Club Council (BICC)
- Communications Inter-Club Council (CICC)
- Community Service Inter-Club Council (CSICC)
- Education Inter-Club Council (EICC)
- Engineering & Computer Science Club Inter-Club Council (ECSICC)
- Health and Human Development Inter-Club Council (HHDICC)
- Humanities & Social Sciences Inter-Club Council (HSSICC)
- Mesa Cooperativa
- Natural Sciences & Mathematics Inter-Club Council (NSMISS)
- Southwest Asian North African Council Inter-Club Council (SWANA ICC)
- Sports Club Inter-Club Council (SCICC)

The funded councils of Executive Senate are:

- Inter-Fraternity Council (IFC)
- Multicultural Greek Council (MGC)
- National Panhellenic Council (NPHC)
- Panhellenic Council
- Resident Student Association (RSA)

The ASI Vice President and the Board Treasurer/~~Secretary~~ shall report to Executive Senate on behalf of the Executive Officers ~~and Board of Directors, and TSC Board of Trustees~~ at each meeting.

2. DELEGATED AUTHORITY OF FUNDING COUNCILS

a. Authority and Responsibilities of Funding Councils

Funding Councils have been delegated authority by ASI to review and evaluate the allocation requests submitted by their respective member organizations and to determine the amount of funds to allocate to each of them. As a condition for being delegated this authority, each Funding Council must meet the following requirements:

- Funding Councils must have bylaws or constitutions that provide voting rights in which each member organization receives one and only one vote.
- Councils must make persistent efforts to notify each college association and other member organizations of the commencement of the annual allocation request process

- Councils can deny the participation of an organization in the allocation process because the organization failed to meet the good standing requirements set forth under the constitution of the Council
- Councils must establish and diligently observe deadlines by which allocation requests from member organizations must be submitted
- Each Council's deliberation process must provide an opportunity for member organizations to present and defend their allocation requests to the Council
- Councils must maintain records of their allocation deliberations and record their allocations in the minutes provided to ASI

3. EXECUTIVE SENATE REQUIREMENTS

b. Attendance for Executive Senate Meetings Submission of Meeting Agendas and Minutes

~~A designated representative of each Funded/Funding Council must attend each Executive Senate meeting. It is the responsibility of the Chair of the Funded/Funding Council to ensure that a representative attends every Executive Senate meeting on the Funded/Funding Council's behalf. Each organization is allowed three (3) unexcused absences per academic year. In the event that a representative is able to attend without due cause, the Executive Senate may permit an excused absence through a roll call vote.~~

~~Upon a Funded/Funding Council, first unexcused absence from Executive Senate meetings, the Chair of the Funded/Funding Council shall be issued a warning letter from the ASI Executive Vice President informing them that they are in violation of ASI Policy and are required to submit any required reports.~~

~~Upon a Funded/Funding Council second unexcused absence, The Chair, Financial Officer, and Advisor of said Council or Program will be required to meet with the Vice President to explain their situation and be notified of the possible consequences if a third absence occurs.~~

~~Upon a Funded/Funding Council third unexcused absence, ASI will freeze the remaining budget of the council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.~~

~~Notice of a Funded/Funding Council's unexcused absence shall be reported to the Board of Directors, by the Vice President, at the next Board of Directors meeting.~~

Councils must maintain records of their allocation deliberations and record their allocations in the minutes provided to ASI. The procedure for submitting meeting agendas and minutes will be issued by ASI at the beginning of the academic year.

Upon first violation of not submitting council's minutes, the Chair of the Funded/Funding Council shall be issued a warning letter from the ASI Treasurer informing them that they are in violation of ASI Policy and are required to submit any required documents.

Upon second violation of the submission requirement, the Chair and Financial Officer of said Council or Program will be required to meet with the Treasurer to explain their situation and be notified of the possible consequences if a third absence occurs.

Upon a third violation, ASI will freeze the remaining budget of the council in question. Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.

Notice of a Funded/Funding Council's ~~unexcused absence~~ violations shall be reported to the Board of Directors, by the ~~Vice President~~ Treasurer, at the next Board of Directors meeting.

~~c. Budget Reports~~

~~The Financial Officer or designated representative of each Funded/Funding Council or Program shall update a form with their organization's allocations and expenses to date and submit it to the Board Treasurer/Secretary.~~

d. Reports to the ASI Board of Directors

~~Each Funded/Funding Council or Program is required to give a written and/or verbal report on all its activities to the Board of Directors a minimum of once per semester as a funding requirement. This report may be given by the Funded/Funding Council or Program's Chair or a designated representative. The report need not be given by the same person every time; however, it is the responsibility of the Funded/Funding Council or Program's Chair to ensure that someone attends the Board of Directors meeting to give the verbal report on the dates required. The Chair of the Board of Directors will issue a list of the dates for the Funded/Funding Council and Program's reports at the beginning of each semester. Regarding the written and verbal reports, each Funded/Funding Council's representative should be prepared to answer any questions the Board of Directors poses, including questions about its business, budget, and expenditures to that point. Should the representative be unable to answer one or more questions, they shall be responsible for ensuring that the requested information is provided (via telephone or email) to the Chair of the Board of Directors and the Vice President prior to the next week's Board of Directors meeting.~~

Each Funded/Funding Council or Program is required to give a written and/or verbal report on all its activities to the Board of Directors a minimum of once per semester as a funding requirement.

Written reports are mandatory. The Chair of the Board of Directors will issue a list of the dates for the Funded/Funding Council and Program's reports at the beginning of each semester.

Verbal reports may be required by the Board of Directors upon request. This report may be given by the Funded/Funding Council or Program's Chair or a designated representative. If a verbal report is requested, it is the responsibility of the Funded/Funding Council or Program's Chair to ensure that someone attends the Board of Directors meeting to give the verbal report on the dates required. Funded/Funding Council's representative should be prepared to answer any questions the Board of Directors poses, including questions about its business, budget, and expenditures to that point. Should the representative be unable to answer one or more questions, they shall be responsible for ensuring that the requested information is provided (via telephone or email) to the Chair of the Board of Directors and the Vice President prior to the next week's Board of Directors meeting.

e. Attendance for Reports to the ASI Board of Directors

If no representative of a Funded/Funding Council or Program is able to attend a meeting of the Board of Directors to give a scheduled report, it is the responsibility of the Chair of the Funded/Funding Council or Program to contact the ~~Vice President and~~ Chair of the Board of Directors prior to the meeting to reschedule the report for the next Board of Directors meeting.

If a Funded/Funding Council or Program fails to appear and/or provide such a report, without having contacted the ~~Vice President and~~ Chair of the Board of Directors to reschedule the report, the following action shall be taken:

The report shall be rescheduled for the following Board of Directors meeting. The ~~Chair of the Board of Directors Vice President~~ shall issue a warning letter to the Chair of the Funded/Funding Council or Program informing them that they are in violation of ASI Policy. The Chair and Financial Officer, ~~and Advisor~~ of said Council or Program shall meet with the ~~Vice President Chair of the Board of Directors~~ to explain their situation and be notified of the action that will be taken upon a second ~~absence violation~~.

If a Funded/Funding Council or Program fails to ~~provide and/or~~ appear and give its rescheduled report, the Board ~~Treasurer Treasurer/Secretary~~ will freeze the remaining budget of council in question.

Reinstatement of allocated funds will only occur after approval from the ASI Finance Committee and Board of Directors.

f. Attendance for Reports to the ASI Board of Directors

If no representative of a Funded/Funding Council or Program is able to attend a meeting of the Board of Directors to give a scheduled report, it is the responsibility of the Chair of the Funded/Funding Council or Program to contact the ~~Vice President and~~ Chair of the Board of Directors prior to the meeting to reschedule the report for the next Board of Directors meeting.

4. DEVELOPMENT OF NEW FUNDING OR FUNDED COUNCILS

a. Application for Funding

In the event that a grouping of student organizations would like to apply for funding as a funding or funded council with ASI, the group must complete an application by October 1st. The application will be made available on the ASI website by the start of the fall academic semester.

This grouping of student organizations must declare itself as an umbrella organization with Student Life and Leadership during the student organization re-registration process.

The submitted application will be provided to the ASI Governance Committee for review and if approved, that council will be added to this policy.

b. Post-Application Review

After approval, the council will work with respective staff to develop and/or amend their bylaws or constitution to reflect the requirements identified in any related policies.

c. Initial Budget Request and Allocation

After approval, the new council will participate in the annual budget allocation process identified with the ASI Finance Committee.

DATE APPROVED: 11/28/2017
DATE REVISED: 04/30/2019
12/01/2020
04/20/2021



CALIFORNIA STATE UNIVERSITY, FULLERTON™

Resolution: Policy Concerning ASI Executive Senate

Sponsors: Alison Sanchez

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

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

WHEREAS, 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, The purpose of the ASI Executive Senate is to provide a line of communication between ASI and the Funded/Funding Councils and trains leaders on ASI financial policies, procedures, and leadership; and

WHEREAS, the Policy Concerning Executive Senate provides the continuity of ASI policies and procedures throughout the Executive Senate's Funded/Funding Councils; and

WHEREAS, the recommended changes reflects the need to (1) clarify the delegated authority to funding councils to make secondary funding decisions, (2) identify a procedure for identifying new funding or funded councils and (3) clarify the Executive Senate's composition to reflect its purpose as an organizational home for funded and funding councils; and

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

RESOLVED, ASI approves the amendments in the Executive Senate Requirements section; and let it be finally

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

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

Mary Chammas
Chair, Board of Directors

Morgan Diaz
Secretary, Board of Directors