





## Minutes

### Governance Committee

 Thu April 21st, 2022

 2:30pm - 3:45pm PDT

 ASI Boardroom - Titan Student Union

 **In Attendance**

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

Alison Sanchez, Chair, called the meeting to order at 2:31 p.m.

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

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

Members Absent:

Liaisons Present: Chammas, Nettles, Samaniego

Liaisons Absent:

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

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

**Decision:** (San Gabriel-m/Aquino-s) The April 7, 2022 Governance Committee minutes were approved by unanimous consent.

##### a. **04/07/2022 Governance Committee Meeting Minutes**

#### 5. **Public Speakers**

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

There were no public speakers.

#### 6. **Reports**

##### a. **Chair**

Sanchez, Chair, had no report.

##### b. **Director, Student Government**

Sanchez yielded the floor to Nettles.

Nettles, Director of Student Government, reminded members to complete Scholarship application grading.

Nettles shared information on the End of Year Banquet.

Nettles thanked all members for their work on this Governance Committee.

#### 7. **Unfinished Business**

None

There was no unfinished business.

#### 8. **New Business**

##### a. **Action: Resolution in Support of SWANA/MENA Studies Minor at California State University, Fullerton.**

*The Committee will consider a resolution in support of a SWANA/MENA studies minor at California State University, Fullerton.*

**GOV 008 21/22 (San Gabriel-m/Shah-s) A motion was made and seconded to approve the resolution in support of SWANA/MENA Studies Minor at California State University, Fullerton.**

Sanchez yielded to Chammas.

Chammas shared information on the resolution.

Chammas said she has been in communication with leaders in the College of HSS on how they can make this become a reality.

Chammas shared the research that went into it.

Sanchez yielded to Nettles.

Nettles asked Samaniego to share what lead to requesting a SWANA/MENA Minor.

Samaniego shared information in support of SWANA including past resolutions.

Samaniego shared that they wanted to get a SWANA Resource Center and that meant they would need academic backing.

Samaniego said that in order for SWANA to really have the support they need it was determined they would need a major or minor in their college.

Samaniego expressed that it would be easier to have a minor than a major and then shared information on the requirements for a minor. She then shared information on the steps taken to get the resolution to where it is now.

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

Sanchez opened the floor to discussion.

Velasquez shared he was unaware that the reason they were unable to move forward was due to a lack of academic backing. Velasquez believes this is a great first step to supporting SWANA.

Sanchez seconded Velasquez's statements on supporting SWANA with academic backing.

Samaniego shared that this resolution is specific to a SWANA/MENA Minor.

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

**Decision: GOV 008 21/22 (San Gabriel-m/Shah-s) Roll Call Vote 5-0-0  
The motion to approve the resolution in support of  
SWANA/MENA Studies Minor at California State University,  
Fullerton was adopted.**

b. **Action: Policy Concerning Student Leader Financial Awards**

*The Committee will consider amendments to the ASI Policy Concerning Student Leader Financial Awards.*

**GOV 009 21/22 (Aquino-m/San Gabriel-s) A motion was made and seconded to approve the policy concerning Student Leader Financial Awards.**

Sanchez yielded to Nettles.

Nettles shared an overview of the Policy Concerning Student Leader Financial Awards. She shared that it has been a struggle to get students to volunteer to cover the number of committee positions internally and for campus related programs, such as IRA, Academic Senate, etc.

The change to the policy will now allow for students to apply for paid positions to serve as representatives on various committees across campus. Nettles shared that the cost would not be coming out of the ASI budget so this would not need to be reviewed by Finance. Student Affairs on campus will provide funding for these positions. ASI will pay the stipend and SA will reimburse the expense.

Nettles shared that they are still working on the procedures to align with the policy.

Nettles shared they are planning for 20 students.

Nettles reviewed the policy changes and updates.

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

Sanchez opened the floor to discussion.

Samaniego said one of the struggles of getting students to participate on the committees is due to them not being paid and hopes that this program, which offers paid positions on the committees, will resolve the problem.

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

**Decision: GOV 009 21/22 (Aquino-m/San Gabriel-s) Roll Call Vote 5-0-0  
The motion to approve the Policy Concerning Student Leader  
Financial Awards was adopted.**

c. **Action: Resolution to Amend the ASI Programming Model**

*The Committee will consider amendments to the ASI Programming Model.*

**GOV 010 21/22 (Aquino-m/San Gabriel-s) A motion was made and seconded to approve the resolution to amend the ASI Programming Model.**

Sanchez yielded to Nettles.

Nettles yielded to Dawson and Ysias.

Dawson and Ysais shared information on the future plans for ASI Programming. The presentation is an attachment to the minutes.

Ysais shared information on the History of ASI Programming.

Ysais said that ASI Programming was formerly allocated into four different teams. The revised model they are consolidated into two distinct teams.

Dawson shared that Student Government and Programs and Engagement are now two distinct bodies. Dawson said their plan is to have 4-8 student employees as opposed to many students solely working as volunteers.

Dawson shared details on why this change is appropriate regarding sustainability for the CSUF Students working as programmers with ASI.

Ysais shared that when the students are hired, they would be a part of the team until they graduate. He further shared that that this change will not result in any major impact to the budget and everything needed financially has already been approved.

Ysais said the expectation is that they can program more and introduce new things.

Ysais shared information on future growth plans for Programming and the hiring process.

Ysais also informed the Committee there will be changes to the way the VP works with Programming and yielded to Dawson to share.

Dawson said the program already has a leadership structure and she was not overseeing it, but acting as a liaison.

Dawson said that is why she proposed the language change to the VP's role and description.

Nettles reviewed the policy updates for the Policy Concerning Programming as outlined in the resolution.

Sanchez opened the floor to questions.

Chammas asked if AICA's structure will change.

Ysais said AICA will continue to function the same.

Shah asked if students will see an increase in responsibilities.

Dawson said there will be a change in expectations since this is a paid position and no longer a volunteer position.

San Gabriel asked if the 12 programming coordinators will be switched to 6-8 student employees and the other 4 will not be provided a position.

Ysais shared they will be selecting fewer people overall, but shared that the student contracts are ended annually and the students must reapply so no one is promised a position at the end of their term.

Velasquez asked what is the supplement provided to programming directors.

No one on the committee had the exact numbers, but Dawson shared that if they broke down the supplement to the hourly it was very low.

Shah asked what the student compensation would be moving forward.

Ysais said the pay would be minimum wage or \$1 above.

Nettles said once the submission is made to HR for these positions, they will make the final decision on the pay.

Sanchez asked if the position will be part-time.

Ysais said they will be part-time and scheduled normal hours unless an event is happening that they must attend.

Sanchez opened the floor to discussion.

Chammas shared that she believes that the Programmers do deserve payment for the work they do and supports the resolution.

Samaniego shared similar concerns that the Programmers do good work and providing payment is long overdue.

Sanchez also shared the same sentiment and shared that the team is also very efficient with resolving problems.

Velasquez applauded the Programming Team for bringing these requests forward and voiced his support.

Nettles shared information on the history of complications from Programming in the past and is glad they were able to create a policy that would be very beneficial for Programming. She shared excitement to see the growth of Programming.

Nettles said having student employees increases the level of importance and professionalism.

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

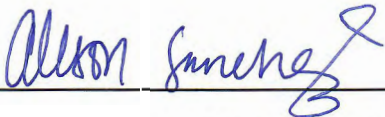
**Decision: GOV 010 21/22 (Aquino-m/San Gabriel-s) Roll Call Vote 5-0-0  
The motion to approve the resolution to amend the ASI  
Programming Model was adopted.**

## 9. Announcements/Member's Privilege

- Samaniego shared that this week is Earth Week, and provided information on events.
  - Samaniego shared information on Love Fullerton happening this weekend.  
Samaniego asked members to request the email if they need it again.
- Chammas said this is our last Governance Committee Meeting and applauded everyone for their work
  - Chammas gave a special thanks to Sanchez.
- Nettles shared that she is beginning to do work behind the scenes for the concepts and ideas presented to benefit the team
- Shah shared it is NSM week and shared information on the event tomorrow where they will have free pizza.
- Velasquez shared that the Skidd Row project is also happening this weekend and distribution will be this Sunday.
  - Velasquez shared they will be meeting here in lot D and then heading over.
- Sanchez thanked the members and said it was an honor to work with everyone and serve this Committee.


## 10. Adjournment

Alison Sanchez, Chair, adjourned the meeting at 3:26 p.m.



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Alison Sanchez, Governance Committee Chair



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Crystal Washington, Recording Secretary

Approved by the Board of Directors: 05/03/2022



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Morgan Diaz, Board Secretary



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Susan Collins, Recording Secretary

## Roll Call 2021-2022

### 04/21/2022 Governance Committee Roll Call

Attendance	COMMITTEE 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: Crystaal Washington

### ACTION ITEMS:

Roll Call Votes	start 008		008 - Resolution SWANA/MENA Minor			009 - PC SL Financial Awards		
			Yes	No	Abstain	Yes	No	Abstain
ARTS	AQUINO	RAMON	1			1		
NSM	SHAH	NAMAN	1			1		
HSS	SAN GABRIEL	HANNAH	1			1		
HSS	VELAZQUEZ	DAVID	1			1		
VICE CHAIR (EDU)	SANCHEZ	ALISON	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			5	0	0	5	0	0





CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A Resolution in Support of SWANA/MENA Studies Minor at California State University, Fullerton**

Sponsors: Mary Chammas, Kira Dawson, Dixie Samaniego

Co-Sponsors: Talia Bou Khalil

**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**, SouthWest Asia North Africa (SWANA), traditionally known as Middle East North Africa (MENA), is a geographical term that replaces non-inclusive terms, such as “Middle Eastern” or “Arab” for the community; and

**WHEREAS**, the SWANA identifying population in California is over 370,000<sup>1</sup> with Orange County accounting for more than 41,000 SWANA identifying people<sup>2</sup>; and

**WHEREAS**, CSU Fullerton is a major regional university in an area that includes Orange County, metropolitan Los Angeles, and the Inland Empire<sup>3</sup>; and

**WHEREAS**, CSU Fullerton states in its Strategic Plan for 2018-2023 that it strives to create a campus of “diversity, equity, and inclusion: ... by increasing culturally proficient and equity-minded practices across all campus communities”<sup>4</sup>; and

**WHEREAS**, the benefits of a campus with racial diversity include increased interest in promoting racial understanding and the ability to get along with other race groups<sup>5</sup>; and

**WHEREAS**, research suggests that SWANA populations on college campuses have experienced discrimination, largely as a result of social and political climates through the past two decades<sup>6</sup>; and

**WHEREAS**, education, celebration, and recognition of SWANA identities and culture lead to reduced stigma and discrimination derived from the lack of cultural knowledge and awareness<sup>7</sup>; and

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<sup>1</sup> <https://yallacountmein.org/states/california>

<sup>2</sup> <https://voiceofoc.org/2021/04/arab-americans-kick-off-heritage-month-call-for-little-arabia-district-to-be-recognized/?amp>

<sup>3</sup> <https://extension.fullerton.edu/international/about-csuf.aspx>

<sup>4</sup> <https://planning.fullerton.edu/2018-2023-plan/>

<sup>5</sup> <https://www-jstor-org.lib-proxy.fullerton.edu/stable/43654154?seq=3>

<sup>6</sup> <https://muse-jhu-edu.lib-proxy.fullerton.edu/article/703298>

<sup>7</sup> [https://www.un.org/en/events/culturaldiversityday/pdf/Investing\\_in\\_cultural\\_diversity.pdf](https://www.un.org/en/events/culturaldiversityday/pdf/Investing_in_cultural_diversity.pdf)

**WHEREAS**, 9 of the 23 CSUs (CSU Northridge<sup>8</sup>, Chico State<sup>9</sup>, Fresno State<sup>10</sup>, Long Beach<sup>11</sup>, Sacramento State<sup>12</sup>, San Bernardino<sup>13</sup>, San Francisco<sup>14</sup>, San Jose<sup>15</sup>, and San Diego<sup>16</sup>) offer Middle Eastern North African studies or related minor coursework; and

**WHEREAS**, CSU Fullerton is the highest enrolled CSU with over 41,000 students<sup>17</sup>; and

**WHEREAS**, a minor requirement is defined as a set of courses pertaining to a designated subject area, consisting of 6 units of lower division courses and 6 units of upper division courses<sup>18</sup>; and

**WHEREAS**, CSU Fullerton currently offers both upper and lower division courses that can be associated with the SWANA/MENA subject area, exceeding the amount required of an undergraduate minor, including<sup>19</sup>: ECON 336 (Economies of the Middle East); HIST 110A (World Civilizations to the 16th century), HIST 110B (World Civilizations since the 16th century), HIST 313 (Imagining Alexander the Great), HIST 467A (The Middle East in the 19th Century), HIST 467B (Contemporary Middle East History), HIST 468A (Women and Gender in the Middle East History), HIST 468B (Making the Medieval Middle East), HIST 446A, HIST 446B; RLST 110 (Religions of the World), RLST 210 (Introduction to Judaism), RLST 250 (Introduction to Islam), RLST 306 (Contemporary Practices of the World's Religions), RLST 332 (Islamic Scriptural Studies), RLST 335 (Judaism, Christianity, and Islam compared), RLST 371 (History & Development of Islamic Thought: The Beginning to 1258), RLST 372 (History and Development of Islamic Thought: 1259 to Modern Times), RLST 373 (Women in Islam), RLST 374 (Issues in Contemporary Islam), RLST 466A (Islamic Civilization: Arab Era), RLST 466B (Islamic Civilization: Imperial Age); GEOG 373 (Global Cuisines); ARAB 101 (Fundamental Arabic A), ARAB 102 (Fundamental Arabic B), ARAB 203 (Intermediate Arabic A), ARAB 299 (Directed Study), PERS 101 (Fundamental Persian A), 102 (Fundamental Persian B), PERS 299 (Directed Study), PERS 499 (Independent Study); POSC 325 (The Politics of the Arab-Israeli Conflict); ASAM 364 (South Asian American Experience); and

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<sup>8</sup> <https://www.csun.edu/humanities/middle-eastern-and-islamic-studies>

<sup>9</sup> <https://www.csuchico.edu/lanc/undergraduate/middle-eastern-studies/index.shtml>

<sup>10</sup> <http://www.fresnostate.edu/catalog/subjects/philosophy/mes-mn.html>

<sup>11</sup> [http://catalog.csulb.edu/preview\\_program.php?catoid=5&pooid=1999](http://catalog.csulb.edu/preview_program.php?catoid=5&pooid=1999)

<sup>12</sup> <https://catalog.csus.edu/colleges/arts-letters/middle-east-islamic-studies/minor-in-middle-east-and-islamic-studies/#:~:text=The%20minor%20in%20Middle%20East,and%20the%20wider%20Islamic%20world>

<sup>13</sup> <https://bulletin.csusb.edu/colleges-schools-departments/social-behavioral-sciences/islamic-middle-eastern-studies-minor/>

<sup>14</sup> <https://bulletin.sfsu.edu/colleges/liberal-creative-arts/international-relations/minor-middle-east-islamic-studies/>

<sup>15</sup> [https://catalog.sjsu.edu/preview\\_program.php?catoid=2&pooid=837&returnto=96](https://catalog.sjsu.edu/preview_program.php?catoid=2&pooid=837&returnto=96)

<sup>16</sup> <https://cias.sdsu.edu/minor>

<sup>17</sup> <https://www.calstate.edu/csu-system/about-the-csu/facts-about-the-csu/enrollment>

<sup>18</sup> [https://www.fullerton.edu/senate/publications\\_policies\\_resolutions/ups/UPS%20400/UPS%20410.103.pdf](https://www.fullerton.edu/senate/publications_policies_resolutions/ups/UPS%20400/UPS%20410.103.pdf)

<sup>19</sup>

[https://catalog.fullerton.edu/search\\_advanced.php?cur\\_cat\\_oid=70&ecpage=1&cpage=1&ppage=1&pcpage=1&spage=1&tpage=1&search\\_database=Search&filter%5Bkeyword%5D=Middle+east&filter%5Bexact\\_match%5D=1&filter%5B3%5D=1&filter%5B31%5D=1&filter%5B1%5D=1&filter%5B28%5D=1&filter%5B30%5D=1](https://catalog.fullerton.edu/search_advanced.php?cur_cat_oid=70&ecpage=1&cpage=1&ppage=1&pcpage=1&spage=1&tpage=1&search_database=Search&filter%5Bkeyword%5D=Middle+east&filter%5Bexact_match%5D=1&filter%5B3%5D=1&filter%5B31%5D=1&filter%5B1%5D=1&filter%5B28%5D=1&filter%5B30%5D=1)

**RESOLVED**, ASI urges that a “SouthWest Asian North African (SWANA)” or “Middle Eastern North African (MENA)” minor is offered by the College of Humanities and Social Sciences; and let it be further

**RESOLVED**, ASI officially supports the future development of additional courses specific to a SWANA/MENA studies in the university’s curriculum; and let it be further

**RESOLVED**, ASI asks that relevant campus partners provide updates to the ASI Board of Directors once per semester on the progress of the minor development and urges relevant campus partners meet regularly with ASI Student Leadership and SWANA Executive Board Leadership as this project develops; and let it be further

**RESOLVED**, ASI strongly encourages CSU Fullerton Academic Senate to take action in support of the creation of SWANA studies minor at California State University Fullerton (CSUF) and charge relevant committees to prioritize this action as a result of its established importance to students; and let it be further

**RESOLVED**, ASI strongly encourages that the Cal State Student Association (CSSA) advocate with appropriate systemwide partners to support expanding the creation of SWANA/MENA studies majors and minors at California State University campuses that do not have academic curriculum established; and let it be further

**RESOLVED**, that this Resolution be distributed to the California State University (CSU) Chancellor, California State Student Association (CSSA), and to the following CSU Fullerton departments, divisions, and/or entities: the Office of the President, the President's Advisory Board, the Office of the Provost and Vice President for Academic Affairs, the Office of the Vice President for Human Resources, the Dean and Associate Deans of the College of Humanities and Social Sciences, the Office of Diversity and Inclusion, the Office of the Vice President for Student Affairs, the Academic Senate Chair, the CSUF Alumni Association, the ASI Executive Director and applicable ASI departments and CSUF stakeholders for appropriate action.



**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A Resolution to Amend the Policy Concerning Student Leader Financial Awards**

Sponsors: Alison Sanchez

**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 ASI Policy Concerning Student Leader Financial Awards provides guidance on the administration of ASI student leader financial awards; and

**WHEREAS**, the recommended changes reflect the amended student model for ASI programming and adds the planned support for students representatives on committees; and therefore let it be

**RESOVLED**, ASI approves the amendments to the ASI Policy Concerning Student Leader Financial Awards including the additions and amendments in Categories 2, 3, and 4; and let it be

**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 third day of May in the year two thousand twenty-two.

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Mary Chammas  
Chair, Board of Directors

Morgan Diaz  
Secretary, Board of Directors

# POLICY CONCERNING STUDENT LEADER FINANCIAL AWARDS

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## PURPOSE

The purpose of the policy is to provide guidance on the administration of Associated Students, Inc. (ASI) Student Leader Financial awards including eligibility requirements. ASI Student Leadership Financial awards are not compensation for work done.

<b>PURPOSE</b> .....	1
<b>WHO SHOULD KNOW THIS POLICY</b> .....	1
<b>DEFINITIONS</b> .....	1
<b>STANDARDS</b> .....	1
<b>1. TYPES OF FINANCIAL AWARDS</b> .....	1
<b>2. ADMINISTRATION OF FINANCIAL AWARDS</b> .....	2
<b>3. PLEDGE COMMITMENTS</b> .....	3

## WHO SHOULD KNOW THIS POLICY

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

## DEFINITIONS

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

Terms	Definitions
<b>Agreement Forms</b>	Required forms to serve in an ASI Student Leadership position, including Pledge Commitments.

## STANDARDS

### 1. TYPES OF FINANCIAL AWARDS

The ASI issues financial awards to students in certain leadership positions.

#### Category 1: ASI Executive/Fiduciary

Student leaders who set the mission and policies of the organization as well as having financial responsibility to the organization

- ASI President and Vice President

- ASI Board of Director Chair
- ASI Board of Directors Vice Chair, Treasurer, and Secretary

### **Category 2: ASI Team Leaders**

Student leaders who lead teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Executive Officers
- ASI Commission Directors/Leads
- ~~AICA Chair ASI Programming Directors~~
- Elections Director

### **Category 3: ASI Board and Team Members**

Student leaders who serve on teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Board of Directors Members
- ~~AICA Programming Coordinators~~
- Commission Coordinators
- Elections Coordinators

### **Category 4: Other ASI Positions**

- Camp Titan Co-Directors
- IRA Chair
- ~~Student Representatives on Committees~~

### **Category 5: Funded and Funding Council/Group Positions**

- Funded Council/Group President/Chair
- Funded Council/Group Treasurer/Financial Officer
- Funding Council/Group President/Chair
- Funding Council/Group Treasurer/Financial Officer
- Funding Council/Group Executive Board Positions

## **2. ADMINISTRATION OF FINANCIAL AWARDS**

### *a. Agreement Forms*

Prior to the start of a leadership position that carries a financial award, students must sign appropriate forms with ASI ~~Leader and Program Development~~ **Student Government**.

### *b. Disbursements*

Category 1 and 2 financial awards are disbursed in summer, fall and spring semesters. All other financial awards are disbursed in fall and spring semesters. Disbursements end immediately upon the end of a term or upon voluntary or involuntary departure of the position. In the event of a departure from the position prior to the anticipated end of term, a portion of the disbursed financial award may be required to be refunded.

### *c. New Financial Awards*

New financial awards are to be approved by the ASI Finance Committee and the ASI Board of Directors in consultation with the Executive Director and appropriate ASI staff. All new requests for financial awards need to be accompanied by a list of key responsibilities for the position.

*Award Amounts*

Award amounts for Categories 1-4 are based on a percentage of the average cost of attendance established annually by the university. Award amounts for Category 5 are established by this policy.

<b>Category 1: Executive Fiduciary</b>	
Board of Directors Chair	75%
President	75%
Vice President	55%
Board of Directors Vice Chairs, Treasurer, and Secretary	55%
<b>Category 2: Team Leaders</b>	
Executive Officers	35%
<del>AICA Chair Programming Directors</del>	35%
Commission and Elections Directors/Leads	15%
<b>Category 3: Board and Team Members</b>	
Audit Committee Chair (additional award for chairing)	7.5%
Board of Directors Members	15%
<del>AICA Programming</del> Coordinators	10%
Commission and Elections Coordinators	8%
<b>Category 4: Other ASI Positions</b>	
Camp Titan Co-Directors	15%
IRA Committee Chair	15%
<del>Student Representatives on Committees</del>	10%
<b>Category 5: Funded and Funding Council/Group Positions</b>	
Funded Council/Group President/Chair	\$1000
Funded Council/Group Treasurer/Financial Officer	\$500
Funding Council/Group President/Chair	\$2000
Funding Council/Group Treasurer/Financial Officer	\$1000
Funding Council/Group Executive Board Positions*	\$250-\$1000
*A student organization representative serving as a voting member on a funding council may shall not receive a financial award in order to prevent any conflict of interest.	

### 3. PLEDGE COMMITMENTS

A pledge of commitment to the duties of the office is required of all student leaders receiving a financial award. The pledge must be submitted at the time of assumption of duties of the position. A new pledge must be submitted for a new or different position. Completed pledges will be retained by the Associated Students, Inc. Executive Director with other conflict-of-interest statements.

DATE APPROVED:

05/08/2018

**DATE REVISED:**

**04/20/2021**





**Presentation**

# ASI Programming

*Transitions from Leadership Board  
to Student Staff Department*



# Agenda

- History
- Why we are making this change?
- Budget implications
- Benefit of the changes
- Future Growth





# History of ASI Programming

- **We were one part of the Leader and Program Development department**
  - **ASI Productions**
    - In charge of traditional programs such as All-Night Study/Spring Concert/Concerts in the Becker.
  - **Titan Tusk Force**
    - In charge of pride programs such as Tailgate events /Homecoming/ASI Carnival.
  - **Street Team**
    - Ran the street team program for all programming teams.
  - **AICA**
    - Holds a weekly general council meeting with student organizations, provides funding for student orgs and the board also provides their own program like Social Justice Week.

# History of ASI Programming

- **In 2019-20 we consolidated the team from 4 to 2 teams.**
  - ASI Programming
  - AICA
  - The reasoning for this was to improve the ability of the team to work together and collaborate more.
  - This change was very helpful but there were still issues with having event support.
- **In 2021-22 we had a major change**
  - LPD was divided into two separated departments
  - Student Government
  - Student Programs and Engagement



## **What are the changes?**

- **Transition the 12 student leader volunteers to Part-time Student Staff.**
- **We will be looking to hire 6-8 students for the positions.**





# Why we are making this change?

- Allow the department to meet the needs of the organization.
- Creates an equitable opportunity for the amount of work that is expected for the students apart of the department.
- Creates the ability for the students to develop and grow their skills so they can be prepared for a career in event management.
- Allows opportunity for the team to also consult with other campus partners on programs.
- Increase the professionalism expectations we have for the program.





# Budget implications

**Our operating budget will not be affected.**

*ASI Student Programs and Engagement operating budget will not be affected by this change, the expectation is to produce more programs that range from traditional programming to New innovative traditional programs.*

**Personel cost adjusted**

We proposed changes to the budget to support these changes, we transferred the student leadership award cost to personel cost . The changes were not significant, increased the total budget .



# Future growth plan and strategy

## **Long Term Benefits**

- *Able to provide more programs*
- *Allows us to focus more on our major programs*
- *Creates the model that is needed to support the expectations we have for programs.*

## **What about ? ...**

- *Volunteers*
- *Hiring Process*
- *Vice President relationship*





**CONTACT**

*Let's schedule a call to talk more*

*Austin Ysais MPA*

*657.278.8464*

*AYSAIS@Fullerton.edu*

**Thank  
You!**

# POLICY CONCERNING ASI PROGRAMMING

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## PURPOSE

The following policy has been established in order for ~~the student leaders of Associated Students, Inc~~ (ASI) Programming to better serve the mission and charge as directed by the ASI Board of Directors. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct and responsibilities and duties of ASI Programming, which includes the Programming Board and the Association for Inter-Cultural Awareness (AICA).

**POLICY CONCERNING ASI PROGRAMMING** ..... 1

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## WHO SHOULD KNOW THIS POLICY

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

## DEFINITIONS

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

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



**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

**A Resolution to Amend the ASI Programming Model**

Sponsors: Alison Sanchez

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

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

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

**WHEREAS**, the ASI Programming teams were charged with programming and outreach efforts on behalf of ASI; and

**WHEREAS**, ASI Programming focuses on planning and implementing campus entertainment centered on social, cultural and educational topics through a wide selection of frequent events and large-scale programs, planning and implementing campus spirit events centered on Titan Pride, while also promoting and supporting a strong sense of campus unity and identity within CSU Fullerton, celebrating and raising awareness of the diverse student body of CSU Fullerton, engaging in programming collaborations with other ASI programs and departments, supporting the programming and activities of recognized student organizations from AICA and providing on-campus student involvement and leadership growth opportunities for students<sup>1</sup>; and

**WHEREAS**, the recommended changes to the ASI Policy Concerning Programming are to create a student model that enables programming to pursue a continuous multi-year growth in professional development and continue meeting the charge of programming in a more equitable manner and; therefore let it be

**RESOLVED**, ASI shall continue to provide its programmatic commitments outlined in the ASI Policy Concerning Programming; and let it be

**RESOLVED**, ASI approves the amendments to the ASI Programming Model, which include the Programming Board to be comprised of student employees at the direction and supervision of Student Programs and Engagement; and let it be

**RESOLVED**, ASI approves the amendments to the ASI Policy Concerning Programming, which includes changes to the programming board, amendments to the section on Student Leader Appointment and the removal of the Duties and Responsibilities of Programming Directors; and let it be

**RESOLVED**, ASI maintains AICA as a part of ASI Programming with the purpose of continuing to focus on programming that raises awareness of and celebrates the diverse student body of CSU Fullerton, engages with recognized student organizations that play an integral role in AICA events, and provides funding to support recognized student organization events and activities; and let it be finally

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

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<sup>1</sup> <https://asi.fullerton.edu/wp-content/uploads/ASI-Policy-Concerning-ASI-Programming.pdf>

Departments.

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

---

Mary Chammas  
Chair, Board of Directors

Morgan Diaz  
Secretary, Board of Directors

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

## STANDARDS

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### 1. DUTIES AND RESPONSIBILITIES OF ASI PROGRAMMING

ASI Programming is charged with event and activity programming and outreach efforts on behalf of ASI. Those programming and outreach efforts shall focus on:

- Planning and implementing campus entertainment centered on social, cultural and educational topics through a wide selection of frequent events and large-scale programs
- Planning and implementing campus spirit events centered on Titan Pride, while also promoting and supporting a strong sense of campus unity and identity with CSU Fullerton
- Raising awareness of and celebrating the diverse student body of CSU Fullerton
- Engaging in programming collaborations with other ASI programs and departments, as well as, with recognized student organizations and academic and administrative departments
- Supporting the programming and activities of recognized student organizations through the allocation of programming and travel funding through AICA
- Providing on-campus student involvement and leadership growth opportunities for students

ASI Programming is comprised of two entities, the Programming Board and the Association for Inter-Cultural Awareness, that operate to fulfill the mission and charge as directed by the ASI Board of Directors.

#### **Programming Board**

Programming Board shall focus on a wide variety of programming, including ASI's most major and large scale events.

~~The Programming Board leadership shall be comprised of:~~

- ~~• Two (2) Programming Directors~~
- ~~• Up to twelve (12) Programming Coordinators~~

~~The Programming Board will be comprised of student employees at the direction and supervision of Student Programs and Engagement.~~

#### **Association for Inter-Cultural Awareness (AICA)**

AICA is a specialized part of ASI Programming that shall focus on celebrating and promoting awareness and understanding of culture and diversity at CSU Fullerton. To accomplish this, AICA operates a General Council comprised of recognized student organizations that choose to join as members. These member organizations serve an integral role in the planning and implementing of AICA events.

AICA shall provide programming and travel funding to recognized student organizations as part of its operation, similar to a funding council. This funding is administered in accordance with established

procedures specific to AICA and all applicable policy related to ASI funding provided to students and student organizations.

AICA shall hold regular General Council meetings in order to facilitate the planning and implementation of its programming, the administration of funding, and other content related to its programming.

The Association for Inter-Cultural Awareness leadership shall be comprised of:

- Chair
- Vice Chair
- Two (2) AICA Coordinators

## **2. ASI PROGRAMMING 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 student leader in **ASI Programming AICA** 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 student leader in **ASI Programming AICA** should resign, a written notice of resignation must be submitted to the Vice President, **and** respective advisor. ~~and the Director of Leader & Program Development.~~

### **Abandonment**

A student leader position in ASI Programming is considered abandoned if the student leader is absent and non-communicative for more than five business days without notice to the Vice President, **and** respective advisor. ~~and 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 **ASI Programming AICA**, the President, in consultation with the Vice President, shall appoint a new student leader to fill the vacant position subject to approval by a majority vote of the Board of Directors.

#### **4. DUTIES AND RESPONSIBILITIES OF PROGRAMMING DIRECTORS:**

Duties and responsibilities of the Programming Directors:

- Organize and facilitate weekly team meetings
- Monitor use of Programming Board budget
- Meet 1:1 with the Programming Coordinators regularly
- Guide and support Programming Coordinators with the development and implementation of proposed programs, marketing and outreach plans and program evaluations
- Oversee the coordination and development of involvement opportunities that introduces interested students to ASI student leadership and allows students to volunteer for events
- Oversee the coordination and development of major events
- Meet with identified advisors regularly
- Interview and recommend Programming Coordinators for appointment, in consultation with the Vice President
- 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. DUTIES AND RESPONSIBILITIES OF PROGRAMMING COORDINATORS:**

Duties and responsibilities of the Programming Coordinators:

- Develop and implement the programs and activities that meet the charge of the Programming Board, including identifying marketing and outreach plans and post-program evaluations
- Attend weekly team meetings and other meetings as necessary to adequately fulfill duties
- Meet with Programming Directors 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

#### **6. DUTIES AND RESPONSIBILITIES OF AICA CHAIR:**

Duties and responsibilities of the AICA Chair:

- Lead all General Council and related meetings
- Be responsible for the administration of all funds allocated through AICA to recognized student organizations
- Oversee the procedure for recognized student organizations to join and continue as members of the General Council
- Meet 1:1 with the Vice Chair and Coordinators regularly
- Guide and support AICA Coordinators with the development and implementation of their proposed programs, marketing and outreach plans and program evaluations
- Meet with identified advisors regularly
- Interview and recommend AICA Coordinators for appointment, in consultation with the Vice President
- 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 Student Programs and Engagement.

#### **7. DUTIES AND RESPONSIBILITIES OF AICA VICE CHAIR:**

Duties and responsibilities of the AICA Vice Chair:



- Be responsible for preparing and posting, in compliance with all applicable open meeting regulations, agendas for all General Council and related meetings
- In collaboration with the Chair, be responsible for the administration of all funds allocated through AICA to recognized student organizations
- In collaboration with the Chair, oversee the procedure for recognized student organizations to join and continue as members of the General Council
- Be responsible for maintaining an archive of all documents related to General Council and related meetings
- Submit a current financial report at each General Council meeting
- Attend weekly team and AICA meetings and other meetings as necessary to adequately fulfill duties
- Meeting with AICA Chair 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 Student Programs and Engagement.**

## **8. DUTIES AND RESPONSIBILITIES OF AICA COORDINATORS:**

Duties and responsibilities of the AICA Coordinators:

### **Events Coordinator**

- Plan and implement AICA programming during the fall and spring semesters
- Meet with General Council members who receive allocations for an event in order to assist with implementing the event
- Facilitate discussions and collaboration amongst the General Council to promote paired programming
- Coordinate marketing for all AICA programming
- Attend weekly team and AICA meetings and other meetings as necessary to adequately fulfill duties
- Meeting with AICA Chair 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 Student Programs and Engagement.**

### **Diversity Coordinator**

- Be responsible for scheduling cultural presentations on the agenda for regular General Council meetings
- Attend meetings of organizations for dialoguing on issues of concern
- Facilitate discussions and collaboration amongst advocacy focused commissions and other areas to raise awareness
- Prepare and present discussion sessions at General Council meetings and other events
- Attend weekly team and AICA meetings and other meetings as necessary to adequately fulfill duties
- Meeting with AICA Chair 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 Student Programs and Engagement.**