

Associated Students Inc.



Governance Committee

Thu Apr 20, 2023 2:30 PM - 3:45 PM PDT

1. Call to Order

Diaz called the meeting to order at 2:36 pm.

2. Roll Call

Members Present: Butorac, Diaz, Ruelas, Vences

Members Absent: Furtado (E)


Liaisons Present: Awadalla, Galvan, Nettles

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.

 (Vences-m/Butorac-s) Member Furtado's absence for university business was excused by unanimous consent.

3. Approval of Agenda

 (Butorac-m/Vences-s) The agenda was approved by unanimous consent.

4. Approval of Minutes

 (Vences-m/Butorac-s) The April 6, 2023 minutes were approved by unanimous consent.

a. 04/06/2023 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.

Pugh introduced Anthony Seng who is interested in the BOD education vacancy position. Advocated that Seng would be a great addition to the team.

6. Reports

Diaz: Thanked everyone for their time this academic school year and all the hard work they did.

a. Chair

Diaz, Governance Committee Chair, did not provide a report.

b. Director, Student Government

Nettles, Director of Student Government, did not provide a report.

-Nettles thanked everyone for all the hard work the committee did this school year.

7. Unfinished Business

a. None.

8. New Business

a. Action: Resolution to Appoint the Director for the College of Engineering and Computer Science

GOV 010 22/23 (Butorac-m/Vences-s) The Committee will interview and select a candidate to serve as the Director for the College of Engineering and Computer Science effective June 1, 2023 through May 31, 2024.

Diaz yielded the floor to Nettles to review the resolution.

-Nettles reminded the committee about their roles in covering vacancies. Anthony Seng presented to the committee why he would be a great Director for the College of ECS. Seng gave various reasons such as focusing on providing study sessions before midterms/finals, making programs more engaging, networking programs, etc.

Diaz opened the floor to questions.

-Vences asked for more information on his background?

Seng is a 3rd year CS major and going into software engineering.

Vences asked what pushed him to apply for this position?

Seng hopes to gain some experience in the CS industry and get more students involved.

Butorac asked who Seng is outside of school? Seng stated that he goes home to work on various codes, and designs games, work out, and plays video games.

Awadalla asked what are his goals for tackling various issues such as DEI, and student involvement?

Seng stated that he agrees with CSUF student involvement, also equity for women in CS and pushing for more inclusiveness.

Ruelas asked how will he bridge the gap in CS with staff and students?

Seng stated that he would push to speak with the professors to get more student involvement and change the narrative with faculty involvement such as Hackathon.

Butorac asked what his experience has been like as a transfer CSUF student? What does he want students to leave feeling?

Seng found transferring scary and trying to navigate the campus. Seng wants students to leave campus more prepared with a sense of belonging, accomplishment, confidence, and fulfillment in their career path.

Ruelas asked where would mental health stand within his college?

Seng responded stated that its a strong topic in CS and will take priority and to be a happy CS major.

Diaz opened the floor to discussion.

Diaz stated that he has a lot of strengths and pointing out the stigma around his major and Seng stated that he wanted to change it.

Butorac wanted to know what campus involvement is but highlighted that within his college he seems very integrated.

Vences stated appreciates his involvement in the gaming community and loves he's passionate. Stated he does have a long way to come and suggested that maybe this isn't the position but maybe another role within ASI.

Ruelas wanted to hear more about department involvement within CS.

Awadalla stated he's a strong candidate and has a lot of potential. Highlighted women involvement, connecting students with more mentorship, and loved the Hackathon. touched on aspect on taking on a leadership role and stated a little more experience and confidence needed in this role.

Butorac touched on confidence and speaking in front of people and that you put in what you put out.

Nettles stated that you can't gage of confidence and that there role is to determine if Seng is able to do the role effectively. Reminded them about the role, representation, and the support of students.

Diaz pointed out that she wasn't experienced in her current role but it takes time to blossom and that the involvement in the colleges,
Diaz asked if there were any objections to moving into a roll call vote. There were no objections.

GOV 010 22/23 (Butorac-m/Vences-s) Roll Call Vote: 2-2-0 The vote ended in a tie. Diaz opened the floor to discussion on the motion to appoint Anthony Seng to serve as Director for the College of ECS. Diaz called for a roll call vote. GOV 010 22/23 (Butorac-m/Vences-s) Roll Call Vote: 3-0-1 The motion to appoint Anthony Seng to serve as Director for the College of ECS effective June 1, 2023 through May 31, 2024 was adopted.

b. Action: Resolution Approving Policy Concerning Flexible Work Arrangements
GOV 011 22/23 (Ruelas-m/Butorac-s) The Committee will consider approving a resolution approving ASI Policy Concerning Flexible Work Arrangements.

Diaz yielded the floor to Nettles to review the resolution.

Asha gave the director of HR Andrea Okoh the floor to discuss ASI policy concerning flexible work arrangements for full time staff. Okoh went over various definitions and explained what a compressed work week, core hours, flextime, both hybrid and remote work. Okoh is proposing 3 options alternative work schedule, remote work, and hybrid work. Okoh discussed the approval process, and considerations.

Diaz opened the floor to questions.
none

Diaz opened the floor to discussion.

*Butorac highlighted that he likes the 4 day work week.

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

GOV 011 22/23 (Ruelas-m/Butorac-s) Roll Call Vote: 4-0-0 The Resolution Approving Policy Concerning Flexible Work Arrangements has been adopted.

c. Action: Resolution to Amend Policy Concerning Executive Officers Operations and Board of Directors Operations

GOV 012 22/23 (Ruleas-m/Vences-s) The Committee will consider approving

amendments to the Policy Concerning Executive Officers Operations and Board of Directors Operations.

Diaz yielded the floor to Nettles to review the resolution.

Nettles went over amendments to policy concerning executive officers operations and BOD operations. Nettles stated that current policy, proposed amendments,

Diaz opened the floor to questions.

None

Diaz opened the floor to discussion.

None

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

GOV 012 22/23 (Ruelas-m/Vences-s) Roll Call Vote: 4-0-0 The Resolution to Amend Policy Concerning Executive Officers Operations and Board of Directors
Operations has been adopted.

d. Action: Resolution Student Health Advisory Committee

GOV 013 22/23 (Ruelas-m/Butorac-s) The Committee will consider approving the Resolution to Appoint Student Representatives to the Student Health Advisory Committee.

Diaz yielded the floor to Asha Nettles, Director of Student Government, to review the resolution.

Galvan and Vences introduced the resolution regarding student health and getting a student representative.

Diaz opened the floor to questions.

None


Diaz opened the floor to discussion.

None

Awadalla highlighted how important this is for health advocacy and student wellness. *Ruelas stated he is proud of both Galvan and Vences and that the research and engagement and initiative is what makes this great.

*Butorac stated that to appoint ASI representatives and discuss wellness to all clubs and organization and keeping it going year round.

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

GOV 013 22/23 (Ruelas-m/Butorac-s) Roll Call Vote: 4-0-0 The Resolution to  Appoint Student Representatives to the Student Health Advisory Committee has been adopted.

e. Action: Resolution Recognizing and Thanking President Framroze Virjee and Mrs. Julie Virjee


GOV 014 22/23 (Vences-m/Ruelas-s) A motion was made and seconded to approve the Resolution Recognizing and Thanking President Framroze Virjee and Mrs. Julie Virjee.

Diaz yielded the floor to Asha Nettles, Director of Student Government and Mary Chammas, CGO to review the resolution. Galvan yielded to Mary Chammas who presented to the committee to highlight President Virjee and Julie Virjee.

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

Diaz opened the floor to discussion. There were no discussions.

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

GOV 014 22/23 (Vences-m/Ruelas-s) Roll Call Vote: 4-0-0 The motion to approve  the Resolution Recognizing and Thanking President Framroze Virjee and Mrs. Julie Virjee was adopted.

9. Announcements/Member's Privilege

- *Ruelas announced an upcoming event TSU-Pavilion 04/25
- *Vences announced the ASI carnival 04/21/23
- *Galvan announced a fundraiser for BF next Wed 04/26 and Thurs 04/27 on Titan Walk.
- *Awadalla SJP is building a replica and will be displaying it on 04/24 & 04/25.
- *Butorac gave a farewell and shared his appreciation for his peers and President Virjee.


10. Adjournment

Morgan Diaz, Chair, adjourned the meeting at 3:41 pm.

Morgan Diaz, Governance Committee Chair

Susan Collins, Recording Secretary

Approved by the ASI Board of Directors, May 2, 2023:


Ramon Aquino (May 10, 2023 10:22 PDT)

Ramon Aquino, Board Secretary



Susan Collins, Recording Secretary

Roll Call 2021-2022

XX/XX/2023 Governance Committee Roll Call

Attendance	Board Members			
			Present	Absent
CBE	BUTORAC	MICHAEL	1	
CHAIR/VICE CHAIR/ARTS	DIAZ	MORGAN	1	
NSM	FURTADO	NICHOLAS		1
COMM	RUELAS	ALAN	1	Late
HHD	VENCES	BERNICE	1	
			Present	Absent
			4	1

Attendance	Liaisons			
			Present	Absent
CIDO	AWADALLA	MAYSEM	1	
CHAIR (HHD)	GALVAN	ISABELLA	1	
DIR STU GOVT	NETTLES	ASHA	1	
			Present	Absent
			3	0

*Recording Secretary: LaShawna Green

Roll Call Votes			010 - Res Appoint Dir ECS - Seng			010 - Res Appoint Dir ECS - Seng			
			Yes	No	Abstain	Yes	No	Abstain	
CBE	BUTORAC	MICHAEL	1			1			
NSM	FURTADO	NICHOLAS	Absent						
COMM	RUELAS	ALAN		1		1			
HHD	VENCES	BERNICE		1				1	
CHAIR/VICE CHAIR/ARTS	DIAZ	MORGAN	1			1			
			Yes	No	Abstain	Yes	No	Abstain	
			2	2	0	3	0	1	

Roll Call Votes	start 001	011 - Res PC Flexible Work			012 - Res PC Exec Officers Ops			
		Yes	No	Abstain	Yes	No	Abstain	
CBE	BUTORAC	MICHAEL	1			1		
NSM	FURTADO	NICHOLAS	Absent					
COMM	RUELAS	ALAN	1			1		
HHD	VENCES	BERNICE	1			1		
CHAIR/VICE CHAIR/ARTS	DIAZ	MORGAN	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			4	0	0	4	0	0

Roll Call Votes	start 001	013 - Res SHAC			014 - Res Recogniz/Thank Pres & Mrs Virjee			
		Yes	No	Abstain	Yes	No	Abstain	
CBE	BUTORAC	MICHAEL	1			1		
NSM	FURTADO	NICHOLAS	Absent					
COMM	RUELAS	ALAN	1			1		
HHD	VENCES	BERNICE	1			1		
CHAIR/VICE CHAIR/ARTS	DIAZ	MORGAN	1			1		
			Yes	No	Abstain	Yes	No	Abstain
			4	0	0	4	0	0








Item 4.c gov_2023_04_20_min

Final Audit Report

2023-05-10

Created:	2023-05-10
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7eE0F5GSR9GU58tdnbsgoTCU1gIL8bsv

"Item 4.c gov_2023_04_20_min" History

-  Document created by Susan Collins (sucollins@fullerton.edu)
2023-05-10 - 4:22:28 PM GMT- IP address: 137.151.113.11
-  Document emailed to asboardsecretary@fullerton.edu for signature
2023-05-10 - 4:22:48 PM GMT
-  Email viewed by asboardsecretary@fullerton.edu
2023-05-10 - 5:21:55 PM GMT- IP address: 137.151.175.1
-  Signer asboardsecretary@fullerton.edu entered name at signing as Ramon Aquino
2023-05-10 - 5:22:21 PM GMT- IP address: 137.151.175.1
-  Ramon Aquino (asboardsecretary@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton
2023-05-10 - 5:22:23 PM GMT- IP address: 137.151.175.1
-  Document e-signed by Ramon Aquino (asboardsecretary@fullerton.edu)
Signature Date: 2023-05-10 - 5:22:23 PM GMT - Time Source: server- IP address: 137.151.175.1
-  Agreement completed.
2023-05-10 - 5:22:23 PM GMT

ECS Director

Anthony Seng





Reasons

- Address Student concerns and needs:
 - Study sessions before midterms and finals
- Make programs more engaging:
 - Hackathon, Internship and Mentorship workshops.
- Networking programs:
 - Social events, LinkedIn, Job Fair
- Gain valuable experience
 - Getting more involved with the college and acquiring connections

The End



ASI Board of Directors Vacancy Application 2023-24

COMPLETE

#1

This application is for vacant seats on the Associated Students, CSUF, Incorporated Board of Directors.

Available Seat(s):

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

PLEASE NOTE: Interviews are schedule during a meeting of the ASI Governance Committee, which meets on Thursdays at 2:30pm. Applicants will be contacted after submitting the application and having eligibility verified to confirm an interview.

Eligibility:

1. Applicant must meet the eligibility and qualification requirements as stated in the bylaws:

-The following students are eligible for appointment

- a. students declared in the academic college in which the vacancy exists
- b. undeclared students
- c. students with multiple majors as long as one of the majors is in the academic college where the vacancy exists
- d. students with multiple minors as long as one of the minors is in the academic college where the vacancy exists

-Undergraduate student officers must earn six (6) semester units of credit per term while holding office. Graduate student officers must earn three (3) semester units of credit per term while holding office.

-Undergraduate student officers are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units. Students holding over that number of units will no longer be eligible for office.

-Undergraduate student candidates must maintain at least six (6) semester units per term while running for office. Graduate student candidates must maintain at least three (3) semester units per term while running for office.

-Undergraduate student candidates for office must have been enrolled at CSU Fullerton for one semester preceding the election earning a total of at least six (6) semester units during that semester. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSUF must have earned a total of twelve (12) units during his or her last year as an undergraduate to be eligible. Graduate student candidates for office must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible.

-All student candidates for, or current student officers serving in, an elected or appointed position within ASI must be in good standing, must not be on probation, must have earned a CSU Fullerton semester grade point average of 2.0 and a CSU Fullerton cumulative grade point average of 2.5 for all classes at CSU Fullerton during the semester prior to their candidacy, and must maintain these standards.

2. Must be able to attend weekly Board of Directors meetings during semesters (Tuesdays

1:15pm-3:45pm)

- 3. May be required to attend weekly ASI Committee meetings (Thursdays 1:15pm-3:45pm)
- 4. May be required to attend other group, council, and/or commission meetings, as assigned (TBD for 2023-2024 school year)
- 5. Must be able to attend college Inter-Club Council meetings (TBD for 2023-2024 school year)

General Responsibilities:

- 1. Act as a liaison between ASI and college constituents
- 2. Communicate regularly with clubs, organizations, and the Inter-Club Council within your college
- 3. Meet regularly with college Assistant Dean for Student Affairs
- 4. Make appropriate decisions on issues affecting CSUF students and the corporation of Associated Students

Successful applicant will be awarded a Student Leadership Scholarship.

CREATED

 PUBLIC
Apr 7th 2023, 3:26:27 pm

IP ADDRESS

 [REDACTED]

*** CERTIFICATION OF ACADEMIC PROGRESS REQUIRED FOR APPLICATIONS** Applicants for office in the Associated Students, CSUF, Inc. must meet academic and university requirements to be to hold office. The form below is intended to present the majority of these requirements and to expedite the procedure whereby your application and continuing eligibility can be verified. For a complete statement of qualifications, please see Article X of the ASI Bylaws. **REQUIREMENTS OF APPLICANT:** All applicants must have been enrolled at CSUF for at least one semester, must be in good standing with the university, must not be on probation, and must have earned a CSUF semester grade point average of 2.0 in the past semester and have a CSUF cumulative grade point average of 2.5 for all classes at CSUF. In addition, all Board of Directors candidates must be enrolled in the college for which they are running or meet any special qualifications, as stated in the ASI Bylaws. **ACADEMIC REQUIREMENTS WHILE HOLDING OFFICE:** Undergraduate Student: Minimum GPA per semester required: 2.0 Minimum CSUF cumulative GPA required: 2.5 Current units enrolled in: 6 or more Graduate Student: Minimum GPA per semester required: 2.0 Minimum CSUF cumulative GPA required: 2.5 Current units enrolled in: 3 or more (The maximum units allowed while in office are 150 semester units, or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student officers are allowed to earn a maximum of 50 semester units.) I certify that I am an eligible applicant based on the academic requirements listed above and that I will complete the required 6 units of credit for undergraduate student applicants or the required 3 units of credit for graduate student applicants while running for office. I also certify that I fully understand the academic progress regulations and that I will be disqualified from office upon failing to meet these requirements.

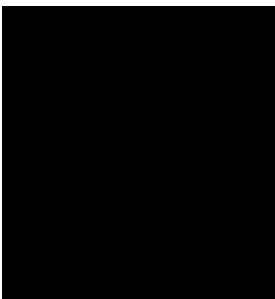
I hereby acknowledge that I have read, understand, and agree to the preceding statements.

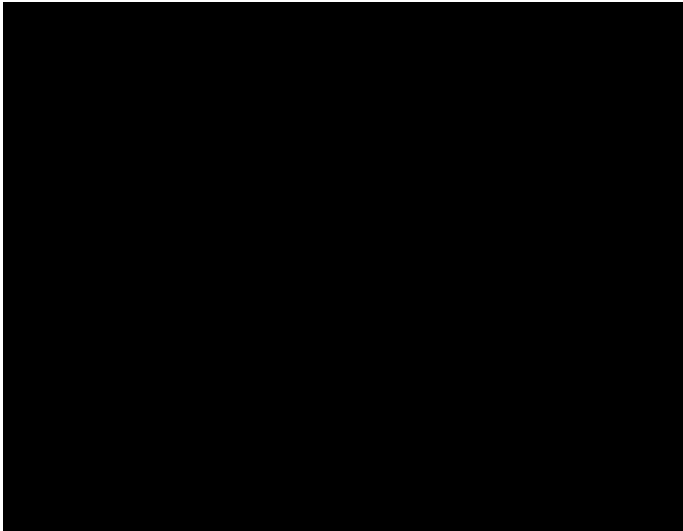
*** POSITION RESPONSIBILITIES AND COMMITMENT** Applicants must understand and agree to uphold the following responsibilities and commitments: **CERTIFICATION OF AGREEMENT:** I agree, if appointed to serve as a Board of Directors Member, to be available during the Fall and Spring semesters on Tuesdays and Thursdays between 1:00 PM and 4:00 PM in order to attend ASI Board of Directors meetings and committee meetings. I agree, if elected, to be available for mandatory Training/Planning/Retreat programs tentatively scheduled for: - April 14, 10am-12pm, Position Orientation - May 31, Installation Ceremony - June 1, 8am-5pm, First Board Meeting and Onboarding - June 1, 9am-3pm, Leadership Training Session (President, Vice President, BOD Chair, BOD Treasurer, BOD Secretary, BOD Vice Chair) - June 5 and 6, Student Government Retreat, Overnight Offsite - June 7 and 8, 8am-5pm each day, Student Government Training - June 9, 8am-5pm, Leadership Onboarding (President, Vice President, Chief Officers) BOD Chair, BOD Treasurer, BOD Secretary, BOD Vice Chair) Summer Training Workshops (TBD for virtual modality) Friday June 16 - 9am-noon Friday June 30 - 9am-noon Friday July 14 - 9am-noon Friday July 28 - 9am-noon - August 8, 9 and 11, 9am-5pm each day, August Student Government Training - August 18, 8am-1pm, Student Resource Day - January 10 and 11, 9am-4pm each day, January Student Government Training *dates may adjust with advance notice as program and academic calendar is finalized I agree, if elected to serve as a member of the ASI Board of Directors, to incorporate the following responsibilities into my role, per ASI Policy Concerning Board of Directors Operations: 1. Board members are required to attend (prepared and on time) for the entire duration of all meetings of the Board of Directors which take place every Tuesday from 1:15 – 3:45 P.M. 2. Board members are required to sit on an Associated Students, Inc. standing committee and be a liaison to at least one of the following: the Association for Inter Cultural Awareness (AICA), Community Service Inter-club Council (CSICC), Sports Club Inter-club Council (SCICC), Mesa Cooperativa, the Black Student Union (BSU), the Resident Student Association (RSA), the Inter Fraternity Council (IFC), the National Pan-Hellenic Council (NPHC), PanHellenic Council (PHC), and the Multicultural Greek Council (MGC). 3. Directors of the Board are required to attend their college’s Inter-club council meetings. If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Inter-club council chair, Inter-club council members, and their assistant dean. 4. Directors of the Board shall establish and maintain weekly office hours (at least one hour a week and by appointment). These hours shall be posted on their respective college’s bulletin board and outside the Board of Directors’ office. 5. When time permits, the Board Chair may schedule ASI promotional events for the Board to carry out after the adjournment of Board Meetings. 6. Directors of the Board are required to keep in contact with their constituents, college-based Deans or Assistant/Associate Deans, and report to the Board on issues and concerns from their college. Two reports will be given each week during regularly scheduled Board of Directors meetings beginning the third week of the fall semester. The reports will be given in alphabetical order, with respect to the college’s names. 7. No member of the ASI Board of Directors shall serve as an officer or director of an ASI program, funding council, or board. 8. No member of the ASI Board of Directors shall be employed by the Associated Students Inc. **ANY INFRACTION OF THESE ABOVE AGREEMENTS MAY RESULT IN MY IMMEDIATE REMOVAL FROM OFFICE/POSITION**

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

*** Name**

Anthony Seng





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

Computer Science

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

College of Engineering and Computer Science

*** Semesters Completed at CSUF**

2

*** Units Completed at CSUF:**

13

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

12

*** CSUF Class Level**

Junior

*** Expected CSUF Graduation Date (MM/YY)**

05/25

*** What do you believe is the role of ASI on our campus and how does that role relate to this position?**

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

*** Tell us about any relevant past involvement or work experience that you have and how it will help you as a Director for your college.**

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

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

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

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

None.

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

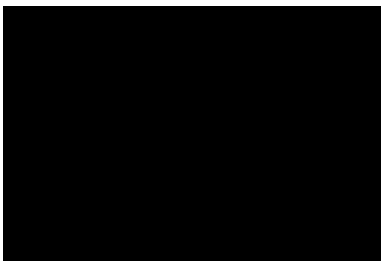


*** Associated Students, CSUF, Inc. California State University, Fullerton Voluntary Authorization for Educational Record Disclosure A. University Policy University policy prohibits the release of personally identifiable information from the educational records of students without their prior written authorization. Exceptions to this policy include: a) release of such information to a specified list of officials with legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public directory information which has not been previously restricted by the student. B. Associated Students, CSUF, Inc. Authorization I authorize Associated Students, CSUF, Inc. to access my academic transcript/record to verify my eligibility for its programs and/or positions. I understand that the information accessed may include, but not be limited to, semester and/or overall/cumulative/CSUF grade point averages, unit totals, number of semesters completed, and/or conduct/disciplinary records. I understand the purpose of this disclosure is to ensure that I meet the minimum requirements established by the university and the ASI. I understand that this authorization will remain in effect as long as I remain involved with a position or program of the ASI and/or do not submit a revocation of this authorization to ASI Leader and Program Development.**

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

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

Anthony Seng



Anthony Seng

Skills

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

Experience

Aug 2016 - Sep 1017

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

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

Education

Aug 2016 - May 2020

Los Alamitos High School, Los Alamitos, California -

- Achieved High School Diploma
- Part of the Honors Program

Aug 2020 - May 2022

Orange Coast College, Costa Mesa, California -

- Completed General Education coursework

Aug 2022 - May 2025

California State University Fullerton, Fullerton, California -

- In progress of getting Bachelor of Science, Computer Science



Policy Concerning Flexible Work Arrangements

Andrea Okoh

04/20/2023



CALIFORNIA STATE UNIVERSITY
FULLERTON™

Purpose

- Help employees balance the competing demands of work, family, and personal obligations
- Provide employees with increased flexibility with their work schedule and/or work locations while allowing ASI to maintain a progressive and productive work environment.
- Potential benefits for both ASI and its employees
 - increased productivity
 - enhanced employee recruitment and retention
 - reduced demand for office space, decreased operating costs
 - improved environmental sustainability efforts
 - better crisis response
 - enhanced work-life balance

Definitions

- Compressed Work Week
- Core Hours
- Flextime
- Hybrid Work
- Remote Work
- Standard Workweek
- Standard Work Schedule

Standards

- Alternative Work Schedules
 - Flextime
 - Compressed Workweek
- Hybrid Work
- Remote Work

Approval Process

- Employee reviews the policy
 - Complete the Applicable Agreement
- Supervisor Review and Approval
 - Updated Position Description denoting duties to be performed on-site and duties to be performed off-site
- HR Director Approval
- Executive Director Approval

Considerations

- Overtime
- Other Employment
- Designated Workspace
 - Ergonomics
- Out of State Workspaces
- Office Equipment
- IT Considerations and Requirements
- Termination of Agreement
 - Supervisor, ASI, or Employee

Questions?





CALIFORNIA STATE UNIVERSITY, FULLERTON™

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

Sponsors: Morgan Diaz

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

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

WHEREAS, the ASI Board of Directors approved the ASI Expanded Staff Support and Engagement Pilot program¹ at the end of Fall 2021, which focused on Employee Health and Wellness, Modified Work Schedules and Telecommuting, Operational Support, Organizational Communication, and Encouragement Activities; and

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

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

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

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

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

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

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

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

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

POLICY CONCERNING FLEXIBLE WORK ARRANGEMENTS

PURPOSE

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

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

POLICY CONCERNING FLEXIBLE WORK ARRANGEMENTS	1
PURPOSE.....	1
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	2
STANDARDS.....	3
1. FLEXIBLE WORK ARRANGEMENTS	3
a. ALTERNATIVE WORK SCHEDULES	3
b. HYBRID WORK.....	4
c. REMOTE WORK.....	4
2. ELIGIBILITY CRITERIA	4
a. ELIGIBILITY FOR HYBRID/REMOTE WORK	5
3. APPROVAL PROCESS.....	5
a. FLEXIBLE WORK ARRANGEMENT AGREEMENTS.....	5
4. WORK STANDARDS	6
a. CONDITIONS OF EMPLOYMENT	6
b. JOB RESPONSIBILITIES.....	6
c. WORK SCHEDULE	6
d. ACCESSIBILITY.....	6
e. COMPLIANCE WITH POLICIES.....	6
f. DEPENDENT OR MEDICAL CARE.....	6
g. OVERTIME.....	7
h. OTHER JOBS	7
5. DESIGNATED WORKSPACE FOR HYBRID/REMOTE WORK	7

- a. HEALTH AND SAFETY 7
- b. ERGONOMICS 7
- c. INJURY/ACCIDENT REPORTING 7
- d. RIGHT TO INSPECT 8
- e. OUT-OF-STATE WORKSPACES..... 8
- f. INDEMNITY WAIVER 8
- 6. FINANCIAL RESPONSIBILITY FOR OFFSITE WORK LOCATIONS 8**
 - a. OFFICE EQUIPMENT 8
 - b. OFFICE FURNITURE 8
 - c. OFFICE SUPPLIES 8
 - d. OFF-SITE MAINTENANCE COSTS 9
 - e. TRAVEL EXPENSES 9
 - f. LEGAL AND TAX IMPLICATIONS..... 9
- 7. INFORMATION TECHNOLOGY FOR TELECOMMUTERS SECTION..... 9**
 - a. EQUIPMENT AND SOFTWARE NEEDS 9
 - b. TECHNICAL SUPPORT 9
 - c. EQUIPMENT MAINTENANCE, REPAIR AND REPLACEMENT 9
- 8. OFF-SITE DATA SECURITY..... 10**
 - a. RESTRICTED ACCESS MATERIALS 10
 - b. INFORMATION SECURITY AND COMPLIANCE 10
- 9. TIME PERIOD AND TERMINATION OF FLEXIBLE WORK ARRANGEMENTS 11**
 - a. TERMINATION BY SUPERVISOR..... 11
 - b. TERMINATION BY EMPLOYEE..... 11
 - c. TERMINATION BY ASI..... 11
- 10. EMERGENCY BUSINESS NEEDS 11**
- FORMS 11**

WHO SHOULD KNOW THIS POLICY

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

DEFINITIONS

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

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

STANDARDS

1. FLEXIBLE WORK ARRANGEMENTS

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

a. ALTERNATIVE WORK SCHEDULES

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

- **FLEXTIME OPTIONS**
 - Daily Flex
 - The employee's work schedule has set start and end times that differ from the Standard Work Schedule. For example, the employee works from 7:00 a.m. to 4:00 p.m. with a one-hour unpaid meal period.
 - Day-of-the-Week Flex
 - The employee's work schedule is flexed on a pre-established day of the week. For example, the employee works Monday – Thursday from 8:00am to 5:00pm and Friday from 7:00am – 4:00pm

- **COMPRESSED WORKWEEK OPTIONS**
 - A compressed workweek is an alternative work schedule that allows employees to work a 40-hour workweek in less than five workdays or work an 80-hour pay period in less than ten workdays.
 - 9/80 Schedule
 - The employee works 80 hours for a bi-weekly period in nine days instead of ten days. For example, the employee works Monday – Friday from 7:00 a.m. – 5:00 p.m. one week and Monday – Thursday from 7:00 a.m. to 5:00 the following week with Friday off.

- **IMPLEMENTATION FOR NON-EXEMPT EMPLOYEES**

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

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

b. HYBRID WORK

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

c. REMOTE WORK

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

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

2. ELIGIBILITY CRITERIA

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

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

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

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

a. ELIGIBILITY FOR HYBRID/REMOTE WORK

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

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

3. APPROVAL PROCESS

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

a. FLEXIBLE WORK ARRANGEMENT AGREEMENTS

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

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

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

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

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

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

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

4. WORK STANDARDS

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

a. CONDITIONS OF EMPLOYMENT

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

b. JOB RESPONSIBILITIES

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

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

c. WORK SCHEDULE

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

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

d. ACCESSIBILITY

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

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

e. COMPLIANCE WITH POLICIES

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

f. DEPENDENT OR MEDICAL CARE

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

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

g. OVERTIME

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

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

h. OTHER JOBS

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

5. DESIGNATED WORKSPACE FOR HYBRID/REMOTE WORK

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

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

a. HEALTH AND SAFETY

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

b. ERGONOMICS

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

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

c. INJURY/ACCIDENT REPORTING

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

d. RIGHT TO INSPECT

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

e. OUT-OF-STATE WORKSPACES

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

f. INDEMNITY WAIVER

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

6. FINANCIAL RESPONSIBILITY FOR OFFSITE WORK LOCATIONS

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

a. OFFICE EQUIPMENT

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

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

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

b. OFFICE FURNITURE

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

c. OFFICE SUPPLIES

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

d. OFF-SITE MAINTENANCE COSTS

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

e. TRAVEL EXPENSES

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

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

f. LEGAL AND TAX IMPLICATIONS

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

7. INFORMATION TECHNOLOGY FOR TELECOMMUTERS SECTION

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

a. EQUIPMENT AND SOFTWARE NEEDS

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

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

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

b. TECHNICAL SUPPORT

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

c. EQUIPMENT MAINTENANCE, REPAIR AND REPLACEMENT

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

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

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

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

8. OFF-SITE DATA SECURITY

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

a. RESTRICTED ACCESS MATERIALS

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

b. INFORMATION SECURITY AND COMPLIANCE

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

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

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

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

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

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

9. TIME PERIOD AND TERMINATION OF FLEXIBLE WORK ARRANGEMENTS

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

a. TERMINATION BY SUPERVISOR

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

b. TERMINATION BY EMPLOYEE

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

c. TERMINATION BY ASI

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

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

10. EMERGENCY BUSINESS NEEDS

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

FORMS

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

DATE APPROVED:	XX/XX/XXXX
DATES REVISED:	XX/XX/XXXX
	XX/XX/XXXX



CALIFORNIA STATE UNIVERSITY, FULLERTON™

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

Sponsors: Morgan Diaz

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

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

WHEREAS, the Policy Concerning Board of Directors Operations includes expected conduct of Board members, responsibilities and duties of Board members, and an overview of committee and meeting operations¹; and

WHEREAS, the Policy Concerning Executive Officers includes expected conduct and responsibilities and duties of Executive Officers²; and

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

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

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

RESOLVED, ASI approves the amendments to the Policy Concerning Executive Officers Operations, Section 9 and the amendment to the Policy Concerning Board of Director Operations, Section 5; and let it be finally;

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

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

¹ https://asi.fullerton.edu/wp-content/uploads/Policy_Concerning_Board_of_Directors_Operations.pdf

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

POLICY CONCERNING EXECUTIVE OFFICERS OPERATIONS

PURPOSE

The following policy has been established in order for the Executive Officers of Associated Students Inc. (ASI) to better serve their student constituencies and to make sure each officer performs the duties of their position in a thoughtful and responsible manner. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct and responsibilities and duties of Executive Officers.

POLICY CONCERNING EXECUTIVE OFFICERS OPERATIONS	1
PURPOSE	1
WHO SHOULD KNOW THIS POLICY	1
DEFINITIONS	1
STANDARDS	2
1. EXECUTIVE OFFICERS CONDUCT	2
a. Non-Conflict of Interest	2
b. Ethics.....	2
2. TERM OF OFFICE	4
3. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT	4
a. Executive Appointments	4
4. DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT	5
5. DUTIES AND RESPONSIBILITIES OF THE CHIEF CAMPUS RELATIONS OFFICER	5
6. DUTIES AND RESPONSIBILITIES OF THE CHIEF COMMUNICATIONS OFFICER	6
7. DUTIES AND RESPONSIBILITIES OF THE CHIEF GOVERNMENTAL OFFICER	6
8. DUTIES AND RESPONSIBILITIES OF THE CHIEF INCLUSION AND DIVERSITY OFFICER	7
9. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT	8

WHO SHOULD KNOW THIS POLICY

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

DEFINITIONS

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

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

1. EXECUTIVE OFFICERS CONDUCT

a. Non-Conflict of Interest

In accordance with California Education Code, Sections 5230, 5233, 89906, 89907, 89908 and 89909, all ASI Executive Officer members must submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 5230, 5233, 89906, 89907, 89908 and 89909, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.

Should I find in some future contractual matter before the Board of Directors that there may be the potential of a conflict of interest, I shall disclose that potential conflict and abstain from voting, as prescribed in Education Code, Section 89907.

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office.

b. Ethics

Introduction

This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

Laws and Regulations

All members must comply with applicable laws and regulations governing the operation of ASI. This includes, but is not limited to, federal, state, county and municipal laws, the California Code of Regulations, the California Education Code, campus regulations of California State University Fullerton, and the Office of the Chancellor, California State University.

Conflict of Interest

Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, from vendors, suppliers, and customers, of more than token value.

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with who the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.

Members must not be employed outside ASI where the outside employment impairs their ability to conduct ASI business because of conflicts of interests and competing interests.

Anti-discrimination Policy

Members must not take actions that discriminate against anyone on an unlawful basis, including gender, race, religion, color, national origin, sexual orientation, medical condition, age, physical or mental disability, marital status or family leave status.

Public Disclosures

If members in the course of their duties are called to make public disclosures to any governmental agency, under no circumstances can statements be made that are untrue, or omit or misstate material facts.

If public disclosures are made to the press, members must seek to insure that the statements are clear and understandable and not misleading.

All official business of ASI done on a personal device may be subject to subpoena.

Confidentiality

Members must protect ASI confidential information and not divulge such to anyone except on a need-to-know basis. Members are expected to keep in confidence such information that would be considered confidential even if not clearly marked. This would include, but not be limited to, personal addresses, social security or other identification numbers, payroll records, performance evaluations, and/or personal information. All members must refrain from using personal devices to relay confidential information.

Respect

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultural campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

Fair Dealing

Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

2. TERM OF OFFICE

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

3. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

Duties and responsibilities of the President:

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

a. Executive Appointments

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

Vacancy of the position of President

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

Abandonment of the position of President

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

Filling a vacancy of the position of President

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

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

4. DUTIES AND RESPONSIBILITIES OF THE VICE PRESIDENT

Duties and responsibilities of the Vice President:

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

Vacancy of the position of Vice President

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

Abandonment of the position of Vice President

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

Filling a vacancy of the position of Vice President

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

5. DUTIES AND RESPONSIBILITIES OF THE CHIEF CAMPUS RELATIONS OFFICER

Duties and responsibilities of the Chief Campus Relations Officer:

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

Vacancy of the position of Chief Campus Relations Officer

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

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

Abandonment of the position of Chief Campus Relations Officer

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

Filling a vacancy of the position of Chief Campus Relations Officer

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

6. DUTIES AND RESPONSIBILITIES OF THE CHIEF COMMUNICATIONS OFFICER

Duties and responsibilities of the Chief Communications Officer:

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

Vacancy of the position of Chief Communications Officer

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

Abandonment of the position of Chief Communications Officer

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

Filling a vacancy of the position of Chief Communications Officer

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

7. DUTIES AND RESPONSIBILITIES OF THE CHIEF GOVERNMENTAL OFFICER

Duties and responsibilities of the Chief Governmental Officer:

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

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

Vacancy of the position of Chief Governmental Officer

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

Abandonment of the position of Chief Governmental Officer

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

Filling a vacancy of the position of Chief Governmental Officer

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

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

Duties and responsibilities of the Chief Inclusion and Diversity Officer:

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

Vacancy of the position of Chief Inclusion and Diversity Officer

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

Abandonment of the position of Chief Inclusion and Diversity Officer

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

vacancy and shall be filled in accordance to ASI Policy.

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

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

9. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT-ELECT

Duties and responsibilities of the President-elect:

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

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

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

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

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

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

POLICY CONCERNING BOARD OF DIRECTORS OPERATIONS

PURPOSE

The following policy has been established in order for the members of Associated Students Inc. (ASI) Board of Directors (Board) to better serve their respective student constituencies and to make sure each member of the Board performs the duties of their position in a thoughtful and responsible manner. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct of Board members, responsibilities and duties of Board members, and an overview of committee and meeting operations.

POLICY CONCERNING BOARD OF DIRECTORS OPERATIONS	1
PURPOSE	1
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	2
STANDARDS	3
1. BOARD CONDUCT	3
a. Non-Conflict of Interest	3
b. Ethics.....	3
c. Fraud	4
d. Whistleblower Protection.....	5
e. Due Care	6
2. TERM OF OFFICE	7
3. RESPONSIBILITES OF THE BOARD	7
a. Director Duties and Responsibilities	7
b. Appointments	8
c. Attendance	8
d. Contracts	8
4. COMPOSITION AND DUTIES OF COMMITTEES	9
a. General Composition of Committees	9
b. Director Membership on Committees	9
c. Audit Committee.....	9
d. Finance Committee	10
e. Governance Committee	10
f. Children’s Center Advisory Committee	11
g. Facilities Committee	12
h. Programs Assessment Committee.....	12
5. BOARD LEADERSHIP	12

a. Chair 12

b. Vice Chair 13

c. Treasurer 14

d. Secretary 15

6. **AGENDAS FOR BOARD MEETINGS** ~~16~~**15**

7. **PUBLIC SPEAKING TIME**.....16

8. **REGULAR MEETINGS**.....16

 a. Consent Calendar 16

9. **CLOSED SESSION**.....~~17~~**16**

10. **SPECIAL MEETINGS**17

11. **TELECONFERENCE MEETINGS**17

12. **EMERGENCY SITUATIONS AND EMERGENCY MEETINGS**.....17

13. **MEETING CONDUCT**.....18

14. **SPECIAL ASI PARKING PRIVILEGES**.....18

15. **CHANGES MADE TO THE ASI BYLAWS AND POLICIES**.....19

WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <input type="checkbox"/> Budget Area Administrators
<input checked="" type="checkbox"/> Management Personnel
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DEFINITIONS

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Defalcation	The withholding or misappropriating funds held for another or failing to make a proper accounting
Corruption	The offering, giving, soliciting, or accepting of an inducement or reward that may improperly influence the action of a person or entity.
Misappropriation	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.

Forgery	The crime of creating a false document, altering a document, or writing a false signature for the illegal benefit of the person making the forgery.
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STANDARDS

1. BOARD CONDUCT

a. Non-Conflict of Interest

In accordance with California Education Code, Sections 5230, 5233, 89906, 89907, 89908 and 89909, all ASI Board of Directors members must submit a Certification of Non-Conflict of Interest Statement as outlined below:

I have read California Education Code Sections 5230, 5233, 89906, 89907, 89908 and 89909, and I am not involved financially, through employment or family connections, with any business, firm, vendor, and/or service bureau doing business with this corporation.

Should I find in some future contractual matter before the Board of Directors that there may be the potential of a conflict of interest, I shall disclose that potential conflict and abstain from voting, as prescribed in Education Code, Section 89907.

This Non-Conflict of Interest Statement shall be submitted at the time a member assumes their official duties. Statements shall be retained in the ASI Administrative Office.

b. Ethics

Introduction

This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

Laws and Regulations

All members must comply with applicable laws and regulations governing the operation of ASI. This includes, but is not limited to, federal, state, county and municipal laws, the California Code of Regulations, the California Education Code, campus regulations of California State University Fullerton, and the Office of the Chancellor, California State University.

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Members must avoid conflicts of interest. Business decisions must be made objectively on the basis of price, quality, service and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts, from vendors, suppliers, and customers, of more than token value.

Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with who the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.

In addition, ASI Executive Officers and members of ASI governing boards must comply with conflict of interest regulations as defined in ASI Policy.

Members must not be employed outside ASI where the outside employment impairs their ability to conduct ASI business because of conflicts of interests and competing interests.

Anti-discrimination Policy

Members must not take actions that discriminate against anyone on an unlawful basis, including gender, race, religion, color, national origin, sexual orientation, medical condition, age, physical or mental disability, marital status or family leave status.

Public Disclosures

If members in the course of their duties are called to make public disclosures to any governmental agency, under no circumstances can statements be made that are untrue, or omit or misstate material facts.

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All official business of ASI done on a personal device may be subject to subpoena.

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Respect

Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multi-cultural campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

Fair Dealing

Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

Members must not disclose a vendor's pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

c. *Fraud*

ASI policy on fraud is established to prepare procedures that will protect ASI, its employees, and assets against losses stemming from illegal activities. ASI has a zero tolerance policy regarding such activities. ASI forbids the commission of any illegal activity by an officer, director, employee, or volunteer of ASI (collectively referred to herein as members or member).

The management of ASI is responsible for the establishment of procedures designed to prevent and detect fraudulent activity, including but not limited to fraud, defalcation, misappropriation, forgery, and corruption.

Reporting Responsibility

Each member of the management team will be familiar with the types of improprieties that might occur within their area of responsibility, and be alert for any indication of irregularity.

In the event a member detects or suspects fraudulent activity, that member must immediately report this to the Executive Director. The Executive Director will inform the ASI Board of Directors and the CSUF Director of Internal Auditing within twelve hours once the incident is brought to their attention.

In the event a member detects or suspects fraudulent activity on the part of the Executive Director, that member must immediately report this to the University Risk Manager.

Any reprisal against any individual reporting violations of this policy is prohibited. Any cover-up of a suspected incidence or retaliation in any form against witnesses is also prohibited.

Investigating Suspected Fraud

The Executive Director or designee in an investigation of fraud will have:

- Free and unrestricted access to all ASI records and premises, whether owned or rented
- The authority to examine, copy, and/or remove all or any portion of the contents of files, desks, cabinets, and other storage facilities on the premises without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of the investigation.

Any information received by ASI in the course of an investigation will be treated in confidentiality. As such, any employee should notify the Executive Director (or CSU Fullerton Risk Manager, in the case of suspected fraudulent activity by the Executive Director) and not engage a suspected individual or conduct a personal investigation.

Information discovered during the course of an investigation will be disclosed or discussed only with individuals on a need-to-know basis. Confidentiality must be enforced to avoid damaging the reputations of persons under suspicion who are found innocent of wrongdoing.

No information concerning the status of an investigation will be given out. The proper response to any inquiry is, "I am not at liberty to discuss this matter." Under no circumstances should any reference be made to "the allegation," "the crime," "the fraud," "the forgery," "the misappropriation," or any other specific reference.

Upon completion of the investigation, the Executive Director will file their report with the CSU Fullerton Director of Internal Auditing and the ASI Board of Directors.

Decision to prosecute or refer the matter to law enforcement officials will be made in conjunction with legal counsel, ASI Executive Director, and the CSU Fullerton Director of Internal Auditing.

Termination

If an investigation results in a recommendation to terminate the employment of an individual, the recommendation will be reviewed for approval by ASI Human Resources and legal counsel. The policy will be reviewed annually and revised as needed.

d. Whistleblower Protection

ASI policies on Ethics and Fraud require directors, officers, employees and volunteers (members) to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All members of the organization must practice honesty and integrity in fulfilling their responsibilities.

Reporting Responsibility

It is the responsibility of all members to comply with the policies and to report violations or suspected violations in accordance with this Whistleblower Policy. ASI encourages initial reporting to occur internally to allow for expeditious resolution of all such matters and to minimize the effects of improper actions.

Reporting Violations

The Whistleblower Policy addresses the organization's open-door policy and suggests that members share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a member's supervisor is in the best position to address an area of concern. However, if the member is not comfortable speaking with their supervisor or is not satisfied with their supervisor's response, then they must speak to the Director of Human Resources. The supervisor and/or Director, Human Resources is required to report this notification to the Executive Director upon receipt. The Executive Director or designee will conduct an investigation of the reported concern. In the event that a concern involves fraud, then it must be directly reported to the Executive Director who has the responsibility to investigate all reported violations of policies.

Handling of Reported Violations

The Executive Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within one business day. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the concern involves an incident of suspected fraud, defalcation, or other irregularity concerning corporate assets, the Executive Director will notify the Chair of the Audit Committee, Chair of the Board of Directors, and the CSUU Fullerton Director of Internal Audit in writing within twelve hours of receipt and work with the ASI Audit Committee until such matter is resolved. All concerns involving the Executive Director shall be directly reported to the CSU Fullerton Risk Manager.

No Retaliation

No member, who in good faith reports a violation of the policies, shall suffer harassment, retaliation, or adverse employment consequence. A member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable members to raise serious concerns within the organization prior to seeking resolution outside the organization.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the policies must be acting in good faith and have reasonable grounds for believing the information disclosed indicated a violation of the Policies. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

e. Due Care

A Director or Executive Officer will be entitled to rely on information, professional opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- ASI staff;
- Legal counsel;
- Independent accountants; or
- A committee upon which the board member does not serve.

2. TERM OF OFFICE

Directors shall serve a one-year term, following the general election shall commence June 1 and end the following May 31. Directors elected to fill a vacancy shall serve the remainder of the original term.

Resignation of a Director

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

3. RESPONSIBILITIES OF THE BOARD

a. Director Duties and Responsibilities

Each Board member shall be required to and held accountable for:

- Communicate and behave with a high degree of ethics and professionalism, which includes but is not limited to purposefulness and respect.
- Advocate for student concerns from their respective colleges or from CSU Fullerton. Directors will engage the students of their college in discussion about relevant college-specific and/or university-wide concerns.
- Meet with the ASI Board of Directors Chair a minimum of once per semester.
- Meet with their respective college Deans at least once per semester.
- Meet with the ASI Executive Director and ASI Associate Executive Director at least once per semester
- Submit goals to the ASI Board of Directors Chair and the ASI Executive Director at a time near the beginning of the academic year as determined by the Chair
- Update the Vice Chair weekly with a brief report of activities within the committees, commissions, and/or councils that they may sit on
- Attend (prepared and on time) for the entire duration of all meetings of the Board of Directors which take place Tuesdays from 1:15 – approximately 3:45 P.M.
 - Board members are allowed two excused absences per semester.
- Serve on an ASI standing committee and be a liaison to at least one of the following:
 - Association for Inter Cultural Awareness (AICA),
 - Community Service Inter-club Council (CSICC),
 - Sports Club Inter-club Council (SCICC),
 - Mesa Cooperativa,
 - Black Student Union (BSU),
 - Resident Student Association (RSA),
 - Inter Fraternity Council (IFC),
 - National Pan-Hellenic Council (NPHC),
 - PanHellenic Council (PHC), and
 - Multicultural Greek Council (MGC)
 - South West Asian North African ICC (SWANA ICC).
- Attend their college's Inter-club council meetings.
 - If scheduling conflicts arise, the director(s) shall have regular contact meetings with their Interclub council chair, Inter-club council members, and their assistant dean.
- Establish and maintain weekly office hours, at least one hour a week and by appointment.
 - These hours shall be posted on their respective college's bulletin board and outside the Board of Directors' office.
- Report to the Board on issues and concerns from their college.
 - Two college reports will be given each week during regularly scheduled Board of Directors meetings beginning the third week of the fall semester. The reports will be given in alphabetical order, with respect to the college's names.

- Responsible for grading ASI scholarship applications during both fall and spring semesters.

Each Board member shall not:

- Serve as another elected or appointed position within ASI or as leadership on a funding or funded council.
- Be employed by Associated Students Inc.

b. Appointments

The Board of Directors shall confirm all presidential appointments by a majority vote to positions that receive financial awards, scholarships, or any other material compensation for service.

- The Executive Officers: Chief Campus Relations Officer, Chief Governmental Officer, Chief Communications Officer, and Chief Inclusion and Diversity Officer.
- The Board may remove presidential appointments by a two-thirds vote.
- The Board may override with a two-thirds vote any decision of the ASI President to remove/or replace any presidential appointment.

c. Attendance

Attendance is defined as being present prior to the announcement of unfinished business and remaining until the scheduled ending time for the meeting.

- Excused absences for due cause (as defined in ASI Bylaws Article II Section 4):
 - Absence due to scheduled classes are not excused.
 - For absence to be excused, the Chair must be properly notified, at least twenty-four (24) hours', prior to the meeting unless the Director is physically unable to do so.
- Excusal for an absence with due cause may only be granted by a majority vote of the Board.
- During summer meetings two (2) excused absences shall be computed as one (1) absence toward the record.
- Fall recess, intercession, spring recess, legal holidays, and the last week of instruction shall not be used in computing attendance.
- Absent members shall not have voting privileges nor shall they be counted in quorum.
- Attendance policy for standing committee meetings:
 - If a member's attendance at one standing committee meeting impedes their ability to attend another standing committee meeting, then that member will be excused from the meeting they were unable to attend.
 - Members are responsible for requesting excused absences from standing committee meetings which conflict with other appointments, events, or scheduling.
 - A member may only be counted as absent from a standing committee meeting if that meeting was held during the regular meeting time as stated on the agenda.
 - A member may only be counted as absent from a standing committee meeting if that member properly notified the chair.

d. Contracts

The Board may authorize any officer, agent, or Director to enter into any contract or execute any instrument in the name of and on behalf of the Corporation. Such authority is confined to a specific instance; and unless so authorized by the Board of Directors, no officer, agent, Director, or employee will have any power or authority to bind the Corporation by contract or engagement, to pledge its credit, or to render it liable for any purpose of any amount.

- The maximum amount of a contract must be determined by the Board of Directors. No contract shall extend beyond the current fiscal year.
- The ASI Executive Director, as an agent of the Board of Directors, is authorized to execute contracts on behalf of the Board of Directors when contracts are consistent with the budgeted programs or when non-budgeted contracts provide personal benefits to ASI members at no cost to the Board of Directors.
- The Board of Directors may establish an ad hoc committee to act on behalf of the Board of Directors in making contracts for up to \$10,000 when the Board of Directors is unable to establish

quorum. The ad hoc committee shall consist of the ASI President, the Board of Directors Treasurer, five Directors, and the ASI Executive Director.

4. COMPOSITION AND DUTIES OF COMMITTEES

All items brought before the Board should be referred to the proper committee. Emergency situations, as defined by the Gloria Romero Open Meetings Act, may be immediately acted upon by the Board as defined by the Act. The committee must report each proposal or resolution, with the exception of the budget, back to the Board within two weeks. The chair of the committee is responsible for presiding over the meetings and reporting the committee's recommendations to the Board.

a. General Composition of Committees

All ASI Committees must be composed of at least a majority of students. The chairs of ASI committees must be students. The chair and standing liaison members will not be counted when determining if a committee is composed of at least a majority of students. No committee shall consist of two Board members serving from the same college.

b. Director Membership on Committees

The Chair of the Board shall appoint Directors for each standing committee. If there are not enough Directors to fill the required number of seats on each committee the chair shall evenly appoint directors to the listed committees in the following order:

- Finance Committee
- Governance Committee
- Audit Committee
- Children's Center Advisory Committee

Directors shall be appointed to other committees by the chair, unless specified, in no particular order.

c. Audit Committee

The Audit Committee is a requirement of ASI, in accordance with the Nonprofit Integrity Act of 2004. The committee shall be composed of four (4) directors from the ASI Board of Directors and one (1) member of the ASI Finance Committee. The previously stated members must be students, may not be ASI Executives, staff, or unpaid volunteers in an operational position of the organization. No member may serve if they have a financial interest in ASI. Other voting members of the committee shall include two members from the campus community. All members must be approved by the Board of Directors with a majority vote.

The Audit Committee shall meet at least two times annually.

After appointing the members to the Audit Committee, the Board of Directors shall appoint one of the four Directors to serve as chair of the committee.

The duties of the Audit Committee are as follows:

General Duties

The Audit Committee has five areas of responsibility:

- To make recommendations to the ASI Board of Directors regarding the selection and retention of the independent auditor. In addition, on behalf of the Board, the Audit Committee may negotiate the compensation of the independent auditor.
- To confer with the auditor to determine on behalf of the Board of Directors that the financial affairs of ASI are in order.
- To review and determine whether or not to accept the audit.

- To ensure that any non-audit services performed by the auditing firm conform to standards of auditor independence.
- To approve the performance on non-audit services by the auditing firm.

Financial Reporting

At the entrance conference prior to the start of the annual audit, the committee will review the intent and scope of the audit to include:

- Quality of compliance controls
- External reporting requirements
- Materiality
- Risk characteristics

During the audit, the audit committee, along with management and the independent auditor, will review the policies and procedures of ASI in order to reasonably ensure the adequacy of internal controls over administration and accounting, compliance with all governing laws and regulation, and financial reporting.

At the conclusion of the audit, the Audit Committee will meet with the independent auditor, without the presence of management, to review the financial results of the audit prior to its publication and release to the general public.

Annual Report

The Chair of the Audit Committee will prepare a report for the Board of Directors that will include, but not be limited to the following:

- Give the opinion of the independent auditor as to the quality of the ASI financial land accounting processes and any recommendations that the independent auditor may have.
- Indicate how any issues described in the management letter are immediately addressed by ASI management.
- Detail discussions with management on the status of implementation of prior year recommendations and corrective plans, if any.
- Evaluate the cooperation received by the independent auditor during its audit, including access to requested information and records.
- Receive comments from management concerning the responsiveness of the auditor to the needs of the operation of the ASI.
- Report on the discharge of the committee's responsibilities.

d. Finance Committee

The Finance Committee shall be composed of no more than four directors and the Board of Directors Treasurer. Finance Committee makes recommendations on financial matters and policy concerning organizational finances. Finance Committee holds hearings on and refers its budget recommendations to the Board. The Board acts on the Finance Committee's recommendations and sends the budget to the University President for approval. The Treasurer will chair the Finance Committee.

The Finance Committee will meet bi-weekly on Thursdays between 1:15 PM and 3:45 PM during the academic year.

e. Governance Committee

The Governance Committee shall be composed of four directors and the Board of Directors Vice Chair. Governance Committee makes recommendations concerning policy, Bylaws, and the Articles of Incorporation to the Board. Governance Committee is responsible for recommending Director vacancies, and interviewing and recommending applicants for vacant Director positions during the academic term. The Vice Chair will chair the committee.

The Governance Committee will meet bi-weekly on Thursdays between 1:15 PM and 3:45 PM during the academic year.

General Duties

The duties of the Governance Committee are as follows:

- Review and update ASI Policies and Bylaws.
- Recommend vacancy declarations.
- Fill vacancies on the ASI Board of Directors.
- Hear concerns and offer advice and/or resolutions subject to Board approval.

Declaring Vacancies

The alleged failure of a Director or Officer to uphold board conduct standards or perform prescribed duties in effect when the term began, may be formally referred to the Governance Committee by a student, university official, Director, Officer, or the Executive Director to conduct a review.

Recommendations on vacancy declarations shall be sent to the Board for approval. Declaration of vacancy of a Board member or Officer shall create a vacancy to be filled in accordance with ASI policy.

Failure to maintain eligibility (academic or otherwise) or attendance requirements result in immediate and automatic declaration of vacancy. Directors may appeal only immediate declarations for attendance (not for eligibility), and must do so by the next regularly scheduled Board of Directors meeting immediately following the declaration. Appeals and requests for reinstatement must be submitted in writing.

Reinstatement requires a three-fourths vote of the Board of Directors and results in reinstatement.

Declarations of vacancy resulting from ineligibility based on CSU established requirements (academic and otherwise) are not appealable.

Requests for reinstatement may only be submitted after eligibility has been reestablished by the Office of the Vice President for Student Affairs. Changes, corrections, or other modifications to grades or academic records must follow standard university process and do not reestablish eligibility. Eligibility can only be reestablished at the completion of the standard university process and after a recheck and certification of eligibility by the Office of the Vice President for Student Affairs. Requests for reinstatement may only be submitted if the position has remained vacant.

Filling Vacancies

In the event of a vacant student position on the Board of Directors exists between the election and the end of the second week of classes of the next spring semester the first runner-up shall be offered the position. If they accept, the appointment shall be approved by the Board of Directors. If they do not accept, the position will be offered to the subsequent runner-up.

If there is not an available candidate, the Governance Committee shall recommend a Director for appointment to a majority vote approval by the Board.

- Eligible students for appointment include (where the vacancy exists):
 - Students declared in the academic college,
 - Undeclared students,
 - Students with multiple minors as long as one of the minors is in the academic college,
 - Specifically for the College of Education Directors may also qualify by meeting requirements stated in ASI Policy.

f. Children's Center Advisory Committee

The purpose of the Children's Center Advisory Committee, a standing advisory committee of the Board of Directors, is to provide a forum at which all constituents of the Children's Center may discuss issues relating to the operation of the program. The committee offers varied perspectives and expertise to assist the program in fulfilling its mission. The committee must have all appointed positions filled by four weeks after the start of Fall semester of that academic year.

The Children's Center Advisory Committee will meet at least three times during the academic year.

The committee reviews and makes recommendations to the Board of Directors, the Children's Center Director, and the Children's Center Parent Advisory Council regarding the following:

- The Children's Center budget
- The results of Parent Surveys
- Program quality assessments
- Children's Center strategic and operating plans
- Collaboration with other CSU Fullerton entities and with community entities
- Children's Center Director must bring management issues to the attention of the committee.
- Any member may bring agenda items before the committee.
- In addition, the committee may make recommendations to the University President regarding childcare issues pertaining to faculty and staff as appropriate.
- Other matters pertaining to the Children's Center

The Children's Center Advisory Committee must be composed of the following:

Voting:

- ASI Board of Directors Vice Chair
- Three (3) Directors from the ASI Board of Directors
- One (1) current student-parent who utilizes the ASI Children's Center
- One (1) current faculty/staff parent who utilizes the ASI Children's Center
- University President's Appointee
- Academic Senate Appointee

Standing Liaison Members:

- Children's Center Director
- ASI Executive Director or designee
- University Chief Financial Officer or designee

g. Facilities Committee

The Facilities Committee shall be composed of no more than four directors and the Board of Directors Secretary. The Facilities Committee makes recommendations concerning ASI facility operations, renovations, and improvements, including the Titan Student Union, Student Recreation Center, and Children's Center. The Facilities Committee makes recommendations concerning building operating hours, club space allocations, and facility operating policy. The Secretary will chair the Facilities Committee.

The Facilities Committee will meet monthly during the academic year.

h. Programs Assessment Committee

The Programs Assessment Committee shall be composed of no more than four directors and the Board of Directors Secretary. The Programs Assessment Committee reviews and assesses ASI programs and services and provides feedback and recommendations on program improvements. The Programs Assessment Committee makes recommendations on new program offerings and acquisitions for the ASI art collection. The Secretary will chair the Programs Assessment Committee.

The Programs Assessment Committee will meet monthly during the academic year.

5. BOARD LEADERSHIP

a. Chair

The Board will elect a Director to serve as Chair. The Chair must be elected at the first meeting in June and serves from that meeting through May 31. The ASI President serves as Chair in absence of the Chair and Vice Chair.

The Chair of the Board of Directors:

- Presides over all Board of Directors meetings
- Appoints each Director to serve on at least one standing committees and act as a liaison no later than three (3) legal business days before the first meeting of the fall and spring semesters, except the Audit Committee, to one of the following:
 - Programming Board;
 - Association for InterCultural Awareness (AICA);
 - Funded councils (Inter Fraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic, Resident Student Association); or
 - Funding councils (Black Student Union, Community Service ICC, Mesa Cooperativa, Sports Club ICC, South West Asian North African ICC)
- Appoints the required number of Directors on any ASI ad hoc committee
- Schedules ASI promotional events for the Board to carry out after the adjournment of Board Meetings when time permits
- ASI Board Chair shall be responsible for reinforcing ASI office hours
- Maintains regular communication with the Executive Officers, Programming Board and AICA, and funded and funding councils
- Directs the work of the Vice Chair, Secretary, and Treasurer
- Has the responsibility to hold the Directors accountable for their goals
- Serves as a standing liaison member to all ASI committees except the Audit Committee
- Chair or designee will serve as representative of the Board of Directors on the Student Athletics Advisory Council and the Academic Senate
 - Chair or designee serves for one year or the duration of the position providing they remain a member of the Board of Directors during that period. If the Board of Directors representative is unable to complete the term, the Chair will select a representative to complete the vacated position within ten (10) days after the position is declared vacant
- Chair, working with the Vice Chair, Secretary, and Treasurer and the Director of Student Government, are charged with developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the Board

Vacancy of the Chair

The removal of the Chair will occur by a two-thirds vote of the Board of Directors or in the event that the Chair loses the position as Director.

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

Filling Chair Vacancy

In the event of a vacancy in the position of Chair through resignation, removal, recall, ineligibility, or death, the Vice Chair will assume the position of the Chair, and a new Vice Chair will be elected by the Board of Directors at the meeting which the vacancy is announced.

b. Vice Chair

The Board of Directors will elect a Director to serve as Vice Chair. The Vice Chair will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.

The Vice Chair of the Board of Directors:

- Presides over Board of Directors meetings in absence of the Chair
- Presides over the Governance Committee and Children's Center Advisory Committee
- Assists the Chair of the Board of Directors
- Has the responsibility for setting guidelines for Director's College Reports and Executive Senate Reports
- Disseminates information about the Directors weekly activities within the committees, commissions, and/or councils that they may sit on
- Assists the Chair of the Board of Directors with enforcing ASI Bylaws and Policies
- Assists the Chair of the Board of Directors in developing a curriculum to be discussed at Board of Directors retreats, additional board development training, and other internal issues related to the Board
- Maintains regular communication with the Board of Directors Chair, the Executive Officers, Programming Board and AICA, and funded and funding councils

Vacancy of the Vice Chair

The removal of the Vice Chair will occur by a two-thirds vote of the Board of Directors or in the event that the Vice Chair loses their position as Director.

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

Filling Vice Chair Vacancy

In the event of a vacancy in the position of Vice Chair through resignation, removal, recall, ineligibility, or death, a new Vice Chair will be elected at the meeting at which the vacancy is announced.

c. Treasurer

The Board of Directors will elect a Director to serve as Treasurer. The Treasurer will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.

The Treasurer of the Board of Directors:

- Presides over the Finance Committee
- Presents monthly, or as needed, to the Board of Directors a detailed report of the financial conditions of ASI
 - The report will include budget language or financial policy implementation, any outstanding debt owed to ASI, any line item transfers performed by the Treasurer or the Finance Committee, and the current balance of the Contingency Account
- Ensures compliance with the financial policies of ASI
- Reports the fiscal budget recommendations of the Finance Committee to the Board of Directors on or before the first meeting in April of each fiscal year
- Oversees the budget development for the next fiscal year with the assistance of the Executive Director and appropriate ASI staff and maintain regular communication with the student leaders who oversee a budget within ASI
- Assists the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors mandatory retreats, additional board development training, and other internal issues related to the Board

- Maintains regular communication with the Board of Directors Chair and Executive Officers

Vacancy of the Treasurer

The removal of the Treasurer will occur by a two-thirds vote of the Board of Directors or in the event that the Treasurer loses their position as Director.

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

Filling Treasurer Vacancy

In the event of a vacancy in the position of Treasurer through resignation, removal, recall, ineligibility, or death, a new Treasurer will be elected at the meeting at which the vacancy is announced.

d. Secretary

The Board of Directors will elect a Director to serve as Secretary. The Secretary will be elected at the first meeting in June and serves from that meeting through May 31. In the event the position is not elected in the June meeting, a special meeting shall be called to fill the position within three weeks.

The Secretary of the Board of Directors:

- Presides over the Facilities Committee and the Programs Assessment Committee
- Certifies all records of the Board of Directors when requested and executes documents on behalf of the Board as required for legal documents
- Assists the Board of Directors Chair in developing a curriculum to be discussed at the Board of Directors mandatory retreats, additional board development training, and other internal issues related to the Board
- Maintains regular communication with the Board of Directors Chair and Executive Officers

Vacancy of the Secretary

The removal of the Secretary will occur by a two-thirds vote of the Board of Directors or in the event that the Secretary loses their position as Director.

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

Filling Secretary Vacancy

In the event of a vacancy in the position of Secretary through resignation, removal, recall, ineligibility, or death, a new Secretary will be elected at the meeting at which the vacancy is announced.

e. Interim Presiding Officer

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

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

6. AGENDAS FOR BOARD MEETINGS

All items shall be sponsored by a member of the Board of Directors. Directors sponsoring items shall provide, to the Chair of the Board of Directors, a written (either typed or printed) copy of the proposed action and all supporting documents four or more legal days prior to the Board of Directors or Committee meeting. Items coming from committee shall be placed on the agenda before items from individuals. The Recording Secretary shall make available, for public inspection, a copy of each proposal. All items on the agenda, including those to be discussed in closed session, shall contain a brief general description (not to exceed twenty (20) words) of the item. Items with a financial component shall also include the amount and source of funds involved. The agenda shall specify the time, date, and location of the meeting, and shall be posted in an area of the campus which is publicly accessible twenty-four hours per day. Nothing in this policy is to be interpreted as prohibiting the Board from reordering the agenda at the time of the meeting.

Public Notice

Public notice of regular meetings must consist of the meeting's agenda being posted in locations that are freely accessible to members of the public (pursuant to Education Code Section 89305.5). In addition, it shall be sent electronically and included on the ASI Website.

7. PUBLIC SPEAKING TIME

The Public Speaking Time is hereby established as a forum, which enables the Board of Directors and the standing committees to receive feedback from their constituencies, and allows members of the campus community to update the Board of Directors on their campus concerns, and is in compliance with the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4).

As established, Public Speaking Time is subject to the following rules:

Public Speaking Time shall consist of up to a total of fifteen (15) minutes to be divided equally among all public speakers. Those wishing to make use of this time may speak on any agenda item or other topic affecting higher education at the campus or statewide level during the regular Board of Directors' and Committee meetings. Public Speaking Time shall be scheduled before any business items are considered. Public Speaking Time may be extended by a ruling of the Chair of the Board of Directors/Committee or by an action of the Board of Directors/Committee. Public Speaking Time is set aside for the use of members of the campus community alone, except by special petition to the Chair. Members of the Board of Directors/Committee may briefly respond to comments made or questions posed by public speakers. In no case shall such responses exceed one minute in length, except by special petition to the Chair. For special meetings of the Board of Directors or Committees, a Public Speaking Time shall also be provided, not to exceed fifteen minutes (extendable by ruling of the Chair or action of the Board of Directors/Committee). For those meetings, the public speakers shall be restricted to addressing the items on the agenda. This time shall occur before consideration of the items.

8. REGULAR MEETINGS

The Board and all of its committees will conduct their business in duly noticed public meetings and are required to comply with all provisions of the Gloria Romero Open Meetings Act (Education Code Sections 89305 to 89307.4). The regular meetings throughout the academic year will be held bi-weekly on Tuesdays from 1:15 PM to approximately 3:45 PM. For each semester, the Board will approve the schedule of dates and locations for regular meetings (pursuant to Education Code Section 89305.5). The Board of Directors will hold meetings during the summer, as called by the Chair.

a. Consent Calendar

The consent calendar is an administrative tool for the Board of Director to grant approvals to required items that are routine, procedural, and likely to be noncontroversial. A consent calendar may be presented by the board or committee chair at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one member. Items not removed are adopted by general consent without debate. Removed items will be considered during new business. Items up for consideration on the

consent calendar must be provided in advance of the meeting. The chair determines whether an item belongs on the consent agenda.

9. CLOSED SESSION

The Board or committees may hold a closed session from which the public is excluded only if it has provided sufficient notice of such session and only to consider:

- Negotiations relative to real property.
- Certain litigation pursuant to advice of legal counsel.
- Certain employment matters.
 - An ASI “employee” shall not include any person elected or appointed to office
- Collective bargaining.
- Certain matters relating to a particular employee (unless the employee requests a public hearing).
- To confer with law enforcement officials.
- Such other matters as specifically enumerated in Education Code Section 89307.

Prior to holding any closed session, the Board of Directors or committee, shall disclose on its posted agenda and in an open, public, regular meeting the item(s) to be discussed in the closed session. No other items shall be considered in the closed session. Immediately after any closed session, the Board of Directors or committee, shall reconvene into a public regular meeting prior to adjournment and make disclosure of what actions, if any, were taken in the closed session.

10. SPECIAL MEETINGS

A special meeting may be called by providing written notice at least twenty-four (24) hours prior to the meeting, pursuant to Education Code section 89306.5. Notice will be given electronically to all parties directly affected and included on the ASI Website. Special meetings of the Board of Directors may be called by the University President, the Chair, or by a majority of the members. Special meetings of standing committees may be called by the Chair of the committee or by a majority of the members.

11. TELECONFERENCE MEETINGS

The Board or committees may use teleconferencing (virtual meetings) for any regular, special, or emergency meeting, pursuant to Education Code section 89301.5. Notice will be given in accordance with the requirements for the type of meeting and will include platform and access information for the meeting.

12. EMERGENCY SITUATIONS AND EMERGENCY MEETINGS

Action and/or discussion may be taken on an item not appearing on the posted agenda during a regular or special meeting of the Board of Directors only upon a determination by the Board of Directors that an emergency situation exists, pursuant to Education Code section 89306.5;

An “emergency situation” applies only when:

- A work stoppage, or other activity which severely impairs public health, safety, or both exists;
- ii. A crippling disaster that severely impairs public health, safety, or both has occurred.

To determine that an emergency situation exists, two-thirds of the total Board of Directors membership (or if quorum is established, but less than two-thirds are present, a unanimous decision of the members present is necessary) agrees that one of the criteria exists, and that emergency action should be taken. The need for such action must have come to the attention of the Board of Directors after the agenda for the meeting was posted. In the event of an emergency situation, an emergency meeting of the Board of Directors may also be called.

A minimum of one hours’ notice shall be provided before such a meeting is called to order. The criteria for when such a meeting may be called shall be identical to that of part 1(a) above, and it must be called by

petition of a majority of the membership of the Board of Directors. If any forms of communication are functioning, the Chair (or designee) shall attempt to contact every member of the Board of Directors, using the most recent contact list available, of the meeting time, location, and topic. The Chair (or designee) shall also perform their due diligence to inform the public, in any way possible, of the meeting.

If no forms of communication are functioning, this subsection is waived, and all persons shall instead be notified as soon as possible after the meeting, of the purpose and action taken (if any) at the meeting. After any emergency meeting, the minutes of the meeting shall be publicly posted for a minimum of ten days. Included in the minutes shall be a list of the persons and organizations that the Chair (or designee) successfully notified, or attempted to notify. Also, a copy of actions taken (if any) and roll call vote(s) taken shall be included. Under no circumstances may the Board of Directors meet in a closed session under discussion of an emergency matter, whether during a regular, special, or emergency meeting.

13. MEETING CONDUCT

The Board and all of its committees will conduct meetings in a way that ensures the efficient disposal of business appearing on the agenda and the ability for all members, presenters, and members of the public to attend, view, hear, and participate in the meeting, as appropriate and in accordance with established law, regulation, and policy.

Members, presenters, and members of the public may not take action or exhibit behaviors that impede or obstruct the ability of others to attend, view, hear, or participate in the meeting. Members, presenters, and members of the public are also prohibited from possessing items in the meeting location that could impede or obstruct this ability or cause threat of harm, including, but not limited to:

- Displays, such as posters or signs, with dimensions larger than 18 inches by 24 inches
- Displays, such as posters or signs, affixed to poles, stands, handles, etc.
- Amplified sound, such as speakers, or other noise makers
- Props, confetti, streamers, or other decorations or adornments
- Weapons or items that could be used to inflict physical harm
- Other items already prohibited under law or university or ASI policy

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Chair of the meeting may recess the meeting and order the meeting room cleared and/or the teleconference temporarily suspended. Once the room is cleared, the meeting can continue in session. Only matters appearing on the agenda may be considered in that session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend the session. Other individuals not responsible for willfully disturbing the orderly conduct of the meeting may be readmitted to the session upon approval of the Chair (pursuant to Education Code section 89307.1).

The disturbance and the individuals participating therein may be reported to the appropriate university department, which may include the Dean of Students/Student Conduct office. Individuals participating in the disturbance may be subject to the university conduct process.

14. SPECIAL ASI PARKING PRIVILEGES

The Associated Students Inc. authorizes certain leadership positions Faculty/Staff parking access to facilitate easy access to parking areas close to the ASI offices and assure available parking space for officers maintaining a regular schedule of hours devoted to their duties and functions. The following officers shall each receive a Faculty/Staff decal by virtue of their position.

- All student members of the ASI Board of Directors (16)
- ASI President (1)
- ASI Vice President (1)

- ASI Chief Campus Relations Officer (1)
- ASI Chief Governmental Officer (1)
- ASI Chief Communications Officer (1)
- ASI Chief Inclusion and Diversity Officer (1)
- ASI Elections Director (1)
- ASI Association for Inter-Cultural Awareness Administrative Chair (1)

Upon resignation or removal of any of the above mentioned officers their Faculty/Staff parking access shall be returned to the University within one week. Any student who is then appointed or elected to fill the vacant position shall receive the Faculty/Staff parking access.

If the parking policy is abused by any of the above mentioned students, their Faculty/Staff parking access will be revoked for the remainder of their term.

CSU Fullerton parking permits must be purchased from the University at the regular cost by the above-mentioned leaders.

15. CHANGES MADE TO THE ASI BYLAWS AND POLICIES

All substantive changes made to the ASI Bylaws and/or Policy Statements shall be submitted to the Secretary of the Board of Directors for review to assess the impact on existing policies and Bylaws. After said review by the Secretary, proposed changes will be reviewed by the ASI Executive Director for further recommendations and legal analysis prior to being submitted to the Governance Committee for approval. Once approved by the Governance Committee, the changes will be forwarded to the Board of Directors for final approval.

DATE APPROVED:	09/05/2017
DATE REVISED:	05/08/2018
	12/04/2018
	03/26/2019
	05/07/2019
	04/20/2021
	10/18/2022



CALIFORNIA STATE UNIVERSITY, FULLERTON™

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

Sponsors: Isabella Galvan and Berenice Vences

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

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

WHEREAS, ASI's mission for student leaders is to serve as advocates for all students and community members in all topics such as DEI, student experience, academic success, etc.; and

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

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

WHEREAS, the Student Health Advisory Committee (SHAC) is an organization that provides a student voice in health center operations, promote a positive and open channel of communication between Student Wellness staff and the student body, and to contribute additional awareness of student issues and how to better serve the health needs of students at CSUF¹; and

WHEREAS, the responsibilities of a SHAC member consists of advocating for student health needs, advise Student Wellness about Health Clinic programs, scope services and programs, educate students about Student Wellness resources, assess Student Wellness programs to ensure student needs are met, and recommend policy changes to better meet student needs²; and

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

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

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

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

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

RESOLVED, ASI approves the proposal for adding two students annually appointed by the ASI President to the Student Health Advisory Committee; and let it be finally;

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

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



CALIFORNIA STATE UNIVERSITY, FULLERTON™

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

Sponsor: Morgan Diaz, Mary Chammas

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

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

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

WHEREAS, Framroze Virjee and Julie Virjee became President and the First Lady of CSU Fullerton on January 2018¹; and

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

WHEREAS, 40,000+ students enrolled at CSU Fullerton despite the national higher education enrollment decline³; and

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

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

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

² [Campus Welcomes a New Strategic Plan | CSUF News](#)

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

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

⁵ [CSUF President Announces Retirement](#)

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

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

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

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

WHEREAS, President Virjee and First Lady Julie Virjee launched a comprehensive fundraising campaign called It Takes A Titan which brought attention in investing in the Titan family by raising \$270 million¹⁰; and

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

⁶ [CSUF President Announces Retirement](#)

⁷ [CSUF President Announces Retirement](#)

⁸ [CSUF President Announces Retirement](#)

⁹ [CSUF President Announces Retirement](#)

¹⁰ [CSUF President Announces Retirement](#)

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

WHEREAS, President Framroze Virjee is still working on a foundational groundwork for establishing a new strategic plan for the 2023-2025 strategic plan¹²; and

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

WHEREAS, President Framroze Virjee are retiring from CSU Fullerton in July 2023¹⁴; and therefore let it be

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

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

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

¹¹ [CSUF President Announces Retirement](#)

¹² [CSUF President Announces Retirement](#)

¹³ [Cal State Fullerton Receives Prestigious Seal of Excelencia](#)

¹⁴ [CSUF President Announces Retirement](#)