

Associated Students Inc.



## Governance Committee

Thu Aug 24, 2023 2:30 PM - 3:45 PM PDT

### 1. Call to Order

Aida Aryan, Governance Chair, called the meeting to order at 2:34 pm.

### 2. Roll Call

Members Present: Aryan, Furtado, Nguyen, Ordiano, Ramirez-Rivera

Members Absent: None

Liaisons Present: Awadalla, Hesgard, Zazueta

Liaisons Absent: None

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

\* Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

\*\* Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the announcement of Unfinished Business.

### 3. Approval of Agenda

(Furtado-m/Nguyen-s) The agenda was approved by unanimous consent.

### 4. Approval of Minutes

None

### 5. Public Speakers

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

\* Ramon Aquino, Director for the Arts, spoke in support for Bryan Rubio to fill the vacant Board of Director position for the College of Natural Sciences and Mathematics.

\* Gavin Ong, Board of Directors Secretary, showed support for Erick Claudino to fill the vacant Board of Director Position for the College of Natural Sciences and Mathematics.

\* Ong also shared a message on behalf of Macedonio who advocates for Rubio to fill the vacant Board of Director Position for the College of Natural Sciences and Mathematics.

## **6. Reports**

### **a. Chair**

Aryan, Governance Committee Chair, provided a verbal report.

Highlights of the Report:

- \* Attendance is important to the meeting. If 2 members are not present, it would be difficult for meetings to proceed and pass policy and legislation for campus.
- \* Absences are only excused for actual emergencies and University Business. If it is University Business, please excuse by Monday of the week or the meeting, with latest 24 hours before meeting.
- \* Goals: Fill in vacancies. Governance Committee gets to fill in BOD Positions for vacancies in their respective college, so in the interview process it is important to ask consistent questions that focus on their position.
- \* Be responsive, be attentive, and pay attention to the meeting. This is important to have discussion. Keep phones on silent or do not disturb, and laptops are ok for notes, but try not to get distracted.

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

Hesgard, Director of Student Government, provided a verbal report.

Highlights of the Report:

- \* Worked with the Corporate Affairs team and the internal auditor to review resolutions from prior years to ensure everything is up to date and current practices are reflected in policy and by-law documents.
- \* Continue communication with Student Leader on the future of Student Government. There are currently lots of different programs and lots to think and talk about, and the need to look for thoughts and ideas on these areas. Discussion of a policy review timeline to ensure that it is updated more regularly than just when it is needed is also of importance.
- \* ASI Scholarships are currently open, started on first day of semester and will last for seven weeks.
- \* There are still opportunities for ASI involvement with vacant positions to be filled.
- \* Have each others buy-in for the Resolutions.

## **7. Unfinished Business**

None

## 8. New Business

### a. Discussion: Review of Roles and Responsibilities

*The committee will discuss the roles and responsibilities of the Governance Committee and goals for the year.*

Aryan yielded the floor to Rebecca Hesgard, Director of Student Government to review the roles and responsibilities of the Governance Committee. The presentation is an attachment to the minutes.

Highlights of the Presentation:

- \* What is the purpose of the ASI Governance Committee?
- \* Make recommendations concerning ASI Policy, these Bylaws, and the Articles of Incorporation to the Board of Directors.
- \* Make recommendations on vacancy declarations, and interviewing and recommending applicants for vacant Director positions during the academic year.
- \* What are your responsibilities as a member of this committee? (Attendance, Willingness to Learn, Outreaching to Constituents, Staying Engaged)
- \* The Prudent Person
- \* How do You Contribute to the governing work to this committee? Writing a Resolution.

Aryan opened the floor to questions and points of discussion. There were none.

### b. Action: Resolution to Appoint the Director for the College of Natural Sciences and Mathematics

*The Committee will interview and select a candidate to serve as the Director for the College of Natural Sciences and Mathematics effective immediately through May 31, 2024.*

**GOV 001 23/24 (Nguyen-m/Ordiano-s) A motion was made and seconded to approve the Resolution to Appoint the Director for the College of Natural Sciences and Mathematics.**

Aryan yielded the floor to Rebecca Hesgard, Director of Student Government to review the resolution. The Resolution is an attachment to the minutes.

Hesgard yielded the floor to Erick Claudino. Claudino's application is an attachment to the minutes.

Highlights of the Presentation:

- \* Introduction
- \* Worked at associated students at Mount Sac as an Athletics Senator
- \* Take advantage of this opportunity through a leadership role at CSUF to build up from previous experience that was gained at Mount Sac.

Aryan opened the floor to questions.

- \* Ramirez-Rivera asked Claudino what area of advocacy would he want to focus on should he be a Board of Director. Claudino discussed that he wanted to focus on

utilizing his problem solving skills from his math background, his social skills and his active listening skills in order to find the problems that students face, and through some problem solving, present the problems and possible solutions to the board.

\* Nguyen asked Claudino what he would like to see be improved within his college. Claudino addressed the question by wanting to work more on diversity, and have a better understanding of the other sides of the college outside of his respective area of mathematics and the marketing that happens within the college for their events. Claudino also wanted to work on programs and events to bring speakers out to these events and improve the quality of them. Claudino also added that he would like to work for the college as a whole to be a better community, so that people know what is happening with each major.

Hesgard yielded the floor to Brian Rubio. Rubio's presentation is an attachment to the minutes.

Highlights of the Presentation:

\* About Me

\* ASI Wellness Initiative

\* Board of Director for NSM (Student Success Center, Opportunities for Research and Career)

Aryan opened the floor to questions.

\* Awadalla asked Rubio if there was a time he had to make a difficult decision that affected you or someone other than yourself. Rubio shared an incident in which he had to deal with a hate crime where someone's identity was shamed on that he also identifies with. Rubio discussed that it took a lot of patience and courage to stand up for the floor in the situation. Rubio commented on the importance of creating a diverse and inclusive community especially as housing strives to be a home away from home.

\* Nguyen asked if there is one specific thing that is lacking in NSM. Rubio discussed the importance of working on pushing the resources that the college currently offers. Rubio shared students were surprised with what NSM offered once they found out the information. Rubio also discussed the potential of adding modules as done on other campuses that could assist students in knowing about the resources in order to help students succeed.

\* Ordiano asked if there was a situation where you collaborated with a group or someone who was different than you. Rubio discussed that in his time of working with housing and residents, there were many different groups and identities that he had to work with. Rubio shared that it was fun and interesting to have an open mindset and to know that there is a lot more out there. Rubio shared that through events such as advocacy night in which residents were talking about how they feel and to figure out how to best support them, and also with different research which helps expand knowledge on different areas that he is unfamiliar with or unaware of, it has helped him learn more about different things.

\* Zazueta asked if Rubio is available from 1:15 PM - 3:45 PM for the Board meetings. Rubio discussed difficulties with a class as it does occur at that time but is

planning to switch out of it in order to accommodate the meeting time.

Aryan yielded the floor to Sophie Windover. The application is an attachment to the minutes.

Highlights of the Presentation:

- \* Discussed the importance of representation in STEM.
- \* Discussed previous experience.
- \* Discussed passion for collaborative settings and advocacy for student concerns.
- \* Discussed experience in working with diverse groups.

Aryan opened the floor to questions.

- \* Awadalla asked how Windover works with other people. Windover discussed that the best leaders are the best listeners. Windover discussed it is important to hear other people's opinions and also hear what the other side has to say, and difficulties of what the topic is at hand.
- \* Nguyen asked what is something that Windover can do for the college. Windover wants to work on student-faculty communication. Windover wants to work on improving word of mouth and utilizing the digital board, and working on NSMICC and clubs under NSM to foster a sense of community. Windover wants to also work on spreading information on NSM renovations.

Aryan opened the floor to points of discussion.

- \* Ordiano thanked all candidates for coming out.
- \* Zazueta thanked all candidates for coming out. Zazueta discussed Windover's point on promoting Women in STEM and also Hispanic Women in STEM.
- \* Aryan thanked all candidates for their presentation. Aryan also highlighted Windover's point for Women in STEM, and also Rubio and Claudino's points on working on working in campus-related areas.

- \* Rubio is open to changing his schedule to accept the position.

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

**GOV 001 23/24 (Nguyen-m/Ordiano-s) Roll Call Vote: 3 -Rubio, 1-Windover, 0-Claudino. The motion to appoint Brian Rubio to serve as the Director for the College of Natural Sciences and Mathematics effective immediately through May 31, 2024 was adopted.**

**c. Discussion: Outreach for Vacant BOD Positions**

*The committee will discuss the outreach plan for vacant Board of Director positions.*

Aryan yielded the floor to Rebecca Hesgard, Director of Student Government to discuss the outreach plan for vacant Board of Director positions.

Aryan opened the floor to questions and points of discussion.

- \* Aryan suggested that the Student Success Center be informed about the open positions in the College of Education.
- \* Nguyen suggested that the Dean of Education be made aware of the vacancies and that a flyer including a QR code be posted.
- \* Ramirez-Rivera suggested that the Careers in Teaching be informed and possibly hold an event at the center.
- \* Zazueta suggested that vacancies be announced at Discoverfest and All Day ASI.

Aryan opened the floor to questions and points of discussion.

**d. Discussion: Policy Revisions**

*The committee will discuss recommended revisions to ASI Bylaws and Policy Statement.*

Aryan yielded the floor to Susan Collins, Assistant Director of Corporate Affairs to discuss the Policy Revisions to the ASI Bylaws and Policy Statement.

- \* Susan Collins gave a presentation on Bylaws and Policy Amendments. The evaluation of important documents helps to identify areas that need revision related to changes in Policy, Bylaws, and Articles of Incorporation.
- \* The Governance Committee will review existing Bylaws and Policies, recommend approvals for revisions and the implementation of new policies.
- \* It was recommended that the functions of the Investment Committee be transferred to the Finance Committee.
- \* The Children's Center formed will form a Parent's Advisory Group.

The discussion will continue at the next meeting.

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

None.

**10. Adjournment**

Aida Aryan, Chair, adjourned the meeting at 3:45 pm.

  
ASI Board Vice Chair (Sep 11, 2023 19:11 PDT)

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Aida Aryan, Governance Committee Chair

  
Erika Perret-Martinez, Recording Secretary

## Roll Call 2023-2024

08/24/2023 Governance Committee Roll Call

Attendance		Board Members		
			Present	Absent
CHAIR/VICE CHAIR/ARTS	ARYAN	AIDA	1	
NSM	FURTADO	NIC	1	
ARTS	NGUYEN	TONY	1	
COMM	ORDIANO	CARMEN	1	
HHD	RAMIREZ-RIVERA	ANDREA	1	
			Present	Absent
			5	0

Attendance	Liaisons			
			Present	Absent
PRESIDENT	AWADALLA	MAYSEM	1	
DIR STU GOVT	HESGARD	REBECCA	1	
CHAIR (HSS)	ZAZUETA	ASHLEY	1	
			Present	Absent
			3	0

\*Recording Secretary: Erika Perret-Martinez

Roll Call Votes	Dir. of NSM 8.b				
			name		Abstain
NSM	<b>FURTADO</b>	<b>NIC</b>			
ARTS	NGUYEN	TONY	Rubio		
COMM	ORDIANO	CARMEN	Rubio		
HHD	RAMIREZ-RIVERA	ANDREA	Rubio		
CHAIR/VICE CHAIR/ARTS	ARYAN	AIDA	Windover		
			Yes	No	Abstain
			0	0	0

left meeting











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Final Audit Report

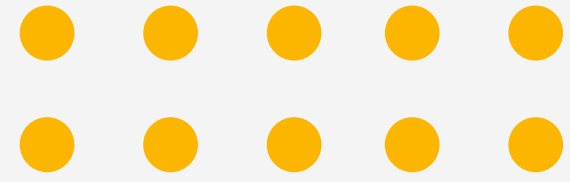
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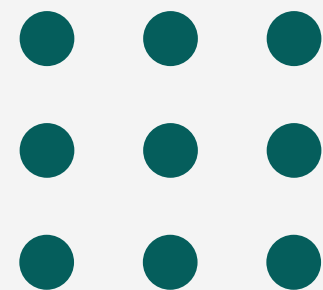




# Roles & Responsibilities

## Governance Committee

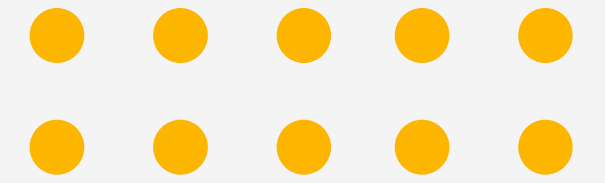
2023-2024



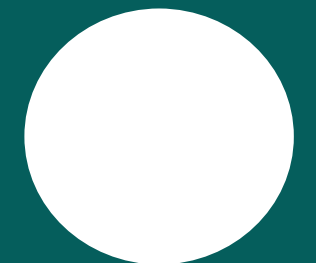
**Rebecca Hesgard**  
Interim Director of Student Government

What is the  
purpose of the  
ASI Governance  
Committee?

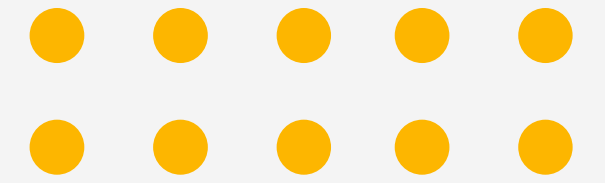
# Purpose of Governance Committee



Make recommendations concerning ASI  
policy, these Bylaws, and the Articles of  
Incorporation to the Board of Directors

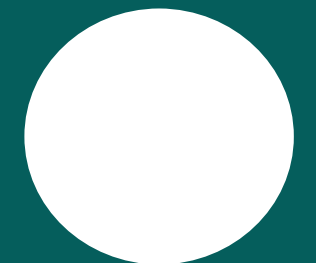


# Purpose of Governance Committee

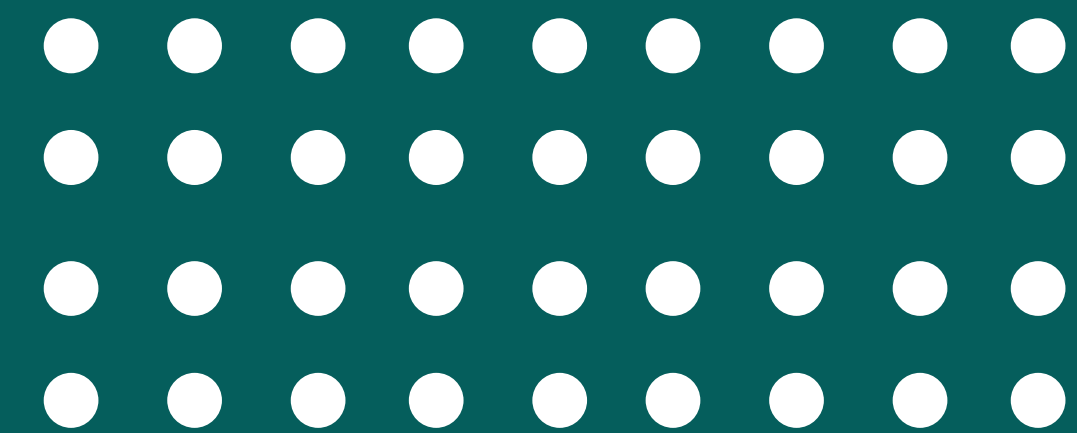
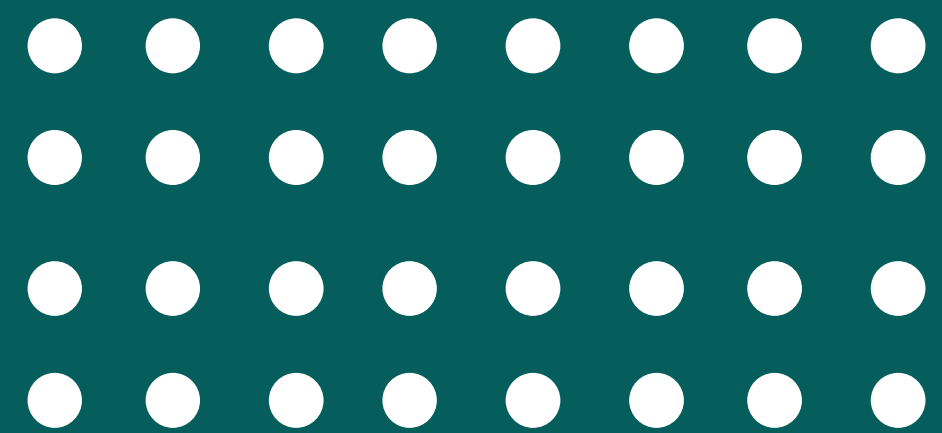


- ● ● ● ●
- ● ● ● ●

Make recommendations on vacancy declarations, and interviewing and recommending applicants for vacant Director positions during the academic year



What are your  
responsibilities  
as a member of  
this committee?



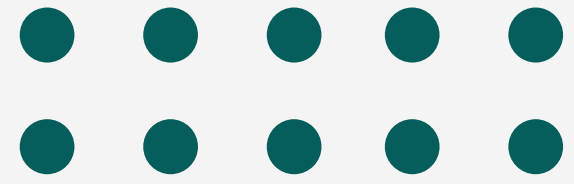
# Responsibilities

1. Attendance
2. Willingness to Learn
3. Outreaching to Constituents
4. Staying Engaged

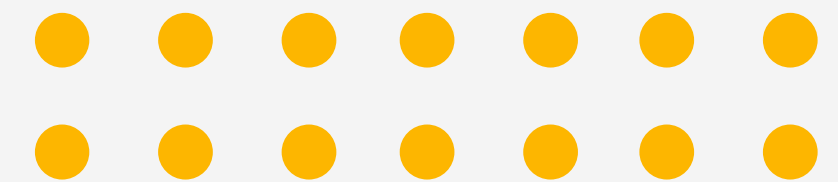
# Responsibilities

## The Prudent Person

- Such a person *acts sensibly, does things without serious delay, and takes proper but not excessive precautions.*
- The actions of a prudent person in a similar situation are the guide in determining whether an individual's actions were *reasonable.*



How do YOU contribute to  
the governing work of this  
committee?





# Writing A Resolution

1

Identify an issue or advocacy need

2

Develop a research plan with an advisor

3

Share your findings

4

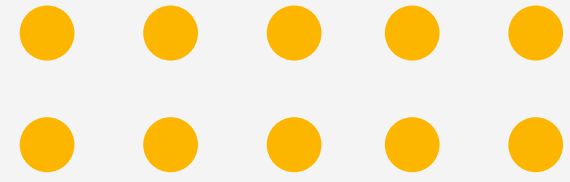
Consider a resolution *or other advocacy routes* to best address the issue

5

If a resolution fits best - proceed in writing a draft

6

Review and Edit with an advisor and begin action planning to present at Governance Committee



# Any Questions?

2023-2024



**APPOINTMENT OF THE DIRECTOR FOR THE COLLEGE OF  
NATURAL SCIENCES & MATHEMATICS**

**Sponsors:** Aida Aryan

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

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

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

**WHEREAS**, per policy, in the event of a vacancy on the Board of Directors, the Governance Committee shall recommend a Director for the appointment to a majority vote approval by the Board; and

**WHEREAS**, the Governance Committee has recommended **TBD** as the Director for the College of Natural Sciences and Mathematics; therefore let it be

**RESOLVED**, ASI approves the appointment of **TBD** as the Director for the College of Natural Sciences and Mathematics, effective immediately through May 31, 2024; and let it be finally

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

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

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Ashely Zazueta  
Chair, Board of Directors

Gavin Ong  
Secretary, Board of Directors



# ASI BOARD OF DIRECTORS INTRODUCTION

Brian Rubio

Welcome!



About Me

Student Wellness Initiative

Hopes as BOD for NSM

# AGENDA



# ABOUT ME!



## STUDENT/ LEADER

- Admin and Finance Chair for National Residence Hall Honorary
- Resident Advisor (3 Years) For NSM
  - Senior Resident Advisor with Resident Student Association Honors Program



## RESEARCH

- Longevity and Development of Drosophila at CSUF
  - Dr. Sharhestani
- Creating Artificial Intelligence Model for Pediatric Patients at Children's Hospital of Orange County
  - Dr. Keneth Grant



# ASI WELLNESS INITIATIVE

## Importance:

- Student mental health is important and should not be overlooked (49% Stressed, 38% Anxiety)
- Creates a space for self-care and support for students

## Goals:

- Wellness Center
  - Great resources like the CAPS center
  - Creating programs around mental health
  - Supports students in NSM
- Support for Diversity Initiatives and Resource Center
  - Partner programs for Black History Month, Women's History Month, Hispanic Heritage Month, ETC

**BECAUSE**  
*you*  
**MATTER**



STUDENT  
WELLNESS  
INITIATIVE

**BEWELL. BEFIT. BEYOU.**



# BOARD OF DIRECTOR FOR NSM

## Struggles:

- Connect Students to their college and feel comfortable navigating to the different parts of NSM
- Getting familiar with the resources available not many students are aware of
  - Tutoring
  - Internships/Research

## 1. STUDENT SUCCESS CENTER

Give back to the Success Center and market the wonderful resources

- Tutoring
- Advising
- Space for Study

Create more space and more area for students to seek support

## 2. OPPORTUNITIES FOR RESEARCH AND CAREER

Create easier ways of accessing internship and research opportunities

Revamping the NSM webpage for students





# THANK YOU FOR YOUR TIME!



# ASI Board of Directors Vacancy Application 2023-24

COMPLETE

#5

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

(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.

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CREATED

IP ADDRESS



PUBLIC

[REDACTED]



[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.

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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**

Brian Rubio

**\* Address**

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██████  
███  
██████  
██████████

\* Primary Phone Number

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[REDACTED]

\* Secondary Phone Number

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[REDACTED]

\* Student Email Address (@csu.fullerton.edu)

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[REDACTED]

\* Applicant CWID

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[REDACTED]

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

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Biological Sciences with a concentration in Cellular and Developmental Biology

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

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College of Natural Sciences and Mathematics

\* Semesters Completed at CSUF

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6

\* Units Completed at CSUF:

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107

\* Units In Progress at CSUF (this semester)

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16

\* CSUF Class Level

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Senior

\* Expected CSUF Graduation Date (MM/YY)

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05/2025

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

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The role of Associate Student Inc. is to be the voice for the students attending here at CSUF and to make it a more inclusive and equitable space for all. ASI's role, in my eyes, is creating fun social events that students will participate in to feel that sense of belonging and get to know more about the college they attend. As a student who is not local, one of the biggest things that I struggled with was adapting to the new environment, and I feel that ASI's role is to close that boundary and create a sense of a home for its students. ASI cares deeply about everyone who attends here and strives to create an environment that focuses on students. Not only that, ASI creates events and programs that cater to creating friendships and remind students to take care of themselves. Students have tons of responsibilities, and it is a great space where they can relax for a bit.

ASI strives to make an equitable and inclusive environment. One of the many things that ASI has created has been social justice events that talk about different identities and communities that I respect deeply. Just recently, in this past semester, ASI was able to bring Hunter Schafer, who was able to talk about their story and representation of the transgender community. I loved the aspect of representation from this actress and talking about their personal experience. This created a conversation with audience members who wanted to be more knowledgeable, symbolizing a step in the right direction in discussing our identities. This creates a safe space where anyone can express themselves freely, and I feel ASI's role is to help make that space for our community.

**\* 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.**

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These past two years, I have served as a Resident Advisor for our Housing and Residential Engagement department to serve our residents. In my first year, I served as the RA for the Natural Science and Mathematics floor and worked very closely with the Assistant Dean of Student Affairs at the time, Tatiana Pedroza. As the RA for the NSM floor, I created various events that engaged the residents to develop friendships with each other and get them familiar with their college. I created monthly meetings with Tatiana to connect our freshman students with the college and provide our college's resources. For instance, one of my goals is to involve students more within our success center. Thus that year, I developed tutorials on how to schedule one on one meetings with different parts of our department to show off the resources we had. This experience has made me more familiar with the College of NSM and knowledgeable of the resources many students may need to learn. As a Director, my involvement with our college would help me create different outreaches and opportunities for our students to be comfortable reaching out for help and connecting to the college they fall under.

Involvement that will help me as a Director is my connection with different aspects of biology. I am currently part of a research study here on campus with Dr. Shahrestani, specifically in the microbial aspect. I would love to create more connections, provide opportunities for our research programs on campus, and connect students to possible opportunities that interest them. This is not specifically tied down to biology but to all the majors within the college. I am also part of an organization, Dermatology and Aesthetic Medicine Organization. This organization is built from different members of different majors who all share a common goal and passion for medicine, specifically in skin care. As a Director, I want to communicate with the organizations under NSM and create a space accessible to share its inclusive environment. I want to support students in finding different opportunities within their major to develop their skills further and give them great experiences in areas that interest them.

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

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One of the main reasons I am applying to the ASI Board of Directors is to create a stronger connection to the resources of our college and grow as a student leader. I felt that over the years, I have learned more and more about the college, and sometimes I tell myself, "I wish that I had learned this earlier." I want students to know as much information about their college from the start of their college career, make more students aware of the resources available, and learn as much as possible. I would love to create an information center or website that addresses common questions that some may have and create more marketing and events that communicate the resources and opportunities that may arise. I would love to continue weekly newsletters of what is happening in our community and express accomplishments that the students part of NSM has accomplished. As a Board of Directors for NSM, I want to collaborate with the college and ASI to help our students further and help develop programs to enjoy themselves as students. Most importantly, I want to be a voice for students who wish to learn more, want to achieve more and help advocate for them.

I want to learn more about myself as a student and student leader. I firmly believe in always being able to learn and continue growing in many aspects I may have yet to be aware of. I have much to learn about myself, my community, and the people around me, and I want to explore that way more. I want to be understanding and more knowledgeable of different communities and identities. As a gay male, I want to create that space for every identity to be themselves above all. With this position, I can connect myself more to our school and develop events or market our current resources to provide the students attending know that they are heard and welcomed.

I am applying for this position to learn more about our community, create an environment for everyone to be welcomed, and grow as a person to become better.

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

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I am passionate and driven about learning new things and becoming a better version of myself. I may not always be the most intelligent person, but I am very hard-working and will continue doing my best and learning as much as possible. I am committed to making the most I can with this experience and providing to our students here at CSUF.

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

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████████████████████

\* 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.

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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

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████████████████████

\* Enter your CWID

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████████████████████

\* Date

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████████████████████

# Brian U. Rubio

## CV

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### EDUCATION

*Expected May 2025*      **Bachelor of Science, California State University, Fullerton (CSUF)**  
Major: Biological Sciences  
Emphasis: Cellular and Developmental

### HONORS & AWARDS

Spring 2021 - Present      **CSUF University Honors Program**

Spring 2021      **National Residence Hall Honorary Inductee, CSUF**

2020-2021      **Dean's List (3 semesters)**

### RESEARCH EXPERIENCE

Spring 2023 - Present      **Research Undergraduate Assistant, Microbiome, CSUF**

- PI: Parvin Shahrestani Ph.D.
- Project Title: *Aging and Immunity of Drosophila melanogaster*

Spring 2023 - Present      **Research Intern, CHOC Gastroenterology Clinic and Pathology**

- Physician Sponsor: Kenneth Grants, MD
- Project: Inflammatory Bowel Disease

### TEACHING & MENTORING

Fall 2023 - Present      **Resident Advisor, CSUF Housing and Residential Engagement (HRE)**

- Maintained the well-being of 54+ residents
- Planned and hosted large-scale campus programs and events
- Executed one-on-one **mentoring** to residents
- Developed teamwork and supported supervisors and staff
- Handled crisis situations on call

Fall 2022 - Spring 2023      **Senior Resident Advisor with Resident Student Association Collateral, CSUF HRE**

- Liaison between Community Coordinator and staff
- Planned and hosted large-scale campus programs and events
- Liaison between Resident Advisors and RSA
- Worked with Assistant Director of HRE
- Handled crisis situations on call
- Hosted weekly office hours dedicated to supporting other student leaders



- Fall 2021 – Spring 2022      **Resident Advisor for Natural Science & Mathematics, CSUF HRE**
- Maintained the well-being of 54+ residents
  - Planned and hosted large-scale campus programs and events
  - Executed one-on-one **mentoring** to residents
  - Developed teamwork and supported supervisors and staff
  - Handled crisis situations on call
  - Worked with Assistant Dean of NSM to provide for residents
- Spring 2021      **National Residence Hall Honorary Admin and Finance Chair, CSUF HRE**
- Kept and reported minutes at all meetings
  - Held weekly office hours
  - Facilitates all financial affairs of NRHH and conducted weekly updates on present budget
  - Wrote and maintained the Administrative and Finance Chair (Treasurer) transition manual
- Fall 2020 - Spring 2021      **Resident Student Association Building Representative, CSUF HRE**
- Attended weekly RSA General Council meetings
  - Provided information to the residential building
  - Provided feedback to board
  - Engaged and helped create programs

## AFFILIATIONS

- Fall 2022 - Present      **Programs Director, Dermatology and Aesthetic Medicine Organization (DAMO)**
- Created and organized events for the organization
  - Collaborated with associate organizations
- Spring 2023 - Present      **Member, Evolution and Genomics Research Club (EAGR)**
- Outreach to low-income and minority communities
  - Provide kids the opportunity to participate in STEM
  - Create engaging and interactive experiments for communities

## OTHER WORK EXPERIENCE

- Summer 2023 - Present      **Summer Conference Assistant, CSUF HRE**
- Serving as a resource person
  - Facilitate check-in and check-out procedures for each group
  - Lead tours of housing facilities for student
  - Handled crisis situations on call
- Summer 2021      **Cross Trainer, Raising Cane's**

- Collaborated with coworkers and cooks in a stressful environment
- Operated and managed multiple tasks simultaneously
- Improved customer experience with exceptional interpersonal skills

#### RELEVANT TECHNICAL SKILLS

- Languages: Fluent in English & Spanish
- Software: Google Drive Suite, Microsoft Office Suite

#### REFERENCES

**Jennifer Ortiz**, Assistant Director of Housing and Residential Engagement

California State University, Fullerton

(559) 593-1678, jeortiz@fullerton.edu

**Tracy Shadowens**, Associate Director of Housing and Residential Engagement

California State University, Fullerton

tshadowens@fullerton.edu

# ASI Board of Directors Vacancy Application 2023-24

COMPLETE

#3

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

(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.

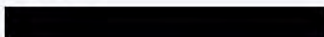
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CREATED

IP ADDRESS



PUBLIC



**\* 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.

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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**

Erick Claudino

**\* Address**

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██████████

\* Primary Phone Number

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██████████

\* Secondary Phone Number

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\* Student Email Address (@csu.fullerton.edu)

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████████████████████

\* Applicant CWID

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██████████

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

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Mathematics, Actuarial Science Concentration, and Finance Cognate.

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

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College of Natural Sciences and Mathematics

\* Semesters Completed at CSUF

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IP

\* Units Completed at CSUF:

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0

\* Units In Progress at CSUF (this semester)

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14

\* CSUF Class Level

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Junior

\* Expected CSUF Graduation Date (MM/YY)

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05/25

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

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I believe that ASI's role in our campus is to enhance student life by investing in our personal and professional growth opportunities, programs, and services. As a CSUF auxiliary organization focused on the Titan Student Centers, ASI should provide the students with facilities to improve interpersonal relationships and self-enhancement. Spaces focused on students' socialization, nourishment, fitness, and well-being. Furthermore, as CSUF's student government, ASI should support the development of the student body through advocacy, diversity, inclusion, and leadership development. Providing opportunities for student governance so that student interests and needs can be heard. The director of the College of Natural Sciences and Mathematics is responsible for advocating for the Titan Community through policy change and allocating the budget for CSUF programs and services.

**\* 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.**

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While at Mt. San Antonio College, I was honored to be nominated as the Athletic Senator for the Associated Students. A position in the student government allowed me to create new and more inclusive bills for the community, help with the planning of the Athletics Disability Fair and allocate a budget of \$460 thousand for any club or program at Mt. SAC that needed funding. I would also attend the weekly Senate and Activities Committee meetings. One of the bills I was Co-Author of was to forgive the absences of student-athletes in A.S. Senate Meetings. Moreover, I had an amazing policy-change idea that could have helped many people, unfortunately, the bill never went through because of a lack of time and support. I was working alongside my A.S. advisor and the Athletics Department to find a solution that would support our future student-athletes, who as of now, must pay for classes to be in that determined sports team. The students should not pay to compete for Mt. SAC. Furthermore, I was one of the three Senators that was invited by the Associated Students Advisors to attend the 2022 Student Senate for California Community Colleges General Assembly. The event took place in Sacramento and it was an amazing opportunity for my advocacy experience and leadership development since I listened to workshops on how to improve my community service and heard from other colleges about how they operate their student government. Plus, I have received an Organizational Leadership Certificate from Mt. SAC for completing the Leadership Education And Development (LEAD) program. Furthermore, as a Transfer Peer Advisor at CSUF, I am able to identify how our University is being perceived from an incoming student perspective. Hence, I can bring any conflicts to be properly addressed at the committees and boards in order to find the best solution. In brief, my experience with community service and advocacy, as well as my leadership and problem-solving skills, will help me make a significant contribution as the Director of the College of Natural Sciences & Mathematics.

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

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Becoming the new Director of the College of Natural Sciences & Mathematics would be a pleasure because I wish to provide policy changes that will remarkably improve students' experience at CSUF while actively listening to the Natural Sciences and Math majors' community. Since I am majoring in Mathematics, it will be a gratifying experience to represent the STEM students on the Board of Directors. I hope to make a difference at CSUF, I want to be an active student. Therefore, I believe this position will not only make me get involved on campus, but it will also provide me with the gratification of advocating for student interests. I aim to enhance the Titan Experience as much as I can.

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

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I am an international student from Brazil. Therefore, besides bringing dedication and service, I could also help increase the Board's diversity. Also, even though Spring 2023 was my first semester, I have acquired plenty of information about students through my job and about the facilities and programs through my involvement on campus. Plus, I have already enrolled in my Fall 2023 class schedule leaving a vacancy for the weekly Board of Directors and ASI Committee meetings. I am ready for this position and excited to make a difference.

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

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**\* 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.**

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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

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██████████

\* Enter your CWID

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██████████

\* Date

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██████████



# Erick Doherty Claudino

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## WORK EXPERIENCE

California State University, Fullerton  
*Transfer Peer Advisor*

*Fullerton, CA, USA*  
*Jan 2023 – Present*

- Participated in special events sponsored by the department of Outreach and Recruitment and Titan Orientation Programs, such as the Open House which counted with 10,000+ incoming students.
- Provided pre-admission information to 100+ prospective students per day via phone, during Phonathon.
- Conducted small and large group presentations such as college fairs, panels, and transfer nights.

Mt. San Antonio College  
*Student Assistant*

*Walnut, CA, USA*  
*Aug 2021 – Dec 2022*

- Managed the Admission's Office front desk, assisting an average of 25+ students per day by retrieving information from the Ellucian Banner database, solving conflicts via phones, and inserting official transcripts into the OnBase Software.
- Worked on the social media marketing for the International Student Program, creating 10+ flyers per semester.
- Coordinated and planned events with groups of 80+ students focused on team-building activities.

## QUALIFICATIONS

- Advanced Microsoft Office Suite
- Familiar with VBA & SQL
- Learning Python
- Fluent Portuguese & English
- Intermediate Spanish
- Learning Mandarin
- Eagerness to learn
- Team Leadership
- Excellent Communication

## EDUCATION

California State University, Fullerton  
*Bachelor's Degree, Mathematics - Actuarial Science Concentration*

*Fullerton, CA, USA*  
*Jan 2023 – Present*

Mt. San Antonio College  
*Certificate to Transfer, Mathematics*

*Walnut, CA, USA*  
*Aug 2020 – Dec 2022*

## LEADERSHIP & AWARDS

- **Athletic Senator (2021-2022)**  
As part of the Student Government at Mt. SAC, advocated for my community through policy change and by allocating a budget of \$460 thousand for on-campus events, clubs, and programs.
- **Pepsi Presidential Leadership Scholarship (2022)**  
For being an outstanding leader who has demonstrated exemplary leadership skills.
- **Mark Minor Memorial Scholarship (2022)**  
For being a student who has shown exemplary campus leadership and service to the College while overcoming personal hardships.
- **David Leonard Memorial Scholarship (2021)**  
For being a student in good standing who has overcome personal hardships.

# ASI Board of Directors Vacancy Application 2023-24

COMPLETE

#6

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

(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.

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CREATED



PUBLIC

IP ADDRESS



**\* 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.

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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**

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Sophie Windover

**\* Address**

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████████████████████  
██████████  
██████████  
███  
██████  
██████████

\* Primary Phone Number

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██████████

\* Secondary Phone Number

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██████████

\* Student Email Address (@csu.fullerton.edu)

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██

\* Applicant CWID

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██████████

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

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B.S. Chemistry

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

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College of Natural Sciences and Mathematics

\* Semesters Completed at CSUF

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8

\* Units Completed at CSUF:

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125

\* Units In Progress at CSUF (this semester)

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12

\* CSUF Class Level

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Senior

\* Expected CSUF Graduation Date (MM/YY)

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05/24

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

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The role of ASI on our campus is crucial in representing and advocating for the student body. As a member of the ASI Board of Directors for the College of Natural Sciences and Mathematics, I understand the significance of this position in relation to ASI's overall mission. I believe the position directly relates to this role by serving as a voice and representative for the students within the college. The Board of Directors plays a pivotal role in decision-making processes, addressing concerns, and implementing initiatives that benefit the students.

**\* 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.**

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With my past involvement as a member of the CSUF ASI Board of Directors, I acquired valuable experience in understanding the operations and responsibilities of this position. Collaborating with the Natural Sciences and Math Interclub Council, I actively engaged in addressing student-faculty communication, advocating for necessary renovations on McCarthy Halls, and supporting various clubs within the college. Additionally, my work experience as a student mentor for the Department of Educational Partnerships provided me with skills in communication, leadership, and problem-solving, which are essential for fulfilling the role of a Director.

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

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I am applying to the ASI Board of Directors because I am passionate about making a difference within my college and serving as a voice for my fellow students. Through this experience, I hope to accomplish several goals. Firstly, I aim to continue fostering student-faculty communication and collaboration, ensuring that the concerns and needs of the students are effectively addressed. Additionally, I hope to strengthen the relationship between the College of Natural Sciences and Mathematics and the ASI, creating a supportive and inclusive environment for all students. Furthermore, I aspire to promote the growth and development of clubs within the college, empowering students to pursue their interests and engage in extracurricular activities that enhance their academic experience.

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

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In considering this application, it is essential to note my previous experience as a member of the CSUF ASI Board of Directors, my dedication to serving the student body, and my involvement in Zeta Tau Alpha sorority. These experiences have shaped my leadership skills, collaborative mindset, and passion for creating positive change within our campus community. I believe that my commitment, enthusiasm, and ability to work effectively with diverse groups will contribute to the success of the ASI Board of Directors and enable me to be an effective Director for the College of Natural Sciences and Mathematics.

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

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**\* 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.**

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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**

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**\* Enter your CWID**

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\* Date

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# SOPHIE WINDOVER

Bachelor of Science Student in Chemistry at California State University Fullerton, Dean's List recipient, CPR, and First Aid Certified with a variety of experience in customer service.

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## SKILLS

Customer Service, Presentation and Public Speaking, Leadership Skills, Problem Solving, Teamwork, Written/ Oral Communication, First Aid, and CPR Certified

## EXPERIENCE

### **Associated Student Inc. Board of Directors – Student Government**

JUNE 2022 – MAY 2023

- Composed of elected student representatives from each of the 8 academic college at CSUF
- Integral in ensuring that student voices are heard and supported
- Help students create change through policy setting and funding allocation.

### **Center for Educational Partnerships, Anaheim – Success Ambassador**

JULY 2021 – PRESENT

- Tutoring chemistry, math, and physics grades 9-12
- Ensuring the safety of the children at all times while establishing trust and communication with parents

### **Care.com, Anaheim – Caregiver**

AUGUST 2020 – JANUARY 2021

- Tutoring for 8th grade, 2nd grade, and Pre-K math and science
- Ensuring the safety of the children at all times while establishing trust and communication with parents
- Preparing well-balanced meals, dressing and hygiene, housework

### **Six Flags Hurricane Harbor, Valencia – Lifeguard**

MAY 2018 – AUGUST 2018; MAY 2019 – AUGUST 2021

- Ensure the safety of guests at all times
- Enforce parkwide rules and policies
- Provide exceptional customer service and attitude towards guests while helping with needs

### **Waba Grill, Castaic – Cashier/Cook**

SEPTEMBER 2018 – January 2019

- Provide exceptional customer service towards customers' needs and inquiries
- Cook, prepare, and serve food to dine-in and drive-thru customers
- Open up and prepare the store for opening/closing.

## EDUCATION

### **California State University Fullerton – B.S. Chemistry**

AUGUST 2019 – PRESENT, FULLERTON, CA

### **Valencia High School, Valencia**

AUGUST 2015 – MAY 2019, VALENCIA, CA



- Circle of Friends; Anti- Bullying Club designated towards students with special needs •
- STEM's Club- Empower students and the community to be curious and respect the world around them

## **AWARDS AND LEADERSHIP SKILLS**

Dean's List - California State University Fullerton

Zeta Tau Alpha - Recruitment Leader

Louis and Stokes Alliances for Minority Participant

CSUF Student Government ASI Board of Directors

# Bylaws & Policy Amendments

Susan Collins

Assistant Director Corporate Affairs

August 2023

# Overview

- Governance Roles & Responsibility Reminder
- Laws, Bylaws, and Policies
  - Prioritization
  - What are the governing body powers
- Bylaw Revisions
  - Current
- Policy Revisions
  - Current
  - Scheduled

# Governance Committee Purpose

The purpose of the Governance Committee is to: make recommendations concerning ASI Policy, Bylaws, and the Articles of Incorporation to the Board of Directors

The Board of Directors shall institute a review of Bylaws, Policy and Articles of Incorporation when necessary or when changes of the law may require.

# Laws, Bylaws & Policies

- ❑ Law: Rules enacted by legislature
- ❑ Bylaws: Rules that outline the structure of the organization and how it functions.
- ❑ Policies: Standing rules that define and guide the operation of the organization based on the bylaws and statutes/law.

# Laws, Bylaws & Policies

## □ Governing Body Powers:

- ❖ Review existing bylaws & policies
- ❖ Recommend approval of revisions
- ❖ Review proposed new policies
- ❖ Recommend approval and implementation of new policies

# Bylaw Revisions 2023

- Committees:

- Section 2, Clause 6, e. II - Finance

- ❖ Modify the committee purpose to include corporate investment objectives.
- ❖ Align the corporate investment committee activity with the Board designated standing committee.

- Section 2, Clause 6, f. – Standing Advisory Committee

- ❖ Remove the standing advisory committee clause from the bylaws.
- ❖ The current clause was included to provide for the Children's Center Advisory Committee. Management recommends that all corporate requirements for this Committee be moved to the applicable standing committees of the Board (i.e., Finance, Facilities, Governance, to address hours of operations, user fees, etc.)
- ❖ The Children's Center will establish a Parent Advisory Group for programming related activity at the Center.

# Bylaw Revisions 2023

- Vacancies:
  - Section 5, Clause 3, a. – Declaration of Vacancy
    - ❖ Add “Executive” to further clarify the definition of “student office holder”
  - Housekeeping – correct grammar and spelling as applicable



# Policy Updates

- New
  - Policy Concerning Scholarships – outline existing programs and practices
- Revisions
  - Policy Concerning Investments and Reserves – clarify the role of the Finance Committee
  - Policy Concerning Research Grants – No activity since approved by the board in 2018.
  - Policy Concerning Board of Directors Operations – Update to reflect changes to the bylaws.

# Policy Updates

- On the horizon
  - Policy Concerning Executive Officers Operations
  - Policy Concerning Elections

We are working on a schedule for policy review. The schedule will be presented to the Committee.

# Questions?



TITAN STUDENT UNION