

Associated Students Inc.



Governance Committee

Thu Nov 2, 2023 2:30 PM - 3:45 PM PDT

1. Call to Order

Aida Aryan, Governance Committee Chair, called the meeting to order at 2:36 pm.

2. Roll Call

Members Present: Aryan, Ayala, Furtado, S. Morales, Ramirez-Rivera

Members Absent: None

Liaisons Present: Awadalla, Hesgard, Zazuleta

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

S. Morales asked to postpone the minutes review to the next Committee meeting due to the technical difficulties.

(Furtado-m/ Ayala-s) The agenda was amended to postpone the review of the minutes to the next Committee meeting. The amended agenda was approved by unanimous consent.

4. Approval of Minutes

a. 10/19/23 Governance Committee Meeting Minutes

5. Public Speakers

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

None

6. Reports

a. Chair

Aryan, Governance Committee Chair, encouraged those present to promote the two Director vacancies for the College of Education. In the Spring, there will be a vacancy in the College of Arts. One application for the College of Education will be reviewed at the next Committee meeting.

b. Director, Student Government

Rebecca Hesgard, Director of Student Government introduced the new Corporate Affairs Graduate Assistant Nik Shchelkov. He will assist the Corporate Affairs team in supporting the Committee and Board meetings.

Rebecca announced the kick-off for First Generation College Student Week will take place 11/6. Student leaders are asked to support the Resource Fair from 2 to 3:30 pm. Multiple ASI departments will be tabling.

7. Unfinished Business

None

a. None

8. New Business

a. Discussion: Draft Policy Review Schedule

The Committee will discuss the draft policy review schedule.

Aryan yielded the floor to J. Fehr, ASI COO, to share information on the draft policy review schedule. The presentation of the report is an attachment to the minutes.

* The purpose of the policy review is to develop a written systematic procedure of reviewing all of ASI's policies to keep them current. The goal is to be proactive in order to prevent violations arising from outdated regulations.

* All ASI's policies will be placed on a 3-year review timeline and operating procedures will be developed for reviewing the policies.

* The review results will be brought to the Governance Committee meetings.

* A draft schedule was shared. Each policy will be tracked, including the scheduled review date.

Aryan opened the floor to questions and points of discussion.

* Aryan asked if the proposed process implies discussions on each reviewed policy during Governance Committee meetings. Fehr confirmed. The review process is scheduled to commence in Spring 2024.

* Furtado drew attention to the large number of policies to be reviewed in Spring 2024. Fehrn commented that the presented schedule is a draft, and it may be revised.

* Hesgard commented on the rationale of the initiative. The proposition was made because the ASI's policies have not been reviewed on a timely and structured basis. The goal is to identify if each policy either is needed to be reviewed or has not been reviewed for a long period of time.

9. Announcements/Member's Privilege

Ramirez-Rivera reminded those present of the event dedicated to the Día de Los Muertos held on campus on the November 2nd from 3 pm to 8 pm.

Aryan announced a Supreme Court Panel held on November 2nd and invited those in attendance to visit it.

10. Adjournment

Aryan, Governance Committee Chair, adjourned the meeting at 2:51 pm



ASI Board Vice Chair (Dec 8, 2023 14:33 PST)

Aida Aryan, Governance Committee Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2023-2024

11/02/2023 GOVERNANCE Committee Roll Call

Attendance	Board Members			
			Present	Absent
CHAIR/VICE CHAIR/ HHD	ARYAN	AIDA	1	
ECS	AYALA	JONATHAN	1	
NSM	FURTADO	NIC	1	
CBE	MORALES	SUZETTE	1	
HHD	RAMIREZ-RIVERA	ANDREA	1	
			Present	Absent
			5	1

QUORUM 4

Attendance	Liaisons			
			Present	Absent
ASI VICE PRES	AWADALLA	MAYSEM	1	
DIR SG	HESGARD	REBECCA	1	
BOD CHAIR	RUBIO	BRIAN	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez
 Chair Designee: Rubio

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Final Audit Report

2023-12-20

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By:	Susan Collins (sucollins@fullerton.edu)
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-  Document created by Susan Collins (sucollins@fullerton.edu)
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ASI Policy Review Guidelines

Governance Committee
November 2023

Overview

- Purpose of the Policy Review
- Overview of Existing Corporate Policies
- Proposed Methodology
- Sample Schedule

Purpose of the Policy Review

- ASI shall develop a written systematic procedure for reviewing all policies to ensure they are current and applicable in accordance with any State/Federal statutory requirements, CSU system policies, campus policies and subject to ASI articles of incorporation, bylaws and operational requirements.

Current Policy Statements

ASI Elections

ASI Programming

ASI Research Grants

Asset Management

Board of Directors Operations

Composition and Duties of
Commissions

Corporate Budget

Corporate Management

Corporate Procurement

Employee Conduct

Escheatment

Executive Officers Operations

Executive Senate

Facility Operations

Flexible Work Arrangements

Funding Provided to Students & Student Orgs

Fundraising

Harassment

Interaction with Minors

Investments and Reserves

Performance Management

Professional Employee Compensation

Scholarships

Social Media

Student Appointments

Student Employee Compensation

Student Leader Travel

Student Leaders Financial Awards

Proposed Methodology

- Implement a 3-year review timeline for current and new policies
- Develop standard operating procedures for the review and implementation, including the following:
 - ❖ Review the schedule with ASI Executive Management.
 - ❖ Review the schedule with the Governance Committee.
 - ❖ Work with subject matter experts and primary departments/areas of responsibility to ensure timely review and amendment.
 - ❖ All policy amendments require management review, Committee review and approval, and final Board approval for implementation.
 - ❖ Approved policy amendments shall be posted on the ASI website and filed in the applicable resource drive for reference and consideration within one week of final approval.

SAMPLE SCHEDULE

ASI Policy Review Schedule 2023-2026

Policy Title:	Approved	Last Revision	Next Review	Department
Corporate Procurement	4/23/2019	4/20/2021	SP 2024	FS
Escheatment	10/11/2016		SP 2024	FS
Investments and Reserves	5/8/2018	4/20/2021	SP 2024	FS
Corporate Management	9/12/2017		SP 2024	HR
Harassment	5/9/2017		SP 2024	HR
Performance Management	10/17/2017	12/3/2019	SP 2024	HR
Professional Employee Compensation	11/29/2016	11/5/2019	SP 2024	HR
Student Employee Compensation	11/29/2016	11/5/2019	SP 2024	HR
Interaction with Minors	3/7/2017		SP 2024	HR - CA
Fundraising	5/8/2018		SP 2024	OO
Composition and Duties of Commissions	12/5/2017	4/20/2021	SP 2024	SG
Asset Management	5/8/2018	4/20/2021	F 2024	FS
Social Media	5/9/2017	4/20/2021	F 2024	MKTG
ASI Elections	2/12/2019	4/20/2021	F 2024	SG
Executive Senate	11/28/2017	4/20/2021	F 2024	SG
Student Appointments	9/19/2017	4/20/2021	F 2024	SG
Student Leader Travel	5/8/2018	4/20/2021	F 2024	SG
Student Leaders Financial Awards	5/8/2018	5/3/2022	SP 2025	SG
Facility Operations	4/4/2023		F 2026	AED-FAC DIR
ASI Research Grants	4/3/2018	10/17/2023	F 2026	CA
Scholarships	10/3/2023		F 2026	CA
Corporate Budget	9/5/2017	5/2/2023	F 2026	FS
Employee Conduct	3/7/2017	10/6/2023	F 2026	HR
Flexible Work Arrangements	5/2/2023		F 2026	HR
Executive Officers Operations	3/19/2019	5/2/2023	F 2026	SG

Questions?



TITAN STUDENT UNION

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