

Associated Students Inc.



Governance Committee

Thu Sep 12, 2024 2:30 PM - 3:45 PM PDT

1. Call to Order

Brian Rubio, Chair, called the meeting to order at 2:31 pm

2. Roll Call

Members Present: Daga, Nebedum, Neeki, Rubio, Walkley

Members Absent: None

Liaisons Present: Hannoun, Hesgard, Ong

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

(Walkley-m / Daga-s) The Agenda was approved by unanimous consent

4. Approval of Minutes

a. 8/29/2024 Governance Committee Meeting Minutes

(Neeki-m / Nebedum-s) The August 29, 2024, Governance Committee Meeting Minutes were approved by unanimous consent.

5. Public Speakers

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

None

6. Reports

a. Chair

Rubio, Chair welcomed everyone. He mentioned that there were no significant updates but emphasized the importance of punctuality for future meetings.

b. Director, Student Government

Hesgard expressed appreciation for those who participated in the recent resource fair. She highlighted the ongoing promotion of the ASI scholarships program, which is open now through October 14th, and encouraged everyone to spread the word.

Hesgard mentioned that ASI would hold its second Audit Committee meeting on Tuesday, September 17th, and reminded attendees about the Convocation event on September 19th, where President Rochon will address the campus community.

7. Unfinished Business

a. None

8. New Business

a. Discussion: Policy Review

The Committee will receive information on the ASI policy review process and schedule

Rubio, Chair, yielded the floor to Collins, Associate Director of Corporate Affairs, to discuss the policy review processes.

Collins began by clarifying the difference between policy statements, which require board approval, and procedures, which outline the processes leading to that approval.

Collins emphasized the importance of policies as written guidelines that govern the organization, ensuring compliance with regulations and operational requirements. She highlighted the need for regular reviews to keep policies relevant and up to date, noting that many policies hadn't been revisited since 2017. She introduced a three-year review process to help mitigate risks and maintain efficient operations, especially regarding the management of student fees.

Collins shared that there are currently 28 policy statements, which can be accessed on the ASI website under the Student Government section. She encouraged

committee members to familiarize themselves with these documents, as they would soon be reviewing and discussing updates.

She explained that the policy review process involves working closely with subject matter experts to make necessary changes before presenting them to the committee for approval. This collaboration ensures that all perspectives are considered, particularly in areas involving student government and funding.

Collins concluded by stressing the importance of thorough review and discussion by committee members to ensure that policies effectively support the organization and its mission. She wanted members to feel confident in the decisions made during this process, reinforcing the responsibility each member holds in maintaining the integrity and effectiveness of ASI policies.

Rubio, Chair, opened the floor to questions and points of discussion.

Rubio raised a question regarding the harassment and fundraising policies, noting that there haven't been any corrections made since their approval. Collins explained that the harassment policy was scheduled for review last year but was delayed due to insufficient time to complete the necessary work, particularly because recent legal changes have introduced additional protections. The Governance Committee is now focused on updating the policy to reflect these changes.

Hesgard added that the three-year review schedule is a relatively new initiative for ASI, which previously only updated policies as needed. She acknowledged that having multiple policies under review at once is unusual and that she aims to streamline the process, ideally reviewing only a few policies each semester.

Walkley sought clarification on the "OO" designation in the department column, which Collins clarified stands for Organizational Operations. Collins will plans to include a legend for clarity.

Collins emphasized that while the three-year review is currently a procedure, it may need to evolve into a formal policy due to inquiries from auditors. She mentioned that the timeline for reviewing specific policies, like student leader travel, involves initial management staff discussions to identify necessary edits before presenting them to the Governance Committee. Depending on the extent of changes required, the process might culminate in a discussion item in one meeting and an action item in the next. Collins confirmed that the review day is when the updated versions of the policies will be presented for consideration.

b. Discussion: Resolution Procedures

The Committee will review the process of drafting, reviewing and approving resolutions

Rubio, Chair, yielded the floor to Collins, Associate Director of Corporate Affairs, to discuss the importance of effective problem-solving within ASI.

Collins emphasized the cycle of identifying issues, analyzing situations, assessing available resources, designing solutions, implementing those solutions, and evaluating their effectiveness. Continuous evaluation of resolutions, such as those addressing the needs of indigenous students, black student success, and the LGBTQ+ community, is crucial to ensure progress and improvement.

Collins highlighted the significance of identifying issues through conversations with Board members, campus leaders, or relevant events. She encouraged collaboration among student members and stakeholders when addressing these issues. A structured approach, including developing a research plan and consulting advisors, is essential before proceeding with any proposed resolution.

The preparation phase involves thorough research, weighing the pros and cons of potential resolutions, and engaging with experts to gather insights. After sharing findings with the team, it is important to determine whether a resolution is warranted while maintaining communication with chairs and advisors throughout the process.

Collins outlined the structure of resolutions, which should clearly define the problem, outline proposed solutions, and detail the associated costs and resources. She stressed that all resolutions must be reviewed by ASI Administration before submission to committees or boards, ensuring that key stakeholders are informed of any actions taken.

Following approval of a resolution, it is necessary to establish a timeline for status updates and monitor ongoing progress. Collins concluded by urging participants to be familiar with open resolutions and to consider collaborative solutions beyond formal resolutions.

Rubio, Chair, opened the floor to questions and points of discussion.

Nebedum inquired whether a resolution should be drafted by one student or a group of students. Collins clarified that while typically one person takes the lead in writing the resolution, collaboration is encouraged, and often a passionate individual will draft it, then seek input from others for refinement.

Daga asked about the initial steps for proposing a resolution. Collins recommended that Daga first meet with the chair, vice chair, and advisor to discuss the concept of

the resolution and its feasibility. She noted that if the issue is, for example, related to outdated computers in the College of Engineering and Computer Science, it's wise to consult the Dean and relevant college staff before proceeding with a resolution.

Walkley questioned whether committee members would need to abstain from voting on a resolution they drafted. Collins confirmed that members can vote on their own work unless there is a clear conflict of interest.

9. Announcements/Member's Privilege

Ong reminded members to volunteer for the Commissioners' committees, and emphasized the need for scheduling two one-on-one meetings for the semester. Members are encouraged to provide their availability soon.

Hannoun announced the upcoming sign-up sheet for tabling and requested assistance from all members to encourage participation from the Board of Directors and explore additional volunteer opportunities.

Hesgard highlighted the importance of civic engagement and urged members to help with ballot efforts. She mentioned that the team will be tabling at the farmers market on National Voter Registration Day next Tuesday, and encouraged members to contribute their time, even if briefly.

10. Adjournment

Rubio, Chair, adjourned the meeting at 3:42 pm



ASI Board Vice Chair (Oct 30, 2024 12:16 PDT)

Brian Rubio, Governance Committee Chair



Erika Perret-Martinez, Recording Secretary

Roll Call 2024-2025

09/12/2024 Governance Committee Roll Call

Attendance		Board Members		
			Present	Absent
CHAIR/NSM	RUBIO	BRIAN	1	
ECS	DAGA	KESHAV	1	
HSS	NEBEDUM	SOMI	1	
NSM	NEEKI	ARIANNA	1	
EDU	WALKLEY	BRIAN	1	
			Present	Absent
			5	0

Attendance	Liaisons			
			Present	Absent
ADVISOR/DSG	HESGARD	REBECCA	1	
ASI PRES.	HANNOUN	MEGAN	1	
ASI CHAIR	ONG	GAVIN	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez

Pres Designee:

Chair Designee: Jared Brown

QUORUM 4

Majority 3











gov_2024_09_12_min

Final Audit Report

2024-11-04

Created:	2024-10-22
By:	Susan Collins (sucollins@fullerton.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_Cfn7LJ2Y6vUEIWgPt6d-5YL84nbpYAq

"gov_2024_09_12_min" History

-  Document created by Susan Collins (sucollins@fullerton.edu)
2024-10-22 - 3:35:29 PM GMT- IP address: 137.151.113.4
-  Document emailed to ASI Board Vice Chair (asboardvicechair@fullerton.edu) for signature
2024-10-22 - 3:35:58 PM GMT
-  Email viewed by ASI Board Vice Chair (asboardvicechair@fullerton.edu)
2024-10-30 - 7:15:38 PM GMT- IP address: 137.151.175.115
-  ASI Board Vice Chair (asboardvicechair@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton
2024-10-30 - 7:16:19 PM GMT- IP address: 104.28.85.108
-  Document e-signed by ASI Board Vice Chair (asboardvicechair@fullerton.edu)
Signature Date: 2024-10-30 - 7:16:19 PM GMT - Time Source: server- IP address: 104.28.85.108
-  Document emailed to Erika Perret-Martinez (eriperret-martinez@fullerton.edu) for signature
2024-10-30 - 7:16:20 PM GMT
-  Email viewed by Erika Perret-Martinez (eriperret-martinez@fullerton.edu)
2024-11-04 - 2:55:22 PM GMT- IP address: 104.47.58.126
-  Erika Perret-Martinez (eriperret-martinez@fullerton.edu) has agreed to the terms of use and to do business electronically with California State University, Fullerton
2024-11-04 - 2:55:35 PM GMT- IP address: 137.151.176.51
-  Document e-signed by Erika Perret-Martinez (eriperret-martinez@fullerton.edu)
Signature Date: 2024-11-04 - 2:55:35 PM GMT - Time Source: server- IP address: 137.151.176.51
-  Agreement completed.
2024-11-04 - 2:55:35 PM GMT

ASI Policy Review Guidelines

Corporate Affairs
Committee Orientation
September 2024

Overview

- Policy Statement Purpose
- Policy Review Procedures
 - Existing
 - New
- Policy Update Process
- Schedule ~ Draft

Policy Statement Purpose

- Policy statements are written guidelines that outline regulatory requirements, company practices, and operational requirements of the corporation.

Policy Review Purpose

- ASI follows a 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.
- Policy statements help in mitigating risk and guiding and formalizing employee responsibilities

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

Where are Policy Statements Located?

- Policy statements are located on ASI's website under Student Government:
- <https://asi.fullerton.edu/student-government/#Policies>

Policies, Bylaws, & Resolutions

ASI policies, bylaws, and resolutions for student government. The PDFs below require Adobe Reader Version 9.40 or greater. This is a free program available from the [Adobe website](#). Follow the download directions on the Adobe website to get your copy.

+ Policies

+ Bylaws

+ Resolutions

Procedures

- ASI policy statements are reviewed every 3 years or as needed subject to a change in bylaws, regulations, business practice.
- Standard Operating Procedures for the development, review and implementation of ASI Policies:
 - ❖ Establish and review the schedule with ASI management/stakeholders.
 - ❖ Review the schedule with the applicable committees.
 - ❖ 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.

DRAFT SCHEDULE ~ FALL 2024

Policy Title:	Approved	Last Revised	Department	Committee	Review Date	
Asset Management	5/8/2018	4/20/2021	F 2024	FS	Finance	9/26/2024
ASI Elections	2/12/2019	4/20/2021	F 2024	SG	Governance	9/26/2024
Student Employee Compensation	11/29/2016	11/5/2019	F 2024	HR	Governance	10/10/2024
Professional Employee Compensation	11/29/2016	11/5/2019	F 2024	HR	Governance	10/10/2024
Composition and Duties of Commissions	12/5/2017	4/20/2021	F 2024	SG	Governance	10/24/2024
Social Media	5/9/2017	4/20/2021	F 2024	MKTG	Governance	10/24/2024
Harassment	5/9/2017		F 2024	HR	Governance	10/24/2024
Fundraising	5/8/2018		F 2024	OO/FS	Finance	11/7/2024
Student Appointments	9/19/2017	4/20/2021	F 2024	SG	Governance	11/7/2024
Interaction with Minors	3/7/2017	2/20/2024	F 2024	HR/ADMIN	Governance	11/7/2024
Student Leader Travel	5/8/2018	4/20/2021	F 2024	SG	Governance	11/21/2024
Scholarships						
Research Grants						

Questions?



**ASSOCIATED STUDENTS INC., CSUF
ASI POLICY DEVELOPMENT AND REVIEW
STANDARD OPERATING PROCEDURES**

SECTION 4: ASI POLICY DEVELOPMENT AND REVIEW

Purpose:

To document the process of establishing, reviewing, and revising ASI policy statements.

Criteria:

Policy statements are written guidelines that outline regulatory requirements, company practices, and procedures of the business. They enhance consistency, compliance, equity, and efficiency.

The ASI Board of Directors has established a systematic process for the review of new and existing policy statements to ensure accuracy, compliance and that they are up to date with applicable state/federal statutes, CSU system-wide policies, campus policies, articles of incorporation, bylaws, and operational requirements. These procedures outline the schedule and review process.

When to establish or review policies:

- Organizational Changes
- Changes to laws or regulations
- Critical incidents/violations of policy

Approved policy statements shall be posted on the ASI website and filed in the applicable resource drive for reference and consideration.

Procedures:

All policy statements require management review, Committee review and approval, and final Board of Directors approval for implementation.

I. New Policy Development and Review

Policy statements identify corporate requirements based on applicable statutes, regulations, articles of incorporation, bylaws, and standard business practices. Policy statements help in mitigating risk and guiding and formalizing employee responsibilities.

1. Evaluate the requirements to be outlined in policy format based on regulation, corporate governing documents, or changes to corporate structure.
2. Review existing policies to determine the need for a new policy, or revision to an existing policy.
3. If a new policy is needed, using the standard policy format, outline the requirements for the new policy.
4. Collaborate with all applicable departments to ensure all requirements are documented.
5. Review the draft policy with Executive Management.
6. Submit the new policy to Corporate Affairs to include in the policy review schedule for the Committee and Board of Directors consideration and approval.
 - a. Corporate Affairs will collaborate with stakeholders to determine the schedule for Executive Management, Committee, and Board review and approval.

7. New Policy Statements are presented to the Committee and Board without track changes.
8. Prepare a Resolution and summary overview of the purpose of the policy for presentation to the Committee and Board.
9. Submit the final approved policy and supporting documentation to Corporate Affairs for inclusion in the meeting packet.

II. Develop a Schedule for Review of Existing Policies

ASI shall review existing board approved policy statements on a 3-year basis, or as required based on regulatory or operational changes.

1. Establish a list of existing ASI policy statements and sort the list by date approved or last reviewed.
2. Identify the policies to be reviewed during the upcoming semester (fall or spring).
3. Categorize the list by Committee: Governance, Finance, or Facilities.
4. Categorize the sorted list by responsible department.
5. Outline the committee and board review schedule based on the proposed meeting dates.
6. Review the list and due dates with corporate stakeholders.
7. Set reminders for stakeholders to ensure due dates are met.
8. Share the schedule with the Committees and Board of Directors.

III. Review Requirements

Policy review and revision requires the following elements before submitting to the Committee or Board for consideration:

1. Identify who should be involved in the review process.
2. Review the existing policy for any changes or corrections.
 - a. Is the policy being implemented as intended?
 - b. Is the policy current and relevant?
 - c. Is the policy having the desired effect?
3. Confirm if there are any applicable regulatory or operational revisions and incorporate the updates into the policy.
4. Collaborate with any impacted departments to ensure that all edits are considered and incorporated.
5. Review the final edited policy with the Executive Director and Corporate Leadership.
6. Prepare a Resolution and a summary overview of any policy changes for presentation to the Committee and the Board.

If No Changes:

1. Notify Corporate Leadership that there are no changes and update the policy with the date of review.

Submit the edited, or if no changes, the final reviewed policy to the Corporate Affairs team. The policy will be added to the applicable Committee and forwarded on to the Board of Directors for consideration and approval.

IV. Policy Update Process

Once the Committee and Board of Directors have reviewed and approved the policy and any revisions, proceed with implementation of the policy as approved:

1. Accept all track-changes and edits and turn off track changes.
2. Save the new or updated policy in the Final policy folder.
3. Prepare the document to be posted on the ASI website.
4. Distribute the updated policy to applicable departments.
5. Update the policy review log to note the approval and posting dates.

Approved: 09/xx/2024
Revised:

**ASSOCIATED STUDENTS INC., CSUF
STANDARD OPERATING PROCEDURES**

SECTION 4: ASI RESOLUTION DEVELOPMENT AND REVIEW

Purpose:

To document the process of establishing, reviewing, and processing ASI resolutions.

Criteria:

Resolutions are the official stance of ASI. These important actions carry significant weight and impact both politically and culturally with campus and external stakeholders and interest groups.

Resolutions take on many forms including:

- A motion submitted in writing.
- An acknowledgement or form of recognition.
- An expression of an opinion of the organized society.
- A call to action around a specific issue.
- A formal request of an external organization.
- A formal process for corporate business.

Resolutions should not be taken lightly, should be vetted with stakeholders, and leadership.

Procedures:

All resolutions require management review, committee review and approval, and final Board of Directors approval for implementation.

I. Grounds for the “power” to author resolutions

According to Robert’s Rules a main motion is often offered as a resolution, either because of its importance or because of its length or complexity. Any resolution, and any long or complicated motion, should always be submitted in writing in advance of the meeting. (“motions vs resolutions - The Official RONR Q & A Forums”)

Purpose of a resolution:

- Advocate for students concerns from respective colleges or from CSU Fullerton students at large.
- Directors will engage the students from their college in discussion about relevant college-specific and/or university wide concerns.
- System-wide issues may request individual campus response/action.
- Act upon official corporate business.

The work before the resolution:

1. Identify the issue ~ issues can come from anywhere:
 - a. A concerned student or student organization.
 - b. A conversation with a fellow student leader.

- c. A conversation with a student leader, or an action under consideration at another campus.
 - d. A current event.
2. Discuss the issue or question with the Chair and an advisor to determine what rises to salience (the quality of being particularly noticeable or important).
 3. Determine if other students are interested in the issue.

Develop a research plan:

4. Develop a plan to research the topic to decide if a resolution is necessary.
5. Evaluate if the question or issue can be resolved through relationships and partnerships.
6. Determine if an existing policy statement addresses the advocacy work and/or demonstrates the organization's commitment.
7. Identify if there are existing resources in place to address the needs/concerns.
8. Research what other campuses have done with similar issues or questions.
9. Consider the cost(s).
10. Identify if there any system-wide policy or legislative constraints.

II. Drafting the Resolution

Once you have concluded your research, and it is determined that a resolution is necessary, prepare a draft using the standard ASI resolution template.

1. Outline the requirements to be included in the resolution.
2. Meet with the Chair, Vice Chair and Advisor to review and discuss your findings.
3. Decide if a resolution is appropriate.
4. If a resolution is needed, using the standard format, outline the requirements and proceed to draft the resolution.
5. Collaborate with stakeholders to ensure all resources and requirements are documented.
6. Review the draft policy with Executive Management.
7. Stay connected with the Chair, Vice Chair, and Advisor – provide status updates.
8. Prepare the resolution for Committee and Board action.
 - a. Review with Student Government.
 - b. Review with Corporate Management.
 - c. Submit to Corporate Affairs to schedule for Committee, and Board review and approval.
9. New Resolutions are presented to the Committee and Board without track changes.
10. Prepare a summary overview of the purpose of the resolution for presentation to the Committee and Board.
11. Submit the final approved resolution documentation to Corporate Affairs for inclusion in the meeting packet.

Components of a Resolution:

Whereas statements

1. introduce the topic of the resolution.
2. Provide history or context.
3. Provide the rationale for the "resolved" course of action.
4. Identifies the need or problem. This is the structure of a persuasive argument.
5. Should lead the reader to your conclusion – lay the groundwork.

6. Outlines the timeliness or urgency of the problem.
7. Summarizes the effect of the issue.
8. Be factual rather than speculative.
9. Provide or reference statistics.
10. Questions to ask:
 - a. Is what is referenced factual and verifiable?
 - b. What are your resource dates? Is the data within 10 years?
 - c. What audience was the reference document written for?
 - d. Does this add value to what you are presenting?
11. Only one fact, piece of information per "Whereas" statement.
12. Outline in chronological order.

Resolved statements.

1. Be clear about the stance being presented.
2. Be clear about the action being identified.
3. Each resolved clause must contain:
 - a. A declarative statement
 - b. Actionable request of ASI or
 - c. Actionable request to the campus or other outside entities
4. Consider if this issue requires ongoing monitoring – include the timeline for monitoring.
5. Who should know about this call to action.

III. Review Requirements

It is ASI's practice to review resolution documents semesterly. The ASI President works with campus stakeholders to present an update on open/ongoing resolutions until the applicable resolved statements are addressed.

- Remember a resolution is not necessary for every issue.
- Be aware of open/ongoing resolutions.

IV. Resolution Approval Process

Once the Committee and Board of Directors have reviewed and approved the resolution:

1. Send the document to the Chair and Board Secretary for signature.
2. Save the signed document in the Final corporate resolution folder.
3. Prepare the document to be posted on the ASI website.
4. Prepare the final resolution for distribution to applicable departments, stakeholders, and external representatives.
5. Update the corporate resolution log to note the approval and posting dates.

Approved: 09/xx/2024
Revised:



Resolutions

Corporate Affairs
Governance Committee Orientation
2024

Overview

- What is a Resolution and why it is needed?
- Before the Resolution:
 - Identifying an issue
 - Develop a research plan
 - Implement the research plan
 - Share your findings
- Components of the Resolution
- After the Resolution

What is it & why is it needed?

- It is a motion submitted in writing.
- It is an expression of an opinion of the organized society.
- It is a call to action around a specific issue.
- It is a written acknowledgement or form of recognition.
- It is a formal request of an external organization.
- It is a formal process for corporate business.

Robert's Rules of Order

According to Robert's Rules of Order Newly Revised:

A main motion is often offered as a resolution, either because of its importance or because of its length or complexity. Any resolution, and any long or complicated motion, should always be submitted in writing in advance of the meeting. (“motions vs resolutions - The Official RONR Q & A Forums”)

ASI Resolutions

Resolutions are the official stance of ASI. These important actions carry significant weight and impact both politically and culturally with campus and external stakeholders and interest groups.

- Should not be taken lightly!
- Vetted with appropriate leadership!

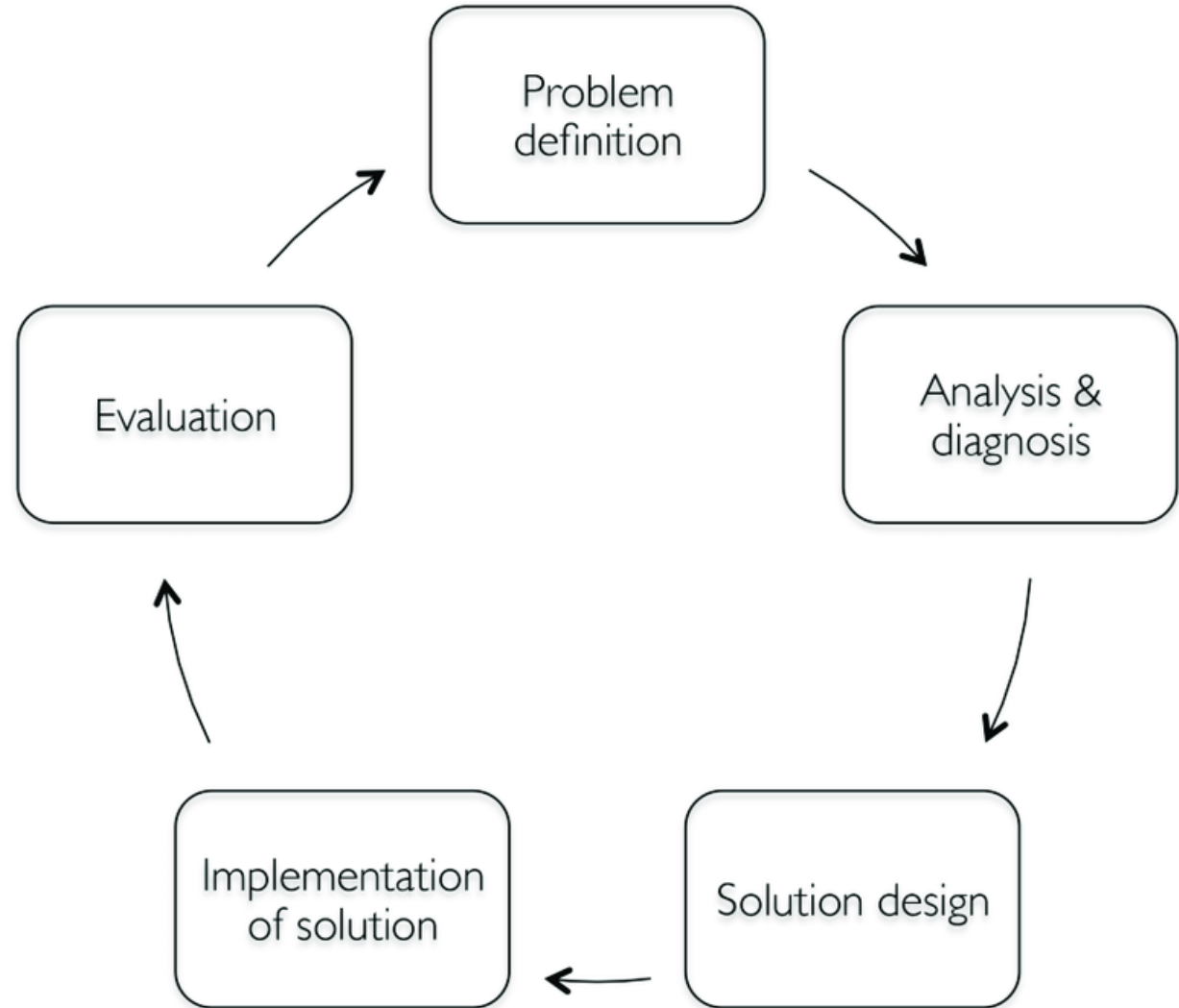
What are your grounds for the “power” to author resolutions?

- Advocate for students concerns from respective colleges or from CSU Fullerton students at large.
- Directors will engage the students from their college in discussion about relevant college-specific and/or university wide concerns.
- System-wide issues may request individual campus response/action.
- Act upon official corporate business.

The Work Before the Resolution

- Can I resolve this through relationships and partnerships?
- Can policy be the culmination of the advocacy work and the exhibit of what we have committed to?
- Is there existing resources in place to address the needs/concerns?

Cycle of Problem-Solving



Before the Resolution: Identify an issue

- Issue can come from anywhere
 - A concerned student or student organization
 - A conversation with a fellow board member
 - A conversation with another campus' student leader
 - A current event
- Discuss issues to see what rises to salience
 - Salience: the quality of being particularly noticeable or important
 - Is this current?
 - Is there an opportunity that you are looking to capitalize on?
- Identify other student members that are interested in the issue

Before the Resolution: Develop a Research Plan

- Set a meeting with the chair, vice chair and advisor to discuss the topic.
- Develop a plan to research the topic to decide if a resolution is needed.
- This research will also help in preparation if you reach the decision to write a resolution.

Before the Resolution: Implement the Research Plan

- Meet with experts and those in charge/control.
- Meet with constituency and stakeholder groups.
- Read up on the history and current status of the issue.
- See if you can find out what other campuses have done or are doing.
 - Remember each campus is different.
 - Even with the change that is made, ask “what was the cost of making that happen and how long did it take”.

Before the Resolution: Share Your Findings

- Meet with the chair/vice chair and advisor to review and discuss your findings.
- Decide if a resolution is appropriate.
- If it is, proceed to draft the resolution.
- Stay connected with the chair/vice chair and advisor – provide status updates.
- Prepare the resolution for committee & board action.

***Note, all resolutions should be reviewed with ASI administration before submission to committee or board for consideration.**

Components of a Resolution: Whereas Statements

- Begins by introducing the topic of the resolution.
- Provides the history or context.
- Provides the rationale for the “resolved” course of action.
- Identifies the need or problem - This is the structure of a persuasive argument.
- Should lead the reader to your conclusion – lay the groundwork.
- Outlines the timeliness or urgency of the problem.
- Summarizes the effect of the issue.

Components of a Resolution: Whereas Statements

- Be factual rather than speculative.
- Provide or reference statistics whenever possible.
- Questions to ask:
 - Is what is referenced factual and verifiable?
 - What are your resource dates? Within 10 years?
 - What audience was the reference document written for?
 - Does this add value to what you are presenting?
- Only one fact, piece of information per “Whereas” statement.
- Chronological order.

Components of a Resolution: Resolved Statements ... Call to Action

- This is the punchline!
- Be clear about the stance being presented.
- Be clear about the action being identified.
- Each resolved clause must contain:
 - (1) declarative statement... and
 - (2) actionable request of the ASI... or
 - (3) actionable request to the campus or other outside entities.
- Consider if this issue requires ongoing monitoring – include the timeline for monitoring.
- Who should know about this call to action.

After the Resolution: Action Planning

Current Practice

- The ASI President (and their team) works with campus stakeholders to present an update on open/ongoing resolutions every semester until resolved statements are addressed.

Challenge to you all:

- Remember a resolution is not necessary for every issue. Sometimes the best solution is a working partnership and conversation with campus partners/administration. Often the easiest and quickest solution.
- Be aware of open/ongoing resolutions.
- Be a part of the solution and support the work after the resolution.
- Identify how you can help.

Questions?



Image source: https://www.flaticon.com/free-sticker/problem-solving_6299781