Governance Committee Meeting Minutes

Associated Students Inc., California State University, Fullerton
8/28/2025 2:30 PMPDT
@ ASI Boardroom, Titan Student Union

Meeting Details

Meeting Called By: Mahak Ahmad, Chair
Meeting Type: Regular
Meeting Attendees: Members, Staff, Public
CSU, Fullerton students, and members of the public may submit comments regarding any item posted on this agenda, or matters of importance to the student body through the Public Comment Form. Comments will be reviewed by the Board Leadership, and submissions received prior to the meeting that are applicable to the governing body will be read during the meeting.

1. ## Call to Order (Ahmad)

   Chair Ahmad called the meeting to order at 2.33 p.m.

2. ## Roll Call

   Members Present: Ahamad, Camarillo, Gibbs, Quock, Salazar, Valdez
   Members Absent: Romero
   Liaisons Present: Hesgard
   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 end 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 the Agenda

   📄 Item 3 - gov_2025_08_28_age.pdf

   > **Motion:**
   > **The agenda was approved by unanimous consent.**
   >
   > Motion moved by Luisa Camarillo and motion seconded by Shay Quock.

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 of importance to students.
   There were no public speakers.

6. Reports

    A. Chair (Ahmad)

    Chair Ahmad welcomed members to the Governance Committee, stressed the importance of attendance, and noted two vacant Board of Director seats (Education and NSM) that needed to be filled as a top priority.

    B. Director of Student Government (Hesgard)

    Chair Ahmad yielded to Rebecca Hesgard, ASI Director of Student Government.
    Hesgard welcomed members to the first Governance Committee meeting and explained that her role is to share key ASI updates for members to promote to their student communities. She highlighted several major upcoming events: All Day ASI on September 4, the first *Beyond the Conversation* speaker event with Jon Chu later in September, and ASI's first Fall concert on October 4. She also announced that ASI Scholarships are now open, with applications due October 12, noting that over $100,000 in additional funding has been added this year. Hesgard encouraged members to spread the word about these opportunities.

7. Time Certain

    None

8. Unfinished Business

    None

9. New Business

    A. Discussion: Roles & Responsibilities (Ahmad)

    The Committee will discuss the roles and responsibilities of the Governance Committee and the goals for the year.
    Chair Ahmad yielded the floor to Rebecca Hesgard, ASI Director of Student Government.
    Hesgard welcomed members back and explained the purpose of the Governance Committee, noting that it differs from Finance. She outlined its core roles: overseeing ASI's guiding documents, making recommendations on bylaws and policies, and filling vacant board seats. She emphasized the importance of attendance to maintain quorum, as well as staying engaged, asking questions, and reaching out to student constituencies for feedback.
    She highlighted five key responsibilities for members: show up consistently, actively learn and engage with materials, represent and connect with their constituencies, embody the "prudent person" standard by acting responsibly and reasonably, and contribute to resolution review. The Committee, she noted, plays a critical role in shaping and refining resolutions before they reach the Board. She closed by reminding members that they can always reach out to her for guidance, especially when developing resolutions.
    Chair Ahmad opened the floor to questions.
    There were no questions.
    Chair Ahmad opened the floor to discussion.
    There were no points of discussion.

    📄 Item 9.A Governance Roles + Responsibilities 2025-2026.pdf

    B. Discussion: Resolution Process (Ahmad)

    The Committee will review the process of drafting, reviewing and approving resolutions.
    Chair Ahmad yielded to Susan Collins, Assistant Director of Corporate Affairs.

Collins focused on the importance of resolutions, emphasizing that they take time to develop and should be started early. Collins explained that resolutions are formal motions used to guide ASI's work on budgets, policies, and advocacy, and they must be well-researched, collaborative, and focused on broader student issues rather than individual concerns. She outlined the basic structure introductions, "whereas" statements with context, and "resolved" statements with clear recommendations stressing that requests must be specific and actionable. She encouraged members to review past resolutions, involve partners, and approach the process thoughtfully, reminding them that not every issue requires a resolution, but when needed, they should be timely, thorough, and student-driven.

Chair Ahmad opened the floor to questions.

- Gibbs asked how research could be conducted to determine the importance of a resolution and whether students genuinely care about it.
  Collins responded that if an issue arises, the first step is to do some initial research and have conversations with the right people, such as deans, associate or assistant deans, or ASI leaders like Rebecca or Jeff. These discussions can provide context, clarify whether the concern is common, and help determine whether further action or investigation is needed.

Chair Ahmad opened the floor to discussion.
There were no points of discussion.

📄 [Item 9.B Resolutions-Governance Training 2025.pdf](#)

C.   Discussion: Policy Review Schedule (Ahmad)

The Committee will discuss the ASI policy review process and schedule.
Chair Ahmad yielded the floor to Susan Collins, Assistant Director of Corporate Affairs.
Collins gave a brief overview of the policy review process, noting that ASI was responsible for keeping policies current, developing new ones as needed, and retiring outdated ones. She explained that policies existed to translate laws, CSU system requirements, and corporate obligations into practical processes that staff could follow without constantly referring to legal codes. Collins reminded the Committee that the board had approved a three-year review cycle, though urgent updates could be brought sooner.
She highlighted that the first policy under review for the fall was the ASI Research Grants policy, developed with input from campus partners and student research organizations. Policies were drafted or amended with subject matter experts, reviewed by corporate leadership, brought to the Committee for discussion, and then advanced to the Board for approval before being posted publicly. Collins encouraged members to review upcoming policies on the website and noted that changes would be provided in redline format, along with accompanying resolutions. She concluded by reminding the Committee to remain flexible, as adjustments might be required to meet internal control requirements.
Chair Ahmad opened the floor to questions.

- Quock asked why the upcoming policy review on student model employment compensation was under Governance and whether it would eventually move to Finance.
  Collins explained that it fell under Governance because it was an HR policy about how students are compensated, not a financial matter.

- Salazar asked if the draft schedule included only policies that had not been updated in the past three years.
  Collins explained that some policies were overdue for review while others were being accelerated. She noted that the approval and revision dates are listed on each policy located on the website to provide guidance.

Chair Ahmad opened the floor to discussion.
There were no points of discussion.

📄 [Item 9.C ASI Policy Review Guidelines Presentation 2025.pdf](#)

10. Announcements / Member's Privilege

Chair Ahmad emphasized the importance of the Committee educating themselves on ASI's previous work regarding policies and resolutions. She encouraged members to embody the prudent person standard, stay engaged, ask questions, and bring forward ideas that reflect student needs. She also reminded the Committee that creating resolutions was a timely process and urged members to plan accordingly.

11. Adjournment (Ahmad)

Chair Ahamad adjourned the meeting at 3:23 p.m.

Approved by the Governance Committee 9/11/2025:

Mahak Ahmad
2025-09-26 16:24 UTC
Mahak Ahmad, Chair

Erika Perret-Martinez
2025-09-29 21:38 UTC
Erika Perret-Martinez, Recording Secretary

Roll Call 2025-2026

08/28/2025 Governance Committee Roll Call

Attendance			Board Members	
			Present	Absent
CHAIR/EDU	AHMAD	MAHAK	1	
HHD	CAMARILLO	LUISA	1	
CBE	QUOCK	SHAY	1	
COMM	ROMERO	LUCA		1
HSS	VALDEZ	EDWIN	1	
			Present	Absent
			4	1

Attendance			Liaisons	
			Present	Absent
DIR STU GOVT	HESGARD	REBECCA	1	
ASI PRES. *	GIBBS	TYLER	1	
ASI CHAIR*	SALAZAR	ARMANDO	1	
			Present	Absent
			3	0

QUORUM	4
Majority	3

*Recording Secretary: Erika Perret-Martinez
Pres Designee: Tyler Gibbs
Chair Designee: Armando Salazar

Governance Committee Meeting Minutes-08/28/2025

GOVERNANCE COMMITTEE

ROLES & RESPONSIBILITIES

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AGENDA

1 **What is the role of this committee? What is your role within it?**

2 **What are your responsibilities as a committee member?**

3 **What expectations are you being held to?**

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PURPOSE

governance
noun /ˈɡʌvənənts/ US

the way in which an organization is managed at the highest level, and the systems for doing this

https://dictionary.cambridge.org/us/dictionary/english/governance

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BYLAWS

The purpose of the ASI Governance Committee is to:

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

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

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HOW DO YOU CONTRIBUTE TO THE GOVERNING WORK OF THIS COMMITTEE?

RESPONSIBILITIES

1. Attendance
2. Willing to Learn
3. Stay Engaged
4. Outreach to Constituents
5. Embody the Prudent Person

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THE PRUDENT PERSON

1 Such a person acts sensibly, does things without serious delay, and takes proper but not excessive precautions.

2 The actions of a prudent person in a similar situation are the guide in determining whether an individual's actions were reasonable.

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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.

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ANY QUESTIONS?

Resolutions

Corporate Affairs

Governance Committee

2025

Overview

- What is a Resolution and why it is needed?
- Preparing for the Resolution
- Components of the Resolution
- After the Resolution

What is it & why is it needed?

What is it & why is it needed?

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.

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!
- Should be vetted with appropriate leadership!

The Work Before the Resolution

1. Define the Issue.
2. Conduct Research.
   - 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?
   - Are there existing resources in place to address the needs/concerns?
3. Develop or identify solution(s).
4. Review with stakeholders and leadership.

Components of a Resolution:

Whereas Statements:

- Introduce the topic of the resolution.

- Provides history or context.

- Provides the rationale for the "resolved" course of action.

- Identifies the need or problem.

- Outlines the timeliness or urgency.

- Summarizes the effect of the issue.

Components of a Resolution:

Resolved Statements ~ Call to Action:

- 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

Challenge to you all:

- Remember a resolution is not necessary for every issue.
- 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?

ASI POLICY REVIEW GUIDELINES

CORPORATE AFFAIRS

AUGUST 2025

OVERVIEW

- Policy Statement Purpose

- Policy Review Procedures

- Schedule ~ Draft

POLICY STATEMENT PURPOSE

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

➢ How things get done!

PROCEDURES

➢ ASI policy statements are reviewed every 3 years or as needed subject to a change in bylaws, regulations, business practice.

➢ Procedures for the development, review, and implementation of ASI Policies:

❖ Work with subject matter experts and primary departments/areas of responsibility to establish, review, and if applicable, amend policy documents.

❖ All policy documents (new or amended) require management review, Committee review and approval, and final Board approval for implementation.

❖ Approved policies are posted on the ASI website and made available to staff.

WHERE ARE POLICY STATEMENTS LOCATED?

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

DRAFT SCHEDULE ~ FALL 2025

Policy Title:	Committee Assignment	Committee Meeting
FALL 2025:		
ASI Research Grants	Governance	09/11/25
Harassment	Governance	09/25/25
Performance Management	Governance	10/09/25
Student Appointments	Governance	10/09/25
Professional Employee Compensation	Governance	10/23/25
Student Employee Compensation	Governance	10/23/25
Corporate Procurement	Finance	10/23/25
ASI Elections	Governance	11/06/25

QUESTIONS?