



Governance Committee Meeting Minutes

Associated Students Inc., California State University, Fullerton

9/11/2025 2:30 PMPDT

@ ASI Boardroom, Titan Student Union

Meeting Details

2:30 PM PDT - 3:45 PM PDT (75 min)

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

1. Call to Order (Ahmad)

Chair Ahmad called the meeting to order at 2:42 p.m.

2. Roll Call

Members Present: Ahamad, Camarillo, Quock, Romero, Valdez

Members Absent: None

Liaisons Present: Hesgard, Gibbs, Salazar

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 09 11 age.pdf](#)

Motion:

The agenda was approved by unanimous consent.

Motion moved by Shay Quock and motion seconded by Luisa Camarillo.

4. Approval of Minutes

A. 08/28/2025 Governance Committee Meeting Minutes

Motion:

The 08/28/2025 Governance Committee Meeting minutes were approved by unanimous consent.

Motion moved by Shay Quock and motion seconded by Luisa Camarillo.

5. Public Speakers

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

There were no public speakers.

6. Reports

A. Chair (Ahmad)

Chair Ahmad welcomed everyone to the second Governance Committee meeting and provided an update on vacancies. She noted that students from all three colleges had expressed interest, which supports diverse representation. Rebecca was actively reviewing applications, and recommendations were expected by the next Governance Committee meeting. Ahmad thanked members for their continued support.

B. Director of Student Government (Hesgard)

Chair Ahmad yielded to Rebecca Hesgard, ASI Director of Student Government. Hesgard noted that some information would overlap with the Finance Committee and referenced a recent email from the Executive Director regarding national and campus events, emphasizing the importance of personal support and highlighting ASI's CAPS liaison as a resource. She reminded members that ASI scholarship applications were open through October 12, with \$105,000 in additional funding, and encouraged wide student participation. She also mentioned the upcoming *Beyond the Conversation* event with Director John M. Chu, asking members to confirm attendance and asked members to schedule their two-on-ones. Hesgard shared that the ASI Wellness work group had held its kickoff meeting and that members would receive updates soon. She closed by reminding the Committee of a regular audit Committee meeting next Tuesday, followed by a special Board of Directors meeting, and asked members to ensure their attendance.

7. Time Certain

None

8. Unfinished Business

None

9. New Business

A. Discussion: Resolution to Amend Policy Concerning Research Grants (Ahmad)

The Committee will discuss a resolution to amend ASI Policy Concerning Research Grants.

Chair Ahmad yielded to Susan Collins, Assistant Director of Corporate Affairs.

Collins introduced the policy review cycle, explaining that some policies required review due to timing and others because of significant changes, beginning with the Research Grants policy.

She outlined the purpose and eligibility of research grants, which provides up to \$2,500 to undergraduate and graduate students with faculty advisor approval, and emphasized their


connection to student wellness through financial, emotional, and intellectual support. Collins explained that applications open in the Fall for Spring funding and that external offices assist in evaluating proposals. She noted recent federal regulatory changes requiring all grants to be processed through the Office of Financial Aid and Student Business Services, creating challenges in the past, and highlighted adjustments such as removing the \$50 increment rule and clarifying policy language. She asked members to review the updated policy for any additional considerations or clarifications.

Chair Ahmad opened the floor to questions.

- Salazar asked if students awarded research grants were required to provide receipts. Collins confirmed that recipients must submit receipts at the end of their research to reconcile expenses. She explained that any unused funds must be returned, and adjustments are made if actual costs differ from the awarded amount.
- Quock asked what happens to leftover research grant funds that are not used. Collins explained that ASI budgets \$25,000 annually for research grants, and any unused funds are returned to reserves.
- Chair Ahmad asked if there was a recommended timeline for students applying for research grants to avoid rushing at the end of the semester. Collins explained that ASI does not set timelines, as students are required to work with a faculty advisor and department chair who guide them through the process, while ASI's role is to provide funding support. Hesgard explained that this was the first policy the committee was reviewing and noted that policies would be reviewed at each meeting throughout the semester. She emphasized that during the discussion, members can provide feedback and suggest changes. Action items at the Board meetings should not involve significant further discussion. She added that Board meetings should only address new ideas raised outside of the Committee.

Chair Ahmad opened the floor to discussion.

- Camarillo suggested clarifying the policy language to emphasize that the funding is for research proposals, not travel grants. She noted that students may not read the full policy and recommended clearer wording to avoid confusion.
- Hesgard clarified whether the need for clearer language applied to the promotion of the Research Grant program or the policy itself and concluded that both would benefit from added clarification.

 [Item 9.A Resolution Amending Policy Concerning ASI Research Grants Fall 2025.pdf](#)

 [Item 9.A 2025 Policy Concerning ASI Research Grants Presentation.pdf](#)

10. Announcements / Member's Privilege

None

11. Adjournment (Ahmad)

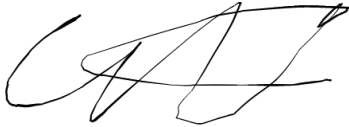
Chair Ahmad adjourned the meeting at 3:04 p.m.

Approved by the Governance Committee 9/25/2025:



Mahak Ahmad
2025-09-26 16:23 UTC

Mahak Ahmad, Chair



Erika Perret-Martinez
2025-09-29 21:35 UTC

Erika Perret-Martinez, Recording Secretary

Roll Call 2025-2026

09/11/2025 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
			5	0

QUORUM	4
Majority	3

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

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



Policy Concerning ASI Research Grants

Purpose

ASI Policy Concerning Research Grants is the first policy scheduled for review this semester. The purpose for the review is to address timely updates and amendments.

Student Benefits:

Emotional, Intellectual, & Financial Wellbeing!



Research Grants Overview

- Available to undergraduate and graduate students at CSUF.
- Awarded in Fall for Spring Research.
- Maximum grant is \$2,500 per applicant.
- Eligibility includes: continuing student, GPA, Faculty Advisor approval.
- Research can include any qualified research activity approved by the faculty advisor.



Resources & Reviews

- Office of Research & Sponsored Programs, Office of Undergraduate Research, Office of Graduate Research
- Research Grant Committee:
 - ASI Vice President, Chair
 - Chair or delegated representative of the College ICCs

Proposed Policy Revisions

1. Grant Guidelines: updated to reflect coordinating all research grants through the office of Financial Aid and Student Business Services.
2. Award Increments – Removed the \$50 increment restriction.
3. General Adjustments – Clarified applicant eligibility, grammar, and formatting.



Your review and consideration will ensure timely updates and amendments are completed.

Student Benefits:

Emotional, Intellectual, & Financial Wellbeing!



Questions

**A RESOLUTION TO AMEND ASI POLICY CONCERNING ASI RESEARCH GRANTS
Fall 2025**

Sponsor: Governance Committee

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 the ASI Board of Directors who 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 corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, ASI has long held as part of its mission statement to provide support for students and achieves this mission through offering research grant opportunities for current and continuing undergraduate and graduate students of Cal State Fullerton; and

WHEREAS, ASI amended the Policy Concerning ASI Research Grants in fall 2023; and

WHEREAS, a review of the policy identified the need to further clarify applicant eligibility requirements, address the requirement to coordinate Research Grant awards through the CSUF Office of Financial Aid and CSUF Student Business Services, to remove the requirement restricting awards to increments of \$50, and to address grammar and formatting corrections; therefore let it be

RESOLVED, ASI approves the amendments to the Policy Concerning ASI Research Grants; and let it be finally

RESOLVED, that this resolution be distributed to the ASI Executive Director, CSUF Office of Research and Sponsored Projects, the CSUF Office of Financial Aid, CSUF Student Business Services, and applicable ASI departments for appropriate action.

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

Joe Morales
Chair, Board of Directors

Luca Romero
Secretary, Board of Directors

POLICY CONCERNING ASI RESEARCH GRANTS

PURPOSE

The purpose of this policy is to provide guidelines for the administration of the Associated Students, Inc. (ASI) Research Grants. The ASI Research Grants are available to California State University Fullerton (Cal State Fullerton) graduate and undergraduate students from all fields of study involved in supervised research. The ASI Research Grants are administered by ASI Corporate Affairs. The application process begins during the Fall semester and the recipients of the grant are notified by the first week of the Spring semester.

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Commented [FJ1]: Won't let me add a comment...but the Funding page in table of contents needs to be emboldened to match the other entries.

WHO SHOULD KNOW THIS POLICY

- ☒ Budget Area Administrators
- ☒ Management Personnel
- ☐ Supervisors
- ☒ Elected/Appointed Officers
- ☐ Volunteers
- ☒ Grant Recipients
- ☒ Staff
- ☒ Students

DEFINITIONS

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

Terms	Definitions
Consumable items	Materials or products, which will be exhausted during the research process
Non-consumable items	Items determined to have a useful life extending longer than one year
Cumulative GPA	The grade point average earned by a student while attending Cal State Fullerton. GPA for units transferred from other universities is not included.
Graduate Student	A currently admitted student pursuing a graduate level master's or doctoral degree at Cal State Fullerton
Recipient	A Cal State Fullerton student applicant selected to receive a Research Grant award.

<u>Financial Aid</u>	<u>Financial Aid encompasses various forms of funding – including grants, scholarships, loans, work-study programs, etc. - designed to help students cover the costs of higher education.</u>
<u>Office of Financial Aid</u>	<u>The Office of Financial Aid at Cal State Fullerton coordinates payments to students that may include scholarships, grants, loans and work study programs. The office applies aid for students toward any outstanding amounts owed and distributes remaining funds to the student.</u>
<u>Student Business Services</u>	<u>As part of the Division of Administration and Finance, Student Business Services (SBS) operates as the university's cashiers. They collect, disburse, and allocate funds appropriately between students, banks, and other external funding sources.</u>

STANDARDS

REQUIREMENTS

The ASI Board of Directors established the ASI Student Research Grant program to support the academic research and creative activities of undergraduate and graduate students seeking a degree at [Cal State Fullerton](#). Grants are awarded in the fall for research being done in the spring semester. ASI does not provide funding to support faculty or staff research.

REVIEW

The ASI Research Grant Committee reviews all completed/submitted research grant proposals annually.

FUNDING

The maximum Research Grant allocation is \$2,500 per award, per applicant, unless otherwise recommended by the Research Grant Committee and approved by the ASI Board of Directors. The amount allocated for each Research Grant request will be determined by the Research Grant Committee.

Funds are awarded ~~in increments of \$50.00~~ based on the submitted research expense proposal. ASI does not fund the costs of printing thesis, telephone calls, lodging in a private/rental home, conference registration/travel or research/lab assistant wages.

ELIGIBILITY

Applicants must be enrolled for the fall and spring semesters as degree-seeking Cal State Fullerton students.

Awards allocated in the fall are for spring research projects. Retroactive funding is not allowed.

To be considered for funding:

- Undergraduate applicants must have a cumulative GPA of 2.0 or higher and have at least a 2.0 GPA for the fall semester and be in good academic standing.
- Graduate applicants must have a fall GPA of 3.0 and be in good academic standing.

Commented [FJ2]: how is this defined? should this apply for undergrads as well?

Applicants who received research grant funding in the prior year must have submitted the required ASI Student Research Grant Compliance Report.

- c. Applicant must secure a faculty advisor who will supervise or advise on the project and endorse the research proposal.

PROCESS

An extensive, one-time Research Grant application form is available through the link provided on the ASI website and through the application portal by approximately mid-October of each academic year. Academic research grants cover the spring semester.

Before submission to the ASI Research Grant Committee, all Research Grant Applications shall be reviewed and approved by the college Department Chair and Faculty Advisor of the student applicant.

ASI will provide funds for consumable and non-consumable items used during the research process, as approved by the Research Grant Committee. Consumable items are materials or products, which will be exhausted during the research process. Non-consumable items are those items determined to have a useful life extending longer than one year. Non-consumable items must be returned to the grant recipient's departmental office after the research is complete, but no later than June 30th of the academic year in which the research grant is ~~awarded, and~~ awarded and must be made available to students by said departments. *Non-consumables need to be directly relevant to the research and not presently available through the university.*

All Research Grant Funds must be spent during the academic year in which the Research Grant is awarded. Research Grant expense receipts MUST be submitted BEFORE the end of the academic year. An academic year begins on July 1st and ends on June 30th.

ASI will coordinate the distribution of research grants through the Office of Financial Aid at Cal State Fullerton and Student Business Services. All awards will be disbursed to student recipients in advance of the spring semester, before the research period begins.

Students must conduct their research in accordance with the approved purpose and intent of the research application and plan.

ASI Research Grant awards shall be approved by the ASI Executive Director or their designee, and the ASI Vice President.

COMMITTEE COMPOSITION

The ASI Research Grant Committee shall be composed of 10 members. The Committee members must include a Cal State Fullerton faculty member holding a doctoral degree, specializing in undergraduate and/or graduate research. The remaining members shall be students. Each College shall be represented by the chair or designee of its respective inter-club council. The ASI Vice President shall chair the Research Grant Committee.

Committee members shall be identified during the fall semester, before the close of the research grant application cycle. Committee members shall complete a research grant review and selection orientation before the closing of the application cycle.

**ASSOCIATED STUDENTS INC.,
CALIFORNIA STATE UNIVERSITY, FULLERTON**

POLICY STATEMENT

Application review and rating shall commence upon the closure of the application cycle. The final review and selection shall be conducted by the ASI Research Grant Committee.

ASI shall work with the Office of Sponsored Projects and Research to review and recommend applicants for grant funding.

DATE APPROVED: 04/03/2018

DATE REVISED: 10/17/2023
09/XX/2025