



Governance Committee Meeting Minutes

Associated Students Inc., California State University, Fullerton

10/9/2025 2:30 PMPDT

@ ASI Boardroom, Titan Student Union

Meeting Details

Meeting Called By: Mahak Ahmad

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 2:32 p.m.

2. Roll Call

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

Members Absent: None

Liaisons Present: Gibbs, Hesgard, Komiya

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 - fin 2025 10 09 age.pdf](#)

Motion:

The agenda was approved by unanimous consent.

Motion moved by Luisa Camarillo and motion seconded by Edwin Valdez.

4. Approval of Minutes

A. 9/25/2025 Governance Committee Meeting Minutes

[Item 4 - gov 2025 09 25 min.pdf](#)

Motion:

The 9/25/2025 Governance Committee Meeting Minutes were approved by unanimous consent.

Motion moved by Luisa Camarillo and motion seconded by Edwin Valdez.

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 opened the meeting by thanking everyone for their presence and engagement, reminding members to prioritize their mental and physical health during the midterm season and to utilize campus and ASI resources. She encouraged members to reach out to Board leadership for support. Ahmad noted that the meeting agenda includes presentations on ASI Research Grants and Harassment policy, urging members to stay engaged and ask questions. She also celebrated that the Governance Committee now has a full Board, and reminded everyone that three more meetings remain this semester.

B. Student Government Director (Hesgard)

Chair Ahmad yielded to Rebecca Hesgard, ASI Director of Student Government. Hesgard congratulated the Board on their engagement, acknowledged Mohawk's work as chair, and noted possible upcoming committee shifts. She reminded members of the ASI scholarship deadline (Oct 12, 2025) and the Map Your Voice initiative at the Farmers Market alongside the AICA Multicultural Fest. She praised the efforts on the ASI Wellness Initiative, thanked those hosting Cal State LA visitors, and reminded members that calendar invites are mostly optional, encouraging them to prioritize academics and their own wellness. She also noted access to a CAPS liaison for support and announced she will be out Oct 29—post Veterans Day, with advising staff covering in her absence.

7. Time Certain

None

8. Unfinished Business

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

The Committee will consider approving a resolution to amend the ASI Policy Concerning Research Grants.

GOV 005 25/26 (Camarillo-m/Valdez-s) A motion was made and seconded to approve the resolution to amend ASI Policy concerning Research Grants.

Chair Ahmad yielded the floor to Susan Collins, Assistant Director of Corporate Affairs. Collins reviewed a previously discussed policy, which had been postponed due to onboarding new Board members. She highlighted the key updates: scholarship disbursements must now go through Financial Aid and Student Business Services rather than ASI, and the previous \$50 increment limit for awards has been removed to avoid financial aid issues. Other changes were minor corrections and grammar fixes.

Chair Ahmad opened the floor to questions.

There were no questions.
Chair Ahmad opened the floor to discussion.
There were no points of discussion.
The committee moved to a roll call vote.

 [Item 8.A 2025 Policy Concerning ASI Research Grants Presentation.pdf](#)

 [Item 8.A Resolution Amending Policy Concerning Research Grants.pdf](#)

Motion:

GOV 005 25/26 Roll Call Vote: 5-0-0. The motion to approve the resolution to amend ASI Policy concerning Research Grants was adopted.

Motion moved by Luisa Camarillo and motion seconded by Edwin Valdez.

9. New Business

A. Discussion: Policy Concerning Harassment (Ahmad)

The Committee will review the Policy Concerning Harassment

Chair Ahmad yielded to Andrea Okoh, ASI Director of Human Resources.

Okoh explained that the updated ASI Anti-Discrimination, Harassment, and Retaliation Policy aligns with new CSU system standards and California laws. The policy, last updated seven years ago, expands protected categories (including caste, ancestry, gender identity, and expression), clarifies definitions, and establishes formal reporting processes and timelines. Complaints must now be resolved within 30 days, ensuring transparency and accountability. The revisions also introduce supportive measures such as temporary reassignment or counseling to protect employees during investigations. All full-time staff are now designated as responsible employees, legally required to report incidents to HR and the Office of Civil Rights and Equity. Overall, the updates aim to ensure a fully inclusive, compliant, and safe work environment for all ASI members.

Chair Ahmad opened the floor to questions.

- Romero asked whether harassment reports also cover individuals outside the organization.
Okoh confirmed they do, explaining that the policy protects all ASI employees, volunteers, and student leaders while performing ASI duties. If an external party such as a guest or vendor harasses an employee during an event, the employee still has the right to a safe working environment and can file a complaint. While investigations involving outside parties differ, ASI is still required to review and address the incident.

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

 [Item 9.A 2025 Policy Concerning Harassment Presentation.pdf](#)

 [Item 9.A ASI Policy Concerning Harassment draft - AO 10-3-2025.pdf](#)

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

10. Announcements / Member's Privilege

None

11. Adjournment (Ahmad)

Chair Ahmad adjourned the meeting at 2:58 p.m.



Mahak Ahmad
2025-10-23 20:56 UTC
Mahak Ahmad, Chair



Erika Perret-Martinez
2025-10-29 18:14 UTC

Erika Perret-Martinez, Recording Secretary

Roll Call 2025-2026

10/09/2025 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

Attendance			Liaisons	
			Present	Absent
DIR STU GOV.	HESGARD	REBECCA	1	
ASI PRES. *	GIBBS	TYLER	1	
ASI CHAIR *	KOMIYA	SARAH	1	
			Present	Absent
			3	0

*Recording Secretary: Erika Perret-Martinez

Pres Designee: Tyler Gibbs

Chair Designee: Armando Salazar

QUORUM	4
Majority	3

Roll Call Votes			005 Resolution to Amend Policy Concerning Research Grants		
			YES	NO	ABSTAIN
HHD	CAMARILLO	LUISA	1		
CBE	QUOCK	SHAY	1		
COMM	ROMERO	LUCA	1		
HSS	VALDEZ	EDWIN	1		
CHAIR/NSM	AHMAD	MAHAK	1		
			YES	NO	ABSTAIN
			5	0	0



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



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

Resolution from the 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 twenty-first day of October in the year two thousand and twenty-five.

Joe Morales
Chair, Board of Directors

Luca Romero
Secretary, Board of Directors



Policy Concerning Harassment, Anti- Discrimination, and Retaliation

Purpose

ASI Policy Harassment, Anti-Discrimination, and Harassment addresses the Fair Employment and Housing Act regarding employee rights at work. The purpose of this review is to address updates to the policy that have occurred in the past 7 years as well as integrate information from the Interim CSU Nondiscrimination policy.

Main Points:

Expanded protections and definitions, formalizing the process, and mandating support for employees..

Policy Overview

- Maintain a harassment-free work and educational environment for prohibiting unlawful harassment by employees, supervisors, or anyone conducting business with ASI
- Defines Harassment
- Outlines the reporting process for harassment
- Outlines corrective actions for harassment
- Prohibits retaliation for a harassment report or participating in an investigation.
- Last approved 05/09/2017



Resources & Reviews

- Interim CSU Nondiscrimination Policy (Updated 8/1/2024)
- California Legislation
 - SB 396, SB 1343, SB, 1300, AB 2869, AB 2770, CCCP § 527.8, California Fair Employment and Housing Act (FEHA)
- Legal Review

Proposed Policy Revisions

1. This policy update represents a comprehensive and formal alignment with the CSU System's new anti-discrimination standards and California Law.
2. Expanding protections and Definitions to align with State and CSU standards.
3. Formalizing the process for reporting by introducing specific, mandatory timelines and procedures.
4. Mandating support by establishing formal framework for “Supportive Measures” and clarifying reporting duties.



Proposed Policy Revisions

New Protected Statuses

- The list of protected statuses has been significantly expanded to include factors like caste, ancestry, color, and explicitly specifies nonbinary and transgender identities, ensuring our policy is fully inclusive and compliant.

Formalized Timelines

- The policy now features mandatory, concrete timelines for the formal complaint resolution process, ensuring every investigation is processed efficiently and transparently..
- Employees can now expect a formal determination on a complaint appeal to be completed within 30 Working Days of receipt, a clear process that holds us accountable for speed.



Proposed Policy Revisions

Supportive Measures

- We are introducing formal Supportive Measures—like changes to reporting lines, leaves of absence, and counseling referrals—which will be offered to all parties at the start of a complaint process.
- Regardless of whether a complaint is formally investigated, employees have a clear right to support to preserve your access to employment or assist you during the process.

New Definitions and Scope

- The policy introduces specific legal definitions for key terms like "Discrimination" and "Adverse Action," tying our internal process directly to external state and federal legal standards.
- This ensures the policy is not only internal guidance but a robust legal document that clearly defines what is and is not a violation.



Proposed Policy Revisions

New Protected Statuses

- All full-time ASI employees are explicitly categorized as **"Responsible Employees,"** mandating that we all report to the CSUF Office of Civil Rights and Equity when student employees or students are involved in allegations.
- **Managers and full-time staff must be aware of their mandatory reporting duty** to both ASI HR and the CSUF Office for Civil Rights and Equity, ensuring allegations involving students are handled with the greatest care and legal compliance.



Questions

POLICY CONCERNING HARASSMENT, ~~AND ANTI-DISCRIMINATION~~, AND RETALIATION

PURPOSE

It is the policy of the Associated Students, CSUF, Inc. (ASI) to maintain a work environment free from sexual harassment, as well as other unlawful harassment based on such factors as gender (~~or sex~~), race ~~or~~ ethnicity (including color, caste, or ancestry), religion (~~or religious creed~~), ~~color, sex, creed,~~ nationality, origin or ancestry, disability (physical or mental ~~disability~~), medical condition, age, sexual orientation, gender identity (including nonbinary and transgender), gender expression, genetic information, pregnancy, marital status, covered veterans status, or any other basis protected by federal, state or local law or regulation. The ASI maintains a strict policy that prohibits unlawful harassment by managers, supervisors, co-workers, or unlawful harassment of students by any ASI employee. Visitors to the campus, and workers employed by the University, by other auxiliaries, or by other public or private organizations engaged in business with the ASI, are expected to comply with this policy. ~~The purpose of this policy is to: (1) This policy familiarizes ASI's employees with the definition of unlawful harassment and discrimination and the forms it can take. This policy confirms that unlawful harassment and discrimination will not be tolerated and is contrary to the standards of conduct expected and required of the ASI's employees; and (2) make clear that employees who engage in unlawful harassment and/or discrimination are subject to possible disciplinary action which may include discharge. The ASI also provides regular training to its supervisors and managers regarding this policy.~~

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WHO SHOULD KNOW THIS POLICY

- | | |
|--|--|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Volunteers |
| <input checked="" type="checkbox"/> Management Personnel | <input checked="" type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Supervisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Students |

DEFINITIONS

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

Terms	Definition
<u>Complainant</u>	A person alleged to have been subjected to conduct that could constitute a violation of this policy. It also includes any person who is reported to have been impacted by a violation of this policy in cases where some other person has made a report on that person's behalf (this person may be referred to as the "Impacted Party"). A Complainant may also be called a Party to the Complaint.
<u>Respondent</u>	A person who is alleged to have violated this policy
<u>Discrimination</u>	Conduct that causes harm to a Complainant based on their actual or perceived Protected Status within the CSU's educational programs, activities, or employment which results in the denial or limitation of services, benefits, or opportunities provided by the CSU. Under this Nondiscrimination Policy, the definition of Discrimination includes:
<u>Harassment</u>	Conduct that is pervasive, repetitive, and that is sufficiently severe to alter the conditions of an employee's employment or a student's education or employment.
<u>Sexual Harassment</u>	Includes, but are not limited to, the following: Unwelcome verbal and nonverbal contact of a sexual nature that includes, but is not limited to: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and or/or suggestions that submission to or rejection of sexual advances will affect decision regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment. There are two kinds of Sexual Harassment, Quid Pro Quo Harassment and Hostile Work Environment Harassment.
<u>Quid Pro Quo Harassment</u>	Latin phrase translates to "something for something" or "this for that". It occurs when a supervisor or manager demands unwelcome sexual advances or favors in exchange for a job benefit (like a promotion or raise) or to avoid a negative consequence (like termination).
<u>Hostile Work Environment Harassment</u>	This occurs when conduct creates an offensive, hostile, or intimidating atmosphere that interferes with an employee's ability to do their job.
<u>Unlawful Harassment</u>	Harassment on the job that is in fact prohibited by provisions of state or federal law applicable to the ASI at the time the harassment occurs. This can include unwanted, unwarranted, or unsolicited physical or visual conduct that unreasonably interferes with an employee's performance or that creates an intimidating, offensive, or hostile working environment.
<u>Protected Status</u>	Legal term that refers to characteristics of a person that are protected from discrimination and harassment including: Age, Disability (physical or mental), Gender, Gender Identity (including Nonbinary or Transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Pregnancy or related conditions, Race or Ethnicity (including color, caste, or ancestry), Religion or Religious Creed, Sex (including Sex Stereotyping or Sex Characteristics), Sexual Orientation, and Veteran or Military Status.
<u>Retaliation</u>	Retaliation includes any adverse action taken against an employee for filing a complaint or supporting another employee's complaint under a variety of laws.
<u>Corrective Action</u>	Actions that are reasonably calculated to stop harassment.

1. HARASSMENT VS. DISCRIMINATION

For the purpose of this policy, unlawful harassment means harassment on the job that is in fact prohibited by provisions of state or federal law applicable to

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POLICY STATEMENT

~~the ASI at the time the harassment occurs. Subject to this general definition, unlawful harassment may include unwanted, unwarranted, or unsolicited verbal, physical, or visual conduct that unreasonably interferes with an employee's performance or that creates an intimidating, offensive, or hostile working environment. This may occur where:~~

- ~~• Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment or education.~~
- ~~• Submission to or rejection of the conduct by the individual is used as the basis of employment or education decisions affecting the individual.~~
- ~~• The conduct has the purpose or effect of having a negative impact upon the individual's work performance or of creating an intimidating, hostile, or offensive work or educational environment.~~

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Sexual Harassment is defined as unwelcome conduct of a sexual nature or negative remarks based on an individual's sex, gender, gender identity, or sexual orientation. This includes, but is not limited to, the following examples:

- Unwanted sexual advances or requests for sexual favors.
 - Physical conduct such as unwanted touching, hugging, or brushing against another's body.
 - Verbal conduct such as making sexual jokes, comments, or innuendos.
 - Nonverbal conduct such as displaying inappropriate pictures, sending sexually explicit messages, or unwelcome whistling or leering.
- Conduct constitutes harassment when it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. The **perception of the recipient** determines whether the behavior is unwelcome, regardless of the perpetrator's intent.

Employees who experience or witness conduct that may constitute sexual harassment are required and strongly encouraged to report the incident immediately through the established reporting procedure so that it may be promptly and effectively addressed

Under most circumstances, harassment refers to the type of conduct that is pervasive, repetitive, and that is sufficiently severe to alter the conditions of an employee's employment or a student's education or employment. It also may refer to a single incident that is sufficiently outrageous or harmful, in and of itself, that it substantially alters the conditions of an employee's employment or interferes with that individual's ability to perform job related responsibilities.

Employees also should not confuse harassment with supervision. Supervisors have the right and responsibility to define the job that they want an employee to perform, as well as the manner in which an employee must perform that job. Thus, close supervision of an employee (which includes, but is not limited to, counseling and warnings about job performance, inappropriate conduct, or other performance issues) is not considered to be an example of unlawful harassment. However, a supervisor or manager cannot condition receipt of work hours, wages, salary or income, or your continued employment on submission to sexual advances or to any sexual or other offensive activity.

Discrimination is adverse action against an employee because of their protected status.

- Adverse Action means an action engaged in by the Respondent that has a substantial and material adverse effect on the individual filing the complaint's ability to participate in a university program, activity, or employment. Minor or trivial actions or conduct not reasonably likely to do more than anger or upset an individual does not constitute an Adverse Action. An adverse employment action is any conduct or employment action that is reasonably likely to impair an employee's job performance or prospects for advancement or promotion.
- If Adverse Action is taken because of a individual's Protected Status, that means that the individual filing the complaint's Protected Status is a substantial motivating reason (but not necessarily the only reason) for the Adverse Action.
- An allegation that an Employee is receiving unequal pay because of their Protected Status (for example, under the California Equal Pay Act) constitutes a Discrimination Complaint under this anti-discrimination Policy.

2. EXAMPLES OF HARASSMENT

Harassment may take many forms and will vary with the particular circumstances.

• Harassment:

- May include, but are not limited to, verbal harassment (e.g., epithets, derogatory comments, or slurs), physical harassment (e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement), and visual forms of harassment (e.g., derogatory posters, cartoons, drawings, symbols, or gestures.). Single, isolated incidents will typically be insufficient to rise to the level of harassment

• Sexual Harassment

- unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes, but is not limited to, sexual advances, requests for sexual favors, offering employment benefits or giving preferential treatment in exchange for sexual favors, or indecent exposure, and any other conduct of a sexual nature where submission. Examples of unlawful sexual harassment prohibited by this policy may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting;
- pinching, hugging or repeated brushing against an individual's body; sexual assault; and or/or suggestions that submission to or rejection of sexual advances will affect decision regarding such matters as an

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~~individual's work assignments, status, salary, benefits or other terms or conditions of employment. Conduct that is part of a consensual relationship is not considered harassment. Nevertheless, a prior consensual relationship does not permit subsequent unwelcome or unwanted harassment.~~

~~3.2.~~ **REPORTING AND COMPLAINT PROCESS**

Employees are encouraged to report incidents of inappropriate or unwelcome conduct whenever it occurs. Employees and students are not required to wait for the conduct to be repeated or to worsen. Any incident of unlawful harassment, ~~or discrimination, and/or retaliation,~~ by any ASI employee or any other person conducting business with ASI, should be reported promptly to the employee's supervisor or manager and/or to the Human Resources Director, who will arrange for an investigation of the matter. Managers who receive complaints or who observe harassing conduct are required to immediately inform the Human Resources Director. An employee may contact Human Resources directly and is not required to complain first to their supervisor.

Investigation and Confidentiality

All reports of harassment will be taken seriously, investigated promptly, and handled with the highest degree of confidentiality possible. Information will only be disclosed on a "need-to-know" basis to facilitate the investigation and implement necessary corrective action.

Non-Retaliation

ASI strictly prohibits and will not tolerate any form of retaliation against an employee for making a good-faith report of harassment or for participating in an investigation. Any employee found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment.

ASI full-time employees are categorized as Responsible Employees on the CSUF campus by the Office of Civil Rights and Equity. As Responsible Employees in regard to reporting allegations involving student employees, they have a duty to report to the Office for Civil Rights and Equity when they know or have reason to know of allegations and/or acts that may violate the CSU Nondiscrimination Policy including Discrimination and Harassment based on any Protected Status, Sexual Harassment, Sexual Misconduct, Sexual Exploitation, Dating or Domestic Violence, Stalking, or related Retaliation.

Specifically, when the complaint involves two students who are also employees, a student employee and a student at large, or a student employee who is acting in their role of a student and not necessarily as an employee, the information will be reported to the Office of Civil Rights and Equity. The Human Resources Director and the Office of Civil Rights and Equity will work together if the investigation includes activities where the student is acting in their role as an employee. Managers should report to the Human Resources Director all complaints and the Human Resources Director will refer to Office of Civil Rights and Equity as needed.

All complaints of unlawful harassment are taken ~~seriously, and seriously and seriously~~ and are promptly and objectively investigated. If ASI begins an investigation, we will endeavor to keep the investigation confidential to the extent possible, including the names of complaining employees and witnesses. In the same way, anyone involved in an investigation of harassment has an obligation to keep all information about the investigation confidential. This is why ASI will only share information about a complaint of harassment with those who need to know about it. Failure to keep information about an investigation confidential may result in disciplinary action.

When the investigation has been completed, ASI will normally communicate the results of the investigation to the complaining employee, to the alleged harasser and, if appropriate, to others who are directly involved. If ASI's policy against harassment is found to have been violated, appropriate correcting action, up to and including termination, will be taken against the harasser so that further harassment will be prevented. Both the rights of the alleged harasser and the complainant will be considered in any investigation and subsequent action.

Timelines for the Formal Complaint Resolution Process

ASI will follow the timelines outlined in the CSU Interim CSU Nondiscrimination Policy – Student Respondent Procedures and Interim CSU Nondiscrimination Policy – Employee and Third-Party Respondent Procedures. These timeframes are as follows:

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<u>Stage</u>	<u>Timeframe</u>
<u>Complaint accepted or not accepted for investigation</u>	<u>Within 10 Working Days of the date of the intake or receipt of a written request for investigation (whichever is later)</u>
<u>Investigation – Review of Evidence Response Submission</u>	<u>10 Working Days from the date Preliminary Investigation Report sent to Parties</u>
<u>Investigation – Final Investigation Report</u>	<u>100 Working Days from the date the Notice of Investigation is sent to Parties</u>
<u>Appeal Submission</u>	<u>10 Working Days from date Notice of Investigation Outcome is sent to the Parties</u>
<u>Appeal Determination</u>	<u>30 Working Days after receipt of the written appeal</u>

No Retaliation

It is the obligation of all employees to cooperate fully in the investigation process. In addition, disciplinary action may be taken against any employee who is uncooperative or who attempts to discourage or prevent an employee from using the ASI's complaint procedure to report unlawful harassment. Retaliation by an ASI employee against any individual who makes a complaint of unlawful harassment is strictly prohibited. Similarly, any person who participates or cooperates in any manner in an investigation or any other aspect of the process described herein shall not be retaliated against. Retaliation is itself a violation of this policy and is a serious offense. Complaints regarding allegations of reprisal should be immediately brought to the attention of the Human Resources Director.

Supportive Measures

ASI will offer and coordinate Supportive Measures as appropriate for the Complainant and/or Respondent to restore or preserve that person's access to employment or to provide support during ASI's formal complaint resolution process or during the informal resolution process. Supportive Measures may include, but are not limited to: referrals to counseling; changes to employee reporting line; campus escort services; restrictions on contact applied to one or more Parties; leaves of absence; changes in work, regardless of whether there is or is not a comparable alternative; and training and education programs related to prohibited conduct. The HR Director will describe and offer Supportive Measures to Complainants during the initial assessment (even if no Complaint is made or the Complaint is ultimately not investigated), and to Respondents during an initial meeting. The HR Director and The Title IX Coordinator/DHR Administrator (for student investigations) is responsible for coordinating the effective implementation of Supportive Measures if requested and reasonably available.

4.3. CORRECTIVE ACTION

If unlawful harassment of, or by, an ASI employee is established, ASI will take action that is reasonably calculated to stop the harassment. In cases in which the alleged harasser is not an employee, ASI will take action to minimize the recurrence of any unlawful behavior.

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POLICY STATEMENT

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Discipline that ASI or the University may impose on an employee's behavior that violates this policy (or for other unprofessional conduct by an ASI employee) will follow the policy concerning performance management, may include, but is not limited to, reprimand, mandatory attendance at an unlawful harassment training program, suspension, demotion, or termination. Unlawful harassment by non-employees may result in restricting the harasser's access to campus, ASI facilities and activities.

DATE APPROVED: 05/09/2017



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A RESOLUTION TO AMEND ASI POLICY CONCERNING HARASSMENT
Resolution from the 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 Policy Concerning Harassment addresses requirements as outlined in the Fair Employment and Housing Act, California law, and the CSU anti-discrimination standards regarding employee rights at work; and

WHEREAS, ASI approved the Policy Concerning Harassment in spring 2017; and

WHEREAS, a review of the policy identified necessary revisions to expand protected status categories, align with CSU systemwide anti-discrimination standards, and formalize reporting processes; and

WHEREAS, further updates establish mandatory timelines and procedures for reporting, create a framework for supportive measures, and clarify reporting duties, in addition to addressing grammatical and formatting corrections; and

WHEREAS, the policy title shall be changed to Policy Concerning Harassment, Anti-Discrimination, and Retaliation to reflect expanded regulatory scope and compliance measures; therefore, let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Harassment, Anti-Discrimination, and Retaliation; and let it be finally

RESOLVED, that this resolution be distributed to the ASI Executive Director and applicable ASI departments for appropriate action.

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

Joe Morales
Chair, Board of Directors

Luca Romero
Secretary, Board of Directors