



# ASI Board of Directors Minutes

Associated Students Inc., California State University, Fullerton

12/2/2025 1:15 PMPST

@ ASI Boardroom, Titan Student Union

## Meeting Details

Meeting Called By: Joe Morales

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 and that are applicable to the governing body will be read during the meeting.

### 1. Call to Order (Morales)

Chair Morales called the meeting to order at 1:18p.m.

### 2. Roll Call

Members Present: Ahmad, Camarillo, Flowers, Guzman, Jarvis, Komiya, Lopez, Mallareddygari, Mendoza, Morales, Quock, Romero, Ryals, Salazar, Soriano, Suzer, Tran, Valdez

Members Absent: None

Liaisons Present: Edwards, Gibbs, Jain, Montano, Salguero, Syed

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 - bod 2025 12 02 age.pdf](#)

#### **Motion:**

**The agenda was approved by unanimous consent.**

Motion moved by Luisa Camarillo and motion seconded by Deniz Suzer.

### 4. Consent Calendar

**There were five items on the calendar. The Consent Calendar was adopted by unanimous consent.**

A. 11/18/2025 ASI Board of Directors Meeting Minutes

[Item 4.A - bod 2025 11 18 min.pdf](#)

- B. 10/30/2025 Facilities Committee Meeting Minutes  
[!\[\]\(694fcb4611893e9db5249daba48abfc1\_img.jpg\) Item 4.B fac 2025 10 30 min.pdf](#)
- C. 11/13/2025 Programs Assessment Committee Meeting Minutes  
[!\[\]\(8ec8d5dc48934930a762fecf6ecbe179\_img.jpg\) Item 4.C prog 2025 11 13 min.pdf](#)
- D. 11/20/2025 Finance Committee Meeting Minutes  
[!\[\]\(c34a15e67573dae8fbb88f4cbfb0f2e9\_img.jpg\) Item 4.D - fin 2025 11 20 min.pdf](#)
- E. 11/20/2025 Governance Committee Meeting Minutes  
[!\[\]\(41f06fdeabb4e5a71d06fe8f32a46127\_img.jpg\) Item 4.E gov 2025 11 20 min.pdf](#)

## 5. Public Speakers

*Members of the public may address the Board of Directors on any item appearing on this posted agenda or matters of importance to Cal State Fullerton students.*

Suzette Morales congratulated the Board on completing the first semester and shared that after returning from military training, she realized how much ASI's teachings, especially the eight dimensions of wellness, continued to influence her life and Coast Guard career. She expressed appreciation for the lasting impact ASI has on students and thanked the Board for continuing that work for future Titans.

## 6. Executive Senate Reports

Community Engagement Commission, Environmental Sustainability Commission, Lobby Corps Commission, Social Justice & Equity Commission, University Affairs Commission reports were provided to the Board.

[!\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\) Item 6 - Fall 2025 CEC Written Report.pdf](#)

[!\[\]\(de95854c7ee024cfadc48187bbb781b2\_img.jpg\) Item 6 - Fall 2025 ESC Written Report.pdf](#)

[!\[\]\(3211b5d1d968fc1665909b34f9f16010\_img.jpg\) Item 6 - Fall 2025 LCC Written Report.pdf](#)

[!\[\]\(6059a5aa8b4ca7bb793408023d6c6e42\_img.jpg\) Item 6 - Fall 2025 SJEC Written Report.pdf](#)

[!\[\]\(c50c8b7b2cc2cf9ff925edec0ee94c0d\_img.jpg\) Item 6 - Fall 2025 UAC Written Report.pdf](#)

## 7. Time Certain

### A. 1:30pm: Dr. Kevin Thacker Thomas, CAPS Healthy Minds

Chair Morales yielded to Dr. Kevin Thacker Thomas, CAPS Healthy Minds.

Dr. Thomas expressed enthusiasm for presenting new mental-health data alongside colleague Chelsea Rock. He thanked key leaders who supported the multi-year effort to launch the Healthy Minds Study, which provided insight into both students who use CAPS and those who do not. He summarized findings showing higher rates of depression, eating concerns, loneliness, and financial stress among CSUF students compared to national averages, while noting positive indicators such as students' strong commitment to "doing good". He highlighted barriers to seeking help, including emotional difficulty, time, cost, and a tendency to "handle it alone," and explained how mental-health challenges contribute to missed classes and lower academic performance. Using "Nina" as an example of an average student, he illustrated how these issues affect daily life and stressed the importance of using this data to inform the

Student Wellness Initiative. He closed by challenging the Board to consider how the findings should guide future decisions to better support student well-being.

Chair Morales opened the floor to questions.

- Quock asked whether the 2,900 surveyed students represented different colleges and class years.

Dr. Thomas explained that the sample was fully representative of the university's demographics, allowing the findings to be reliably extrapolated to the broader student population. Ryles then asked where the data would be used next. Dr. Thomas responded that the goal was to share the results widely across the campus to influence future conversations and initiatives, emphasizing that the data belonged to the entire university rather than just CAPS. He noted that executive reports had already been shared with campus leadership and welcomed opportunities to present the findings to additional groups.

- Syed asked whether international and graduate students were specifically represented in the survey and how CSUF's rates of depression and suicidal ideation compared with other CSU campuses.

Dr. Thomas explained that the current analysis only allowed comparison to national averages, as Healthy Minds had limited comparable CSU data outside of the COVID period. He noted that more CSU campuses would participate in the coming year, which would enable meaningful systemwide comparisons in the future. He added that while disaggregated data for international and graduate students had not yet been completed, breaking down the results by these demographics and by college was on CAPS' upcoming analysis list.

- Dr. Edwards thanked the presenters and said he was excited to see detailed data specific to CSUF. He explained that the wellness initiative had been guided for three years by similar research from a D.C. firm, which shaped the proposal. He added that the next step was using CSUF's own student data to inform architects and teams designing future buildings, services, and programs. He noted that the new report would be shared and that discussions would continue both within the group and with the design teams.

#### B. 2:00pm: Dr. Jessica Stern, Dean, College of Humanities and Social Sciences

Chair Morales yielded to Dr. Jessica Stern, Dean of the College of Humanities and Social Sciences.

Dr. Stern presented an overview and updates from the College of Humanities and Social Sciences, highlighting that it is the largest college on campus and offers approximately 55,000 course seats each semester, serving all students through general education. She explained the college's mission of examining how societies are structured and how individuals find meaning in work that is increasingly relevant in the age of AI. She outlined new and upcoming interdisciplinary minors, major initiatives such as "PubFest" and the "Low-Key Confused: HSS Explains" series, as well as the college's numerous centers and student opportunities. Dr. Stern also emphasized expanded advising resources, robust study-abroad programs, growth in the DC Scholars program, and efforts to support career readiness through Passage to the Future. She closed by noting recent faculty hires, including new tenure-track faculty in psychology and political science, as well as a cluster hire to expand Native American and Indigenous studies.

Chair Morales opened the floor to questions.

There were no questions.

 [Item 7.B HSS-2025 ASIPresentation v2.pdf](#)

8. Unfinished Business

None

9. New Business

A. Action: Resolution to Accept Titan Youth Summer Camp Assessment Report (Programs Assessment)

*The Board will consider accepting the Titan Youth Summer Camp Program Assessment Report.*  
**BOD 040 25/26 (Programs Assessment Committee) A motion was brought to the Board of Directors from the Programs Assessment Committee to approve the resolution accepting the Titan Youth Summer Camp Assessment Report.**

Chair Morales yielded to Luca Romero, Programs Assessment Committee Chair.

Romero reported that the Programs Assessment Committee reviewed the Titan Youth Summer Camp following the previous meeting's resolution. He explained that the SRC operates the camp for children aged 5–12 and serves students, faculty, staff, and community families, with 90% of participants coming from off-campus community families. He noted that SRC Director J.P. Gale presented data showing strong satisfaction and that the program has been profitable since 2023. Gale recommended improvements, including pursuing national accreditation, strengthening staffing, reassessing the length of the summer program, and boosting marketing to campus users. The Committee recommended that the program continue and asked ASI to consider addressing these recommendations.

Romero yielded to Dr. Dave Edwards, ASI Executive Director.

Dr. Edwards provided context on the Programs Assessment Committee, explaining that it reviews ASI programs throughout the year, evaluating departments or program areas rather than one-time events. He noted that the Board determines which services ASI provides, such as the decision five years ago to establish the Food Pantry, and therefore should periodically assess whether these programs still meet student needs. He added that the Committee reviews a few programs each semester and reports back with recommendations to continue, modify, or discontinue them.

Chair Morales opened the floor to questions.

There were no questions.

Chair Morales opened the floor to discussion.

There were no points of discussion.

The Board moved to a roll call vote.

 [Item 9.A Resolution to Accept SRC TYSC Programs Assessment Committee Report 2025.pdf](#)

 [Item 9.A TYSC.PAC.10.30.25.pdf](#)

**Motion:**

**BOD 040 25/26 (Programs Assessment Committee) Roll Call Vote: 18-0-0. The motion to approve the resolution accepting the Titan Youth Summer Camp Assessment Report was adopted.**

B. Action: Resolution to Accept AICA Social Justice Week Assessment Report (Programs Assessment)

*The Board will consider accepting the AICA Social Justice Week Program Assessment Report.*

**BOD 041 25/26 (Programs Assessment Committee) A motion was brought to the Board of Directors from the Programs Assessment Committee to approve the resolution accepting the AICA Social Justice Week Assessment Report.**

Chair Morales yielded to Luca Romero, Programs Assessment Committee Chair.

Romero reported on the Programs Assessment review of the AICA Social Justice Week program, noting that AICA, part of ASI Student Programs and Engagement, has grown the event from a workshop series into a week-long program featuring interactive sessions, weekend events, and a keynote linked to Beyond the Conversation. This year, it drew over 700 in-person attendees and 1,200 virtual replays. Austin Ysais, Director of Student Programs and Engagement recommended expanding virtual formats and strengthening campus partnerships, and the Committee supported continuing the program with an emphasis on strategic marketing, budget review, and virtual opportunities.

Romero yielded to Dr. Dave Edwards.

Dr. Edwards added that although the two assessments appeared back-to-back in this meeting, they were completed in different months, and he highlighted AICA's collaboration with HRIE and other campus partners.

Chair Morales opened the floor to questions.

There were no questions.

Chair Morales opened the floor to discussion.

There were no points of discussion.

The Board moved to a roll call vote.

 [Item 9.B Resolution Accepting the AICA Social Justice Week Programs Assessment Report Fall 2025.pdf](#)

 [Item 9.B SJW PAC.pdf](#)

**Motion:**

**BOD 041 25/26 (Programs Assessment Committee) Roll Call Vote: 18-0-0. The motion to approve the resolution accepting the AICA Social Justice Week Assessment Report was adopted.**

C. Action: Resolution for Approval of 2026-27 Titan Student Union User Fees (Finance)

*The Board will consider approving the 2026-2027 Titan Student Union User Fees.*

**BOD 042 25/26 (Finance Committee) A motion was brought to the Board of Directors from the Finance Committee to approve the 2026-27 Titan Student Union User Fees.**

Chair Morales yielded to Shay Quock, Finance Committee chair.

Quock reported on the proposed 2026–27 TSU user fee updates, noting that the TSU supports thousands of events, free programs, the pantry, and over 800,000 annual guests, making sustained operational quality essential. He explained that the review considered budget needs, efficiency, minimum wage increases, market comparisons, and future programming. The proposed changes are minimal, with small adjustments to cost-recovery rates for the Titan Theater and Sterns Meeting Room, no changes to student or student-org rates, and the removal of Foosball and Shuffleboard fees due to low usage and high transaction costs.

Quock yielded to Dr. Dave Edwards, ASI Executive Director.

Dr. Edwards added that while most ASI services remain free, some require cost recovery—full cost for campus departments, subsidized rates for student groups, and higher fees for external users. He confirmed that the Director of the Student Union and her team conduct detailed cost analysis yearly and that this year's TSU fee adjustments remain minor, reflecting only what is needed to maintain affordable student access.

Chair Morales opened the floor to questions.

- Syed requested brief clarification about the specific fees previously charged for foosball and shuffleboard, requesting that the fee chart be pulled back up for reference.

Chair Morales opened the floor to discussion.

There were no points of discussion.

The Board moved to a roll call vote.

 [Item 9.C Resolution for Approval of TSU Fees 2026 27.pdf](#)

**Motion:**

**BOD 042 25/26 (Finance Committee) Roll Call Vote: 18-0-0. The motion to approve the 2026-27 Titan Student Union User Fees was adopted.**

- D. Action: Resolution to Amend Policy Concerning Professional Employee Compensation (Governance)

*The Board will consider approving amendments to the ASI Policy Concerning Professional Employee Compensation.*

**BOD 043 25/26 (Governance Committee) A motion was brought to the Board of Directors from the Governance Committee to review the resolution to amend the Policy Concerning Professional Employee Compensation.**

Chair Morales yielded to Mahak Ahmad, Governance Committee Chair.

Ahmad summarized the proposed revisions to the professional employee compensation policy, noting updates that align leave benefits with current state and federal laws, clarify initial compensation procedures, and add holiday updates such as Juneteenth. She shared that Human Resources Director Andy Okoh provided a clear overview.

Ahmad yielded to Dr. Dave Edwards, ASI Executive Director.

Dr. Edwards added that ASI regularly reviews its staffing policies and that these revisions maintain a comprehensive compensation plan while expanding benefits to support employee retention and recruitment.

Chair Morales opened the floor to questions.

There were no questions.

Chair Morales opened the floor to discussion.

There were no points of discussion.

The Board moved to a roll call vote.

 [Item 9.D 2025 Policy Concerning Professional Employee Compensation.pdf](#)

 [Item 9.D Resolution Amending Policy Concerning Professional Employee Compensation Fall 2025.pdf](#)

**Motion:**

**BOD 043 25/26 (Governance Committee) Roll Call Vote: 18-0-0. The motion to approve amendments to the Policy Concerning Professional Employee Compensation was adopted.**

- E. Action: Resolution to Amend Policy Concerning Student Employee Compensation (Governance)

*The Board will consider approving amendments to the ASI Policy Concerning Student Employee Compensation.*

**BOD 044 25/26 (Governance Committee) A motion was brought to the Board of Directors from the Governance Committee to approve amendments to the Policy Concerning Student Employee Compensation.**

Chair Morales yielded to Mahak Ahmad, Governance Committee Chair.

Ahmad reported on proposed revisions to the ASI student employee compensation policy, noting updates were made to the policy to align with state and federal leave laws, clarify salary classifications and reclassification procedures, and improve academic-related benefits for student employees. She added that the Committee sought clarification on eligibility for the graduation regalia program, confirming that any former ASI student employee who completed at least two semesters would still qualify.

Ahmad yielded to Dr. Dave Edwards, ASI Executive Director.

Dr. Edwards added that many revisions were required for legal updates, but emphasized ASI's broader effort to strengthen support for student employees. He highlighted existing programs, such as book vouchers and paid study time, now available after only two semesters of work, and introduced a new benefit that would cover graduation regalia for student employees who meet the service requirement.

Chair Morales opened the floor to questions.

- Suzer inquired whether the book voucher benefit would now be transferred into the new \$250 SmartAccess textbook program and how it would be applied. Dr. Edwards clarified that instead of issuing a physical bookstore voucher, as done previously, ASI would provide the equivalent dollar amount directly to the student, allowing them to apply it toward the SmartAccess charge on their account.

Chair Morales opened the floor to discussion.

There were no points of discussion.

The Board moved to a roll call vote.

 [Item 9.E Resolution Amending Policy Concerning Professional Student Employee Compensation Fall 2025.pdf](#)

 [Item 9.E 2025 Policy Concerning Student Employee Compensation.pdf](#)

**Motion:**

**BOD 044 25/26 (Governance Committee) Roll Call Vote: 18-0-0. The motion to approve amendments to the Policy Concerning Student Employee Compensation was adopted.**

F. Action: Resolution to Amend Policy Concerning Student Leader Appointments (Governance)

*The Board will consider approving amendments to the ASI Policy Concerning Student Leader Appointments.*

**BOD 045 25/26 (Governance Committee) A motion was brought to the Board of Directors from the Governance Committee to approve amendments the Policy Concerning Student Leader Appointments.**

Chair Morales yielded to Mahak Ahmad, Governance Committee Chair.

Ahmad summarized the proposed updates to the student leader appointments policy, noting revisions to reflect current programs and titles, clarify policy purpose and board oversight, and update eligibility requirements. She said the Committee had a thoughtful discussion and

strongly supported requiring executive officers to appear in person at the June Board meeting before starting their roles.

Ahmad yielded to Dr. Dave Edwards, ASI Executive Director.

Dr. Edwards added that many revisions involved cleaning up outdated language and aligning the policy with newer structures such as the governance ambassador program. He explained that the updates aimed to ensure consistency with the elections policy and to modernize appointment processes that had not been reviewed since 2021.

Chair Morales opened the floor to questions.

There were no questions.

Chair Morales opened the floor to discussion.

There were no points of discussion.

The Board moved to a roll call vote.

 [Item 9.F Resolution to Amend Policy Concerning Student Appointments.pdf](#)

 [Item 9.F Presentation PC Student Appointments.pdf](#)

**Motion:**

**BOD 045 25/26 (Governance Committee) Roll Call Vote:18-0-0. The motion to approve amendments to the Policy Concerning Student Leader Appointments was adopted.**

10. Reports

A. College Reports

Chair Morales yielded the gavel to Vice Chair Ahmad during his College Report.

I. HSS (Presenters: Joe Morales, Edwin Valdez)

Morales and Valdez introduced themselves as the board representatives for the College of Humanities and Social Sciences (HSS), and outlined updates on marketing, ICC activity, a major scholarship gift, and college progress. They highlighted Dean Stern's background and noted HSS's growing series of Instagram reels that explain current global issues, including a recent video on Venezuela. They also shared that the HSS Inter-Club Council oversaw 20+ student organizations and provided resources for community involvement, including connections to local service groups and its annual HSS Week each April. They highlighted a significant bequest from Donna and Kurt Spradlin, which included their home, \$40,000 in annual scholarships, and the naming of the first auditorium in the HSS building as an exciting milestone as other colleges have received similar upgrades for years. They added that the record enrollment this year reflected campus-wide growth now visible within HSS as well. Looking ahead, they planned to work with the Dean to create recognition programs for high-achieving students, expand the "Lowkey Confused" series with more student involvement, and develop a centralized monthly ICC newsletter to unify information across the many HSS student organizations.

Vice Chair Ahmad opened the floor to questions.

- Salazar asked for clarification about the scholarship donation mentioned earlier, specifically regarding the couple who donated their house. Morales replied that based on information from HSS social media, the donation included both the home and scholarship funds. He noted he would look further into the details or possibly reach out to Dean Stern for more accurate information.

 [Item 10.A.I Humanities and social sciences.pdf](#)

Vice Chair Ahmad yielded the gavel back to Chair Morales.

II. NSM (Presenters: Liam Ryals, Isabel Soriano)

Ryals and Soriano, Directors for the College of Natural Sciences and Mathematics (NSM), presented their work from the past semester, focusing on advancing research, supporting underrepresented students, and connecting students with alumni and resources. They launched a Three-Minute Research Fire Round event to allow students to present research clearly and accessibly, built on previous initiatives like the Bilingual Student Symposium, and promoted publications through *NSM Dimensions*. They collaborated with student organizations and external groups to support underrepresented communities, organized the Aspiring Leaders Pre-Health Summit for networking and career development, and worked on enhancing McCarthy Hall's breezeways. They also highlighted NSM ICC events, upcoming NSM Week, and student research opportunities through UROC grants and competitions.

Chair Morales opened the floor to questions.

- Guzman asked if they had attended any NSM ICC meetings and whether they had learned about any concerns or questions from the students in these clubs.

Ryals and Soriano said that they attended one NSM ICC meeting over Zoom, but received little feedback as most students had their cameras off and did not speak. They mostly communicated with student organizations individually, such as during the Pre-Allied Health Summit, rather than addressing the entire ICC at once.

 [Item 10.A.II NSM College Report.pdf](#)

B. Executive Reports

I. Executive Officers

- President ~ Haneefah Syed
- Vice President ~ Juan Salguero
- Chief Campus Relations Officer ~ Riya Jain
- Chief Governmental Officer ~ Tyler Gibbs
- Chief Inclusion & Diversity Officer ~ Ava Montano

The Executive Officer reports have been appended to the minutes.

 [Item 10.B.I Executive Reports 12.2.25.pdf](#)

II. Executive Director Report - Dr. Dave Edwards

Dr. Edwards presented his third report of the semester, highlighting the accomplishments of both professional and student ASI staff. He reported that over 2,000 students had attended more than 25 events, including Halloween activities, Titan Bowl & Billiards, and the pumpkin patch event. He emphasized the high demand for student wellness and support of basic needs, especially during the federal government shutdown, noting that the Food Pantry provided extra resources to students and their families. Pop-up Pantry events reached 660 students, and the Student Union hosted programs to help reduce stress during finals. He also announced the upcoming 50th anniversary of the TSU in 2026, with a kickoff event scheduled for

January 27. Dr. Edwards recognized staff achievements, including Imani Cooper receiving the Traveling Staff Member of the Month award, and praised student leaders for their contributions to programs and events. He highlighted the success of the art program in the Student Union, the high-quality care provided at the Children's Center, and the continued excellence of the Rec Center. Lastly, he stressed the importance of partnerships and collaboration across ASI programs to enhance impact and outreach.

 [Item 10.B.II ED Report to BOD 12.2.25 \(1\).pdf](#)

### C. Board Leadership Reports

- Chair ~ Joe Morales
- Vice Chair ~ Mahak Ahmad
- Treasurer ~ Shay Quock
- Secretary ~ Luca Romero

The Board Leadership reports have been appended to the minutes.

 [Item 10.C BOD Leadership Report Fall 2025.pdf](#)

### 11. Announcements & Member's Privilege

Ahmad reported that an IRA program received \$23,000 in IRA funds without completing the proper review, including an initial request for prohibited faculty stipends. While funds were ultimately used for students, Ahmad stressed the need for transparency and shared governance. After unclear discussions with former VP Porter, she met with Provost Dabirian, and both he and VP Graylee will join the next IRA Committee meeting to address concerns, with updates to be shared with the Board.

### 12. Adjournment (Morales)

Chair Morales adjourned the meeting at 3:12 p.m.



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Luca Romero  
2026-01-22 05:41 UTC  
Board Secretary



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Erika Perret-Martinez  
2026-01-21 22:56 UTC  
Recording Secretary

## Roll Call 2025-2026

12/02/2025 ASI Board Meeting Attendance

Attendance	Board Members			
			Present	Absent
ARTS	KOMIYA	SARAH	1	
ARTS	LOPEZ	JOSHUA	1	
CBE	MENDOZA	CESAR	1	
CBE	QUOCK	SHAY	1	
COMM	GUZMAN	JENNY	1	
COMM	ROMERO	LUCA	1	
ECS	MALLAREDDYGARI	YASHWANTH REDDY	1	
ECS	SALAZAR	ARMANDO	1	
EDU	AHMAD	MAHAK	1	
EDU	TRAN	JENNIFER	1	
HHD	CAMARILLO	LUISA	1	
HHD	SUZER	DENIZ	1	
HSS	VALDEZ	EDWIN	1	
NSM	RYALS	LIAM	1	
NSM	SORIANO	ISABEL	1	
Academic Senate Rep.	JARVIS	MATT	1	
Univ. President's Rep.	FLOWERS	ALISA	1	
CHAIR (HSS)	MORALES	JOE	1	
			Present	Absent
			18	0

Attendance				Liaisons	
				Present	Absent
EXE. DIRECTOR	EDWARDS	DAVE		1	
CGO	GIBBS	TYLER		1	
CCRO	JAIN	RIYA		1	
CIDO	MONTANO	AVA		1	
VICE PRES	SALGUERO	JUAN		1	
PRES	SYED	HANEEFAH		1	
				Present	Absent
				6	0

Recording Secretary:

Erika Perret-Martinez

**QUORUM** 9

Roll Call Votes			040 Action: Resolution to Accept Titan Youth Summer Camp Assessment Report		
			YES	NO	ABSTAIN
ARTS	KOMIYA	SARAH	1		
ARTS	LOPEZ	JOSHUA	1		
CBE	MENDOZA	CESAR	1		
CBE	QUOCK	SHAY	1		
COMM	GUZMAN	JENNY	1		
COMM	ROMERO	LUCA	1		
ECS	MALLAREDDYGARI	YASHWANTH	1		
ECS	SALAZAR	ARMANDO	1		
EDU	AHMAD	MAHAK	1		
EDU	TRAN	JENNIFER	1		
HHD	CAMARILLO	LUISA	1		
HHD	SUZER	DENIZ	1		
HSS	VALDEZ	EDWIN	1		
NSM	RYALS	LIAM	1		
NSM	SORIANO	ISABEL	1		
ACA SEN REP	JARVIS	MATT	1		
UNI PRES REP	FLOWERS	ALISA	1		
CHAIR (HSS)	MORALES	JOE	1		
			YES	NO	ABSTAIN
			18	0	0

Roll Call Votes			041 Action: Resolution to Accept AICA Social Justice Week Assessment Report		
			YES	NO	ABSTAIN
ARTS	KOMIYA	SARAH	1		
ARTS	LOPEZ	JOSHUA	1		
CBE	MENDOZA	CESAR	1		
CBE	QUOCK	SHAY	1		
COMM	GUZMAN	JENNY	1		
COMM	ROMERO	LUCA	1		
ECS	MALLAREDDYGARI	YASHWANTH	1		
ECS	SALAZAR	ARMANDO	1		
EDU	AHMAD	MAHAK	1		
EDU	TRAN	JENNIFER	1		
HHD	CAMARILLO	LUISA	1		
HHD	SUZER	DENIZ	1		
HSS	VALDEZ	EDWIN	1		
NSM	RYALS	LIAM	1		
NSM	SORIANO	ISABEL	1		
ACA SEN REP	JARVIS	MATT	1		
UNI PRES REP	FLOWERS	ALISA	1		
CHAIR (HSS)	MORALES	JOE	1		
			YES	NO	ABSTAIN
			18	0	0

Roll Call Votes			042 Action: Resolution for Approval of 2026-27 Titan Student Union User Fees		
			YES	NO	ABSTAIN
ARTS	KOMIYA	SARAH	1		
ARTS	LOPEZ	JOSHUA	1		
CBE	MENDOZA	CESAR	1		
CBE	QUOCK	SHAY	1		
COMM	GUZMAN	JENNY	1		
COMM	ROMERO	LUCA	1		
ECS	MALLAREDDYGARI	YASHWANTH	1		
ECS	SALAZAR	ARMANDO	1		
EDU	AHMAD	MAHAK	1		
EDU	TRAN	JENNIFER	1		
HHD	CAMARILLO	LUISA	1		
HHD	SUZER	DENIZ	1		
HSS	VALDEZ	EDWIN	1		
NSM	RYALS	LIAM	1		
NSM	SORIANO	ISABEL	1		
ACA SEN REP	JARVIS	MATT	1		
UNI PRES REP	FLOWERS	ALISA	1		
CHAIR (HSS)	MORALES	JOE	1		
			YES	NO	ABSTAIN
			18	0	0

Roll Call Votes			043 Action: Resolution to Amend Policy Concerning Professional Employee Compensation		
			YES	NO	ABSTAIN
ARTS	KOMIYA	SARAH	1		
ARTS	LOPEZ	JOSHUA	1		
CBE	MENDOZA	CESAR	1		
CBE	QUOCK	SHAY	1		
COMM	GUZMAN	JENNY	1		
COMM	ROMERO	LUCA	1		
ECS	MALLAREDDYGARI	YASHWANTH	1		
ECS	SALAZAR	ARMANDO	1		
EDU	AHMAD	MAHAK	1		
EDU	TRAN	JENNIFER	1		
HHD	CAMARILLO	LUISA	1		
HHD	SUZER	DENIZ	1		
HSS	VALDEZ	EDWIN	1		
NSM	RYALS	LIAM	1		
NSM	SORIANO	ISABEL	1		
ACA SEN REP	JARVIS	MATT	1		
UNI PRES REP	FLOWERS	ALISA	1		
CHAIR (HSS)	MORALES	JOE	1		
			YES	NO	ABSTAIN
			18	0	0

Roll Call Votes			044 Action: Resolution to Amend Policy Concerning Student Employee Compensation		
			YES	NO	ABSTAIN
ARTS	KOMIYA	SARAH	1		
ARTS	LOPEZ	JOSHUA	1		
CBE	MENDOZA	CESAR	1		
CBE	QUOCK	SHAY	1		
COMM	GUZMAN	JENNY	1		
COMM	ROMERO	LUCA	1		
ECS	MALLAREDDYGARI	YASHWANTH	1		
ECS	SALAZAR	ARMANDO	1		
EDU	AHMAD	MAHAK	1		
EDU	TRAN	JENNIFER	1		
HHD	CAMARILLO	LUISA	1		
HHD	SUZER	DENIZ	1		
HSS	VALDEZ	EDWIN	1		
NSM	RYALS	LIAM	1		
NSM	SORIANO	ISABEL	1		
ACA SEN REP	JARVIS	MATT	1		
UNI PRES REP	FLOWERS	ALISA	1		
CHAIR (HSS)	MORALES	JOE	1		
			YES	NO	ABSTAIN
			18	0	0

Roll Call Votes			045 Action: Resolution to Amend Policy Concerning Student Leader Appointments		
			YES	NO	ABSTAIN
ARTS	KOMIYA	SARAH	1		
ARTS	LOPEZ	JOSHUA	1		
CBE	MENDOZA	CESAR	1		
CBE	QUOCK	SHAY	1		
COMM	GUZMAN	JENNY	1		
COMM	ROMERO	LUCA	1		
ECS	MALLAREDDYGARI	YASHWANTH	1		
ECS	SALAZAR	ARMANDO	1		
EDU	AHMAD	MAHAK	1		
EDU	TRAN	JENNIFER	1		
HHD	CAMARILLO	LUISA	1		
HHD	SUZER	DENIZ	1		
HSS	VALDEZ	EDWIN	1		
NSM	RYALS	LIAM	1		
NSM	SORIANO	ISABEL	1		
ACA SEN REP	JARVIS	MATT	1		
UNI PRES REP	FLOWERS	ALISA	1		
CHAIR (HSS)	MORALES	JOE	1		
			YES	NO	ABSTAIN
			18	0	0



# Community Engagement Commission Fall 2025 Written Report



## Member/ Meeting information

### Members:

ASI VP: Juan Salguero

CEC Director: Natalie Veik

CEC Coordinators: Savannah Miller, Aniyah Harris

### Meeting Information

Time: Thursdays @ 11:30am-12:30pm

Location: TSU 250 (Kyle O'Brian room)

Alt. Commissions Office

Frequency: Weekly



# Our Goals

## Short Term Goals:

- Successfully complete the Tuffy's Winter of Giving initiative
- Finish planning out the details for spring initiative "Impact Week"

## Long Term Goals:

- Establish annual event that establishes a collaborative effort between all 5 commissions.
- Create more connections with outside organizations.



## Upcoming/ Planned Initiatives

Fall- Tuffy's Winter of Giving (upcoming)

- Date: December 1st 4-7 pm
- Location: TSU Pub

Spring- Impact Week (planned)

- Date: February 9th-13th (tentative)
- Location: tentative

# Current Budget

	A	B	C	D
1	<b>Commissions</b>	<b>Community Engagement</b>		
2	General Operations	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
3	Hospitality	\$ 750	\$ -	\$ 750.00
4	Supplies	\$ 1,000	\$ -	\$ 1,000.00
5	Printing & Advertising	\$ 600	\$ -	\$ 600.00
6	Professional Services (Dancers, Singers and Artists)	\$ 900	\$ -	\$ 900.00
7	Rentals for Special Events	\$ -	\$ -	\$ -
8	Gift Cards/Gift Expense	\$ 265	\$ -	\$ 265.00
9	Promotional Items	\$ 1,000	\$ -	\$ 1,000.00
10	Speakers (Events, Retreats, Conferences)	\$ -	\$ -	\$ -
11	Transportation/ Mileage/ Tolls/ Parking	\$ -	\$ -	\$ -
12	<b>Total</b>	<b>\$ 4,515.00</b>	<b>\$ -</b>	<b>\$ 4,515.00</b>
13				CEC

Projected Expenses for Fall 2025: Tuffy's Winter of Giving- \$1500 (rounded up)

Projected Remaining Budget for Spring 2026: \$3,015



**ASSOCIATED  
STUDENTS INC**

**CALIFORNIA STATE UNIVERSITY, FULLERTON™**

# **Environmental Sustainability Commission**



# CONTENTS

01



About our  
commission

02



Goals

03



Initiatives and  
Outreach

04



Current Funding

The background is a dark green field of small, light green leaves. On the left, there are several larger, vibrant green leaves. On the right, there is a stylized green globe with a white grid pattern. In the upper right, there is a green electrical plug with two prongs.

01

**INTRODUCTION**

# INTRODUCTION

## About our commission

Environmental Sustainability Commission (ESC) is in charge of **promoting sustainability** and **raising awareness regarding environmental issues** across campus.

## Members

**Riya Jain:** Chief Campus Relations Officer

**Maaz Qureshi:** Environmental Sustainability Director

**Anjolie Hsu:** Environmental Sustainability Coordinator

**Steven Hicken:** Environmental Sustainability Coordinator

**\*Meeting Times:** 2:45pm - 3:45pm,  
Every thursday/week



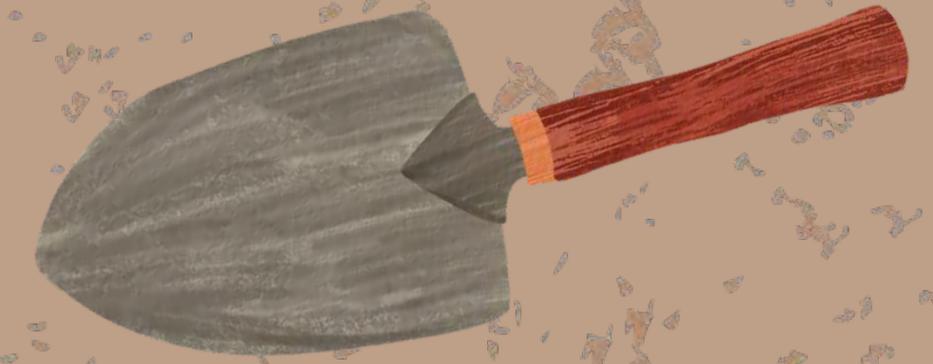
**OUR LOVELY TEAM!**



02

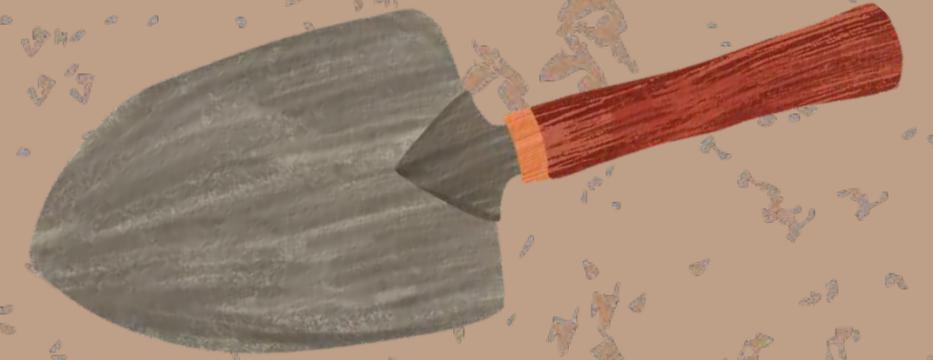
Goals





# Short term goal:

- Engage as many students as possible about ASI.
- Host events and collaborate with organizations on campus to have the most outreach and promote sustainability.



# Long term goal:

- Pave the way for a greener and more eco-friendly campus
- Build relations with local companies that focus on sustainability
- Promote ASWI and inform students



03

**Initiatives**

**& Outreach**



CSUF ASI ESC



# Initiatives

1

## **ESC Sustainability Career Roundtables (colab with Parking and Transportation): October 6th, 2025 (Fall '25)**

We invited professionals from local companies and had them participate in career roundtables where we had guided discussions (questions provided) for the first half and lunch and networking (free to talk to anyone) for the second half of the event!

2

## **Impact Week (colab with CEC) : Feb 10th, 2026 Tuesday (Spring '26)**

Will be doing a Repair Day! We will be having a station where students will have a chance to get their items repaired!



CSUF ASI ESC



# Initiatives

3

**Earth Day (Spring '26)**

TBD!

4

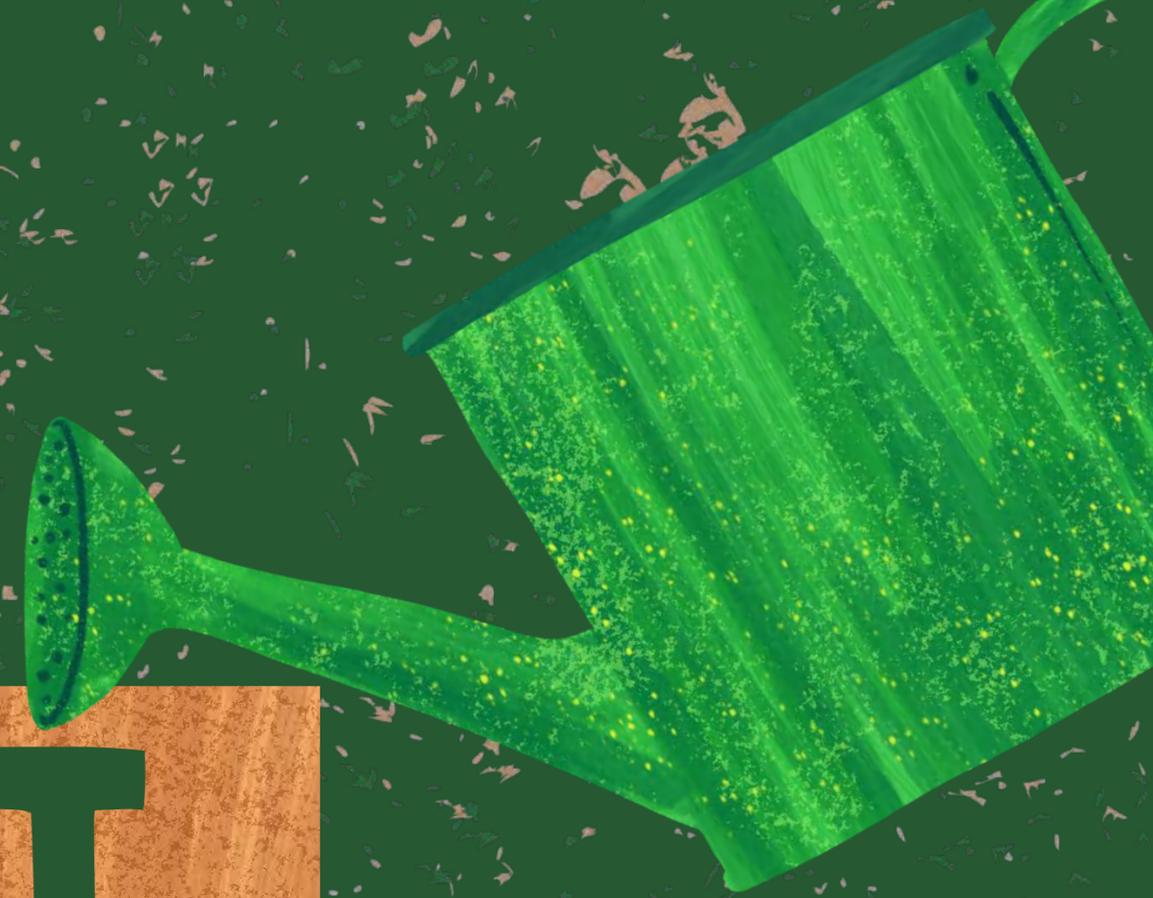
**US Bank Competition: April 21st, 2026  
(Spring '26)**

TBD!

04

**CURRENT**

**FUNDING**



# Funding

## Used Funding:

- ESC Career Roundtables
  - \$778.36: Monkey Business Catering
  - \$26.78: Gifts for professionals (50 seed papers)
  - \$8.23: Bags for professionals
  - Total: \$813.37

## Remaining Budget:

- \$ 3701.63

## Projected Expenditure:

- Impact Week:
  - ~\$1100
- Earth Day (signature event):
  - ~\$1200-\$1300
- Total projecting spending:
  - ~\$2500-\$3000





**TY!**

# Lobby Corps Commision Report Fall 2025

Tyler Gibbs, Berto Serrano, Leah Allari

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the page.

# What we do

Lobby Corps is ASI's student advocacy commission focused on:

- Educating students on local, state, and federal policy issues
- Amplifying student needs to campus and government officials
- Leading civic engagement, voter education, and campus-wide outreach



# Who we are

Tyler Gibbs – Chief  
Governmental Officer

Leah Allari – Lobby  
Corps Commissioner

Berto Serrano – Lobby  
Corps Commissioner

Meeting Time

Tuesdays 4:00 - 5:00 PM



## Short-Term Goal (Spring Semester):

- Successfully launch voter education & civic engagement campaigns for Spring, including short-form informational reels monthly throughout the semester (starting with FAFSA Changes).



## Long Term Goal

- Increasing awareness for **CHES** 2026
- Building consistent relationships with elected officials & community partners
- Expanding Lobby Corps outreach through collaborations with other CSUF clubs



# Initiatives / Outreach

- This is us spreading awareness on Proposition 50, the Election Rigging Response Act!
- We are planning to film more educational content and posting them throughout the semester in short form reels on the ASI page.
- Expand outreach to new colleges (Business, HHD, NSM)
- Prepare delegates for CHESS 2026



# Current Funding Status

- We have spent \$1,191.77 and we have \$3,323.23 left in the remaining budget

## Projected Expenses

- CHESS travel & lodging
- Civic Engagement Week materials
- Video production costs for informational reels (in house)
- Additional outreach/marketing (in house)

Lobby Corps		
Budget	Spent	Remaining
\$ 500	\$ 838.91	\$ (338.91)
\$ 500	\$ 32.28	\$ 467.72
\$ 400	\$ 121.25	\$ 278.75
\$ 1,000	\$ -	\$ 1,000.00
\$ -	\$ -	\$ -
\$ 100	\$ -	\$ 100.00
\$ 1,985	\$ 199.33	\$ 1,785.67
	\$ -	\$ -
\$ 30	\$ -	\$ 30.00
<b>\$ 4,515.00</b>	<b>\$ 1,191.77</b>	<b>\$ 3,323.23</b>



# SJEC COMMISSION

# WHAT IS SJEC?

- **SJEC stands for Social Justice and Equity Commission**
- **We support efforts and initiatives that raise awareness about social justice issues affecting campus communities**
- **We work to uplift marginalized communities**
- **Our commission is made of 3: Ava Montano, Yara Chavez, and Samruddhi Kadam**
- **We meet every Thursday from 1-2pm**

# GOALS

## Short Term:

1. Have a full commission team
2. Host a successful initiative

## Long Term:

Build a solid foundation for our commission to grow our long term presence

# INITIATIVES/OUTREACH

## UJIMA HOUSING TABLING

SJEC helped distribute information to make first year students feel more comfortable knowing where to find resources. It helped make the students feel welcomed to campus and like they belong on our campus.

## CULTURAL APPRECIATION 101

Our cultural appreciation initiative took place in October with the main purpose of providing information on what cultural appropriation looks like in comparison to cultural appreciation. We concluded our event with an informative tabling event.

## SWANA TABLING

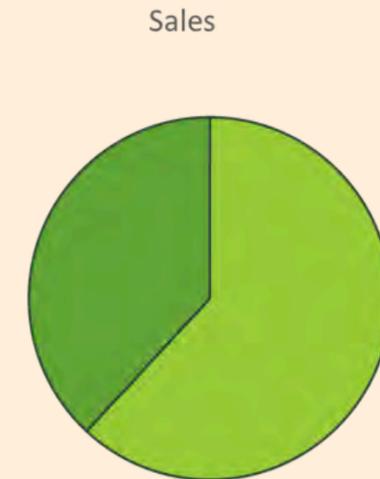
SJEC joined DIRC and SWANA to table at their grand opening event as representatives for ASI. We were able to talk about our commission and garner interest for future semesters.

# CURRENT FUNDING STATUS

**Total Expenses: \$1,719.40**

- **Amazon – \$87.85 (Hospitality)**
- **Wetzel Pretzel Truck – \$1,608.50 (Hospitality)**
- **Office Depot – \$23.05 (Printing & Advertising)**

**Remaining Balance: \$2,795.60**



■ Remaining Expenses ■ Current Expenses ■ Sales



## Payment Status

- **Amazon: Paid via P-Card**
- **Wetzel Pretzel Truck: Paid via Check**
- **Office Depot: Paid via P-Card**

**THANK  
YOU**



*University  
Affairs  
Commission*



# About UAC

## About UAC

The University Affairs Commission is responsible for advocating on behalf of students to improve student life and campus issues.

## Members

**Riya Jain:** Chief Campus Relations Officer

**Feyi Adebajo:** UAC Coordinator

**Ezra Shihombing:** UAC Coordinator

**Meeting time: 11:30am-12:30pm  
(Wed/week)**





*Lovely Team!*





*Goals!!*

# *Short term*

- Organize events and collaborate with other commissions, resources and clubs/orgs on campus
- Collect data for ASWI
- Implement wellness practices and student employee wellness
- Connect with students and gather feedback by talking to them and tabling



*Initiatives!!*

# Initiatives

## Wellness and Recharge (Fall '25)

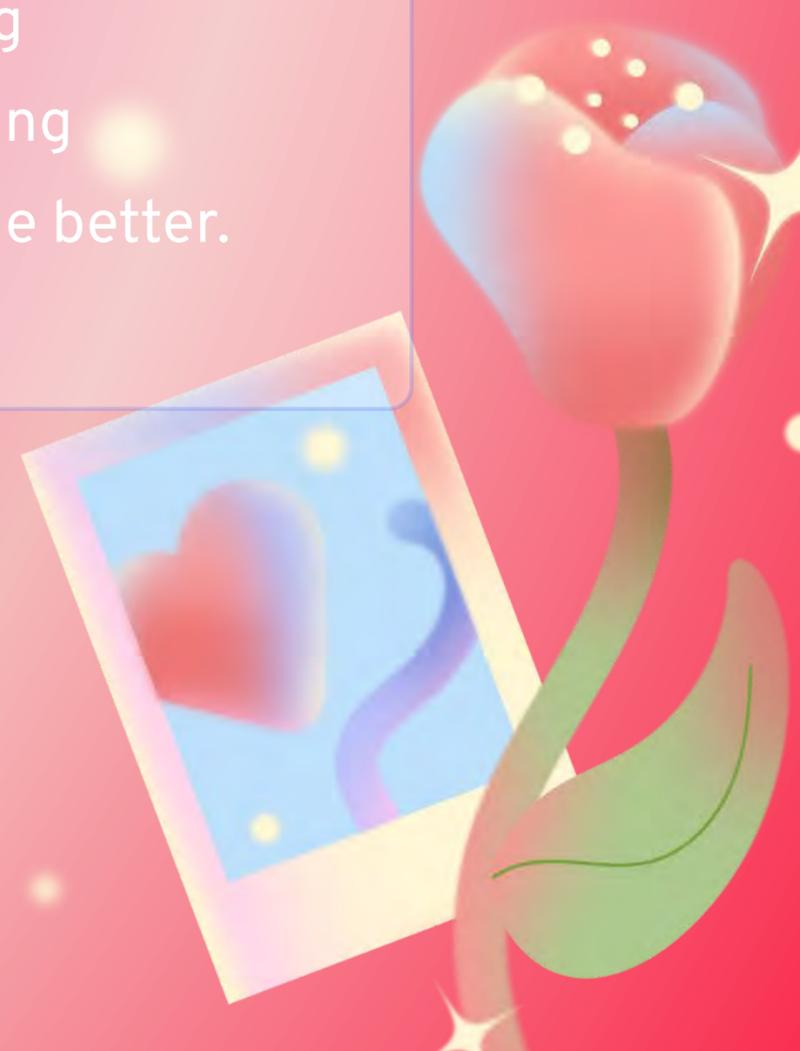
- A night of wellness right before finals for students to be able to relax and enjoy make and takes along with food and drinks with their friends.

## Impact Week (Spring '26)

- We will be tabling and collecting feedback from students regarding advising and what could be done better.

## Student Employment Gala (Spring '26)

- TBD!





*Funding!!*

# Funding

## Wellness and Recharge (Fall '25)

- ~\$1200

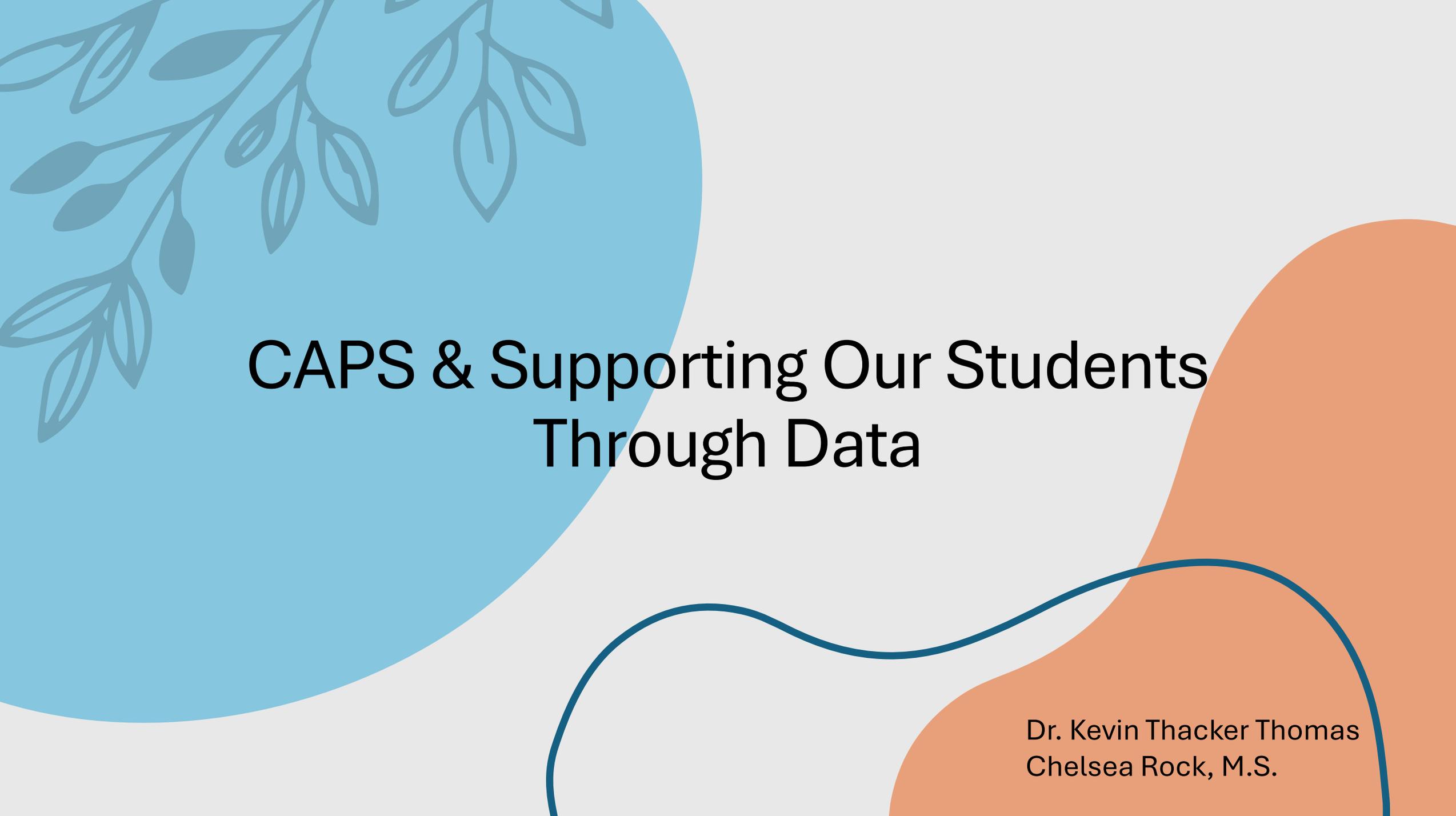
## Impact Week (Spring '26)

- ~\$500

## Projected spending

- ~\$2000-3500 (with the gala)





# CAPS & Supporting Our Students Through Data

Dr. Kevin Thacker Thomas  
Chelsea Rock, M.S.



- Methods and Measures



- Assessments



## Qualitative Comments

“I have had a positive experience at CAPS, and the therapists have been so kind and understanding. I couldn’t have asked for better counselors myself.”

“I have been surprised on how awesome my experience at CAPS has been. I have tried many therapist but **my therapist at CAPS really helped me put down my walls and talk about my feelings.**”

“My mental health providers are lovely people, especially my individual therapist. She is very kind to me and just listens to my concerns and ranting occasionally.”

“With my mental health provider **I feel heard and that I matter.**”

“Extremely pleasant and helpful, **I’m super grateful.**”

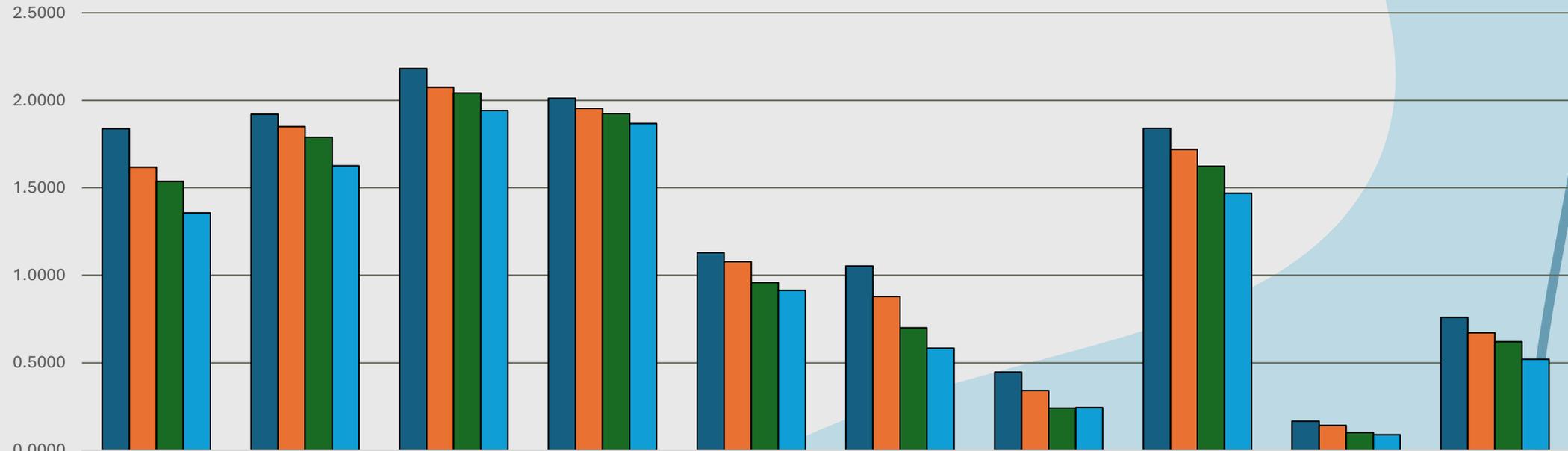
“Both my therapist and psychiatrist have helped me in so many ways and I am entirely grateful for them. They were there when I needed them. **I felt understood and supported.**”

“**CAPS took me in right away during an emotional crisis. I felt very satisfied with my mental health provider and I utilized the tools in the wellness room after my session.**”

“My mental health provider is a great therapist and I am very skeptical about going to therapy and my mental health provider really changed the way I think about my trauma and my feelings. **This is the best thing I have done for myself in a long time.**”

# Effectiveness Survey

CCAPS Data 2023-2024  
734 Students  
2154 CCAPS Administrations



	Depression	Anxiety	Social Anxiety	Academic Distress	Eating Concerns	Frustration/Anger	Alcohol Use	Distress	Homicide	Suicide
Baseline	1.8373	1.9205	2.1814	2.0120	1.1298	1.0540	0.4472	1.8399	0.17	0.76
3rd session	1.6184	1.8504	2.0751	1.9542	1.0785	0.8793	0.3416	1.7193	0.14	0.67
6th session	1.5363	1.7895	2.0417	1.9241	0.9590	0.6999	0.2410	1.6234	0.10	0.62
9th session	1.3561	1.6270	1.9414	1.8679	0.9137	0.5830	0.2433	1.4697	0.09	0.52

# Titans



# Who Are Our CSUF Students?

- We'll use our Health Minds Data to show you who our CSUF students are and how CSUF students compare nationally.
  - Over 2,900 CSUF students took this survey
  - Representative sample
  - February 2025





# HMS Data

## **Any Depression**

- 35% of CSUF Students
- Vs
- 33% Nationally

## **Any Anxiety**

- 29% of CSUF Students
- Vs
- 29% Nationally



# HMS Data

## **Eating Concerns**

- 30% of CSUF Students
- Vs
- 26% Nationally

## **Flourishing (Flourishing 10)**

- 37% of CSUF Students
- Vs
- 39% Nationally

# Loneliness

- 58% feel lack companionship some or most of the time
- 65% feel left out some of or most of the time
- 76% feel isolated from others some or most of the time.



# Suicide



## Any Non-Suicidal Self Injury

- 21% of CSUF Students  
Vs
- 24% Nationally

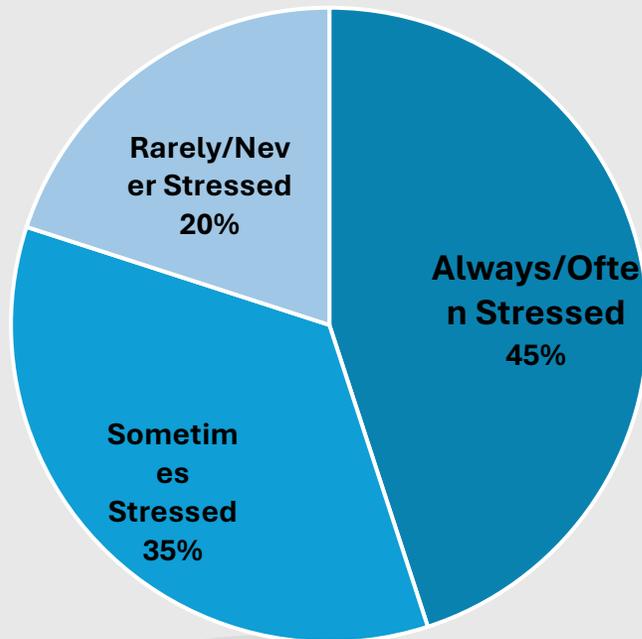
## Suicidality

- Ideation
  - 8% of CSUF Students  
Vs
  - 12% Nationally
- Plan
  - 4% of CSUF Students  
Vs
  - 5% Nationally

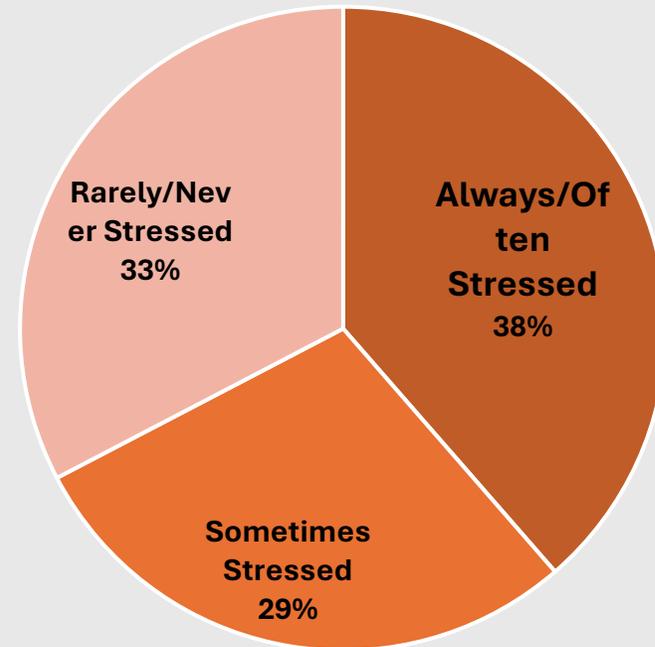


# Financial Situation

Currently



Growing Up



# Who Are They Actually Going To?

## Who to Talk to in Emotional Distress:

- **Family Member:**
  - 45% of CSUF students vs. 51% nationally
- **Faculty Member:**
  - 4% of CSUF students vs. 5% nationally
- **Professional Clinician:**
  - 31% of CSUF students vs. 40% nationally.
- **Roommate:**
  - 7% of CSUF students vs. 17% nationally.
- **No One:**
  - 14% of CSUF students vs. 11% nationally.



**“Flourishing Measure (FM12)” 2023 & 2024**  
**Scores (607 Responses)**  
**(0 = Not True of Me, 10 = Completely True of Me)**

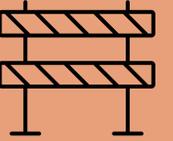
	Mean
1 Overall, how satisfied are you with life as a whole these days?	6.23
2 In general, how happy or unhappy do you usually feel?	5.9
3 In general, how would you rate your physical health?	5.74
4 How would you rate your overall mental health?	5.4
5 Overall, to what extent do you feel the things you do in your life are worthwhile?	6.5
6 I understand my purpose in life.	6.09
7 I always act to promote good in all circumstances, even in difficult and challenging situations.	7.1
8 I am always able to give up some happiness now for greater happiness later.	6.53
9 I am content with my friendships and relationships.	6.54
10 My relationships are as satisfying as I would want them to be.	6.24
11 How often do you worry about being able to meet normal monthly living expenses?	5.02
12 How often do you worry about safety, food, or housing?	5.87



# Barriers Students Face when seeking help/support

# When Emotions Become Barriers

- **43% of CSUF** students answered sometimes to always true that they are: **Afraid of their feelings**
- **43% of CSUF** students answered sometimes to always true that: **Emotions cause me problems**
- **49% of CSUF** students answered sometimes to always true that: **Worries get in the way of my success**
- **But what do they do with these emotions?**



## Students said some barriers to treatment were...

### **Not Enough Time**

- 30% of CSUF Students
- Vs
- 33% Nationally

### **Financial Reasons**

- 29% of CSUF Students
- Vs
- 28% Nationally

### **No Need For Service**

- 20% of CSUF Students
- Vs
- 21% Nationally

# Academic Impairment from Mental Health

- **1-2 Days:**

- 37% of CSUF students vs. 29% nationally

- **3-5 Days:**

- 20% of CSUF students vs. 20% nationally.

- **25% of CSUF** students reported receiving **a lower grade on an exam or project** due to their mental health

- **18% of CSUF** students reported receiving **a lower grade in one or more classes** due to their mental health

# Academic Impairment from Mental Health

- **1-2 Days:**

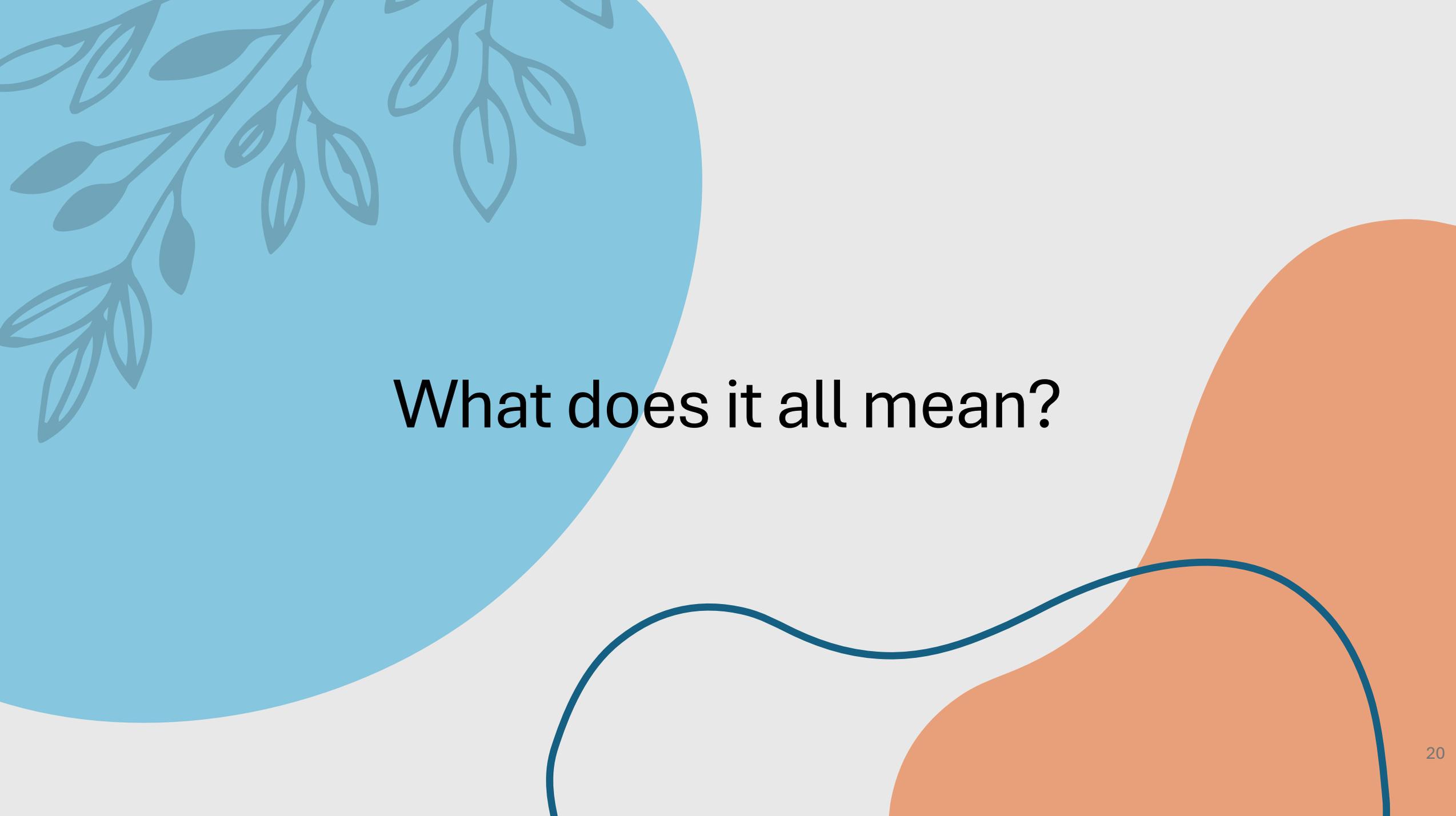
- 37% of CSUF students vs. 29% nationally

- **3-5 Days:**

- 20% of CSUF students vs. 20% nationally.

- **25% of CSUF** students reported receiving **a lower grade on an exam or project** due to their mental health

- **18% of CSUF** students reported receiving **a lower grade in one or more classes** due to their mental health



What does it all mean?

## What Happens When Students Don't Make it to CAPS?

- **Academic Impairment** → More missed classes, lower GPAs, reduced retention and graduation rates
- **Recidivism** → Students who withdraw or stop attending represent a financial loss to the institution
- **Lower Campus Morale** → Faculty and staff feel the strain of supporting struggling students without adequate resources
- **Weakened Sense of Community** → Students come and go without building lasting connections, leaving the campus less vibrant and engaged



The background features a light blue circle on the left containing a white leaf pattern. On the right, there is a large orange shape. A dark blue wavy line runs across the bottom of the page.

**Let's Apply ... as we think about the ASI  
Student Wellness Initiative**

## Meet Nina



- 24 years old, 3rd-year junior, hybrid student, lives off-campus with parents
- Experiences mild to moderate depression; often feels isolated or left out
- Mental health impacted academics ~2 days in the past month
- Not currently flourishing (low sense of belonging, <1 hour of exercise per week)
- Aware of campus mental health resources, but has never sought counseling
- Would likely screen positive for anxiety or depression
- Main barriers to therapy: cost, insurance, and lack of time
- Relies on a friend outside her home for support, or sometimes no one

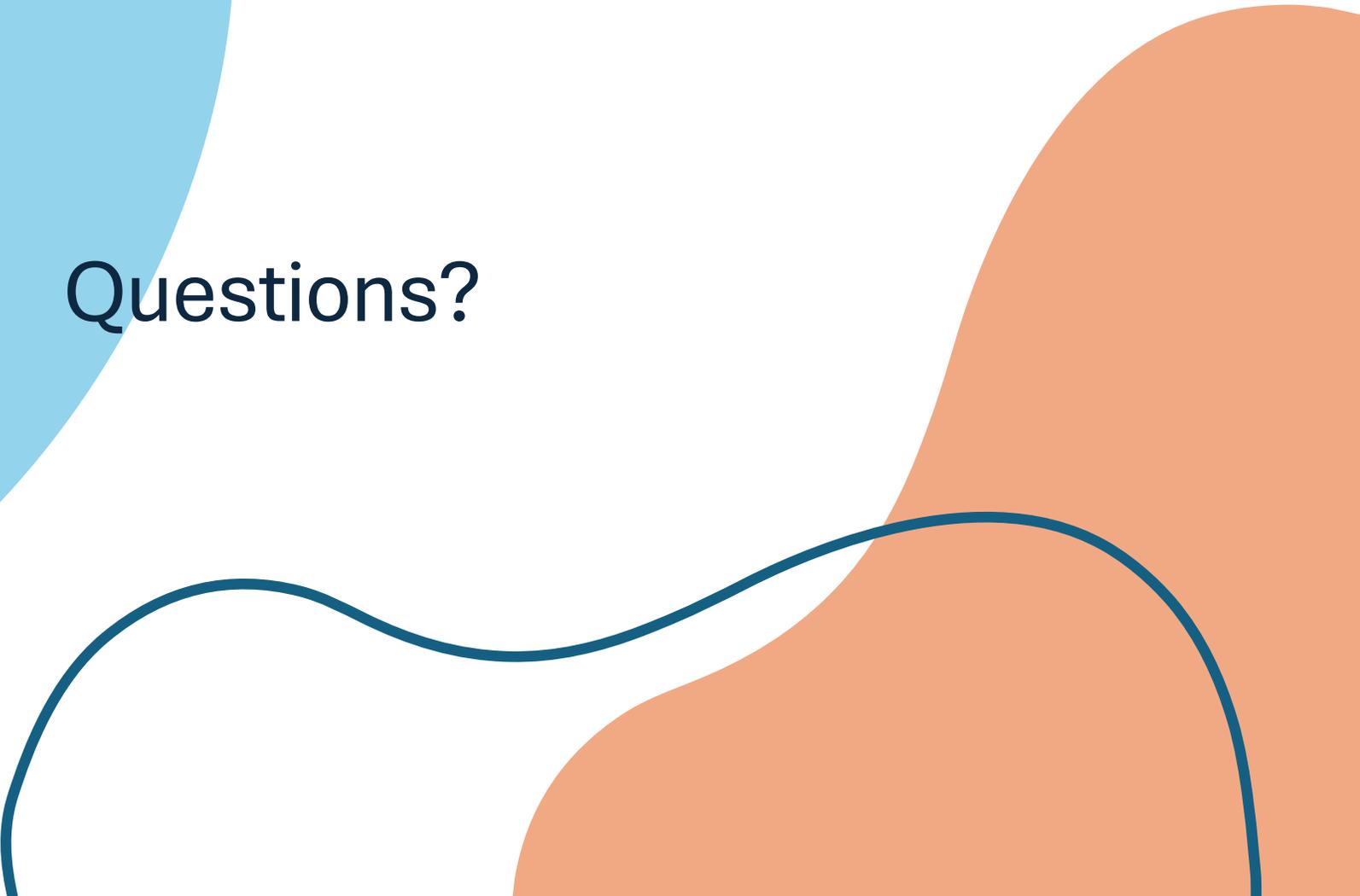


# What does the ASI SWI look like for Nina?

- How do we make “Data Informed Decisions” for students like Nina?



Questions?



# References

Healthy Minds Network (2024). *Healthy Minds Study* (Data report & dataset). University of Michigan. <https://healthymindsnetwork.org/hms/> (IRB #00000971).

Thacker Thomas, K.W. & Rock, C. L. (2024-2025). [Internal Document]. *Annual Report*, Counseling and Psychological Services, Division of Student Affairs & Strategic Enrollment Management, California State University, Fullerton.

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**CSUF**

**COLLEGE OF**

**Humanities and  
Social Sciences**

***How do we structure society, and how do individuals and communities find meaning in the world they inhabit and build?***

*These are the central questions that unite the Humanities and Social Sciences.*

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Social Sciences

SOCIAL SCIENCES





## ***Departments***

African American Studies  
Aging Studies (formerly Gerontology)  
American Studies  
Anthropology  
Asian American Studies  
Chicana and Chicano Studies  
English, Comparative Literature, and Linguistics  
Environmental Studies  
Geography and the Environment  
History  
Latin American Studies  
Liberal Studies  
Modern Languages & Literatures  
Philosophy  
Politics, Administration, and Justice  
Psychology  
Sociology  
Religious Studies  
(formerly Comparative Religion)  
Women and Gender Studies

## ***Degree Programs***

Aging Studies (formerly Gerontology), M.S.  
American Studies, B.A. & M.A.  
Anthropology, B.A. & M.A.  
Comparative Literature, B.A.  
Criminal Justice, B.A.  
English, B.A. & M.A.  
Environmental Studies, M.S.  
Ethnic Studies, B.A.  
African American Studies, B.A.  
Asian American Studies, B.A.  
Chicana/o Studies, B.A.  
French, B.A.  
Geography and the Environment, B.A. & M.A.  
History, B.A. & M.A.  
Japanese, B.A.  
Liberal Studies, B.A.  
Linguistics, B.A. & M.A.  
Philosophy, B.A.  
Political Science, B.A. & M.A.  
Psychology, B.A. & M.A.  
Psychology (Clinical), M.S.  
Public Administration, B.A. & M.P.A.  
Religious Studies, B.A.  
Sociology, B.A. & M.A.  
Spanish, B.A. & M.A.  
TESOL, M.S.  
Gender and Sexuality Studies, B.A.



*New and  
forthcoming  
minors*

- **Urban Studies (available now)**
- **Applied Language Science (live Spring 2026)**
- **Sustainability (live Fall 2026)**
- **Disability Studies (in development)**

ALL EYES ON HSSi



CSUF | COLLEGE OF  
Humanities and  
Social Sciences

*Designed by HSS ICC*



# HSS PUB FEST

## Interviews with Dean Jessica Stern

**10:00 - 11:00 am**

**Dr. Igor Acacio (PA)**

*Presidentialism and Civil-Military Relations:  
Brazil in Comparative Perspective*

**Dr. Brian Chung (ASAM)**

*"The Making of Chinese Scientists and  
Engineers: Leisure and Cold War  
Suburbanization in Silicon Valley,  
California"*

**Dr. Ed Watson (SOCL)**

*"Diversity or Gentrification: Middle-Class  
Parents at Working-Class Schools"*

**11:30 - 12:30 pm**

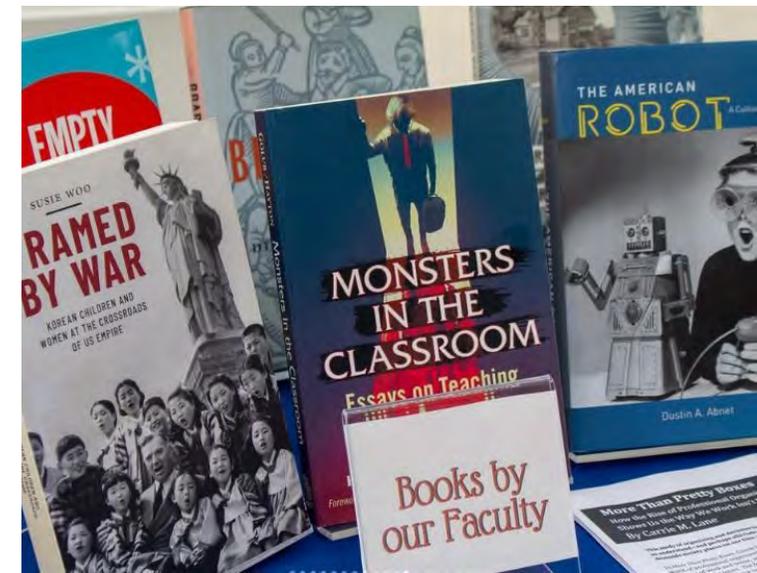
**Dr. Nicole Seymour (ENGL)**

*"The Politics of Humor"*

**Dr. Nancy Segal (PSYC)**

*"Human Reproductive Cloning:  
Possible Psychological Consequences"*

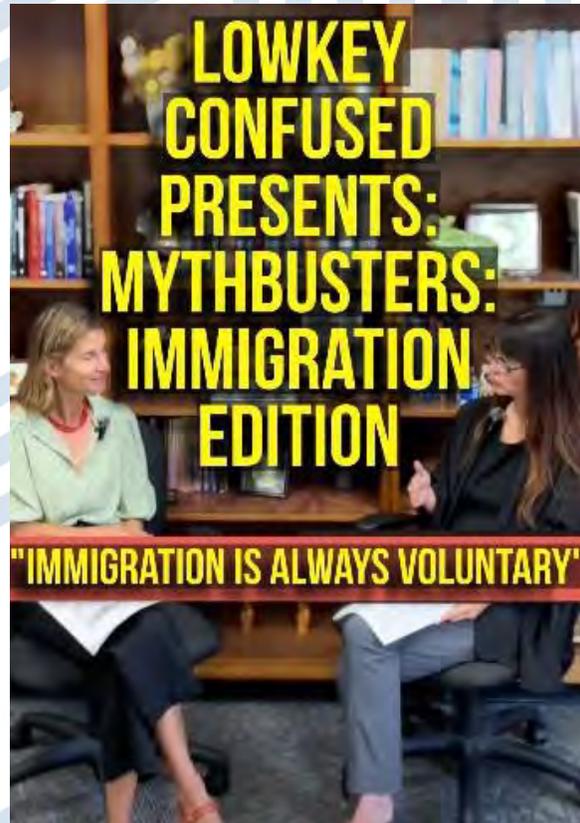
**Dr. Jennifer A. Yee (ASAM)**



# Lowkey Confused? HSS Explains!



**Autism diagnoses  
are on the rise,  
but why?**



**@csufhss**

*Follow us!*

*@csufhss*



# Centers

## *Fourteen centers, including:*

- **The Institute of Black Intellectual Innovation (IBII)**
- **The Lawrence de Graaf Center for Oral and Public History**
- **Center for Sustainability**
- **Latinx Lab for Storytelling and Social Justice**



A woman with long dark hair and glasses, wearing a grey long-sleeved shirt and a black skirt, stands on the left side of the frame. She is holding a white document with the word 'GOVERNMENT' visible on it and pointing at it. In front of her, several students are seated, with their backs to the camera. The background shows a classroom environment with a laptop on a desk and a screen displaying a map. The right side of the image is dominated by a large, dark blue, textured graphic element that contains the title and list.

# ***Student Success Center***

- Reception
- Tandem Advisors
- Study Abroad
- Peer Mentor Training for Leap into Sophomore Year
- Workshop Room
- Located in H-112

# *HSS Study Abroad*



*Spain*



*Arctic & Sweden*



*Korea*



*Ghana*



*Italy*



*Taiwan*



C a l S t a t e

# DC Scholars



CALIFORNIA STATE UNIVERSITY, FULLERTON

- **600+ students have participated since 2006**
- **Enroll in courses taught by CSUF faculty**
- **Gain hands-on experience through internships with congressional offices, executive agencies, museums, non-profits, and other organizations in Washington, D.C.**
- **Mentorship and career support from a growing network of Titan alumni**



# PASSAGE TO THE FUTURE



## *Students have access to:*

- Networking events, career panels, and employer meetups
- Industry mentors and hands-on projects
- Career pathways aligned with individual strengths and interests
- Resume building, interview prep, and workplace communication skills



Frankie Bauer, History



John Burnett, Politics,  
Administration, and Justice



Vanessa Calderon, Psychology



Sarah Chavez, Psychology



Hossein Karimi, Psychology



Jessica HyunJeong Lee, Politics,  
Administration, and Justice



Joo Young (Jewel) Lee,  
Psychology



Anne (Andie) Reid, History



Steven Tran, Psychology

# *New Faculty*

**CSUF**

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**COLLEGE OF  
Humanities and  
Social Sciences**

*[hss.fullerton.edu](https://hss.fullerton.edu)*



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO ACCEPT THE TITAN YOUTH SUMMER CAMP  
PROGRAM ASSESSMENT REPORT**

**Sponsor:** Programs Assessment 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 ASI Board of Directors, 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**, the ASI Programs Assessment Committee is a designated standing committee of the ASI Board of Directors and is tasked with the assessment of existing ASI programs and services and consideration of new programs to be established; and

**WHEREAS**, during its first meeting of the academic year, the ASI Programs Assessment Committee selects established ASI programs for annual assessment, with findings to be presented by the Program Director; and

**WHEREAS**, the ASI Titan Youth Summer Camp (TYSC) was selected to be assessed and reviewed during the 2025-2026 academic term with findings shared and discussed by the Committee; and

**WHEREAS**, JP Gale, Director of the Student Recreation Center (SRC), reviewed the TYSC program strengths, weaknesses, opportunities, and threats, program offerings, hopeful outcomes and deliverables, and financial revenue and expenses with the ASI Programs Assessment Committee; therefore, let it be

**RESOLVED**, the ASI Board of Directors accepts the report provided to the ASI Programs Assessment Committee and approves continuation of the ASI Titan Youth Summer Camp program; and let it be further

**RESOLVED**, the ASI Board of Directors encourages ASI management to review the following areas concerning improvements to the ASI Titan Youth Summer Camp program:

1. Pursue National Accreditation with the American Camp Association
2. Review staffing support for program operations
3. Assess the length of the program
4. Strengthen strategic campus marketing efforts; and let it be finally



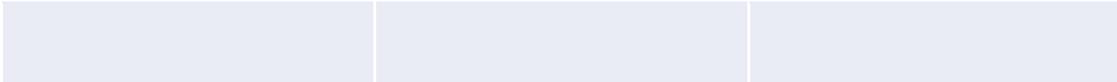
**RESOLVED**, that this Resolution be distributed to the ASI Executive Director and applicable departments and staff for appropriate action.

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

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Chair, Board of Directors

Secretary, Board of Directors



# Titan Youth Summer Camp Report

## Programs Assessment Committee

### I. SRC Director Recommendations

- The Titan Youth Summer Camp (TYSC) should continue operations until renovation of the SRC begins under the Associated Students Wellness Initiative. Following renovation, the program should be re-evaluated but likely continued.
- TYSC should pursue American Camp Association accreditation to follow a national framework for camp operations and to serve as a differentiator from other non-accredited camps.
- TYSC should offer a six-week program in 2026 instead of seven weeks to allow for more staff training time going into Fall 2027 and to reduce staff burnout.

### II. Program Overview

The Titan Youth Summer Camp (TYSC) is a long-standing Associated Students, Inc. (ASI) program with roots dating back to the 1990s. Originally operating under ASI Recreation prior to the opening of the Student Recreation Center (SRC) in 2008, the camp continued under “Titan Rec”. TYSC serves children ages 5 to 12, providing summer enrichment and recreational programming for CSUF students, faculty, staff, and members of the surrounding community.

The program employs approximately 30–40 CSUF students each summer, providing valuable opportunities for student leadership, professional development, and experiential learning. Staff training occurs from mid-May through mid-June, with campers on site from mid-June through early August.

After a two-year hiatus during the COVID-19 pandemic, the camp resumed operations in Summer 2022 and has demonstrated steady growth in participation, quality, and financial performance each year since.

### III. 2025 TYSC Program Operations and Participation

The 2025 season marked TYSC’s strongest performance to date in terms of enrollment, revenue, and operational success.

- **Average Weekly Enrollment:** 120 campers
- **Peak Enrollment:** 168 campers (Week 4)

- **Total Unique Users:** 483 (up from 441 in 2024)
- **Camp Duration:** 7 weeks

TYSC programming is divided into three age-based groups to provide age-appropriate supervision and activities:

- **Tuffies:** Ages 5–6
- **Mammoths:** Ages 7–9
- **Titans:** Ages 10–12

Participant demographics indicate that the program continues to primarily serve community families:

- **Community Members:** 90.2%
- **Faculty and Staff:** 9.3%
- **Students:** 0.5%

#### **IV. Participant Satisfaction**

TYSC distributed post-program satisfaction surveys to all parents and guardians, receiving **33 responses**. Results reflected strong satisfaction and participant loyalty:

- **91% (30 of 33)** reported overall satisfaction with the program.
- **91% (30 of 33)** indicated they plan to return in 2026.
- **45% (15 of 33)** expressed willingness to pay more for hot lunch options.
- Several parents expressed interest in reintroducing field trips but indicated reluctance to pay additional fees to support them.

Overall, parent feedback praised the professionalism of staff, the improved organization of daily activities, and the enhanced preparedness of counselors compared to 2024.

#### **V. Financial Performance**

TYSC has exhibited strong fiscal recovery and growth since returning from the pandemic shutdown. The program has operated profitably since 2023, despite ongoing wage pressures and the rising cost of student employment.

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**Table 1. TYSC Financial Summary (2022–2025)**

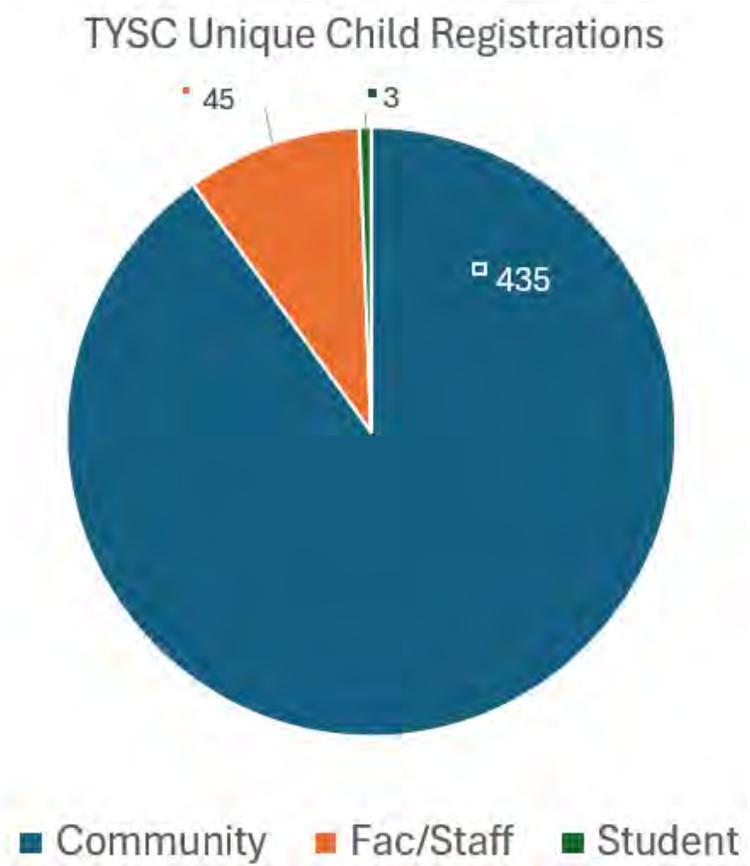
TYSC Revenue	Summer 2022	Summer 2023	Summer 2024	Summer 2025
Total Revenue	\$127,528.10	\$146,655.98	\$189,322.20	\$231,950.93
Student Wages	\$127,934.36	\$84,063.66	\$97,277.29	\$166,031.00
Other Expenses	\$32,167.77	\$29,399.57	\$35,125.08	\$34,685.65
Total Expenses	\$160,102.13	\$113,463.23	\$132,410.62	\$200,716.65
Profit/Loss	(\$32,574.03)	\$33,192.75	\$56,911.58	\$31,234.28

**Table 2. TYSC Registration Summary (2022–2025)**

TYSC Registrations	Summer 2022	Summer 2023	Summer 2024	Summer 2025
Item Sold	Sales			
Half Day Registrations	161	280	255	296
Full Day Registrations	445	472	438	545
Extended Care	67	49	69	34
Counselor in Training	42	0	0	0
Total Sales	715	801	762	841
Camp Duration in Weeks	8	6	6	7

Unique Users	356	430	441	483

**Chart 1. 2025 TYSC Registration by Type**



**VI. SWOT Analysis**

**Strengths**

- **Sustained Growth:** Enrollment and revenue have increased consistently since 2022.
- **Participant Satisfaction:** Parent feedback reflects satisfaction and program loyalty.
- **Improved Staff Readiness:** 2025 staff demonstrated greater professionalism and preparedness compared to prior years.
- **Community Engagement:** The program strengthens relationships between CSUF and surrounding families.

- **Student Employment Impact:** TYSC employs 30–40 CSUF students annually, aligning with ASI’s mission of student development.
- **Operational Efficiency:** The new registration platform improved customer experience and reduced administrative challenges.
- **Reduced Complaints:** Parent concerns decreased significantly compared to Summer 2024.

### Weaknesses

- **Compressed Planning Timeline:** Short preparation windows prior to the summer season affect overall program quality, especially in years with few staff returning from the prior camp.
- **High Staff Turnover:** Annual counselor turnover remains an ongoing challenge.
- **Coordinator Turnover:** There have been three different Intramural and Camp Coordinators in the position since August 2024, creating operational instability and loss of institutional knowledge.
- **Workload Concerns:** Exit interviews have identified workload and role volume as major factors contributing to staff departures.
- **Large Supervisory Scope:** The Intramural and Camp Coordinator supervises over 80 student employees annually, contributing to workload intensity and burnout risk.
- **Operational Overlap:** Camp operations occasionally limit SRC member access to certain facilities.
- **Complex Logistics:** Managing multiple age groups and transitions across large facility areas adds operational strain.
- **Non-Core Program Alignment:** TYSC’s role within ASI’s broader mission continues to require review and strategic clarification.

### Opportunities

- **Increased Campus Engagement:** Targeted marketing to CSUF faculty and staff could expand internal participation.
- **Accreditation:** Pursuing American Camp Association (ACA) accreditation would align TYSC with national safety and quality standards.

- **Partnership Development:** Collaboration with the CSUF Children’s Center and the Child and Adolescent Development Department could enhance recruitment pipelines and programming alignment.
- **Student Recruitment:** Greater promotion of employment opportunities to relevant academic departments could improve counselor retention and professional development outcomes.

### Threats

- **Program Risk Exposure:** TYSC is one of the most high-risk programs conducted within the SRC and ASI, given its direct work with minors and large program footprint.
- **Competitive Market:** Local city and county programs offer comparable summer programming at subsidized rates.
- **Staffing Instability:** Persistent turnover in the Intramural and Camp Coordinator position continues to disrupt program continuity.
- **Rising Labor Costs:** California minimum wage increases continue to elevate operating expenses, potentially impacting future profitability, as staff wages are the largest expense in camp operations.

## VII. Conclusion and Recommendations

The **2025 Titan Youth Summer Camp** achieved record performance in enrollment, financial outcomes, and participant satisfaction. The program continues to provide significant community engagement value and serves as a robust student employment and leadership development platform. Overall, TYSC remains a valued and successful ASI program, and the ASI Management recommends **continuation** of the Titan Youth Summer Camp program.

### Suggested Areas for Management to Address

To sustain growth and mitigate identified challenges, the following areas are recommended for ASI Management to examine concerning program improvements:

1. **Pursue National Accreditation:** Begin the process for American Camp Association accreditation to enhance standards and credibility.

- 
2. **Review Staffing Support for Program Operations:** Evaluate appropriate staffing needs to mitigate program risks and reduce turnover.
  3. **Assess the Length of the Program:** Determine the most appropriate duration of the summer youth program given operations and financial restraints.
  4. **Strengthen Strategic Campus Marketing Efforts:** Develop and identify strategic outreach and partnership opportunities to better reach CSUF faculty, staff, and student families.

With focused attention on risk management, staff sustainability, and strategic alignment, the camp is well-positioned to continue its role as a leading community engagement and student development initiative at Cal State Fullerton.

# Titan Youth Summer Camp Programs Assessment Report



# Summary of Program Assessment

- The Titan Youth Summer Camp (TYSC) program has existed prior to the 1990s and has been under ASI since the Student Recreation Center opening in 2008. Similar county and city programs are main program competitors.
- TYSC serves children aged 5-12 from June to August and is open to students, faculty, staff, and community members. TYSC averaged 120 campers per week in 2025.
- 90.2% of TYSC users are community members.
- TYSC employs 30-40 students each summer as counselors.
- TYSC has been profitable since 2023. The largest expense is student wages. 2025 was the highest enrollment, highest revenue and highest expense in program history.
- Overall, the TYSC program offers meaningful employment to students and meaningful engagement with local community. However, there is great potential for program improvement concerning labor turnover, operational impact, and strategic marketing within the campus community.



# Director Recommendations

- The Titan Youth Summer Camp (TYSC) should continue operations until renovation of the SRC begins under the Associated Students Wellness Initiative. Following renovation, the program should be re-evaluated but likely continued.
- TYSC should pursue American Camp Association accreditation to follow a national framework for camp operations and to serve as a differentiator from other non-accredited camps.
- TYSC should offer a six-week program in 2026 instead of seven weeks to allow for more staff training time going into Fall 2027 and to reduce staff burnout.



# Committee Recommendations

With consideration of the Director's assessment and recommendations, the Programs Assessment Committee recommends the TYSC program *continues*.

To ensure continued program success, the committee agrees ASI should consider addressing the following areas:

1. Pursue National Accreditation with the American Camp Association
2. Review staffing support for program operations
3. Assess the length of the program
4. Strengthen strategic campus marketing efforts



A black and white photograph of a man with short hair and glasses, smiling and sitting in a dark armchair. He is wearing a dark suit jacket and trousers. The background consists of light-colored, vertically pleated curtains. Overlaid on the image is the text 'SOCIAL JUSTICE WEEK' in large, bold, orange letters, and 'PROGRAMS ASSESSMENT REPORT' in smaller, spaced-out orange letters below it.

# SOCIAL JUSTICE WEEK

P R O G R A M S A S S E S S M E N T R E P O R T

# SUMMARY OF PROGRAM ASSESSMENT

Social Justice Week is an annual program hosted by Association of InterCultural Awareness (AICA) designed to foster dialogue, reflection, and action around issues of equity, inclusion, and civic responsibility. Since 2018, the program evolved from a small series of student-led discussions into a university-wide initiative that engages thousands of students, staff, and community members.

A program feature includes influential speakers, such as Giancarlo Esposito and Diane Guerrero, each offering unique perspectives on leadership, advocacy, and systemic change. The week now includes keynote lectures, panels, and interactive activities that challenge students to think critically about social justice topics and their own role in shaping a more inclusive campus culture.

# SUMMARY OF PROGRAM ASSESSMENT

Participants for the 2025 program included:

- 91% Students with representation from all 8 CSUF Colleges
- Top academic areas: Communications (18%), Education (15%), HSS (13%)

Average Attendance per Session: 65 participants

- Keynote Highlight: Giancarlo Esposito - 700+ attendees
- Titan TV Views: 1,200 post-event replays

Primary program funding via AICA annual budget - supplementary support through partnerships and collaborations:

- Diversity Initiatives & Resource Centers (DIRC)
- Campus Departments
- Titan TV and Student Affairs & Strategic Enrollment Management Marketing

A black and white photograph of a man with glasses speaking at a podium in a lecture hall. The man is wearing a dark jacket and is gesturing with his hands while speaking. The background shows a large screen displaying the same man speaking, and the room is dimly lit with some overhead lights visible.

# DIRECTOR RECOMMENDATIONS

The Association for InterCultural Awareness (AICA) Social Justice Week continues to demonstrate exceptional alignment with **ASI's** mission of advancing student learning, engagement, and inclusion. It is recommended that the program remains an annual ASI signature event, with continued support for expanding collaborations across academic colleges, Diversity Initiatives and Resource Centers (DIRC), and community partners. Increasing sponsorships or co-funding should be pursued to sustain program quality and reach.

# COMMITTEE RECOMMENDATIONS

With consideration of the Director's assessment and recommendations, the Programs Assessment Committee recommends the Social Justice Week program continues.

To ensure continued program success, the committee agrees ASI should consider addressing the following areas:

1. *Strengthen Strategic Campus Marketing Efforts*
2. *Evaluate Program Budget*
3. *Virtual Event Consideration*





CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO ACCEPT THE AICA SOCIAL JUSTICE WEEK PROGRAM  
ASSESSMENT REPORT**

**Sponsor:** ASI Programs Assessment 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 ASI Board of Directors, 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**, the ASI Programs Assessment Committee is a designated standing committee of the ASI Board of Directors and is tasked with the assessment of existing ASI programs and services and consideration of new programs to be established; and

**WHEREAS**, during its first meeting of the academic year, the ASI Programs Assessment Committee selects established ASI programs for annual assessment, with findings to be presented by the Program Director; and

**WHEREAS**, the Association for InterCultural Awareness (AICA) Social Justice Week program was selected to be assessed and reviewed during the 2025-2026 academic term with findings shared and discussed by the Committee; and

**WHEREAS**, Austin Ysais, Director of Student Programs and Engagement (SPE), reviewed program offerings, hopeful outcomes and deliverables, and revenue and expenses with the ASI Programs Assessment Committee to share strengths, weaknesses, opportunities, and threats; therefore, let it be

**RESOLVED**, the ASI Board of Directors accepts the report provided to the ASI Programs Assessment Committee and approves continuation of the AICA Social Justice Week program; and let it be further

**RESOLVED**, the ASI Board of Directors encourages ASI management to review the following areas concerning improvements to the AICA Social Justice Week program:

1. Strengthen Strategic Campus Marketing Efforts
2. Evaluate Program Budget
3. Virtual Event Consideration; and let it be finally

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

Adopted by the Board of Directors of the Associated Students Inc., California State University,

Fullerton on the second day of December in the year two thousand and twenty-five.

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Chair, Board of Directors

Secretary, Board of Directors

# AICA Social Justice Week Report

## Programs Assessment Committee

### I. SPE Director Recommendations

The Association for InterCultural Awareness (AICA) Social Justice Week (SJW) continues to demonstrate exceptional alignment with ASI's mission of advancing student learning, engagement, and inclusion. It is recommended that the program remains an annual ASI signature event, with continued support for expanding collaborations across academic colleges, Diversity Initiatives and Resource Centers (DIRC), and community partners. Increasing sponsorships or co-funding should be pursued to sustain program quality and reach.

### II. Program Overview

Social Justice Week is an annual program hosted by Associated Students, Inc. (ASI) at Cal State Fullerton, designed to foster dialogue, reflection, and action around issues of equity, inclusion, and civic responsibility. The program began as a small series of student-led discussions and has since evolved into a university-wide initiative that engages thousands of students, staff, and community members.

Over the years, it has featured influential speakers such as Giancarlo Esposito and Diane Guerrero, each offering unique perspectives on leadership, advocacy, and systemic change. The week now includes keynote lectures, panels, and interactive activities that challenge students to think critically about social justice topics and their own role in shaping a more inclusive campus culture.

History Highlights:

- 2018 – Developed by AICA Chair and HRDI AVP as a collaboration between DIRC, HRDI, and AICA.
- 2019 – Expanded to 16 educational sessions including faculty, staff, and student presenters.
- 2020 – Transitioned to fully virtual format with over 30 sessions and inaugural keynote by W. Kamau Bell.
- 2021–2025 – Evolved into a signature annual initiative consistently featuring 20–30 sessions engaging students, staff, and faculty across campus.

### III. Social Justice Weeks Program Operations and Participation

The 2025 program featured over 25 educational sessions, a major keynote by Giancarlo Esposito, and collaborations with DIRC and various campus departments. Titan TV provided livestreaming and post-production coverage, extending program reach. The week involved students, faculty, and staff from all eight colleges, representing diverse disciplines and perspectives.

## IV. Participant Satisfaction

A post-event survey conducted March 10–17, 2025, received 310 responses. Results indicated 91% of participants rated the event as “Excellent” or “Good.” 91% were students, 8% staff, and 1% faculty.

Top majors represented included: Communications (18%), Education (15%), and Humanities & Social Sciences (13%)” The keynote session drew over 700 attendees, and post-event Titan TV replays exceeded 1,200 views.

Qualitative feedback emphasized appreciation for the diversity of voices, engaging discussions, and actionable takeaways: “I appreciated the mix of student and faculty voices.” “The keynote was powerful and relatable.” “I’d love to see more workshops focused on action steps and allyship.”

## V. Financial Data

Social Justice Week is primarily funded through ASI’s annual programming allocation, supplemented by in-kind and co-sponsorship support from DIRC, campus departments, Titan TV, and Student Affairs Marketing.

Category	Description	Amount
Keynote Speaker Fees & Hospitality	Giancarlo Esposito – fee, travel, and on-site hospitality	\$20,000.00
Educational Sessions & Panels	Supplies, print materials, giveaways	\$2,850.00
Marketing & Promotion	Digital and print materials	\$2,175.00
Production & A/V Support	Sound, lighting, stage setup, livestreaming	\$3,400.00
Hospitality & Catering	Refreshments for attendees and presenters	\$1,275.00
Supplies & Printing	Handouts, signage, evaluation materials, décor	\$624.00
Post-Event Evaluation & Media	Post-production, survey incentives	\$1,500.00
Total		\$31,824.00

## VI. SWOT Analysis

**Strengths:** Strong institutional support from ASI and CSUF Student Affairs. Established reputation as a signature ASI educational program. Alignment with ASI’s mission, Student Affairs strategic plan, and Diversity & Inclusion goals.

**Weaknesses:** Heavy reliance on a small planning team (Program Coordinator, GA, student staff).

**Opportunities:** Expand cross-campus partnerships (DIRC, academic colleges, faculty integration). Increase sponsorships or co-funding from departments and community partners.

**Threats:** Budget constraints or university-wide cost reductions could limit programming scale. Risk of controversy or misunderstanding around sensitive social topics.

## VII. Conclusion and Recommendations

**Social Justice Week** continues to be a flagship initiative fostering critical thinking, inclusivity, and civic engagement at Cal State Fullerton, and ASI Management recommends continuation of the AICA Social Justice Week program.

To ensure continued growth and sustainability, ASI management recommends that ASI maintain SJW as a standing annual initiative, explore semester-based programming opportunities, and develop a campus marketing plan to enhance awareness and participation. Expanding hybrid and virtual opportunities could further increase accessibility and engagement for the broader Titan community.

**Suggested Areas for Management to Address**

To sustain growth and mitigate identified challenges, the following areas are recommended for ASI Management to examine concerning program improvements:

1. **Strengthen Strategic Campus Marketing Efforts:** Develop alignment in marketing strategies that focus on visibility of the program, awareness as a signature campus event, and expansion of campus engagement.
2. **Evaluate Program Budget:** Review funding levels to ensure the program can continue hosting impactful, high-profile keynote speakers and high-quality educational sessions that resonate with students and support strong learning outcomes.
3. **Virtual Event Consideration:** Analyze the availability of incorporating livestreamed, recorded, and hybrid session formats to improve accessibility for commuter students, working students, and campus partners while extending the program's digital reach.



CALIFORNIA STATE UNIVERSITY, FULLERTON™

## **A Resolution for Approval of the 2026-2027 Titan Student Union Fees**

**Sponsor:** Finance Committee

**WHEREAS**, The Associated Students Inc., CSUF (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (CSUF); and

**WHEREAS**, ASI is governed by the ASI Board of Directors, which 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 oversees and operates the Titan Student Union (TSU), which is home to the University Conference Center, Art Galleries, Titan Bowl & Billiards (TBB), the Esports Lounge and The Pantry; and

**WHEREAS**, the TSU hosts events and daily guests from the campus and local communities, providing event services and recreational opportunities meant to enrich the Titan Experience; and

**WHEREAS**, the ASI Board of Directors establishes the Titan Student Union operating budget and approves programs and services, including the rates established for the use of the facilities by groups authorized in accordance with the ASI Policy Concerning Facility Operations; and

**WHEREAS**, in fiscal year 2024-25 the TSU hosted 5,813 events, TBB, Esports, and the Drop-in-Art teams provided over 225 free student programs, The Pantry hosted over 22,000 appointments, and over 800,000 guests visited the TSU; and

**WHEREAS**, the TSU Operations team employs up to 75 students in five departments; and

**WHEREAS**, the TSU regularly assesses operating costs in support of events, meetings, and programs in the Titan Student Union considering operational effectiveness, minimum wage increases, market rates for similar activities locally, and future facility and programming plans; and

**WHEREAS**, the Titan Student Union proposes an adjustment to the University Conference Center rates as follows:

- Increase the cost recovery rate for the Titan Theatre and Stearns meeting room;
- Remove the counter sales charges for foosball and shuffleboard tables; and let it be

**RESOLVED**, the ASI Board of Directors approves the 2026-2027 Operating Fees for the Titan Student Union, which reflects an adjustment to the cost recovery rates for the Titan Theater and Stearns meeting rooms and a removal of counter sales rates for the foosball and shuffleboard tables; and let it be finally

**RESOLVED**, that this Resolution be distributed to the applicable ASI departments for appropriate action.

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

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Chair, Board of Directors

Secretary, Board of Directors

# Titan Student Union Fees 2026-2027

UCC Room Prices 2026 - 2027				
Room	Pricing Method	Campus	Private Use	Off-Campus
ALUMNI LOUNGE	Unit	\$70.00	\$105.00	\$210.00
ALVARADO A	Unit	\$60.00	\$90.00	\$180.00
ALVARADO AB	Unit	\$120.00	\$180.00	\$360.00
ALVARADO B	Unit	\$60.00	\$90.00	\$180.00
BECKER AMPHITHEATRE	Unit	\$45.00	\$67.50	\$135.00
BRADFORD A	Unit	\$30.00	\$45.00	\$90.00
BRADFORD AB	Unit	\$60.00	\$90.00	\$180.00
BRADFORD B	Unit	\$30.00	\$45.00	\$90.00
CHAPMAN ATRIUM	Unit	\$335.00	\$535.00	\$1020.00
COURTYARD	Unit	\$155.00	\$232.50	\$465.00
E-SPORTS LOUNGE	Hourly (Specific)	\$75.00	\$112.50	\$150.00
FIRESIDE LOUNGE	Unit	\$70.00	\$105.00	\$210.00
FOOD COURT EW	Unit	\$155.00	\$292.50	\$465.00
GABRIELINO	Unit	\$125.00	\$187.50	\$375.00
GILMAN A	Unit	\$30.00	\$45.00	\$90.00
GILMAN AB	Unit	\$60.00	\$90.00	\$180.00
GILMAN B	Unit	\$30.00	\$45.00	\$90.00
HETEBRINK A	Unit	\$30.00	\$45.00	\$90.00
HETEBRINK AB	Unit	\$60.00	\$90.00	\$180.00
HETEBRINK B	Unit	\$30.00	\$45.00	\$90.00
LEGISLATIVE CHAMBER 1	Unit	\$60.00	\$90.00	\$180.00
LEGISLATIVE CHAMBER 2	Unit	\$60.00	\$90.00	\$180.00
LEGISLATIVE CHAMBERS 1&2	Unit	\$120.00	\$180.00	\$360.00
ONTIVEROS A	Unit	\$45.00	\$67.50	\$135.00
ONTIVEROS AB	Unit	\$90.00	\$135.00	\$270.00
ONTIVEROS ABC	Unit	\$135.00	\$202.50	\$405.00
ONTIVEROS B	Unit	\$45.00	\$67.50	\$135.00
ONTIVEROS BC	Unit	\$90.00	\$135.00	\$270.00
ONTIVEROS C	Unit	\$45.00	\$67.50	\$135.00
PAVILION-A	Unit	\$340.00	\$510.00	\$1020.00
PAVILION-AB	Unit	\$680.00	\$1020.00	\$2040.00
PAVILION-ABC	Unit	\$1020.00	\$1530.00	\$3060.00
PAVILION-B	Unit	\$335.00	\$510.00	\$1020.00
PAVILION-BC	Unit	\$680.00	\$1020.00	\$2040.00
PAVILION-C	Unit	\$340.00	\$510.00	\$1020.00
SOUTH PATIO	Unit	\$195.00	\$292.50	\$585.00
STEARNS	Unit	\$40.00	\$60.00	\$120.00
THE PUB	Unit	\$175.00	\$262.50	\$525.00

TITAN THEATER	Unit	\$195.00	\$292.50	\$585.00
TUFFREE A	Unit	\$30.00	\$45.00	\$90.00
TUFFREE AB	Unit	\$60.00	\$90.00	\$180.00
TUFFREE B	Unit	\$30.00	\$45.00	\$90.00
VIRTUAL ARTS TERRACE	Unit	\$50.00	\$75.00	\$150.00

<b>Titan Bowl &amp; Billiards Counter Prices 2026 - 2027</b>			
<b>Activity</b>	<b>Student Rate</b>	<b>Faculty/Staff Rate</b>	<b>Community Rate</b>
Bowling	\$2/game	\$2.75/game	\$3.15/game
Billiards	\$4.75/hour	\$6.25/hour	\$8.15/hour
Table Tennis	\$2/hour	\$2.50/hour	\$3.50/hour
Esports	\$4/hour	\$6/hour	\$8/hour
Esports Day Pass	\$8	\$12	\$16
Esports Semester Pass	\$85	\$127.50	\$170

<b>Staffing Fees: UCC and TBB 2026 -2027</b>	
<b>Position</b>	<b>Hourly Rate</b>
Event Support: Event Attendant, Building Manager, TBB Desk Attendant, Ticketing Staff, and Setup Crew	\$19

<b>TBB Rental Fees Per Hour - Events</b>					
	<b>AS/TSU, Registered Alumni or Student Organization</b>	<b>CSUF Department, Schools, Support Groups</b>	<b>Private Use, Campus, Affiliate</b>	<b>Off-Campus</b>	
<b>Bowling</b>					
2 lanes	N/C	\$ 20.00	\$ 30.00	\$ 40.00	
4 lanes	N/C	\$ 40.00	\$ 60.00	\$ 80.00	
6 lanes	N/C	\$ 60.00	\$ 90.00	\$ 120.00	
8 lanes	N/C	\$ 80.00	\$ 120.00	\$ 160.00	
<b>Billiards</b>					
2 tables	N/C	\$ 12.00	\$ 18.00	\$ 24.00	
4 tables	N/C	\$ 24.00	\$ 36.00	\$ 48.00	
6 tables	N/C	\$ 36.00	\$ 54.00	\$ 72.00	
8 tables	N/C	\$ 48.00	\$ 72.00	\$ 96.00	
10 tables	N/C	\$ 60.00	\$ 90.00	\$ 120.00	
12 tables	N/C	\$ 72.00	\$ 108.00	\$ 144.00	
Shuffleboard/TableTennis/Foosball	N/C	\$ 6.00	\$ 9.00	\$ 12.00	
Esports/Console Games Lounge	N/C	\$ 75.00	\$ 112.50	\$ 150.00	
<b>TBB Rental Fees - Flat Rate - event</b>					
	<b>AS/TSU, Registered Alumni or Student Organization</b>	<b>CSUF Department, Schools, Support Groups</b>	<b>Private Use, Campus, Affiliate</b>	<b>Off-Campus</b>	
<b>Bowling Shoes</b>					
2 lanes	N/C	\$ 30.00	\$ 30.00	\$ 30.00	
4 lanes	N/C	\$ 60.00	\$ 60.00	\$ 60.00	
6 lanes	N/C	\$ 90.00	\$ 90.00	\$ 90.00	
8 lanes	N/C	\$ 120.00	\$ 120.00	\$ 120.00	
each additional 25 people (up to 150)	N/C	\$ 60.00	\$ 60.00	\$ 60.00	
<b>Arcade Free Play</b>					
1-4 hours	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00	
5-6 hours	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	
7 hours	\$ 900.00	\$ 900.00	\$ 900.00	\$ 900.00	
Pub	N/C	\$ 175.00	\$ 262.50	\$ 525.00	

# Titan Student Union Proposed Fee Changes

FY 2026-27

Fall 2025





## Summary

# Titan Student Union

- The Titan Student Union is home to the **University Conference Center, Titan Bowl & Billiards, Art Galleries, the Esports Lounge, The Pantry**, various event spaces, a food court, Starbucks, and a convenience store.

# FY 2024-25 Titan Student Union Summary

- The TSU hosted **5,813** event bookings.
- Titan Bowl & Billiards, Esports, and the Drop-in Art teams provided over **225** free student programs.
- The Pantry hosted over **22,000** appointments.
- Over **800,000** hourly guests visited the TSU.
- The TSU Operations team employs up to **75** students in **5** departments.





# Guiding Factors & **Planning Tools**

- Budgetary concerns
- Operational effectiveness
- Minimum wage Increases
- Market rates for similar activities locally
- Future facility and programming plans



# Proposed Changes

## University Conference Center & Titan Bowl & Billiards

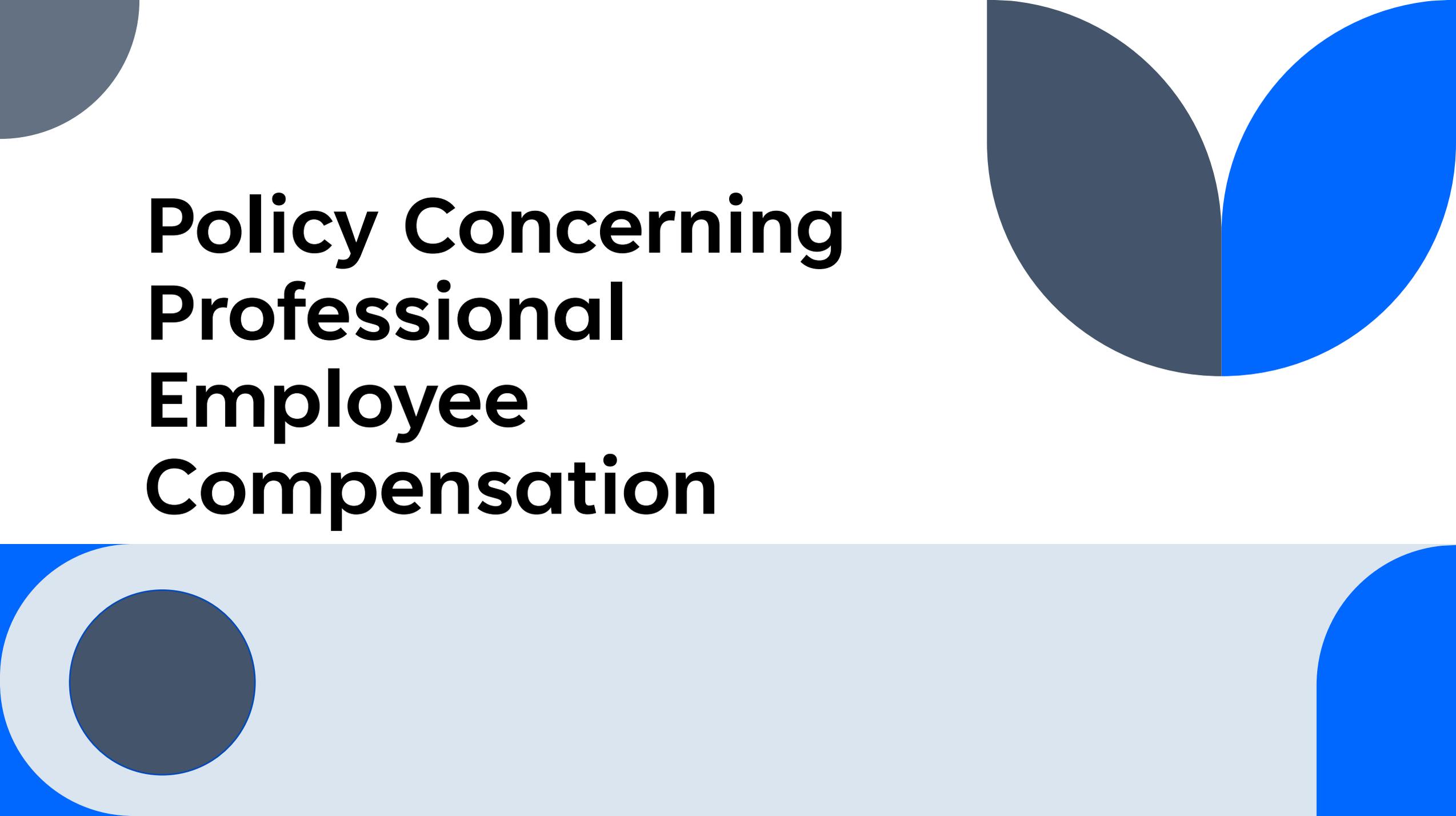


- Increase cost recovery rate for the Titan Theater and Stearns
  - No change to students/student orgs
- Foosball and Shuffleboard – no charge
  - Lower-interest activities
  - Low equipment and maintenance costs
  - Transaction processing costs outweigh the revenue

# Questions?

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# **Policy Concerning Professional Employee Compensation**

# Purpose

The ASI Policy Concerning Professional Employee Compensation summarizes compensation and benefits for full-time employees.

## ***Main Points:***

***Updates based on CA and Federal Law updates, clarifying compensation and salary adjustments, holidays, and leaves of absence.***



# Policy Overview

- Initial compensation for all employees
- Salary Adjustments
- Employee Benefits (part of the compensation policy)
- Retirement
- Vacation, Sick Time, and Holidays
- Leaves of Absences (Paid and Unpaid)
- Last approved 11/05/2019



# Proposed Policy Revisions

1. Comprehensive and formal alignment to current California and Federal Laws regarding employee leaves (paid and unpaid)
2. Update to the initial compensation and compensation clarifying processes and procedures.
3. Update to Holidays (Juneteenth added) and update to Personal Holiday policy.



# Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO AMEND ASI POLICY CONCERNING PROFESSIONAL EMPLOYEE  
COMPENSATION**

**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 policy concerning professional employee compensation provides guidance over the compensation and benefits for full-time employees of the Associated Students Inc., California State University, Fullerton; and

**WHEREAS**, the policy sets standards for initial compensation and salary adjustments, employee benefits, retirement, vacation, sick time, holidays, and leaves of absences for all professional employees; and

**WHEREAS**, ASI amended the Policy Concerning Professional Employee Compensation in spring 2021; and

**WHEREAS**, ASI has reviewed the policy to include a comprehensive and formal alignment with current California and Federal laws regarding employee leaves; and

**WHEREAS**, the amendments include updates to clarify processes for determining compensation, and to update the holidays including adding Juneteenth to the official list of eligible dates and changing the personal holiday allocation; therefore, let it be

**RESOLVED**, ASI approves the amendments to the Policy Concerning Professional Employee Compensation; and let it be finally

**RESOLVED**, that this resolution be distributed to applicable ASI departments for appropriate action.

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

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Chair, Board of Directors

Secretary, Board of Directors

## POLICY CONCERNING PROFESSIONAL EMPLOYEE COMPENSATION

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### PURPOSE

The Associated Students Inc., California State University, Fullerton (ASI) is committed to providing a total compensation package that enables the corporation to attract and retain highly skilled and talented employees for all positions. A competitive total compensation package includes an effective salary administration program and a comprehensive benefits plan that serves to:

- Affirm ASI's commitment to Equal Employment Opportunity
- Maintain consistency with the CSU employee classification standards and compensation
- Provide individual choice in selecting benefits
- Recognize the diverse needs of the employee population

The purpose of ASI's Policy on Employee Compensation is to provide equity, incentive, and CSU comparability in the administration of the corporation's compensation program for all employees.

Within the framework of applicable law, and consistent with the judicious expenditure of funds, it is the policy of ASI to employ competent personnel, motivate these employees to perform well, and create inducements both through basic compensation and fringe benefits to retain competent employees for productive periods of service.

Pursuant to Education Code, Section 89900(c) and Title V, Section 42405(a) ASI shall provide salaries, working conditions, and benefits for its full-time employees that are comparable to those provided CSU employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to those performed by CSU employees, the salaries established will be based on a study of the salaries prevailing at other educational institutions in the area or commercial operations of like nature.

ASI will meet the requirements for comparability by providing its regular, full-time employees with the following:

- Salaries that fall within the corresponding salary range that would be paid to a CSU Fullerton (CSUF) employee in the same CSU classification (if applicable)
- A benefits package (exclusive of educational benefits) that is modeled after that provided by CSUF to its full-time employees
- A personnel management and employee relations system that is within the parameters of that established by the CSU for its full-time employees

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## WHO SHOULD KNOW THIS POLICY

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

## DEFINITIONS

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

Terms	Definitions
<b>Salary Range</b>	Minimum and maximum rate currently authorized for a position classification.
<b>Comp Time</b>	Time off in lieu of payment for overtime.
<b>Compa-Ratio</b>	<u>Measurement of pay that compares an employee's salary to the median compensation for similar positions within a company or a target market. Compa-ratio is employees' current salary divided by the current market rate.</u>
<b>Classification</b>	Category of a position within the organization (i.e. secretary, office assistant, Director, etc.).
<b>Reclassification</b>	Changing classification of position due to significant changes in job duties placing position requirements, accountability, responsibilities, etc. outside of present classification.
<b>Immediate family member</b>	Spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).
<b>Designated Person</b>	<u>Any person related by blood to the employee (aunt, uncle, cousin, etc.) or any person who is like family to the employee, such as the employee's unmarried partner or best friend (when in a relationship equivalent to family). The employee may identify the designated person at the time they request leave from work. Employee is allowed one designated person per year.</u>

<b>Volunteer Civil Service Personnel</b>	Volunteer firefighters, reserve peace officers, and emergency rescue personnel.
<b>Catastrophic illness or injury</b>	Illness or injury which totally incapacitates an employee or member of employee's immediate family if it requires the employee to take time off for an extended period in order to care for the family member and the employee has exhausted all of their available leave credits.
<b>Exempt</b>	Employees primarily performing work that is not subject to overtime provisions of the Fair Labor Standards Act. Overtime pay is not required by FLSA for exempt employees.
<b>Non-exempt</b>	Employees primarily performing work that is subject to the overtime provisions of the Fair Labor Standards Act. Overtime pay is required.
<b>Professional Staff</b>	Non-student regular staff members.
<b>State Disability</b>	Disability payments made for leaves of absence due to personal disability (state paid). Funded by employee deductions.
<b>Paid Family Leave</b>	Payments made for leaves of absence to care for a disabled family member (State Paid). Funded by employee deductions.

## STANDARDS

### 1. SALARY RANGE

ASI bases its salary ranges on the comparable salary ranges published by the California State University Office of the Chancellor. The determination of an appropriate salary range is contingent upon the determination of a position's CSU classification. For positions that cannot be classified according to the CSU standards, salary ranges will be based on periodic surveys of salaries paid for similar positions in the higher education and nonprofit organizations market.

Salary ranges for full-time positions consist of a minimum and a maximum rate as published in the most recent edition of the California State University Salary Schedule.

Revisions to the CSU Salary Schedule will be monitored by the Human Resources Department. Generally, such revisions will have no impact on individual salaries, unless one of the following occurs:

- The revision results in a new minimum rate that is higher than the rate currently paid to an ASI employee in the same classification. In this case, the employee's salary may be increased to the new minimum rate published in the CSU Salary Schedule.
- The revision results in a new maximum rate that is lower than the rate currently paid to an ASI employee in the same classification. In this case, the employee's salary may be approved to be above the established salary maximum for that position.

In both cases, the position in question will be audited to ensure that it is appropriately classified before any action is taken. If the position is correctly classified, the corresponding salary action referenced above will be submitted to the Human Resources Department for approval. If it is determined that the position is not correctly classified, the position description will be referred to Human Resources for consideration of a new classification and corresponding salary range.

### 2. INITIAL COMPENSATION

The initial salary offered to a candidate is based on the candidate's skills and abilities in relation to a number of factors including the position/classification requirements, internal and external

considerations, as well as budgetary considerations. Specifically, the following factors shall be considered in determining an appropriate starting salary.

- The salary range or skill level sub-range established for the position
- An assessment of the candidate's knowledge, skills, and abilities against the overall requirements for the position and classification and/or skill level
- An internal assessment of salaries of existing employees in comparable positions
- An analysis of applicable market data, if appropriate

a. Appointment Salary

Appointment salaries are commensurate with a candidate's experience and capabilities in relation to the salary range established for the position, as well as internal and external considerations. Following are the approved practices for determining a starting salary. The salary range quartiles and mid points referred to for hiring ranges are calculated using the minimum and maximum rates for the classification's salary range or for the skill level sub-range for classifications with skill levels.

**First Quartile**

Hiring within the first quartile of a salary range is appropriate when the candidate is qualified for the position, but ~~may still~~ ~~requires~~require a training period to become fully familiar with the requirements of the position. ~~Most positions will be hired within the second quartile.~~ Hiring managers are given the discretion to hire in the first quartile.

**Second Quartile**

Highly skilled or experienced candidates who need minimal training are most often hired in the second quartile of the range up to the mid-point. This is most common with career level professional positions. Hiring at this level can only occur after:

- The hiring manager meets with the Human Resources Director and provides pertinent information (e.g. level of skills, experience, ~~salary history, pay stubs,~~ budget availability) supporting the salary proposal, and
- The appropriate Division Director reviews the information and ~~recommends~~approves the final offer to the Executive Director.
- The analysis and recommendations are reviewed by Executive Director who has final decision authority.

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**Above Mid-point**

In rare operational circumstances, highly qualified individuals with exceptional expertise may need to be hired in excess of the salary range mid-point. Hiring at this level can only occur after:

- The Human Resources Director reviews the request and provides ~~his/her~~their analysis and recommendations.
- The analysis and recommendations are reviewed by Executive Director who has final decision authority.

An appointment salary above the midpoint of the range will be considered in ~~only the following rare~~ circumstances:

- ~~Clear recruitment and retention difficulties as demonstrated by prolonged and/or unproductive recruitments and high rates of turnover.~~

- ~~• The exceptional qualifications of a preferred candidate in relation to the applicant pool and classification and/or skill level requirements.~~
- ~~• Prevention of substantial salary loss by the preferred candidate.~~

For current employees selected through the recruitment process for a position in their same classification but in a different department, the hiring department has the discretion to offer the employee a salary increase, subject to budget availability.

*b. Executive Director Appointment Salary*

~~The Board of Directors (BOD) shall review and approve the compensation, including salary and benefits for the Executive Director. the compensation, including salary and benefits, for the ED, at the time of initial hiring, upon renewal of the employment term, or when compensation is modified. This process aligns with the Non-Profit Integrity Act, which requires that all executive compensation be "just and reasonable." To ensure a fair and transparent process, the BOD will use the most recent CSU salary schedule range for similar administrator positions and a current market survey for comparable positions to determine starting compensation. This formal oversight fulfills the BOD's responsibilities as outlined in the organization's bylaws and ensures transparency and accountability in the compensation process.~~

**3. SALARY ADJUSTMENTS**

*a. Merit Payments*

It is the policy of ASI to grant merit-based ~~salary increases~~ one-time payments to employees based on budget availability. The amount of the ~~salary increase~~ one-time payments will be dependent on the employee's performance evaluation and distributed on a yearly basis when funds are available.

~~a.~~ *b. Cost of Living Adjustments*

A cost of living adjustment is a periodic increase made to all current salaries in an effort to offset the effects of external economic factors, such as inflation. The ~~maximum~~ percentage of ~~a cost of living~~ cost-of-living adjustment to be made, if any, will be determined annually during the annual budget process by the ASI Board of Directors. If approved, in June/July of that same year, HR and Finance will use the consumer price index for Orange County based on the data from the U.S. Bureau of Labor Statistics to propose a percentage for the increase to the Executive Director that is within the salary increase percentage approved by the Board of Directors during the annual budget process.

*c. Market Survey Adjustments*

Every 2 years, ASI will contract with a firm for a market salary survey, using multiple salary surveys including the AOA biannual salary survey and the CSU Salary Schedule. Once the survey has been completed, the employees' Compa-ratio is determined based on their current salary. If the employee's compa-ratio is 95% or below, the employee's salary is increased to the market survey rate. If the employee's compa-ratio is 96% and above, no change is made to the employee's salary.

**4. CLASSIFICATION/RECLASSIFICATION**

At least once a year, job descriptions will be reviewed by supervisors to determine if the duties and responsibilities assigned to each employee are current. Job descriptions maintained by Human Resources form the basis for the review. If there are changes to the job description, the Human Resources Director will review the position to determine classification.

*a. Policy Application*

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The Human Resources Director along with the Executive Director will evaluate and classify ASI positions as either performing or not performing substantially similar responsibilities and duties to campus positions. Such positions are defined as follows:

Comparable Positions – (Performing substantially similar services):

- Positions with similar duties, responsibilities, and minimum qualifications as established classifications in the CSU system.

Non-Comparable Positions – (Not performing substantially similar services):

- Positions with non-similar duties, responsibilities, and minimum qualifications as established classifications in the CSU system.

b. Review

Written documentation will be reviewed. Decisions will be based on information derived from a number of factors, including:

- Nature and variety of work
- Nature of controls exercised over employees, either in supervision or in the guidance provided by rules, procedure, interpretation, etc.
- Degree of independence of action; nature and scope of commitments; consequence of error
- Nature and purpose of interpersonal relationships
- Degree of originality or ingenuity required
- Nature and extent of supervisory and administrative responsibilities

If more extensive written documentation is needed, a request will be made.

c. Effective Date

The effective date of the reclassification shall be as follows:

- Non-budgeted – Projected New Fiscal Year Budget
- Budgeted – Existing Fiscal Year Budget-first day of pay period following decision.

d. Appeal

A decision may be appealed through the initiation of employee complaint with the Human Resources Department.

## 5. PAY AND TIME

a. Hours of Work

The standard work week is forty (40) hours. The standard workday is eight hours for nonexempt workers. Workday lengths for exempt employees are determined primarily by their current workloads. General office hours are from 8:00 a.m. to 5:00 p.m. daily. As starting and ending times vary within departments and office locations, the manager of each department will determine the schedule for his/her department. The workweek commences on Sunday morning at 12:01 a.m. and ends the following Saturday evening at Midnight. For employees on the standard work schedule. For employees working a 9/80, the work week will start at 12:01pm on the chosen day off and end the following chosen day at 12:00pm Employees who work in excess of ~~five-six~~ hours in a workday are provided with at least a 30-minute unpaid meal period that must begin before the end of the employee's fifth hour of work. Employees who work in excess of 10 hours in a workday are eligible to receive a second meal period of no more than 30minutes that begins at the start of their ~~40th-11th~~ hour. Non-exempt employees must ~~also be offered~~~~take a tenfifteen~~-minute rest period for each four hours of work or major portion of each four hours as scheduled by their supervisor. Any rest period is considered time worked. Your work schedule will be determined by your supervisor. The length of the

meal period may vary from thirty (30) minutes to one (1) hour according to the needs of the department. Non-exempt employees receive two ten-minute paid break periods for each full workday, one approximately a quarter of the way into the workday and one approximately three quarters into the workday. ASI reserves the right to modify an employee's starting and quitting time as well as the number of hours worked to accommodate business needs.

*b. Payday*

ASI employees are paid semi-monthly on the 15th and the last day of the month. -If the pay date falls on Saturday, Sunday, or a holiday closure day, the employee will be paid on the final workday (Monday – Friday) before the pay date.

*c. Shift Differential*

A shift differential is provided to regular full time non-exempt employees as an incentive for working overnight shift hours on a regular basis. The employee must be assigned to work this shift. An overnight shift is defined as a shift beginning at 10:00pm and ending the next morning at or before 8:00am. Shift differential pay is a flat amount of \$0.50 to be added to your hourly rate. This amount will only apply to actual hours worked and not to holidays, vacation or sick time.

*d. Paycheck Distribution*

Paychecks are never to be distributed before their assigned distribution date. Paychecks are available at 8:00am on the distribution date in the Finance and Accounting Office TSU-233. If paychecks are delayed in any way, Finance and Accounting will email all employees who have a physical check to let them know when their check is available for pick up.

*e. Call-in or Call-back Time*

If a non-exempt employee, whose normal minimum workweek is forty (40) hours, leaves ASI's premises after completing their scheduled shift is called back without advance notice to perform emergency work, the employee is entitled to call back pay for time spent on emergency work. Call back pay will be computed at double the employee's straight-time hourly rate of pay. Call back pay is not required where an employee is asked during their normal shift to work beyond their normal schedule or where an employee is scheduled to work overtime.

*f. Severance Pay*

The ASI does not provide severance pay to employees who terminate employment voluntarily or involuntarily. However, it reserves the right to provide exceptions to this policy should the circumstances warrant such action.

*g. Overtime*

For purposes of overtime compensation, employees are classified as either non-exempt employees entitled to receive overtime pay when they work overtime hours, or exempt employees not entitled to receive overtime compensation. From time to time as necessary, employees may be required to work overtime. Non-exempt employees will be paid one and one-half times their regular rate for all hours worked in excess of the first eight (8) hours in a workday, over 40 hours in a workweek, or for the first eight (8) hours on the seventh consecutive day of work in a workweek. Non-exempt employees will be paid two times their regular rate for all hours worked in excess of twelve (12) hours in a workday or in excess of eight (8) hours on the seventh consecutive day of work in a workweek. For purposes of determining which hours constitute overtime, only actual hours worked in a given workday or workweek will be counted. Exempt employees are not entitled to overtime pay or to compensating time off.

Overtime is to be scheduled and approved only when work cannot be accomplished within normal working hours and only if it has been authorized in advance by the supervisor. Non-exempt employees who work unauthorized overtime may be subject to disciplinary action.

~~*h. Make-Up Time*~~

~~If an employee misses work due to a personal obligation, they may make up the lost time later in the same workweek at straight time pay even if the employee works more than eight hours on a make-up day. The request must be approved by the supervisor prior to time worked. =~~

**6. BENEFITS**

ASI aims to offer a benefits package comparable to that of the California State University system to eligible employees. Annually, employees receive a summary of benefits.

Benefits are as follows:

Benefit	Paid By			Effective	Termination of Benefits
	Employer	Employer/Employee	Employee		
Health Insurance		X		1st of month following hire date	End of month following termination date
Vision Insurance		X		1st of month following hire date	End of month following termination date
Dental Insurance	X			1st of month following hire date	End of month of termination date
Flex Cash in lieu of Insurance	X			1st of month following hire date	Termination
Flexible Spending Health and Dependent			X	January 1/1st pay period following enrollment for new employee	End of Calendar Year or Termination
PERS Retirement		X		Immediately	Termination or Retirement
Unemployment Insurance	X			Immediately	Termination
Workers' Compensation	X			Immediately	Termination
State Disability/Paid Family Leave			X	Immediately	Termination
Life and AD&D Insurance	X			1st of month following hire date	Termination
Long Term Disability Insurance	X			1st of month following hire date	Termination
Supplemental Life Insurance			X	1st of month following hire date if enrolled	Termination
403 (b) and Roth 403 (b)			X	1st pay period following enrollment notification to HR	Termination
Educational Reimbursement	X			Available one year from hire date	Termination

Benefit	Paid By			Effective	Termination of Benefit
	Employer	Employer/Employee	Employee		
Health Insurance		X		1st of following month	End following month
Vision Insurance		X		1st of following month	End following month
Dental Insurance	X			1st of following month	End of month
Flex Cash Account	X			January 1	End of CalendarYear or Termination
<del>PERS Retirement</del>		<del>X</del>	<del>X</del>	<del>Immediately</del>	<del>Termination/Retirement</del>
Term Life Insurance/LTD	X			1st of following month	Termination
Unemployment Insurance	X			Immediately	Termination
Workman's Compensation	X			Immediately	Termination
State Disability & Paid Family Leave			X	Immediately	Termination
Supplemental Life Insurance			X	When enroll	Termination
Tax Deferred Annuities			X	When enroll	Termination
Educational Reimbursement	X			When required	Termination

a- Temporary Appointment (Less than 12 Months)

There are a variety of medical, dental, and vision plans available to eligible employees. The employee determines which plans best meet his/her needs. The premiums for the plans vary; however, ASI contributes a significant portion to the cost of the plans.

a. Temporary Appointment (Less than 6 months)

Employees with a temporary appointment under 6 months will be eligible for the following benefits only: Unemployment Insurance, Workers' Compensation, State Disability, and Paid Family Leave.

b. Health, Vision and Dental Insurance

There are a variety of medical, dental, and vision plans available to eligible employees. The employee determines which plans best meet his/her needs. The premiums for the plans vary; however, ASI contributes a significant portion to the cost of the plans.

b-

Employees must enroll within sixty days of their initial appointment or during open enrollment. Payroll deductions for employee's premium commence the pay period following employment. Premiums are paid by the organization one month in advance.

c. Long Term Disability (LTD)

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Long term disability provides the employee with income protection if they become disabled from a covered sickness, accidental bodily injury, or pregnancy. The elimination or waiting period is ninety days. Contact Human Resources for more information.

d. Life Insurance

Upon receipt of due proof that a currently insured employee has died, the ASI-sponsored life insurance policy will provide a maximum lump sum payment to the employee's beneficiaries of \$50,000. The actual amount of the payment may vary depending on the age of the employee at the time of death. This benefit is provided at no cost to employees. Limitations and exclusions apply. Employees must should consult their Group Insurance Plan booklet for further information Human Resources with any questions.

e. Unemployment Insurance

Employees whose employment is terminated may be eligible to receive unemployment insurance benefits. Unemployment claims are filed with the claimant's local Office of California Employment Development Department, which will determine eligibility for benefits.

f. Disability Insurance

Disability insurance is payable when an employee cannot work because of sickness or injury not caused by the job, or when the employee is entitled to temporary Worker's Compensation at a rate less than the daily benefit amount. The amount of benefits paid to an employee depends upon the wages paid to the employee during a twelve-month base period.

g. Workers' Compensation Insurance

All employees are covered by ASI's Workers' Compensation Insurance. The cost of the insurance is paid by ASI with no cost to the employee. The purpose of Workers' Compensation is to assist employees who have suffered a job-related injury or illness. If an employee is injured on the job or incur a work-related illness, they must immediately contact their supervisor and the Human Resources office to make a written report in addition to seeking medical treatment with follow-up care as required.

h. Tax Deferred Annuities (TSA) 403(b)

An employee who is in a full-time position is eligible for enrollment in a tax-deferred annuity program 403(b). A tax-deferred annuity may permit the deferment of taxes on a portion of an employee's monthly income. For more information contact the Human Resources office.

i. Flex-Cash Plan

The ASI offers a Flex-Cash plan to help employees tailor their benefits package needs. Flex-Cash is an optional benefit plan that allows the waiver of ASI medical and/or dental coverage in exchange for cash, provided the employee has other non-ASI coverage. -Flex Cash is paused if the employee takes a unpaid leave of absence.

j. Flexible ~~Compensation-Spending Account Plan (FSA)~~

This plan allows a salary reduction and income tax-free reimbursement of certain un-reimbursed medical costs and child care expenses that qualify. Employees are eligible for enrollment at the time of hire, after a qualifying life event or during annual open enrollment.

k. Employee Assistance Program (EAP)

The Employee Assistance Program provides confidential counseling and referral services to all regular employees and members of their household twenty-four hours a day. This benefit is available through an external provider to assist employees and their families in dealing with a wide variety of

concerns such as those involving relationships, parenting, drug/alcohol abuse, depression, communication, stress, and concerns related to their job. All services are kept strictly confidential.

**I. Annual Staff Parking Permit**

Annual parking permits are available to employees at their own expense through payroll deduction and are valid year-round. Semester permits may be purchased at the Parking & Transportation Services Department. Parking regulations are enforced by Parking and Transportation Services. Disputes or complaints about university-issued citations are to be directed to the Parking and Transportation office. Parking regulations and procedures can be found at [www.parking.fullerton.edu](http://www.parking.fullerton.edu).

**m. Retirement**

Regular, full-time employees and part-time employees who have worked 1,000 hours in a calendar year (January – December) of ASI become members of the Public Employees Retirement System (PERS) on the first day of employment. In addition to a contribution made by ASI, employees are required to contribute a percentage of their monthly salary. Employee contributions are paid through automatic payroll deduction.

PERS also provides for disability retirement as well as service retirement, death benefits, and survivor benefits.

At least four months prior to the anticipated date of retirement, the employee should make an appointment with CalPERS and notify Human Resources of the decided date of retirement. Retirement income may be delayed if the employee does not provide PERS sufficient time to process the required documents. The minimum retirement age is 50 dependent on the retirement formula provided the employee has at least five years the minimum years of service required. Please see the chart below for the age and minimum years of service. If the employee has unused sick leave when retiring, the unused leave will be credited as service as provided in the PERS contract in place at that time.

<u>Formula</u>	<u>Minimum Retirement Age</u>	<u>Minimum Years of Service Required</u>
<u>Tier 1 (2% at 55)</u>	<u>50</u>	<u>5 years</u>
<u>Tier 2 (2% at 60)</u>	<u>55</u>	<u>10 years</u>
<u>Tier 3 (2% at 62)</u>	<u>52</u>	<u>5 years</u>

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ASI provides full-time employees post-retirement medical vesting plans and post-retirement dental insurance coverage. Plan eligibility is based on specific requirements determined by the employee's date of full-time employment, years of service, date of retirement, and any applicable crossover provisions between medical plans. Please see Human Resources for further information.

Unused accumulated sick leave is converted to additional service credit after employee retires, which may increase his/her PERS retirement allowance. However, retirement must occur within 120 days of separation from employment.

**n. Benefits While on Leave of Absence**

**Health, Vision and Dental Insurance (See Policy on applicable leave for details)**

An employee is entitled to continuation of health, vision, and dental benefits at the same level he/she had before leave began. An employee is required to continue to pay their portion of the benefits.

Insurance premiums are pre-paid for the following month for health and vision. An employee who has opted into Flex Cash in lieu of benefits will not receive the flex cash while on unpaid leave.

An employee on an approved informal/formal leave of absence without pay, who does not return to work after the end of the leave, shall reimburse ~~the~~ ASI both the employer and employee portion of the pre-paid health insurance premium.

#### **Term Life Insurance**

ASI will retain term life insurance coverage for an employee on leave for a period of up to four months at which time coverage will be terminated. Coverage will commence upon employee's return to pay status.

#### **Retirement**

Employee's retirement contributions cannot be withdrawn and are retained with PERS during the period of leave. Contributions will continue to earn interest during this period. If employee chooses not to return upon expiration of leave, termination procedures from the plan will be initiated.

#### *o. Termination of Benefits*

##### **Health, Vision and Dental Insurance**

Dental insurance coverage expires on the last day of the month employee worked. Health and Vision insurance coverage will terminate on the last day of the following month. Employees and dependents are eligible for COBRA benefits upon termination of coverage.

#### **Parking Permits**

Parking permits must be returned at termination will be cancelled upon separation.

#### **Retirement**

The minimum retirement age is 50 with at least five years of ASI service.

Terminating employees with at least five years of service credit may be refunded by PERS their retirement contribution, plus interest through the preceding June 30, or leave it on deposit for retirement allowance.

A permanently separating employee with less than five years employment may leave their retirement contributions on deposit for up to one year, roll them over into an IRA or withdraw them from the plan. The refund an employee receives is subject to Federal Income tax withholding unless the employee elects not to have withholding applied.

## **7. EDUCATIONAL BENEFITS**

#### *a. Tuition Reimbursement*

ASI is committed to helping employees make the most of the educational opportunities available at California State University, Fullerton ("CSUF") or another accredited higher education institution. The purpose of this policy is to encourage and assist ASI employees to enroll in degree programs to increase their efficiency and effectiveness in their current position and to provide opportunities to acquire knowledge to perform other higher-level positions within ASI.

#### **Eligibility**

- Completion of one full year of employment. An employee's part-time service will be used for service time for eligibility.
- The employee is a regular, full-time individual.
- Part-time employees and temporary ~~employee~~employees are not eligible for this benefit.

Courses taken must be for a degree program related to the employee's job function or other position within ASI. Courses can be taken at California State University, Fullerton or another accredited higher education institution. The course must be approved by submitting an Educational Approval Application approved by the employee's supervisor, department director, and the Human Resources Director prior to the beginning of the course. The program shall reimburse for tuition only. Employees eligible for allowances from other sources including financial aid, military education allowances, scholarships, etc., may participate to the extent that the tuition fees exceeds such allowances from those sources and are within the provisions of this policy.

**Reimbursement Amount**

The maximum reimbursement shall be tied directly to the cost of the six-unit undergraduate equivalency at CSUF per semester for a maximum of two semesters per fiscal year. Reimbursement will be made for tuition only. Tuition payment will be made only for courses where a minimum grade point average is achieved.

- For courses taken for an undergraduate degree program, employees must maintain a 2.0 for both their term and cumulative grade point average to receive reimbursement.
- For courses taken for a graduate degree program, employees must maintain a 3.0 for both their term and cumulative grade point average to receive reimbursement.
- No reimbursement will be given for classes taken for no credit and classes in which an unsatisfactory or fail is received.

Educational refunds will be made only upon receipt of proof of payment, unofficial transcript and Request for Refund Application.

ASI reserves the right to modify or discontinue this policy at any time with or without notice.

b. Job-Required Training

Specialized training is defined as one in which specific skills or knowledge are needed due to changing technology, new legislation, or new job duties. The intent of specialized training is to help an employee perform current duties and not to prepare an employee for a future position. The decision to require an employee to attend specialized training shall be based upon the supervisor's evaluation of the employee's present skills, previous work experience and training, and the requirements of the present position.

**Release Time**

Release time will be granted to attend specialized training during working hours and considered time on-the-job. Release time need not be documented.

c. Non-Job-Required Training

Full-time employees may enroll in one non-job-required course not to exceed a maximum of three units per semester during working hours with prior supervisor approval, as long as they meet the release time requirements.

**Release Time & Attendance Reporting**

While an employee may not be granted time off with pay to attend a class intended primarily for self-development, employee may attend a non-job related class during working hours provided employee:

- makes up time lost, or
- uses accumulated vacation leave credits, or
- takes leave without pay; and
- the time off does not interfere with the operations of ASI; and

- the supervisor has approved the request.

## 8. VACATION AND LEAVE

### a. Vacation

Staff employees are entitled to vacation credits accruable in accordance with the vacation schedule listed below. Part-time employees earn vacation credits on a pro-rata basis in accordance with the vacation schedule for full-time employees.

#### Vacation Credits per Month

Service Requirements	Days per Year	Hours per Month
1-month to 36 Months	10	6 2/3
37 Month to 72 Months	15	10
73 Months to 120 Months	17	11 1/3
121-months to 180 Months	19	12 2/3
181-months to 240 Months	21	14
241-months to 300 Months	23	15 1/3
301-months and Over	24	16

An employee must be paid for eleven ~~consecutive~~ workdays per month to qualify for monthly credits for vacation. Vacation time may not be used until completion of one month of employment. At no time can vacation leave be used before the date it is earned or used in units of less than one-half hour.

#### Vacation credit balance carries over to new calendar year

- 10 or less years of service - not more than thirty-four days (272 hours)
- 10 or more years of service – not more that forty-eight days (384 hours)

#### Positions identified as Executive and Management

- 10 or less years of service – not more than forty-eight days (384 hours).
- 10 or more years of service – not more that fifty-five days (440 hours)

Human Resources will determine which positions are classified as executive and management in the annual presentation of the compensation and classification report. The following positions are considered Executive or Management:

- ~~Executive Director~~
- ~~Associate Executive Director~~
- ~~Director of Administration~~
- ~~Human Resources Director~~
- ~~Financial Services Director~~
- ~~Titan Recreation Director~~
- ~~Children's Center Director~~
- ~~Chief Building Engineer~~
- ~~Marketing & Design Associate Director~~
- ~~Titan Student Union Associate Director~~
- ~~Leader and Program Development Director~~
- ~~Titan Recreation Associate Director~~
- ~~Children's Center Assistant Director~~
- ~~Systems Administrator~~

Vacation hours may not accrue over the employee's cap listed above. Once an employee has reached their designated cap on vacation hours they will no longer be eligible to accrue additional vacation hours.

### Holiday

The following paid holidays shall be observed on the day specified unless they fall on a weekend, or classes have been scheduled on campus. If classes are scheduled on these holidays, ASI will continue in operation and employees are expected to work unless excused by the supervisor. The President of the University may, at his/her discretion, reschedule the holiday observance to another day consistent with the needs of the campus.

- January 1 (New Year's Day)
- Third Monday in January (Martin Luther King, Jr. Day)
- Third Monday in February (President's Day)
- March 31 (Cesar Chavez Day)
- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- June 19 (Juneteenth)
- First Monday in September (Labor Day)
- November 11 (Veteran's Day )
- Fourth Thursday in November (Thanksgiving Day)
- Fourth Friday in November (rescheduled Lincoln's Birthday)
- December 25 (Christmas)
- One day between Christmas and New Year (rescheduled Admission's Day)
- One day between Christmas and New Year (rescheduled Columbus Day)
- Any other day designated by the California Governor for a public holiday

A benefited employee on the payroll on the day a holiday is officially observed shall be entitled to the holiday. An employee on a leave of absence without pay or in other non-pay status on a day a holiday is officially observed shall not be entitled to the holiday.

If a holiday falls on a scheduled workday during the employee's vacation or within a period of absence chargeable to sick leave, the holiday will not be charged to sick leave or vacation time.

### Personal Holiday

~~ASI's Personal Holiday Policy provides regular full-time exempt and non-exempt professional staff with 8 hours of time off and part-time professional staff employees receive time off on a pro-rata basis according to their weekly scheduled working hours. The Personal Holiday is assigned to the last working day of the year.~~

~~If the employee fails to take the Personal Holiday on the assigned day, the unused personal holiday hours will not carry over into the new calendar year. There is no payment of the personal holiday upon termination.~~

~~During the Winter Recess, ASI provides all full-time professional employees with 8 hours of time off and part time professional employees on a pro-rata basis according to their weekly scheduled working hours. These hours are scheduled for use on the last unpaid day of the year. These hours are not available to be used at any other time and will be forfeited upon separation.~~

### b. Leave

**Leave of Absence**

It is ASI's policy to grant a leave of absence to all eligible employees on a non-discriminatory basis. Leaves of absence will be considered in cases of medical disabilities and in cases of personal emergency, military duty, jury duty, witness duty, victims of violent crime, school activities, volunteer civil service duties, leave to vote, or bereavement. Unless specifically provided otherwise, all leaves of absence are available on an unpaid basis only. This chart serves as a summary of policies only.

Type of Leave	Eligibility Required	Duration Up To	Paid by employer	Unpaid	Type of Payment An Employee May Apply
Jury Duty	Jury Summons	10 days per year	X		Jury Duty
Subpoenaed	Subpoena	Time required	If interest of ASI	Not ASI related	Vacation
Victims of Violent Crime	Documentation of hearing	Time required		X	Vacation/Sick
Bereavement <del>-local</del>	Death of Relative	<del>3-5</del> days	X		Bereavement
<del>Bereavement—out of area (500 miles)</del>	<del>Death of Relative</del>	<del>5</del> days	<del>X</del>		<del>Bereavement</del>
Bereavement	Death of ASI Staff	4 hours	X		Bereavement
Sick Days	<del>1-month employment available immediately</del>	Sick Balance Accrued	X		Sick Accrued @ 4-8 hours/month
School Activities	Parent, guardian, grandparent	Up to 8 hrs month 40 hrs year		X	Vacation
Military Leave	Written verification	Length of service		X	Vacation
Military Family Leaves	Immediate Family is member of Military	12 week to 12 months		X	Vacation/Sick
Volunteer Civil Service Personnel	Written verification	14 days per year		X	Vacation
Voting	Unable to vote outside of working hours	2 hours	<del>X</del>	<del>X</del>	<del>Vacation</del> <u>Voting Leave</u>
Informal & Unpaid Leaves	Emergency	15 Workdays		X	Vacation/Sick
Family and Medical Leave Act (FMLA)	1250 Hours 12 Months	12 weeks		X	Vacation/Sick/SDI/ PFL
California Family Rights Act (CFRA)	1250 Hours 12 Months	12 weeks		X	Vacation/Sick/SDI/ PFL
Pregnancy Disability Leave (PDL)	Disabled due to pregnancy	Length of disability due to pregnancy or childbirth up to 88 days		X	Vacation/Sick/SDI/ PFL
<u>Reproductive Loss Leave</u>	<u>30 days of employment</u>	<u>5 days</u>		<del>X</del>	

### Sick Leave

Sick leave is accrued at the rate of eight hours per month for regular benefited full-time employees and on a pro-rata basis for regular benefited part-time employees. Sick leave is provided so employees will be protected from loss of income when unable to work. There is no limit to the amount of sick leave employees may accumulate. Absences must be reported to a supervisor as soon as possible recorded on the employee's timecard. Accrued sick leave, if any, is not paid at time of termination.

Sick leave must be used for the following purposes: Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee, ~~or~~ their family member, or designated person. An ~~e~~Employee may also use sick leave if an employee is a victim of domestic violence, sexual assault, or stalking.

#### ~~"Family member" includes:~~

- ~~• A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stand in loco parentis. This definition of a child is applicable regardless of age or dependency status.~~
- ~~• The biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or their spouse or registered domestic partner, or a person who stood in loco parentis when an employee was a minor child.~~
- ~~• Spouse~~
- ~~• Registered domestic partner~~
- ~~• Grandparents~~
- ~~• Grandchildren~~
- ~~• Sibling~~

If the need for paid sick leave is foreseeable, an employee must provide reasonable advance notice to their supervisor. If the need for paid sick leave is unforeseeable, an employee must provide notice to their supervisor as soon as practicable.

Paid sick leave is available only for days on which an employee would have been scheduled to work, but were unable to work because of one of the purposes described above.

Unused sick accruals are carried over from one year to the next. Under no circumstances will unused paid sick leave be converted to cash or payment of any kind. Unused sick leave is not paid out upon termination.

### Informal Leave of Absence without Pay

The Executive Director may approve an informal leave of absence without pay for benefited employees up to a maximum of 15 workdays. Such absence shall not constitute a break in employment. Requests for such leaves generally are approved when an emergency situation arises and vacation leave credits are not available, or when an employee is ill or injured and sick leave credits are not available.

### Unpaid Personal Leave

Benefited Employees who have completed one year of continuous service and have exhausted all accrued vacation, sick, and other leaves available, may, upon review and approval of the Executive Director be granted an extended unpaid personal leave of absence for 30 day intervals for a period not to exceed one year from the original leave date.

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The organization will review such requests on a case-by-case basis in order to determine whether it can reasonably accommodate such a request, and after a review of all aspects of employee's work performance and current employment record.

When an employee is placed on a leave of absence, an effort will be made to hold the employee's position open for the period of the approved leave. However, due to business needs, there will be times when positions cannot be held open. Accordingly, reinstatement of employment is not guaranteed. If an employee's former position is unavailable when the employee is available to return from an approved leave, ASI will attempt to place the employee in a comparable and available position for which the employee is qualified. If no such position is available, the employee may be offered the next suitable position that becomes available within the following 90 days for which the employee is qualified at a salary within the position's salary range. In addition, the employer will attempt to reasonably accommodate employees who are released for partial or modified duty. An employee who does not accept a position offered by the employer will be considered to have voluntarily terminated employment, effective the day such refusal is made. Employees will be eligible to continue health benefits under COBRA while on this extended leave, and will be required to pay the total COBRA cost of their health benefits if they chose to continue benefits.

The following will be deemed a voluntary resignation while on a personal leave of absence:

- Failure to advise ASI of availability to work
- Application for unemployment benefits
- Obtaining another position
- Engaging in another business
- Failure to return to work when notified
- Continued absence from work beyond the time approved by ASI

#### **Military Leave**

Military leaves of absence are granted without pay in accordance with applicable federal laws. An employee may use accumulated vacation credits in lieu of leave without pay. The employee should submit a request as soon as he/she learns of the need for military leave. The organization will reinstate those employees returning from military leave to their same position or one of comparable seniority, pay, status, and benefit rights they would have had if they had worked continuously in compliance with state and federal regulations.

Benefits coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA for up to 18 months while on military leave, and will be required to pay the COBRA rate of their health benefits if they wish to continue benefits.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

#### **Military Spouse Leave**

An unpaid leave provided for military personnel spouses who work an average of 20 hours or more per week who have a spouse in the US Armed Forces, National Guard or Army Reserve who was deployed during a period of military conflict. Employees can be allowed to use accrued sick, vacation or PTO during this leave but will not be required to do so. The leave lasts for up to 10 days. The

employee must provide the employer with notice within two business days of receiving official notice that their spouse will be on leave from deployment.

#### **Volunteer Civil Service and Training Leave**

An unpaid leave provided for employees who are required to perform emergency duty. This leave is extended to volunteer firefighters, reserve police officers and emergency rescue personnel.

Emergency rescue personnel is defined as any person who is:

- An officer, employee or member of a fire department, fire protection or firefighting agency of the federal government, California state government, local government, special district or other corporation or political subdivision of California
- An officer of a sheriff's department, police department or private fire department
- An officer, employee or member of a disaster medical response team sponsored or requested by the state.

The leave lasts for the duration of the emergency duty.

Time off for Civil Service Training-an employee in the category above may take an unpaid leave of up to 14 days per calendar year to engage in fire, law enforcement or emergency rescue training.

#### **Civil Air Patrol Leave**

An unpaid leave of up to 10 days provided to employees who participate in Civil Air Patrol duty. The employee must be employed for at least 90 days before the start of the leave.

#### **Reproductive Loss Leave**

All employees are eligible to take up to five (5) days of unpaid leave for a reproductive loss event. To be eligible, an employee must have been employed for at least thirty (30) days before starting their leave. The leave is available on the day of such an event, or for an event extending over multiple days, it is available on the final day of the event.

A "reproductive loss event" is any of the following occurrences:

- A failed adoption process
- An unsuccessful surrogacy agreement
- A miscarriage
- A stillbirth
- An unsuccessful round of assisted reproduction

#### **Family Medical Leave**

The federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA") provide for overlapping as well as separate leaves, eligible employees are entitled to take medical leave and family care leave up to a combined total of 12 weeks in any 12-month period.

*Eligible Employees* - To qualify for a medical leave or family care leave, an employee must have worked for ASI for at least 12 months and must have provided at least 1,250 hours of service during the 12-month period prior to beginning each leave.

*Reasons For Leave* - Eligible employees may take medical leave or family care leave for the following reasons:

- The employee's own serious health
- A qualifying exigency relating to a close family members military service-Up to 26 weeks per 12 month period to care for an ill or injured military service member.
- Pregnancy-related Disability

- Bonding with a newborn, an adopted child or child placed in foster care with an employee
- Caring for a family member with a serious health condition
- Caring for a registered domestic partner with a serious health condition
- Birth, adoption or foster placement of a child
- Care of a spouse, domestic partner, child, or parent with a serious health condition
- Care for a designated person with a serious health condition
- Employee's own serious health condition if the employee is unable to perform the essential functions of their job.

*Duration Of Leave* - Eligible employees are entitled to take family care and medical leave of absence up to a combined total of 12 weeks in a rolling 12-month period, which is measured backward from the date the leave is taken. Leave for the birth, adoption or foster placement of a child must conclude within one calendar year of the actual birth, adoption or placement. If both parents work for ASI, the parents' combined leave for the birth or placement of a child may not exceed 12 weeks during any 12 month period.

An eligible employee may take intermittent leave or may work a reduced work schedule for a serious health condition of the employee or the employee's child, parent, or spouse when medically necessary and if certified by a health care provider. If the need for the leave or intermittent leave is foreseeable, the employee should consult with ASI and make a reasonable effort to schedule any planned treatment in cooperation, if possible, in order to minimize disruption to the workplace.

*Benefits During Leave* - Group health insurance coverage will continue for eligible employees taking family care or medical leave under this policy under the same terms and conditions that applied before the leave commenced. To continue health insurance coverage, the employee must continue to make any premium contributions made prior to taking leave. Premium payments are due monthly and should be made payable to ASI and delivered to the Human Resources department. If an employee fails to pay his or her portion within 30 days of the due date of a premium, his or her health insurance coverage may be canceled. In such cases, employees will be notified at least 15 days before coverage terminates.

Employees on family care or medical leave do not accrue seniority, vacation or sick pay or benefits including holiday pay, while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work. An employee who takes a family or medical care leave of absence will not lose any seniority earned prior to the commencement of family care or medical leave.

*Coordination Of Benefits* - Family care and medical leaves are unpaid. An employee who is granted a family or medical care leave of absence must utilize any accrued but unused paid time off benefits (*i.e.*, vacation and sick leave) during the period of the leave. Any portion of a leave that occurs after all paid time off benefits have been exhausted will be without pay.

Any unpaid or paid portions of this policy shall be added together and will not exceed the 12 week total leave period limitation allowed under the family leave and medical leave policy.

*Notice Requirements* - Employees who need to take family care or medical leave should contact the Human Resources Director as soon as they learn of the need for leave, even when they do not know the precise dates that leave will begin. If leave is foreseeable, at least 30 days' notice is required. For events that are not foreseeable 30 days in advance, but are not emergencies, the employee must give notice within 2 working days of learning of the need for the leave. If ASI determines that the notice was inadequate and that the employee knew of the need for leave in advance of the request, it may require the employee to delay his or her leave. If circumstances of the leave change and the employee is able to return to work earlier than indicated, the employee is required to notify Human Resources at least 2 working days prior to the intended return to work date. Similarly, if an employee learns they will be unable to return to work on the date previously

indicated, the employee is responsible for applying for an extension and furnishing a medical recertification for an extension, prior to the date that the leave expires.

*Medical Certification* - An employee taking leave for their own serious health condition or that of a family member must provide ASI with certification from a health care provider within 15 calendar days of ASI's request. Failure to provide a satisfactory medical certification may result in the denial of leave.

In cases of a leave for the serious condition of an employee, ASI may require the medical opinion of a second health care provider of its choice and at its expense to substantiate a medical certification. If the second opinion is different from the first, ASI may require the opinion of a third health care provider (also at its own expense) jointly approved by both ASI and the employee. The opinion of the third health care provider will be binding on both ASI and the employee.

If an employee requests an extension of leave beyond the time estimated by the health care provider, ASI will require recertification of the employee's or the family member's serious health condition. ASI also requires employees taking leave for their own serious health condition to present a fitness-for-duty certification before return to work.

*Outside Employment* – An employee may not be employed with any employer other than ASI during an employee's leave of absence. Outside employment during an employee's leave may result in immediate termination.

*Reinstatement* - When an employee is able to return to work, they should give ASI at least two weeks' notice. It is important that the employee's return to work be properly scheduled. Under most circumstances, ASI will reinstate employees to their former or equivalent position if they return from leave within 12 weeks. Exceptions may occur as permitted by law. For example, ASI cannot guarantee reinstatement if the employee is a salaried employee and among the highest paid ten percent of all employees within a 75 mile radius and reinstatement would cause substantial and grievous economic injury, or if the employee would have been subject to lay off or job elimination had the employee not taken leave. Employees should also understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave. Employees who do not return to work immediately upon the expiration of an approved leave of absence or within the maximum period allowed for the family and medical leave will be considered to have voluntarily left their position terminated from ASI.

*Other Information* - The policies and guidelines stated in this policy shall be subject to such other terms and conditions as are provided in the Family and Medical Leave Act of 1993 and applicable California leave laws. The FMLA and CFRA make it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or CFRA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or CFRA, or for involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. If employees have any questions about the exercise of FMLA rights, please contact Human Resources.

#### **School and Child Care Activities Leave**

Leave is provided for an employee who is the parent, guardian, step-parent, foster parent, grandparent or a person who stands in loco parentis to a child who is in grades K-12 or who is with a licensed day-care provider. Up to 40 hours off per calendar year of leave is provided. This is an

unpaid leave and employees can use accrued sick time for this time off. An employee can take this time off to:

- Find, enroll or re-enroll in a school or licensed provider
- Participate in activities of the school or licensed provider
- Address a child care or school emergency (illness, discipline/behavioral problems, unexpected closure, and natural disaster)

Employee should provide reasonable prior notice if activity is planned.

### **Pregnancy Disability Leave**

All employees are eligible to take an unpaid leave of absence for their own disability caused by pregnancy, childbirth or related medical conditions upon the first day of employment.

*Duration Of Leave* - Pregnancy-related disability begins when the health care provider determines the individual to be disabled by pregnancy, childbirth or related medical conditions. PDL covers the actual period of disability up to four months. The four months leave is the number of days or hours the employee would normally work in four calendar months. At the end of PDL CFRA will provide a separate leave for bonding with a newborn that can last up to twelve weeks.

*Transfer and Accommodation* - An employee is also entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability so long as (1) the employee requests the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and (2) the request can be reasonably accommodated by ASI. Employees who are transferred to accommodate a pregnancy-related disability possess the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

ASI may also require an employee to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate an employee's need for intermittent leave or a reduced work schedule.

*Benefits During Leave* - Employees on a pregnancy-related disability leave do not accrue seniority or benefits including holiday pay, vacation and sick accrual, while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work. An employee who takes a pregnancy-related disability leave of absence will not lose any seniority earned prior to the commencement of her leave.

*Coordination Of Benefits* - Pregnancy-related disability leaves are unpaid. An employee who is granted a pregnancy-related disability leave may elect to use any accrued but unused paid time off benefits (i.e. vacation or sick leave) during the period of the leave. Any portion of a leave that occurs after all paid time off benefits have been exhausted is without pay. Any unpaid or paid portions of this policy shall be added together and will not extend the 4 month total leave period limitation allowed under this pregnancy-related disability leave policy.

*Medical Certification* - An employee requesting pregnancy-related disability leave must provide medical certification of the disability. Medical certification is required under the same conditions as is required for family care and medical leaves of absence, as described above. An employee taking a pregnancy-related disability leave must present a fitness for duty certification before returning to work.

*Notice* – Employees should contact their supervisor as soon as they learn that they will need a pregnancy-related disability leave, even when they do not know the precise dates that such leave will begin.

Employees must provide at least 30 days' notice when the need for pregnancy-related disability leave is foreseeable. If the need for leave is not foreseeable, notice must be given to ASI within two business days of learning of the need for the leave.

Employees must indicate the estimated timing and duration of the leave and make a reasonable effort to schedule any planned medical treatment so as to minimize the disruption of ASI's activities.

If an employee requests an extension of leave beyond the time estimated by the health care provider, the employee must submit a recertification prior to the expiration date if the employee desires additional leave. Extensions will not be granted that cause the total period of the pregnancy-related disability leave to exceed the 4-month limitation.

*Outside Employment* – An employee may not be employed with any employer, other than ASI, during an employee's leave of absence. Outside employment during an employee's leave may result in immediate termination.

*Reinstatement* - When an employee is able to return to work, he or she should give ASI at least two (2) weeks' notice. This is important so that the employee's return to work is properly scheduled.

Under most circumstances, ASI will reinstate employees to their former or equivalent position if they return from leave within 4 months. Exceptions, however, may occur as permitted by law. Employees should understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave.

For example, an employee will not be reinstated to the same position where (1) she would not otherwise have been employed in the same position due to legitimate business reasons unrelated to her taking leave (such as layoff or job elimination), or (2) the means of preserving the job would substantially undermine ASI's ability to operate its business safely and efficiently. In such cases, the employee will be placed in a comparable position for which the employee is qualified unless (1) no comparable position is available within 10 working days of the employee's return to work, or (2) filling the comparable position with the employee would substantially undermine ASI's ability to operate its business safely and efficiently. Employees who fail to return to work at the conclusion of their approved leave or within the maximum period allowed for the leave will be considered to have voluntarily terminated from ASI.

#### **Voting Leave**

As required by law (See California Elections Code Section 14001), all employees are provided up to 2 hours of time off with pay on Election Day to vote in city, county, state and national elections if it cannot be done outside of normal working hours. Advanced notice must be given to supervisors before time-off for voting can be approved.

#### **Crime Victims Leave**

All employees are provided unpaid time off if they are a victim of a serious or violent felony to attend judicial proceedings related to the crime. The term "crime victim" applies to an employee who is a victim, the immediate family member of a victim, the registered domestic partner of a victim or the child of a registered domestic partner of a victim (See California Labor Code Section 230.2).

#### **Leave for Victims of Domestic Violence, Sexual Assault or Stalking**

ASI is prohibited from discharging, discriminating or retaliating against an employee who is the victim of domestic violence, a victim of sexual assault or a victim of stalking, and who takes time off from work to obtain or attempt to obtain any relief, such as a restraining order. Employees are provided

unpaid time off if they are a victims of domestic violence, as defined by Family Code Section 6211, to seek medical attention for injuries caused by domestic violence or sexual assault, to obtain services from a domestic violence shelter, program or rape crisis center, to obtain psychological counseling or to participate in safety planning or other actions as a result of domestic violence or sexual assault (See California Labor Code Section 230).

**Organ Donor/Bone Marrow Donor Leave**

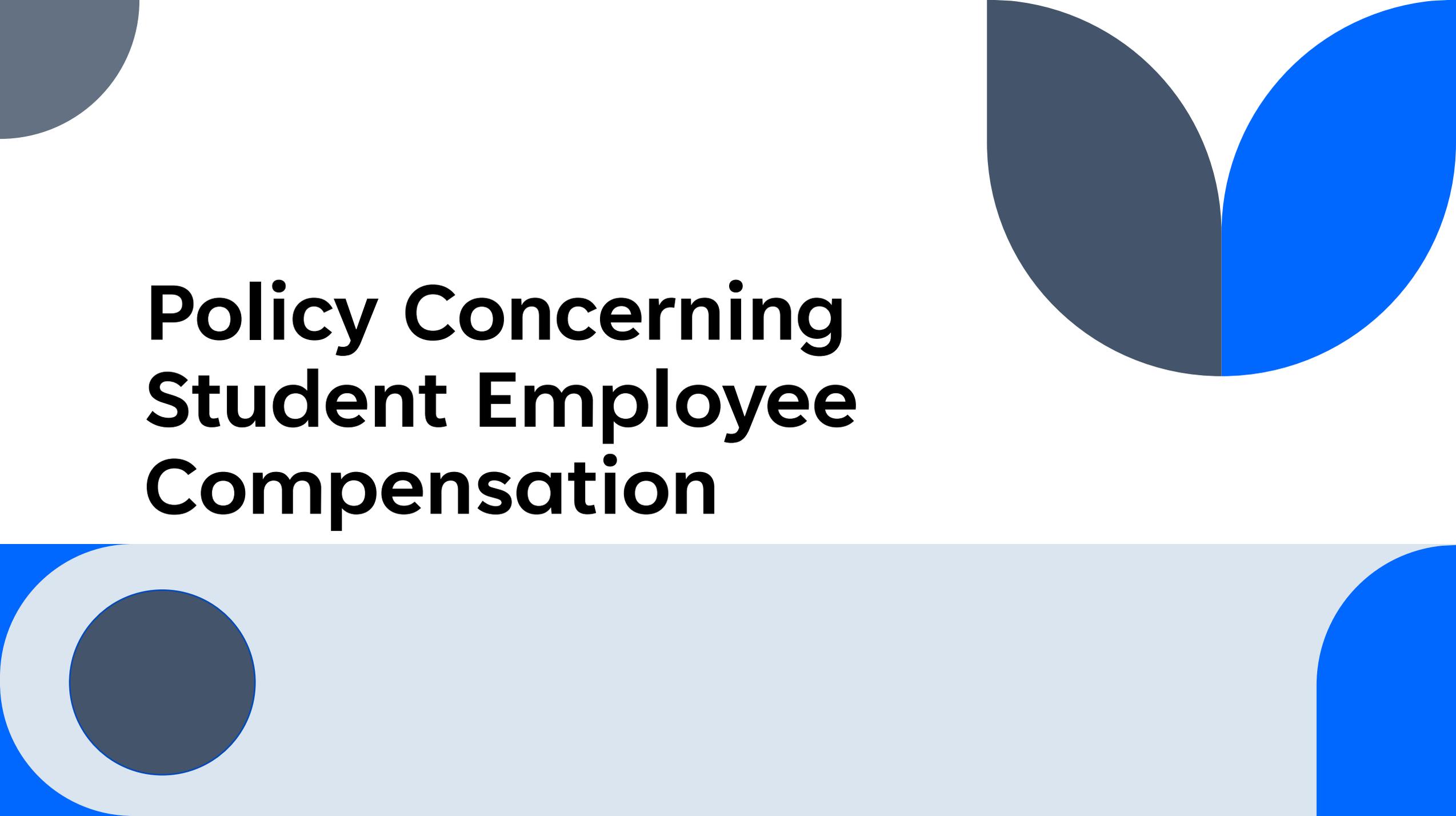
The employee must take the leave to donate an organ or bone marrow to another person. The employee must provide written verification of the need for donation leave. The verification must state that the donation is medically necessary. The employee must have also been employed for at least 90 days prior to taking the leave. Employees are permitted to take a leave of absence with pay for up to 30 days for the purpose of organ donation and up to five days for bone marrow donation (See California Labor Code 1510). Employees must use up to five days of paid sick leave for bone marrow donation and two weeks of paid sick leave for organ donation.

**Accrued Leave after Separation**

Upon separation from service, an employee is entitled to a lump sum payment at the time of separation for unused or accumulated vacation ~~and Personal Holiday only.~~

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<b>DATE APPROVED:</b>	<b>11/29/2016</b>
<b>DATE REVISED:</b>	<b>04/25/2017</b>
	<b>11/05/2019</b>
	<b><u>09/29/2025</u></b>



# **Policy Concerning Student Employee Compensation**

# Purpose

The ASI Policy Concerning Student Employee Compensation summarizes compensation and benefits for student employees.

## ***Main Points:***

***Expanded Academic Benefits, Leave of Absences update and clarification of current procedures/processes.***



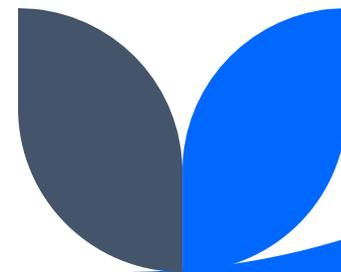
# Policy Overview

- Eligibility for Student Employees
- Initial Compensation
- Position Reclassification
- Employee Benefits (part of the compensation policy)
- Vacation, Sick Time, and Holidays
- Leaves of Absences
- Last approved 11/05/2019



# Proposed Policy Revisions

1. This policy update represents a comprehensive and formal alignment with current California and Federal Laws regarding employee leaves (paid and unpaid).
2. Update to the salary classifications, position reclassifications clarifying processes and procedures.
3. Update to employee academic benefits.



# Proposed Policy Revisions

## Academic Benefits

- Book Voucher Program and Paid Time Off to Study
  - Eligibility requirements lowered from 4 semesters and 6 semesters to 2 semesters
  - Improved accessibility for students.
- Graduation Regalia Program
  - Student employees are eligible for ASI to purchase their regalia package based on years of service.
    - 2 semesters – Basic Graduation Package (Cap, Gown, Tassel)
    - 4 semesters – Deluxe Graduation Package (Cap, Gown, Tassel, Commemorative Sash)



# Proposed Policy Revisions

## Academic Benefits

- Student Employee Professional Development Fund
  - ASI student employees can apply for a subsidy to cover costs associated with professional certifications, workshops, or academic conferences directly related to their major or career path.
  - Eligibility – 2 semesters of employment
  - The amount of the subsidy will be determined every year based on the budget as approved by the Board of Directors.



# Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO AMEND ASI POLICY CONCERNING STUDENT EMPLOYEE  
COMPENSATION  
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 policy concerning student employee compensation provides guidance over the compensation and benefits for student employees of the Associated Students Inc., California State University, Fullerton; and

**WHEREAS**, the policy sets guidelines for student employee eligibility, initial compensation, position reclassification, employee benefits, vacation, sick time, holidays, and leaves of absences; and

**WHEREAS**, ASI amended the Policy Concerning Student Employee Compensation in fall 2019; and

**WHEREAS**, ASI has reviewed the policy to include a comprehensive and formal alignment with current California and Federal laws regarding employee leaves; and

**WHEREAS**, the amendments include updates to clarify processes for determining salary classifications, position reclassifications, and updates to student employee academic benefits including enhanced eligibility for the book voucher and paid time off to study program, graduation regalia program, and a subsidized professional development program; therefore, let it be

**RESOLVED**, ASI approves the amendments to the Policy Concerning Student Employee Compensation; and let it be finally

**RESOLVED**, that this resolution be distributed to applicable ASI departments for appropriate action.

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

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Chair, Board of Directors

Secretary, Board of Directors

## POLICY CONCERNING STUDENT EMPLOYEE COMPENSATION

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### PURPOSE

The Associated Students Inc., California State University, Fullerton (ASI) is committed to providing compensation that enables the corporation to attract and retain skilled and talented student employees for all positions. Through this student compensation policy, ASI strives to:

- Affirm ASI's commitment to Equal Employment Opportunity
- ~~Maintain consistency with the CSU employee classification standards and compensation~~
- Recognize the diverse needs of the student employee population

The purpose of ASI's Policy on student compensation is to provide equity and incentive in the administration of the corporation's compensation program for all student employees.

Within the framework of applicable law, and consistent with the judicious expenditure of funds, it is the policy of ASI to employ competent personnel, motivate these employees to perform well, and create inducements both through basic compensation to retain competent student employees for productive periods of service.

<b>PURPOSE</b> .....	<b>1</b>
<b>WHO SHOULD KNOW THIS POLICY</b> .....	<b>2</b>
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<b>STANDARDS</b> .....	<b>3</b>
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**WHO SHOULD KNOW THIS POLICY**

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

## DEFINITIONS

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

Terms	Definitions
<b>Salary Range</b>	Minimum and maximum rate currently authorized for a position classification.
<b>Classification</b>	Category of a position within the organization (i.e. secretary, office assistant, Director, etc.).
<b>Reclassification</b>	Changing classification of position due to significant changes in job duties placing position requirements, accountability, responsibilities, etc. outside of present classification.
<b>Immediate family member</b>	Spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, stepsibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).
<b>Designated Person</b>	<u>Any person related by blood to the employee (aunt, uncle, cousin, etc) or any person who is like family to the employee, such as the employee's unmarried partner or best friend (when in a relationship equivalent to family). The employee may identify the designated person at the time they request leave from work. Employee is allowed one designated person per year.</u>
<b>Volunteer Civil Service Personnel</b>	Volunteer firefighters, reserve peace officers, and emergency rescue personnel.
<b>Catastrophic illness or injury</b>	Illness or injury which totally incapacitates an employee or member of employee's immediate family if it requires the employee to take time off for an extended period in order to care for the family member and the employee has exhausted all of their available leave credits.
<b>State Disability</b>	Disability payments made for leaves of absence due to personal disability (state paid). Funded by employee deductions.
<b>Student Employee</b>	A currently enrolled/registered (fees paid) student in a current regular semester as a new and continuing student at CSUF.
<b>Graduate Assistant Employee</b>	A current student is enrolled/registered (fees paid) in an accredited graduate program <u>at CSUF</u> .

## STANDARDS

### 1. ELIGIBILITY

The following are requirements to be eligible for student employment:

- Current student at CSUF and is enrolled/registered (fees paid) in a current regular semester as a new or continuing student.
- In good academic standing (not on academic probation, continued probation, academic dismissal).

Student employees are those employees who regularly attend class at CSU Fullerton (CSUF) and have a work schedule not to exceed twenty (20) hours a week. Student employees ~~are can maintain more than one assignment/job at a time with ASI, but is limited to 20 hours a week total between these positions, limited to one work assignment/job at a time.~~ Student employees are eligible for student benefits as outlined in the Student Handbook and Student Employee Compensation Policy.

a. *Graduate Assistants*

Graduate Assistants are appointed to positions in which their duties are directly related to their fields of study and in which they gain experience, practice, or guidance directly related to their career preparation.

The following are requirements to be eligible for employment as a Graduate Assistant:

- A current student at CSUF ~~and/or an accredited program,~~ is enrolled/registered (fees paid) in current regular semester as a new or continuing graduate student.
- Graduate Student who completed the prior semester (has not graduated), or who is registered for the subsequent semester.
- In good academic standing (not on academic probation, continued probation, academic dismissal).

Graduate Assistants are those employees who regularly attend class at CSUF/or an accredited program and have a work schedule not to exceed twenty (20) hours a week. Graduate Assistants ~~are limited to one work assignment/job at a time~~ can maintain more than one assignment/job at a time with ASI, but is limited to 20 hours a week total between these positions. Graduate Assistants are eligible for student benefits as outlined in the Student Handbook and Student Employee Compensation Policy.

## 2. CONTINUITY OF EMPLOYMENT

### Employment

All student employees are hired on a semester basis and employment is reevaluated at the beginning of each semester.

A student's employment may end at any time for the following reasons: serious misconduct, unsatisfactory evaluation, failure to report to work without prior notice, position abolishment, voluntary resignation, budget limitations, workload shifts, and breaching confidentiality contract.

### Breaks in Employment

~~Winter/~~Summer sessions constitutes a break in employment. Winter/Spring Recess does not constitute a break in employment.

### Rehires

Supervisors will need to complete ~~a rehire~~ an offer letter and payroll action form, as well as schedule a 15 minute re-hire appointment with the Human Resources office so the employee can update their W-4, personal contact information, direct deposit (if desired, and I9 (if previous documents have expired). Once completed, the employee will be authorized to resume working.

Rehired employees will not need to attend the New Hire Orientation if their date of rehire is within one year of their termination date. In this case, the employee would only be required to attend the rehire appointment as outlined above.

### Semester Layoff

Student employees who ~~are temporarily laid-off over the summer break do not work over the Summer break by choice or -of intersession-~~ due to a reduction of the workload in their department ~~are not guaranteed employment in the following semester. The department supervisor may be extended extend~~ a rehire offer at the beginning of the next academic year or spring semester ~~as business needs allow.~~

In the event a rehire offer is extended to the employee and the date of the rehire is within one year of their last day of work, a new hire orientation is not required. However, supervisors will need to complete a rehire offer letter and payroll action form, as well as schedule a 15 minute re-hire appointment with the Human Resources office so the employee can update their W-4, personal contact information, direct deposit (if desired, and I9 (if previous documents have expired). Once completed, the employee will be authorized to resume working

#### Post-Graduation

~~In rare cases, S~~students who have graduated and are not continuing on to graduate school at CSUF, may be eligible to be employed 3 months post-graduation based on business necessity ~~and on a temporary basis.~~ Approval must be granted by the Executive Director or designee. Please see table below for eligible employment periods:

Graduation	Employment Period <del>End</del>
December	<del>January-February-March</del> 25 <sup>th</sup>
May	<del>June-July-August</del> 25 <sup>th</sup>

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### 3. SALARY ~~RANGE CLASSIFICATIONS~~

There are ~~three-four~~ salary ranges within the ~~student~~ salary schedule. Each ~~range consists of several steps and each range classification~~ has been determined by a combination of factors; job responsibilities, degree of skills, and/or experience required. ~~The level of work performed in each range is described and each pay range has a minimum and a maximum pay rate.~~ Please refer to the Student Salary Schedule ~~for current classifications and rates. Rates may change annually based on changes to the California Minimum Wage and business necessity-~~

### 4. INITIAL COMPENSATION

All employees are to be hired at the entry level designated for their particular position. However, there may be an exception to entry level placement ~~with approval from the Executive Director.~~ For example, a higher pay rate may be offered to an employee based on:

- ~~• Demonstrated previous experience and/or education relative to the job~~
- ~~• Length of employment within the department~~
- ~~• Rehire of a former employee with a satisfactory work history~~

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~~Only under exceptional circumstances will an initial placement be two steps higher than the posted step. Such exceptions must be reviewed and approved by the Human Resources Director prior to making an offer of employment.~~

### 5. RECLASSIFICATION ~~OF A POSITION~~

A reclassification may be processed if one of these criteria is met:

- Assigned duties and responsibilities of the position have changed to a degree where there is a marked difference in the complexity of work being performed

- ~~If an employee has been hired into a position designated as a trainee position for the purpose of training and developing the employee to perform at the classification level the job requires. The employee must have satisfactorily completed the minimum training period required and must have acquired the skills and knowledge required for the next level of classification.~~

If a position is reclassified, the employee is guaranteed a raise to the minimum of his/her new pay range, or a full step above their current rate, whichever is greater of their new classification. An employee may only be reclassified to an approved position on file.

~~An employee who is reclassified will not normally need to serve an additional training period and will be eligible for a merit increase after six (6) months of service.~~

a. *Justification*

~~Student Position~~ Reclassification Requests should be submitted for review by the Human Resources Director a prior to proposed effective date. ~~An employee must meet the minimum qualifications for the reclassified position.~~ Upon review, the Human Resources Director will return a copy of the form with their decision.

b. *Effective Date*

A reclassification is effective the pay period following approval. In noting the effective date, please refer to the applicable payroll schedule.

## 6. PAY AND OVERTIME

a. *Overtime*

### Student Assistants

An employee who works in excess of eight hours in one day and forty (40) hours in one week is entitled to overtime on a time and one-half basis. ~~Payment will be made no later than the pay period following the period in which the overtime was performed.~~ From time to time circumstances or conditions arise where an employee may need to work overtime. All overtime must be approved by the student's direct supervisor. Recurrent unapproved overtime may result in disciplinary action; however, due to budget restraints overtime is not encouraged.

### Work-Study Employees

Work-study employees cannot work overtime.

b. *Pay*

### Payday

ASI employees are paid semi-monthly on the 15th and the last day of the month. If the pay day falls on a weekend or holiday closure, the pay date will be moved to the business day or Friday before.

### Shift Differential

A shift differential is provided to hourly student employees as an incentive for working overnight shift hours on a regular basis. The employee must be assigned to work this shift. An overnight shift is defined as a shift beginning at 10:00pm and ending the next morning at or before 8:00am. Shift differential pay is a flat amount of \$0.50 to be added to your hourly rate. This amount will only apply to actual hours worked and not to holidays, vacation or sick time.

### Premium Pay

Reasons for Premium Pay Request:

- Working late/overnight hours as part of Titan Student Union - ~~All~~Late Night Study program (12:00AM – 5:00AM) – during last two weeks of fall or spring academic semester)

Department supervisors wishing this option for employees must submit a Request for Premium Pay form to the Human Resources Department for review and approval. For work-study employees, supervisors are to submit a written request to the Work-Study Coordinator with a copy to Human Resources with the following information:

- Premium pay rate
- Reason for premium pay
- Individuals authorized to receive premium pay
- Dates premium rates are to be paid

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An employee must use proper job code when clocking in for these time periods.

#### Maximum Hours Worked per Year

A student employee may be employed by one or more ASI departments or campus for a combined maximum of twenty hours per week when classes are in session and up to thirty hours per week during the winter, spring, and summer breaks, not to exceed a 1000 hours in a year (Jan-Dec). It is recognized that on occasion an employee may work in excess of twenty hours per week during the fiscal year.

## 7. BENEFITS

### a. *Academic Benefits*

ASI is committed to supporting the academic successes of our student employees. The purpose of this policy is to provide employee benefits that will directly improve the academic success of ASI student employees.

#### Book Voucher Program

Student employees who complete ~~four~~two total semesters of employment (fall and spring semesters only) before the first day of the semester are eligible for a \$50 book voucher in that semester and all future semesters the student employee is both employed with ASI and enrolled in courses at CSUF. The book voucher program is offered only in the fall and spring semesters for a maximum total of \$100 per fiscal year.

#### Paid Time Off to Study

Student Employees who complete ~~six~~two total semesters of employment (fall and spring semesters only) by the first day of the semester are eligible for four hours of paid time off to study in that semester and all future semesters the student employee is both employed with ASI and enrolled in courses at CSUF. The paid time off to study program is offered only in the fall and spring semesters for a total of eight hours per fiscal year. Time off must be approved by the student employee's supervisor with two weeks' notice to ensure the shift can be covered by another student employee if necessary. The time off can be used in either two two-hour increments or one four- hour increment. Unused hours do not carry over to the following semester.

#### Graduation Regalia

ASI offers a tiered program to subsidize the cost of graduation regalia for student employees. There are two tiers available for student employees based on their tenure with the organization.

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- Tier 1 (After Two Semesters of Continuous Employment): Student employees who have completed two total semesters of continuous employment (fall and spring semesters only) are eligible for ASI to cover the cost of the basic graduation package (cap, gown, and tassel).
- Tier 2 (After 4 semesters of Continuous Employment): Student employees who have completed four semesters of continuous employment (fall/spring only) are eligible for ASI to cover the cost of the deluxe graduation package, which includes a commemorative sash in addition to the cap, gown, and tassel.

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**Student Employee Professional Development Fund**

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ASI offers a dedicated fund to assist student employees in their professional growth outside of their direct campus roles.

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**1. Eligibility:**

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- a. Student employees who complete two total semesters of employment (fall and spring semesters only) are eligible for a subsidy to cover costs associated with professional certifications, workshops, or academic conferences directly related to their major or career path.

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**2. Application Process:**

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- a. Students must submit an application form detailing the event, its cost, and its relevance to their studies.

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The amount of the subsidy will be determined based on annual budget and number of applicants.

ASI reserves the right to modify or discontinue this policy at any time with or without notice and these benefits are offered contingence on budget availability.

**b. State Disability Insurance**

State Disability Insurance covers an employee who is unable to continue work due to an off-the-job injury or illness. The amount of benefits paid depends upon the wages paid to the employee during a twelve-month base period. Benefits begin after a seven-day waiting period.

Since work-study students do not pay into the disability program, they are not eligible for benefits.

**c. Workers Compensation Insurance**

All employees are covered by ASI's Workers' Compensation Insurance. The cost of the insurance is paid by ASI with no cost to the employee. The purpose of Workers' Compensation is to assist employees who have suffered a job-related injury or illness. If an employee is injured on the job or incur a work-related illness, they must immediately contact their supervisor and the Human Resources office to make a written report in addition to seeking medical treatment with follow-up care as required.

**d. Volunteer Workers' Compensation Insurance**

Volunteer employees are to complete, sign, and date a Volunteer Start Notice form at the beginning of their appointment that serves as the ASI acknowledgment of the volunteer's desire to perform work or provide a service without compensation for a semester, academic year, calendar year, session or any part thereof for the ASI. Once a Volunteer Start Notice form has been completed, a volunteer need not complete another form until after expiration date of the

appointment. The start notice must be signed and dated by both the supervisor and the employee prior to submitting it to Human Resources.

## 8. LEAVE

### a. *Holiday Pay*

Student assistants ~~and work-study employees~~ who are required to work on an ASI recognized holiday closures are to be compensated at a premium rate of time and one-half.

A student employee is not eligible for paid vacations or holidays; however, the employee will have unpaid time off on the same holidays as full-time employees.

### b. *Leave*

#### **Sick Leave**

Sick leave is provided so employees will be protected from loss of income when unable to work. Absences must be reported to a supervisor as soon as possible and recorded on the employee's timecard. Accrued sick leave, if any, is not paid at time of termination.

A total of 24.40 hours of sick leave is granted ~~on the first day of employment~~ after 90 days of employment and on January 1<sup>st</sup> of each subsequent year. Sick leave is not accrued or carried over year to year.

Sick leave must be used for the following purposes: Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee, ~~or~~ their family member, or designated person. An Employee may also use sick leave if an employee, family member, or designated person is a victim of domestic violence, sexual assault, or stalking.

#### "Family member" includes:

- ~~• A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom an employee stand in loco parentis. This definition of a child is applicable regardless of age or dependency status.~~
- ~~• The biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or their spouse or registered domestic partner, or a person who stood in loco parentis when an employee was a minor child.~~
- Spouse
- Registered domestic partner
- Grandparents
- Grandchildren
- Sibling

If the need for paid sick leave is foreseeable, an employee must provide reasonable advance notice to their supervisor. If the need for paid sick leave is unforeseeable, an employee must provide notice to their supervisor as soon as practicable.

Paid sick leave is available only for days on which an employee would have been scheduled to work, but were unable to work because of one of the purposes described above.

Unused paid sick leave is not carried over from one year to the next. Under no circumstances will unused paid sick leave be converted to cash or payment of any kind. Unused sick leave is not paid out upon termination.

**Leave of Absence**

The ASI grants requests for unpaid leaves of absence for five (5) working days or more up to a maximum of two (2) work weeks to student assistants for only the following reasons:

- Illness
- Hospitalization
- Family Illness
- Jury Duty
- Death in the Family
- Recognized Academic Related Participation

A leave of up to two (2) weeks shall not constitute a break in employment.

Requests will be approved based on the ability to obtain proper temporary help so as to maintain continuity in the position. An extension of two (2) additional weeks of unpaid leave as designated may be approved for: 1) an extended personal illness or hospitalization, required attendance upon an ill or injured spouse, child, parents or siblings, or 2) in the event of the death of a significantly close relative defined as a spouse, child, parents, siblings, grandparents, grandchildren, or in-laws which requires the employee to travel overseas to arrange for and/or attend the funeral. However, a leave of absence of more than two (2) weeks shall constitute a break in employment.

**Pregnancy Disability Leave**

All employees are eligible to take an unpaid leave of absence for their own disability caused by pregnancy, childbirth or related medical conditions upon the first day of employment.

Duration Of Leave - Pregnancy-related disability begins when the health care provide determines the individual to be disabled by pregnancy, childbirth or related medical conditions. PDL covers the actual period of disability up to four months. The four months leave is the number of days or hours the employee would normally work in four calendar months. At the end of PDL CFRA will provide a separate leave for bonding with a newborn that can last up to twelve weeks.

*Transfer and Accommodation* - An employee is also entitled to a temporary transfer to another position or other reasonable accommodation based on the pregnancy-related disability so long as (1) the employee requests the transfer or reasonable accommodation and the request is based on the medical certification of a health care provider that a transfer or reasonable accommodation is medically advisable, and (2) the request can be reasonably accommodated by ASI. Employees who are transferred to accommodate a pregnancy-related disability possess the same reinstatement and other rights described below with respect to pregnancy-related disability leaves.

ASI may also require an employee to transfer temporarily to an available alternative position with the same pay and benefits in order to accommodate an employee's need for intermittent leave or a reduced work schedule.

*Benefits During Leave* - Employees on a pregnancy-related disability leave do not accrue seniority or benefits including holiday pay, vacation and sick accrual, while on unpaid leave. Vacation and sick pay

will begin accruing when the employee returns to work. An employee who takes a pregnancy-related disability leave of absence will not lose any seniority earned prior to the commencement of her leave.

*Coordination Of Benefits* - Pregnancy-related disability leaves are unpaid. An employee who is granted a pregnancy-related disability leave may elect to use any accrued but unused paid time off benefits (i.e. vacation or sick leave) during the period of the leave. Any portion of a leave that occurs after all paid time off benefits have been exhausted is without pay. Any unpaid or paid portions of this policy shall be added together and will not extend the 4 month total leave period limitation allowed under this pregnancy-related disability leave policy.

*Medical Certification* - An employee requesting pregnancy-related disability leave must provide medical certification of the disability. Medical certification is required under the same conditions as is required for family care and medical leaves of absence, as described above. An employee taking a pregnancy-related disability leave must present a fitness for duty certification before returning to work.

*Notice* – Employees should contact their supervisor as soon as they learn that they will need a pregnancy-related disability leave, even when they do not know the precise dates that such leave will begin.

Employees must provide at least 30 days' notice when the need for pregnancy-related disability leave is foreseeable. If the need for leave is not foreseeable, notice must be given to ASI within two business days of learning of the need for the leave.

Employees must indicate the estimated timing and duration of the leave and make a reasonable effort to schedule any planned medical treatment so as to minimize the disruption of ASI's activities.

If an employee requests an extension of leave beyond the time estimated by the health care provider, the employee must submit a recertification prior to the expiration date if the employee desires additional leave. Extensions will not be granted that cause the total period of the pregnancy-related disability leave to exceed the 4-month limitation.

*Outside Employment* – An employee may not be employed with any employer, other than ASI, during an employee's leave of absence. Outside employment during an employee's leave may result in immediate termination.

*Reinstatement* - When an employee is able to return to work, he or she should give ASI at least two (2) weeks' notice. This is important so that the employee's return to work is properly scheduled.

Under most circumstances, ASI will reinstate employees to their former or equivalent position if they return from leave within 4 months. Exceptions, however, may occur as permitted by law. Employees should understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave.

For example, an employee will not be reinstated to the same position where (1) she would not otherwise have been employed in the same position due to legitimate business reasons unrelated to her taking leave (such as layoff or job elimination), or (2) the means of preserving the job would substantially undermine ASI's ability to operate its business safely and efficiently. In such cases, the employee will be placed in a comparable position for which the employee is qualified unless (1) no comparable position is available within 10 working days of the employee's return to work, or (2) filling the comparable position with the employee would substantially undermine ASI's ability

to operate its business safely and efficiently. Employees who fail to return to work at the conclusion of their approved leave or within the maximum period allowed for the leave will be considered to have voluntarily terminated from ASI.

### Family Medical Leave

The federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA") provide for overlapping as well as separate leaves, eligible employees are entitled to take medical leave and family care leave up to a combined total of 12 weeks in any 12-month period.

*Eligible Employees* - To qualify for a medical leave or family care leave, an employee must have worked for ASI for at least 12 months and must have provided at least 1,250 hours of service during the 12-month period prior to beginning each leave. Student Assistants do not meet the minimum requirements to be eligible for FMLA or CFRA. Any questions should be directed to Human Resources.

~~*Reasons For Leave*—Eligible employees may take medical leave or family care leave for the following reasons:~~

- ~~• The employee's own serious health~~
- ~~• A qualifying exigency relating to a close family members military service-Up to 26 weeks per 12 month period to care for an ill or injured military service member.~~
- ~~• Pregnancy-related Disability~~
- ~~• Bonding with a newborn, an adopted child or child placed in foster care with an employee~~
- ~~• Caring for a family member with a serious health condition~~
- ~~• Caring for a registered domestic partner with a serious health condition~~
- ~~• Birth, adoption or foster placement of a child~~
- ~~• Care of a spouse, domestic partner, child, or parent with a serious health condition~~
- ~~• Employee's own serious health condition if the employee is unable to perform the essential functions of their job.~~

~~*Duration Of Leave*—Eligible employees are entitled to take family care and medical leave of absence up to a combined total of 12 weeks in a rolling 12-month period, which is measured backward from the date the leave is taken. Leave for the birth, adoption or foster placement of a child must conclude within one calendar year of the actual birth, adoption or placement. If both parents work for ASI, the parents' combined leave for the birth or placement of a child may not exceed 12 weeks during any 12 month period.~~

~~An eligible employee may take intermittent leave or may work a reduced work schedule for a serious health condition of the employee or the employee's child, parent, or spouse when medically necessary and if certified by a health care provider. If the need for the leave or intermittent leave is foreseeable, the employee should consult with ASI and make a reasonable effort to schedule any planned treatment in cooperation, if possible, in order to minimize disruption to the workplace.~~

~~*Benefits During Leave*—Group health insurance coverage will continue for eligible employees taking family care or medical leave under this policy under the same terms and conditions that applied before the leave commenced. To continue health insurance coverage, the employee must continue to make any premium contributions made prior to taking leave. Premium payments are due monthly and should be made payable to ASI and delivered to the Human Resources department. If an employee fails to pay his or her portion within 30 days of the due date of a premium, his or her health insurance~~

~~coverage may be canceled. In such cases, employees will be notified at least 15 days before coverage terminates.~~

~~Employees on family care or medical leave do not accrue seniority, vacation or sick pay or benefits including holiday pay, while on unpaid leave. Vacation and sick pay will begin accruing when the employee returns to work. An employee who takes a family or medical care leave of absence will not lose any seniority earned prior to the commencement of family care or medical leave.~~

~~*Coordination Of Benefits*—Family care and medical leaves are unpaid. An employee who is granted a family or medical care leave of absence must utilize any accrued but unused paid time off benefits (i.e., vacation and sick leave) during the period of the leave. Any portion of a leave that occurs after all paid time off benefits have been exhausted will be without pay.~~

~~Any unpaid or paid portions of this policy shall be added together and will not exceed the 12 week total leave period limitation allowed under the family leave and medical leave policy.~~

~~*Notice Requirements*—Employees who need to take family care or medical leave should contact the Human Resources Director as soon as they learn of the need for leave, even when they do not know the precise dates that leave will begin. If leave is foreseeable, at least 30 days' notice is required. For events that are not foreseeable 30 days in advance, but are not emergencies, the employee must give notice within 2 working days of learning of the need for the leave. If ASI determines that the notice was inadequate and that the employee knew of the need for leave in advance of the request, it may require the employee to delay his or her leave. If circumstances of the leave change and the employee is able to return to work earlier than indicated, the employee is required to notify Human Resources at least 2 working days prior to the intended return to work date. Similarly, if an employee learns they will be unable to return to work on the date previously indicated, the employee is responsible for applying for an extension and furnishing a medical recertification for an extension, prior to the date that the leave expires.~~

~~*Medical Certification*—An employee taking leave for their own serious health condition or that of a family member must provide ASI with certification from a health care provider within 15 calendar days of ASI's request. Failure to provide a satisfactory medical certification may result in the denial of leave. In cases of a leave for the serious condition of an employee, ASI may require the medical opinion of a second health care provider of its choice and at its expense to substantiate a medical certification. If the second opinion is different from the first, ASI may require the opinion of a third health care provider (also at its own expense) jointly approved by both ASI and the employee. The opinion of the third health care provider will be binding on both ASI and the employee.~~

~~If an employee requests an extension of leave beyond the time estimated by the health care provider, ASI will require recertification of the employee's or the family member's serious health condition. ASI also requires employees taking leave for their own serious health condition to present a fitness-for-duty certification before return to work.~~

~~*Outside Employment*—An employee may not be employed with any employer other than ASI during an employee's leave of absence. Outside employment during an employee's leave may result in immediate termination.~~

~~*Reinstatement*—When an employee is able to return to work, they should give ASI at least two weeks' notice. It is important that the employee's return to work be properly scheduled. Under most circumstances, ASI will reinstate employees to their former or equivalent position if they return from~~

~~leave within 12 weeks. Exceptions may occur as permitted by law. For example, ASI cannot guarantee reinstatement if the employee is a salaried employee and among the highest paid ten percent of all employees within a 75-mile radius and reinstatement would cause substantial and grievous economic injury, or if the employee would have been subject to lay off or job elimination had the employee not taken leave. Employees should also understand that they have no greater right to reinstatement or to other benefits of employment than if they had continued to work during their leave. Employees who do not return to work immediately upon the expiration of an approved leave of absence or within the maximum period allowed for the family and medical leave will be considered to have voluntarily left their position terminated from ASI.~~

~~*Other Information*—The policies and guidelines stated in this policy shall be subject to such other terms and conditions as are provided in the Family and Medical Leave Act of 1993 and applicable California leave laws. The FMLA and CFRA make it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or CFRA; or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or CFRA, or for involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law that provides greater family or medical leave rights. If employees have any questions about the exercise of FMLA rights, please contact Human Resources.~~

#### **School and Child Care Activities Leave**

Leave is provided for an employee who is the parent, guardian, step-parent, foster parent, grandparent or a person who stands in loco parentis to a child who is in grades K-12 or who is with a licensed day-care provider. Up to 40 hours off per calendar year of leave is provided. This is an unpaid leave and employees can use accrued sick time for this time off. An employee can take this time off to:

- Find, enroll or re-enroll in a school or licensed provider
- Participate in activities of the school or licensed provider
- Address a child care or school emergency (illness, discipline/behavioral problems, unexpected closure, and natural disaster)

Employee should provide reasonable prior notice if activity is planned.

#### **Reproductive Loss Leave**

All employees are eligible to take up to five (5) days of unpaid leave for a reproductive loss event. To be eligible, an employee must have been employed for at least thirty (30) days before starting their leave. The leave is available on the day of such an event, or for an event extending over multiple days, it is available on the final day of the event.

A “reproductive loss event” is any of the following occurrences:

- A failed adoption process
- An unsuccessful surrogacy agreement
- A miscarriage
- A stillbirth
- An unsuccessful round of assisted reproduction

#### **Organ Donor/Bone Marrow Donor Leave**

The employee must take the leave to donate an organ or bone marrow to another person. The employee must provide written verification of the need for donation leave. The verification must

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state that the donation is medically necessary. The employee must have also been employed for at least 90 days prior to taking the leave. Employees are permitted to take a leave of absence with pay for up to 30 days for the purpose of organ donation and up to five days for bone marrow donation (See California Labor Code 1510). Employees must use up to five days of paid sick leave for bone marrow donation and two weeks of paid sick leave for organ donation.

**Leave for Victims of Domestic Violence, Sexual Assault or Stalking**

ASI is prohibited from discharging, discriminating or retaliating against an employee who is the victim of domestic violence, a victim of sexual assault or a victim of stalking, and who takes time off from work to obtain or attempt to obtain any relief, such as a restraining order. Employees are provided unpaid time off if they are a victims of domestic violence, as defined by Family Code Section 6211, to seek medical attention for injuries caused by domestic violence or sexual assault, to obtain services from a domestic violence shelter, program or rape crisis center, to obtain psychological counseling or to participate in safety planning or other actions as a result of domestic violence or sexual assault (See California Labor Code Section 230).

**Crime Victims Leave**

All employees are provided unpaid time off if they are a victim of a serious or violent felony to attend judicial proceedings related to the crime. The term "crime victim" applies to an employee who is a victim, the immediate family member of a victim, the registered domestic partner of a victim or the child of a registered domestic partner of a victim (See California Labor Code Section 230.2).

**Voting Leave**

As required by law (See California Elections Code Section 14001), all employees are provided up to 2 hours of time off with pay on Election Day to vote in city, county, state and national elections if it cannot be done outside of normal working hours. Advanced notice must be given to supervisors before time-off for voting can be approved.

**Military Leave**

Military leaves of absence are granted without pay in accordance with applicable federal laws. An employee may use accumulated vacation credits in lieu of leave without pay. The employee should submit a request as soon as he/she learns of the need for military leave. The organization will reinstate those employees returning from military leave to their same position or one of comparable seniority, pay, status, and benefit rights they would have had if they had worked continuously in compliance with state and federal regulations.

Benefits coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leaves lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA for up to 18 months while on military leave, and will be required to pay the COBRA rate of their health benefits if they wish to continue benefits.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

**Military Spouse Leave**

An unpaid leave provided for military personnel spouses who work an average of 20 hours or more per week who have a spouse in the US Armed Forces, National Guard or Army Reserve

who was deployed during a period of military conflict. Employees can be allowed to use accrued sick, vacation or PTO during this leave but will not be required to do so. The leave lasts for up to 10 days. The employee must provide the employer with notice within two business days of receiving official notice that their spouse will be on leave from deployment.

**Volunteer Civil Service and Training Leave**

An unpaid leave provided for employees who are required to perform emergency duty. This leave is extended to volunteer firefighters, reserve police officers and emergency rescue personnel. Emergency rescue personnel is defined as any person who is:

- An officer, employee or member of a fire department, fire protection or firefighting agency of the federal government, California state government, local government, special district or other corporation or political subdivision of California
- An officer of a sheriff's department, police department or private fire department
- An officer, employee or member of a disaster medical response team sponsored or requested by the state.

The leave lasts for the duration of the emergency duty.

Time off for Civil Service Training-an employee in the category above may take an unpaid leave of up to 14 days per calendar year to engage in fire, law enforcement or emergency rescue training.

**Civil Air Patrol Leave**

An unpaid leave of up to 10 days provided to employees who participate in Civil Air Patrol duty. The employee must be employed for at least 90 days before the start of the leave.

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<b>DATE APPROVED:</b>	<b>11/29/2016</b>
<b>DATE REVISED:</b>	<b>04/25/2017</b>
	<b>11/05/2019</b>
	<b><u>09/29/2025</u></b>

# POLICY CONCERNING STUDENT APPOINTMENTS

**Purpose:** Provides guidance for filling appointed student leadership positions recommended by the ASI President to the ASI Board of Directors for approval.

**Proposed Revisions:** Recommendations aim to update the policy to...

- Reflect current appointment practices and programs,
- Align with existing standards for elected positions, and
- Strengthen overall clarity and accuracy of the policy.



# POLICY CONCERNING STUDENT APPOINTMENTS

## Recommendation Details:

- (1) Reflect Current Programs, Titles, and Practices
  - Governance Ambassador program established in 2022-2023, replacing the Presidential Appointee Commission
- (2) Clarify Policy Title, Purpose, and Board Oversight Language
  - Policy Concerning Student *Leader* Appointments *and Eligibility*
  - Updating Board approval oversight to include practice of Executive Officers being confirmed in-person



# POLICY CONCERNING STUDENT APPOINTMENTS

## Recommendation Details:

- (3) Eligibility Requirements
  - Cites the CSU Minimum Qualifications as requirement source
  - Addition of Training Attendance to align with ASI Elections policy, ensuring accountability for both elected and appointed students

**Summary:** The suggested policy recommendations serve to address updates to current appointment processes, eligibility requirements, and program structures.





CALIFORNIA STATE UNIVERSITY, FULLERTON™

## A RESOLUTION TO AMEND THE POLICY CONCERNING STUDENT APPOINTMENTS

**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 ASI Board of Directors, 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**, the ASI Policy Concerning Student Appointments provides guidance on student appointments to non-elected ASI student leadership roles as well as Academic Senate and University Committees, including the eligibility requirements and approval process by the ASI Board of Directors; and

**WHEREAS**, periodically ASI as an organization must review its policies to ensure that current operations mirror the requirements as outlined in these governing documents and that minor language, grammar, spelling, and punctuation corrections are made; and

**WHEREAS**, the ASI Policy Concerning Student Appointments was established in fall 2017 and last revised in spring 2019 and spring 2021; and

**WHEREAS**, the ASI Governance Ambassadors program was established in partnership with the Vice President for Student Affairs office in the 2022-2023 academic year to create 20 student leadership roles to serve on Academic Senate and university-wide committees each year, ultimately replacing the Presidential Appointee Commission; and

**WHEREAS**, a resolution amending the ASI Policy Concerning ASI Elections<sup>1</sup> in fall 2024 included language to codify the responsibility of elected student officers to attend mandatory ASI Student Government trainings to ensure accountability in serving the student body; and

**WHEREAS**, the Office of the Chancellor has provided system-wide guidelines known as the CSU Minimum Qualifications for Student Office Holders<sup>2</sup> which establishes eligibility criteria for student leaders while running or holding a student leadership office at California State University campuses; and

**WHEREAS**, the suggested revisions to the Policy Concerning Student Appointments include

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<sup>1</sup> <https://asi.fullerton.edu/wp-content/uploads/2024/12/A-Resolution-Amending-Policy-Concerning-ASI-Elections.pdf>

<sup>2</sup> See attachment

clarification of the policy title and purpose to encompass its guidance of the appointment process and eligibility requirements, training attendance requirement language for appointed student leaders, and updating the appointment approval by the ASI Board of Directors process given the replacement of the Presidential Appointee Commission with the ASI Governance Ambassador program; and

**WHEREAS**, the recommended changes to the policy include other minor language, grammar, title updates, and punctuation corrections; therefore, let it be

**RESOLVED**, ASI approves the amendments to the ASI Policy Concerning Student Appointments effective immediately to update the policy name to Policy Concerning Student Leader Appointments and Eligibility, add clarity to the policy purpose, include relevant system-wide eligibility criteria language, enhance accountability measures for student leader training attendance, reflect the ASI Governance Ambassador program, and correct other minor language, grammar, spelling, title updates, and punctuation errors; and let it be finally

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

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

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Chair, Board of Directors

Secretary, Board of Directors

## POLICY CONCERNING STUDENT LEADER APPOINTMENTS AND ELIGIBILITY

### PURPOSE

The policy outlines student appointments to Associated Students Inc., California State University, Fullerton (ASI) Student Government programs and committees and commissions of ASI, the Academic Senate, and University Committees. ~~This policy is designed to fill Board of Directors seats vacated due to resignation, recall, ineligibility, or death.~~ The policy provides direction on presidential appointments requiring approval by the ASI Board of Directors and eligibility requirements for all ASI student leadership positions as established by the CSU Minimum Qualifications for Student Office Holders.

PURPOSE..... 1

WHO SHOULD KNOW THIS POLICY ..... 1

STANDARDS ..... 1

    1. PRESIDENTIAL APPOINTMENTS ..... 1

    2. PRESIDENTIAL APPOINTMENTS APPROVAL BY THE BOARD OF DIRECTORS ..... 1

    3. ELIGIBILITY FOR ASI LEADERSHIP POSITIONS ..... 2

### WHO SHOULD KNOW THIS POLICY

- |  |  |
|--|--|
| <input type="checkbox"/> Budget Area Administrators            | <input type="checkbox"/> Volunteers          |
| <input checked="" type="checkbox"/> Management Personnel       | <input 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 |

### STANDARDS

#### **1. PRESIDENTIAL APPOINTMENTS**

All student appointments to Committees Executive Officer, Governance Ambassador, Elections, and Commission roles shall be Presidential Appointments. This does not include the appointment of members of the ASI Board of Directors to Board Committees. All student appointments to Academic Senate Committees and university-wide Committees shall be Presidential Appointments. Exceptions shall be made when the Academic Senate Committee or university-wide Committee has established specific appointment guidelines. ~~All Presidential Appointments of this nature must be enrolled and in good standing at the time of appointment. Failure to meet and maintain these qualifications will result in ineligibility for appointment.~~

#### **2. PRESIDENTIAL APPOINTMENTS APPROVAL BY THE ASI BOARD OF DIRECTORS**

All Presidential Appointments to Executive Officer, Governance Ambassador, Elections, and Commission roles shall require Paid appointments requiring approval by the ASI Board of Directors, ~~shall require a~~ A copy of the Presidential Appointee's application shall be submitted to each Board member prior to the meeting in which the Presidential Appointee's approval appears on the agenda.

The following information shall be contained in a data sheet attached to the application:

- The number of applications received for the position.
- Those involved in the interviewing process.

- A short summary of the position for which the person is being approved.

Presidential Appointments for Executive Officer positions cannot be confirmed until the student appointee is presented in person before the ASI Board of Directors.

A list of committee appointee(s) must be posted at least three (3) working days before potential appointees can actively participate in their respective Committees. Posting areas shall include, but are not limited to, ASI Executive Offices and/or a posting area of the ASI.

Every other week the ASI President must submit to the membership a list of all vacancies that require a Presidential appointee. The above mentioned list of Presidential appointments shall be distributed via posting in the ASI Executive Offices and/or a posting area of the ASI.

### 3. ELIGIBILITY FOR ASI LEADERSHIP POSITIONS

At the time of filing for candidacy or application for a leadership position and throughout their term, ~~the following~~ ASI student leaders must meet and maintain the requirements outlined below. All students must ~~also~~ be in good standing and must not be on academic or disciplinary probation. Once grades are finalized by the university at the end of a regular semester (fall and spring), eligibility is checked and certified by the Office of the Vice President for Student Affairs and Strategic Enrollment Management. Changes, corrections, or other modifications to grades or academic records must follow standard university process and do not reestablish eligibility. Eligibility can only be reestablished at the completion of the standard university process and after a recheck and certification of eligibility by the Office of the Vice President for Student Affairs and Strategic Enrollment Management. Eligibility requirements established by the CSU system are not able to be suspended by the ASI Board of Directors, and ineligibility based on CSU established requirements are not appealable.

#### Unit Load

Undergraduate student leaders must earn six (6) semester units of credit each semester. Graduate student leaders must earn three (3) semester units of credit each semester. ~~and~~

#### Maximum Allowable Units

Undergraduate student leaders are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate student leaders are allowed to earn a maximum of 50 semester units. Student leaders holding over that number of units will not be eligible. ~~and~~

#### Residency

Undergraduate student leaders must be matriculated and have been enrolled at CSU-Cal State Fullerton for one semester preceding their application for a leadership position earning a total of at least six (6) semester units during that semester. Graduate student leaders must be matriculated and have earned at least three (3) semester units per term of continuous attendance as a new graduate student to be eligible. New graduate students who received a bachelor's degree or credential within the past three (3) years from CSU-Cal State Fullerton must have earned a total of twelve (12) units during his or her their last year as an undergraduate to be eligible. ~~Graduate student leaders must have earned at least six (6) semester units per term of continuous attendance as a new graduate student to be eligible. and~~

#### Faculty/Staff

A student leader may not be a member of the faculty or staff at CSU-Cal State Fullerton or its auxiliaries, including current and prior ASI professional staff. This does not apply to faculty or staff appointed positions. Graduate assistants shall not be considered faculty or staff.

#### a. Category 1 Major Office Holders

##### Grade Point Average

All student leaders holding a major office position within category 1 must be in good standing, must not be on probation, must have earned a Cal StateSU Fullerton semester grade point average of 2.0 and a Cal StateSU Fullerton cumulative grade point average of 2.5 for all classes at Cal StateSU Fullerton

during the semester prior to filing for candidacy or application, and must maintain these standards ~~and~~

**Student Leader Positions:**

- Student Members of the [ASI](#) Board of Directors
- ASI Executive Officers

- ~~Commission, Elections, and Programming Directors and Coordinators~~

b. Category 2 Minor Office Holders

**Grade Point Average**

All student leaders holding a minor office position within category 2 must be in good standing, must not be on probation, must have earned a Cal State SU Fullerton semester grade point average of 2.0 and a CSU-Cal State Fullerton cumulative grade point average of 2.0 for all classes at CSU Fullerton during the semester prior to their application, and must maintain these standards.

**Student Leader Positions:**

- ~~Academic Senate, University Wide, and Ad hoc Committee Members~~ ASI Governance Ambassadors
- ASI Commission Directors, Coordinators, and Programming volunteers
- ASI Elections Director and Coordinators
- ~~Camp Titan Program Staff and Counselors~~

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**Training Attendance**

All student officers are required to attend leadership development training dates throughout their term. Excusals may be granted for unanticipated illness, emergency, or university business relating to the responsibilities of the student leadership role. Academic, employment, or external leadership involvement duties are the responsibility of the student leader to manage and maintain with their respective faculty, employer, or other supervisor.

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Failure to meet and maintain these qualifications during the term will result in ineligibility for the position and may include a prorated loss of financial award.

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**DATE APPROVED: 09/19/2017**  
**DATE REVISED: 04/30/2019**  
**DATE REVISED: 04/20/2021**  
**DATE REVISED: 12/02/2025**

The background features a dark blue field with several overlapping geometric shapes. On the left and right sides, there are vertical orange bars of varying heights. At the top, there are horizontal orange bars. The overall composition is abstract and modern.

# **Humanities and social sciences COLLEGE REPORT**

# AGENDA

- Meet Dean Stern
- HSS marketing
- HSS ICC
- Scholarship donation
- College progress/goals

# DEAN STERN

Dr. Stern is an early America historian and a historical researcher, focusing on Native American groups and British Settlers' cultural differences and similarities during the colonial period. Dr. Stern joined CSUF in 2007 as chair of the History Department and as an Associate Dean for student relations. Her goal for HSS includes enhancing student success and developing community partnerships.



# HSS MARKETING

- HSS over the past few years has been releasing reels on their instrgram page @csufhss to inform about current issues in society
- These Reels are part of their series “Lowkey Confused” and their most recent video covers What is going on in Venezuela right now.  
<https://www.instagram.com/p/DRu0VjBEkfa/>



# HSS ICC

- The Humanities and Social Sciences Inter-club council has over 20 student organizations, ranging across all HSS majors.
- HSS-ICC provides various resources including ways to get involved in local communities such as OC rescue mission and various community service organizations
- HSS ICC also hosts an event every April called HSS week to highlight all aspects of the college and promote student organizations through hosting activities or workshops relating to that years topic.



# SCHOLARSHIP DONATION

- Just recently, the college of HSS honored the legacy of Donna and Kirt Spradlin, who generously gifted their home to CSUF college of HSS to support future Titans.
- Their bequest will provide \$40,000 in annual scholarships and will name the first auditorium in the Humanities and Social Sciences Building.



# COLLEGE PROGRESS/GOALS

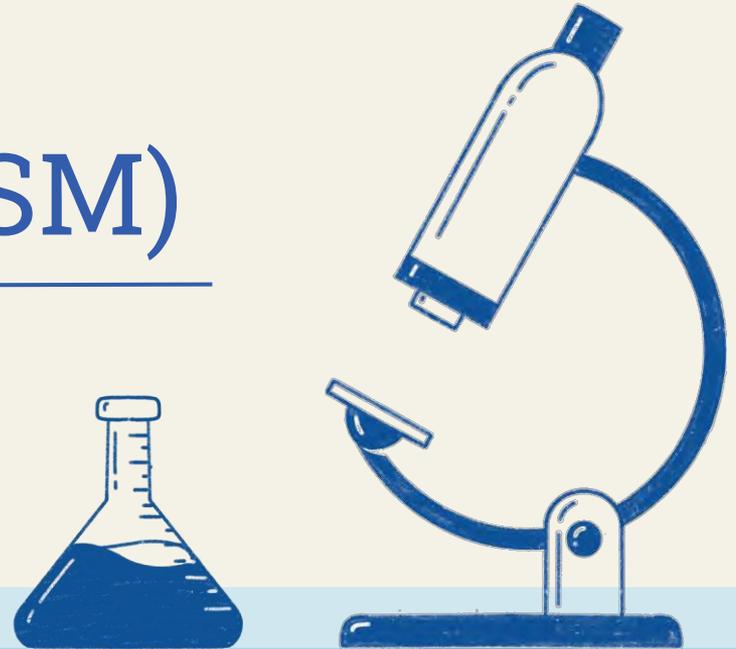
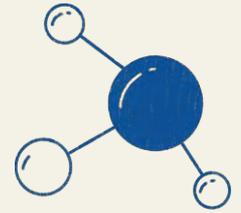
- Work with the Dean to see what can be done to celebrate HSS students who make it on the Dean's List, by creating a Dean's List patch.
- Expansion of lowkey confused
- Create a monthly Newsletter within the HSS-ICC to promote student organizations and centralize information.

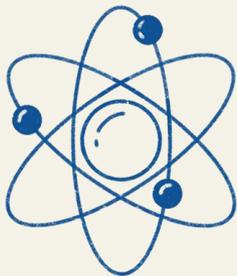
**THANK YOU**

# College of Natural Sciences & Mathematics (NSM)

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College Report

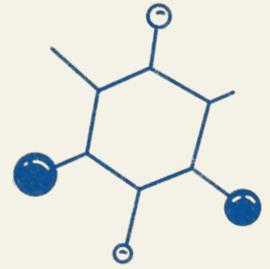




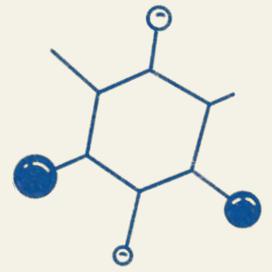
01

# Goals of the NSM-BOD

# Guiding Pillars



- ❖ Advancing Research
- ❖ Uplifting and Supporting Underrepresented STEM Students
- ❖ Connecting Current NSM students to Alumnus



# Advancing Research

## Bilingual Student Symposium

### 3-Min Research Fire Round Competition

- ❖ Challenging students to present their research in just three minutes, using a single slide.
- ❖ We aim to test communication, clarity, and creativity while providing students with a meaningful and valuable professional experience.



### NSM Dimensions

- ❖ Develop the professional and academic resumes of students through our the CNSM Undergraduate Journal



**MT**<sup>®</sup> **THREE  
MINUTE  
THESIS**  
FOUNDED BY THE UNIVERSITY OF QUEENSLAND

# Uplifting and Supporting Underrepresented STEM Students

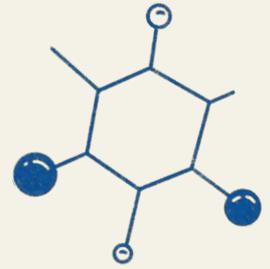


Connecting with the Black  
Student Success Center

National Organization of Black  
Chemists and Chemical Engineers



# Connecting Current NSM Students to Alumnus



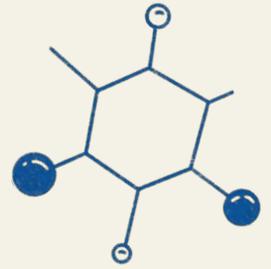
## Aspiring Leader Pre-Health Summit (ALPS)

- ❖ Collaboration between various pre-health organizations throughout CSUF to empower students interested in the healthcare field with knowledge, connections and opportunities to succeed
  - Work with Dean Johnson and the Alumni House to reach out to alumnus and donors
  - Connect to the NSM career specialist (Leilani Landin) and Health Profession Advising Office



# Other Initiatives

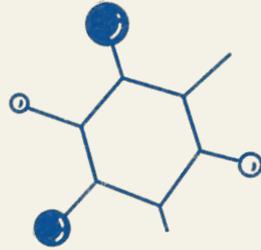
## Beautifying McCarthy Hall Breezeway



# 02

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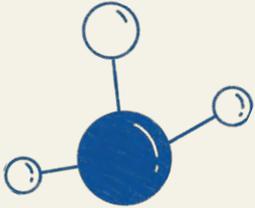
## NSM Inter-Club Council (ICC)



# NSM ICC

Meets every other Fridays from  
1:00 PM to 2:00 PM via Zoom

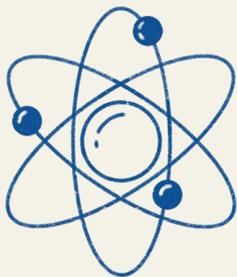
15 clubs registered under NSM ICC



American Medical Student Association (AMSA), Beta Psi Omega, Chemistry and Biochemistry (CBC), Flying Samaritans, Geology Club, Physician Assistants Coming Together (PACT), Pre-Dental Society, Society for Advancement of Chicanos/Hispanics and Native Americans in Sciences (SACNAS), Student Health Professions Association (SHPA), Titan Emergency Medical Services and Education (TEMSAE), Biology Graduate Student Club, Pre-Veterinary Club, American Lung Cancer Screening Initiative (ALCSI), NOBCCChE

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03

# College of NSM Highlights

## Improvements in McCarthy Hall

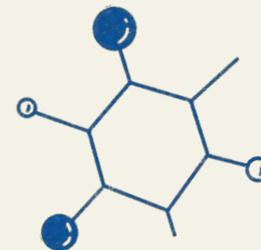
- ❖ Upgrades in faculty workspaces, classrooms, student areas, safety

## Data Science Minor & Major

- ❖ Students can declare a minor in Data Science
- ❖ Forthcoming Data Science major

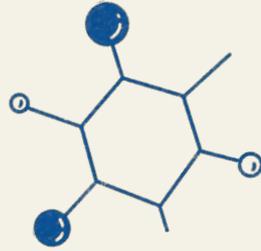
## Donor Funds

- ❖ Supported various faculty-led projects
  - Research Summer program
  - Faculty workshop



# 04

## Upcoming Events

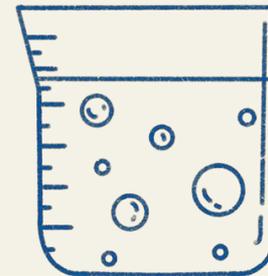
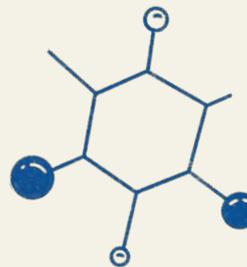


# Upcoming Events

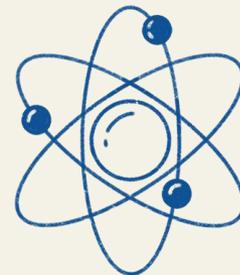
## NSM Week

- ❖ Hosted in the Spring semester
- ❖ Week-long celebration recognizing students involved in the College of NSM

## UROC Travel Grant Deadline (January 1<sup>st</sup> )



# Thank you! Any questions?



**Liam Ryals**

Board of Director – NSM

Email: [asboard-nsm@fullerton.edu](mailto:asboard-nsm@fullerton.edu)

Office Hours: Fridays, 11:00 am to 12:00 PM



**Isabel Soriano**

Board of Director – NSM

Email: [asboard-nsm2@fullerton.edu](mailto:asboard-nsm2@fullerton.edu)

Office Hours: Mondays, 9:30 am to 10:30 am

**December 2, 2025**  
ASI Board of Directors  
Executive Officers Report

**PRESIDENT:** Haneefah Syed

**EVENTS/MEETINGS/TRAININGS ATTENDED:**

**Meetings Attended**

- 11/18 Meeting with VP Shriner
- 11/19 Top 9 Check In
- 11/20 Scholarship Review
- 11/20 Meeting with the Provost
- 11/21 SSIFAC
- 11/21 Meeting with President Rochon
- 12/1 Commencement Group
- 12/1 Marketing Meeting

**Projects**

- Student Employee Benefits
- Student registration issues
- AI implementation
- Board + Exec Check-ins
- Legislative visits

**Summary:** Hi everyone! I hope you enjoyed your fall break. Thank you to those that completed your scholarships on time. The team and I really appreciate how diligent and engaged you all were in the process. I will verbally share some key takeaways from President's Cabinet

**VICE PRESIDENT:** Juan Salguero

**EVENTS/MEETINGS/TRAININGS ATTENDED:**

- **11/18 - Meeting with VP Shiner**
- **11/20 - Scholarship Review Session**
- **11/20 - CEC Meeting**
- **11/21 - Meeting with President Rochon**
- **11/23 - Scholarship deadline**
- **12/01 - Tuffy's Winter of Giving**

**PROJECTS:**

- **Scholarship Grading**
- **Tuffy's Winter of Giving**
- **ASI Alumni Week**

**SUMMARY**

Hi everyone! Thank you all for taking the time to finish your scholarship grading. I am very proud of the work we all put into this and ensuring that we met the deadline. As I have stressed this entire semester, efforts like these are what change the lives of our constituents. Shortly after, we all went on break, so I hope you all rested properly and are ready to end the semester strong. Good luck with finals!

**CHIEF CAMPUS RELATIONS OFFICER:** Riya Jain

**EVENTS/MEETINGS/TRAININGS ATTENDED:**

**11/19: UAC Meeting**

**11/20: ESC Commission meeting**

**11/19: Top 9 Check in meeting**

**11/20: Scholarship grading**

**12/01: Provost search session 1**

**PROJECTS: Unwind and Recharge (December 8<sup>th</sup>)**

**SUMMARY: Hi everyone! I hope you all had a wonderful break!! UAC has their first initiative of the semester next week on December 8<sup>th</sup> (Monday). This event is in collaboration with SJEC where we will be having lots of fun activities for students such as phone charm making, bracelet making, tote bag painting and many more along with food and a tea bar! I hope to see you all there and good luck on finals, we are all going to do amazing :)**

**CHIEF GOVERNMENTAL OFFICER: Tyler Gibbs**

**EVENTS/MEETINGS/TRAININGS ATTENDED:**

**11/19: Ingrid 1:1**

**11/20: Finance Committee**

**11/20: Governance Committee**

**PROJECTS:**

**- Scholarship Grading**

- **Marketing Campaign Initiative**
- **CHESS Interview questions/ training**

**SUMMARY:**

**Hi everyone, my commission has been working on our short form reels for next semesters initiative, as well as our marketing and graphics for CHESS. We also are in the process of designing the quarter zips, and finalizing interview and training material.**

**CHIEF INCLUSION & DIVERSITY OFFICER:** Ava Montano

**EVENTS/MEETINGS/TRAININGS ATTENDED:**

**11/19 ASWI Programming & Club engagement**

**11/19 Ingrid 1:1**

**11/19 Top 9 Check In Meeting**

**11/20 Scholarship Review session**

**11/20 SJEC commission meeting**

**12/1 Tuffy Winter of Giving**

**PROJECTS:**

**Cultural Appreciation 101**

**Tuffy's Winter of Giving collaboration**

**Unwind & Recharge Collaboration**

**SUMMARY:**

**Hi everyone, I hope all your breaks were well spent relaxing! Before the break my commission was brainstorming and finalizing ideas for our collaborations on the next two commission initiatives. We got to partner with Community Engagement yesterday, and it went very well! We're looking forward to working with University Affairs next week. Also, good luck on finals!!**



# ASI Executive Director's Report

Presented by  
**DR. DAVE EDWARDS**  
ASI Executive Director



ASI Board of Directors Meeting  
Dec. 2, 2025



# Today's Agenda

## Key points for discussion

Fostering Student Growth & Well-Being

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Enriching Student Employee & Staff Experiences

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Innovating & Improving Facilities, Programs, and Services

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Enhancing Partnerships & Outreach



# Goal 1

**Foster Student Growth & Well-Being**



# Student Programs & Wellness Events

From Oct. 21 - Dec. 1

# 2,000+

Attendance at ASI Events & Programs



WICKED NIGHT IN THE PAVILION

Foster Student Growth & Well-Being



# Student Programs & Wellness Events

# 25+

Events & Programs hosted by SPE, TSU, Student Government & Titan Recreation

Includes, but not limited to:

**Pumpkin Patch**

**Tuffy's Winter of Giving**

**Cultural Appreciation 101**

**Salsa Night at the SRC**

**Dia De Los Muertos**

**Pop-Up Pantry**

**Cook & Connect**

**Fall 2025 Art Show**

**Wicked Night**

**Halloween at TBB**

**Titan Night Market**



**PUMPKIN PATCH**

**Foster Student Growth & Well-Being**



# Student Wellness & Basic Needs Support

- ✓ Increased hours, appointments, and food limit at ASI Food Pantry during federal government shutdown
- ✓ Held two Pop-Up Pantry events in November at Central Quad, feeding 660 Titans
- ✓ Pantry donations and partnerships continue to increase

# Upcoming Events



<b>DEC. 4</b>	<b>DEC. 4</b>	<b>DEC. 8</b>	<b>DEC. 9</b>	<b>DEC. 9</b>	<b>DEC. 15-18</b>
Caps & Crafts	Men's Basketball Tailgate	Cook & Connect	Cozy Crafts & Cocoa	Late Night Study	Late Night TBB
Esports Lounge	Tuffy Lawn	SRC Pool Deck	TSU Pavilion A	TSU Pavilion	TSU Lower Level
4-9 PM	5-6:30 PM	1:30-3 PM	2-4 PM	6-9 PM	10:30 PM - 1:30 AM





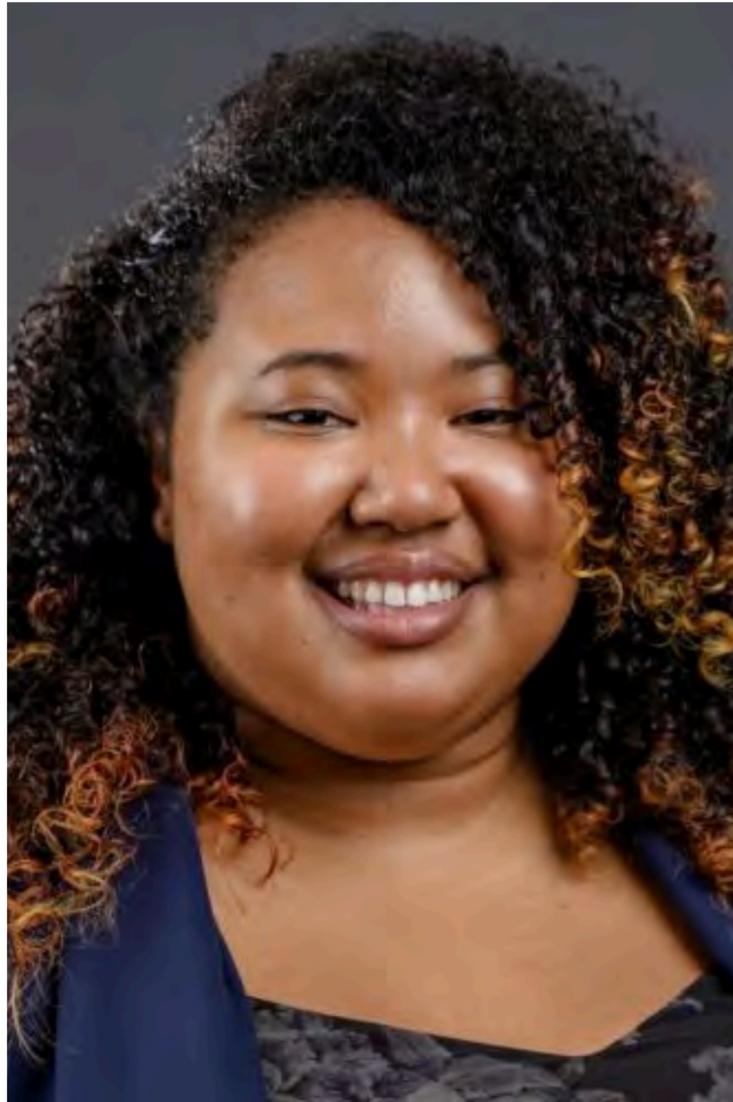
**ASI 50th  
Anniversary Kickoff  
Tuesday, Jan. 27  
11 AM-2 PM  
Becker Amp. & TSU**

# Goal 2

Enrich Student Employee & Staff Experiences



# Staff Spotlight: Imani Cooper



## **PROGRAMMING COORDINATOR STUDENT PROGRAMS AND ENGAGEMENT**

- Earned the Golden Putter award for the month of November
- Joined ASI as Executive Office Coordinator in 2021
- Responsible for planning and executing student programs and events, managing logistics, budgets, promotions, and assessments, and supporting student organizations with event planning.

*“This is someone who has recently attained a new role and there’s been a lot of back and forth collaboration between our teams. It’s been insightful to figure out what their department needs.”*

***-Patrick Barnes, nominator***





# Student & Staff Development

## ACUI Regional Conference Participation

- Student and professional staff representatives attended the ACUI Regional Conference Nov. 6–8 to explore best practices in student unions, engagement, and campus operations.

## Professional Development – TSU Operations

- Delivered student-facilitated training sessions focused on wellness and stress management.
- Sessions were held on Nov. 14 and Nov. 18 as part of ongoing team development.

## Student Achievement

- A majority of Student Programs and Engagement student assistants earned Dean’s List recognition for Spring 2025, highlighting their academic excellence alongside their ASI responsibilities.



# Goal 3

Innovate & Improve Facilities, Programs, and Services



# Facility & Service Usage



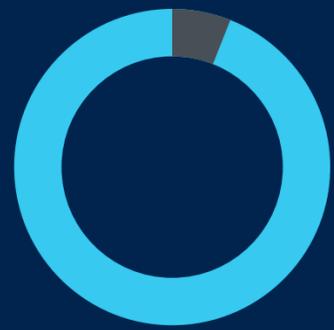
FALL ART SHOW  
RECEPTION

## Titan Student Union

- **TSU:** 954 bookings, 23,700 guests. (Oct-Nov)
- **ASI Food Pantry:** 6,901 appointments (Oct-Nov)
- **Art Programs:** 26 drop-in art programs held; nearly 400 attended.
- **Fall Art Show Reception:** highest ever attendance (125+)
- **TSU Events:** Titan Capital Management Conference, ORSP Annual Retreat, MSI Brother 2 Brother, Project RAISE campus tour, OCC Gate Conference, ASL Variety Show, BSCR Symposium, Unity & Inclusion Leadership Academy

Innovate & Improve Facilities,  
Programs, and Services





**93,184 ENTRIES IN  
OCTOBER &  
NOVEMBER**



**14,076**

Unique users in 2025-26



## **SPECIAL EVENTS**

*Sabrina Carpenter Spin, Picnic  
& Pilates, Salsa Night,  
Bouldering Competition*



**3,353**

Group Fitness  
Participation  
(Oct-Nov)



**2,731**

Rock Climbing Wall  
Participants  
(Oct-Nov)



**859**

Pool Participants  
(Oct-Nov)



**917**

Unique IM Participants  
(105 teams, 279 games  
played)

# Titan Rec Engagement



**SRC BOULDERING COMPETITION**

# Children's Center



**119 children served  
in October; 116 in  
November**



**28,100.5 hours of childcare provided**

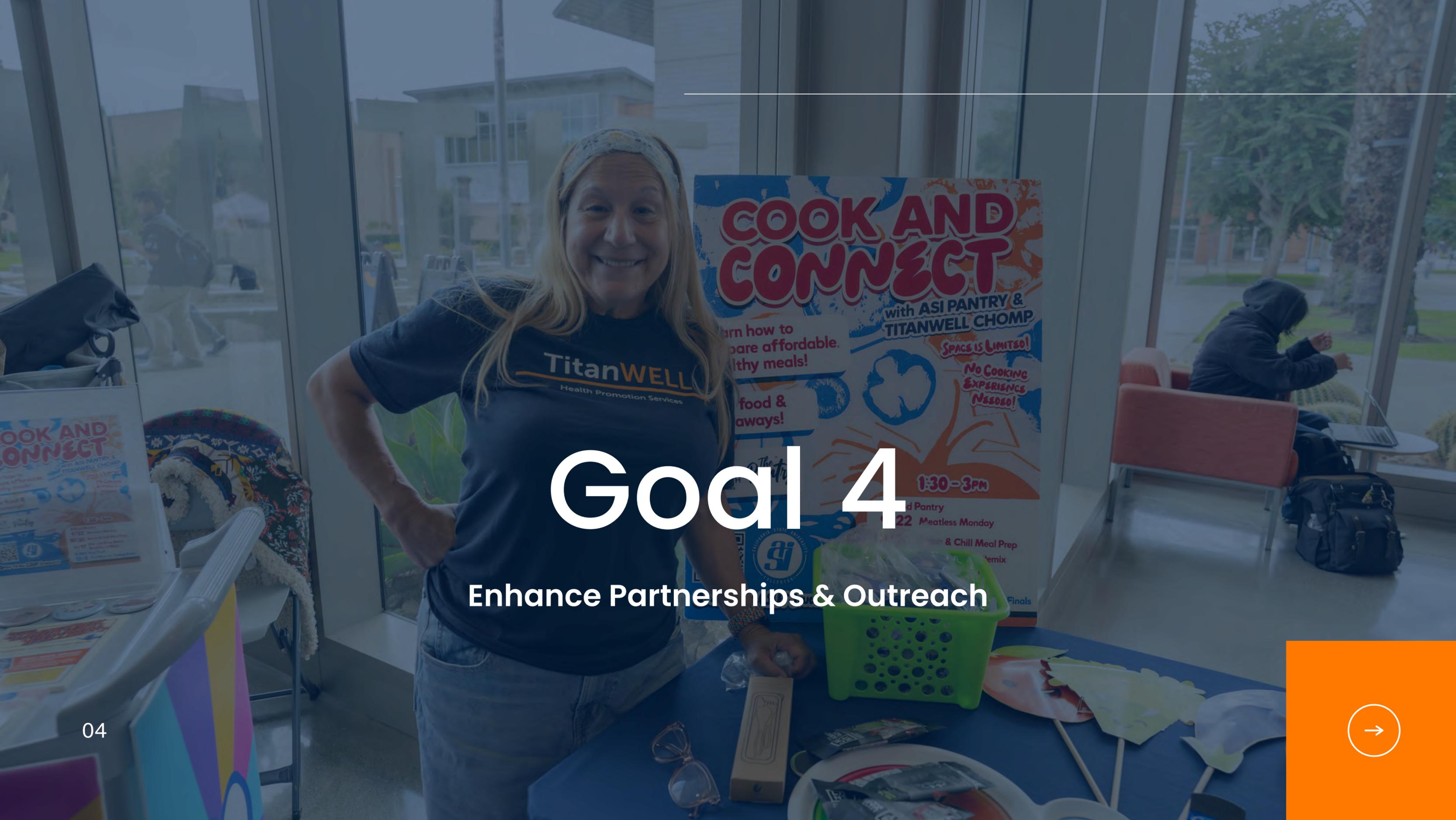


**3,492.65 student employee hours &  
780 internship hours completed**



**CHILDREN'S CENTER BLOCK PARTY**





# Goal 4

Enhance Partnerships & Outreach



# Collaborations & Community Engagement

- **Children's Center Partnerships**
  - Arboretum Early Childhood Interns – Monthly story time & garden sessions
  - Creative Writing Club collaboration – Stories inspired by children's artwork
  - Communicative Disorders Master's Students – on-site hearing clinic
  - Preparations for parent Winter Wonderland event 12/12.
- **Basic Needs Partnerships**
  - Stir Foods, Aspire Foods, Northgate Market, Bracken's Kitchen; Strengthening partnerships to increase pantry supply
- **Student Government & Campus Partnerships**
  - Student participation in: VPUA search & Inter-Club Council Executive Senate Meeting
- **TSU Partnerships**
  - Hosting campus stakeholders across academics, staff development, conferences, and inclusion-based programs



CHILDREN'S CENTER ARBORETUM TRIP





Thank you!  
Questions?



**DECEMBER 2, 2025**  
Board of Directors  
Board Leadership Report

**CHAIR:** Joe Morales

**Summary:**

Hi everyone,

With our final two weeks of school coming up, I want to remind everyone to prioritize your academics, because that's the main reason we're all here. I also want to thank you all for your hard work and advocacy throughout the entire semester. Please feel free to reach out if you have any feedback, tips, or anything you'd like to talk about as we prepare for next semester's transition.

Over break, I'll be putting together the transition document and working with Mahak on how we want to approach our big-picture goals and set ourselves up for success. Also, just a quick reminder that we have our board bonding recharge exercise this Friday at 11:15 AM. I can't wait to see you all!

**Events/Meetings Attended:**

Events/Meetings/Trainings Attended:

- 11/18/25 VP Shiner Meeting
- 11/20/25 Scholarship & Research Grant Review Session
- 11/20/25 Meeting with Provost Dabirian
- 11/21/25 Meeting with President Rochon

**Projects:**

N/A

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**VICE CHAIR:** Mahak Ahmad

**Summary:**

Good afternoon, everyone,

As we close out the semester, I want to express my appreciation for the continued engagement and dedication each of you has brought to your roles. It has been a busy and impactful term, and I'm proud of the work we've accomplished together!

Thank you all for your hard work, professionalism, and commitment throughout the semester. Before we head into break, we have finals coming up, so I wish you the best of luck and encourage you to take care of yourselves during this final stretch. Once finals are behind us, I hope you enjoy a well-deserved and restful winter break.

#### Reminders:

- **Please update your Outlook calendar for the upcoming spring semester.** Add your classes, meetings, office hours, commitments, and any times you are unavailable. Keeping our calendars updated helps with smoother coordination and scheduling.
- **Take care of yourselves as finals approach.** Be mindful of rest and balance.
- **Stay connected.** If anything comes up over winter break, you can reach out to me.

As always, I'm here for you, not just as your Vice Chair, but as a peer. If you need anything over winter recess, please don't hesitate to reach out. I hope to see you all at our first Spring 2026 Board meeting on January 20<sup>th</sup>!

#### Events/Meetings Attended:

- November 19<sup>th</sup>: Meeting with Rebecca
- November 19<sup>th</sup>: Top 9 Check-in Meeting
- November 20<sup>th</sup>: Scholarship & Research Grant Review Session
- November 20<sup>th</sup>: IRA Prep Meeting
- November 20<sup>th</sup>: Meeting with Dave Provost Dabirian
- November 20<sup>th</sup>: Governance Committee Meeting
- November 21<sup>st</sup>: ASWI Food Pantry and Basic Needs Tour
- November 21<sup>st</sup>: IRA Committee Meeting
- December 2<sup>nd</sup>: Board of Directors Holiday Lunch

#### Committee:

- **IRA Committee Meeting:** We reviewed the deliberation process for our final IRA meeting and discussed the average scores and standard deviations for each proposed faculty program.
- **Governance Committee Meeting:** During our last governance committee meeting, we discussed the Policy Concerning Professional Employee Compensation, the Policy Concerning Student Employee Compensation, and appointments for student leadership positions.

**Projects/Goals:** Meet with Joe to discuss plans for Spring 2026, collaborate with Dean Kirtman on the Spring Career Center initiative, and focus on finishing the semester strong by completing graduate courses and final projects, etc.

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**TREASURER:** Shay Quock

**Summary:**

None

**Events/Meetings Attended**

**Committee:**

**Projects:**

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**SECRETARY:** Luca Romero

**Summary:**

None

**Events/Meetings Attended**

**Committee:**

**Projects:**