



ASI Board of Directors - Special Minutes

Associated Students Inc., California State University, Fullerton

4/28/2026 1:15 PMPDT

@ ASI Boardroom, Titan student union

Meeting Details

Meeting Called By: Joe Morales

Meeting Type: Regular

Meeting Attendees: Members, Staff, Public

Meeting Link: <https://fullerton.zoom.us/j/82793593411>

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 1:17 pm.

2. Roll Call

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

Members Absent: None

Liaisons Present: Edwards, 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 2026 04 28 age Special.pdf](#)

Motion:

The agenda was approved by unanimous consent.

Motion moved by Luisa Camarillo and motion seconded by Joshua Lopez.

4. Consent Calendar

None

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.

There was one public speaker.

Josh Grisetti shared concerns about recent reallocations of IRA funding within the College of the Arts, explaining that significant funding previously used to support theater and dance productions and student capstone projects had been reduced by about 60%. He noted that these programs rely heavily on IRA funding for major productions, professional development opportunities, and industry engagement activities. He explained that the changes had been met with confusion and disagreement due to unclear oversight structures and shifting responsibility between students, faculty, and administration. He added that while the reallocations were intended with good purpose, they had created uncertainty and concern among faculty and students, including a large student protest at a recent Academic Senate meeting. He concluded by stating that the immediate issue is insufficient funding for upcoming programs and emphasized the need for long-term planning to address ongoing financial challenges.

6. Executive Senate Reports / Funding Reports

None

7. Time Certain

None

8. Unfinished Business

None

9. New Business

A. Action: A Resolution to Amend the Policy Concerning Asset Management (Finance)

The Board will consider a resolution to amend the ASI Policy Concerning Asset Management.

BOD 073 25/26 A motion was brought to the Board of Directors from the Finance Committee to amend ASI Policy Concerning Asset Management.

Chair Morales yielded to Shay Quock, Finance Committee Chair.

Quock reported that the Finance Committee had reviewed the item in the previous meeting, approved it, and moved it forward to the Board. He summarized that the amendments were intended to ensure that asset movements are properly documented, authorized, and recorded in the corporate inventory system through a clear process for property reassignment. He noted that there was no further discussion from the Committee.

Quock yielded to Dr. Dave Edwards, ASI Executive Director, who further yielded to Andrea Okoh, ASI Assistant Director of Corporate Affairs.

Okoh explained that the asset management policy defines how ASI handles and tracks items of monetary value to ensure transparency. She stated that the policy covers non-consumable assets and outlines procedures for disposal and reassignment of property, with the primary update clarifying how asset reassignment is documented and recorded. She gave an example of transferring an item between individuals, explaining that the change requires a formal written record and updated inventory tracking to reflect the new assigned owner or department.

Chair Morales opened the floor to questions.

There were no questions.

Chair Morales opened the floor to discussion.

There were no points of discussion.

*Member Komiya stepped away briefly.

The Board moved to a roll call vote.

 [Item 9.A 2026 Policy Concerning Asset Management.pdf](#)

 [Item 9.A A Resolution Amending Policy Concerning Asset Management.pdf](#)

Motion:

BOD 073 25/26 (Finance) Roll Call Vote: 17-0-0. The motion to amend ASI Policy Concerning Asset Management was adopted.

B. Action: A Resolution to Amend ASI Policy Concerning Procurement (Finance)

The Board will consider a Resolution to amend the ASI Policy Concerning Procurement.

BOD 074 25/26 A motion was brought to the Board of Directors from the Finance Committee to amend ASI Policy Concerning Procurement.

Chair Morales yielded to Shay Quock, Finance Committee Chair.

Quock reported that the item had been reviewed in the previous Finance meeting, approved, and forwarded to the Board. He explained that amendments were made to sections covering conflict of interest, delegation of authority, purchase orders, and financial reporting. He stated that there was no further discussion from the Committee.

Quock yielded to Dr. Dave Edwards, ASI Executive Director. Dr. Edwards explained that procurement refers to organizational purchasing and emphasized the need for clear policies and guidelines to ensure proper authorization and internal controls over expenditures. He noted that these policies define who can approve purchases and up to what dollar amount, which is important for audit compliance.

Dr. Edwards yielded to Andrea Okoh, ASI Assistant Director of Corporate Affairs.

Okoh explained that the procurement policy, which governs how ASI makes purchases and manages expenditures, had been previously revised but required additional updates following audit recommendations and internal control improvements. She stated that the policy covers all purchasing activities, including capital expenditures and corporate credit card use, to ensure compliance with organizational guidelines. She highlighted key revisions, including separating conflict of interest language into its own section to clarify that it applies to all purchasing activities rather than only purchase orders. She also explained updates to delegation of authority, which formalize how purchasing approval responsibilities are distributed from the Executive Director to other staff based on cost and role, referencing the ASI delegation of authority matrix. Additional updates clarified purchase order processes and added a financial reporting section outlining monthly review meetings between the Executive Director and CFO to monitor the organization's financial status.

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 ASI Policy Concerning Corporate Procurement.pdf](#)

 [Item 9.B. 2026 Policy Concerning Corporate Procurement.pdf](#)

Motion:

BOD 074 25/26 (Finance) Roll Call Vote: 18-0-0. The motion to amend ASI Policy Concerning Procurement was adopted.

C. Action: A Resolution to Accept the ASI Quarterly Financial Report Q3 FY2026 (Finance)

The Board will consider a Resolution to Accept the ASI Quarterly Financial Report for the third quarter FY2026.

BOD 075 25/26 A motion was brought to the Board of Directors from the Finance Committee to accept the ASI Quarterly Financial Report Q3 FY2026.

Chair Morales yielded to Shay Quock, Finance Committee Chair.

Quock presented the third-quarter financial review, noting it was the final presentation delivered by CFO Kathleen Postal. He reported that although there were temporary declines in investment portfolios due to geopolitical conflict in Iran, ASI was still expected to recover and had closed the quarter in a strong financial and operational position. He concluded that ASI remained financially stable and aligned with its long-term strategic goals.

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

Dr. Edwards explained the third quarter financial reporting process within the fiscal year cycle and noted that ASI reports quarterly while monitoring finances monthly. He stated that the organization is in a strong financial position, with most areas on or under budget and overall solid operational performance. He reviewed the ASI fund and Titan Student Centers financial statements, explaining revenue sources such as student fees and operational income, and noting that ASI is ahead of revenue projections at 92% while maintaining expenses well under budget at around 61%. He highlighted key variances, including seasonal spending patterns and cost allocations between funds. Dr. Edwards also described financial performance across different programs, noting strong revenue in areas like the Children's Center and student ambassador programs, while some areas such as Rec Center and spring programming were slightly below expectations due to timing and external factors. He then reviewed ASI's cash and investment positions, explaining how funds are distributed across operating accounts, savings (LAIF), and long-term investments managed through City National Bank. He noted that while investments were affected by market volatility, ASI remained in a stable position with approximately 3.5% year-to-date returns and strong overall liquidity of about \$32 million in total assets, including reserves and club funds. He concluded by emphasizing that ASI remains financially strong due to stable revenue and controlled spending, ensuring the organization can meet payroll and operational needs despite timing delays in university fee distributions.

Chair Morales opened the floor to questions.

- Dr. Jarvis asked why ASI's utilities appeared significantly below estimates while campus utility costs overall seemed higher, questioning whether factors like increased electricity use or seasonal conditions could explain the discrepancy or lead to future cost adjustments.

Dr. Edwards responded that the difference was largely due to timing in billing, explaining that utility charges are often received and recorded on a delay, sometimes up to a quarter late. He clarified that the financial reports only reflect partial-year utility data, which accounts for the apparent variance, and noted that ASI will still be billed for those costs later.

Chair Morales opened the floor to discussion.

There were no points of discussion.

The Board moved to a roll call vote.

 [Item 9.C QTRLYReport33126.pdf](#)

 [Item 9.C A Resolution to Accept ASI Quarterly Financial Report Q3 FY2026.pdf](#)

Motion:

BOD 075 25/26 (Finance) Call Vote: 18-0-0. The motion to accept the ASI Quarterly Financial Report Q3 FY2026 was adopted.

D. Action: A Resolution to Amend ASI Policy Concerning Performance Management (Governance)

The Board will consider a Resolution to amend ASI Policy Concerning Performance Management.

BOD 076 25/26 A motion was brought to the Board of Directors from the Governance Committee to amend ASI Policy Concerning Performance Management.

Chair Morales yielded to Mahak Ahmad, Governance Committee Chair.

Ahmad explained that the policy establishes a consistent framework for staff and student employee expectations, performance, and accountability, while also supporting professional development and alignment with ASI's mission. She stated that the updates improve clarity by revising terminology from "evaluation" to "review" and from "performance objectives" to "performance goals," and by distinguishing between formal scheduled check-ins and ongoing informal conversations. She also noted that the performance rating scale was updated to include categories ranging from "exceeds expectations" to "does not meet expectations."

Ahmad yielded to Dr. Dave Edwards, ASI Executive Director, who further yielded to Andrea Okoh, ASI Assistant Director of Corporate Affairs.

Okoh explained that the policy updates were largely focused on standardizing terminology and improving clarity in ASI's performance management process. She noted that "evaluation" was changed to "review" to emphasize a more collaborative and less punitive approach, and that "performance objectives" were updated to "performance goals." She also clarified the structure for employee check-ins, including a required formal mid-year review and optional informal ongoing meetings between employees and supervisors. She explained that student employee probation was changed from a 1,000-hour requirement to a 90-day period to create a more consistent and time-based standard. Additionally, she noted updates to executive oversight procedures to formalize the review process for senior leadership roles and added language clarifying that all ASI employees are at-will under California law.

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 2026 Policy Concerning Performance Management.pdf](#)

 [Item 9.D A Resolution Amending Policy Concerning Performance Management.pdf](#)

Motion:

BOD 076 25/26 (Governance) Roll Call Vote: 18-0-0. The motion to amend ASI Policy Concerning Performance Management was adopted.

E. Action: A Resolution to Amend ASI Policy Concerning ASI Scholarships (Governance)

The Board will consider a Resolution to amend ASI Policy Concerning Scholarships.

BOD 077 25/26 A motion was brought to the Board of Directors from the Governance Committee to amend ASI Policy Concerning ASI Scholarships.

Chair Morales yielded to Mahak Ahmad, Governance Committee Chair.

Ahmad explained that the scholarships policy establishes guidelines for eligibility, creation, and distribution of ASI scholarships. She stated that the proposed updates aimed to expand scholarship support and improve student access. She noted that the Committee was generally supportive of the changes and then yielded the floor to Dr. Edwards for additional comments. Ahmad yielded to Dr. Dave Edwards, ASI Executive Director, who further yielded to Andrea Okoh, ASI Assistant Director of Corporate Affairs.

Okoh explained that the scholarships policy defines the guidelines for eligibility, establishment, and distribution of ASI-funded scholarships. She reported that the Student Wellness Initiative Scholarship Committee had significantly expanded scholarship support, increasing the number of scholarships from 111 in 2024–25 to 300 in 2026–27, raising award amounts from \$1,000 to \$1,500, and introducing new programs such as the Pathway to Success Scholarship and a Transportation Assistance Scholarship. She noted that several non-endowed memorial scholarships funded directly by ASI would be discontinued and that the Titan Shop Scholarship would also be discontinued due to changes in campus systems. She further explained that the new transportation scholarship would provide up to \$400 per semester to support student commuting needs, and that most ASI scholarship awards would increase to \$1,500 per recipient moving forward.

Chair Morales opened the floor to questions.

- Dr. Jarvis asked whether the proposed parking-related scholarship had been coordinated with Parking and Transportation Services, expressing concern that increasing financial support for parking could unintentionally raise demand without increasing available parking spaces and worsen congestion on campus.

Okoh responded that the program was not a parking subsidy in the sense of reducing permit prices, but rather a scholarship that helps students cover parking or transportation costs. Dr. Jarvis then cautioned that even indirect support could increase permit demand and strain limited parking capacity, and encouraged further consultation with Parking and Transportation to assess potential impacts and projected changes in usage.

- Quock asked for context on how the number of parking scholarships was being determined, a question that had come up during governance discussions.

Okoh explained that the allocation was based on the remaining scholarship funding after all other scholarships had been distributed. She noted that the estimate was approximately 187 parking scholarships, derived from the funding available in the current year. She added that while this number was lower than 500, it was still expected to meaningfully support about 187 students.

- Lopez asked for clarification on whether students would receive either a parking pass or a \$400 scholarship for transportation-related services.

Okoh confirmed the understanding and explained that the support was administered through Financial Aid as a scholarship paid directly to students. She noted that although students were encouraged to use the funds for transportation needs such as parking permits or bus passes, the money would be disbursed directly to them rather than being restricted to a specific service.

Chair Morales opened the floor to discussion.

- Syed supported the transportation scholarship, saying it added needed flexibility to a rigid parking system. She explained that it allowed students to better tailor transportation to their needs and gave a personal example of being ticketed when using a rental car that didn't align with her digital permit. She said the scholarship could encourage broader conversations about future parking and transportation policy, and expressed optimism about its development as a relatively new campus initiative.

- Salguero said the working group’s goal was to reduce financial barriers for Cal State Fullerton students and acknowledged concerns about the scholarship’s impact. He noted it was unclear whether it would create new parking users or mainly support students who would have purchased parking anyway, and he leaned toward the latter. He explained that the group decided not to tie eligibility to financial need to avoid excluding students who don’t qualify for aid but still need support. He concluded that while many concerns were addressed, further review was needed to avoid unintended consequences.
- Dr. Edwards explained that the transportation scholarship concept originated in the 2022–23 ASI student Wellness Initiative and had since been reviewed with legal counsel, who confirmed that student fees could be used for it. He noted that while parking had been discussed with campus partners, some concerns raised needed to be revisited during implementation. He said further conversations would occur with parking and transportation and other campus partners as the program moved forward, including exploration of broader transportation support options. He also mentioned that some existing scholarships would be sunset, including memorial and recognition-based awards, and confirmed with University Advancement that there were no issues with doing so.

The Board moved to a roll call vote.

 [Item 9.E A Resolution Amending ASI Policy Concerning Scholarships.pdf](#)

 [Item 9.E ASI Policy Concerning Scholarships.pdf](#)

 [Item 9.E 2026 Policy Concerning Scholarships - Presentation.pdf](#)

Motion:

BOD 077 25/26 (Governance) Call Vote: 18-0-0. The motion to amend ASI Policy Concerning ASI Scholarships was adopted.

F. Action: A Resolution to Amend ASI Policy Concerning Corporate Management (Governance)

The Board will consider a Resolution to amend ASI Policy Concerning Corporate Management.
BOD 078 25/26 A motion was brought to the Board of Directors from the Governance Committee to amend ASI Policy Concerning Corporate Management.

Chair Morales yielded to Mahak Ahmad, Governance Committee Chair.

Ahmad introduced the policy explaining that it was intended to guide the management of the corporation, including areas such as corporate identification, executive orders, and document retention and destruction. She stated that the proposed updates were designed to improve clarity and organization in ASI’s records management.

Ahmad yielded to Dr. Dave Edwards, ASI Executive Director, who further yielded to Andrea Okoh, ASI Assistant Director of Corporate Affairs.

Okoh explained that as a nonprofit organization, ASI is required to maintain and properly dispose of corporate and personnel records according to a structured timeline, with responsibility for records management assigned to the Department of Organizational Operations. She outlined several proposed policy updates, including clarifying the title to focus specifically on corporate records management, formalizing a records custodian, and specifying clear start and end dates for record retention. She noted that personnel records retention was adjusted from permanent to 10 years based on standard practices. She also highlighted

significant updates to children’s records, explaining that documents involving minors must be retained until the individual reaches the age of majority plus an additional one to three years, resulting in longer retention periods depending on the child’s age and record type.

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 A Resolution Amending Policy Concerning Corporate Management.pdf](#)

 [Item 9.F 2026 Policy Concerning Corporate Management Presentation.pdf](#)

Motion:

BOD 078 25/26 (Governance) Roll Call Vote: 18-0-0. The motion to amend ASI Policy Concerning Corporate Management was adopted.

- G. Action: A Resolution to Approve ASI Next Big Idea Student Pop-Up Shop Concept (Facilities and Programs Assessment)

The Board will consider a Resolution to Approve ASI Next Big Idea Student Pop-Up Shop Concept.

BOD 079 25/26 A motion was brought to the Board of Directors from the Facilities and Programs Assessment Committee to approve the ASI Next Big Idea Student Pop-Up Shop Concept.

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

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

Dr. Edwards described a staff initiative from earlier in the semester in which employees were invited to develop creative and innovative programs or services for students, modeled after the show *Shark Tank*. He explained that student representatives served as evaluators and heard pitches from staff, noting that some ideas were incorporated into previously discussed initiatives such as the temporary wellness suite. He highlighted one standout proposal as a unique, standalone idea and then yielded to Kirsten Stava, ASI Director of Titan Student Union to present the idea.

Stava presented the Pop-Up Shop proposal that emerged from the Shark Tank-style initiative, explaining that it would create a dedicated space in the student union for students to sell their products on a rotating basis. She said the idea was inspired by successful student vendor events and aimed to provide an ongoing opportunity rather than occasional events, while also helping students build professional and entrepreneurial skills. She noted that the program would reduce financial barriers compared to external markets, where vendor fees can be high. She explained that the shop would be located in a repurposed space near Titan Bowl and Billiards and would be managed by the TSU operations team. The setup would be flexible to accommodate different types of vendors, with provided furniture and display support. Stava added that vendors would rotate regularly to maintain interest and access, and themed months were being considered but not finalized. She stated that the project had received \$11,500 in funding, primarily for space renovation and furnishings, with initial cleanup already completed. If approved, further preparations, marketing, and vendor outreach would begin over the summer, with a planned opening at the start of the Fall 2026 semester and a grand opening event in September.

Chair Morales opened the floor to questions.

- Lopez asked whether the Pop-Up Shop could eventually be opened to alumni in addition to current students.
Stava responded that, while the idea had been considered, the program would initially be limited to current students to allow for evaluation and adjustments during its first semester. She added that there was interest in potentially expanding access to alumni in the future if capacity and operations allowed, but current students would remain the priority.
- Guzman asked how vendor hours of operation would be communicated, given that each student vendor might have different schedules.
Stava explained that information would be shared through social media, the website, and printed materials throughout the building. She added that the website would likely include a dedicated page showing which vendors were active, their hours, and contact information. She also noted that flexible options, such as appointments, might be explored, with details to be refined as the program is evaluated.
- Dr. Jarvis asked whether there would be physical signage upstairs to help direct foot traffic to the downstairs Pop-Up Shop location.
Stava responded that they had already considered signage and promotional placement in higher-traffic areas, including spaces like the breezeway that had been evaluated as a potential shop location. She explained that these areas could instead be used for directional and promotional displays, and added that the team was also exploring more interactive or visible advertising methods to highlight vendors and drive awareness of what was happening in the space.

Chair Morales opened the floor to discussion.

- Ryals expressed support for the initiative and suggested adding an advertising component to better promote participating student businesses, including customized marketing materials that students could help design and potentially keep for future use. He also briefly joked about the idea of buying out businesses before shifting to more practical suggestions.
- Syed also voiced strong support, noting it was her selected proposal, and encouraged future development of the program into a broader entrepreneurial pipeline, particularly for students outside the College of Business. She emphasized fostering self-sufficiency among student entrepreneurs and recommended that the program be further reviewed and expanded by future Committees.

The Board moved to a roll call vote.

 [Item 9.G Resolution to Establish a Student Pop-Up Shop.pdf](#)

 [Item 9.G Student Pop-Up Shop Pitch Deck \(2\).pdf](#)

Motion:

BOD 079 25/26 (Programs Assessment) Roll Call Vote: 18-0-0. The motion to approve the ASI Next Big Idea Student Pop-Up Shop Concept was adopted.

- H. Action: A Resolution to Accept Program #4 the Children's Center Nest Classroom Report (Programs Assessment)

The Board will consider a Resolution to accept Program #4 The Children's Center Nest Classroom Report.

BOD 080 25/26 A motion was brought to the Board of Directors from the Programs Assessment Committee to accept Program #4 The Children's Center Nest Classroom Report.

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

Romero noted that the program was operating at full capacity, indicating strong participant satisfaction, and said it addressed a significant gap in infant childcare in the surrounding community. He emphasized that this support was especially beneficial for Cal State Fullerton students who are also parents.

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

Dr. Edwards reminded the group that the Program Assessment Committee selects four programs for review and noted that this presentation was the fourth. He explained that the Committee receives data and information from program directors and uses it to make recommendations, referencing earlier reports such as the pantry and youth-related programs.

Dr. Edwards yielded to Lydia Palacios, ASI Director of the Children's Center.

Palacios presented an overview of the infant program, explaining that it has operated since 1979 and serves children as young as three months up to 18 months old. She noted the program was temporarily closed from 2019 to 2021 due to safety concerns but is now fully operating at 18 children, with staffing structured around required caregiver-to-child ratios. She reported that the program serves a mix of subsidized student families, faculty/staff, and community families, and highlighted strong parent satisfaction and safety as key outcomes. She explained the program is financially supported by significant grant funding and reimbursement rates, though infant care remains the most expensive and complex to operate due to staffing and regulatory requirements. Palacios emphasized that the center provides essential supplies such as formula, diapers, and wipes, which reduces costs for parenting students. She also reviewed broader context factors such as declining birth rates, limited infant care availability, and high demand for services. She outlined strengths including early access to care for student parents, high reimbursement rates, and valuable student employment opportunities, as well as weaknesses like high staffing demands, burnout risk, and enrollment constraints. She noted opportunities for additional funding and community partnerships, and identified risks including regulatory complexity and competition from lower-cost care options.

Chair Morales opened the floor to questions.

- Camarillo asked whether there had been any previous efforts to secure alternative funding sources for the infant program.

Palacios responded that there had not been recent efforts, largely due to COVID disruptions and the program operating with reduced enrollment during that period. She noted that now that the program is fully operational and enrolled, exploring additional funding sources is appropriate. She added that other CSU campuses, such as San Francisco State, have successfully secured local funding, indicating that similar opportunities likely exist and would require identifying suitable community and regional sources.

Chair Morales opened the floor to discussion.

- Dr. Edwards emphasized that the Children's Center is one of ASI's premier programs and clarified that it is heavily subsidized by ASI rather than primarily funded by parent fees, at an annual cost of about \$630,000. He explained that ASI intentionally keeps fees low while balancing a limited budget and has been working with finance staff on long-term projections for funding, expenses, and external support. He noted that the infant/toddler program is the most expensive portion of the center due to required staffing ratios and lower enrollment capacity, which increases costs while reducing revenue. He also highlighted broader demographic trends, including declining birth rates and population shifts in Orange County and California, which may reduce overall

demand for childcare, even as demand for infant care specifically remains high due to limited availability.

The Board moved to a roll call vote.

 [Item 9.H Resolution to Accept The Nest Assessment Report \(1\).pdf](#)

 [Item 9.H 2026 Nest Classroom LP final Presentation.pdf](#)

Motion:

BOD 080 25/26 (Programs Assessment) Roll Call Vote: 18-0-0. The motion to accept Program #4 The Children's Center Nest Classroom Report was adopted.

- I. Notice of Closed Session: Compensation Adjustments Based on Equity Market Study (Education Code, §89307, subdivision (e))

Motion:

(Lopez-m/Mendoza-s) A motion was made and seconded to move the meeting into a closed session.

The Board moved into closed session at 2:48 pm.

The Board resumed to open session at 3:06 pm.


Motion moved by Joshua Lopez and motion seconded by Cesar Mendoza.

- J. Action: A Resolution to Approve Compensation Adjustments Based on Equity Market Study (Morales)

The Board will consider a Resolution to Approve Compensation Adjustments Based on Equity Market Study reviewed in closed session.

BOD 081 25/26 (Lopez-m/Camarillo-s) A motion was made and seconded to approve Compensation Adjustments based on Equity and Market Study.

The Board moved to a roll call vote.

 [Item 9.J A Resolution to Approve Compensation Adjustments Based on Equity Market Study.pdf](#)

Motion:

BOD 081 25/26 Roll Call Vote: 18-0-0. The motion to approve Compensation Adjustments based on Equity and Market Study was adopted.

Motion moved by Joshua Lopez and motion seconded by Luisa Camarillo.

10. Reports

- A. College Reports

None

B. Executive Reports

None

C. Board Leadership Reports

None

11. Announcements & Member's Privilege

- Salguero reminded the group of an upcoming Friday deadline for scholarship reviews and emphasized the importance of completing the work on time so that scholarship-related tasks could be finalized before the next Board meeting. He acknowledged strong progress from some members, specifically praising Sarah for her work on grading, while noting that others still needed to make progress and would be contacted individually if necessary. He encouraged everyone to complete their tasks to ensure a strong end to the semester and closure on the scholarship process.
- Mendoza announced that he and Quock had finalized a mental health and wellness initiative scheduled for Thursday at 3:30 in SGMH on the third floor. He explained that the event would be led in collaboration with a business school professor and would focus on stress management techniques, interactive learning, and addressing common myths about stress and wellness, particularly in preparation for finals. He added that the event would also include free Chipotle for attendees.
- Ahmad, as IRA Committee Chair, provided context on the IRA process, explaining that it supports academic experiences beyond the classroom and is now managed by the campus under a shared governance model. She described the Committee structure and emphasized that funding decisions are made collaboratively across faculty and student representatives. She explained that this year the Committee faced a major funding shortfall, with about 148 applications requesting over \$7 million while only approximately \$2.4 million was available. She noted that all proposals were reviewed using the same criteria to ensure fairness, and that difficult decisions were made based on budget limitations rather than the value of individual programs. Ahmad acknowledged that not all programs could be funded at the desired level and emphasized the Committee's intent to be equitable and transparent throughout the process. She concluded by noting that the Academic Senate had recently voted to form a Committee to review IRA funding options, viewing it as a positive step toward addressing ongoing challenges.
- Syed praised Ahmad for her role as IRA Committee Chair, noting that she demonstrated strong leadership, integrity, and commitment to shared governance while managing a difficult year and responding to questions at the Academic Senate. She emphasized the importance of addressing misinformation about IRA funding and cautioned against framing the issue as competition between students or colleges. She explained that funding shortfalls had impacted legacy and high-impact programs across different colleges, but stressed that this was a broader financial constraint rather than a student-versus-student issue. Syed reiterated that each college should advocate for its fair share while maintaining unity and respect across the campus community. She concluded by encouraging continued focus on shared governance and offered herself and others as resources for further clarification and discussion.
- Chair Morales asked members to look out for a transition document and explained that it would capture key information from each role to help pass knowledge on to future student leaders, noting that it was designed to be straightforward given everyone's current workload.

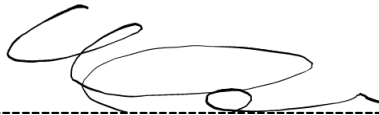
12. Adjournment (Morales)

Chair Morales adjourned the meeting at 3:15 pm.



Luca Romero
2026-05-09 17:22 UTC

Board Secretary



Erika Perret-Martinez
2026-05-07 17:28 UTC

Recording Secretary

Roll Call 2025-2026

04/28/2026 ASI Board Meeting Attendance

Attendance	Board Members			
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	GUERRERO	KEONI	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	
Rep.	JARVIS	MATT	1	
Rep.	FLOWERS	ALISA	1	
CHAIR (HSS)	MORALES	JOE	1	
			Present	Absent
			18	0

Attendance			Liaisons	
			Present	Absent
EXE. DIRECTOR	EDWARDS	DAVE	1	
	VACANT			
CCRO	JAIN	RIYA	1	
CIDO	MONTANO	AVA	1	
VICE PRES	SALGUERO	JUAN	1	
PRES	SYED	HANEEFAH	1	
			Present	Absent
			5	0

Recording Secretary:

Erika Perret-Martinez

QUORUM 9

			073 A Resolution to Amend the Policy Concerning Asset Management (Finance)		
			YES	NO	ABSTAIN
ARTS	KOMIYA	SARAH			
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	GUERRERO	KEONI	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
			17	0	0

			074 A Resolution to Amend ASI Policy Concerning Procurement (Finance)		
Roll Call Votes			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	GUERRERO	KEONI	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

			075 A Resolution to Accept the ASI Quarterly Financial Report Q3 FY2026 (Finance)		
			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	GUERRERO	KEONI	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

			076 A Resolution to Amend ASI Policy Concerning Performance Management (Governance)		
Roll Call Votes			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	GUERRERO	KEONI	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

			077 A Resolution to Amend ASI Policy Concerning ASI Scholarships (Governance)		
			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	GUERRERO	KEONI	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

			078 A Resolution to Amend ASI Policy Concerning Corporate Management (Governance)		
			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	GUERRERO	KEONI	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

			079 A Resolution to Approve ASI Next Big Idea Student Pop-Up Shop Concept (Facilities and Programs Assessment)		
			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	GUERRERO	KEONI	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

			080 A Resolution to Accept Program #4 The Children's Center Nest Classroom Report (Programs Assessment)		
			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	GUERRERO	KEONI	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

			081 A Resolution to Approve Compensation Adjustments Based on Equity Market Study		
			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	GUERRERO	KEONI	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



Policy Concerning Asset Management

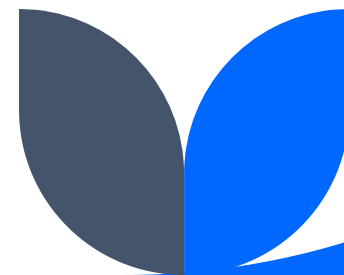
Purpose

- The purpose of the policy is to provide guidance over the asset management of Associated Students, Inc. (ASI). This policy outlines non-consumable items and provides details on the disposal and reassignment of property.



Policy Overview

- Fixed Assets Capitalization and Depreciation
- Property Disposal and Reassignment
- Non-Consumable Items



Proposed Policy Updates

1. Property reassignment
 - a. Form and procedures outlined



Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND ASI POLICY CONCERNING ASSET MANAGEMENT

Sponsor: Shay Quock, Chair, Finance 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, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, ASI Policy Concerning Asset Management establishes the standards for the acquisition, tracking, maintenance, and disposal of corporate property to ensure fiscal responsibility and operational efficiency; and

WHEREAS, a review of the policy identified a need to formalize the procedures regarding the transfer of equipment and resources between departments; and

WHEREAS, amendments were identified to ensure that the movement of assets is accurately documented, authorized, and reflected in the corporate inventory records through a clearly outlined process for Property Reassignment; therefore, let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Asset Management; and let it be finally

RESOLVED that this resolution be distributed to the ASI Associate Vice President and Executive Director, Chief Financial Officer, and applicable ASI departments for appropriate action.

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

Chair, Board of Directors

Secretary, Board of Directors

POLICY CONCERNING ASSET MANAGEMENT

PURPOSE

The purpose of the policy is to provide guidance over the asset management of Associated Students, Inc. (ASI). This policy outlines ~~the difference between consumable and non-~~
~~consumable-consumable~~ items and provides details on the disposal and reassignment of property.

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1. FIXED ASSETS CAPITALIZATION AND DEPRECIATION	1
2. PROPERTY DISPOSAL AND REASSIGNMENT	2
3. NON-CONSUMABLE ITEMS.....	2

WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <input checked="" 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
Capital Asset	Property of any kind held by ASI including property that is moveable or immovable, tangible or intangible, fixed or circulating.
<u>Fixed Asset</u>	<u>Long-term tangible properties or equipment that are essential to a company's operations.</u>
Non-consumable Items	Items with a useful life of over one year.

STANDARDS

1. FIXED ASSETS CAPITALIZATION AND DEPRECIATION

Equipment purchases exceeding \$5,000.00 and having a useful life of at least two years shall be capitalized.

Capitalized assets will be depreciated based on the straight-line method of depreciation. Depreciation will be calculated monthly and posted to the general ledger at both month end and fiscal year end. Expenditures extending the useful life of capitalized equipment will be capitalized. Expenditures that do not extend the useful life of a capitalized asset will be recorded as an operating expense.

A physical inventory of capital assets will be conducted annually independent of accounting personnel responsible for maintaining the fixed asset system.

2. PROPERTY DISPOSAL AND REASSIGNMENT

The disposal of ASI property shall be subject to the following guidelines:

- The property no longer serves the needs of ASI (outdated, no longer utilized, not cost effective to retain, etc.).
- The property is no longer functional or presents a safety hazard and cannot be repaired in a ~~cost effective~~cost-effective manner.
- The property cannot be utilized in another department.

The method of disposal shall be approved by the ASI Associate Vice President and Executive Director of ASI or designee and may include:

- Donation to a charity or community service organization approved by the ASI Board of Directors.
- Public or private offering sale or auction.
- Assignment to a refuse disposal firm.

To reassign an asset to a different department, the department currently designated as the "owner" must complete the Property Disposal/Reassignment Form. Once completed, the form requires the approval of the ASI Associate Vice President and Executive Director (or designee) before being submitted to the Finance and Accounting department for processing. To facilitate the physical relocation of the asset, the original owner is responsible for coordinating with the appropriate Facility Director for the asset's new location..

3. NON-CONSUMABLE ITEMS

All non-consumable items purchased with ASI funds shall remain the property of ASI.

Non-consumable items shall be defined as items with a useful life of over one year. This includes any item purchased for the purpose of research that will not be exhausted in the course of the research.

Distribution of Non-Consumable Items

The program or funding council whose funds were used to acquire non-consumable items will work in conjunction with the ASI Board Treasurer to determine where the items will be distributed once the initial purpose, project or research involving the items has been completed. While the final decision as to the distribution of the items remains at the discretion of the program director or funding council chair and the Treasurer, all efforts should be made to reuse the items for another purpose, project or research that is pursuant to the goals and policies of ASI.

At the end of each semester, each program or council will present to the Treasurer a report listing all non-consumable items purchased with ASI funds valued at over \$1,000 during the previous semester. This report should also include information regarding the distribution of each of these items. This report will remain on file in the ASI Accounting Office.

Funded and Funding Councils wanting to purchase non-consumables must receive approval from the Treasurer.

**DATE APPROVED:
DATE REVISED:**

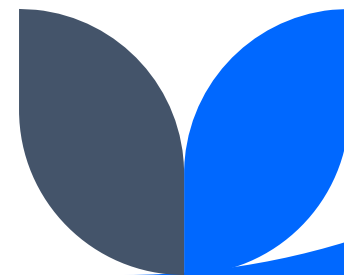
**05/08/2018
04/20/2021
04/28/2026**



Policy Concerning Corporate Procurement

Purpose

- The purpose of the policy is to provide guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines procurement guidelines, capital expenditures, contracts, corporate credit cards, purchase orders, corporate travel, and hospitality.



Policy Overview

- Procurement Guidelines
- Capital Expenditures
- Conflict of Interest
- Contracts
- Corporate Credit Cards
- Purchase Orders
- Corporate Travel
- Hospitality
- Financial Reporting



Proposed Policy Updates

1. Conflict of Interest

1. Language moved to its own section as it applies to all procurement and not just purchase orders

2. Delegation of Authority

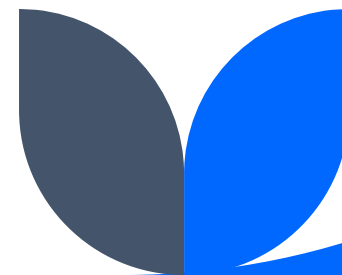
1. Contract and purchasing authority is governed by the ASI Delegation of Authority Matrix

3. Purchase Orders

1. Outlines how they are processed and purchase order terms.
2. Reducing time from Permanent to 10 years

4. Financial Reporting

1. Outlines monthly review meetings



Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND ASI POLICY CONCERNING CORPORATE PROCUREMENT

Sponsor: Shay Quock, Chair, Finance 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, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, ASI Policy Concerning Corporate Procurement establishes the standards for the ethical and efficient acquisition of goods and services in alignment with fiduciary responsibilities; and

WHEREAS, a review of the policy and recent internal controls audit identified a need to centralize Conflict of Interest language into its own dedicated section, ensuring these ethical standards apply broadly to all procurement activities rather than being limited to purchase orders; and

WHEREAS, amendments were identified to clarify that contract and purchasing authority is formally governed and restricted by the ASI Delegation of Authority Matrix; and

WHEREAS, further revisions were made to the Purchase Orders section to explicitly outline processing procedures and establish standardized purchase order terms; and

WHEREAS, revisions include incorporating a Financial Reporting section to formalize the requirement for monthly review meetings; therefore, let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Corporate Procurement; and let it be finally

RESOLVED, that this resolution be distributed to the ASI Associate Vice President and Executive Director, Chief Financial Officer, and applicable ASI departments for appropriate action.

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

Chair, Board of Directors

Secretary, Board of Directors

POLICY CONCERNING CORPORATE PROCUREMENT

PURPOSE

The following policy is to provide guidance over corporate procurement of goods and services to ensure that all risks are effectively managed on behalf of Associated Students Inc. (ASI). This policy outlines procurement guidelines, capital expenditures, contracts, corporate credit cards, purchase orders, corporate travel, and hospitality. Corporate procurement is set on an annual budget and capital requests allocations.

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WHO SHOULD KNOW THIS POLICY

- | | |
|---|--|
| <input checked="" 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 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
Capital Expenditures	A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year.
<u>Delegation of Authority</u>	<u>The formal, structured transfer of decision-making power from senior management to specific employees or roles. It sets clear spending limits based on seniority to improve efficiency, ensure compliance with policy, and maintain internal control.</u>
Encumber	To set aside.
General Provision	Specific minimum terms and conditions to which a contractor must agree in order to provide to ASI.
Hospitality	Hospitality includes the provision of meals or light refreshments, provision of gifts, awards, and promotional materials.
Members	Student leaders and professional staff.
Purchase Order	A commercial document and first official offer issued by a buyer to a seller indicating types, quantities, and agreed prices for products or services.
Student leaders	Student representatives on the ASI Board of Directors and the Executive Officers.

STANDARDS

1. PROCUREMENT GUIDELINES

Associated Students Inc. shall follow all procurement guidelines set by the Integrated California State University Administrative Manual (ICSUAM) Section 5000 Contracts and Procurement and CSU Fullerton President Directives.

a. General Restrictions

All procurement purchases include the following restrictions:

- Any Information Technology (IT) equipment must be approved by the CFO before annual budget or capital request allocations.
- Any chemicals purchased must have prior approval by the ASI Director of Building Engineering, who will ensure the purchase adheres to CSUF Environmental Health and Safety's Hazardous Materials Procurement procedures.

b. Limitations

- Firearms, ammunition, alcohol, tobacco, and other items are prohibited by CSU policies and applicable laws and regulations.
- Hospitality or other expenditures for personal celebrations such as birthdays, weddings, showers, anniversaries, Administrative Professionals Day, or other similar non-university- sponsored events.
- Any goods or services not included in the annual budget.
- Any goods or services for personal use.
- Any goods or services not allowable in the CSU system.

See the Business Activities Manual for further guidelines and restrictions not outlined in this policy.

2. CAPITAL EXPENDITURES

Capital expenditures are costs incurred to acquire or construct a capital asset. A capital purchase is any purchase of a single item or combination of like items with a total value equal to or greater than \$5,000 and an estimated life of greater than one year. All capital expenditures approved during the capital request process are subject to ASI Board of Directors approval.

3. CONFLICT OF INTEREST

Business decisions must be made objectively on the basis of price, quality, service, and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts from vendors, suppliers, and customers of more than token value.

a. Scope of Responsibility

This policy applies to all members involved in any stage of the procurement process, including requisition, technical evaluation, selection, and authorization. Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts.

b. Disclosure and Recusal

Should a member have an interest in an organization with whom the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions. Detailed requirements for annual disclosures, the management of identified conflicts, and specific staff training requirements are outlined in the Business Activities Manual (BAM) and the Policy Concerning Conflict of Interest and Fraud.

3. 4. CONTRACTS

Contracts are legally binding agreements and must be signed only by the ASI Associate Vice President Executive Director or their designee. ASI contract template may not be used by clubs, organizations, or CSU Fullerton departments due to specific language binding only for ASI and the contracted artist(s), performer(s), or vendor(s). Student clubs or organizations are legal entities under CSU Fullerton through the registration and recognition process.

~~a. Conflict of Interest~~

~~Business decisions must be made objectively on the basis of price, quality, service, and other competitive practices. To avoid any potential influence from existing or potential vendors and customers, members are prohibited from accepting gifts from vendors, suppliers, and customers of more than token value.~~

~~Members transacting business or entering into contracts on behalf of ASI must not have any interest, financial or personal, in those transactions or contracts. Should a member have an interest in an organization with whom the ASI transacts business, the member must recuse themselves from any negotiation, authorization, or approval of such transactions.~~

~~b.a. Artists, Performers, or Vendors~~

~~ASI has approved contract templates to be used for vendors, artists and performers that provide a service. The contract outlines specific terms, liability and insurance requirements, and other expectations of the artist, performer, or vendor.~~

~~b.b. W-9~~

~~The purpose of the W-9 form is to record the tax identification number or social security, along with the name and address of an individual or business that the ASI pays for services rendered. A W-9 must be collected from all entities that receive payments for services rendered. When payments for services rendered are \$600 or more during a tax year it is reported to the Internal Revenue Service (IRS) and a Form 1099-Misc will be issued to the individual or business.~~

~~b.c. Independent Contractors~~

The IRS and California law define independent contractors' status. The CA law passed in 2019 goes further than the IRS guidelines on determining this status. ASI follows the IRS and CA law on independent

contractors.

The CA law requires the application of the “ABC test” to determine if workers in California are employees or independent contractors for purposes of the Labor Code, the Unemployment Insurance Code, and the Industrial Welfare Commission (IWC) wage orders.

Under the ABC test, a worker is considered an employee and not an independent contractor, unless the hiring entity satisfies all three of the following conditions:

- The worker is free from the control and direction of the hiring entity in connection with the performance of the work, both under the contract for the performance of the work and in fact; and
- The worker performs work that is outside the usual course of the hiring entity’s business; and
- The worker is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

d. Delegation of Authority

Contractual and purchasing authority is governed by the ASI Delegation of Authority Matrix. This matrix defines the clear roles, responsibilities, and reporting lines for all departments and individuals involved in the procurement process.

The Delegation of Authority Matrix and further details regarding its administration are located in the ASI Business Activities Manual.

Refer to the ASI Business Activities Manual for further details regarding the administration of the ASI Delegation of Authority Matrix.

4. 5. CORPORATE CREDIT CARDS

Corporate credit cards are assigned only to full-time staff and certain student leaders of the Corporation. Student leaders of the Corporation eligible to be issued, for corporate uses, a credit card include ASI President, Chief Governmental Officer, and Chair of the Board of Directors. Full-time staff may be eligible for a corporate credit card with Department Director approval. Assignment of corporate credit cards must be approved by the ASI Associate Vice President and ASI Executive Director or designee.

All corporate credit cards shall have an established credit limit that must not be exceeded. Users must submit original receipts by the established monthly deadline to ASI Financial Services. Full-time staff may request an increase in credit limit by submitting in writing the justification to the ASI Associate Vice President and Executive Director or designee. Failure to submit monthly payment requests with original supporting documentation in a timely manner, or abuse of credit card privileges may result in disciplinary action. The ASI Associate Vice President and Executive Director or designee will review the list of users and spending limits annually.

a. Prohibited Uses of the Card

The following transactions are prohibited:

- Cash Advances
- All other prohibited uses outlined in this Policy and ASI Business ~~Activity~~Activities Manual

b. Termination or Revocation

Failure to comply with this policy may result in temporary or permanent revocation of the corporate credit card. The following are additional reasons a credit card will be revoked:

- Abuse of spending limit
- Outstanding receipts of thirty (30) days or more
- Repeated policy violations

A cardholder who has had their privileges revoked must submit their credit card to ASI Financial Services within twenty-four (24) hours. The ASI Associate Vice President and Executive Director or designee and respective Department Director are responsible for initiating this process of revocation and reinstatement.

~~5.~~ **6. PURCHASE ORDERS**

Purchase orders (PO) verify that a purchase is authorized and funds are encumbered from an appropriate account to pay the vendor(s) once the goods and/or services have been provided. A PO is provided to a vendor when requested. ~~Purchase orders are required when goods and/or services exceed the guidelines noted in the Business Activities Manual.~~

Purchase orders are processed through the Accounting Software Workflow, with approval levels and fiscal thresholds established in the ASI Delegation of Authority Matrix. Purchase orders are issued through ASI Financial Services.

Standard purchase order terms and conditions are maintained by ASI Financial Services to ensure consistent risk management for all goods and services exceeding guidelines in the Business Activities Manual.

~~See the Business Activities Manual for further guidelines and restrictions not outlined in this policy.~~

~~6.~~ **7. CORPORATE TRAVEL**

ASI staff and student leaders may have the opportunity to travel on behalf of the organization. Travel on behalf of the organization shall be undertaken in the most cost-effective manner. All travel must be approved by the ASI Associate Vice President and Executive Director or designee prior to confirming travel arrangements. All travel arrangements must be administratively reviewed and approved prior to travel to ensure costs are reasonable, commensurate with the area, and consistent with the nature and purpose of the program.

Travel funding provided under this policy cannot be used for or in connection with travel to international destinations outside of the United States or its territories or for travel to states, regions, territories, and/or other destinations prohibited by ASI, CSUF, CSU, State of California, or Federal regulations.

See the Business Activities Manual for further guidelines and restrictions not outlined in this policy.
~~Further details about reimbursement and limitations are outlined in the ASI Procurement Procedures.~~

~~a.e.~~ Student Leader Travel

All student leaders who travel must complete a Travel Liability Waiver Form prior to departure to comply with CSU Chancellor's Office Executive Order 1041.

Each student leader who travels on behalf of the organization must complete a written report on their experience upon return.

- The written report must be submitted within two weeks of return. The written report should be a minimum of 350 words summarizing the topics, panels, and speakers the student attended sessions for and what the student learned from the sessions and how the information will be brought back to CSUF and benefit the student's organization and campus as a whole.
- The report must be given to the Board of Directors covering the content of the event and how it will benefit ASI and campus as a whole.

~~b.f.~~ Professional Staff Travel

ASI staff members may only travel on behalf of the organization if it is related to the duties of their position and encompasses professional development.

~~7.4.~~ **8. HOSPITALITY**

Hospitality must be in accordance with the Chancellor's Office, CSU Fullerton guidelines, and the Business Activities Manual-ASI Procurement Procedures. When purchases are made in accordance with CSU hospitality guidelines the coordinating campus's hospitality form must be completed and retained by ASI Financial Services.

Further limitations are outlined in the ~~ASI Procurement Procedures~~Business Activities Manual.

Food and beverage expenses for meetings that occur on a regular or frequent basis are not permitted.

For infrequent meetings, meals or light refreshments provided in the course of a business meeting must be modest and reasonably priced and receive prior approval from the department director. When a meeting takes place over an extended period of time and the agenda includes a working meal, justification must be provided in advance detailing that the meal is integral to the business purpose of the meeting.

9. FINANCIAL REPORTING

ASI shall conduct monthly review meetings to assess consolidated financial statements. This process includes verifying financial results against the accounting software trial balance, with all variances investigated and documented.

DATE APPROVED:	04/23/2019
DATE REVISED:	09/22/2020
DATE REVISED:	04/20/2021
	04/23/2024
	11/18/2025
	<u>04/28/2026</u>



CALIFORNIA STATE UNIVERSITY, FULLERTON™

Resolution to Accept ASI Quarterly Financial Report Q3 FY2026

Sponsor: Shay Quock, Chair, Finance Committee

WHEREAS, the Associated Students Inc. (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, who set 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's mission is to provide students and campus community members with important social, cultural, and recreational opportunities as well as a wide range of programs and services; and

WHEREAS, ASI Policy Concerning Investments and Reserves calls for the Associate Vice President and Executive Director to report on the status of all invested funds to the ASI Board of Directors each quarter; and

WHEREAS, to provide effective fiduciary oversight, the Associate Vice President and Executive Director reviews and submits the financial state of the organization to the Board of Directors each quarter; and

WHEREAS, ASI's Quarterly Financial Report is prepared by the organization's Accounting Department and is reviewed by the Chief Financial Officer and Associate Vice President and Executive Director; therefore, let it be

RESOLVED, the ASI Board of Directors accepts the third quarterly financial report FY2026 for the Associated Students Inc.; and let it be finally

RESOLVED, that this resolution be distributed to the Associate Vice President and Executive Director, ASI Chief Financial Officer and applicable ASI departments for appropriate action.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the twenty-eighth day of April in the year two thousand twenty-six.

Chair, Board of Directors

Secretary, Board of Directors



Finance Committee

April 28, 2026

Quarterly Financials

Prepared by: Kathleen Postal, CFO

Presented by: Dr. Dave Edwards, AVP & ED

Quarterly Financials – Third Quarter

“Accounting is the language of business.” – [Warren Buffett](#)



Executive Summary

This report outlines ASI's financial performance for the third quarter of 25-26, including revenue and expenditure trends, variances, and key financial decisions.

Overall, ASI remains on track with budget projections, with strategic underspending in certain areas and anticipated revenue gains in the next quarter.



Quarterly Review

The following specific areas will be covered:

- Associated Students Financial Statement
 - AS Variances
- Titan Student Centers Financial Statement
 - TSC Variances
- Statement of Funds



Associated Students Financials



Associated Students Revenue as of 3/31/26

	Budget	Actual	Variance	%	Projection
AS Admin	\$ 404,500	\$ 413,800	\$ (9,300)	102%	\$ 551,733
AS Student Fees	\$ 5,761,332	\$ 5,598,487	\$ 162,845	97%	\$ 5,761,332
Student Fees - Athletics	\$ 2,421,308	\$ 2,421,308	-	100%	\$ 2,421,308
AS Indirect Income	\$ 1,675,000	\$ 1,256,249	\$ 418,750	75%	\$ 1,675,000
Children's Center	\$ 2,024,200	\$ 1,713,784	\$ 310,416	85%	\$ 2,024,200
Student Government	\$ 62,000	-	\$ 62,000	0%	\$ 62,500
Student Programs & Engagement	\$ 95,000	-	\$ 95,000	0%	\$ 41,500
TOTAL INCOME	\$ 12,442,840	\$ 11,403,628	\$ 1,040,212	92%	\$ 12,537,573

Associated Students Expense as of 3/31/26

	Budget	Actual	Variance	%	Projection
Salary & Benefits	\$ 6,435,212	\$ 4,585,271	\$ 1,849,941	71%	\$ 6,113,694
Contracts/Professional	\$ 547,130	\$ 489,561	\$ 57,569	89%	\$ 652,749
Promotional Items	\$ 122,515	\$ 45,998	\$ 76,517	38%	\$ 61,330
Awards & Scholarships	\$ 766,042	\$ 681,743	\$ 84,299	89%	\$ 766,042
Hospitality & Staff Dev	\$ 453,448	\$ 181,430	\$ 272,018	40%	\$ 341,906
Insurance	\$ 51,500	\$ 59,347	\$ (7,847)	115%	\$ 79,130
Supplies	\$ 252,720	\$ 107,626	\$ 145,095	43%	\$ 218,501
Rental Equipment	\$ 111,250	\$ 50,622	\$ 60,629	46%	\$ 97,495
Software & Payroll Services	\$ 269,250	\$ 195,752	\$ 63,998	75%	\$ 261,002
Travel	\$ 375,619	\$ 143,784	\$ 231,835	38%	\$ 241,712
Maintenance & Repairs	\$ 25,000	\$ 14,343	\$ 10,657	57%	\$ 19,124
Utilities	\$ 42,180	\$ 20,007	\$ 22,173	47%	\$ 26,676
Other Operating	\$ 417,320	\$ 173,098	\$ 244,222	59%	\$ 280,798
Student Fees - Athletics	\$ 2,421,308	\$ 744,620	\$ 1,676,688	31%	\$ 2,421,308
TOTAL INCOME	\$ 12,280,994	\$ 7,493,201	\$ 4,787,793	61%	\$ 11,581,467

Variances

- Salary & Benefits on target – 71%
- Seasonality – Spring Events Billing Outstanding
- Below 48% in spending
 - Promotional Items
 - Hospitality
 - Equipment/Rentals
 - Supplies
 - Travel

Titan Student Centers Financials



Titan Student Centers Revenue as of 3/31/26

	Budget	Actual	Variance	%	Projection
TS Admin	\$ 318,000	\$ 338,519	\$ (20,519)	106%	\$ 371,406
TS Student Fees	\$ 14,271,608	\$ 14,271,608	\$ -	-	\$ 14,271,608
Building Engineering	\$ 215,178	\$ 99,406	\$ 115,772	46%	\$ 132,542
TSU Income	\$ 873,140	\$ 1,058,856	\$ (185,716)	121%	\$ 1,211,808
SRC Income	\$ 698,805	\$ 465,489	\$ 233,316	67%	\$ 620,652
Student Programs and Engagement - TS	\$ 510,000	\$ 301,555	\$ 208,445	59%	\$ 402,073
TOTAL INCOME	\$ 16,886,731	\$ 16,535,433	\$ 351,298	98%	\$ 17,090,042

Titan Student Centers Expense as of 3/31/26

	Budget	Actual	Variance	%	Projection
Salary & Benefits	\$ 7,872,493	\$ 5,238,556	\$ 2,633,937	67%	\$ 6,984,741
Contracts/Professional	\$ 3,168,071	\$ 1,779,765	\$ 1,388,306	44%	\$ 2,523,020
Promotional Items	\$ 272,800	\$ 99,813	\$ 172,987	37%	\$ 208,084
Hospitality & Staff Dev.	\$ 255,700	\$ 165,110	\$ 90,590	65%	\$ 260,147
Insurance	\$ 365,153	\$ 326,305	\$ 38,848	89%	\$ 435,073
Supplies	\$ 399,700	\$ 192,646	\$ 207,054	48%	\$ 331,861
Furniture/Fixture Equip	\$ 146,500	\$ 33,506	\$ 112,994	23%	\$ 94,674
Software	\$ 181,861	\$ 144,710	\$ 37,151	80%	\$ 192,947
Travel	\$ 124,650	\$ 64,846	\$ 59,804	52%	\$ 86,462
Maintenance & Repairs	\$ 331,500	\$ 122,508	\$ 208,992	37%	\$ 163,344
Utilities	\$ 830,000	\$ 299,354	\$ 530,646	36%	\$ 409,138
Other Operating	\$ 1,263,305	\$ 908,860	\$ 354,445	72%	\$ 1,211,814
Indirect Expense	\$ 1,675,000	\$ 1,256,250	\$ 418,750	75%	\$ 1,675,000
TOTAL	\$ 16,886,733	\$ 10,632,229	\$ 6,254,504	63%	\$14,576,305

Variiances

- Salary & Benefits – 67%
 - Open positions
- Seasonality – Spring Events Billing Outstanding
- Wellness, Spring Concert, March & April SPE events. Impacts:
 - Promotional Items
 - Hospitality
 - Supplies
 - Equipment/Rentals

STATUS OF FUNDS (CASH)



Types of Investments

- Bank of America – Operating Account
- Local Agency Investment Fund (LAIF)
 - State Fund – low risk/low return (2-4%)
 - FY 25/26 – 3.98% return
- City National Bank
 - Investment – Children’s Center Reserve & other ASI held reserves.
 - YTD 3.5% return – down 10% from 12/31/25

State of Funds as of 3/31/26

Cash & Equivalents

	Interest	Balance		Total
Associated Students				
Bank of America Checking	0.77%	\$ 1,701,529		
Local Agency Investment Fund (LAIF)	3.98%	\$ 4,649,520		
Total AS				\$ 6,351,049
Titan Student Centers				
Petty Cash		\$ 3,068		
Bank of America Checking	0.77%	\$ 665,213		
Local Agency Investment Fund (LAIF)	3.98%	\$ 15,198,003		
Total TSC				\$ 15,866,284
Total Cash & Equivalents				\$ 22,217,333

State of Funds as of 3/31/26

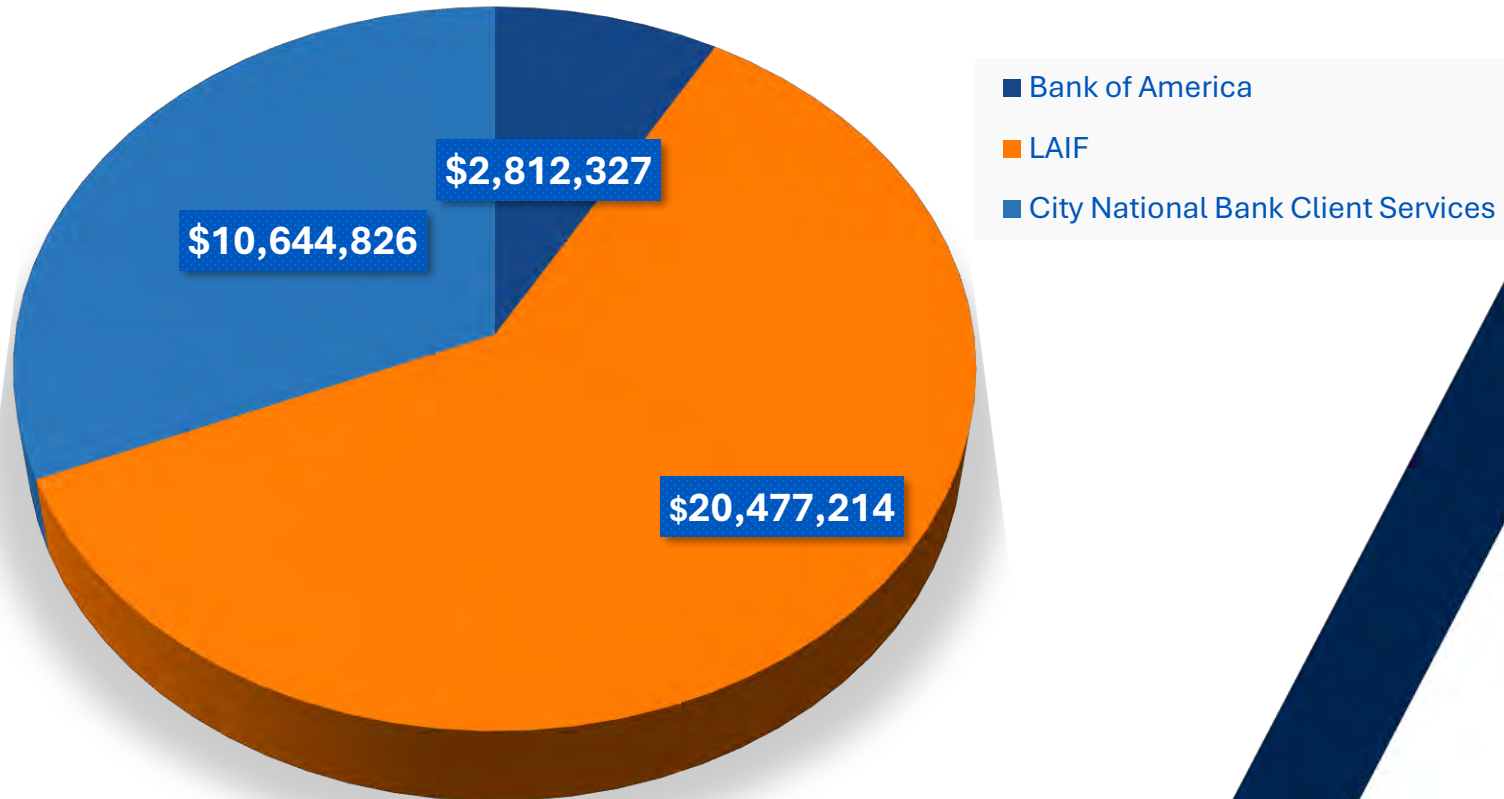
Investments & Club/Agency Accounts

	Interest	Balance	Total
Investments			
VEBA Trust		\$ 5,327,949	
Children's Center Reserve		\$ 5,316,877	
Total Investments			\$ 10,644,826
TOTAL ASI FUNDS			\$ 32,862,159
Club/Agency Accounts			
Bank of America Checking	0.77%	\$ 442,517	
Local Agency Investment Fund (LAIF)	3.98%	\$ 629,691	
Total Club/Agency Accounts			\$ 1,072,208

Status of Funds as of 3/31/26

Financial Institution Summary

Grand Total: \$33,393,367



Cash on Hand

- Student fees are received in November each year.
 - The cash on hand is a buildup of surplus from underspending in previous years.
 - The money will help fund ASI's contribution to the ASWI project.
 - Cash flow required for 4 months = \$11M
 - The \$22M in available cash will support the organization through those months.



Summary

ASI closed the third quarter of FY 2025-26 in a strong financial and operational position.

- Focusing on Strong Student Engagement

Overall, ASI remains well-positioned for sustained financial health and continued alignment with its strategic goals.



QUESTIONS?

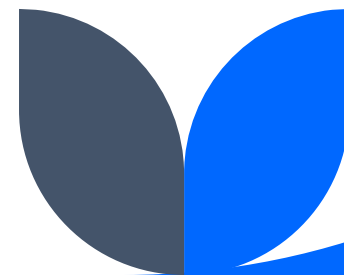




Policy Concerning Performance Management

Purpose

- Provides a consistent framework for establishing clear expectations and responsibilities for all staff and student employees.
- Supports the continuous professional development of employees and reinforces the mission and goals of Associated Students, Incorporated (ASI).
- Creates a system of ongoing feedback, goal achievement, and accountability



Policy Overview

- Performance Appraisals
- Check In's
- Annual Performance Review
- Probationary Period
- Progressive Discipline
- At-Will Employment



Proposed Policy Updates

1. Terminology Updates:

- a. Standardized "evaluation" to "review" and "performance objectives" to "performance goals."

2. Check-In Guidelines:

- a. Formalized guidelines distinguishing between formal (scheduled, documented) and informal (ongoing) check-ins.

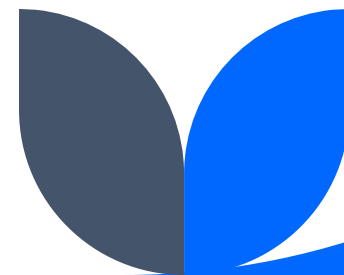
3. Rating Scale Definitions:

- a. Updated to reflect current standard:
 - i. Exceeds Expectations, Meets and Frequently Exceeds Expectations, Meets Expectations, Needs Improvement, Does Not Meet Expectations



Proposed Policy Updates

1. Student Employee Probation:
 - a. Amended probationary period for student employees from 1000 hours to 90 days.
2. Executive Oversight & Employment Status:
 - a. Clearly outlined the review process for the ASI Associate Vice President and Executive Director.
 - b. Added a required section defining at-will employment status.



Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND ASI POLICY CONCERNING PERFORMANCE MANAGEMENT

Sponsor: Mahak Ahmad, Chair, 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, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, ASI Policy Concerning Performance Management provides guidance for professional development, goal setting, and accountability of staff and student employees in service to the organization; and

WHEREAS, a review of the policy identified changes to modernize terminology by replacing all mentions of "evaluation" with "review," updating "performance objectives" to "performance goals," and formalizing the guidelines for both formal and informal employee check-ins; and

WHEREAS, further amendments include updates to the Rating Scale definitions to reflect the current scale of, Exceeds Expectations (EE), Meets and Frequently Exceeds Expectations (MFEE), Meets Expectations (ME), Needs Improvement (NI), and Does Not Meet Expectations (DNME); and

WHEREAS, additional revisions were identified to outline the review process of the ASI Associate Vice President and Executive Director, adjust the probationary period for student employees from 1000 hours to 90 days, and incorporate a section explaining the at-will nature of employment; therefore, let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Performance Management; and let it be finally

RESOLVED, that this resolution be distributed to the ASI ASI Associate Vice President and Executive Director, Chief Financial Officer, and applicable ASI departments for appropriate action.

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

Chair, Board of Directors

Secretary, Board of Directors

POLICY CONCERNING PERFORMANCE MANAGEMENT

PURPOSE

This Performance Management Policy is intended to support the success of every member of the organization. It applies to all employees at every level and is designed to promote clear expectations, constructive feedback, and continuous improvement. By working together within these guidelines, the organization and its employees can maintain a professional, respectful, and productive workplace.

~~The purpose of the Policy Concerning Performance Management is to enhance communication between supervisors and employees regarding employee performance and to link employee performance to the accomplishment of ASI's organizational objectives. Performance Management involves giving staff timely, relevant, and effective feedback in an effort to promote job satisfaction, increase competence, and develop staff in their chosen profession. By adopting a performance Management system, the Associated, Students Inc. seeks to improve organizational performance by developing the effectiveness of its employees, both as individuals and as teams. The policy strives to encourage individual responsibility and work improvement, and seeks to cultivate partnerships built on trust, open communication, and mutual respect. To this end, the system seeks to ensure that all employees: are aware of what is expected of them, are provided with continuous feedback about their performance, and are provided with opportunities for education, training, and development.~~

~~This policy establishes a performance management system for ASI and sets forth the performance management policies and procedures for the preparation, processing, and use of the performance evaluation process, and the linking of the performance reviews to other human resources decisions.~~

~~ASI adheres to this policy for each department and team performance management. This system is based on the importance of managing each individual's work and maintaining continuous communication between employees and their supervisors.~~

<u>PURPOSE</u>	<u>1</u>
<u>WHO SHOULD KNOW THIS POLICY</u>	<u>2</u>
<u>DEFINITIONS.....</u>	<u>2</u>
<u>STANDARDS.....</u>	<u>2</u>
<u>1. PERFORMANCE APPRAISALS</u>	<u>2</u>
<u>a. Planning.....</u>	<u>2</u>
<u>2. Check-In.....</u>	<u>3</u>
<u>a. Effective Coaching.....</u>	<u>4</u>
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e. Supervisor's Role and Responsibility 6

4. PROBATIONARY PERIOD..... 6

5. PROGRESSIVE DISCIPLINE 7

a. Progressive Discipline Steps 7

6. AT WILL EMPLOYMENT 8

WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students |
|--|---|

DEFINITIONS

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

Terms	Definitions
Performance Objectives	A performance objective is a specific end result that contributes to the success of the organization and that an employee is expected to accomplish or produce.
Development Goals	Development goals are skills, knowledge and experiences the employee needs to either remain effective in their current job or support their ability to take on new responsibilities and grow in their career.
Coaching	Performance coaching is an ongoing process which helps build and maintain effective employee and supervisory relationships. Performance coaching can help identify an employee's growth, as well as help plan and develop new skills. Performance guidance is an ongoing process in which supervisors and employees communicate about expectations, performance, and opportunities for improvement. Through regular discussions, employees receive feedback, support, and direction that help them strengthen skills, address concerns, and continue to develop professionally
Performance <u>Evaluation Review</u>	Performance evaluation reviews are an opportunity for an employee and their supervisor to sit down and discuss their performance objectives, development goals, and provide performance coaching.
Performance Improvement Plan	A Performance Improvement Plan is a plan aimed at helping employees improve their job performance.
Payroll Action Form	A Payroll Action Form is a form used to make changes to an employee's payroll profile.
Student Assistants	Currently enrolled CSUF students
Professional Staff	Non-student regular staff members

STANDARDS

1. PERFORMANCE APPRAISALS

- a. *Planning*

Setting Performance Objectives/Goals

Employees and supervisors should meet to clarify expected outcomes for the year and set objectives goals that link the employee's job to department and organizational objectives/strategic planning. Objectives-Goals define what employees are expected to accomplish. Supervisors and employees should aim to define S.M.A.R.T. objectives/goals.

- Specific
- Measurable
- Attainable
- Relevant
- Timely

Performance objectives-goals should fit into and support the overall strategic objectives and goals of the organization, the advancement of the department/department, and expectations of the position. Each employee should be assigned no more than 4-10 objectives-goals which may be carried forward from the previous year, revised, or new objectives-goals added during the review period as necessary.

Creating Development Goals

Supervisors and employees should work together to create development plans as part of the annual performance evaluation/review process. The plan can focus on meeting position expectations and gaining professional development skills. Meeting position expectations is necessary to successfully perform one's job. Professional development skills are the skills and knowledge that go beyond the scope of the employee's job description, although they may indirectly improve job performance. Development plans commonly include classes, but classes but can also include elements such as cross-training and special project participation.

Once performance objectives are set, supervisors should check in regularly with employees to discuss the status of objectives and to provide feedback based on observations of an employee's performance. It is equally important to provide feedback on areas of success as on those requiring improvement. Check-ins also provide the opportunity to adjust objectives as the year unfolds.

2. Check-In

b. Communicating Expectations

ASI recognizes that employees have a right to know how they is/are performing and it is the responsibility of supervisors to provide this information. Formal and informal check-ins allow supervisors and employees to meet regularly to discuss performance. This should be done on a monthly basis and documented through an Employee Check-In Form; however, overall performance is formally evaluated and documented on a yearly basis.

~~It is therefore mandatory for all supervisors and supervisors to communicate and clarify expectations throughout the year. This is to be done by setting objectives and/or establishing clear standards of performance that are aligned with ASI corporate goals at the beginning of each performance evaluation cycle. It is against these expectations, objectives and standards that employee performance will be evaluated.~~

a. Formal check-ins

One formal check-in is required for each employee, to be completed by the end of January each year. This check-in should review any progress made on performance goals and review accomplishments and concerns of the employee's performance to that point in the review cycle. This check-in can also be used to discuss performance and areas where improvement is needed. This check-in should be documented by the supervisor and shared with ASI Human Resources.

b. Informal check-ins

Informal check-ins can occur more frequently, such as weekly or monthly, depending on individual needs and preferences. These check-ins can focus on immediate tasks, priorities, and well-being.

~~e.a.~~ Effective Coaching

Coaching is a method of providing feedback. It helps shape performance and increases the likelihood that the employee's results will meet expectations. A coaching session generally focuses on one or two aspects of performance, rather than the overall review that takes place in a formal yearly performance ~~evaluation~~ review.

~~d.b.~~ Key Elements of Coaching

- Coach to focus attention on any specific aspect of the employee's performance
- Observe the employee's work and solicit feedback from others if appropriate
- Take the time to understand why performance is successful or needs improvement
- Advise the employee ahead of time on issues to be discussed
- Involve the employee in identifying successes and solutions
- Discuss alternative solutions
- Agree on action(s) to be taken
- Recognize successes and improvements
- Document key elements of the coaching session
- Schedule follow-up meeting(s) to measure results.

3. Annual Performance Review

~~The performance evaluation will have a direct correlation to ASI's Strategic Goals, job expectations outlined in the job descriptions, offer the opportunity to explore career advancement, and provide employees with feedback to improve performance. Performance reviews at ASI align individual work with strategic goals and job expectations, fostering development, recognizing achievements, and providing actionable feedback. These formal meetings serve as a crucial, documented dialogue between supervisors and employees to clarify performance standards and explore career advancement opportunities. The opportunities. The~~ formal meeting between the supervisor and employee serves many purposes ~~such as:~~ listed below:

- Provide a meaningful, sincere and ~~well-planned~~ well-planned process that generates honest and open dialogue, including corrective and constructive feedback about performance and conduct, within which two-way feedback about the workplace can occur;
- Allow the employee and supervisor to create clear and concise performance standards that link directly to the ASI's goals and priorities;
- Ensure that performance standards reflect key areas of the employee's responsibilities and duties as indicated in the position description;
- Use a combination of resources (which may include peers, customers, coworkers and the employee's supervisors) to gather data from which the employee and supervisor will jointly identify the employee's:
 - Skills, knowledge and attitude that are adequate, exceptional, or those that need improvement
 - Opportunities for growth through changes in the position description or short-term assignments
 - Allow for collaboration in developing and implementing a development plan that identifies training and other learning opportunities to assist the employee in attaining his or her job and goals, as well as expected levels of performance
 - If appropriate, review identified performance and behavior problems for which coaching were received throughout the year. The process will document specific performance and behavior improvements that are expected. (The Performance ~~Evaluation~~ Review Process is not intended to be used to initiate disciplinary action)
 - Identify opportunities for feedback throughout the year
 - Provide a framework for promoting a culture of responsibility, accountability and transparency
 - Provide a basis for equitable reward and recognition, as well as providing inputs for succession planning

~~e.~~ Rating Scale Definition Review of ASI Staff

Depending on how well actual performance meets or exceeds objectives which have been set with clear performance standards and expectations, the supervisor will be able to apply one of the following ratings when conducting a staff member's annual performance review:

- ~~5— Fully Achieved— Surpasses targets and standards beyond 75% of the time~~
- ~~4— Substantially Achieved— Surpasses targets and standards at least 50% of the time~~
- ~~3— Partially Achieved— Meets expected targets and standards at least 50% of the time~~
- ~~2— Minimally Achieved— Meets expected targets and standards less than 50% of the time~~
- ~~1— Not Achieved— Fails to meet targets and standards~~

5. Exceeds Expectations

- This rating signifies exceptional performance that consistently surpasses expectations and requirements of the role. The employee demonstrates initiative, problem-solving skills, and consistently delivers high-quality work exceeding deadlines and goals. They actively seek opportunities to contribute beyond their assigned tasks and may even mentor or train colleagues.

4. Meets and Frequently Exceeds Expectations

- This rating indicates consistently strong performance that meets and often surpasses expectations. The employee consistently delivers high-quality work on time, demonstrates initiative, and actively participates in team projects. They may occasionally exceed expectations by taking on additional tasks or completing them ahead of schedule.

3. Meets Expectations

- This rating signifies satisfactory performance that meets the established requirements and expectations of the role. The employee completes assigned tasks on time and to an acceptable standard. They demonstrate good teamwork and communication skills but may not consistently go above and beyond expectations.

2. Needs Improvement

- This rating indicates performance that falls below expectations in some areas. The employee may occasionally miss deadlines, deliver work of inconsistent quality, or require additional guidance to complete tasks. They may struggle with specific skills or knowledge required for the role.

1. Does Not Meet Expectations

- This rating signifies performance that consistently falls short of expectations and requirements of the role. The employee may frequently miss deadlines, deliver work of poor quality, or lack essential skills or knowledge. They may display unprofessional conduct or negatively impact team dynamics.

a. Review of the ASI Associate Vice President and Executive Director

The review of the ASI Associate Vice President and Executive Director shall take place in March and April in the Spring Semester and be submitted to the ASI Board of Directors no later than the 14th week of the Spring Semester of each academic year. The review committee that will evaluate the ASI Associate Vice President and Executive Director shall consist of the Chair of the Board of Directors, the ASI President, and the ASI Vice President. The ASI Board of Directors will be provided a questionnaire to provide feedback and respond to specific skill sets as it relates to the performance of the ASI Associate Vice President and Executive Director. The information received from the questionnaire will be used by the review committee to form the ASI Associate Vice President and Executive Director's review.

Using the ASI Performance Review form and focusing primarily on the ASI Strategic Plan, the ASI Associate Vice President and Executive Director's review shall be completed by the committee and then shared with the Vice President of Student Affairs and Strategic Enrollment Management. ~~consideration/response~~. The Board of Directors, in a closed session, will review, discuss, and approve the ASI Associate Vice President and Executive Director's performance evaluation. This confidential meeting shall include the ASI Associate Vice President and Executive Director and key executive leadership, including the Director of Human Resources.

The ASI Associate Vice President and Executive Director's goals for the year shall be the execution of the organizational strategic plan. Following the ASI Board of Directors' approval, the review will be signed by the Chair of the Board of Directors. The final report shall be forwarded to the President of the University.

The review shall then be placed in the ASI Associate Vice President and Executive Director's employment file.

f.b. Timing of Reviews

Professional Employees

Each calendar year, every professional employee will be evaluated in the month of June. The ~~evaluation~~review cycle is July 1 – June 30.

Student Employees

Performance ~~evaluation~~reviews will be conducted for student employees at the completion of the introductory period in any capacity or classification (student assistant, temporary and grad assistant). The introductory period is defined as 3 months of employment.

The annual performance ~~evaluation~~review must be conducted within the first quarter of each calendar year (from January 1 to March 31). The rating period is from February 1 to January 31 of the previous year. The performance ~~evaluation~~review must be completed by March 31.

An annual ~~evaluation~~review will not be required if a student employee has not been employed more than 90 days~~3 months~~.

g.c. Employee Role and Responsibilities

It is the responsibility of all employees to review their job description prior to their performance ~~evaluation~~review. In addition, all employees must review the goals of the department to ensure their work aligns with strategic plan of the organization. Finally, all employees must completed the self-assessment portion of the performance ~~evaluation~~review to provide reference to achievements, past performance, and challenges.

h.d. Preparation for the Performance Review and Planning Process

Supervisors will have 30 days to prepare the performance ~~evaluation~~review for their employees. It is therefore critical to begin the process early to allow time for approval. Approval Routing is as follows: Supervisor/~~Manager/Supervisor~~, Department Director, and HR Coordinator/ HR Director.

i.e. Supervisor's Role and Responsibility

It is the responsibility of the supervisor to review the employee's job description to determine if they fully or partially achieve the set performance standards outlined in the job description. Supervisors must review previous performance ~~evaluation~~reviews, self-assessment for achievements, past performance and challenges. Supervisors should then review the goals of the organization to evaluate how ~~did~~ the employee contributes~~d~~ to the corporate goals. The supervisor should review the employee's current performance objectives and standards to ensure they align with the current job responsibilities and goals of the department and organization. Supervisors must then review the completed training received and identify areas of needed development to be documented in an Individual Development Plan. Completed performance ~~evaluation~~reviews should be submitted to the Human Resources department with all required signatures ~~_along with a Payroll Action Form if applicable_~~.

4. PROBATIONARY PERIOD

All professional staff shall participate in a probationary period for the first one year of employment. Student assistants shall participate in a probationary period for the first ~~1000-90 hours-days~~ of employment. This probationary period allows the supervisor time to assess the employee's qualifications, performance, and general suitability to successfully meet position requirements and standards. It likewise provides the employee with the opportunity to experience ASI, the department, and the position and to determine whether the position meets their expectations.

To successfully complete the probationary period, the employee must attend work as scheduled during their probationary period. Any absences or non-work periods, whether paid or unpaid, foreseen or

unforeseen, may not count toward completion of the probationary period at the sole discretion of the supervisor. The supervisor will notify the employee in writing of any changes to their probationary period end date.

~~Upon successful completion of the probationary period, employee shall be considered an "at will employee" and both ASI and the employee shall have the right to terminate the employment relationship at any time for any reason that does not violate the policy of ASI.~~

Initial probationary periods of greater than the minimums stated may be established for certain classifications with the prior approval from the Human Resources Department and ASI Associate Vice President and Executive Director. In this case, the employee will be provided written notice of a longer probationary period.

In the event the employee does not meet job requirements and/or performance standards during the promotion/transfer probationary period, the supervisor will issue a performance improvement plan as early in the probationary period as possible that contains the following:

- Specific nature of the problem(s), including specific examples
- Corrective action(s) required, including the specific and reasonable standards related to the problems
- Notice that failure to remedy the performance problems will result in termination of employment on or before the end of the promotion/transfer probationary period

If sustained satisfactory performance is not achieved following the performance improvement plan, the supervisor may terminate the employment relationship during the promotion probationary period as a probationary termination. The supervisor must consult with the Human Resources Department prior to termination.

Following the probationary period, the employee's status will be 'at-will.' As such, both the employee and ASI retain the right to terminate employment at any time, for any reason, with or without cause or prior notice, in compliance with company policies and legal requirements.

5. PROGRESSIVE DISCIPLINE

ASI expects all employees to be aware of and to follow workplace policies and procedures for the well-being of our students, staff, and customers. ASI employees are expected to comply with ASI policy and procedure as well as requirements from federal, state, and local law.

This policy defines the process for correcting single and repeat episodes of employee failure to comply with ASI policy or procedure and/or to meet specific workplace expectations for conduct. Corrections to unacceptable behavior will be addressed under this policy. Progressive Discipline is a step-by-step process designed to modify unacceptable employee behaviors, which also allows for discipline to start at a higher step based on the severity and circumstances of the situation. An employee is expected to have sustained improvement while on progressive discipline.

a. Progressive Discipline Steps

The purpose of progressive discipline is to assist employees by being clear and precise about problems and the consequences if the same or other mistakes or misconduct reoccur. It is important that discipline is applied in a fair and consistent manner. The supervisor has a critical role in conducting a fair and objective investigation of a situation. The supervisor must have an understanding of the facts and circumstances before assessing appropriate discipline. The supervisor should discuss the situation with the Human Resources Department to determine the appropriate level of disciplinary action. Many situations should be able to be resolved through verbal counseling or coaching the employee; however, some one-time incidents may be severe enough to merit a formal written warning, suspension (without pay), final warning or termination. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All

decisions to escalate disciplinary action to a higher level of discipline should be made in consultation with the Human Resources Department.

Step 1- Verbal Warning:

In many situations a verbal warning/counseling is sufficient. The purpose of a verbal warning is to clarify policies and expectations. The impact of the incident or violation should also be taken into consideration. The supervisor should document for their records that the conversation occurred, keeping in mind the significance of the impact of the act or omission. The supervisor should also draft a performance improvement plan to provide the employee with coaching to avoid similar issues in the future.

Step 2 – First Written Warning:

If the conduct addressed by a verbal warning is repeated or additional problems occur within 12 months of a verbal warning, the supervisor should follow up with a written warning in the form of a letter. On the other hand, if a single incident is more serious than is appropriate for a verbal warning, the supervisor should issue a written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated within 12 months. The supervisor should also draft a performance improvement plan to provide the employee with coaching to avoid similar issues in the future.

Step 3 – Second Written Warning:

If the conduct addressed by a first written warning is repeated or additional problems occur within 12 months, the supervisor should follow up with a second written warning in the form of a letter. On the other hand, if a single incident is more serious than is appropriate for a written warning, the supervisor should issue a final written warning in the form of a letter. The letter should describe the unacceptable conduct, outline expectations, and state that further disciplinary action will occur if the behavior is repeated within 12 months. The supervisor should also draft a performance improvement plan to provide the employee with coaching to avoid similar issues in the future.

Step 4 - Final Written Warning (which may include a suspension without pay or demotion):

If the conduct addressed by the written warnings is repeated or additional problems occur within a 12-month period, discipline may progress to a final written warning, which may include an unpaid suspension or position demotion. However, a single incident may be so severe as to merit an immediate final warning and suspension without pay or demotion. As noted above, the supervisor should work in consultation with the Human Resources Department prior to taking disciplinary actions at higher levels, such as written warnings, final written warnings (with or without unpaid suspension) and termination. The supervisor should also draft a performance improvement plan to provide the employee with coaching to avoid similar issues in the future.

Step 5 - Termination of Employment:

Employment may be terminated based on progressive discipline within a 12-month period or based on the severity of a single incident. Misconduct that involves theft, fraud, dishonesty, violation of the law, or significant risks to ASI's operations or to the safety or well-being of oneself or others is grounds for immediate termination of employment. However, the facts and circumstances of each case will determine what action, up to and including discharge from employment, is appropriate. ~~Decisions to terminate employment should be made in consultation with the Human Resources Department. Examples of serious misconduct can be found in the Policy Concerning Conduct.~~

6. AT WILL EMPLOYMENT

Employment with ASI is at will. This means that either the employee or ASI may terminate the employment relationship at any time, with or without notice, and with or without cause, so long as the reason is not unlawful.

Nothing in this policy or any other ASI document or communication is intended to create a contract of employment, express or implied, or to guarantee employment for any specific duration.

Only the ASI Associate Vice President and Executive Director or the Board of Directors, and only in a written agreement signed by both the employee and the ASI Associate Vice President and Executive Director or Board of Directors, has the authority to enter into any agreement that alters the at-will employment relationship. No supervisor, manager, employee, or other representative of ASI has the authority to make any such agreement.

DATE APPROVED:

10/17/2017

DATE REVISED:

12/03/2019

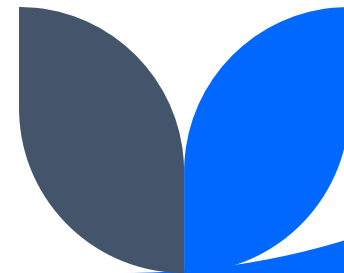
~~**XX/XX/04/28/2026/2026**~~



Policy Concerning Scholarships

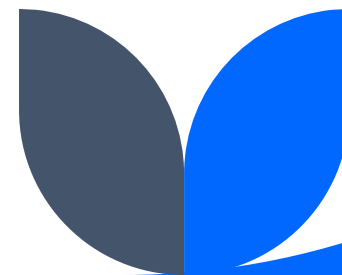
Purpose

- The Scholarships Policy includes the guidelines, eligibility, disbursement, and establishment of scholarships provided by ASI.



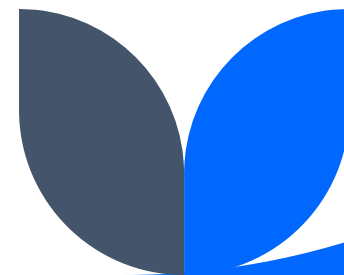
ASWI Scholarship Committee

- Goals
 - Increase number of scholarships
 - Increased from 111 in 24-25 to 300 in 26-27
 - Increase Scholarship Award Amount
 - \$1,000 to \$1,500 effective 26-27
 - Introduce New Scholarships
 - 24-25 introduced the Pathway to Success Scholarship
 - Parking Scholarships
 - ASWI Transportation Assistance 26-27



Proposed Policy Updates

1. Sunsetting Non-Endowed Memorial Scholarships
 - a. Carol Burke, Kyle O'Brien, Virginia McGarvey, William Pollock, William Puzo, and Milton Gordon awards
 - b. Reallocate budgeted funds toward existing student-centered initiatives.
2. Sunsetting Titan Shops Scholarship
 - a. No longer a viable program after Fall 2026 (not funded by ASI)



Proposed Policy Updates

1. Establish the ASWI Transportation Assistance Scholarship
 - a. Support Student Transportation Needs: including CSUF parking pass, transportation costs, or alternate transportation
 - b. One Permit Per Recipient per semester
 - c. **\$400.00 per semester**
 - d. Eligibility Requirements:
 - Standard GPA requirements per Policy
 - Current and Continuing CSUF students
2. Increase Scholarship Awards from \$1,000 to \$1,500



Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION AMENDING ASI POLICY CONCERNING SCHOLARSHIPS

Sponsor: Mahak Ahmad, Chair, 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, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, the ASI Student Wellness Initiative (ASWI) seeks to enhance student financial and emotional wellbeing as part of a holistic wellness framework; and

WHEREAS, a comprehensive review of the ASI scholarship catalog by the Scholarships Working Group recommended sunsetting memorial scholarships that lack external endowments—including the Carol Burke, Kyle O'Brien, Virginia McGarvey, William Pollock, William Puzo, and Milton Gordon awards—to reallocate funds toward student-centered initiatives; and

WHEREAS, to provide more impactful support, ASI is increasing the standard scholarship award amount from \$1,000 to \$1,500 effective for the 2026-2027 academic year; and

WHEREAS, ASI is establishing the ASWI Transportation Assistance Scholarship (ATAS) to provide \$400 awards to support students with parking permits and commuting costs; and

WHEREAS, the Titan Shops Book Credit will be discontinued after fall 2026 as it is no longer a viable program; and

WHEREAS, the policy updates include standardized eligibility requirements, maintaining a minimum of 12 enrolled units for undergraduate students and 6 units for graduate students; and

WHEREAS, ASI continues to coordinate with the CSUF Scholarships Office, Office of Financial Aid, and Student Business Services to ensure all awards are applied in accordance with university financial aid requirements; and therefore, let it be

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

RESOLVED, that this resolution be distributed to the ASI Associate Vice President and Executive Director, the Office of Financial Aid, the CSUF Scholarships Office, and applicable ASI departments for appropriate action.

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

Chair, Board of Directors

Secretary, Board of Directors

POLICY CONCERNING ASI SCHOLARSHIPS

PURPOSE

The following policy has been established in order for the student leaders and administration of Associated Students Inc. (ASI) to better serve the mission and charge as directed by the ASI Board of Directors at California State University, Fullerton (CSUF). The policy includes the guidelines, eligibility, disbursement, and establishment of scholarships provided by ASI.

POLICY CONCERNING ASI SCHOLARSHIPS1

PURPOSE1

WHO SHOULD KNOW THIS POLICY1

DEFINITIONS.....1

STANDARDS/REGULATIONS/PROCEDURES.....2

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 2. **SCHOLARSHIP REVIEW COMMITTEE**.....3

 3. **SCHOLARSHIP CRITERIA**4

 4. **SCHOLARSHIPS**.....4

 5. **ADDITIONAL FINANCIAL SUPPORT TO STUDENTS**4

 6. **CONSIDERATIONS FOR NEW SCHOLARSHIPS**.....5

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WHO SHOULD KNOW THIS POLICY

- | | |
|---|---|
| <ul style="list-style-type: none"> ◆ Budget Area Administrators □ Management Personnel □ Supervisors ◆ Elected/Appointed Officers | <ul style="list-style-type: none"> □ Volunteers □ Grant Recipients ◆ Staff ◆ Students |
|---|---|

DEFINITIONS

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

Terms	Definitions
Cumulative GPA	The grade point average earned by a student while attending CSUF. GPA for units transferred from other universities is not included.
<u>Disbursement</u>	<u>The distribution of funds to a student awardee.</u>
Financial Aid	Financial aid encompasses various forms of funding – including grants, scholarships, loans, work-study programs, etc. – designed to help students cover the costs of higher education.
Disbursement	The distribution of funds or Titan Shops credit to a student awardee.

Graduate Student	A currently admitted student pursuing a graduate level master's or doctoral degree at Cal State Fullerton.
Office of Financial Aid	The Office of Financial Aid at Cal State Fullerton coordinates payments to students that may include scholarships, grants, loans and work study programs. The office applies aid for students toward any outstanding amounts owed and distributes remaining funds to the student.
Recipient	A CSUF student applicant selected to receive a scholarship award.
Scholarship	An award of money made to a CSUF student in support of their education. Each scholarship includes unique criteria which may include grade point average requirements, terms of when and how the scholarship funds are awarded, demographic and academic parameters, etc.
Student Business Services	As part of the Division of Administration and Finance, Student Business Services (SBS) operates as the university's cashiers. They collect, disburse, and allocate funds appropriately between students, banks, and other external funding sources.
Titan Hub	The Titan Hub provides many important services that will support students throughout their CSUF journey. Services include Admissions, Dean of Students Services, Financial Aid, Registrar, Scholarships, and Student Business Services (SBS).

STANDARDS/REGULATIONS/PROCEDURES

1. SCHOLARSHIP GUIDELINES

ASI scholarships are open to continuing CSUF undergraduate, graduate, and credential program students. First-semester students are not eligible. All scholarships should be coordinated through the Office of Financial Aid and SBS¹.

- a. Budget
The Board of Directors shall establish the scholarship fund during the fiscal budget cycle. The amount and number of awards shall be determined by the Board during budget approval and allocation.
- b. Application
The regular scholarship application is available at the beginning of January and closes at the beginning of March. Applications are submitted through the authorized [campus](#) scholarship application portal.

A subsequent application period is open to incoming students effective at the beginning of summer.

The spring application pool is available for selection for fall award recipients as well as spring

¹ <https://calstate.policystat.com/policy/10824189/latest>

awards.

c. Repeated Applicants

ASI scholarship recipients cannot be awarded the same scholarship in consecutive Academic years, but years but may apply for other ASI scholarships. Recipients are eligible to win a previously awarded scholarship two years following the initial award of that scholarship.

d. Eligibility Check

In collaboration with the Scholarships eOffice and Financial Aid, all applications will be reviewed for eligibility in the following areas:

- a. Continuing Student
- b. Good standing
- c. Current semester GPA
- d. Current cumulative GPA
- e. Units currently enrolled
- f. Financial Aid eligibility

e. Scholarship Grading

Scholarships shall be reviewed and graded by the ASI Scholarship Committee, comprising of student leaders, ambassadors, ASI staff and campus staff/faculty volunteers. The Committee will use a scholarship grading rubric to determine the overall applicant rating.

f. Scholarship Awards

Scholarship award recipients shall be selected based on the eligibility criteria, rubric rating and ranking, and application submission compliance.

g. Disbursement

The Office of Financial Aid will disburse ASI funded scholarship awards to the student recipient in accordance with the scholarship award schedule.

~~Titan Shops will initiate a credit to the account of the student recipient to be used for course books or course materials, purchased through Titan Shops.~~

h. Office of Financial Aid

ASI will coordinate the distribution of scholarships through the CSUF Scholarships Office, Office of Financial Aid, and SBS. All awards shall be applied in accordance with financial aid requirements.

i. Approval of Awards

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

2. SCHOLARSHIP REVIEW COMMITTEE

The Scholarship Review Committee (the Committee) is made up of ASI Board of Directors, Executive Officers, Ambassadors, ASI student employees, staff, and faculty volunteers. The Committee shall be responsible for reviewing and rating applications based on the scholarship grading rubric.

Committee members shall be identified at the beginning of the spring semester, before the close of the scholarship application cycle. Committee members shall complete a scholarship grading orientation before the close of the scholarship application cycle.

Application review and rating shall commence upon the closure of the application cycle.

Each Scholarship application shall be reviewed by two members of the Committee.

Identifiable information in applications shall be redacted to maintain the anonymity of the applicant and eliminate conflict of interest risk during the review period.

3. SCHOLARSHIP CRITERIA

Scholarship awards shall be reviewed, modified, and funds reallocated at the direction of the ASI Board of Directors.

~~Unless otherwise specified, t~~The minimum scholarship criteria include:

- Minimum Enrolled Units:
 - Undergraduate & Credential Students = 12
 - Graduate Students = 6
- Minimum Cumulative GPA:
 - Undergraduate & Credential Students = 2.5
 - Graduate Students = 3.0
- Scholarship Award Amount:
 - ASI Funded = as allocated in the approved budget.
 - ~~Titan Shops Book Credit = \$250~~

Additional criteria may include:

- Campus and/or Community involvement
- Academic Achievement
- Personal Achievement
- Leadership Experience (on campus or prior to ~~joining admission at~~ CSUF)

4. SCHOLARSHIPS

The Board of Directors approves the list of ASI scholarships. The available scholarship opportunities are outlined in Exhibit A.

5. ADDITIONAL FINANCIAL SUPPORT TO STUDENTS

~~a. ASI & Titan Shops Book Voucher. This program was established by Associated Students and Titan Shops in the fall 1995, with the cooperation and financial support of Titan Shops, to further support students in their quest for higher education. The book scholarship program is a unique program that provides 45 students with course books and materials for the semester in the amount of \$250.00. This program recognizes students with outstanding campus and/or community involvement and is administered by Associated Students and funded by Titan Shops. This scholarship is available in the fall and spring semesters.~~

~~Amount: \$250~~

~~Criteria: Applicants must have a cumulative CSUF GPA of 2.5 and demonstrate (1) community and/or campus involvement and (2) scholastic and/or personal achievement. Undergraduate and credential students must be enrolled in a minimum of 12 units. Graduate students must be enrolled in a minimum of 6 units.~~

6. CONSIDERATIONS FOR NEW SCHOLARSHIPS

a. In-Memoriam Scholarships.

Scholarships created in honor or recognition of an individual, entity, or organization must be funded from an external source for a minimum of 3 years and be [a minimum of](#) \$1,000 per award. ASI maintains the right to continue or discontinue the scholarship after the initial funding has been expended.

All scholarships created in-memoriam are to be reviewed and processed with the regular scholarship application process. Requests for involvement and review of the submitted applications, and identification of the student awardee by external parties, will not be considered. ASI maintains the right to adjust the academic requirements, as well as to comply with state or university requirements and regulations.

b. ~~Affinity Group (Specific Population)~~Eligibility Scholarships

Eligibility Scholarships may be established to support specific populations at Cal State Fullerton. Eligibility criteria will reflect the standards established by the Board of Directors for general scholarship awards, including current student status, GPA, and number of enrolled units.

All ~~affinity-eligibility~~ group scholarships shall be reviewed and processed in conjunction with the regular application and award process. Requests for involvement and review of the submitted applications and identification of the student awardee by external parties will not be considered. ASI maintains the right to adjust the academic requirements to best meet the needs of the students applying to the scholarship, as well as to comply with federal, state or university requirements.

DATE APPROVED: 10/03/2023
REVISED: 05/~~06~~05/2025

Exhibit A: ASI Scholarship Opportunities

<p>Adult Re-Entry</p>	<p>This scholarship was established by Associated Students to acknowledge and support the adult re-entry students of Cal State Fullerton. This scholarship recognizes an adult re-entry student with outstanding campus and/or community involvement and is funded by Associated Students. An adult re-entry student is an adult returning or beginning to pursue an undergraduate or graduate degree from Cal State Fullerton after an extended time away from pursuing a degree (or a minimum of 4-years hiatus or post high-school graduation).</p>
<p>Carol Burke Memorial</p>	<p>This scholarship was established in the spring of 2000 in the memory of Carol Burke. Mrs. Burke was a member of the ASI/TSU staff for 8 years. She served as a Night Manager, Assistant Director of Operations, and finally Director of the Titan Student Union. She enjoyed working with student leaders and was dedicated to student development. Mrs. Burke was a three-time, All-American basketball player at California State Polytechnic University, Pomona in 1981-1983 and was inducted into the Cal Poly Pomona Hall of Fame in 1990.</p>
<p>Formerly Incarcerated Student</p>	<p>This scholarship was established by the Associated Students to support formerly incarcerated students who attend Cal State Fullerton and have completed a minimum of one semester.</p>
<p>Graduate Student</p>	<p>This scholarship was established by the Associated Students to acknowledge and support graduate or credential program students with outstanding campus and/or community involvement and is funded by the Associated Students, CSUF, Inc. Applicants must demonstrate: (1) community and/or campus involvement, (2) scholastic and/or personal achievement and (3) prospective postgraduate goals.</p>
<p>Harvey McKee Student Leadership</p>	<p>The Harvey A. McKee Distinguished Student Scholarship was established in 2004 to recognize Mr. McKee for his contributions to Associated Students Inc. and the CSUF campus community. In his 34 years at Cal State Fullerton, Harvey has become a friend, mentor, and colleague with many student leaders through his associations with the Titan Student Union, and the Associated Students Inc. Campus faculty, administrators and the staff know Harvey for his friendliness, his advocacy of student issues, and his willingness to be a proactive professional on behalf of the campus community.</p>
<p>Kyle O'Brien Memorial</p>	<p>This scholarship was established by Associated Students to honor the memory of Kyle S. O'Brien, an outstanding ASI student leader and CSUF athlete. This scholarship recognizes a student with outstanding campus and/or community involvement, as well as participation in an organized sport on campus. The scholarship was originally funded by the Kyle S. O'Brien Memorial Scholarship Fund but is now funded by</p>

	Associated Students.
Milton A. Gordon	This scholarship was established in the fall of 2023 in honor of Dr. Milton A. Gordon, the fourth president of California State University, Fullerton (1990-2012). During his 22-year term as president, Dr. Gordon demonstrated a passion for equitable access to higher education, and he served as an inspirational, compassionate and generous leader. Dr. Gordon's theme during his educational career was to support all students, particularly those who would otherwise have little or no chance at achieving a college degree. This scholarship is only offered in the Spring semester.
Pathway to Success	This scholarship was established in 2025 to support the academic success and wellbeing of students at Cal State Fullerton.
Student Parent	This scholarship is open to continuing Cal State Fullerton full-time undergraduate, graduate, and credential students who are parents of one or more dependent children.
Virginia McGarvey Memorial	This scholarship was originally funded by an ASI Board allocation, student fees, individual donations, and Titan Shops. This award was established in 1994 to honor Mrs. Virginia McGarvey. Mrs. McGarvey was a prominent resident of Fullerton and a longtime supporter of Cal State Fullerton, Associated Students, and the student body. She was a humanitarian and well-known for having devoted a large portion of her life to helping others. This scholarship is only offered in the Spring semester.
William G. Pollock	This scholarship was established in the fall of 1997 to honor and acknowledge William G. Pollock for his long-standing and tremendous contributions to CSUF and involvement with the Associated Students during his 30 years of service. The majority of his contributions were made in his position as Associated Students Administrator. His dedication, experience and knowledge were essential components in the success of Associated Students.
William D. Puze	This scholarship was established by Associated Students to honor the memory of William D. Puze, a dedicated professor, for his contributions to ASI and the students of Cal State Fullerton. This scholarship recognizes a student with outstanding campus and/or community involvement, and is funded by the Associated Students Scholarship Fund, which is supported by donations from the Titan Shops Book Requisition Program. This scholarship is only offered in the Fall semester.

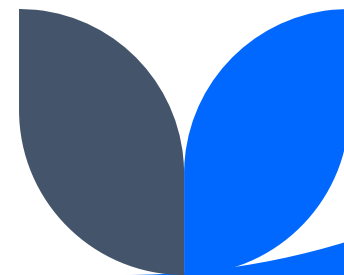
<p><u>ASWI Transportation Assistance Scholarship</u></p>	<p><u>This scholarship is established to support Cal State Fullerton students' financial and emotional wellbeing, as outlined in the ASI Student Wellness Initiative. The scholarship is offered in the fall and spring semesters.</u></p>
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Policy Concerning Corporate Management

Purpose

- The purpose of the policy is to provide guidance on the management of the corporation, including but not limited to corporate identification, executive orders, document retention, and destruction.



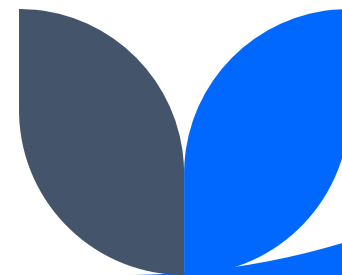
Policy Overview

- Corporate Identification
- Executive Orders
- Document Retention and Destruction



Proposed Policy Updates

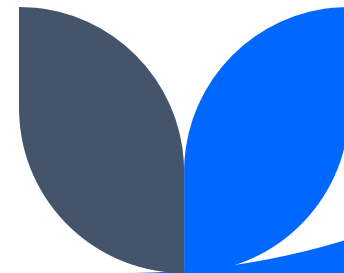
1. Title Update: ASI Policy Concerning Corporate Records Management
 - a. New title reflects that the policy is about corporate records specifically
2. Records Custodian
 - a. Formalize the management of corporate records by establishing a Records Custodian section, stating that the Executive Director shall designate an official custodian for each specific type of record
3. Start of Retention Dates
 - a. Explicitly outlining the start of retention dates and establishing protocols for instances where more than one retention period may apply to a single record
4. Update to Employee/Personnel Records
 - a. Reducing time from Permanent to 10 years



Proposed Policy Updates

1. Children's Center Records

- a. Formally memorialized in policy
- b. Records kept three (3) or five (5) years or the age of majority of the child plus one to three years.



Questions



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO AMEND ASI POLICY CONCERNING CORPORATE MANAGEMENT

Sponsor: Mahak Ahmad, Chair, 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, ASI corporate policy provides guidance for how ASI works to achieve the mission and goals of the organization; and

WHEREAS, ASI Policy Concerning Corporate Management provides the administrative framework for the governance, legal compliance, and operational record-keeping of the corporation; and

WHEREAS, the policy title is being update to the ASI Policy Concerning Corporate Document Management to accurately reflect the oversight of corporate documents; and

WHEREAS, a review of the policy identified a need to formalize the management of corporate records by establishing a Records Custodian section, stating that the Executive Director shall designate the Organizational Operations department as the official custodian for records; and

WHEREAS, amendments were identified to provide greater clarity on record lifecycle management by explicitly outlining the start of retention dates and establishing protocols for instances where more than one retention period may apply to a single record; and

WHEREAS, further revisions include updating the retention requirements for Employee and Personnel Records from permanent to a period of 10 years to align with CSU Chancellor's Office and contemporary records management standards; and

WHEREAS, the policy review further identified a necessity to codify retention standards for Children's Center Records, including enrollment files, child portfolios, and attendance records to be maintained for one year past the child reaching the age of majority; and

WHEREAS, specific protocols are required for sensitive documentation, ensuring that referrals for child abuse, criminal accusations, and injury reports are maintained for three years past the age of majority, or permanently if deemed significant by the Executive Director; and

WHEREAS, additional updates ensure compliance with the California Department of Education (CDE) and Department of Social Services (DSS) by establishing five-year retention for nutrition and contract records and three-year retention for licensing evaluator visits; therefore, let it be

RESOLVED, ASI approves the amendments to the Policy Concerning Corporate Management; and let it be finally

RESOLVED, that this resolution be distributed to the ASI Associate Vice President and Executive Director, Chief Financial Officer, Chief of Organizational Operations, and applicable

ASI departments for appropriate action.

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

Chair, Board of Directors

Secretary, Board of Directors

POLICY CONCERNING CORPORATE RECORDS MANAGEMENT

PURPOSE

The purpose of the policy is to provide guidance on the management of the ~~corporation~~ corporation ~~records~~, including but not limited to corporate identification, ~~executive orders~~, document ~~retention~~ retention, and destruction. The policy applies to all ASI employees, student leaders, and volunteers who work with corporate records and documents. It is important for the organization to follow the standards outlined in this policy to ensure ~~the effective~~ effective management of the corporation.

PURPOSE 1

WHO SHOULD KNOW THIS POLICY 1

DEFINITIONS 1

STANDARDS 1

 1. **CORPORATE IDENTIFICATION** 2

 2. **EXECUTIVE ORDERS** 2

 3. **DOCUMENT RETENTION AND DESTRUCTION** 2

WHO SHOULD KNOW THIS POLICY

- | | |
|---|---|
| <ul style="list-style-type: none"> ■ Budget Area Administrators ■ Management Personnel ■ Supervisors ■ Elected/Appointed Officers | <ul style="list-style-type: none"> ■ Volunteers ■ Grant Recipients ■ Staff ■ Students |
|---|---|

DEFINITIONS

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

Terms	Definitions
<u>Age of Majority of the Child</u>	<u>The date of the child's eighteenth (18th) birthday</u>
Associated Students Inc., California State University, Fullerton	Legal name of the corporation.
Executive Order	<u>A rule or order issues by the ASI President having the force of law over ASI.</u>
Document Retention	Retaining corporate records and documents in accordance with law <u>the law</u> .
Document Destruction	The elimination of documents after the appropriate waiting time is <u>complete</u> .

POLICY STATEMENT

It is the policy of ASI that all administrative records are owned by the corporation regardless of their location or form. The policy will ~~insure~~ ensure proper identification of the ASI Corporation and its programs and services. All corporate documents and records must be properly managed in accordance with local, state, and federal law.

STANDARDS

1. CORPORATE IDENTIFICATION

Associated Students Inc., California State University, Fullerton is the legal name of this corporation and must be utilized in all contracts and legal documents involving the corporation. The corporation is also recognized as “ASI” or “Associated Students Inc.” These references may be used in marketing and public relations efforts and other non-legal forms.

The Board shall determine a common logo, abbreviation, color, and other identifying marks to be used by offices, programs, and services of the Associated Students Inc. Telephone numbers, mailing addresses and specific identification of each program or service may be included on official ~~stationary~~[stationery](#), business cards and publicity.

~~2. EXECUTIVE ORDERS.~~

~~All Executive Orders shall be numbered, and copies shall be available.~~

~~3.2.~~ DOCUMENT RETENTION AND DESTRUCTION

In accordance with the purposes of the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention, and destruction of documents received or created by ASI in connection with the transaction of organization business. All records and documents, regardless of physical form, ~~and incorporates guidelines~~[shall be maintained](#) as provided in the ASI/TSU Record Retention Procedures approved by the ~~ASI Associate Vice President and ASI~~ Executive Director ~~and~~ are in compliance with California State University Chancellor’s Office for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). ~~The~~[This](#) policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the operation of ASI by promoting safe retention and efficient use of valuable storage space.

Records Custodian

[Records custodians are responsible for securing and managing the administration of records in accordance with the California State University records retention and disposition schedules and the CSU Information Security Policy and Standards. The ASI Associate Vice President and Executive Director shall have designated the Organizational Operations department as the an official custodian\(s\) for each type of record for Associated Students Inc., CSUF.:](#)

Documentation Retention

ASI follows the document retention policies outlined below. Documents that are not ~~listed, but~~[listed but](#) are substantially similar to those listed in the ~~schedule,~~[schedule](#) will be retained for the appropriate length of time, as provided in the ASI/TSU Record Retention Procedures. [Where more than one retention period applies to a single record, the longer period should be followed. The full retention schedule with detail regarding individual documents is available within the Corporate Records Retention procedures.](#)

Type	Start of Retention	Length
Corporate Records	Creation of Record	Permanent
Construction Documents	Creation of Record	Permanent
Fixed Asset Records	Creation of Record	Permanent
Tax Records	Creation of Record	Permanent
Contracts (after expiration)	Expiration Date	7 years
Correspondence (general)	Creation of Record	3 years
Financial/Banking Records	End of the fiscal year of the record item (transaction, reconciliation, etc.)	7 years

Payroll and Employment Tax Records	<u>Creation of Record</u>	7 years
Employee/Personnel Records	<u>Separation from ASI</u>	Permanent <u>10 years</u>
Retirement and Pension Plan Documents	<u>Separation from ASI</u>	Permanent
Accident Reports and Workers' Compensation Records	<u>Date of accident/injury or date which benefits were last provided, whichever is later</u>	30 years
Donor and Grant Records	<u>Final Disposition of Charitable Funds</u>	7 years
Legal, Insurance, and Safety Records	<u>Creation of Record</u>	Permanent
Appraisals	<u>Creation of Record</u>	Permanent
Copyright & Trademark Registrations	<u>Creation of Record</u>	Permanent
Environmental Studies	<u>Creation of Record</u>	Permanent
Real Estate Documents	<u>Creation of Record</u>	Permanent
Stock and Bond Records	<u>Creation of Record</u>	Permanent
<u>Children's Center Records</u>		
<u>Enrollment Files (terminated children), Child Portfolios, Child Attendance Records, Facility Rosters (enrolled children)</u>	<u>Creation of Record</u>	<u>Age of Majority of the child + 1 year</u>
<u>Referrals for Child Abuse (Registry) and Criminal Accusations/Convictions</u>	<u>Creation of Record</u>	<u>Age of Majority of the child + 3 years</u>
<u>Referrals for Child Abuse (Registry) and Criminal Accusations/Convictions – Deemed significant by the ASI Associate Vice President and Executive Director</u>	<u>Creation of Record</u>	<u>Permanent</u>
<u>Child Injury Reports</u>	<u>Creation of Record</u>	<u>Age of Majority + 3 years</u>
<u>Child Abuse Registry/Child Injury Reports – Deemed significant by the ASI Associate Vice President and Executive Director</u>	<u>Creation of Record</u>	<u>Permanent</u>
<u>Family Ledgers, Deposit Records, Sign-In Sheets, Reports to CDE, Infant Meal Records, Nutrition Program Agreement, CDE Contracts</u>	<u>Creation of Record</u>	<u>5 years</u>
<u>DSS Licensing Evaluator Visits</u>	<u>Creation of Record</u>	<u>3 years</u>

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an e-mail message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

Emergency Planning

The records of ASI will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping ASI operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Document Destruction

The ASI Associate Vice President and Executive Director, ASI, is responsible for the ongoing process of identifying its records and overseeing their destruction after they have met the required retention period. Destruction of financial and personnel-related documents will be accomplished by shredding in such a manner that no part of the document is readable after it has been shredded. Personnel and financial documents must be kept in a secure area prior to destruction. Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon ~~conclusion~~ the conclusion of the investigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against ASI and its employees and possible disciplinary action against responsible individuals. Any failure to comply with this policy must be reported to the ASI Associate Vice President and Executive Director and ~~Chair~~, Audit Committee Chair. The ~~Vice-President of Finance~~ Board Treasurer and the ~~Director for Finance and Technology~~ Chief of Organizational Operations will periodically review this policy with legal counsel and/or the organization's certified public accountant to ensure that it is in compliance with new or revised regulations.

DATE APPROVED: 09/12/2017

REVISED: XX/XX/2026



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO ESTABLISH A STUDENT POP-UP SHOP IN THE
TITAN STUDENT UNION**

Sponsor: Luca Romero, Chair, ASI Facilities Committee & 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 the 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 Facilities Committee is a designated standing committee of the ASI Board of Directors and is tasked with the assessment and management of ASI Facilities, including the Titan Student Union; 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, “ASI’s Next Big Idea” served as a platform for staff to propose innovative services aimed at student success and professional development; and

WHEREAS, the Titan Bowl & Billiards and Esports Coordinator, along with their student assistant, submitted a proposal to establish a dedicated student pop-up shop within the Titan Student Union (TSU); and

WHEREAS, the project was selected for implementation by a panel of executive staff and student leaders for its potential to provide tangible resources to the campus community; and

WHEREAS, the primary purpose of the student pop-up shop is to provide a low-barrier, professional retail environment where student entrepreneurs can showcase their brands, test market demand, and gain practical business experience; and

WHEREAS, the Titan Student Union Operations Team has identified room TSU 15A/15B as a high-traffic, accessible location currently utilized for storage that can be repurposed to serve a higher student need; and

WHEREAS, the space will function as a reservable weekly showcase space, allowing a diverse rotation of student-owned businesses to operate without the overhead costs of traditional retail space; and

WHEREAS, ASI will centralize the administration of this program through the Information Services Desk to ensure access and consistent scheduling; and therefore, let it be

RESOLVED, that the Facilities Committee recommends that the ASI Board of Directors approve the formal establishment of TSU 15A/15B as the space dedicated to the student pop-up shop; and let it be further

RESOLVED, that the Programs Assessment Committee recommends that the ASI Board of Directors approve the creation of a program to offer Cal State Fullerton students a place to sell their products; and

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 fifth day of May in the year two thousand and twenty-six.

Chair, Board of Directors

Secretary, Board of Directors

TUFFY'S POP-UP SHOP

TUFFY'S...

POP-UP SHOP!



PRESENTED BY
KIRSTEN STAVA

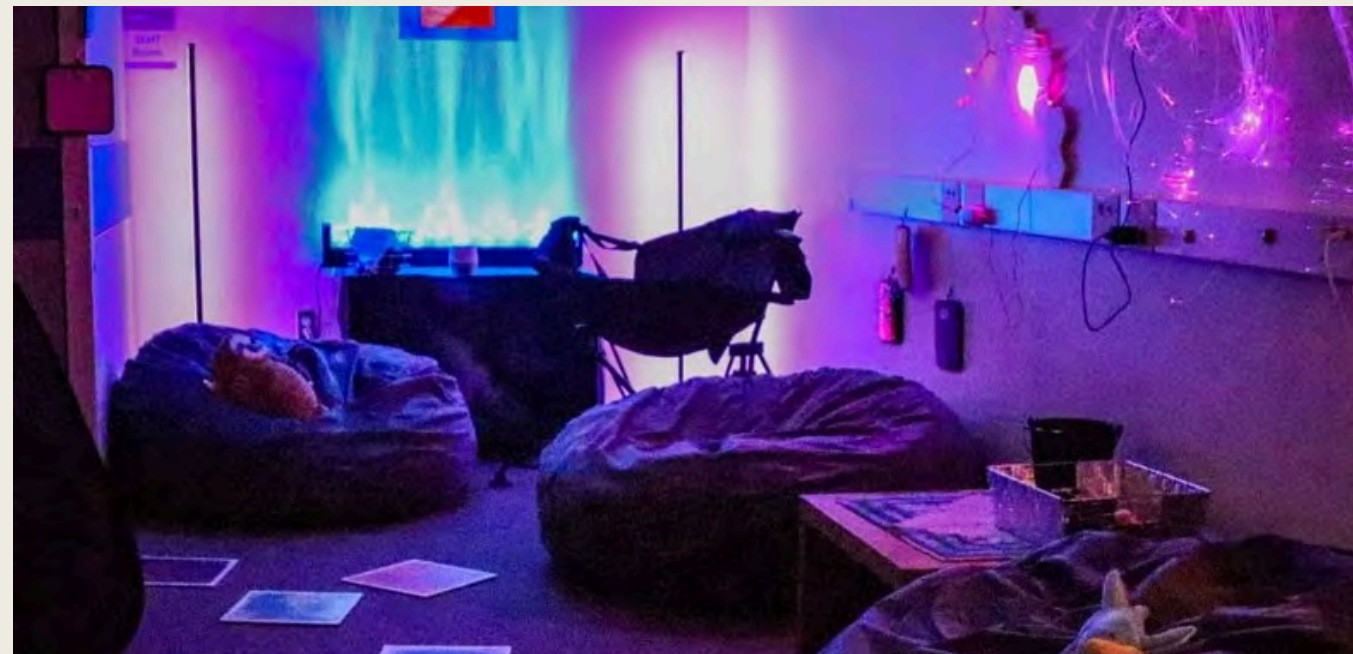
ASI NEXT BIG IDEA

- **\$25,000 was allocated in the 26-27 budget**
- **One-time funding - no wages**
- **All full-time staff were invited to submit an idea**
- **Completed an application that was then reviewed**



EVENT

- **Shark Tank style - thanks to Haneefa, Juan, Liam, Dave, and Sonia**
- **7 ideas were presented**
- **3 winners**
 - **Wellness on Wheels**
 - **Pop-Up Shop**
 - **Sensory items and art displays**



TUFFY'S POP-UP SHOP

A dedicated area for a “Student Pop-Up Shop” where student entrepreneurs can apply for a short-term residency to display and sell their products.



WHY



- ASI Programming had a successful “**Tuffy’s Marketplace**” and marketplace at the “**Fall Concert**” with over 50 unique student vendors.
- This idea evolves the marketplace concept from a one-time event into a regular **TSU service**.
- It establishes a dedicated area for student entrepreneurs to develop **professional skills** like marketing, sales, merchandising, customer service, and more.
- Most **students can’t afford \$500+** for insurance and booth fees at external fairs; a TSU-sponsored space makes entrepreneurship accessible to all.

DETAILS

- **Themed Months:**
 - "Titan Makers" (jewelry, art prints, apparel).
 - "Wellness & Self-Care" (student-made candles, soaps, or journals).
- **Rotating Shop:**
 - Creates "FOMO" (fear of missing out), giving students a reason to visit the TSU regularly to see "who's in the shop this week."

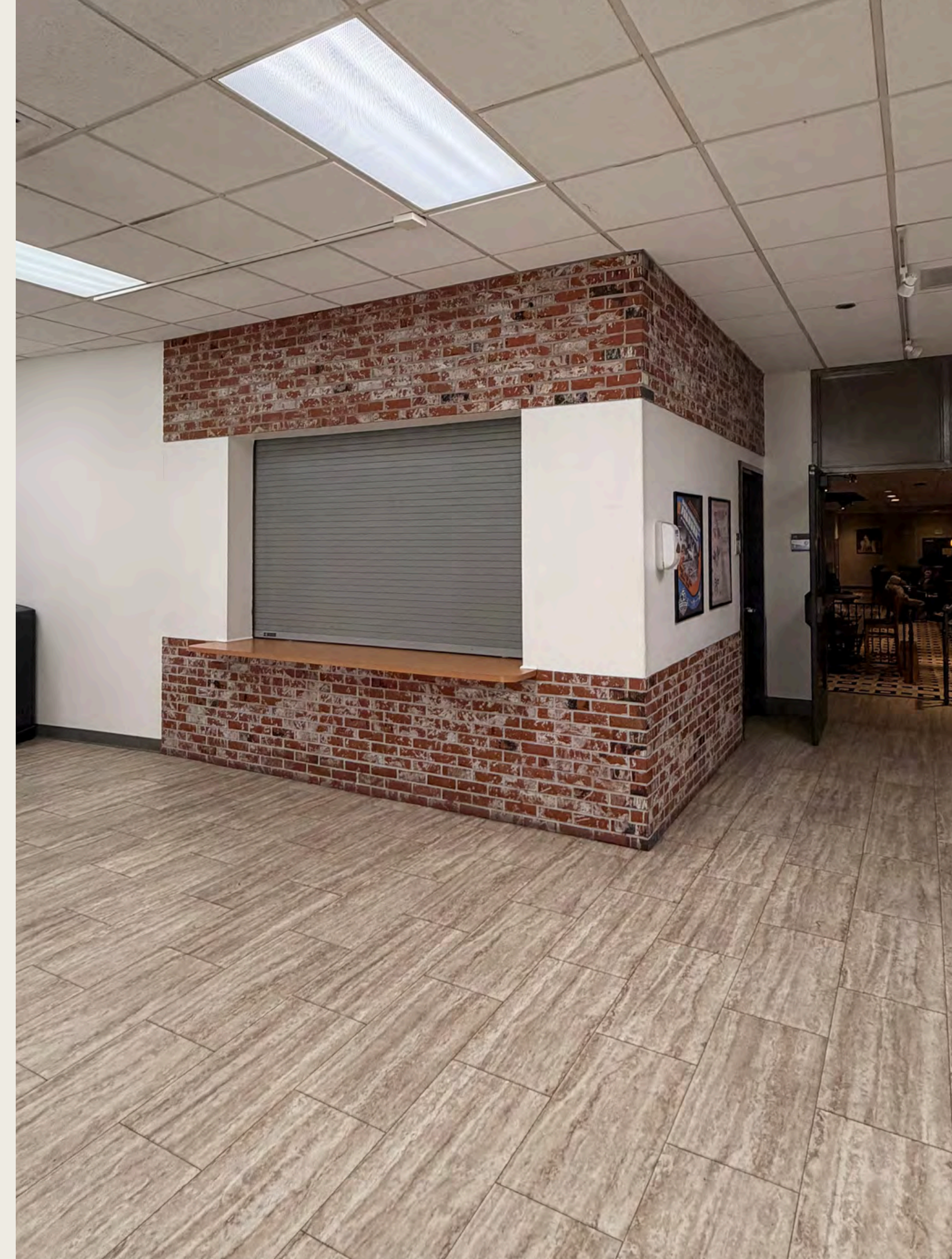


LOCATION

Located on the lower level of the by the Pub.

Currently used as storage for old furniture

Managed by the Operations and University Conference Center departments



EARLY CONCEPT

Layout Options:

- Walk-In Retail Space
- Sell from the Window

Furniture Provided:

- Shelf space and racks for different types of vendors (clothes, ceramics, art prints, etc)



TIMELINE + BUDGET

Our idea was awarded **\$11,500!**

- May- June 2026
 - Building Engineering to prep space
 - TSU Staff to Develop procedures
- July - Aug 2026
 - Purchase furniture
 - Install signage
 - Marketing supplies
 - Solicit student vendors
- End of Aug 2026
 - Open for business
- September 2026
 - Grand Opening Event



Item	Price	Expected Completion Date
Remodel / Repairs - Lighting, Drywall, Carpet, Repaint	\$5,000	June 2026
Furniture - Modular Shelving, Racks, Locking Display Cases, Mounted Panels	\$3,000	August 2026
Branded Signage	\$1,500	August 2026
Marketing Supplies - Handbills, Giveaways (for grand opening), etc.	\$2,000	September 2026
GRAND TOTAL:	\$11,500	

**LET'S CREATE
SOMETHING
AMAZING TOGETHER**



Nest Classroom Assessment Committee April 16, 2026

Lydia Palacios, **Children's Center** Director
Deisy Hernandez, Program Coordinator

Learning Outcomes

- History of Nest
- Usage Data
- Satisfaction Data
- Financial Impact
- SWOT Analysis
- Program Recommendations



Nest Classroom History

- 1979 began providing infant care.
- From 1979 until 1/2011 operated in temporary buildings. 1/2011 moved into a new facility that was specifically designed to meet the needs of young infants.
- Program had continuously run until Spring 2019 when it closed due to the COVID 19 pandemic. Infant care was resumed 8/23/2021 when safe care was able to be provided.



History

- Program serves children aged 3 months through 12 months of age and is open to CSUF Students, Faculty/Staff and Community families.
- Nest classroom typically employs 22-25 students typically each semester. 5-10 interns are also scheduled in the classroom per semester.
- Training takes place throughout the day with specific training periods twice a year.
- Classroom operates 229 days through the year.



Program Specifics

- Child ratio is 1:3. This means there is no more than 3 children for each employee.
- Classroom operates from 7:45AM-5:45PM Monday through Friday.
- Group size is 18 children there are two rooms, each room with up to 9 children.
 - Age of children enrolled in classroom is 0.03 months through 1.10 years of age.
 - We do practice continuity of care so the group and at least one full time staff member will move to the next classroom each year. Currently one preschool group has children that have been enrolled and with same FT staff since 5/23/2022.

Nest Usage 2024-2025

- 13 children or 39.4% of Nest users were Subsidized families.
- 7 children or 21.2% were Full Tuition paying student families.
- 8 children or 24.2% were Faculty/Staff.
- 5 children or 15.2% were Community Families



Satisfaction

- 15 surveys completed Spring 2025.
- 10/15 responded they were very satisfied with the overall quality of the program. 5/15 were satisfied.
- 15/15 said they felt their child was safe in the program.
- 15/15 said they believed their child was happy in the program.
- Parents expressed a desire for more at home learning resources, and more updates through the day on how their child is doing.

Satisfaction

- “The Children’s Center has been instrumental in supporting my child’s development and increasing socialization with other children!”
- A few comments were made about CACFP guidelines of breastmilk being counted as the food item you are allowed to bring limiting parents from providing other meal items.
- "I think student teachers are doing amazing jobs. I am really grateful for them I hope they have some fixed schedules so my baby could build rapport with them more."



Financial Considerations

- California Department of Social Services provided grant funding of \$786,360 for 2024-25. This grant is not only for infants it is for children 0-14 and includes after school care. Most of our preschoolers are covered by a different grant.
- Infant care is riskiest care and can be more expensive to provide, due to ratio and needs children of infant age.
- The largest expense is wages.
- Formula, baby food, diapers and diaper wipes are all included with tuition.



Financial Considerations

- Infants grant reimbursement is largest reimbursement . Infant reimbursement is \$139.52 per day for a full-time infant.
- Reimbursement for a toddler is \$104.37
- Reimbursement for a preschooler is \$60.42 per day.
- In 2025 there was a 1% decline in birth rates from 2024. In Orange County there has been a decrease of 0.5% of people living in the county since 2021.
- Children's Home Society, a childcare referral agency determined that in 2024-25, 84,892 childcare spaces were available. 6% (5093) of those spaces were for infants.



Nest Rates

Childcare Rates for 2025-26				
Child's Age	Student Daily Rate		Non-Student Daily Rate	
Under 18 Months	\$37.50	\$75.00	\$54.00	\$108.00
18-35 Months	\$36.00	\$72.00	\$51.00	\$102.00

We have implemented a 3% rate increase effective 7/1/2026.

Scheduled Hours of Care

Scheduled Hours of Care	Summer 2024	Fall 2024	Spring 2025	Summer 2025
Nest	2,288.00	10,028.75	12,920.50	294.00
Classrooms Total	2,3454.25	67,515.25	75,258.25	21,512.75
Nest Percentage	9.75%	14.86%	17.17%	1.37%

Governing Agencies

- California Department of Social Services
Community Care Licensing
- California Department of Social
Services Title 5 regulations.
- National Association for the Education of
Young Children.



SWOT Analysis

Strengths

- Provides quicker opportunity for parenting students to return to classes.
- Grant reimbursement is highest for infants.
- Employment and internship opportunities with infants. Rare to find this opportunity.
- One of few programs in area offering this programming.

Opportunities

- Opportunity to secure alternate funding sources to assist with high cost of services.
- Opportunity to provide an integral service in a wide-open market where demand significantly outweighs supply.
- Partnerships and Community Integration
- Premium and Niche Service Potential.

Weaknesses

- Providing care for infants can be riskier due to age and abilities of children.
- Staff recruiting more difficult.
- Enrollment limits due to age span challenges.
- Projecting costs is difficult due to declining birthrates and high cost of infant care.

Threats

- Strict regulations and liability risks.
- Staffing burnout and health concerns.
- Competition from lower costing programs. Nannies, faith-based programs and in home daycare facilities.
- Parent delays in returning to school or work due to lack of quality and affordable infant care in local community.

Other Considerations:

- Due to regulations and age of children you do need to overstaff for some periods. One person needs to be in the nap room and diapers are done more often are examples of the increased staffing needs.
- Students need more intense trainings and there is more direct supervision risks since the children are very young.
- Usually is the room with the most staff since the ratio is the smallest. Supervisorial duties and responsibilities are more time intensive for same pay as staff receive working in other spaces.



Program Recommendations

- Maintain the infant program as it currently is.
- This will ensure that parenting students have the option return to school when a child turns three months of age.
- This will support parenting students and their persistence to graduation.
- Reevaluate the program at least every other year to ensure the program is enhancing the organization's mission and impact.
- Providing infant care demonstrates a commitment to whole family support, early learning and long-term child success and support of non-traditional students.





Thank You!



CALIFORNIA STATE UNIVERSITY, FULLERTON™

A RESOLUTION TO ACCEPT THE NEST ASSESSMENT REPORT

Sponsor: Luca Romero, Chair, 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 Infant Classroom, known as The Nest, was selected to be assessed and reviewed during the 2025-2026 academic term with findings shared and discussed by the Committee; and

WHEREAS, Lydia Palacios, Children's Center Director, reviewed classroom history, usage and satisfaction data and financial and other considerations 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 Nest program; and let it be further

RESOLVED, the ASI Board of Directors encourages ASI management to consider the impact of discontinuing service to children from three months through seventeen months.

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 sixteenth day of April in the year two thousand and twenty-six.

The ASI Nest Report

Programs Assessment Committee

I. Children’s Center Director Recommendations

The Nest Classroom remains provides childcare to children from three months of age to seventeen months of age for California State University Fullerton parenting students. Childcare of infants support the holistic well-being of our students by providing resources instrumental to persistence to graduation. We recommend that The Nest continues to operate at its current capacity and hours. Reduction of this service would change childcare services available to student parents to begin at eighteen months a full fifteen months later than the current age of three months.

II. Program Overview

The Nest program provides eighteen childcare spaces to currently enrolled CSUF parenting students, CSUF faculty, staff and the local community. The operation is available 5 days per week, with the following operating hours:

- Monday 7:45 AM– 5:45 PM
- Tuesday 7:45 AM– 5:45 PM
- Wednesday 7:45 AM– 5:45 PM
- Thursday 7:45 AM– 5:45 PM
- Friday 7:45 AM– 5:45 PM

CSUF parenting students are given priority to childcare spaces in the Nest. Grant funding and pay for service slots are available to provide infant care. The Nest provides care for children beginning at three months of age.

The Nest is a young infant classroom program, with supplemental funding provided by ASI, and California Department of Social Services CCTR grant programs. The care is provided for students to attend classes, study, perform any instructionally related activity and work. The program is also provided for tuition paying families to enroll infants for part day or full day care.

The infant classroom also provided valuable work experience and internship opportunities for those CSUF students that are interested in gaining experience working with young infants in an educational classroom setting.

The program is managed by the Associate Director of Student Programs, CC Director, CC Assistant Director and Professional Infant Teacher, with one (1) permitted student lead teacher and approximately nineteen (19) students and eleven (11) CSUF interns. The student staff and interns assist with classroom operations, lesson planning, curriculum planning, child developmental assessments, parent education, and customer service.

Historical Highlights:

- 1979– On campus Infant Care began being provided at the Children’s Center.
- 2011 – New childcare facility opened and infant care was expanded from twelve childcare spaces to eighteen spaces.
- 2019 – Infant childcare services were discontinued during the campus pandemic closure of 2020-2021.
- 2021 – Infant care resumed with a smaller operational group of 12 infants.
- 2026 – Infant classroom need increases and classroom is enrolled to full capacity of eighteen (18) infants.

III. The Nest – Programs and Engagement Overview

33 infants were enrolled between July 1st, and June 30th, 2026, with 25,531.25 hours of care provided. Percentage usage for total center enrollment varied from 1.37% to 17.17% in Spring 2025.

The classroom is licensed to provide care for up to 18 infants at one time. Typically, there are 22-26 total infants enrolled in the classroom. The classroom provides care to infants beginning at three months of age. The classroom is designed to have two groups of 9 children served in the classroom. This enables children from three months of age to twenty months to be served in the classroom. Each classroom is able to be designed with developmentally appropriate materials for the age range of the children.

IV. Participant Satisfaction

We conduct parent surveys annually. Surveys are constructed to gather customer satisfaction details, to collect utilization data, and to measure The Nest’s effectiveness as a resource for parents. All parents who completed the survey believe their child is safe and happy in the program.

The feedback from students has been positive with the following themes identified:

- One parent stated “The Nest has been instrumental in supporting their child’s development and increasing socialization with other children”.
- Parents did note the need for more at home learning resources.
- Parents are grateful for all items being provided for attending children.
- Helps parents ensure children are meeting developmental milestones.
- Provides infants opportunities to accredited indoor and outdoor learning classroom spaces.
- Specialized curriculum plans to meet the needs of currently enrolled infants.
- Ensure parenting students can return to CSUF when a child turns three months of age. No need to delay return to educational studies. Persistence to graduation is supported fifteen months earlier than toddler care which begins at eighteen months.

V. Financial Considerations

The Nest primary revenue sources are grants, parent fees, and ASI subsidy.

Infant grant reimbursement is \$139.52 per day for a full-time infant. In comparison the toddler reimbursement is \$ 104.37 and preschooler is \$60.42.

The primary expenses for Nest are for wages and formula, diapers and infant food.

In 2025 there was a 1% decline in birth rates from 2024. In Orange county there has been a decrease of .5% of people living in the county since 2021.

CHS a childcare referral agency, determined in 2024-25 84,892 childcare spaces were available. Of those spaces only 6% (5093) of those spaces were to serve infants.

VI. SWOT Analysis

Strengths:

- Provides quicker opportunity for parenting students to return to class.
- Grant reimbursement is highest for infants.
- Employment and internship opportunities with infants are provided.
- One of the few programs in area offering infant care.

Weaknesses:

- Riskiest of care due to age and abilities of children.
- Staff recruiting for classroom can be difficult.
- Enrollment limits due to age span challenges.
- Projecting costs is difficult due to declining birthrates and high cost of infant tuition for families.

Opportunities:

- Secure alternate funding sources to assist with high cost of service.
- Provide integral service in a wide-open market where demand significantly outweighs supply.

- Partnerships and community integration.
- Premium and Niche Service potential.

Threats:

- Strict regulations and liability risks.
- Staffing burnout and health concerns
- Competition from lower costing programs. Nannies, faith-based programs and in-home childcare facilities.
- Parent delays in returning to school or work due to lack of quality and affordable infant care in the local community.

VII. Conclusion and Recommendations

The Nest is an established and effective program that supports student success and belonging through the provision of infant childcare beginning at three months of age. Staffing and present logistical state concerning enrollment and physical resources is sufficient to sustain The Nest at its current level of programming.

To allow for continued support of parenting students, ASI management recommends the following steps be taken:

- 1. Maintain the program as it currently is. This will:**
 - **Ensure parenting students have the option to return to school with minimal lapse.**
 - **Support parenting students and their persistence to graduation.**
- 2. Providing infant care demonstrates a commitment to whole family support, early learning and long-term child success and support of non-traditional students.**



CALIFORNIA STATE UNIVERSITY, FULLERTON™

**A RESOLUTION TO APPROVE COMPENSATION ADJUSTMENTS BASED ON EQUITY
MARKET STUDY**

Sponsor: Shay Quock, ASI Board Treasurer

WHEREAS, the Associated Students, Incorporated (ASI) is a 501(c)(3) nonprofit organization that operates as an auxiliary organization of California State University, Fullerton (Cal State Fullerton); and

WHEREAS, ASI is governed by the ASI Board of Directors who set policy for the organization, approve all funding allocations to programs and services, and advocate on behalf of student interests on committees and boards; and

WHEREAS, the Board of Directors maintains oversight of human resources related policies and procedures relating to compensation and classification; and

WHEREAS, ASI contracted with a third-party service provider to conduct a comprehensive compensation analysis for all ASI positions to ensure oversight, validation, and internal controls; and

WHEREAS, ASI Management reviewed those positions that require a market equity adjustment based on the comparable market, the current job duties, their years of employment or experience, and internal and external equity, and have proposed appropriate compensation adjustments to select positions; therefore, let it be

RESOLVED, that the ASI Board of Directors accepts the recommended compensation adjustments to select ASI positions as presented in Closed Session; and let it be

RESOLVED, that this resolution be distributed to the Associate Vice President and Executive Director, the Director of Human Resources, and all relevant administrative departments for implementation.

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

Chair, Board of Directors

Secretary, Board of Directors