



Governance Committee Meeting Minutes

Associated Students Inc., California State University, Fullerton

4/23/2026 2:30 PMPDT

@ ASI Boardroom, Titan Student Union

Meeting Details

Meeting Called By: Mahak Ahmad

Meeting Type: Regular

Meeting Attendees: Members, Staff, Public

CSU, Fullerton students, and members of the public may submit comments regarding any item posted on this agenda, or matters of importance to the student body through the [Public Comment Form](#). Comments will be reviewed by the Board Leadership, and submissions received prior to the meeting that are applicable to the governing body will be read during the meeting.

1. Call to Order (Ahmad)

Chair Ahmad called the meeting to order at 2:31 pm.

2. Roll Call

Members Present: Ahmad, Quock, Romero, Valdez

Members Absent: Camarillo(E)

Liaisons Present: Hesgard, Mendoza, 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.

Motion:

(Romero-m/Quock-s) A motion was made and seconded to excuse Member Luisa Camarillo for being absent due to sickness and Members Shay Quock, Luca Romero and Cesar Mendoza for an early excusal at 3:00 pm.

The absences were excused by unanimous consent.

Motion moved by Luca Romero and motion seconded by Shay Quock.

3. Approval of the Agenda

[Item 3 - gov 2026 04 23 age.pdf](#)

Motion:

(Romero-m/Quock-s) A motion was made and seconded to amend the agenda to move Reports after New Business.

The amended agenda was approved by unanimous consent.

Motion moved by Luca Romero and motion seconded by Shay Quock.

4. Approval of Minutes

A. 04/09/2026 Governance Committee Meeting Minutes

Motion:

The 04/09/2026 Governance Committee Meeting Minutes were approved by unanimous consent.

Motion moved by Luca Romero and motion seconded by Edwin Valdez.

5. Public Speakers

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

There were no public speakers.

6. Reports

A. Chair (Ahmad)

Chair Ahmad thanked the members for their collaboration and engagement throughout the year. She acknowledged their consistent participation, thoughtful questions, and contributions, noting that their involvement had meaningfully supported the Committee's work. She expressed appreciation for their time and commitment and concluded by wishing them well for the remainder of the week and for their upcoming finals.

B. Director of student Government (Hesgard)

Chair Ahmad yielded to Rebecca Hesgard, ASI Director of the Student Government. Hesgard congratulated the Committee on completing its final Governance meeting of the semester and thanked members for their work and contributions in maintaining and reviewing policies. She reminded them to complete remaining tasks, including ASI scholarship grading by the following week and preparing transition materials for the incoming board meeting on May 7. She also reminded members to RSVP for the May 8 banquet and closed by acknowledging the end of the semester.

7. Time Certain

None

8. Unfinished Business

None

9. New Business

A. Action: Resolution to Approve ASI Policy Concerning Performance Management (Ahmad)

The Committee will consider accepting the resolution to amend the ASI Policy Concerning Performance Management.

GOV 016 25/26 (Romero-m/Valdez-s) A motion was made and seconded to amend ASI Policy Concerning Performance Management.

Chair Ahmad yielded to Andrea Okoh, ASI Assistant Director of Corporate Affairs.

Okoh provided a brief overview of the performance management policy, explaining that it established expectations, supported employee development, and created a system for feedback, goal-setting, and accountability. She noted that the policy covered areas such as performance reviews, check-ins, probationary periods, discipline, and at-will employment. She highlighted key updates, including replacing the term “evaluation” with “review” to reflect a more collaborative approach, and updating terminology to align with a goal-based framework. She also noted that check-ins were now formalized, the rating scale was clarified, and student employee probation was reduced from 1,000 hours to 90 days. Additionally, she explained that the executive director’s review process was formally outlined and that a section clarifying at-will employment status in California was added.

Chair Ahmad opened the floor to questions.


There were no questions.

Chair Ahmad opened the floor to discussion.

There were no points of discussion.

The Committee moved to a roll call vote.

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

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

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

Motion:

GOV 016 25/26 Roll Call Vote: 4-0-0. The motion to amend ASI Policy Concerning Performance Management was adopted.

Motion moved by Luca Romero and motion seconded by Edwin Valdez.

B. Action: Resolution to Approve ASI Policy Concerning Scholarships (Ahmad)

The Committee will consider a resolution to amend ASI Policy Concerning Scholarships.

GOV 017 25/26 (Romero-m/Valdez-s) A motion was made and seconded to amend ASI Policy Concerning Scholarships.

Chair Ahmad yielded to Andrea Okoh, ASI Assistant Director of Corporate Affairs.

Okoh explained that the scholarship policy outlined the rules for establishing, managing, and awarding ASI scholarships, including eligibility, review processes, and funding guidelines. She noted that the policy served as the framework for all scholarship-related decisions and included provisions for existing and new awards. She reported that several non-endowed memorial scholarships were being sunset, with their funds reallocated to existing student-centered initiatives rather than eliminated. She also explained that the Titan Shop scholarship was being discontinued due to changes in textbook purchasing availability. In addition, she introduced a new Transportation Assistance scholarship under ASWI to support students with parking, transit, and other transportation costs, with a limit of one parking permit per student per semester. Finally, she stated that scholarship awards would be increased from \$1,000 to \$1,500.

Chair Ahmad opened the floor to questions.

- Syed asked how many parking or transportation scholarships would be awarded each semester.
Okoh explained that the number would depend on the available budget, noting that for 2026–2027 the total scholarship budget would be \$300,000, or \$150,000 per semester. She stated that this amount would be divided among standard scholarships and the new transportation assistance awards. She added that each transportation scholarship would be \$400, allowing for roughly 70 awards per semester. She also clarified that the application would be simple, requiring only a basic statement of need rather than a detailed essay.

Chair Ahmad opened the floor to discussion.

- Syed agreed and suggested that the Committee consider how it would manage and evaluate the increasing number of scholarships in the future. She noted that grading and processing them at scale would need to be addressed going forward and asked Cesar to work on developing an approach for that.

The Committee moved to a roll call vote.

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

 [Item 9.B 2026 ASI Policy Concerning Scholarships.pdf](#)

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

Motion:

GOV 017 25/26 Roll Call Vote: 4-0-0. The motion to amend ASI Policy Concerning Scholarships was adopted.

Motion moved by Luca Romero and motion seconded by Edwin Valdez.

C. Action: Resolution to Approve ASI Policy Concerning Corporate Management (Ahmad)

The Committee will consider approving the resolution to approve the ASI Policy Concerning Corporate Management.

GOV 018 25/26 (Quock-m/Romero-s) A motion was made and seconded to amend ASI Policy Concerning Corporate Management.

Chair Ahmad yielded to Andrea Okoh, ASI Assistant Director of Corporate Affairs.

Okoh explained that the final policy of the year focused on corporate records management and was retitled to better reflect its purpose, which was the management of organizational documents rather than the corporation itself. She outlined that the policy covered corporate identification, document retention, and destruction, and clarified that the executive director could designate custodians for different record types, with organizational operations assigned as custodian. She noted updates to retention schedules to clearly define when record retention begins and ends depending on the document type. She also reported that employee personnel records retention was reduced from permanent to ten years, aligning with standard practices. In addition, she stated that executive orders were removed since they were no longer used by the organization. She explained that Children’s Center records required special handling due to minors, with retention periods extending beyond the age of majority in California to account for legal requirements and statutes of limitation.

Chair Ahmad opened the floor to questions.

There were no questions.

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

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

Motion:

GOV 018 25/26 Roll Call Vote: 4-0-0. The motion to amend ASI Policy Concerning Corporate Management was adopted.

Motion moved by Shay Quock and motion seconded by Luca Romero.

10. Announcements & Member's Privilege

None

11. Adjournment (Ahmad)

Chair Ahmad adjourned the meeting at 2:50 pm.

Reviewed and approved by the ASI Board of Directors, May 5, 2026.



Luca Romero
2026-05-09 17:21 UTC

Board Secretary



Erika Perret-Martinez
2026-05-12 15:31 UTC

Recording Secretary

Roll Call 2025-2026

04/23/2026 Governance Committee Roll Call

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

Attendance				Liaisons	
				Present	Absent
COR. STU GOV.	HESGARD	REBECCA		1	
ASI PRES. *	SYED	HANEEFAH		1	
ASI CHAIR *	MENDOZA	CESAR		1	
				Present	Absent
				3	0

*Recording Secretary: Erika Perret-Martinez
 Pres Designee: Juan Salguero
 Chair Designee: Cesar Mendoza

QUORUM 4
Majority 3

Roll Call Votes		013 Resolution to Approve ASI Policy Concerning Performance Management			
			Yes	No	Abstain
HHD	CAMARILLO	LUISA			
CBE	QUOCK	SHAY	1		
COMM	ROMERO	LUCA	1		
HSS	VALDEZ	EDWIN	1		
CHAIR/NSM	AHMAD	MAHAK	1		
			4	0	0

Roll Call Votes		014 Resolution to Approve ASI Policy Concerning Scholarships			
			Yes	No	Abstain
HHD	CAMARILLO	LUISA			
CBE	QUOCK	SHAY	1		
COMM	ROMERO	LUCA	1		
HSS	VALDEZ	EDWIN	1		
CHAIR/NSM	AHMAD	MAHAK	1		
			4	0	0

Roll Call Votes		015 Resolution to Approve ASI Policy Concerning Corporate Management			
			Yes	No	Abstain
HHD	CAMARILLO	LUISA			
CBE	QUOCK	SHAY	1		
COMM	ROMERO	LUCA	1		
HSS	VALDEZ	EDWIN	1		
CHAIR/NSM	AHMAD	MAHAK	1		
			4	0	0



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 Executive Director.
 - b. Added a required section defining at-will employment status.



Questions

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>b. Effective Coaching.....</u>	<u>4</u>
<u>c. Key Elements of Coaching</u>	<u>4</u>
<u>3. Annual Performance Review.....</u>	<u>4</u>
<u>Review of ASI Staff</u>	<u>4</u>
<u>d. Review of the Executive Director.....</u>	<u>5</u>
<u>e. Timing of Reviews</u>	<u>6</u>
<u>f. Employee Role and Responsibilities</u>	<u>6</u>
<u>g. Preparation for the Performance Review and Planning Process</u>	<u>6</u>

h. 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

- | | |
|--|---|
| <input type="checkbox"/> Budget Area Administrators
<input checked="" type="checkbox"/> Management Personnel
<input checked="" type="checkbox"/> Supervisors
<input checked="" type="checkbox"/> Elected/Appointed Officers | <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 Evaluation Review	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 45-10 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 isare 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.

~~c.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 Executive Director

The review of the ASI 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 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 Executive Director. The information received from the questionnaire will be used by the review committee to form the Executive Director's review.

Using the ASI Performance Review form and focusing primarily on the ASI Strategic Plan, the 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 Executive Director's performance evaluation. This confidential meeting shall include the Executive Director and key executive leadership, including the Director of Human Resources.

The 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 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 evaluationreview cycle is July 1 – June 30.

Student Employees

Performance evaluationreviews 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 evaluationreview 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 evaluationreview must be completed by March 31.

An annual evaluationreview will not be required if a student employee has not been employed more than 90 days3 months.

g.c. Employee Role and Responsibilities

It is the responsibility of all employees to review their job description prior to their performance evaluationreview. 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 evaluationreview 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 evaluationreview 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 evaluationreviews, 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 evaluationreviews 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 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 Executive Director or the Board of Directors, and only in a written agreement signed by both the employee and the 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/2026



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 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 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 fifth day of May 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

 1. **SCHOLARSHIP GUIDELINES**2

 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

Exhibit A: ASI Scholarship Opportunities6

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.
<u>Disbursement</u>	<u>The distribution of funds or Titan Shops credit to a student awardee.</u>

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 ~~e~~Office 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~~he 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. Puzo	This scholarship was established by Associated Students to honor the memory of William D. Puzo, 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.

ASWI Transportation
Assistance Scholarship

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.



Policy Concerning Scholarships

Purpose

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



Policy Overview

- Scholarship Guidelines
- Scholarship Review Committee
- Scholarship Criteria
- Scholarships
- Additional Financial Support to Students
- Consideration For New Scholarships



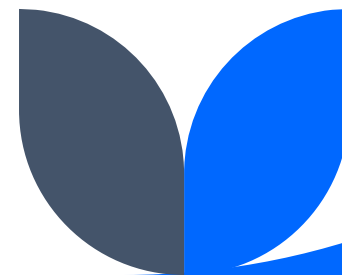
Proposed Policy Updates

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

Chair, Board of Directors

Secretary, Board of Directors



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.



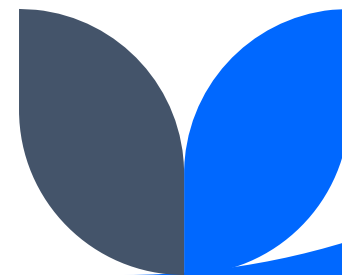
Policy Overview

- 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 Records 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 fifth day of May 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	A rule or order issues by the ASI President having the force of law over ASI.
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 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 Executive Director shall have designated the Organizational Operations department as the 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	<u>Start of Retention</u>	Length
Corporate Records	<u>Creation of Record</u>	Permanent
Construction Documents	<u>Creation of Record</u>	Permanent
Fixed Asset Records	<u>Creation of Record</u>	Permanent
Tax Records	<u>Creation of Record</u>	Permanent
Contracts (after expiration)	<u>Expiration Date</u>	7 years
Correspondence (general)	<u>Creation of Record</u>	3 years
Financial/Banking Records	<u>End of the fiscal year of the record item (transaction, reconciliation, etc.)</u>	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	Separation from ASI	Permanent
Accident Reports and Workers' Compensation Records	Date of accident/injury or date which benefits were last provided, whichever is later	30 years
Donor and Grant Records	Final Disposition of Charitable Funds	7 years
Legal, Insurance, and Safety Records	Creation of Record	Permanent
Appraisals	Creation of Record	Permanent
Copyright & Trademark Registrations	Creation of Record	Permanent
Environmental Studies	Creation of Record	Permanent
Real Estate Documents	Creation of Record	Permanent
Stock and Bond Records	Creation of Record	Permanent
Children's Center Records		
Enrollment Files (terminated children), Child Portfolios, Child Attendance Records, Facility Rosters (enrolled children)	Creation of Record	Age of Majority of the child + 1 year
Referrals for Child Abuse (Registry) and Criminal Accusations/Convictions	Creation of Record	Age of Majority of the child + 3 years
Referrals for Child Abuse (Registry) and Criminal Accusations/Convictions – Deemed significant by the Executive Director	Creation of Record	Permanent
Child Injury Reports	Creation of Record	Age of Majority + 3 years
Child Abuse Registry/Child Injury Reports – Deemed significant by the Executive Director	Creation of Record	Permanent
Family Ledgers, Deposit Records, Sign-In Sheets, Reports to CDE, Infant Meal Records, Nutrition Program Agreement, CDE Contracts	Creation of Record	5 years
DSS Licensing Evaluator Visits	Creation of Record	3 years

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 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 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