Minutes

ASI Board of Directors Meeting

📅 Tue February 11th, 2020
⏰ 1:15pm - 3:45pm   PST
📍 Titan Student Union Board Room
👥 In Attendance

I. Call to Order
Lorren Baker called the meeting to order at 1:18 p.m.

II. Roll Call
Members Present: Alvarez, Baker, Barillas, Calderon, Cook, Cortes, Hanna, Linares, Martinez, Mitchell, Rajmane, Reveles, Soria, Stohs, Therrien, Vigil, Wright
Members Absent: Aguirre (E)
Liaisons Present: Aguilar, Allen, Collins, Gonzalez, Hust, Morales-Garcia
Liaisons Absent: Jenkins (E)

According to 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 ending time for the meeting.

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending 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.

EXCUSALS: (Therrien-m/Linares-s) Baker asked for a motion and second to excuse Jenkins and Aguirre who would be absent due to academic matters. The absences were excused by unanimous consent.

III. Approval of Agenda
(Mitchell-m/Alvarez-s) Baker reported that the 1:45 p.m. Time Certain with Jenni Brundage, Housing and Residential Engagement Director would be postponed to a future meeting. The amended agenda was approved by unanimous consent.

IV. Consent Calendar
There is one item on the Consent Calendar. The item was approved by unanimous consent.

a. 02/04/2020 Meeting Minutes

V. Public Speakers
Members of the public may address Board of Directors members on any item appearing on this posted agenda or matters impacting students.

None

VI. Time Certain

a. 1:45 p.m. Jenni Brundage, Director, Housing and Residential Engagement
   Postponed indefinitely.

b. 2:00 p.m. Danny C. Kim, Vice President/CFO Administration and Finance
   Danny Kim, Vice President/CFO Administration and Finance provided a report on the division and campus projects. The report is an attachment to the minutes. VP Kim answered questions from the Board relating to vehicle free zone on campus, higher parking costs/standardized model for parking costs in the CSU, renovation plans for the College of HSS, and parking concerns regarding campus carts/maintenance carts.

VII. Executive Senate Reports

a. PROGRAMMING
   Austin Ysais, Leader and Program Development Coordinator, provided an update report on the goals, budget and activities for Programming (ASiP, AICA, Street Team and TTF). The report is an attachment to the minutes. Requested student volunteers to assist with Spring Concert.

b. SCICC
   Victoria Rodriguez, Chair, and Haley Vice Chair, provided a report on the spring 2020 goals, budget and activities for SC ICC. The report is an attachment to the minutes.

c. CSICC
   Sabrina D, Vice President, provided an update report on the spring 2020 goals, budget and activities for CS ICC. The report is an attachment to the minutes.

d. CEC
   Jenny Jaramillo, Director, provided an update report on the spring 2020 goals, budget and activities for CEC. The report is an attachment to the minutes.

VIII. Unfinished Business

a. NONE

IX. New Business

a. Action: A Resolution Approving Bylaw Changes ~ Governance
   The Board will consider approving a resolution approving changes to ASI Bylaws Articles III, IV, V and grammatical corrections.

   BOD 036 19/20 (Governance) A motion was brought to the Board from the Governance Committee to approve a resolution approving changes to ASI
Bylaws.

Baker yielded to Linares to provide an overview. Linares shared it was determined that the Bylaws approved at the Governance Committee required additional review and revisions prior to Board approval.

Linares made a motion to refer the Bylaws back to the Governance Committee for further work. Therrien seconded the motion. There were no questions and no discussion.

Decision: BOD 037 19/20 (Linares-m/Therrien-s) Roll Call Vote: 17-0-0
The motion to refer the Resolution Approving Bylaw Changes to the Governance Committee was approved.

b. Action: A Resolution Establishing Policy Concerning Programming – Governance

The Board will consider approving a resolution establishing ASI Policy Concerning Programming.

BOD 038 19/20 (Governance) A motion was brought to the Board from the Governance Committee to approve a resolution establishing ASI Policy Concerning Programming.

Baker yielded to Linares to review the resolution, policy and discussion from Governance. Linares reviewed the policy and shared there were additional non-substantive revisions made after the Governance Committee approved the new policy. Baker yielded to Nettles to review a presentation on the establishment of the policy. The presentation is an attachment to the minutes.

Baker opened the floor to questions. Cook asked if there were any changes or additions to positions in the new policy. Nettles confirmed there were no new positions, just changes to existing titles.

Baker opened the floor to discussion. There was no discussion.

Baker asked if there were any objections to moving into a roll call vote to approve the resolution establishing ASI Policy Concerning Programming. There were no objections.

Decision: BOD 038 19/20 (Governance) Roll Call Vote: 17-0-0
The Resolution Establishing ASI Policy Concerning Programming was adopted.

X. Reports

a. COLLEGE REPORTS:

1. ECS
   Josh Mitchell and Ashish Rajmane, Directors for the College of Engineering and Computer Science provided an update on the activities and information for their college. The report is an attachment to the minutes.

2. HHD
   Sidney Alvarez and Wendy Barillas, Directors for the College of Health and Human Development provided an update on the activities and information for their college. The report is an attachment to the minutes.
b. **EXECUTIVE REPORTS:**

1. **Executive Officers Report**  
The Executive Officers provided highlights from their written report. The report is an attachment to the minutes.

c. **BOARD LEADERSHIP REPORTS:**  
The Treasurer/Secretary, Vice Chair and Chair provided highlights from their Board Leadership Report. The report is an attachment to the minutes.

   1. **Treasurer/Secretary Report**
   2. **Vice Chair**
   3. **Chair**

X. **Announcements/Member's Privilege**

- Dr. Vigil highlighted several upcoming events to be held February, March and April in honor of Tuffy's Basic Needs anniversary February 14th). He will submit a flyer for distribution to the Board.
- Baker welcomed James Martinez, Director for MCBE, to the Board.
- Reveles highlighted an event on Thursday from 12:00 p.m. to 1:00 p.m. for the programming collab event geared toward Valentines Day. Encouraged to attend the Town Hall event on Wednesday, 11:00 a.m. Titans Got Talent, March 7th, he will be serving as co-emcee.
- Hust shared updates: CHESS 39 apps, 17 interviews, 9 delegates attending; CSSA this weekend, Cal Poly SLO. Lobby Corps meeting February 19th, Gilman AB. Lobby Corp collaboration with DIRC regarding voting in the census, posting questions to highlight student experiences and guage impact to the student community. Seeing results from the student participation. Will be posting to social media soon.
- Allen reminded the members regarding Town Hall, their duty to constituents, attend if at all possible. ASI creates this space for students to be heard. Important as representatives for your college to be present. Second week of March, the Board will meet to talk about cultural competencies with C-REAL. Watch for meeting invitations, approximately 1.5 hours long, possibly in the evening. March Academic Advisors will be present in the TSU for leaders to check-in. Electronic invitation for training activities, similar to what ASI staff is required to complete. Helpful topics.
- Linares shared information regarding an event in the AARC on Tuesday, 2/11 at 3:00pm. Governance meeting will be held in the SRC Conference room on the second floor on Thursday to allow for Finance to extend their meeting for budget related activity.
- Baker planning to meet with Dr. Stambough on Thursday to address the Ethnic Studies student response issue. Details will be provided. Urged directors to attend the event.
- Aguilar Camp Titan applications open, promote to colleges. Requested help from members to complete an activity for Valentine's Day immediately after the meeting. Ethnic Studies survey follow-up, 3:30pm meeting on Thursday Dr. Stambough will cover what is pending and needs response.
- Baker shared CSUF is one of the only campuses whose students responded to the Ethnic Studies issue during the initial response period last semester. Shared the importance of student feedback on this issue.

XII. **Adjournment**

Lorren Baker, ASI Board Chair, adjourned the meeting at 3:03 p.m.
Brittany Cook, Treasurer/Secretary

Susan Collins, Recording Secretary
### Roll Call 2019-2020

#### Attendance

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#### Roll Call Votes

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<td>Baker</td>
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**ABSENT**
Division of Administration & Finance

Danny C. Kim
Vice President for Administration & Finance/Chief Financial Officer
February 2020
Agenda

- Campus Safety
- Capital/Construction Projects Update
- Student Business Services
Campus Safety
Security Cameras/CSO Patrol

• Security consultant on campus camera expansion project still underway – final report due March/April; current camera projects at Nutwood, State College and Eastside parking structures are being mapped out for possible implementation over the next 12-24 months

• CSO Program Expansion – Recruitment of additional 8 student CSOs and recruitment continues; change in uniform for more visibility; increased nighttime patrols; bicycle patrols

• On February 27th, UPD will be awarded “top University in the country” at the Safe Campus Summit in Nevada for efforts in improving campus safety and UPD communications
UPD Campus Outreach

UPD continues to embark on community outreach efforts on campus in an effort for the campus population to become more acquainted with the police department’s programs to enhance safety and increase safety awareness.

The following events took place in January, and most are consistent throughout the school year:

• **UPD Tabling Events** – In January, UPD hosted tables on campus during various days and provided students with brochures and flyers on personal safety programs; promoted the CSO program and recruitment and information on the RADD self defense classes

• **CSU Commendation Awards Ceremony, Chancellor Office** – On January 29, 2020 – Five CSUF officers were awarded the Life Saving Medal whereby they were directly involved in saving people’s lives in 2018 and 2019
UPD Campus Outreach Continued

- **Bike Safety Check and Registration** (Joint Event with Parking and Transportation) – Promoted bicycle safety on campus, encouraged registration with UPD, bicycle lock advice. Students received a complimentary maintenance check by a certified bicycle mechanic.

- **Coffee with a Cop** – UPD continues to host this successful program where students are provided free coffee and donuts and can spend some casual time to chat with UPD officers.
Capital/Construction Projects Update

• Pollak Library South
  o 4th & 5th Floors
  o 6th Floor

• Eastside 2 Parking Structure

• McCarthy Hall – Phase 1

• Visual Arts Complex Renovation/Replacement

• Corporation Yard

• Engineering and Computer Science Laboratory Building

• Science Laboratory Building
Pollak Library South – 4th & 5th Floors

This project fully renovates the 4th and 5th floors to include:
• Open areas
• More data and power ports
• New paint, flooring, lighting, plumbing, HVAC & restrooms
• Meditation room
• Family room

➢ Current Status:
• Construction is complete
• Occupancy pending completion of fire-life-safety upgrades (windows)
• Occupancy: April 2020
Pollak Library South - 6th Floor

This project includes fully renovated space on a portion of the 6th floor for the Center for Oral and Public History.

- **Current Status:**
  - Construction is near completion
  - Furniture layout and selection in progress

- **Occupancy:** April 2020
Eastside 2 Parking Structure

This project includes:
• 1,900-space, six-story parking structure
• LED lighting, elevators, staircase and landscaping
• Solar canopy
• East Campus Drive improvements

➢ Current Status:
• Construction is on schedule
• Occupancy: Fall 2020
McCarthy Hall - Phase 1

This planned project includes:

- Fire-life-safety upgrades throughout the building
- Full 2nd floor renovation to provide modern space for learning and faculty-student collaboration

➢ **Current Status:**
  - Preliminary plan review in progress
  - Construction document submittal to state fire marshal, state architect, AQMD, etc. in May 2020
  - Construction: July 2020 to July 2021
Visual Arts Complex
Renovation/ Replacement

This project will:

• Renovate/replace existing six buildings

• Correct functional, building code and programmatic deficiencies.

• Support program needs and student success

➢ **Current Status:**
  • Contractor bids under review
  • Design to begin Spring 2020
  • Construction: May 2021 to December 2022
Corporation Yard

This project:

• Replaces aging structures
• Creates 52,000 square feet of buildings, shops and open space to consolidate staff
• Minimizes traffic and pedestrian hazards

➢ Current Status:
• Swinerton is collaborative design builder
• Schematic design in progress

• Construction: December 2020 to January 2022
Engineering and Computer Science

This project includes:

• A new building and renovation of towers to create classrooms, labs and research space
• Tech and fire-life-safety upgrades
• Demolition of one-story buildings
• Space for student engagement and outdoor learning

➢ Current Status:
• 2021/2022 funding request submitted for approval
• Construction: 2022-2024, pending approval
Science Laboratory Building

As the first phase of a multi-phase renovation of McCarthy Hall, this project will:

• Construct a 92,000-square-foot building to replace fume hood-intensive wet labs in MH
• Minimize the amount of surge space needed to conduct multi-phase renovation of MH

➢ Current Status:
• Pending funding from March 2020 state bond
• Construction: 2021-2023, pending approval
Student Business Services
Student Financial Services is now **Student Business Services**

- Differentiates office from Financial Aid
- Clarifies role as business office with wide range of student services offered
Student Business Services (SBS) Solution Center

NOW OPEN! @ CP-100

- SBS Solution Center opened in response to students’ requests for more privacy for Student Accounts & Collections inquiries and to provide greater access and extended service hours

- Students can make an appointment or drop in to receive consultation in a private and confidential setting
Student Business Services (SBS) Solution Center

- Services offered include: Student Accounts Consultation; extended service hours until 6pm, Monday – Thursday; Payment and Collection Solutions; Cashless "Express" Payment Options; Disbursement Check

- Includes student Call Center on Chat Room

- Accepts non-cash payments on students accounts
Vehicle Free Zone

- Create a vehicle-free zone from 8 a.m. to 3 p.m.
- Safeguard students, faculty and staff
- Create protected outdoor space to learn, gather and create
- Enhance student well-being, sense of belonging, retention and success

- Current Status:
- Implementation Spring 2020
Questions?
Thank you!

Contact: vpadmin@fullerton.edu
ASI Programming
Productions

**Goal:** To enhance and enrich students college experience by providing a variety of events for students to enjoy and interact with other Titans

**Budget Overview:** 65% of budget used

- Contracts and Fees
- Supplies
- Handbills
AICA

Goals:

- Short Term:
  - Have successful Multicultural Fest

- Long Term:
  - Be able to fund/find funds for our clubs to put on their events to educate students about their culture
  - Spread diversity and inclusion to CSUF campus

Budget Overview:

- A Side- 38.9% used
  - Used on last semester’s Multicultural Fest and ASI Programming events

- B-Side- 41.7% used
  - 43.4% of Contracts/Fees/Rentals
    - still waiting on some large chunks to be taken out
  - 0% of Travel
Titan Tusk Force

Goals: The goal of Titan Tusk Force is to promote school pride among students to enrich their college experience

Budget Overview: 55% spent

Last semester we hosted:
- 4 Eat N’ Greets
- 3 Tailgates

Coming up:
- More Eat N’ Greets
- More Tailgates
- ASI Carnival (March 12)
Upcoming Events:

- 2/13: Eat n Greet with College of Ed!! From 12-1pm
- 2/17: Speak Yo Truth @ 6pm- 9pm
- 2/19: Street Team Meeting from 3-4pm in Ontiveros
- 2/20: Films- BlacKkKlansman collab with AARC
- 2/20: Multicultural Fest in Becker Amphitheater @ 11am-1pm

Can’t wait to see you all there!
SPORTS CLUBS

Chair: Victoria Rodriguez
Vice Chair of Finance: Hailey Wilson
Our E-Board
Short Term Goals

• Have majority of our clubs participate in the Sports Clubs Expo in the SRC 2/27
• Hold a successful Showcase Series
• Work on our marketing efforts within the council for our elections in April
Long Term Goals

- Continue building on our relationship with athletics
- Build our marketing and social media
- Build upon our efforts for our on and off campus partnerships
A Side:

➔ Supplies - $1000
➔ Printing - $200
➔ CFRs- $9272.02 (7.28%)

◆ Food
◆ Too Spooky social
  • Will be using more for banquet and back to school social coming soon
➔ Insurance - $23,500

B Side:

➔ CFRs- $24,386.28 (51.23%)
➔ Travel - $15,367.91 (43.08)

** Spring semester is the travel heavy semester, and there are multiple teams planning to propose for travel this semester
Events

● 2/15 Showcase Series Game 2: Men’s Club Soccer vs Long Beach
● 2/27 Sports Clubs Expo in the SRC @ 12pm-3pm
● Spring Social- TBD
● Weekly Friday Meetings @1 ---->>>>>>>
8 Sports

Club sports prolong playing career

Student athletes have non-NCAA options to play after high school.

Highlights

- We were featured in the Daily Titan!!
- Ice Hockey made it to playoffs this past weekend and and took 2nd place
THANK YOU!
SHORT TERM GOALS

• To encourage more engagement between all the service organizations.
  – Continued implementation of initiatives that foster engagement and inclusion.
  – Improving climate for discussion during council meetings.
  – Council-wide service project: We Give Thanks food preparation and distribution on 11/27-11/28

• Seeking out and inviting new service orgs to the council.
• Logging service hours onto Titanlink!
LONG TERM GOALS

• Better long term marketing for our service organizations.
  • Working on new promotional materials and branding
    – Helps spread awareness of CSICC
    – Helps new organizations find CSICC and join
• Inter-council Collaborations
  – Attending a beach cleanup service event with SCICC and AICA on 11/16
• Spring Into Service
CURRENT FUNDING STATUS

• SIDE A
  – Overall total usage of 1% of Budget
    • Supplies = 50%
    • Printing and Advertising = 0%
    • CFRs = 2%

• SIDE B
  - C/F/Rs = 52%
  - Travel = 47%
• Links for all presentations we used showing our goals to the service orgs.
  – https://docs.google.com/presentation/d/1YtNoHcJPbfz0bZxvB8QYqteMcGikLdErOwZbv0sswM/
• Meetings are held Thursdays 11:30 AM to 12:30 PM at SGMH 2211
Community Engagement Commission

Director:
Jenny Jaramillo

Coordinators:
Katrina Dumilon, Kelly Ruiz, & Shayla Servantez
GOALS

Short Term:
Increase student participation in our weekly meetings as well as our volunteer events.

Long Term:
Take a proactive approach to be involved in the Titan community and City of Fullerton. Continue to build a relationship with University Advancement.
# Budget

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**Total Budget: $3,500**
**Total Spent: $1,614**
**Total Remaining: $1,936.15**
Fall Semester Events

- Sept. 5 – CSUF Night @ Dodgers Stadium
- Sept. 26 – Titan Night @ Fullerton Night Market
- Oct. 4 – CSUF Campus Clean Up
- Oct. 15 – City Council Presentation
- Oct. 25 – Chapman Park Clean Up
- Nov. 18-22 – Tuffy’s Basic Needs Center Donation Drive (very successful!)
- Dec 7 – Winter Market in Downtown Fullerton
Future Events

- Dec. 7- Winter Market in Downtown Fullerton
- Feb 10-14 Tuffy’s Basic Needs Drive
- March 14- Mary’s Kitchen Volunteer Day
- April 7- City Council Presentation #2
- April 25 – Love Fullerton Day
- May 2020 – Glitter/Confetti Clean up
Contact us!

Email us: asic@fullerton.edu

Meetings: Every other Thursday at 10 am at the TSU Grand Stairs Studio
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'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, the current ASI Programming teams were charged with programming and outreach efforts on behalf of ASI; and

WHEREAS, Productions has focused on the planning and implementing campus entertainment centered on social, cultural, and educational topics through a wide selection of frequent events and large-scale productions; ¹ and

WHEREAS, Productions has been comprised of one (1) Director, one (1) Sunday Series Coordinator, one (1) Pub Monday/Tuesday Coordinator, one (1) Wednesday Concert Coordinator, one (1) Pub Thursday Coordinator, one (1) Films Coordinator, one (1) Fall/Spring Concert Coordinator, and two (2) Union and Special Programming Coordinators;² and

WHEREAS, Titan Tusk Force has focused on planning and implementing spirited events centered on Titan Pride, while also promoting and supporting Athletics to build a strong sense of campus unity and identity within CSU Fullerton;³ and

WHEREAS, Titan Tusk Force has been comprised of one (1) Director, one (1) Athletics Coordinator, one (1) Events Coordinator, and one (1) Marketing Coordinator;⁴ and

WHEREAS, Street Team has focused on providing on-campus student involvement and leadership growth opportunities through weekly meetings and events, while supporting a variety of ASI teams through coordination of event volunteers;⁵ and

¹ ASI Bylaws, Spring 2017 Revisions 05-09-17
² ASI Bylaws, Spring 2017 Revisions 05-09-17
³ ASI Bylaws, Spring 2017 Revisions 05-09-17
⁴ ASI Bylaws, Spring 2017 Revisions 05-09-17
⁵ ASI Bylaws, Spring 2017 Revisions 05-09-17
WHEREAS, Street Team has been comprised of one (1) Street Team Leader, one (1) Coordinator and at least three (3) students at large; and

WHEREAS, the Association for Inter-Cultural Awareness (AICA) has focused on programming that raises awareness of and celebrates the diverse student body of CSU Fullerton, engaging with recognized student organizations that play an integral role in AICA events, and providing funding to support recognized student organization events and activities; and

WHEREAS, AICA has been comprises of one (1) Chair, one (1) Vice Chair, two (2) Coordinators, and three (3) students at large; and

WHEREAS, the student leaders across the ASI Programming teams currently meet weekly to identify, plan, prepare and discuss the programs across of their teams; and

WHEREAS, developing large scale, high quality programming can benefit students, provide spaces to develop campus community, and contribute to the Titan Experience; therefore let it be

RESOLVED, ASI shall continue its ongoing commitment to offer a wide range of programs that center on social, cultural and educational topics, spirited events centered on Titan Pride, and providing on-campus student involvement and leadership growth opportunities; and let it be

RESOLVED, ASI establishes the Policy Concerning ASI Programming which includes expected conduct, responsibilities and duties of ASI Programming student leaders and teams; and let it be

RESOLVED, ASI establishes the Programming Board as a part of ASI Programming with the purpose of carrying out the programmatic and outreach efforts previously programmed by Productions, Titan Tusk Force, and Street Team; and let it be

RESOLVED, the Programming Board leadership shall be comprised of two (2) Programming Directors and up to twelve (12) Programming Coordinators; and let it be

RESOLVED, ASI maintains AICA as a part of ASI Programming with the purpose of continuing to focus on programming that raises awareness of and celebrates the diverse student body of CSU Fullerton, engages with recognized student organizations that play an integral role in AICA events, and provides funding to support recognized student organization events and activities; and let it be

RESOLVED, the AICA leadership shall be comprised of one (1) Chair, one (1) Vice Chair, and two (2) Coordinators; and let it be

RESOLVED, ASI Programming reports to the ASI Board of Directors twice a semester on its annual goals, programs, and activities; and let it be finally

---

6 ASI Bylaws, Spring 2017 Revisions 05-09-17
RESOLVED, that this Resolution be distributed to the ASI Executive Director and applicable ASI departments and the Daily Titan.

Adopted by the Board of Directors of the Associated Students Inc., California State University, Fullerton on the eleventh day of February in the year two thousand and twenty.

Lorren Amelia Baker  
Chair, Board of Directors

Brittany Cook  
Treasurer/Secretary, Board of Directors
POLICY CONCERNING ASI PROGRAMMING

PURPOSE
The following policy has been established in order for the student leaders of Associated Students Inc. (ASI) Programming to better serve the mission and charge as directed by the ASI Board of Directors. ASI is committed to promoting the highest standards of ethical conduct in the performance of its mission. The policy includes expected conduct and responsibilities and duties of ASI Programming, which includes the Programming Board and the Association for Inter-Cultural Awareness (AICA).

WHO SHOULD KNOW THIS POLICY
□ Budget Area Administrators  □ Volunteers
□ Management Personnel  □ Grant Recipients
■ Supervisors  □ Staff
■ Elected/Appointed Officers  ■ Students

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

<table>
<thead>
<tr>
<th>Terms</th>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict of Interest</td>
<td>Any involvement financially, through an employment or family connection, with any business, firm, vendor, and/or service doing business with the corporation.</td>
</tr>
<tr>
<td>Fraud</td>
<td>The intentional use of deceit, a trick or some dishonest means to deprive another of their money, property or legal right.</td>
</tr>
<tr>
<td>Defalcation</td>
<td>The withholding or misappropriating funds held for another or failing to make a proper accounting.</td>
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</tbody>
</table>
STANDARDS

1. DUTIES AND RESPONSIBILITIES OF ASI PROGRAMMING

ASI Programming is charged with event and activity programming and outreach on behalf of ASI. Programming and outreach efforts shall focus on:

- Planning and implementing campus entertainment centered on social, cultural and educational topics through a wide selection of frequent events and large-scale programs
- Planning and implementing campus spirit events centered on Titan Pride, while also promoting and supporting a strong sense of campus unity and identity within CSU Fullerton
- Celebrating and raising awareness of the diverse student body of CSU Fullerton
- Engaging in programming collaborations with other ASI programs and departments, as well as recognized student organizations, and academic and administrative departments
- Supporting the programming and activities of recognized student organizations through the Association for InterCultural Awareness (AICA)
- Providing on-campus student involvement and leadership growth opportunities for students

ASI Programming is comprised of two entities, the Programming Board and the Association for Inter-Cultural Awareness, that operate to fulfill the mission and charge as directed by the ASI Board of Directors.

Programming Board

The ASI Programming Board focuses on a wide variety of programming, including ASI’s major and large scale events.

The Programming Board leadership shall be comprised of:

- Two (2) Programming Directors
- Up to twelve (12) Programming Coordinators

Association for Inter-Cultural Awareness (AICA)

AICA is a specialized part of ASI Programming that shall focus on celebrating and promoting awareness and understanding of culture and diversity at CSU Fullerton. To accomplish this, AICA operates a General Council comprised of recognized student organizations that choose to join as members. These member organizations serve an integral role in the planning and implementation of AICA events.

As part of its operation, AICA shall allocate programming and travel funding to recognized student organizations, similar to a funding council. This funding is administered in accordance with established procedures specific to AICA as well as all applicable policies related to ASI funding provided to students and student organizations.
AICA shall hold regular General Council meetings in order to facilitate the planning and implementation of its programming and the administration of funding.

The Association for Inter-Cultural Awareness leadership shall be comprised of:
- Chair
- Vice Chair
- Two (2) AICA Coordinators

2. ASI PROGRAMMING CONDUCT

a. Ethics

Introduction
This code will serve as a minimum guide for ethical conduct and provide guidance and direction for all officers, directors, employees, and volunteers of ASI (collectively referred to herein as members or member) in the performance of their duties or in any context in which they are perceived as representing ASI.

Laws and Regulations
All members must comply with applicable laws and regulations governing the operation of ASI. This includes, but is not limited to, federal, state, county and municipal laws, the California Code of Regulations, the California Education Code, campus regulations of California State University Fullerton, and the Office of the Chancellor, California State University.

Conflict of Interest
Members must avoid conflicts 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.

Members must not be employed outside ASI where the outside employment impairs their ability to conduct ASI business because of conflicts of interests and competing interests.

Anti-discrimination Policy
Members must not take actions that discriminate against anyone on an unlawful basis, including gender, race, religion, color, national origin, sexual orientation, medical condition, age, physical or mental disability, marital status or family leave status.

Public Disclosures
If members in the course of their duties are called to make public disclosures to any governmental agency, under no circumstances can statements be made that are untrue, or omit or misstate material facts. If public disclosures are made to the press, members must seek to ensure that the statements are clear and understandable and not misleading. All official business of ASI done on a personal device may be subject to subpoena.

Confidentiality
Members must protect ASI confidential information and not divulge such to anyone except on a need-to-know basis. Members are expected to keep in confidence such information that would be considered confidential even if not clearly marked. This would include, but not be limited to, personal addresses, social security or other identification numbers, payroll records, performance evaluations, and/or personal information. All members must refrain from using personal devices to relay confidential information.
Respect
Members must work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others, keeping commitments, keeping others informed of work progress, timetables and issues, addressing problems and issues constructively to find mutually acceptable and practical business solutions, addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds. Members must be able to work effectively within a complex organizational setting and a multiculutred campus environment. Members must be able to establish and maintain effective, cooperative, and harmonious relationships with students, staff, co-workers, faculty, alumni and the general public.

Fair Dealing
Behind any code of ethics is the concept of fair dealing. As a guiding principle, members must respect and deal fairly with customers, suppliers, vendors, contractors, co-workers, and the general public. In the course of conducting ASI business, members must not take advantage of others by misrepresentation, concealment, misuse of confidential and privileged information, or any other practice of unfair dealing.

Members must not disclose a vendor’s pricing or business activities to competitors. In the course of business, all members must refrain from any practice that could constitute unfair dealing. At all times, members must be accurate and truthful in all their dealings with vendors, suppliers, and customers and be careful to accurately represent the services and products of ASI.

3. STUDENT LEADER APPOINTMENTS

Term of Appointment
Each student leader in ASI Programming shall serve for a full year term, following their appointment, which will commence on June 1 and end on the following May 31. An appointment occurring after June 1 shall commence immediately and end on the following May 31.

Appointment
The President will appoint all positions that receive student leader financial awards. These appointments are subject to approval by a majority vote of the Board of Directors. The President has the authority to remove any or all executive appointments.

Vacancy
In the event that a student leader in ASI Programming should resign, a written notice of resignation must be submitted to the Vice President, respective advisor and the Director of Leader & Program Development.

Abandonment
A student leader position in ASI Programming is considered abandoned if the student leader is absent and non-communicative for more than five business days without notice to the Vice President, respective advisor, or the Director of Leader & Program Development.

Filling a vacancy of a student leader position
In the event of a vacancy in a student leader position in ASI Programming, the President, in consultation with the Vice President, shall appoint a new student leader to fill the vacant position subject to approval by a majority vote of the Board of Directors.

4. PROGRAMMING DIRECTORS

Duties and responsibilities of the Programming Directors:

- Organize and facilitate weekly team meetings
- Monitor use of Programming Board budget
- Hold regular one-on-one meetings with the Programming Coordinators
ASSOCIATED STUDENTS INC.,                            POLICY STATEMENT
CALIFORNIA STATE UNIVERSITY, FULLERTON

• Guide and support Programming Coordinators with the development and implementation of
  proposed programs, marketing and outreach plans, and program evaluations
• Oversee the coordination and development of involvement opportunities that introduce interested
  students to ASI student leadership and allow students to volunteer for events
• Oversee the coordination and development of major events
• Meet regularly with identified advisors.
• Interview and recommend Programming Coordinators for appointment, in consultation with the
  Vice President
• Establish and maintain weekly office hours that commit enough time to adequately fulfill duties
• Attend summer, winter, and ongoing training sessions as identified by ASI Leader & Program
  Development

5. PROGRAMMING COORDINATORS
Duties and responsibilities of the Programming Coordinators:
• Develop and implement the programs and activities that meet the charge of the Programming
  Board, including identifying marketing and outreach plans and post-program evaluations
• Attend weekly team meetings and other meetings as necessary to adequately fulfill duties
• Meet regularly with Programming Directors and identified advisor(s)
• Establish and maintain weekly office hours that commit enough time to adequately fulfill duties
• Attend summer, winter, and ongoing training sessions as identified by ASI Leader & Program
  Development

6. AICA CHAIR
Duties and responsibilities of the AICA Chair:
• Lead all General Council and related meetings
• Administer all funds allocated through AICA to recognized student organizations
• Oversee the procedure for recognized student organizations to join and continue as members of
  the General Council
• Hold regular one-on-one meetings with the Vice Chair and Coordinators
• Guide and support AICA Coordinators with the development and implementation of their
  proposed programs, marketing and outreach plans, and program evaluations
• Meet regularly with identified advisors
• Interview and recommend AICA Coordinators for appointment, in consultation with the Vice
  President
• Establish and maintain weekly office hours that commit enough time to adequately fulfill duties
• Attend summer, winter, and ongoing training sessions as identified by ASI Leader & Program
  Development

7. AICA VICE CHAIR
Duties and responsibilities of the AICA Vice Chair:
• Prepare and post agendas for all General Council and related meetings in compliance with all
  applicable open meeting regulations
• In collaboration with the Chair, administer all funds allocated through AICA to recognized student
  organizations
• In collaboration with the Chair, oversee the procedure for recognized student organizations to join
  and continue as members of the General Council
• Maintain an archive of all documents related to General Council and related meetings
• Submit a current financial report at each General Council meeting
• Attend weekly team and AICA meetings, and other meetings as necessary, to adequately fulfill
  duties
• Meet regularly with AICA Chair and identified advisor(s)
• Establish and maintain weekly office hours that commit enough time to adequately fulfill duties
8. AICA COORDINATORS

Duties and responsibilities of the AICA Coordinators:

**Events Coordinator**
- Plan and implement AICA programming during the fall and spring semesters
- Meet with General Council members who receive allocations for an event in order to assist with event implementation
- Facilitate discussions and collaboration amongst the General Council to promote paired programming
- Coordinate marketing for all AICA programming
- Attend weekly team and AICA meetings, and other meetings as necessary, to adequately fulfill duties
- Meet regularly with AICA Chair and identified advisor(s)
- Attend summer, winter, and ongoing training sessions as identified by ASI Leader & Program Development

**Diversity Coordinator**
- Schedule cultural presentations at regular General Council meetings
- Attend meetings of organizations for dialoguing on issues of concern
- Facilitate discussions and collaboration amongst advocacy-focused commissions and other entities to raise diversity awareness
- Prepare and present discussion sessions at General Council meetings and other events
- Attend weekly team and AICA meetings, and other meetings as necessary, to adequately fulfill duties
- Meet regularly with AICA Chair and identified advisor(s)
- Attend summer, winter, and ongoing training sessions as identified by ASI Leader & Program Development

**DATE APPROVED:** XX/XX/XXXX
ENGINEERING AND COMPUTER SCIENCE

College Report: February 11, 2020
Events form the last Semester
Donors, Advisors and Scholars Reception
ECS Research Day
Night With Industry
Goals for the Rest of the Semester

- Create and publish survey
- Table (already tabling at the ECS Welcome Fair)
- Have blown up images of our Handbills submitted around the college (hopefully get 1 person for office hours!!)
We are making a survey

Some of the questions will involve…

● Do you feel involved and connected with the school?
● Do you believe you feel safe in your environment?
● Do you know what ASI is and what it does?
● What are some programs that you would like to see in the college?
Upcoming Events
Breakfast with the Dean 2/17

Fall in Love with Engineering & Computer Science

ECS WEEK | Feb 17 - 20, 2020

ECS Inter-Club Council Presents

Meet the Dean: Breakfast Edition

Enjoy free breakfast pastries and fruit while meeting the Dean, Faculty and Advisors

Time: 10:30 pm - 11:30 pm

Location: ECS Quad
Thursday, February 20, 2020
3:00pm - 6:00pm | Titan Student Union Pavilions
We got Handbills!!!
ICC Report

Current Budget (Travel): $52,000

Current Allocation: $50,210.51

Current Budget (Project): $6000

Current Allocation: $5271.39

Meetings will be moved to bi-weekly for the rest of the semester

- 3/2 Juniper 150
- 4/6 Pine 150
- 4/20 Pine 111
- 4/27 Pine 111
- 5/4 Pine 111
Office Hours

Both will be held in the ECS Student Success Center CS 201

Mondays 2:00 - 3:00pm
Wednesdays 1:00 - 2:00pm
We Look Forward to Having a Great Year!

Thank You!!
Our Goals

Short Term

● Increase the E-Board knowledge on ASI policies on funded councils and its relationship to their constitution
● Continue going to various HHD events and connect with students

Long Term

● Bring more awareness of ASI to HHD students by working with the Dean to have new advertising around the buildings
● Increase collaborations between student organizations in the college, university, and ASI.
● Transition next BODs
HHD-ICC Updates

Finances

- Current Budget as of 2/09
  - A-Side
    - 8050 - 20.99%
    - 8051 - 0.35%
    - 8074 - 0.0%
  - B-Side
    - 8077 - 25.03%
    - 8074 - 16.10%

General

- We have had two meetings for this semester
  - Friday’s at 10am in KHS 193F
- We currently have 18 clubs and 2 members at large
- E-Board elections will be on April 10th, 2020
  - Application closes in March
Upcoming Events

- Health and Human Development Week
  - March 23rd- March 27th
  - Showcase submissions close Feb 24th at 5pm
- HSSA Valentines Bake Sale
  - February 11th, 12pm-2pm, EC Building
- Active Minds Savers Fundraiser
  - Drop off at TSU 263, all semester

http://hhd.fullerton.edu/news/studentresearch.php
Office Hours

Sidney
Tuesdays 12pm-1pm

Wendy
Thursdays 2:30pm-3:30pm
PRESIDENT
AARON AGUILAR

Hello everyone,

This past week saw one of Hollywood’s finest actors, Winston Duke, visit our campus for a memorable night of insight and wisdom; before I jump into other updates, I just want to re-emphasize how grateful I am to Asha, Keya, Drew, Austin, Leo, and so many others for making this happen. It was truly something special to see our ASI Speaker Series revived and I remain incredibly excited to see where the future leaders of our organization take it. This past week saw me meet with folks over in our campus Open Educational Resource department; they are hosting an event to inform students how they can access low-cost/zero-cost course materials for courses on Wednesday, March 4th at PLN 130. They have asked for us to share the word with students so please work to spread the word to students who could use the extra dough and would like FREE PIZZA! Additionally, I attended the kick-off meeting for the CSUF fundraising campaign congress and had the opportunity to chair our third Student Success Initiative Fee Advisory Committee this past Friday; please reach out if you have any specific questions regarding either of them. This week, I look forward to our ASI Town Hall & to providing a presentation regarding food insecurity to our Board of Trustees, the beginnings of our budget presentations in Finance this Thursday, and to serving on the interview panel for our next CSU Student Trustee this Friday at Cal Poly San Luis Obispo. As always, please reach out if you need anything at all or have any comments, questions, or concerns regarding any of the previous or upcoming events I mentioned above. Have a fantastic fourth week! :)

CHIEF CAMPUS RELATIONS OFFICER
CLAIRE JENKINS

No report

CHIEF COMMUNICATIONS OFFICER
ISAAC GONZALEZ

Hello everyone,

It is Town Hall week! We will be having our ASI Town Hall this Wednesday, February 12th from 11 AM to 12:30 PM at the TSU Grand Stairs. Pasta will be provided! I’d love to see you all at the event if you are available. We have been collecting prewritten questions from students and will continue to do so until Tuesday. Students could still submit questions through the Wufoo form: https://asicsuf.wufoo.com/forms/asi-town-hall-form.
The Community Engagement Commission is hosting a donation drive this week to collect hygiene products for the Tuffy’s Basic Needs Services Center in celebration of its anniversary. Students could drop off items at the Info & Services desk throughout the week until Friday. We would greatly appreciate it if you could spread the word.

**CHIEF GOVERNMENTAL OFFICER**
TORI HUST

No report

**CHIEF INCLUSION & DIVERSITY OFFICER**
MONICA MORALES-GARCIA

No report
Brittany Cook, Treasurer/Secretary:
Hello everyone! Happy Week 4!

- Budget presentations start this Thursday!! Yay!!! They will take place in the TSU Board Room from 1:15-3:45pm. Feel free to stop by if you'd like!
- MGC submitted their budget, and all advisers have approved or amended the budget proposals. Hopefully everyone will show up to their assigned day and time and we'll have a smooth series of presentations and deliberations!

Take care!
Brittany

Maria Linares, Vice Chair/Secretary:

Greetings ASI,

I hope you all had a relaxing weekend!

Governance
♦ At the last meeting, we approved Resolution in Support of Proposition 13. Though I sponsored the resolution, the hard work behind it was all Tori. She worked hard to put this together so if you have any questions, please reach out to her. I am also including links to help you with your research, as this will be coming to board next week. Asha, thank you for these links.


♦ We discussed Policy Concerning Composition and Duties of Commissions. Governance will consider approving the policy this week. If you have any questions about the policy, please reach out to Asha or anyone on the Governance team.

Meetings/Events last week:
- Attended Winston Duke speaker series
- Black History Month Celebration
- Adult Reentry & Parenting Student Coordinator interview
  o Chalea Forgues personally invited me to attend as they were going to be interviewing applicants for the position of student coordinator

Informational:
Abled Advocators has a **fundraiser today** called Taquero Mucho. They will be selling tacos, burritos, quesadillas, rice and beans and will have beverages. They will be located in the Humanities Quad from 11am to 4pm. Food is provided by El Cantarito. Please consider supporting if you are on campus today. In the past, they have expressed feeling very little support from ASI representatives. I’m sure they will appreciate seeing some of you there.

Have a wonderful rest of your week! See you all at 1:15 pm at our Board of Directors meeting.

**Maria**

**Lorren Baker, Board Chair:**

Hello all,

- If you are planning to run for the 2020-2021 elections, the applications are open.
  - Please Note: Be ethical on decisions and actions moving forward. Do not use any positions for candidacy to influence others.
  - Also, please recuse or state your conflict of interest.

- There is plenty of room available for seats for the Dinner with 12 Titans. I encourage all BOD and BOT member to consider participating.
  *March 7th and 8th*
  - **SIGN UP TODAY!**  [https://alumni.fullerton.edu/studentoutreach/d12.php](https://alumni.fullerton.edu/studentoutreach/d12.php)

- The Ethnic discussion topics are back. Claire and I will be working on creating a response for the students. We would like to gather any director to listen to the update of the situation to then explain to ICC’s or any other organizations
- We hope to make an academic senate resolution in addition to the student responses.

Best,

Lorren