



**ASI Board of Directors 2018/2019**

Savana Doudar  
 President & CEO

Kenny Tran  
 Executive Vice President

Michelle Tran  
 VP of Student & University Affairs

Lucas Dias  
 Chair and Chief of Staff

Nick Brown  
 CoBA Representative

Naseli Fotoohi  
 CoBA Representative

Hannah Shoshara  
 CHABSS Representative

Celeste Espindola  
 CHABSS Representative

Faith Garcia  
 CHABSS Representative

Mutula Kwangaba  
 CHABSS Representative

Mane Telpian  
 CSM Representative

Juan "Johnny" Aceves  
 CSM Representative

Ailed Torres  
 CEHHS Representative

Paulette Cruz  
 CEHHS Representative

Estefania Fraticelli  
 Sustainability Representative

Alexa Diaz  
 Diversity & Inclusion Representative

Michael Jones  
 Veterans Representative

**Advisors**

Annie Macias  
 Executive Director

Ashley Fennell  
 Asst. Director, Government Affairs  
 & Initiatives

**Standing Invitees**  
 Lori Brockett  
 Alumni Association Representative

TBD  
 Academic Senate Representative

Gail Cole-Avent  
 President's Designee

Katy Rees  
 University CFO Designee

**Board of Directors Agenda 19-04**

November 2<sup>nd</sup>, 2018 at 3:30pm

USU 2310

Posted: Tuesday, October 30, 2018

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 3:33pm	Lucas Dias <i>Chair and Chief of Staff</i>
02	<b>Roll Call</b> <b>Present: Savana, Kenny, Michelle, Lucas, Nick, Naseli, Hannah, Celeste, Faith, Mutula, Mane, Johnny, Ailed, Paulette, Estefania, Michael, Annie, Ashley, Shahed, Fail, Katy,</b> <b>Absent: Alexa, Lori</b>	Lucas Dias <i>Chair and Chief of Staff</i>
03	<b>Recognition of Guests</b> Nayeli Gonzalez, Alexandria Hernandez, Lisa Medina, Gamaliel Lopez, Jake Northington	Lucas Dias <i>Chair and Chief of Staff</i>
04 Action	<b>Approval of Agenda</b> Kenny motioned to table action 9- budget guiding principles Paulette-2 <sup>nd</sup> Motion Carries Mutula motioned to approve the agenda with amended changes Savana-2 <sup>nd</sup> Motion Carries	Lucas Dias <i>Chair and Chief of Staff</i>
05 Action	<b>Approval of Minutes</b> Nick motioned to approve the minutes Celeste-2 <sup>nd</sup> Motion Carries	Lucas Dias <i>Chair and Chief of Staff</i>
06 Information	<b>Open Forum</b> Nayelly had questions regarding what the BOD and the Diversity & Inclusion representative plan to do about recent issues on campus. Savana mentioned meeting with Joe-Joe McManus. Nayelly also had concerns about agenda and minutes not being available online. Lucas mentioned posting agenda in the bulletin board then they go up online. Ashley followed with sometimes there is delay in the online but since more campus and public partners utilize that resource they are working on addressing. She also mentioned weekend project focused on updating all minutes online.	Lucas Dias <i>Chair and Chief of Staff</i>
07 Presentation	<b>LOTER Communication</b> <b>Description:</b> The LOTER requirement will no longer be part of undergraduate degree programs, beginning Fall 2019. Discussion on how to convey this to students. <b>Fiscal Impact: None</b> Presenter reviewed role as well as recent changes that affected LOTER requirements starting in Fall 2019. She asked the Board of how to best communicate changes to students as well as receive concerns. She mentioned this changed came as an	Lisa Medina <i>University Registrar</i>

	<p>executive order from the Chancellor's Office to remove "hidden" units the LOTER required and to best comply with the Graduation Initiative 2025. She mentioned starting Fall 2019 there is no longer a language requirement although Savana mentioned concerns related to fiscal impact of taking classes that are now no longer required. Lisa mentioned Academic Senate oversees and approves curriculum changes. Board had specific questions about forums and meetings regarding these changes being open to the public but these are work groups and not specific committee work other than Academic Senate.</p> <p>Further discussion focused on clarification for requirements for Fall 2019 and for incoming freshman.</p> <p>Gamy wondered about impact on department courses such as modern languages.</p> <p>Additional discussion focused on CHABSS specifically which still has a language requirement as part of their major.</p> <p>Faith wondered why the LOTER was removed. Response focused on Chancellor's Office decision and removal of "hidden units", which languages required.</p> <p>Michelle mentioned the Graduation Initiative 2025 and Savana mentioned Academic Senate representatives and University Curriculum Committee.</p>	
08 Action	<p><b>Approval of ASI Budget Timeline</b>  <b>Description:</b> Overview of the ASI Budget Timeline for the budget allocation process.  <b>Fiscal Impact:</b> None  Kenny reviewed attached document and mentioned the attached timeline was approved by Internal Operations. Conversation focused on budget presentations and mid-year budget review.  <b>Kenny motioned to approve the ASI Budget Timeline</b>  Mutula-2<sup>nd</sup>  <b>Motion Carries</b></p>	Kenneth Tran <i>Executive Vice President</i>
09 Action	<p><b>Budget Guiding Principles</b>  <b>Description:</b> Overview of the Budget Guiding Principles.  <b>Fiscal Impact:</b> None  <b>This item was tabled during approval of the agenda</b></p>	Kenneth Tran <i>Executive Vice President</i>
10 Information	<p><b>Reports</b>  <b>See attached for student reports</b>  Annie mentioned basic needs committee and holistic wellness survey. She also mentioned an update on the current lawsuit.  Ashley mentioned she will be out 11/7-11/13. She mentioned SPF progress. She also mentioned Housing and Homelessness Awareness Week.  Gail mentioned a calendar of events for the USU Centers as well as review of Social Justice Summit.</p>	Lucas Dias <i>Chair and Chief of Staff</i>
11 Information	<p><b>Announcements</b>  Lucas- Cougar Conversations on 11/29 at 6pm in the QUAD  Savana-Presidential Open Forum  Estefania- Swap Shop  Michelle- Donuts with the Dean and Vote  Katy- Presentation and Video to Finance and Administration Division  Ashley- Polling place on campus as well as social media post  Celeste- Deadlines for voting 7 register at registrar's office.</p>	Lucas Dias <i>Chair and Chief of Staff</i>

12 Action	<b>Adjournment</b> Savana motioned to adjourn Mutula-2 <sup>nd</sup> The meeting was adjourned at 4:53pm	Lucas Dias <i>Chair and Chief of Staff</i>
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I, Lucas Dias, 18/19 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Board of Directors of Associated Students, Inc., at a regularly scheduled meeting held on November 16, 2018



Lucas Dias



Date

# ASI Budget Call Timeline

DATE	DESCRIPTION
Friday, February 8, 2019	Present the Fiscal Year 2019-2020 budget timeline at the Internal Operations (IO) Committee meeting as an informational item.
Friday, February 8, 2019	Budget request email will be sent out to all ASI.
February 11-22, 2019	Supervisors will meet with their department to discuss their budgets.
February 25 - March 1, 2019	Each department supervisor will meet with the Business Services Analyst to review their proposed budget.
Friday, March 1, 2019	All budget proposals need to be submitted to the Business Services Analyst.
Monday, March 4, 2019	Submission to Internal Operations Committee Chair as an action item for the committee's agenda.
Friday, March 8, 2019	Internal Operations Committee meets to determine new initiatives and review the resulting proposed ASI Master Budget for Fiscal Year 2019-2020. All departments should have a representative in attendance to present their requested budget.
Friday, March 8, 2019	Submission to Board of Directors (BOD) Chair and Chief of Staff as an action item to the Board's agenda.
Friday, March 15, 2019	BOD reviews 19/20 ASI Master Budget.
Friday, April 19, 2019	IO meeting reserved for budget adjustment if the BOD does not approve the budget on March 15th.
Friday, April 26, 2019	BOD meeting reserved for budget adjustment if needed.
Friday, April 26, 2019	ASI memo, 19-20 approved budget, Budget narrative, signed BOD minutes due to President Haynes for signature.

Reports 11.2.18

<b>Name *</b>	Estefania Fraticelli
<b>Position on Board *</b>	Sustainability Rep.
<b>News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *</b>	Presentation to Eco Feminism Class with EVP Kenny Tran about ASI and SPF, a student has been checking in with me about their class projects and possibly submitting it to SPF. Meeting with a business major student from an ENVS 100 class who will be writing a report on the Swap Shop based on outreach, items that were donated, probability of the success for a future swap shop. Presented to a BIO 105 Intro to Ecology class about ASI.
<b>Updates on your ASI and University Committees *</b>	SPF is currently working on the documents for more clarification and easier sign up process, check ins with projects, new student at large members, and having the project members check in more often. Created a sustainability survey, received 107 responses. Many of those students are under the impression that our university can recycle plastic utensils, which should be better addressed
<b>Upcoming Events and New Initiatives/Collaborations *</b>	November 28th – A Plastic Ocean ; currently checking the legitimacy of a public showing of the documentary
<b>Areas of concern related to your position and its constituents. *</b>	Students need to have a better overall understanding of what can be recycled and what can't.
<b>Name *</b>	Michelle Tran

**Position on Board \***

Vice President of Student and University Affairs

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

Lobby Corps had both its first and second meeting of the 2018–19 academic year. The first meeting went over ASI, CSSA, and CSU structure as well as a goal brainstorming session for Lobby Corps. The second meeting had a training with Christine Antoine, Director of Government Relations, going over activism vs advocacy and a mock lobbying trial. We also overviewed bills introduced in the Legislative Affairs committee at CSSA during the October 2018 Plenary Meeting. Lobby Corps also discussed programming in relation to Election Day.

The Student Advocacy Committee also had its second meeting of the year as well. Two agenda items included BOD progress on the Wellness Development Plan as well as the bills introduced in Lobby Corps and CSSA as well.

**Updates on your ASI and University Committees \*** The Student Grievance Committee has its first meeting of the year. Following meetings may follow as appropriate. I will be attending Academic Senate this upcoming November 7th.

**Upcoming Events and New Initiatives/Collaborations \***

Lobby Corps will have its final two meetings of the semester in November (November 7 and November 14). ASI and the Dean of Students are collaborating to host Donuts with the Dean on November 7th, where students could network with the Dean and other students while also receiving donuts.

I have collaborated with the Director of External Relations of CSUSB ASI to introduce a discussion item at the next CSSA Plenary Meeting in November. This discussion item will overview the role of committee membership and special officers, and what that may look like in the CSSA structure in the future.

Areas of concern related N/A  
to your position and its  
constituents. \*

Name \* Savana Doudar

Position on Board \* President

News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \*

The President prep meeting with Vice President Lorena Checa went incredibly well. We identified key partners in the process of building a survey around the holistic wellness of our students, Annie has reached out to those partners in hopes to meet this upcoming Monday to get the conversation flowing about different possible survey questions. We are grateful for Vice President Checa's constant support, she also agreed to fund the incentives for students to take the survey (such as a parking pass and care basket full of goods).

Executive Vice President Kenny Tran and I presented to the Finance and Administration division last Wednesday, October 24th. Vice President Tran discussed the ASI budget process and I went over our goals and the progress we have made thus far. We also displayed the thank you video which the division seemed to love.

I volunteered at CAB's & Cougar Pantry's "Honey I Shrunk the Pumpkin Patch" event. Students seemed to be enjoying themselves and it served as a nice relaxation area in the midst of midterms and just a general stressful time of the year! Cougar Pantry provided candy apples to students and CAB provided mini pumpkins and paint for our Cougar community!

I attended the Graduation Initiative 2025 Symposium held on October 17th and 18th at San Diego State University. I gathered a lot of information at my break out sessions and became more informed in the field of equitable education, specifically geared towards the Graduation Initiative 2025.

I met with a student at large who had voiced a parking concern on Friday, October 19th. This student was concerned with the disbursement of information on parking and commuter services's end. Her

concern was that many parking lots will be blocked off for special events and our students wont know until day of when they come to campus. Parking and Commuter services has begun posting on their Instagram in order to inform students about parking lot closures a little bit ahead of time so our Cougs can plan accordingly. Their Instagram is: @parkingcsusm. We also brought the idea of this information being available on the CSUSM app, updates on this to come.

**Updates on your ASI and University Committees \*** Student Fee Advisory Committee met on October 16th during U-Hour. This was just an informational session for the committee, explaining the functions of SFAC and the budgetary process.

Executive Committee met on Tuesday, October 23. I gave a presentation and overview of Graduation Initiative 2025 Symposium and what I took from it. I reached out to the Dean of Undergraduate Studies, Dawn Formo, in hopes that she would be open to presenting to the Board. I am working out a date that works with her currently.

**Upcoming Events and New Initiatives/Collaborations \*** Hunger and Homeless Awareness Kick off Event begins Tuesday, November 13th. This is a week full of events that will educate our fellow Cougars about food insecurity and the reality of homelessness. We will also be informing students about the resources that are available to our students.

**Areas of concern related to your position and its constituents. \***

I am sure many of you have heard or even seen the unauthorized posters that have been placed around our campus. These posters were white nationalist propoganda and the group affiliated behind the posters has been denoted as a hate group by many civil rights organizations. If you notice more of these posters or any other hateful propoganda across campus please contact the University Police Department or the Office of Inclusive Excellence. I have contacted Dr. Joe-Joe McManus, Chief Diversity Officer in the Office of Inclusive Excellence, in hopes of scheduling a meeting to gather more information and see if ASI can help alleviate the situation. I will be sure to inform you all about the future meeting between Dr. Joe-Joe and I. It is important that we stay active and aware in situations such as these.

**Name \*** Mane Telplan



**Position on Board \***

CSM Representative

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

On Thursday, November 1st, my co-representative and I had the "Pizza with the Dean" event. There was good turnout, as only 20 RSVP-ed yet much more attended the event.

**Updates on your ASI and University Committees \***

In APC (Academic Policy Committee) we are currently working on the revision of the Undergraduate Course repeat and GPA Adjustment policy. In TPAC we had a presentation from the UCSD Technology Department on their process of changing to a new LMS (Learning Management System).

**Upcoming Events and New Initiatives/Collaborations \***

Currently we are brainstorming ideas and overviewing the budget for CougarCon. Our goal is to have a set plan for CougarCon by the end of this semester.

**Areas of concern related to your position and its constituents. \***

Currently I have no areas of concern.

**Name \***

Faith Garcia

**Position on Board \***

CHABSS Representative

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

We had a very successful survey

We are all reaching out to different departments to do more outreach through our college

**Updates on your ASI and University Committees \***

GEC: AIS 290 – approved for a D7

GEOG 201 – approved for a D7

**Upcoming Events and New Initiatives/Collaborations \***

M.I.A film screening next week the 7th and I and the other representatives will get the opportunity to talk before the film and do an introduction and also get to be apart of the tabling that will take place after the film

I am still having regular meetings with Yomira about tabling during the library exhibit somewhat similar to how yesterday was set up during U-Hour and have it all lead toward the library

**Areas of concern related to your position and its constituents. \***

GEC and a lot of different Orgs that I am in communication with did not like that the meeting with the chancellor was closed and it does not show transparency at all.

**Name \***

Hannah Shohara

**Position on Board \***

CHABSS Representative

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

In the Student Affairs Committee, we are revising the grade appeal policy to ensure that students have access to all course materials/grades. Thus, instructors must grant access to online grades so that the student can gather all of their grades. If an instructor cannot or will not grant access to the grades, the department chair or college dean may do so.

**Updates on your ASI and University Committees \***

In SAC, we are working on our holistic wellness development plan. CHABSS is using data from our survey to address the concerns in the wellness plan.

As for CHABSS, we are working on dividing the majors among ourselves so that we can better serve the students and reach out to as many people as possible.

**Upcoming Events and New Initiatives/Collaborations \***

I am planning an event to connect with CHABSS students. It might be on Monday at the GCI film series, or I might plan a tabling event during U-Hour. Michelle and I are also going to meet with community engagement to discuss the bills introduced in SAC.

**Areas of concern related to your position and its constituents. \***

Right now we are mostly concerned with the students flying under the radar. We are trying to figure out what kinds of students are uninvolved on campus and brainstorm ways to ensure that they are heard and connected on campus.

**Name \***

Paulette Cruz

**Position on Board \***

CEHHS Representative

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

We will be having an event called "De-Stress with the Dean" for CEHHS students to make succulents while they interact or ask the dean questions. Mei and I filmed a quick video to promote the event. We went around and asked students if they knew who their dean was. We also asked how they de-stress and we invited them to the event happening on Nov 20th. Kins club reached out to Ailed and I for a possible collaboration.

**Updates on your ASI and University Committees \***

We had our first Elections Committee meeting and it went great. Not everyone attended but we went over the guidelines and the schedule. We set dates for future election related events.

**Upcoming Events and New Initiatives/Collaborations \*** We will be having "De-stress with the Dean" event on Nov 20th specifically for CEHHS students. We will be providing food and succulents for students to create and decorate.

**Areas of concern related to your position and its constituents. \***

A concern I have is where most of the CEHHS students reside on campus. When Mei and I were created the video we went around looking for CEHHS students and barely found any. That is something I want to look into.

**Name \***

Mutula Kwangaba

**Position on Board \***

CHABSS

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

We had a success U hour pop up tabling event where we had a survey of students to see what they want from us as CHABSS reps and to see where they are in regards to holistic wellness. I've also been keeping in touch with the library faculty to schedule a meeting with CSUSM staircase in regards to art in the library. I have also been in contact with the chief to schedule discuss an ASI collaboration with an event we plan on hosting next spring.

**Updates on your ASI and University Committees \***

We are discussing the grade appeal policy and trying to edit it to make it fair for both students and staff.

**Upcoming Events and New Initiatives/Collaborations \***

MIA movie screening is coming up which we sponsored on November 7th.

**Areas of concern related to your position and its constituents. \***

Possibly not being able to put out an event this semester, but I think we have a lot of ideas for things that we can do next semester.

**Name \***

Celeste Espindola Rodriguez

**Position on Board \***

CHABSS Representative

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

We did a pop-up event where we offered pizza to encourage students to take a survey that inquired about what expectations and needs students have on October 23rd. We had 97 students completely answer the survey.

I met with the CALM (Cougar Affordable Learning Materials) program coordinators and we discussed how ASI student leaders/representatives can help to convince professors to switch to more affordable materials that would reduce financial burden for students and thus lead to a decrease in stress.

I received information pamphlets to give to students and professors to further inform them.

**Updates on your ASI and University Committees \***

I have missed the meetings of my committees:  
Student Fee Advisory Committee (SFAC); I attended a mandatory ASI L.E.A.P. training  
Student Advocacy Committee (SAC); Attended mandatory Sally Casanova Orientation and the Diversity Forum.  
Elections Committee; I had class.

**Upcoming Events and New Initiatives/Collaborations \***

We will be collaborating with the Dean's office to do a mixer event between the Dean's office, CHABSS representatives, and CHABSS students on February 7th at U-Hour.

**Areas of concern related to your position and its constituents. \***

Students have reach out to me to express their concerns regarding the closed-meeting with the Chancellor. They have expressed that it is not transparent and that they would like the opportunity to ask questions and state their expectations for a new president for CSUSM.

**Name \***

Alexa Diaz

**Position on Board \***

Student at Large for Diversity and Inclusion

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

The M POWR Mural Project that our Tukwut Leadershiop Circle program on campus participates in was a hit these past few weeks. I was able to volunteer and attend two of their painting sessions so far. I also attended and met Joe Joe McManus at the All People's Luncheon to commemorate our awardee for the 2018 President,s Student Champion award for Inclusive Excellence and Diversity. The Day of the Dead, a tradition primarily in Mexico that celebrates their ancestors by gathering and praying for their loved ones to help guide them in their spiritual journey.

**Updates on your ASI and University Committees \***

Student Advocacy Committee (SAC) : The SAC Wellness Plan was implemented with the sole purpose of enhancing holistic wellness in the CSU for students. My report gathered data from TRIO Report to the Department of Education and the TRIO SSS Student Survey conducted in Spring 2018 of which 100 TRIO CSUSM student participated in. Based on the TRIO CSUSM Student Survey from Spring 2018) 64% have jobs of which; 75% work off campus; 17% work between 31-40 hours; 6 percent work 40+ hours 90% live off campus (77% live with family; 20% live alone or with friends; 2 percent do not have reliable housing). At our SAC meeting, the wellness plan was discussed and further data will be discussed next meeting.

The Graduation Initiative Steering Committee discussed the 6 pillars that came from the Chancellor's

office: Academic preparation, enrollment management, engagement & well-being, financial support, data-driven decisions, and administrative barriers. As a committee, we discussed our role in advising and recommending these strategies to reach our goals by 2025.

**Upcoming Events and New Initiatives/Collaborations \***

New initiatives for the Fall 2019 semester:

Collaborating with the American Language and Culture Institute (ALCI) to have a "meet and greet" mixer with ASI.

Reaching out to local community partners to host a "Civic Engagement Org Fair" on campus where students are able to seek volunteering opportunities.

**Areas of concern related to your position and its constituents. \***

No concerns to report.

**Name \***

Ailed Torres

**Position on Board \***

CEHHS Representative

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \***

N/A

**Updates on your ASI and University Committees \***

N/A

**Upcoming Events and New Initiatives/Collaborations \***

Destress with Dean Ayala (create terrariums with succulents and ask Dean questions): Nov 20th, U-Hour, USU Rooftop

Tabling on Nov 13th during Hunger and Homelessness Awareness week

**Areas of concern related to your position and its constituents. \*** N/A

**Name \*** Naseli Fotoohi

**Position on Board \*** CoBA Representative

**News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \*** Worked with Ashley to book the USU for my new event and submitted graphics and risk assessments

**Updates on your ASI and University Committees \*** Working on getting more information from Jill in CoBA for our Wellness and Development Plan

**Upcoming Events and New Initiatives/Collaborations \*** Executive Women's Forum will be in Feb 2019

**Areas of concern related to your position and its constituents. \*** none