



**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

Celeste Espindola  
 CHABSS Representative

Faith Garcia  
 CHABSS Representative

Mutula Kwangaba  
 CHABSS Representative

Hannah Shohara  
 CHABSS Representative

Mane Telpian  
 CSM Representative

Juan "Johnny" Aceves  
 CSM Representative

Ailed Torres  
 CEHHS Representative

Paulette Cruz  
 CEHHS Representative

Estefania Fraticelli  
 Student At Large for  
 Sustainability

Alexa Diaz  
 Student At Large for  
 Diversity & Inclusion

Michael Jones  
 Veterans Student Representative

**Advisors**  
 Annie Macias  
 Executive Director

Ashley Fennell  
 Asst. Director, Government Affairs  
 & Initiatives

**Standing Invitees**  
 Sean Briner  
 Alumni Association Representative

Elizabeth Matthews  
 Academic Senate Representative

Gail Cole-Avent  
 President's Designee

Katy Rees

**ASI Board of Directors Minutes 19-07**

Friday, February 15, 2019 at 2:30pm  
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 2:32pm	Lucas Dias Chair & Chief of Staff
02	<b>Roll Call</b> Present: Kenny, Lucas, Naseli, Celeste, Faith, Mutula, Hannah, Mane, Johnny, Ailed, Paulette, Estefania, Alexa, Michael, Annie, Ashley, Sean, Elizabeth, Gail Absent: Savana, Michelle, Nick, Katy	Lucas Dias Chair & Chief of Staff
03	<b>Recognition of Guests</b> Eliese Holt, Samantha Caracciolo, Alexandria Hernandez, Estrella Ordonez, Gabby Garcia, Mariana Rosales, Kim Peirce, Miguel Magana, Riley McLaughlin, Kunta Phair	Lucas Dias Chair & Chief of Staff
04 Action	<b>Approval of Agenda</b> Chair updated agenda to reflect Sean Briner as Alumni Association Representative and Elizabeth Matthews as Academic Senate representative <b>Alexa Motioned to approve with amended changes</b> Kenny-2 <sup>nd</sup> Motion Carries	Lucas Dias Chair & Chief of Staff
05 Action	<b>Approval of Minutes</b> Mike motioned to approve the minutes Hannah-2 <sup>nd</sup> Motion Carries	Lucas Dias Chair & Chief of Staff
06 Information	<b>Open Forum</b> Alexandria Hernandez wondered about a grievance that was brought in open forum during Internal Operations. She also had concerns about the removal of Faith and Michelle. Samantha Caracciolo mentioned concerns of transparency in relation to the grievance process.	Lucas Dias Chair & Chief of Staff
07 Information	<b>Interim Media &amp; Communication Coordinator Introduction</b> Description: New member will introduce self to Board and receive any feedback for Media and Communications Team. Fiscal Impact: None See attached for presentation. Questions focused on upcoming projected and recognition for featured events with a calendar on ASI website.	Miguel Magana Interim Media & Communication Coordinator
08 Presentation	<b>ASI Student Art Series Forums</b> Description: Inform Board about the timeline for getting student art inside the University Student Union. Fiscal Impact: None Presenter reviewed an upcoming collaboration with the USU, centers within the USU, and Arts Department. The art will be installed on the USU bridge. She reviewed student feedback forums as well as deadlines for promotions and submissions. USU will supply supplies for projects as well as oversee install. Discussion centered on what happens to the art after display, information display next to art, and guidelines for art.	Faith Garcia CHABSS Representative
09 Action	<b>Approval of ASI Collaborations Principles</b> Description: Board will review ASI Collaborations Principles document. Fiscal Impact: None	Annie Macias Executive Director

	<p>Presenter mentioned guidelines for events in order to include the student voice and ensure ASI is not only the funding source. Document would oversee events, resources, contracts, graphics, and social media.</p> <p>Discussion focused on clarifying partnerships with student organizations and centers, social media postings, and themed month postings.</p> <p>Annie mentioned giving more time for review. Document will be sent to Board members.</p> <p><b>Celeste motioned to table approval of ASI Collaborations Principles to next Board meeting</b>  <b>Paulette-2<sup>nd</sup></b>  <b>Motion Carries</b></p>	
<b>10 Action</b>	<p><b>Removal of ASI Board of Directors Member;</b>  <b>Michelle Tran</b>  <b>Description:</b> Due to a violation of Article 10, Section 4 of the ASI Bylaws, The ASI Board of Directors will vote on the removal of Michelle Tran.  <b>Fiscal Impact:</b> None  Presenter reviewed ASI Bylaws and removal process for those who missed BOD Mid-Year Retreat. Kenny read statement on behalf of Michelle who was unable to attend meeting.  <b>Michael motioned to keep Michelle as a member of the ASI Board of Directors</b>  <b>Hannah-2<sup>nd</sup></b>  <b>Faith abstained, Remainder approved, none opposed</b>  <b>Motion Passes</b></p>	<p>Kenny Tran  Executive Vice  President and Internal  Operations Chair</p>
<b>11 Action</b>	<p><b>Removal of ASI Board of Directors Member;</b>  <b>Faith Garcia</b>  <b>Description:</b> Due to a violation of Article 10, Section 4 of the ASI Bylaws, The ASI Board of Directors will vote on the removal of Faith Garcia.  <b>Fiscal Impact:</b> None  Presenter reviewed ASI Bylaws and removal process for those who missed BOD Mid-Year Retreat. Faith entered her statement regarding missing retreat due to family event.  Concerns focused on missing required training date with advanced notice given. Other concerns focused on member better bridging between organizations, constituents, and Board.  Other Board members offered support mentioning Board member's efforts on campus, attendance at events, and absence for family matter.  Further discussion focused on committee meetings, avoiding personal attacks, and missing events for family.  <b>Celeste called to question</b>  <b>Alexa motioned to keep Faith as a member of the ASI Board of Directors</b>  <b>Mane-2<sup>nd</sup></b>  <b>Abstained- Kenny, Mutula, Estefania, Remainder approved, none opposed</b>  <b>Motion Passes</b></p>	<p>Kenny Tran  Executive Vice  President and Internal  Operations Chair</p>
<b>12 Information</b>	<p><b>Reports</b>  <b>See attached for student reports</b>  <b>Annie</b> reviewed budget, taxes, and open ASI position  <b>Ashley</b> reviewed Cougar Pantry, feasibility study, elections, SPF, and website changes.  <b>Sean</b> mentioned class champion package for alumni during Grad Fest.  <b>Gail</b> clarified event dates, recruitment, and student life student employment.</p>	<p>Lucas Dias  Chair &amp; Chief of Staff</p>

	Elizabeth clarified GE recommendations and lack of Executive Order; there is still time for feedback and comments. She further discussed increased easier transfer between CSU to CSU and CSU to UC. She also mentioned student voice and diversity requirements.	
<b>13 Information</b>	<b>Announcements</b> Paulette- LOTER Changes and tutoring opportunities Estefania- SPF applications and website changes Ashley- CalFresh Extravaganza 2/27 Guest Samantha Caracciolo inquired about recording minutes	Lucas Dias Chair & Chief of Staff
<b>14 Action</b>	<b>Adjournment</b> Kenny motioned to adjourn Hannah-2 <sup>nd</sup> Meeting was adjourned at 3:54pm	Lucas Dias Chair & Chief of Staff

I, Lucas Dias 18/19 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Board of Directors of Associated Students, Inc., at a regularly scheduled meeting held on March 15, 2019

*Lucas Dias*

*3/18/19*

Lucas Dias

Date

# Miguel Magana

Interim Media and Communications Coordinator

## About Me



## About Me



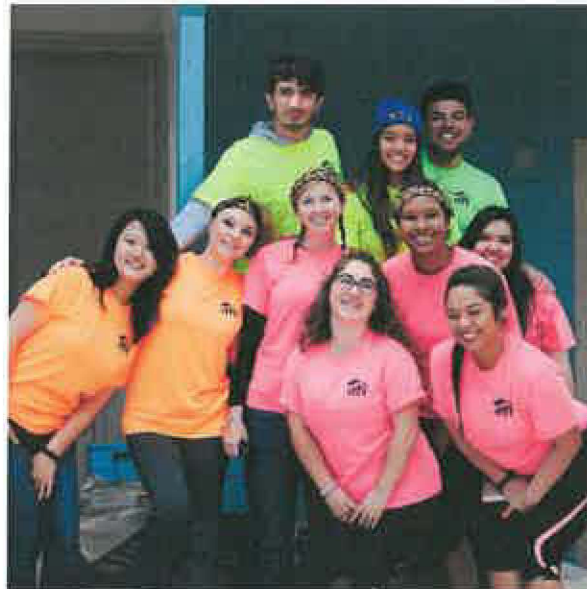
## About Me



## About Me



## About Me



## About Me



## About Me



# About Me



# About ASI

Associated Students, Inc. | CSUSM | Associated Students, Inc.

- Home
- Board of Directors
- Campus Activities Board
- Chapter History
- Funding Opportunities
- Student Org Account Services
- Volunteer
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## Associated Students, Inc.

**NOW HIRING**

Apply by February 29

**We're hiring!**

Applications for the 2019-2020 employment class February 28th at 5 pm.

**You should rent!**

Applications for the 2019-2020 employment class February 28th at 5 pm.

**Teams** | **Social Media**

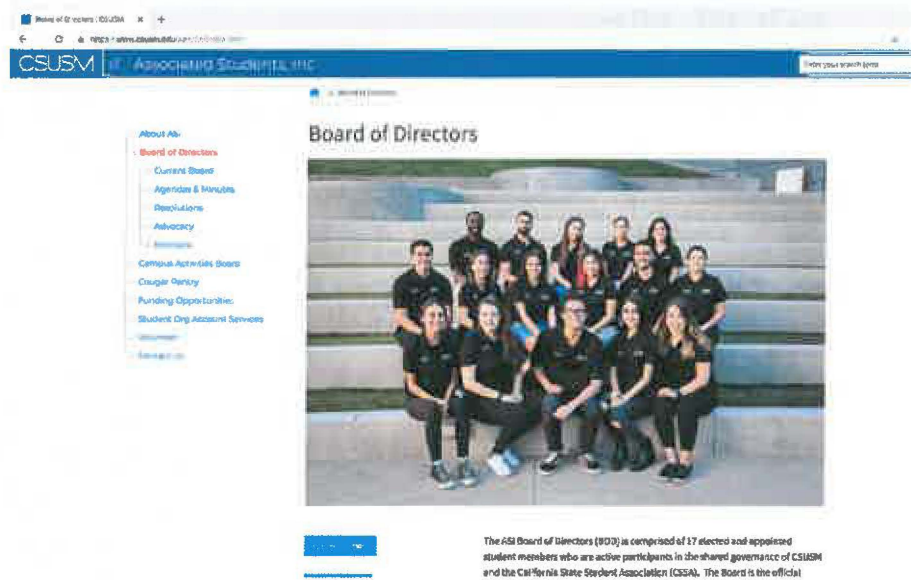
**Associated Students, Inc. of California State University San Marcos**  
233 S. Twin Oaks Valley Road  
San Marcos, CA 92296

**Contact Us**  
Phone: (760) 750-4990  
Fax: (760) 750-2449  
Email: [asi@csusm.edu](mailto:asi@csusm.edu)

**Hours of Operation**  
Monday - Friday 9:00 am - 6:00 pm  
Saturday & Sunday: Closed



# About ASI



The screenshot shows a web browser window displaying the ASI website. The browser's address bar shows the URL <https://www.asi.edu/boards-of-directors>. The website header includes the CSUSM logo and the text "Associated Students, Inc." with a search bar. A left-hand navigation menu lists various ASI entities, with "Board of Directors" highlighted in red. The main content area is titled "Board of Directors" and features a group photograph of 17 students in black shirts and dark pants, posing on concrete steps. Below the photo is a blue button labeled "View All". A paragraph of text below the photo reads: "The ASI Board of Directors (BOD) is comprised of 17 elected and appointed student members who are active participants in the shared governance of CSUSM and the California State Student Association (CSSA). The Board is the official".

## ASI Collaborations

ASI defines collaboration as a program, event, or initiative that is developed with the input of multiple stakeholders, including student voices.

ASI is powered by students. All ASI collaborations will include *at least* one ASI student representative. The ASI representative must play an active role in the planning process.

If you believe that your proposal is an opportunity for collaboration, please contact the appropriate entity:

- Board of Directors: [asi@csusm.edu](mailto:asi@csusm.edu)
- Campus Activities Board: [asicab@csusm.edu](mailto:asicab@csusm.edu)
- Cougar Pantry: [cougarpantry@csusm.edu](mailto:cougarpantry@csusm.edu)
- Media and Communications team: [asidesign@csusm.edu](mailto:asidesign@csusm.edu)

### Allocation of Resources

#### Financial Resources

- ASI schedules and allocates financial resources through the budget cycle process around the start of every Spring term.
- Each area in ASI, then plans on the services and programming details for financial allocations 6 to 9 months in advance.

#### Equipment Resources

- Equipment must be requested at least 48 hours in advance so that we have time to check on availability as we do share some items within ASI.
- Equipment must be returned in person to an ASI representative to ensure confirmation of the return and that the item(s) will be stored in the correct area.
- Equipment borrowed must be returned in the same condition it was at the time it was provided to you. Example: Hot water dispensers must be emptied, cleaned, and dried. Blankets/tablecloths should be washed (if needed) and folded.
- Some equipment items such as A-frames, ipads and other electronic devices may not be loaned out unless they will be used for campus-wide events such as homecoming and commencement, or if an ASI entity is a collaborator on an event.

#### Contractual Resources

- ASI will take the lead in executing contracts for all off-campus contractors. This includes zero dollar contracts. ASI can process these in house and will send the fully-executed contract to all parties involved upon completion.
- ASI will facilitate the collections of proof of automobile insurance when the off campus contractor is driving on campus and/or any liability insurance requirements for the purpose of our program or initiative.
- For any contract that the University completes, ASI must receive a copy of the fully-executed contract prior to the beginning of the event. As a best practice, ASI completes fully-executed contracts for all off-campus contractors, including \$0.00 contracts. ASI can process these in house and will send the fully-executed contract to all parties involved upon completion.

#### Media and Communication Resources

ASI's marketing efforts is composed of media and communications. As ASI representatives, it is our goal to be intentional and proactive about collaborations. As a Media and Communications team, our goal is to be up-to-date with the current trends and best practices. In order to best communicate the services ASI provides, and respect the trust our audience has shown by following our channels, we've created the following guidelines:

##### Giveaways and graphics creation

- Any graphic or giveaway item associated with an ASI-funded event must display the ASI logo.

- Any item containing any logo associated with ASI **MUST** be reviewed and approved by ASI's Media & Communications Coordinator prior to production or publication of any kind.
- ASI has a Media and Communications Team comprised of talented, student creatives. We are happy to create graphics packages and promotional items for ASI collaboration events.
- If you would like ASI to take on the creation of these items for your collaborative event, please ask the ASI student lead on your event or initiative to submit a design request.
- All requests are due at least six weeks prior to the event date or initiative rollout.

#### ASI branded giveaways

- ASI branded items to be used as part of your collaboration, may be requested a week prior to your event date or initiative roll out.
- Allocation of ASI branded items is determined by the Media and Communications Coordinator based on existing inventory and target audience.

#### Media Channels

- ASI will share content that is part of an ASI collaboration
- The time provided to share the content follows the ASI design guidelines
- ASI will share content deemed as a Campus Initiative, as designated by CSUSM Office of Communications, Campus Communicators, and/or Tukwut Life (examples include: Homecoming, Weeks of Welcome, Welcome Back Week, CSUSM Giving Day).

#### ASI Conference Room (USU 3700G)

This space is for ASI use but also available to USU Partners during business hours. It is not open to CSUSM Departments or student organizations. Reservation preference is given to ASI and their operational needs.

- Please remember the ASI Conference Room is within the ASI Suite which is a working space so please keep noise to low levels. As a part of this, please keep the door closed during your meeting.
- Max Capacity for the room is 39—although there is only seating for 26. If more attend your event, you may be asked to find a new space.
- Please make sure the space is as you found it and the lights are off when you leave the room. They are not on a timer or motion detected.
- You are only allowed to use the room for the allotted time requested. If you need time for set up or clean up, please include that in your request.
- The conference room is equipped with one PC computer and two television monitors. The room does not include any additional A/V equipment.
- Room set up is NOT included in your reservation.
- Refer to the Conference Room Guidelines for more information.

	Contact Information
Reaching out to ASI for Collaborations	Board of Directors: <a href="mailto:asi@csusm.edu">asi@csusm.edu</a> Campus Activities Board: <a href="mailto:asicab@csusm.edu">asicab@csusm.edu</a> Cougar Pantry: <a href="mailto:cougarpantry@csusm.edu">cougarpantry@csusm.edu</a>
ASI Conference Room Reservations Room Number USU 3700G	<a href="mailto:asi@csusm.edu">asi@csusm.edu</a> 760-750-4990
Equipment Requests	Board of Directors: <a href="mailto:asi@csusm.edu">asi@csusm.edu</a> Campus Activities Board: <a href="mailto:asicab@csusm.edu">asicab@csusm.edu</a> Cougar Pantry: <a href="mailto:cougarpantry@csusm.edu">cougarpantry@csusm.edu</a> Media and Communications: <a href="mailto:asidesign@csusm.edu">asidesign@csusm.edu</a>

BOD Reports 2/15/19

<b>Name *</b>	Naseli Fotoohi
<b>Position on Board *</b>	CoBA Representative
<b>News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *</b>	Executive Women's Forum is really coming together! Collaborators are all caught up to date, Panelist have been updated and marketing is going as planned!
<b>Updates on your ASI and University Committees *</b>	I had to miss the IO meeting but Kenny did a great job sending the budget that we are planning
<b>Upcoming Events and New Initiatives/Collaborations *</b>	Met with the Investment Society being visible that ASI is a resource and assistance for answers. Kenny explained ALF to Sergio the president of this society.
<b>Areas of concern related to your position and its constituents. *</b>	No concerns, thank you for all the support for this event!

<b>Name *</b>	Hannah Shohara
<b>Position on Board *</b>	CHABBS Representative
<b>News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *</b>	<ul style="list-style-type: none"><li>-We are meeting with the CHABSS Dean again to coordinate our involvement in the Honor Chord Ceremony on 4/20</li><li>-We are tabling at Speaking of Democracy on 2/26</li><li>-All CHABSS met with Ashley, Lucas, &amp; Annie to discuss our future and past plans</li></ul>
<b>Updates on your ASI and University Committees *</b>	<ul style="list-style-type: none"><li>-APC is looking to add A+ as a course grade symbol</li><li>-APC is also looking at the academic program discontinuation policy and whether students should be represented on the ad hoc committee that is created when someone challenges the discontinuation</li><li>-SAC completed the course grade appeal policy</li></ul>
<b>Upcoming Events and New Initiatives/Collaborations *</b>	Our next event is the art library exhibit and grand opening ceremony on 2/28

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

I need to ask students how they feel about having A+s on their transcripts, rather than just As.

**Name \***

Estefania Fraticelli

**Position on Board \***

Sustainability Rep.

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

-meeting with Kristine GLC President to talk about sustainability in Greek Life  
-meeting with Lucy Solomon about creating art pieces for Earth Week and Water Conservation month  
-met with the volunteer students for the Marine Life Projects

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

-Sustainability Projects Fund met last week to approve the timeline for deadlines on applications, presentations, and approval of projects.  
-SPF applications open February 18th, this Monday!

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

-Collaborating with art students and two professors on creating the Marine Life Plastic Pollution  
-collaborating with Lucy Solomon about Earth Week Ideas  
-meeting with Christian, president of Sigma Chi to discuss having a sustainability chair in their chapter

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

-finding the right opportunities to table for sustainability info sessions

**Name \***

Alex Diaz

**Position on Board \***

Diversity and Inclusion Rep

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

1) Attended the Black History Experience event on campus in an effort to support Black History Month.  
2) ASI-U-NITE event was a success. Spoke to students about the 24/5 zone.  
3) Attended the Transitions Collective Meeting on 02/12 and heard from Jason Bell, the Director of Project Rebound at San Francisco State.

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

No meetings with committees so far.

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

- 1) Chief Ybarrondo will be having the first Chief's Meeting with the Student Advisory Council February 27th at noon. Currently recruiting more students to serve in this student group.
- 2) Wildfire Donation Drive happening March
- 3) Prison Art Exhibit will be happening Feb 28th. I will be collaborating with CIABBS to table and provide canvases for students to paint what they are feeling after the exhibit.

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

Students have raised concerns that Black History Month lacks support from this University.

**Name \***

Celeste Espindola

**Position on Board \***

CHABSS Representative

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

I have been meeting with CAML Project and Kellogg library representatives to finalize the details of the ASI CALM Campaign

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

The Elections Committee has held elections information sessions to inform students of the application process and encourage them to run for election.

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

The ASI CALM Campaign will be held on 02/21/19, 02/25/19, 03/01/19, 04/29/19, and 05/02/19 during U-hour at the Kellogg plaza.

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

ASI internal conflict between the BOD representatives.

**Name \***

Kenneth Tran

**Position on Board \***

Executive Vice President

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

ASI Week was a half successful! Our first two events were cancelled due to the rain. Cougar Conversations and ASI U-Nite were both successful!

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

Personnel Committee- We finalized the timeline and the process for Professional Staff Evaluation.  
IO Committee- We went over the responsibilities and duties of IO and voted on the removal of two board members.  
Common Read- Still figuring out the book.  
IP Committee- New ASI Weekly Highlight!

SFAC is meeting next week.  
I'm a part of a Spirit Committee.

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

N/A

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

N/A

**Name \***

Michael Jones

**Position on Board \***

Veterans Representative

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

Feb 4: Meeting with Cheryl Berry for the HOPE and Wellness Center and Student Health and Counseling Services (SHCS).  
Feb 6: Cougar Conversations to talk with students about ASI elections, hiring opportunities, and members of ASI.  
Feb 7: Helped at ASI U-Nite to promote different ASI groups with education.  
Feb 12: Meeting with Vietnamese Student Association (VSA).  
Feb 15: Meeting with Veterans Student Organization (VSO).

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

No new updates on my ASI and University Committees.

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

New initiatives include a possible Night Market, an art collaboration with VSO, and the goal of establishing reliable housing for veteran students rather than live with non-veterans due to unique adjustment circumstances.

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

Primary concerns addressed include: Mental health, housing insecurity, and food insecurity.

Helped gather additional information from the HOPE and Wellness Center about insufficient counselors for the given student population. Will be working on possible alternatives in the community or hiring for remote services.

Heard about concerns related to veteran homelessness and will be working on outreaches and proposals to create veteran housing on campus.

Communicated with VSO about the anonymity of Cougar Pantry and the information recorded is specifically for statistical purposes. Hopefully this will encourage more veteran students to visit.

<b>Name *</b>	Paulette Cruz
<b>Position on Board *</b>	College of Education Health and Human Services
<b>News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *</b>	I have been communicating with different organizations on campus and attending events in order for our constituents to know that ASI is in support of them.
<b>Updates on your ASI and University Committees *</b>	In elections committee we came together with design team and created a wood token to be passed around to students. This token is an effort to encourage students to run in elections or to encourage others to run. This token is supposed to be passed around by ASI members to others and then from those students to other students.
<b>Upcoming Events and New Initiatives/Collaborations *</b>	Next week I will be meeting with Salvador from the PASO center in order to talk about their needs or concerns. I will also be meeting with Marilyn from marketing in order to go over potential scholarship opportunities.
<b>Areas of concern related to your position and its constituents. *</b>	An area of concern is that as ASI we are not supporting events as much as we should be. It was brought up to our attention that no one did any events for Black history month besides the black student organizations and centers. We do it for other months so I think it is important to be inclusive to all cultures, genders and races.