



**SI Executive Committee 2019/2020**

Kenny Tran  
*President & CEO*

Mariana Rosales  
*Executive Vice President*

Michelle Tran  
*VP of Student & University Affairs*

Jaelyn Freeman  
*Chair and Chief of Staff*

**Advisors**

Annie Macias  
*Executive Director*

Ashley Fennell  
*Asst. Director, Government Affairs  
 & Initiatives*

**ASI Executive Committee Minutes 20-02**

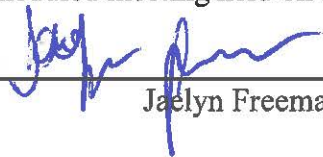
Wednesday, July 31<sup>st</sup> at 2:00pm  
 ASI Conference Room USU 3700

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 2:07pm	Jaelyn Freeman Chair & Chief of Staff
02	<b>Roll Call</b> Present: Kenny, Mariana, Michelle, Jaelyn, Annie, Ashley	Jaelyn Freeman Chair & Chief of Staff
03	<b>Recognition of Guests</b> Jake Northington, Yomira Zamora, Nayeli Gonzalez	Jaelyn Freeman Chair & Chief of Staff
04 Action	<b>Approval of Agenda</b> Kenny motioned to approve the agenda Mariana-2 <sup>nd</sup> None opposed, abstained Motion Carries	Jaelyn Freeman Chair & Chief of Staff
05 Action	<b>Approval of Minutes</b> Kenny motioned to approve the minutes Michelle-2 <sup>nd</sup> None opposed, abstained Motion Carries	Jaelyn Freeman Chair & Chief of Staff
06 Information	<b>Open Forum*</b> None	Jaelyn Freeman Chair & Chief of Staff
07 Action	<b>Executive Committee Meeting Schedule</b> Description: Determine meeting schedule for executive committee for 19/20 academic year Fiscal Impact: None See attached for approved dates Committee added fall dates for the executive committee. Discussion also focused on bringing schedule to BOD to change BOD Mid-Year Retreat Date Kenny motioned to approve the executive committee meeting schedule Michelle-2 <sup>nd</sup> None opposed, abstained Motion Carries	Ashley Fennell Asst. Director, Government Affairs & Initiatives
08 Action	<b>Purchasing Policy Updates</b> Description: Changes to the purchasing policy have been made to update position titles and processes for the new corporate credit cards. Fiscal Impact: None See attached for document reviewed Annie reviewed changes to the policy including removing specific professional staff titles and increasing monthly and single purchase limits on ASI Credit Cards. Professional staff and executive officers will need to complete new pro card agreement forms. Kenny motioned to approve the changes to the purchasing policy Mariana-2 <sup>nd</sup> None opposed, abstained Motion Carries	Annie Macias ASI Executive Director

<p><b>09</b> <b>Information</b></p>	<p><b>Reports</b>  <b>Kenny</b> - Social Justice Training Institute, ASI Retreat, and BOD Training prep  <b>Michelle</b>- Lobby Corps and parking reform  <b>Jae</b>- adding students to committees, working on graphic for students at large on committees, BOD on outlook, finalizing training and expectations  <b>Mariana</b>- 8 dimensions of wellness and organization with months of the semester.  <b>Annie</b>- office clean-up &amp; moves, Dibs campaigns funds to Student Emergency Fund, Sara working on travel and pro-card audits, continuing work on refrigerated lockers  <b>Ashley</b>- Cougar Pantry van purchase, adding produce truck Tuesday, training GA, planning for CSSA/CSUnity, and Cougar pantry training next week</p>	<p>Jaelyn Freeman Chair &amp; Chief of Staff</p>
<p><b>10</b> <b>Information</b></p>	<p><b>Announcements</b> None</p>	<p>Jaelyn Freeman Chair &amp; Chief of Staff</p>
<p><b>11</b> <b>Action</b></p>	<p><b>Adjournment</b> The meeting was adjourned at 2:47pm</p>	<p>Jaelyn Freeman Chair &amp; Chief of Staff</p>

\* Public comment will be limited to a maximum of 5 minutes per guest. Chair will determine allocated amount per meeting.

I, Jaelyn Freeman 19/20 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Executive Committee of Associated Students, Inc., at a regularly scheduled meeting held on September 10, 2019


Oct. 15, 2019  


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Jaelyn Freeman
Date

# ASI Meeting Schedule 2019/2020

Most meetings will take place in ASI Conference Room in USU 3700 unless otherwise indicated on posted agenda

Most BOD meetings will take place in USU 2310 A & B

Board of Directors	
Date	Time
Friday, August 16	2:30-4pm
Friday, September 6	2:30 - 4pm
Friday, September 20	2:30 - 4pm
Friday, October 4	2:30 - 4pm
Friday, October 18	2:30 - 4pm
Friday, November 1	2:30 - 4pm
Friday, November 15	2:30 - 4pm
Friday, December 6	2:30-4pm
Friday, February 7	2:30 - 4pm
Friday, February 21	2:30 - 4pm
Friday, March 6	2:30 - 4pm
Friday, March 20	2:30 - 4pm
Friday, April 10	2:30 - 4pm
Friday, April 24	2:30 - 4pm
Friday, May 8	2:30 - 4pm
Advisors: Ashley & Annie	

Student Advocacy Committee	
Date	Time
Friday, September 27	2:30 - 4pm
Friday, October 25	2:30 - 4pm
Friday, November 22	2:30 - 4pm
Friday, January 31	2:30 - 4pm
Friday, February 28	2:30 - 4pm
Friday, March 27	2:30 - 4pm
Friday, May 1	2:30 - 4pm
Advisors: DOS Rep & ASI Rep	

Internal Operations	
Date	Time
Friday, September 13	2:30 - 4pm
Friday, October 11	2:30 - 4pm
Friday, November 8	2:30 - 4pm
Friday, February 14	2:30 - 4pm
Friday, March 13	2:30 - 4pm
Friday, April 17	2:30 - 4pm
Advisors: Annie, Jon Epes (Manager of Accounting), & Ashley	

Executive Committee	
Date	Time
9/10/2019	10-11am
10/8/2019	10-11am
11/12/2019	10-11am
12/3/2019	10-11am
Advisors: Ashley & Annie	

Elections Committee*	
Date	Time
TBD	TBD
* Schedule dependent upon committee availability	
Advisors: DOS Rep and OIE Rep	

BOD Professional/Personal Development		
Date	Time	Topic
8/13-8/16/19	All Day	BOD Training
8/19-8/21/19	All Day	ASI Retreat
9/21-9/22/19	All Day	CSSA
9/27/2019	4-5:30	TBD
10/25/2019	4-5:30	TBD
11/22/2019	4-5:30	TBD
12/13/2019	3:00-5:00	TBD
1/17/2020	All Day	ASI Retreat
Saturday, 1/25	All Day	BOD Mid-Year Retreat
2/28/2020	4-5:30	TBD
3/27/2020	4-5:30	TBD
5/1/2020	4-5:30	TBD
Advisor: Ashley		

Awards Committee*	
Date	Time
TBD	TBD
* Schedule dependent upon committee availability	
Advisors: Ashley & Kalie	

Personnel Committee*	
Date	Time
TBD	TBD
* Schedule dependent upon committee availability	
Advisors: SA Rep & UARSC Rep	



ASSOCIATED STUDENTS, INC.  
STANDARD OPERATIONS POLICY &  
PROCEDURE MANUAL

POLICY:	PURCHASING
EFFECTIVE DATE:	APRIL 13, 2003
APPROVAL DATE:	JUNE 11, 2012 page 26, 2012

**PURPOSE**

To establish policies and procedures for ASI purchases made by ASI professional staff, ASI student employees, and student members of the ASI Board of Directors.

**POLICY AND PROCEDURES**

**1. Purchasing Procedures:**

- 1.1 When making purchases, all things being equal such as quality, specifications, service, and product availability, choose the lowest cost, local vendors, and/or recycled materials.
- 1.2 When buying in large volume or bulk, utilize established University and/or other Auxiliary purchase agreements when feasible.
- 1.3 Documentation of purchase shall consist of an Expenditure Request Form (Attachment A-1) accompanied by an itemized receipt(s) and proof of payment submitted to the ASI Corporate Office within five business days of the purchase.
- 1.4 All purchases by ~~the~~ ~~direct~~ of ASI entities must be within the allocations of the annual master budget approved by the ASI Board of Directors.
- 1.5 Purchases of Less Than \$5,000 require approval of the Director of the respective ASI entity.
- 1.6 Purchases of \$5,000 or more require prior approval of the ~~ASI Manager of Operations and the~~ ASI Executive Director, including documentation of purpose, rationale behind choice of vendor and equipment, and Expenditure Request Form (Attachment A).
- 1.7 Emergency purchases of \$10,000 or more may be authorized by the ASI Executive Director or ~~designee~~ ~~ASI Professional Staff~~ ~~Manager~~, during an emergency involving public health, welfare, and/or safety.

**2-1) Receiving Purchased Goods:**

- 2.1 Upon delivery and receipt of goods over \$5000, the purchase is tagged and inventoried by the ASI ~~Professional Staff~~ ~~Director~~ ~~Manager~~ ~~of Operations~~.
- 2.2 Directors of respective ASI entities will resolve any discrepancies that exist between the original purchase request and the delivered product.

**4-1) Purchasing Compliance:**

- 4.1 Individuals failing to comply with this policy may be subject to disciplinary action and/or may be required to assume personal liability for non-approved purchases.