



**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 *This meeting is being facilitated through an online zoom format, consistent with the Governor's Executive Order N25-20, suspending certain open meeting law restrictions.*

**Advisors**  
 Annie Macias  
 Executive Director

Ashley Fennell  
 Associate Director of Government  
 Affairs & Initiatives

**Special Meeting**  
**Executive Committee Minutes 20-08**

Wednesday, May 6<sup>th</sup>, at 4:00pm

Meeting URL: <https://csusm.zoom.us/j/245864653>

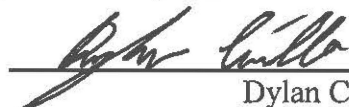
Posted: Tuesday, April 5<sup>th</sup>, 2020 at 12:30pm

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 4:00pm	Jaelyn Freeman Chair & Chief of Staff
02	<b>Roll Call</b> Present: Kenny Tran, Mariana Rosales, Michelle Tran, Jaelyn Freeman, Annie Macias, Ashley Fennell	Jaelyn Freeman Chair & Chief of Staff
03	<b>Recognition of Guests</b> Kimberly Peirce, Char Booth	Jaelyn Freeman Chair & Chief of Staff
04 Action	<b>Approval of Agenda</b> Chair moved to approve the agenda by consent vote None opposed Motion Carries	Jaelyn Freeman Chair & Chief of Staff
05 Action	<b>Approval of Minutes</b> Chair moved to approve the minutes from March 24 <sup>th</sup> by consent vote None opposed Motion Carries	Jaelyn Freeman Chair & Chief of Staff
06 Information	<b>Open Forum*</b> None	Jaelyn Freeman Chair & Chief of Staff
07 Action	<b>Reallocations towards SEF</b> <b>Description:</b> Committee will be reallocating funds to Student Emergency Fund. <b>Fiscal Impact: Yes</b> Presenter reviewed reallocations to Student Emergency Fund. The total was \$100,194. The breakdown was:  <ul style="list-style-type: none"> <li>○ Festival 78: \$31,000</li> <li>○ ALF: \$20,000</li> <li>○ BOD:               <ul style="list-style-type: none"> <li>▪ CHABSS: \$1,161.42</li> <li>▪ CoBA: \$1,699.33</li> <li>▪ CEHHS: \$1,694.70</li> <li>▪ CSTEM: \$1,496.86</li> <li>▪ Veteran's Rep: \$1,825</li> <li>▪ D&amp;I Rep: \$4,940.12</li> <li>▪ Sustainability Rep: \$1,594.09</li> <li>▪ President: \$644.72                   <ul style="list-style-type: none"> <li>• Includes Travel and Student Activities</li> </ul> </li> <li>▪ Chair: \$990</li> <li>▪ VPSUA: \$8,333.36                   <ul style="list-style-type: none"> <li>• Includes Lobby Corps, Student Activities &amp; Travel for VP SUA</li> </ul> </li> <li>▪ Elections: \$366.60</li> </ul> </li> <li>○ Cougar Pantry: \$24,447.71</li> </ul>	Mariana Rosales Executive Vice President  Jaelyn Freeman Chair & Chief of Staff

	Michelle motioned to approve the reallocations to Student Emergency Fund Kenny-2 <sup>nd</sup> Motion Carries	
<b>08 Action</b>	<b>COVID-19 Policy Updates</b> <b>Description:</b> Discuss potential adjustments to Student Emergency Fund during COVID-19. <b>Fiscal Impact:</b> None Discussion focused edits to policy to include timeline for Student Emergency Fund application. Presenter had concerns about new fiscal year and students applying again to for SEF when they might have just received funding the month before. Presenter proposed including an amendment that would note if an applicant had received funding between March and June for COVID related emergency then they would not be eligible for another award. With the current timelines, the application reviewed as new emergency with the restart of the fiscal year. Committee members had concerns about limiting student access to application and funds. They thought the SEF team should still reviewed and determine if this is a new emergency or continuing situation. Michelle motioned to keep COVID-19 Policy as is Kenny-2 <sup>nd</sup> Motion Carries	Annie Macias ASI Executive Director
<b>09 Action</b>	<b>Amendment to Library 24/5 Zone MOU</b> <b>Description:</b> Due to COVID-19, the Executive Officers will review temporary changes to the Memorandum of Understanding with the Library 24/5 Zone. <b>Fiscal Impact:</b> None Guest Char Booth led this discussion. Discussion focused on ASI's support of the Kellogg Library 24/5 Zone. The funds ASI provides secures two professional staff positions for the space. However, with the campus closed due to COVID-19, Kellogg Library staff is looking to reassign these positions in places that can still serve students. Discussion focused on these staff now working with CSUSM Bot or assisting with the Cougar Care Network referrals. However, since they MOU explicitly discusses the 24/5 Zone, guest wanted to discuss alternatives that could be approved by ASI and noted in the MOU. Committee members agreed that these positions are important to keep and if they are reassigned for a short while to still serve students in a different capacity that would be acceptable. Kenny motioned to approve the amendment to Library 24/5 Zone MOU Michelle-2 <sup>nd</sup> Motion Carries	Annie Macias ASI Executive Director
<b>10 Information</b>	<b>Reports</b> None	Jaelyn Freeman Chair & Chief of Staff
<b>11 Information</b>	<b>Announcements</b> None	Jaelyn Freeman Chair & Chief of Staff
<b>12 Action</b>	<b>Adjournment</b> The meeting was adjourned at 5:10pm	Jaelyn Freeman Chair & Chief of Staff

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

I, Dylan Crivello 20/21 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Executive Committee of Associated Students, Inc., at a meeting held on July 6, 2020



Dylan Crivello

08/05/20

Date

## Student Emergency Fund 2019-2020

**Total 19-20 awards:** \$150,000 – 600 students

Students awarded between March 13<sup>th</sup> and May 7<sup>th</sup>: \$119,250 – 477 students

### Allocations:

- Initial: **\$15,750**
- March 24<sup>th</sup>: **\$50,000**
  - o From over enrollment
- May 6<sup>th</sup>: **\$100,194**
  - o Festival 78: \$31,000
  - o ALF: \$20,000
  - o BOD:
    - CHABSS: \$1,161.42
    - CoBA: \$1,699.33
    - CEHHS: \$1,694.70
    - CSTEM: \$1,496.86
    - Veteran's Rep: \$1,825
    - D&I Rep: \$4,940.12
    - Sustainability Rep: \$1,594.09
    - President: \$644.72
      - Includes Travel and Student Activities
    - Chair: \$990
    - VPSUA: \$8,333.36
      - Includes Lobby Corps, Student Activities & Travel for VP SUA
    - Elections: \$366.60
  - o Cougar Pantry: \$24,447.71
    - Note: we made sure CP still have enough funds for food before moving this. They won't be traveling any time soon so it made sense. This includes their travel line and half of operations (estimated to not be used through the end of the fiscal year)

### Donations:

- **\$10,000:** Advancement (Fall 2019)
- **\$3,400:** DIBS (Fall 2019)
- **\$4,953:** Giving Day (Fall 2019)
- **\$50,000:** Advancement Funds (Spring 2020)



**ASSOCIATED STUDENTS, INC.  
STANDARD OPERATIONS POLICY & PROCEDURE MANUAL**

<b>POLICY:</b>	<b>COVID-19 Response</b>
<b>EFFECTIVE DATE:</b>	<b>MARCH 24, 2020</b>
<b>APPROVAL DATE:</b>	<b>APRIL 10, 2020</b>

### **PURPOSE**

In light of the impact of COVID-19 pandemic, there have been many changes made on our campus and in our communities. Effective, Friday March 20, California State University San Marcos (CSUSM) classes were moved completely to virtual instruction and the campus itself has closed buildings and moved to virtual modes for other resources such as library, academic advising, and so on.

### **POLICY AND PROCEDURES**

In light of these changes, and to follow our mission statement to serve, empower, and engage CSUSM students, ASI will:

1. Temporarily hold on changes approved by the ASI Board of Directors on February 21, 2020 to the ASI Student Emergency Fund policy and procedure, which included the requirement of meeting with Cougar Care Network and the submission of additional documentation prior to application review. We will also adjust our disbursement process for awarded funds. The updated ASI Student Emergency Fund website will reflect these changes. Online and additional resources will also be included in approval notifications to applicants.
2. Host committee meetings via telecommuting. All committee meeting information will be included on the posted agenda. We will continue to follow Gloria Romero and Robert's Rules of Order.
3. Examine reallocation of funds in order to support students through this transition time. Any travel budgets will now be accessible for programming or student activities to support student success through this COVID-19 transition time. Executive Committee will continue to meet to reexamine amounts allocated.
4. Create a cell phone and data policy for ASI professional staff and some student staff positions who are required to work telecommute during this COVID-19 time.
5. Examine ways to support and serve students virtually through online programming, webinars, trainings, resources, etc. This including the ability to distribute swag items directly to students.

6. Create ways for students at large to engage with their elected representatives including telecommuting office hours and hosting online resources.
7. Continue reimbursement of ASI Leadership Funding (ALF) to those students who are unable to secure refunds from original place of purchases. All other applications and approvals were void. The updated ASI Leadership Funding website will reflect these changes.
8. Establish process for online gift card giveaway. ASI gift card and prize form will be converted to Adobe sign and online process will be created to document distribution and purchase.
9. Amend internal ASI forms and processes to accommodate online or virtual programming. This includes but is not limited to social media post requests, risk management, contracts, and swag.
10. Convert approval signatures and documentation to virtual or online format.
11. Set expectations for student employees telecommuting. Agreement created with Human Resources and student and staff supervisors.
12. Create a policy for ASI Cougar Pantry policy during COVID-19 pandemic.
13. Process student organization reimbursements through online format. Reimbursement checks will be mail directly to recipient. Per CSUSM guidelines, e-signatures or email signatures can be accepted.

We understand these measures made by CSUSM caused significant disruption and inconvenience, but it was imperative to ensure the health and safety of our campus community. We will continue to serve and advocate for the student of CSUSM to the best of our abilities. Like CSUSM, we are firmly committed to the continuing support of CSUSM students in the efforts to continue their educational journey and success.

We encourage student participation and input regarding student support and success through this COVID-19 transition time.



**Amended and Restated  
Memorandum of Understanding  
Funding Partnership for University Library 24/5 Project  
California State University San Marcos  
And  
Associated Students, Inc. of  
California State University San Marcos**

This Amended and Restated Memorandum of Understanding is entered into by and between California State University San Marcos on behalf of the University Library ("CSUSM"), and Associated Students, Inc. of California State University San Marcos ("ASI"), and together the "parties".

Whereas, the parties entered into a Memorandum of Understanding, dated July 1, 2017, for the purposes of funding CSUSM's 24/5 Zone Project at the University Library ("Original MOU"); and

Whereas, the parties desire to amend and restate the Original MOU; and

Now, therefore the parties agree as follows:

1. Term of the Agreement is July 1, 2017 – June 30, 2022. (five fiscal years)
2. At the end of the term of this Agreement, any extensions or renewal will require mutual agreement by the parties to include the ASI Executive Officers.
3. Scope of the Agreement: ASI will serve as a funding partner to the University Library at California State University San Marcos to ensure that the designated second floor space and any future expansions are open 24 hours a day from Sunday mornings through Friday evenings during the Fall and Spring semesters only.
4. ASI responsibilities:
  - a. Funding source and yearly distributions. Beginning summer 2017, ASI will fund the University Library space renovation cost not to exceed \$90,000 from the ASI reserve account.
  - b. Starting Fall 2017, ASI will repay a minimum of \$18,000 per year to the ASI reserve account over the next five years. Until the full amount of the renovations is repaid to the ASI reserves.
  - c. The annual funding amount is a maximum of \$150,000.
  - d. ASI will reimburse CSUSM for salaries and benefits associated with those referenced in 5b below in the form of an annual budget transfer.
5. CSUSM responsibilities:
  - a. Coordinate the space renovation project.

- b. Conduct the search process to hire and supervise professional staff and student assistants (see Exhibit A: Staffing Funding Matrix).
- c. Provide to ASI space utilization assessment reports at minimum annually (see Exhibit B: Assessment Methods for 24/5 Library Access).
- d. During the term of this MOU, any changes to the hours of operations and services provided require consultation with ASI Executive Officers.
- e. During year 3 (Fall 2019) in consultation with ASI Executive Officers reevaluate the need for the services and recommend any appropriate adjustments. Depending on the recommendation results, renegotiate the terms of this MOU.
- f. At the completion of this Agreement, CSUSM agrees to relieve ASI of its funding responsibilities as stated herein and to identify an alternative source of funding to sustain 24/5 Zone space and services.

6. Notices

All notices herein required to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and sent by email to the addresses below..

Notice to ASI: amacias@csusm.edu

Notice to CSUSM: contracts@csusm.edu

In Witness Whereof, this Agreement has been executed the parties hereto as of the date written below.

Executed on August\_\_\_\_, 2019 By:\_\_\_\_\_

Kenneth Tran, ASI President  
Associated Students, Inc. of  
California State University San Marcos

By:\_\_\_\_\_

Annie Macias, Executive Director  
Associated Students, Inc. of  
California State University San Marcos

Executed on August\_\_\_\_, 2019 By:\_\_\_\_\_

Jennifer Fabbi, Dean  
University Library  
California State University San Marcos

By:\_\_\_\_\_

Neal Hoss, CFO/Vice President for Finance and  
Administrative Services  
California State University San Marcos