ASI CSUSM

ASI 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
Associate Director of Government Affairs & Initiatives

Executive Committee Minutes 20-07
Tuesday, March 24th, at 9:15am
https://csusm.zoom.us/j/819544761
Posted: Saturday, March 21st, 2020 at 9:15am

ITEM	SUBJECT	PRESENTER
01	**Call to Order** **Meeting called to order at 9:16**	Jaelyn Freeman Chair & Chief of Staff
02	**Roll Call** Present: Michelle, Kenny, Mariana, Jae, Annie, Ashley	Jaelyn Freeman Chair & Chief of Staff
03	**Recognition of Guests** None	Jaelyn Freeman Chair & Chief of Staff
04 **Action**	**Approval of Agenda** Mariana motioned to approve the agenda Kenny-2nd Motion Carries	Jaelyn Freeman Chair & Chief of Staff
05 **Action**	**Approval of Minutes** At the will of the Chair, this was tabled to next meeting	Jaelyn Freeman Chair & Chief of Staff
06 **Information**	**Open Forum*** None	Jaelyn Freeman Chair & Chief of Staff
07 **Action**	**Closed Session, Pursuant to CA Education Code Section 89307 (c) (1): Budget Reallocation** **Description**: Committee will determine reallocation of funds and disbursement methods to Student Emergency Fund. **Fiscal Impact**: Yes Michelle motioned to go into closed session Committee moved into closed session Committee moved out of closed session at 9:55am Chair noted the committee moved $50,000 from over enrollment to Student Emergency Fund	Mariana Rosales Executive Vice President Annie Macias Executive Director
08 **Action**	**COVID-19 Protocols** **Description**: Committee shall discuss and review ongoing COVID-19 Protocols document. **Fiscal Impact**: None See attached for Document reviewed Presenter mentioned document captures ASI impacted by COVID-19 that has needed to adjusted policy temporarily during this time. Kenny motioned to approve the COVID-19 Protocols policy Mariana-2nd Motion Carries	Ashley Fennell Associate Director of Government Affairs & Initiatives
09 **Discussion**	**Committee Protocols via Zoom** **Description**: Committee will discuss a plan to create protocols for committee meetings via Zoom. **Fiscal Impact**: None Committee discussed guidelines for hosting zooms for ASI Committees. Committee decided to create guidelines for creating a zoom meeting as well as operational decisions such as taking roll during a meeting and voting.	Jaelyn Freeman Chair & Chief of Staff
10 **Information**	**Reports** At the will of the Chair, this item was tabled	Jaelyn Freeman Chair & Chief of Staff

11 Information	**Announcements** Ashley- SEF website and resources for any Adobe issues Jaelyn- Finalize guidelines and send out	Jaelyn Freeman Chair & Chief of Staff
12 Action	**Adjournment** Meeting was adjourned at 10:18am	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, Jaelyn Freeman 19/20 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 May 6, 2020

_____   May 11, 2020
Jaelyn Freeman   Date

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASSOCIATED STUDENTS, INC.
STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

POLICY:	COVID-19 Response
EFFECTIVE DATE:	**MARCH 24, 2020**
APPROVAL DATE:	**MARCH 24, 2020**

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 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 Student Emergency Fund website will reflect these changes. Online 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 though 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 professiaonl staff and some student staff positions who are required to work telecommute during this COVID-19 time.

5. Examine ways to support students virtually through online webinars, trainings, resources, etc.

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 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.

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.

ASI Committee Guidelines for Telecommuting Meetings
(Using Zoom Platform)

Committee Members:
- Stay in front of the camera; stay focused & let Chair know privately in the chat if you need to step out or leave
- Please do not eat through committee meetings, keep water by your side!
- Keep background the same once you start meeting
- Rename your profile to include your full name (First and last name)
- Enter with microphone muted* (this can be set up when the meeting is created-- have it set as mute upon entering)

Agenda
- Include Zoom link and meeting ID/password when relevant as location
- Add telecommuting disclaimer at the top of the agenda about open meeting law
- Send out to committee members via email, 72 hours prior to the meeting
- Submit the agenda to Ashley/Kim to post on the ASI website (Make sure they post 72 hours prior to the meeting as well)
- Submit the agenda to a Media Request for the notice to be posted on Instagram
Any other platform?

Before Meeting:

Scheduling Zoom meeting - Things to pay attention to
- *Scheduling a Zoom meeting through Outlook*
    - *Precautions when Scheduling via Outlook*
        -
- *Use a Unique Meeting ID for important meetings*
    - Avoid hosting large meetings or 'public' events using your Personal Meeting ID (PMI). Your PMI is basically one continuous meeting. Instead, Zoom suggests using random meeting IDs for your large meetings.
- *Set a Meeting Password*
    - Set a strong password for all meetings and webinars.
    - While scheduling a meeting, under Meeting Options, check Require Meeting Password, then specify a strong password. Participants will be asked for this password in order to join your meeting.
- *Disable "Join Before Host"*
    - If you are scheduling a meeting where sensitive information will be discussed (Closed Session), it is recommended to leave **Enable join**

before host (found in the Meeting Options section while scheduling a meeting on the webpage, or in the Advanced Options if scheduling via the Zoom application) turned **OFF**. See [Zoom's Join Before Host help page](#) for more information.

- The join before host option can be convenient for allowing others to continue with a meeting if you are not available to start the meeting, but with this option enabled, the first person who joins the meeting will automatically be made the host and will have full control over the meeting.
- As an alternative, I suggest assigning an [Alternative Host](#) before or during the meeting.
- *Meeting Minutes (Guest List)*
    - When creating a committee meeting that requires minutes following the meeting, the Chair is able to require registration so they have a full list after the meeting of who all tuned into the meeting.
    - After meeting, Chair can access registrants by clicking on the **Previous Meetings** tab and scrolling down to the bottom of the page. Under the **Registration** tab, the first line should be **Registrants** & to the far right of this same line, you can view them all.

==*I would assign a role-- maybe Vice Chair or advisor can watch chat so Chair can lead meeting without having to do a million things-- depending on agenda/meeting * One note: all chats will be downloaded/can be downloadable to watch any side chatter on Zoom. All will potentially be part of the minutes==

During Meeting:

Call to Order
- The chair will call the meeting to order

Roll Call
- The chair will do roll call along with agenda list, - member will say the name, position, pronouns (chair will need to give committee members the ability to unmute self)

Recognition of Guests
- The chair will ask each guest to state their name, campus affiliation along with pronouns in the chat box (chair will have a list of guests via registration list) -- ==is this possible when someone is calling in? I think prior to creating the meeting, you need to enable a feature to ask each guest to enter their name and email address.==

Approval of Agenda/Minutes - Action

- Motion via the microphone, 2nd via microphone
- **Voting- Roll Call <mark>(Jae did you see the note I sent you? Long Beach has been doing this and asks first for opposed then abstensions (since there is usually the rest) then all others approve say "aye". Might save some time?) -- It is kind of like the approval by unanimous consent vote Michelle was doing.</mark>**
- How to make amendments- the same way

Discussion Item - Chair will keep committee members muted during the presentation. Speakers will raise a hand to speak? The chair will call on each.

Presentation- Chair will allow presenter to "take over" meeting to share screen of presentation. After presentation Chair will resume control and call on speaker list

Reports - Roll call led by Chair

Announcements - Roll call led by Chair

Adjournment - Motion via the microphone, 2nd via microphone

Removing Unwanted Participants
1. If the **Participants** panel is not visible, select **Manage Participants** at the bottom of the Zoom window.
2. Next to the person you want to remove, select **More**.
3. From the list that appears, select **Remove**. <mark>Do you want to send them to the waiting room? What warrants a person getting removed?</mark>

Unlock & Lock Your Session
- The [Zoom Host Controls](#) allow the host or co-host to lock the meeting. Once all your attendees have joined:
    1. If the **Participants** panel is not visible, select **Manage Participants** at the bottom of the **Zoom** window.
    2. At the bottom of the **Participants** panel, select **More**.
    3. From the list that appears, select **Lock Meeting**.
- *Unlock the meeting following these same steps.*
- When a meeting is locked, no one can join, and you (the host or co-host) will NOT be alerted if anyone tries to join, so it's best not to lock the meeting until everyone has joined. <mark>Do you want this option if it is an open meeting?</mark>

After Meeting:
1. Chair Send guest list to Ashley to be recorded on the minutes

2.