



## ASI Executive Committee Minutes 21-04

Tuesday, October 6<sup>th</sup> at 9:00am

Zoom: <https://csusm.zoom.us/j/91011000000>

ASI Executive Committee 2020/2021

*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.*

Dylan Crivello  
 Chair and Chief of Staff

Michael Garrett  
 President & CEO

Tim Pelayo  
 Executive Vice President

Andrew Gamboa  
 VP of Student & University Affairs

**Advisors**

Annie Macias  
 Executive Director


Ashley Fennell  
 Associate Director,  
 Government Affairs  
 & Initiatives

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> This meeting was called to order at 9:01 AM	Dylan Crivello <i>Chair and Chief of Staff</i>
02	<b>Roll Call</b> Present: Dylan, Michael, Tim, Andrew, Annie, Ashley	Dylan Crivello <i>Chair and Chief of Staff</i>
03	<b>Recognition of Guests</b> Zoom Registration	Dylan Crivello <i>Chair and Chief of Staff</i>
04 Action	<b>Approval of Agenda</b> Ashley mentioned that the Agenda 21-05 was supposed to say 21-04 Agenda with edits was approved by will of the chair None opposed Motion Carries	Dylan Crivello <i>Chair and Chief of Staff</i>
05 Action	<b>Approval of Minutes</b> My will of the chair move to approve the minutes None opposed Motion Carries	Dylan Crivello <i>Chair and Chief of Staff</i>
06 Information	<b>Open Forum*</b> None	Dylan Crivello <i>Chair and Chief of Staff</i>
07 Action	<b>Approval of changes to COVID-19 Policy</b> <b>Description:</b> Review addition of changes to Student Emergency Fund in Policy. <b>Fiscal Impact:</b> None See attached for document reviewed Changes made to sections one and two. Award increased to \$350 due to reserves allocation. Future EVP will need to examine budget o determine if award amount increase permanently. She also removed hold on back-up documentation and meeting with CCN as those changes went into effect in 20/21 academic year. Ashley explained that the changes were due to the reverse. While she was looking at the document, she made some changes. Andrew motioned to approve changes to COVID-19 Policy Tim-2nd Roll call vote Andrew: yes Michael: yes Tim: yes Motion Carries	Ashley Fennell <i>Associate Director, Government Affairs &amp; Initiatives</i>
08 Information	<b>Reports</b> Dylan: student at large on committees, one on one with Board members, and on-boarding new CHABSS rep Michael: Yesterday was the first Fresh market Monday and he would just like to spotlight them for their amazing work Tim: He is having his second IO meeting this Friday at 2:30 PM. They will be discussing budgets. He also mentioned changes to SEF.	Dylan Crivello <i>Chair and Chief of Staff</i>

	Andrew: volunteers, civic engagement Annie: Working on MOU for reserves allocation as well as with Accounting to make sure budget is cleaned up. Meeting with legal about feed project, joint audit committee, and planning for Kim to be out for spring. Ashley: need guest lists for committee, CP planning for new space, new CSU Chancellor, FMM, and discussions with CSU advisors	
<b>09 Information</b>	<b>Announcements</b> Ashley: Cougar Pantry Wednesday Distribution will be happening Tomorrow. LEAD Training is coming up, if not registered please do so. The Election Committee will be starting next week.	Dylan Crivello <i>Chair and Chief of Staff</i>
<b>10 Action</b>	<b>Adjournment</b> Meeting was adjourned at 9:18 PM	Dylan Crivello <i>Chair and Chief of Staff</i>

\* Public comment will be limited to a maximum of 5 minutes per guest.  
 Chair will determine the 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 the Executive Committee of Associated Students, Inc., at a regularly scheduled meeting held on November 3, 2020

  
 Dylan Crivello

11/09/20  
 Date



ASSOCIATED STUDENTS, INC.  
STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

**POLICY:** COVID-19 Response

**EFFECTIVE DATE:** MARCH 24, 2020

**APPROVAL DATE:** ~~AUGUST 3, 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.

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 students 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

## 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. Awards will be process through Financial Aid and Student Financial Services The updated ASI Student Emergency Fund website will reflect these changes. Online and additional resources will also be included when meeting with a member of the Cougar Care Network~~in approval notifications to applicants.~~
- ~~2. Increase ASI Student Emergency Fund awards from \$250.00 to \$350.00 for the 20/21 academic year to support the needs, issues, and concerns created by the COVID-19 pandemic. The ASI Board of Directors approved reallocation of reserves funds at a~~

meeting on September 4, 2020. The ASI Executive Vice President will re-evaluate this award amount during the budget cycle for the 21/22 fiscal year.

- ~~2.3.~~ 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.
- ~~3.4.~~ 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.
- ~~4.5.~~ 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.
- ~~5.6.~~ 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.
- ~~6.7.~~ Create ways for students at large to engage with their elected representatives including telecommuting office hours and hosting online resources.
- ~~7.8.~~ Distribute funding directly to 20/21 student organizations' recognized through Student Leadership and Involvement Center. The awards to student organizations will be a fixed amount dispersed to the organizations' on campus fund accounts in lieu of funding on-campus events. Additionally, conference funding will be used to reimburse registration for virtual conferences only. In order to mitigate risk, ALF will not approve funding for conferences that require in-person attendance. The updated ASI Leadership Funding website will reflect these changes.
- ~~8.9.~~ 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.
- ~~9.10.~~ 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.
- ~~10.11.~~ Convert approval signatures and documentation to virtual or online format.
- ~~11.12.~~ Set expectations for student employees telecommuting. Agreement created with Human Resources and student and staff supervisors. Internal ASI telecommuting agreements may also be implemented. Additionally, professional staff will utilize alternative, online methods such as Basecamp for time keeping methods in lieu of punch clock and timecards.
- ~~12.13.~~ Create guidelines for ASI Cougar Pantry during COVID-19 pandemic.
- ~~13.14.~~ 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.

~~14.15.~~ Approve ProCard purchases that can be sent to individual employee home addresses as necessary.

~~15.16.~~ Offer ASI Board of Directors' parking pass compensation costs in scholarship format if requested by student member. Scholarship will be awarded at the end of the semester with currently allocation of approved compensation scholarships.