



**ASI Board of Directors 21/22**

Mariano Santana  
Chair and Chief of Staff

Dylan Crivello  
President & CEO

Andrew Gamboa  
Executive Vice President

Julia Glorioso  
VP of Student & University Affairs

Tam Phan  
CoBA Representative

Pat Argiles  
CoBA Representative

Ernest Cisneros  
CHABSS Representative

Cesar Parra  
CHABSS Representative

Vacant  
CEHHS Representative

Vacant  
CEHHS Representative

Stephanie Rey  
CSTEM Representative

Jesus Campos  
CSTEM Representative

Codie Sterner  
Student at Large Representative for  
Sustainability

Lavonne Davis  
Student at Large Representative for  
Diversity & Inclusion

Vacant  
Student at Large Representative for  
Diversity & Inclusion

Richard Carpenter  
Veterans Student Representative

**Advisors**

Annie Macias  
Executive Director

Ashley Fennell  
ssoc. Director of Government Affairs  
& Initiatives

**Standing Invitees**

Michelle Romans  
Alumni Association Representative

Karen S. Glover  
Academic Senate Representative

Gail Cole-Avent  
President's Designee

Clint Roberts  
University CFO Designee

Janelle Temnick  
CSUSM Corporation

**ASI Board of Directors Minutes 21-06**

Friday, December 10<sup>th</sup>, 2021, at 2:30pm

Zoom: <https://csusm.zoom.us/j/86563682973> and/or in person in USU 2310

Posted: Tuesday, December 7<sup>th</sup>, 2021

*This meeting is being facilitated through a hybrid format, consistent AB361*

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 2:33pm	Mariano Santana Chair and Chief of Staff
02	<b>Roll Call</b> Present: Mariano, Dylan, Andrew, Julia, Tam, Pat, Ernest, Cesar, Stephania, Jesus, Codie, Lavonne, Richard, Annie, Ashley, Michelle, Karen, Clint, Janelle Absent: Gail	Mariano Santana Chair and Chief of Staff
03	<b>Recognition of Guests</b> Zoom and in person guest list registration will be used	Mariano Santana Chair and Chief of Staff
04 Action	<b>Approval of Agenda</b> At the will of the Chair, "for CSUSM" was added on the title for the Mental Health resolution Chair motioned to approve by consent vote None opposed Motion Carries	Mariano Santana Chair and Chief of Staff
05 Action	<b>Approval of Minutes</b> Chair motioned to approve by consent vote None opposed Motion Carries	Mariano Santana Chair and Chief of Staff
06 Information	<b>Open Forum*</b> None	Mariano Santana Chair and Chief of Staff
07 Information	<b>Housing &amp; Dining Hall</b> <b>Description:</b> Updates on Housing and future Dining Hall at CSUSM. <b>Fiscal Impact:</b> None See attached for presentation Presenter overviewed plan for Residential Education at upcoming new housing facility for campus. He also overviewed meal swipe programs. Concerns and questions focused on sustainability of the dining program and efforts to support food insecurity on campus. Ashley wondered about who the dietician is that was hired in hopes of connecting for partnerships. Richard wondered about space availability at housing and if there is a waitlist. Andrew mentioned he is happy to hear the dining plans will not be mandatory for students in UVA/QUAD. He also wanted details about the \$600k housing plan. Presenter mentioned he will be returning at an upcoming meeting with details about meal plan rates and options.	Jason Schreiber Dean of Students
08 Action	<b>Approval of Resolution to Support the Expansion of Mental Health Resources for CSUSM</b> <b>Description:</b> Committee will review ASI resolution on expansion of mental health resources. <b>Fiscal Impact:</b> None See attached for document reviewed. Presenters mentioned adding in some additional wording in the resolved clauses to clarify needs and goals for efforts on campus. Richard motioned to approve the resolution to support the expansion of mental health resources for CSUSM Andrew-2 <sup>nd</sup> None opposed Motion Carries	Julia Glorioso VP of Student & University Affairs  Tam Phan CoBA Representative



<p><b>09 Action</b></p>	<p><b>Approval of ASI Travel Policy Changes</b>  <b>Description:</b> Review the recommended changes and updates to the ASI Travel Policy  <b>Fiscal Impact:</b> None            See attached for document reviewed.            Ashley mentioned this was part of the ongoing effort to update all ASI policies. This is just the first update of this document with updated structure including definitions, policy, and procedures. ASI will be continuing to update the procedures to streamline and clarify so this document will likely return to this committee in the spring.            Stephania motioned to approve the ASI Travel Policy Changes            None opposed            Motion Carries</p>	<p>Ashley Fennell Associate Director of Government Affairs &amp; Initiatives</p>
<p><b>10 Action</b></p>	<p><b>Approval of ASI Hospitality Policy Changes</b>  <b>Description:</b> Review the recommended changes and updates to the ASI Hospitality Policy.  <b>Fiscal Impact:</b> None            See attached for document reviewed.            Kim mentioned updating the to reflect current practices as well as to align with CSU/CSUSM hospitality policy.            Dylan motioned to approve the ASI Hospitality policy changes            Cesar 2<sup>nd</sup>            None opposed            Motion Carries</p>	<p>Kim Peirce Associate Director of Student Engagement</p>
<p><b>11 Action</b></p>	<p><b>Approval of Deletion of ASI Public Relations Policy</b>  <b>Description:</b> Policy will be up for deletion based on updated Hospitality Policy.  <b>Fiscal Impact:</b> None            Ashley mentioned this document was absorbed into the edits made to ASI Hospitality Policy so there was no longer a need for separate public relations policy.            Jesus motioned to approve the deletion of ASI public relations policy            Richard-2<sup>nd</sup>            Motion Carries</p>	<p>Ashley Fennell Associate Director of Government Affairs &amp; Initiatives</p>
<p><b>12 Action</b></p>	<p><b>Approval of updates to 2021/2022 ASI Meeting Schedule</b>  <b>Description:</b> Review updates to meeting dates for ASI Board of Directors meeting schedule  <b>Fiscal Impact:</b> None            See attached for document reviewed.            Ashley mentioned updating and changing the date for the ASI BOD Mid-Year Retreat from Friday, January 14<sup>th</sup> to Saturday, January 15<sup>th</sup>. This is a mandatory training for all Board members.            Andrew motioned to approve the updates to 2021/2022 ASI meeting schedule            Dylan 2<sup>nd</sup>            None opposed            Motion Carries</p>	<p>Ashley Fennell Associate Director of Government Affairs &amp; Initiatives</p>
<p><b>13 Action</b></p>	<p><b>Approval of ASI Elections Committee Members</b>  <b>Description:</b> Per ASI Bylaws, committee members must be approved by the ASI Board of Directors.  <b>Fiscal Impact:</b> None            Ashley presented the names of new elections committee members up for approval.            Dino Vasquez – Student at Large            Mia Torres – Student at Large            Pat Argiles- ASI Board Member            Per ASI Bylaws, members of this committee must be approved by the ASI Board of Directors.            Dylan motioned to approve the ASI Elections Committee members            Codie-2<sup>nd</sup>            None opposed            Motion Carries</p>	<p>Ashley Fennell Associate Director of Government Affairs &amp; Initiatives</p>



<b>14 Information</b>	<b>Reports</b> See attached for student reports Annie – reviewing policies within ASI for audit compliance, working on human resources paperwork, and attending VPSA meetings. Ashley- reviewed CP Grand opening and Giving Day, BOD at Temecula event, 30-year celebration, open forums for multiple positions on campus, emergency assistance funding available, and planning for spring meetings. Michelle- basic needs drive, calendaring for spring events Clint- None Janelle- dining hours, book rentals 12/7, catering available, Starting Jan 2022 no single use plastic water bottles, and introduction of new AVP.	Mariano Santana Chair and Chief of Staff
<b>15 Information</b>	<b>Announcements</b> Mariano- elections committee, internal operations committee members needed Dylan- applications close at 5, good luck on finals and focus on mental health	Mariano Santana Chair and Chief of Staff
<b>16 Action</b>	<b>Adjournment</b> The chair adjourned the meeting at 3:44pm	Mariano Santana Chair and Chief of Staff

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

I, Dylan Crivello, 21/22 ASI President, hereby certify that the above minutes were approved by Board of Directors of Associated Students, Inc., at a regularly scheduled meeting held on February 18, 2022

  
Dylan Crivello

  
Date

<b>First Name</b>	<b>Last Name</b>
Clint	Roberts
Lavonne	Davis
Annie	Macias
Will	Marchese
Stephania Rey	
Janelle	Temnick
Jesus	Campos
karen	glover
pricila	meza
Kalie Sabajo	
Patricio	Argiles
Michelle	Romans
Cesar	Parra-Bustamante
Kim	Peirce
Ashley	Fennell
Julia	Glorioso
Richard Carpenter	
Ernest Cisneros	
USU	



# Housing and Dining update

Jason Schreiber, Dean of Students

December 10, 2021



# Update

- Transparency & Purpose of Today
- Where we have been and where we are headed
- Housing
- Dining concerns from prior discussions and Updates
- Student Involvement in Dining
- Dining Design
- Feedback, Points to Consider, and Return with more information

The five CSUSM Guiding Principles for Housing and Dining are grounded on assumptions, information, and research about **Academic Success, Affordable & Sustainable Student Housing & Dining, Student Engagement and Nutritional Education, Sense of Belonging, and Opportunities for Living-Learning Environments.**

- My role as Dean of Students
- Purpose
  - Update on the opportunity for engagement, student life, support of basic needs, and additional services for students
  - Update on where we are; where we are headed
  - Hear questions, concerns, or points of consideration







## Where we have been & Where we are headed

- Beginning in Fall 2016, began conversations with ASI Presidents and/or Representatives about the future of housing and dining.
- Student Housing Advisory Committee started looking into dining options in March 2017
- In 2019, Housing Demand Study was conducted which showed a need for more student housing.
- In 2020, a dining plan was explored
- March 2020, the dining plan was put on hold
- Summer 2021, dining was revisited
- October 2021, CSU Affordable Housing application
- In Fall 2021 this study was updated based on new data and the need is still there for CSUSM students.



# Housing

- CSUSM currently only has 1,547 beds in apartment style housing
- Demand study of approximately 274 beds based upon current enrollment of 14,500, and 571 beds based upon enrollment of 17,500
- Increase on-campus opportunities for students seeking to live in on campus housing - Historical Waitlist:
  - 2021/2022 - 391 students
  - 2019/2020 - 622 students
  - 2018/2019 - 154 students
- Supports Student Success and Retention

# Potential New Housing

## North Commons

- Approximately 330 beds of First year Traditional Student Housing, classrooms and administrative spaces
- Owner: University Villages San Marcos



## CA Affordable Housing - \$600million for the CSU

- CSUSM submitted a proposal for a 600 bed residence hall
- Located near the UVA

# Dining

## Student concerns

- Meal Plan Requirement
- Prison Industrial Complex
- Exemption Plan
- Students on CalFresh
- Student Feedback
- Dietary Needs/ Sustainability
- Financial Aid

## Benefits

- Increased nutritional options
- Student Life & Engagement
- Support students in housing, athletes, and general students
- Employment
- Growth of campus

# Student Involvement

## CSUSM Corporation Board

- Two voting student positions
- Housing and Dining Advisory Committee

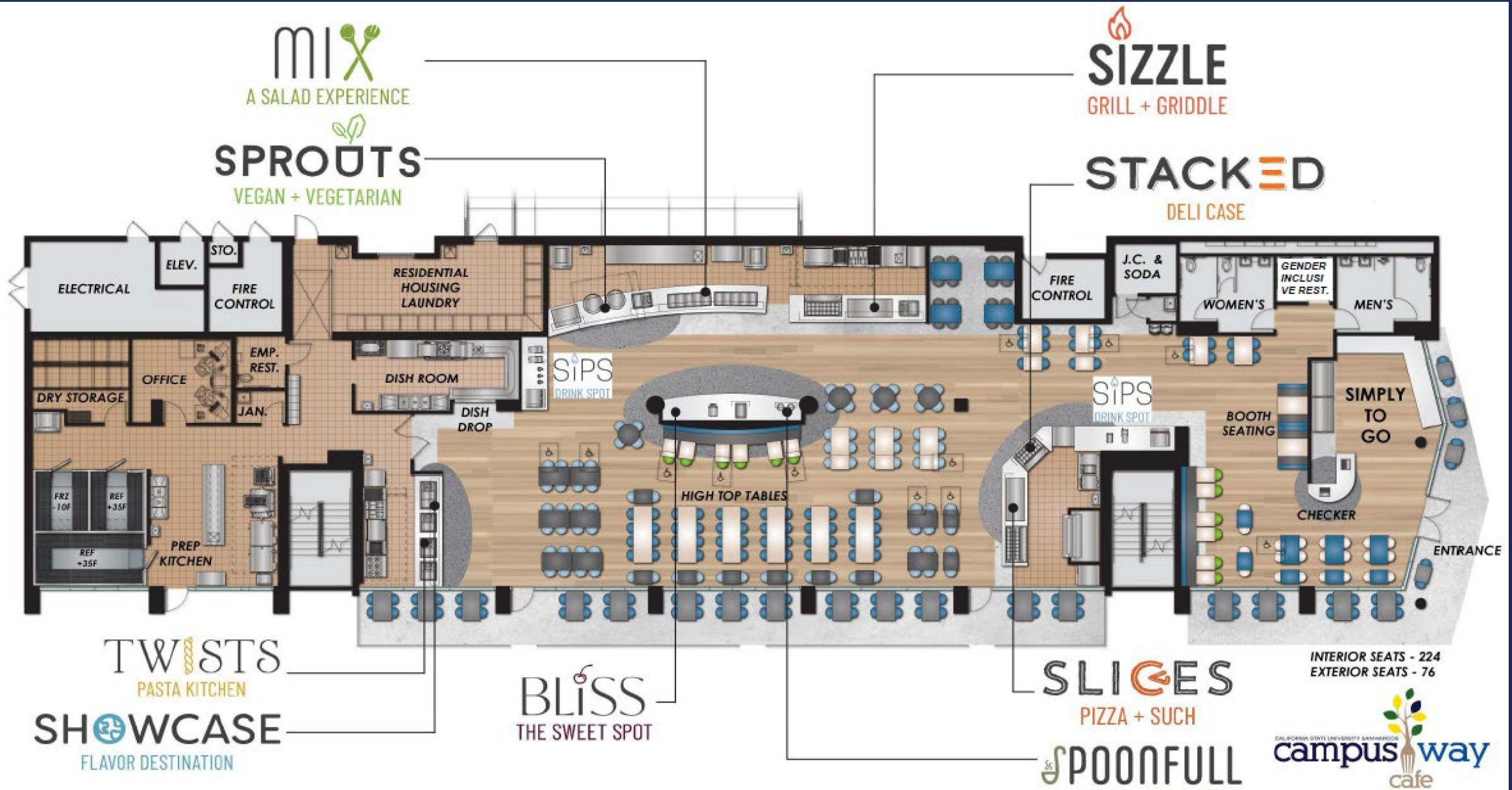
## Student Dining Committee

- Jason & Julia
- Membership includes ASI, Athletics, SQE, OIE, International Students, RHC/RA, Oteam

## Student Dining Advisory Committee



# Dining Layout





GRAPHIC PROVIDE  
BY UNIVERSITY

GRAPHIC PROVIDE  
BY UNIVERSITY

GRAPHIC PROVIDE  
BY UNIVERSITY

CALIFORNIA STATE UNIVERSITY BAKERSFIELD  
**campus way**  
cafe

SIMPLY TO GO





# What's to Come?

- Student Survey
- ASI Spring Semester Meeting
  - Meal Plans & Rates
- Tasting Events
- Meet the Chef and the Nutritionist Events
- Ongoing website updates and social media postings
- Site Tours





# Questions



**ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS**

Resolution to: Support the Expansion of Mental Health Resources for CSUSM  
Resolution 2022- 01

Authored By: Julia Glorioso & Tam Phan

1  
2  
3  
4  
5  
6 Whereas, the Associated Students, Inc. of the California State University San Marcos (ASI) Board of Directors is  
7 the official governing body of the students of CSUSM; and

8  
9 Whereas, ASI at California State University San Marcos (CSUSM) is the primary advocate for students at  
10 CSUSM and is dedicated to providing services designed to create and enhance a learning-focused campus  
11 environment; and

12  
13 Whereas, it is ASI's mission to serve, engage, and empower students, ASI has the responsibility to inform  
14 CSUSM students about issues that affect our student population; and

15  
16 Whereas, ASI strives to enhance mental wellness both in CSUSM and the California State University System  
17 (CSU) in order to improve student balance within academic, financial, social, and health-related demands; and

18  
19 Whereas, CSUSM Student Affairs strategic priorities for 2018-2021 [AF1] states to enhance student life, foster  
20 holistic wellness, engage students, and build community<sup>[1]</sup>; and

21  
22 Whereas, A pillar of the CSU Graduation Initiative 2025 is Student Engagement and Well-Being [AF2] which  
23 highlights that the CSU is committed to "Developing strategies for leveraging technology to reinforce a sense  
24 of belonging and to build meaningful social connections across campus"<sup>[2]</sup>; and

25  
26 Whereas, student mental health and wellbeing is integral to fostering a sense of belongingness and  
27 community, factors that greatly impact student academic success; and

28  
29 Whereas, the California State Student Association (CSSA) 2020/2021 COVID-19 Policy Agenda emphasizes the  
30 need for mental health resources by stating that their number one priority is to "ensure access to housing,  
31 food, financial, wellness resources, and technology resources for all CSU students"<sup>[3]</sup>; and

32  
33 Whereas, the California State Student Association (CSSA) 2021/2022 Policy Agenda outlines priority number  
34 two as "Ensure student health and safety are prioritized to enable belongingness on campuses"; and

35  
36 Whereas, students experiencing high levels of stress, anxiety, and other psychological distresses are less  
37 academically successful, leading to lower retention rates as stated by the California Community Colleges  
38 Student Mental Health Program (CCC SMHP)<sup>[4]</sup>; and

39  
40 Whereas, CSUSM Student Health and Counseling Services has six licensed psychologists , for over 17,000  
41 students; and

42  

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**ASSOCIATED STUDENTS, INC. OF CALIFORNIA STATE UNIVERSITY SAN MARCOS**

333 S. Twin Oaks Valley Road, USU 3700, San Marcos, CA, 92096  
asi@csusm.edu | www.csusm.edu/asi | Phone: 760.750.4990 | Fax: 760.750.3149

43 Whereas, the recommended ratio is 1 counselor to every 1,000-1,500 students according to the International  
44 Accreditation of Counseling Services (IACS)<sup>[5]</sup>; and

45  
46 Whereas, according to the IACS, there are several consequences when the counselor to student ratio  
47 increases beyond the upper limits which include: an increase in the waiting list, difficulty in providing services  
48 to students with increasingly severe psychological issues, liability risks increase for the counseling center, and  
49 university, the support for academic success decreases, and counseling centers are less available to help  
50 support the campus community<sup>[6]</sup>; and

51  
52 Whereas, students are limited to the number of times they can utilize the university's counseling services due  
53 to the limited number of counselors available, which ultimately limits the help a student seeking one on one  
54 counseling can receive [AF3]; and

55  
56 Whereas, students' mental health has been greatly impacted due to the COVID-19 pandemic increasing  
57 isolation, loss of income, fear, and anxieties; and

58  
59 Whereas, IACS Standards for University and College Counseling Services highlights the importance of "hiring  
60 staff members who demonstrate cultural competency in working with students from diverse backgrounds and  
61 identities"<sup>[7]</sup>; and

62  
63 Resolved, that ASI requests that the University make a commitment to increasing access to mental health  
64 services; and

65  
66 Resolved, that ASI proposes the University allocate funding towards CSUSM mental health services through  
67 grants and university funding in order to better support Student Health and Counseling Services; and

68  
69 Resolved, that ASI proposes the University allocate additional funds towards the salary wages and benefits of  
70 counselors in order to incentivize counselors to stay and to be hired by the university; and

71  
72 Resolved, that ASI supports the increase in tenured counseling staff for Student Health and Counseling  
73 Services to improve the ability to hire and retain more specialized staff; and

74  
75  
76 Resolved, that ASI believes that more student outreach and education regarding the variety of options and  
77 resources available for mental health should be executed by ASI, Student Health and Counseling Services, and  
78 other campus entities; and

79  
80 Resolved, that ASI is aware of group counseling being an effective means of receiving mental health support  
81 and will find ways to inform the student body on the ways to receive help beyond individual counseling; and

82  
83 Resolved, that ASI will partner with Student Health and Counseling Services and other campus entities through  
84 collaborative efforts in order to educate the student body on available mental health resources and any  
85 ongoing or future efforts to expand such resources; and

86

**Deleted:** Resolved, ASI requests that the university make a commitment to increasing access to mental health services; and<sup>[1]</sup>

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90 Resolved, that ASI supports telehealth and the use of virtual counseling services and believes that these  
91 services should continue to be offered in an online format even post -pandemic to better accommodate  
92 student needs, especially those students who commute, live far away from campus, require more flexible  
93 hours of service, or attend the Temecula campus; and

94  
95 Resolved, that ASI supports the additional implementation of student run support groups to aid in peer-to-  
96 peer counseling as a collaboration between ASI and Student Health and Counseling Services; and

97  
98 Resolved, that ASI urges the hiring of Queer, Trans, Black, Indigenous, People of Color (QTBIPOC) counselors as  
99 having diverse representation aids in inclusion and student well-being; and

100  
101 Resolved, that ASI will continue to prioritize mental health and well-being through our student outreach and  
102 initiatives; and

103  
104 Resolved, that ASI plans to foster student well-being in the Wellness and Recreation Building through  
105 recreational activities and spaces, social spaces, and lounge spaces; and

106  
107 Resolved, that ASI is committed to breaking down stigmas around mental health and increasing access on our  
108 campus; and

109  
110 Resolved, that Associated Students, Inc. of CSUSM forwards this resolution to the CSUSM Office of the  
111 President, the CSUSM Academic Senate, the Cougar Chronicle Newspaper, all CSUSM Student Organizations,  
112 the California State Student Association, Chancellor Joseph Castro, and the California State University Board of  
113 Trustees.

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115  
116 <sup>[1]</sup> <https://www.csusm.edu/sa/planning/plans/index.html>

117 <sup>[2]</sup> <https://www2.calstate.edu/csu-system/news/Documents/GI2025-Fact-Sheet-2021.pdf>

118 <sup>[3]</sup> <https://drive.google.com/file/d/1cqerFgLDX774b3CRI-8LRhLcmLhrdscE/view>

119 <sup>[4]</sup> <http://www.ccsstudentmentalhealth.org/docs/StudentSuccess.pdf>

120 <sup>[5]</sup> <https://iacsinc.org/staff-to-student-ratios/#:::text=Since%20the%20standard%20ratio%20of>

121 <sup>[6]</sup> <https://iacsinc.org/staff-to-student-ratios/#:::text=Since%20the%20standard%20ratio%20of>

122 <sup>[7]</sup> <https://iacsinc.org/wp-content/uploads/2021/02/IACS-2020-STANDARDS.pdf>

123

124





**POLICY:** ASI TRAVEL  
**EFFECTIVE DATE:** March 23, 2001  
**REVISED DATE:** June 20, 2016  
**APPROVAL DATE:** DATE

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### **DEFINITIONS**

**Domestic Travel:**

ASI travel within the United States. This includes Alaska and Hawaii.

**Group and Programmatic:**

One ASI staff or student employee is the lead (paying for travel expenses), and the other traveler(s) are employees, participating in the travel without incurring expenses.

**Non-Employee:**

Prospective employees, consultants, and students who are traveling on ASI business.

**Participants:**

ASI staff, student employees, or other traveler(s) are employees, participating in the travel without incurring expenses.

### **PURPOSE**

To establish policy and for Associated Students, Inc. of California State University San Marcos (herein called ASI) funded staff and student travel that support the mission statement of ASI and ensure proper stewardship of the allocated funds.

### **POLICY**

- I. Travel includes, but is not limited to, conferences, seminars, workshops, retreats, trainings and meetings which enhance the growth of the organization, staff and/or student, and ASI as a whole. Only domestic travel is allowed unless approved by the University President.
- II. ASI categorized travel into the following four types:
  1. Individual Staff Travel
  2. Individual Student Employee or Representative Travel
  3. Group/Programmatic Travel
  4. Non-Employee Travel
- III. Approval Guidelines
  1. Supervisor and/or Funding Authority ensure all expenses are authorized, necessary, and supported by an ASI business/program purpose.

2. Make certain that the expenses incurred are necessary for the purpose of the trip. The traveler is responsible for any excess costs or additional expenses incurred for personal preference or convenience.
3. Conduct yourself in a manner that is in accordance with the CSUSM Corporation Employee Handbook and for students the CSUSM Student Code of Conduct

#### IV. Transportation

##### 1. Air Travel

- a. Coach or Economy Class – Coach or economy-class fare shall be used whenever ticketing restrictions are reasonable.
- b. Baggage and Seat Selection Fees – Checked baggage fees or seat selection fees (for coach or economy-class fares) are an allowable expense so long as they are considered reasonable and necessary for the business purpose and length of the trip.
- c. *You will not be reimbursed for any additional insurance. Exceptions can be made with the approval of the Executive Director.*

##### 2. Vehicle (Personal or Rental)

- a. Drivers must possess a valid driver's license and must be Defensive Driving certified.
- b. When driving instead of flying, the traveler will be reimbursed for the lesser of the two expenses
- c. Drivers are responsible for carrying and maintaining auto insurance.
- d. ASI will use the CSUSM guidelines for mileage reimbursement. Proper mileage documentation must accompany the Travel Expense Claim Form. When two or more employees share a private vehicle, only the driver may claim reimbursement for mileage.
  - a. During Working Hours: Reimbursement shall be made between the traveler's residence and the destination, or the work location and the destination, whichever is less. Exceptions can be made with the approval of the Executive Director.
  - b. During Non-working hours: Reimbursement shall be made between the traveler's residence and the destination.

#### V. Lodging

1. Lodging expenses are covered only when the conference is for multiple days and further than 25 miles from the university. Exceptions must be requested in writing and may only be granted by the Executive Director.
2. Hotel rate is determined by the CSUSM approved rate.

#### VI. Meals

1. Meals which are not provided by the event and which meet the criteria listed below are paid by per diem worksheet must accompany all green travel forms if per diem is requested.
  - a. Breakfast: May be claimed only if travel begins before 7:00 AM on the departure date, is not provided by the conference or ends past 9 AM on the return date.
  - b. Lunch: May be claimed for travel that begins before 11 AM on the departure date, is not provided or ends past 1 PM on the return date.
  - c. Dinner: May be claimed when travel begins before 4 PM on the departure date or ends past 6 PM on the return date.
  - d. Incidental expenses are allowed after the first 24 hours and for every full 24-hour period thereafter.

- e. Automobile mileage reimbursement is determined by the CSUSM approved rate.

## **PROCEDURE**

### **II. Pre - Travel**

1. Request for Travel Form is used to authorize any travel, travel advances and/or registration. This is a trip specific form and is required to be completed and signed before the trip arrangements are made. One form per person per trip.
2. All travel must be pre-approved either before the payment of any travel expenses, or two days prior to travel, whichever comes first.
3. Approval prior to travel must include a completed Request for Travel Form estimate with all required signatures. The funding account, fund, department, and total estimate must be indicated.
4. ASI will, in most cases, pay for transportation, lodging, registration, per diem and miscellaneous expenses.
5. One form per person per trip.
6. This form must be signed prior to travel by the traveler, the traveler's supervisor, the Executive Director, and the Vice President of Student Affairs. Signature signifies approval of all estimated expenses.
7. Each student traveler must complete a Release of Liability, Promise not to Sue, Assumption of Risk, and Agreement to Pay Claims form and read the accompanying letter from the ASI Executive Director for each and every occurrence and must be included in the travel approval packet.
8. Only requests for International Travel must also be signed by University President.
9. Per Diem, mileage and incidentals are paid by check to traveler prior to travel.

### **III. During Travel**

1. All ASI professional staff and student employees who have an ASI Pro Card must use their card for reimbursable expenses which includes excess baggage charge and parking charges not included in a hotel bill.
2. Each traveler must keep all itemized, original receipts for items purchased during travel on ASI Pro Card.

### **IV. Post – Travel**

1. Submit Travel Expense Claim Form with proper documentation to the appropriate approving authorities for signatures.
2. All post travel documentation is due to the ASI Front Desk within three business days upon return.
3. Back up documentation is required in the form of original itemized receipts for all expenses incurred while traveling except for cash advance items (meals, miscellaneous and mileage).
4. For any reimbursements, an ASI Expenditure Request Form must accompany receipt(s).
5. Original itemized receipts must show a zero-balance due. If a receipt of any amount is missing and a duplicate cannot be obtained, the traveler is to:
  - a) complete a Lost/Missing Receipt Verification Form
  - b) send an email to the designated ASI Professional

Staff member with date of purchase, purchase amount, vendor, and description of items purchased.

6. The traveler is personally responsible for any excess costs or additional expenses incurred for personal preference or convenience.

## **RELATED DOCUMENTS**

- I. ASI Pre-Travel Approval Form  
[https://www.csusm.edu/asi/documents/forms/asi\\_travel\\_pre-travel\\_approval\\_form\\_greenform.pdf](https://www.csusm.edu/asi/documents/forms/asi_travel_pre-travel_approval_form_greenform.pdf)
- II. ASI Per Diem Worksheet  
[https://www.csusm.edu/asi/documents/forms/asi\\_travel\\_per\\_diem\\_worksheet.pdf](https://www.csusm.edu/asi/documents/forms/asi_travel_per_diem_worksheet.pdf)
- III. Release and Hold-Harmless Statement  
[https://www.csusm.edu/asi/documents/forms/asi\\_travel\\_release\\_and\\_hold-harmless\\_statement.pdf](https://www.csusm.edu/asi/documents/forms/asi_travel_release_and_hold-harmless_statement.pdf)
- IV. Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims  
[https://www.csusm.edu/asi/documents/forms/asi\\_travel\\_release\\_of\\_liability.pdf](https://www.csusm.edu/asi/documents/forms/asi_travel_release_of_liability.pdf)
- V. Student Conduct Agreement  
[https://www.csusm.edu/asi/documents/forms/asi\\_travel\\_student\\_conduct\\_agreement.pdf](https://www.csusm.edu/asi/documents/forms/asi_travel_student_conduct_agreement.pdf)
- VI. Post Travel Form (Travel Expenses Claim Fillable Form)  
[https://www.csusm.edu/asi/documents/forms/asi\\_travel\\_post\\_travel\\_form.pdf](https://www.csusm.edu/asi/documents/forms/asi_travel_post_travel_form.pdf)



ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS

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

<b>POLICY:</b>	<b>PUBLIC RELATIONS POLICY</b>
<b>EFFECTIVE DATE:</b>	<b>AUGUST 21, 2014</b>
<b>APPROVAL DATE:</b>	<b>Date</b>

### PURPOSE

Funds are provided through Associated Students, Inc. for the purpose of public relations under the purview of Title 5. These funds, which materially affect the success of the University and the Associated Students, Inc., are used to establish relationships with educational and surrounding communities and to foster public understanding and goodwill.

### I. POLICY

1. Sources of Funds:
  - a. Associated Students, Inc. funds, which may be used for public relations, are generated through gifts and University—and Associated Students, Inc.-sponsored activities.
  - b. Specific allocations may be made by the University on an annual basis from the net revenues resulting from various events for campus and community outreach or public relations.
2. Uses of Funds:
  - a. The use of funds is limited to those expenditures which promote the mission of the University.
3. Public Relations Allowable Expenses Guidelines:
  - a. Allowable expenses fall into several categories, including but not limited to:
    - i. Dues, memberships, subscriptions providing continuing contact with key organizations.
    - ii. Meals and accommodations for visitors
    - iii. Community affairs, lectures, conferences, meetings, and special events
    - iv. Travel and constituent relations.
  - b. A partial list of the most frequently occurring expenses is listed below:
    - i. Business breakfast/lunch/dinner
    - ii. Events (receptions, golf, sporting events)
    - iii. Farewell and retirement parties
    - iv. Beverages (non-alcoholic and alcoholic)
    - v. Greeting Cards
    - vi. Gifts and flowers (farewell, birthdays, sympathy, get well, graduation, etc.)
    - vii. Tuxedo and gown rental
    - viii. Other public relations expenses

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## II. PROCEDURES

### 1) Approval

a) Referenc Hospitality Policy & Procedure if applicable.

b)

2) An Expenditure Request Form (ERF) msut be completed to receive reimbursement. There are two options for these forms:

a. ASI ERF (Attachment A) requires the signature of the individual requesting the reimbursement and the department supervisor or the Executive Director, or designee. This is used for ASI staff and personnel.

b. Campus Sponsored Student Organization ERF (Attachment B) requires the signatures of the Organization President, Treasurer, and Advisor. Additional needed for campus recreation right? This form is used only for recognized and currently approved recognized student organizations.

3) ~~Requisitions ERF~~ with back up documentation should be submitted within one business week of purchase.

4) ~~All requisitions ERF~~ with original invoices, supporting documentation, and brief description of the event ~~and the attendees~~ are submitted to the ASI Corporate Office, ~~which then follows~~ which follow the procedures outlined in the Accounts Payable Policy.

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ASSOCIATED STUDENTS, INC.  
CAL STATE SAN MARCOS

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**POLICY:** HOSPITALITY POLICY

**EFFECTIVE DATE:** JULY 13, 2016

**REVISED DATE:** JULY 13, 2016

**APPROVAL DATE:** DECEMBER 10, 2021

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**DEFINITIONS**

**Hospitality:**

Activities that promote Associated Students, Inc. of California State University San Marcos (ASI) to the public, usually with the expectation of benefit to ASI. This includes expenses for employees, students, donors, guests, visitors, volunteers, or other individuals as part of a business meeting; recreational, sporting, or entertainment event or other occasions that promote the mission of ASI. This includes meals served to employees as part of a morale-building function and meals provided to prospective students and employees.

Hospitality is defined to include the following elements:

- Entertainment Services – Reasonable expenditures as part of a public purpose event includes, but if not limited to, equipment and venue rental, décor, music, and performers.
- Food and Beverage – Reasonable provision of a meal (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pasteries, cookies).
- Awards and Prizes – Something of value given or bestowed upon an individual, group, or entity in recognition of services to ASI or CSUSM or achievement benefiting ASI with the expectation of benefit accruing to ASI or for other occasions that serve a bona fide business purpose.
- Promotional Items – Items that display the name, logo, or other icon identifying ASI such as a keychain, coffee mug, calendar, or clothing.

**Meeting:**

Gatherings which serve an ASI business purpose and are generally administrative in nature such as employee morale functions, trainings, conferences, retreats, extended planning sessions, and meetings of appointed work groups and committees.

**Membership and Social Organizations:**

Clubs, civic organizations and other membership organizations that provide a venue for hosting hospitality events or a means for promoting goodwill in the community. Memberships in business leagues, chambers of commerce, trade associations and professional organizations are considered a regular business expense and are not governed by this policy.

**Official Host:**

ASI employee or governing board member who hosts guests at a meeting, conference, reception, activity, or event for the active conduct of ASI business.

**Official Guest:**

A person invited by an official host to attend a CSU/CSUSM/ASI meeting, conference, reception, activity or event. Examples of official guests include employees visiting from another work location, students, donors, recruitment candidates, volunteers, members of the community, or media representatives.

**Public or Business Purpose:**

Expenses that serve a purpose consistent with the mission and fiduciary responsibilities of ASI.

**PURPOSE**

The purpose of this policy is to establish policy and procedures regarding for purchases made by ASI related to hospitality. Authority for this policy is in compliance with the CSU/CSUSM Hospitality Policy and pursuant to California Education Code section 89044. This policy is issued under delegation of authority from the Chancellor to the Executive Vice Chancellor and Chief Financial Officer, and implementation and compliance with the policy is further delegated to the campus Chief Financial Officer. California Education Code sections 66600, 89030, and 89035.

**Deleted:** T

**Deleted:** the use of funds

**Deleted:** and public relations activities directed toward promoting ASI and the University to the campus and public and enabling ASI to act as a member of state and local communities.

**Commented [KP1]:** Updated to be in line with CSU policy and current codes.

**POLICY**

**Deleted:** This document serves to fulfill the requirements of Executive Order No. 761 and Section 1301.00 of the Integrated CSU Administrative Manual for campus-generated written policies and procedures for the payment of hospitality expenses and to fulfill the requirements of §42502(i) of the California Code of Regulations regarding establishment of a policy on accumulation and use of public relations funds for auxiliary organizations.

**Deleted:** AND PROCEDURES

**Commented [KP2]:** This whole section is almost directly from the CSU policy, just chunked up.

**Deleted:** CSUSM

**Deleted:** The policy and procedures below outline the occasions when hospitality funds, in connection with official business, may be used.

**I. Hospitality Expenses**

1. Hospitality expenses must be directly related to, or associated with, the active conduct of official ASI and California State University San Marcos (CSUSM) business. When an employee acts as an official host, the occasion must, in the best judgement of the approving authority, serve as a clear ASI business purpose, with no personal benefit derived by the official host or other employees.
2. Hospitality expenses should be cost effective and in accordance with the best use of public funds. When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.
3. Travel and lodging expenses are not covered under these policy and procedures. Please refer to the ASI Travel Policy for information on travel related expenses.
4. In congruence with the CSUSM Hospitality Guidelines, food and related items to "food bank" type of operations are not hospitality expenditures.

**II. Allowable Hospitality Expenses and Occasions**

The following are examples of occasions when the provision of hospitality is permitted under this policy.

- ASI hosts or sponsors business meetings that directly correlate with the operations of ASI.
- ASI hosts official guests with an interest in ASI.
- ASI is the host or sponsor of a meeting of a learned society of professional organization.
- ASI hosts receptions held in connection with conferences, meetings of a learned society or professional organization, meetings of student groups, student events, and meetings of other ASI related groups such as alumni.
- ASI hosts or participates in community relation or fundraising events to promote ASI or CSUSM, enhance partnerships, recognize distinguished service, or cultivate donors.
- ASI hosts receptions for the benefit of employee morale, employee recognition, official presentations for length or exceptional contributions of service awards.
- ASI hosts student programs with the purpose of engaging the CSUSM community in campus life.

**Commented [KP3]:** Added to be in line with CSUSM policy. Was previously exempt on former policy.

**Deleted:** Host to Official Guests - meals or light refreshments may be purchased for official guests, including visitors and employees from other universities, donors, guest speakers, recruitment candidates and members of the community.

**Deleted:** <#>Meetings of Professional Associations or Organizations - When ASI is the host or sponsor of a meeting of an organization, meals or light refreshments may be purchased. Administrative Meetings - When business meetings are held that are directly concerned with ASI, meals or light refreshments may be purchased. The cost of meals

**1. Employee Meetings**

- a. Food and beverage may be provided to employees if a working meal is included as part of a scheduled meeting, presentation, or training session and serves an ASI business purpose. The meeting should take place over an extended period and the agenda should include a working meal to satisfy the

- requirement that the meal is part of a business function or an official meeting between students, between staff, or between students and staff held for the purpose of discussing ASI related activities.
- b. Expenses will not be allowed when two or more employees from ASI and/or CSUSM choose to go to lunch together to continue their business as a part of the meal, or when the meeting could have been scheduled during regular working hours.

### III. Unallowed Expenditures

1. Hospitality expenses that are of a personal nature and not related to the active conduct of official ASI business will not be paid or reimbursed.
2. As an auxiliary organization, ASI funds may be used to pay for alcoholic beverages, formal awards and service recognition, entertainment services, gifts, membership in social organizations and promotional items to the extent these purchases are not restricted by other applicable laws, regulations, or funding source agreements.

### IV. Exceptions

Approval of exceptions to these policy and procedures must be obtained from the Executive Director or designee. Written justification as to why non-compliance with policy and procedures was unavoidable and necessary must accompany all expense receipts and be signed by the Executive Director or designee.

1. Exceptions cannot be granted for the following:
  - a. Payment or reimbursement of expenses that are not allowed by ASI or University policy
  - b. Expenses that are lavish or extravagant under the circumstances
  - c. Expenses that are not in compliance with IRS regulations (Refer to section F of this policy)
  - d. Expenses that constitute taxable income to the recipient

## PROCEDURE

### I. Approvals

1. When determining whether a hospitality expense is appropriate, the approving authority must: evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.
2. Individuals with delegated approval authority may not approve their own expenses, and individuals may not approve the expenses of their supervisor.

### II. Payment Options

1. There are three payment options for hospitality purchases: The ASI Corporate Credit Card, reimbursement through the Expenditure Request Form, or Petty Cash if the purchase is less than \$50.
2. Receipts - An original, itemized receipt or invoice must be submitted per expense: A credit card receipt alone is not sufficient. For payment of invoices, the vendor's original itemized catering contract must be provided if the original invoice does not provide the details of the charges. Refer to ASI Purchasing Policy for more information.

### III. Supporting Documents

1. ASI Hospitality form must accompany all hospitality related expenses.
  - a. Blanket Hospitality Forms: May be issued on a case-by-case basis and must be pre-approved by the ASI Executive Director. Blanket hospitality forms are meant for hospitality transactions where little or no value can be added by processing the transaction for each event.
  - b. The following procedures shall be observed in administering blanket hospitality forms
    - The blanket hospitality must be specific to set of recurring events, rather than a general department/annual
    - All required supporting documentation must be submitted with the payment method, including a copy of the blanket hospitality form for each expense.

**Commented [KP4]:** Pulled from "602 Auxilliary Funds" in CO policy

**Deleted:** Receptions - Light refreshments may be purchased for receptions held in connection with conferences, meetings of professional associations or organizations, fundraising events, employee recognition, length of service awards, retirement presentations, and staff celebrations. ⚡  
Administrative Meetings - When business meetings are held that are directly concerned with the ASI, meals or light refreshments may be purchased. ⚡

**Student Programs, Activities and Events Not Subject to the Hospitality Policy:** ⚡  
Student Programs, activities and events held with the purpose of engaging CSUSM students in campus life are not subject to the Hospitality Policy. ⚡  
Officially recognized events such as conferences and forums that are hosted, sponsored or co-sponsored by ASI, but for which the majority of expenses are paid through registration fees, are not subject to the Hospitality Policy. ⚡

**Deleted:** Exceptions

**Deleted:** Payment Options and Supporting Documents:

- Blanket approval may not exceed one year and should not cross fiscal years.

2. For all expenses, backup documentation must accompany each receipt. If paying with the ASI Corporate Credit Card, the backup documentation must be included with the receipt and the ASI Expenditure Request Form. If using the ASI Expenditure Request Form or Petty Cash forms, backup documentation must be submitted for signature with the receipt and the form. Examples of backup documentation include:

- a. ASI Hospitality Form
- b. Attendance Roster
- c. Event flyer, invitation or announcement OR meeting agenda
- d. Blanket Hospitality Justification
- e. Gift Card and Prize Form – If applicable. See ASI Corporate Credit Card Policy to determine.

3. It is the responsibility of the Approving Authority to review all supporting documentation and to verify that the amounts are allowable and that the appropriate accounts are charged (Account 660820 for Hospitality). In addition, the Approving Authority is responsible for ensuring that supporting documentation is being retained in accordance with the requirements specified in the ASI Corporate Credit Card Policy.

#### IV. Related Documents, Policies and Procedures

1. If food is being delivered to campus, ASI can utilize any provider. If food is being catered, the provider must be selected from the campus Approved Caterers List. For additional related documents, policies and procedures, please refer to the following.

#### V. Internal Revenue Service Information

1. The procedures set forth in these policy and procedures are intended to conform to the Internal Revenue Service regulations related to entertainment expenses. In order to conform to IRS regulations, the expenses that are paid or reimbursed must meet one of the following tests:

- a. Directly-Related Test – Meal reimbursements meet the directly-related test and may be excludable from wages if:
  - i. The main purpose of the combined business and meal is the active conduct of business,
  - ii. Business is actually conducted during the meal period, and
  - iii. There is more than a general expectation of deriving income or some other specific business benefit at some future time. All of the facts must be considered, including the nature of the business transacted and the reasons for conducting business during the meal. If the meal takes place in a clear business setting and is for your business or work, the expenses are considered directly related to your business or work.
- b. Associated Test - Entertainment-related meal reimbursements meet the associated test and are excludable from wages if the entertainment is associated with the active conduct of the employer's business and occurs directly before or after a substantial business discussion.

2. Tax Considerations - Under Internal Revenue Service regulations, an entertainment (hospitality) expense will be considered taxable income to an employee if:

- a. The entertainment (hospitality) activity is not directly related to the employee's job
- b. The expense is lavish or extravagant under the circumstances
- c. The official host (or another employee) is not present when the activity takes place
- d. If the expense is not substantiated with appropriate supporting documentation, as provided in these policy and procedures
- e. Business meals with faculty, staff, or other colleagues that are frequent (i.e., that occur on a regular or routine basis) and reciprocal are considered taxable income. All such expenses are not allowable under these policy and procedures.

Deleted: Meeting Agenda

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**RELATED DOCUMENTS**

- I. [ASI Cash Handling Policy](https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html)
- II. [ASI Corporate Credit Card Policy](https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html)
- III. [ASI ProCard Agreement Form](#)
- IV. [https://www.csusm.edu/asi/about/corporate\\_documents/policies\\_and\\_procedures/forms/forms.html](https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/forms/forms.html)
- V. [California State University Hospitality Policy](https://calstate.policystat.com/policy/8543178/latest/)
- VI. [California State University San Marcos Hospitality Forms and Guidelines](https://www.csusm.edu/fs/ap/hospitality.html)
- VII. [CSUSM Alcohol Use Policy](https://www.csusm.edu/events/policiesrates/alcohol.html)
- VIII. [CSUSM Approved Caterers List](https://www.csusm.edu/corp/dining/approvedcaterers/index.html)
- IX. [ASI Purchasing policy](https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html)
- X. [ASI Travel Policy](https://www.csusm.edu/asi/about/corporate_documents/policies_and_procedures/policies_and_procedures.html)

**Deleted:** Campus Approved Caterers List

**Deleted:** <#>  
Safety,Risk and Sustainability Food and Safety Policy and Procedures\*  
Alcohol Beverage Use on Campus Policy\*  
Designation and Use of Public Relations Funds

**Deleted:** <#>ASI Corporate Credit Card Policy\*

**Deleted:** <#>Cash Handling Policy

# ASI Meeting Schedule 2021/2022

During COVID-19 ALL Committee Meetings will take place via Zoom unless otherwise indicated on posted agenda

Board of Directors	
Date	Time
Friday, August 20	2:30-4pm
Friday, September 3	2:30 - 4pm
Friday, September 17	2:30 - 4pm
Friday, October 1	2:30 - 4pm
Friday, October 15	2:30 - 4pm
Friday, November 5	2:30 - 4pm
Friday, November 19	2:30 - 4pm
Friday, December 10	2:30-4pm
Friday, January 21	2:30-4pm
Friday, February 4	2:30 - 4pm
Friday, February 18	2:30 - 4pm
Friday, March 4	2:30 - 4pm
Friday, March 18	2:30 - 4pm
Friday, April 8	2:30 - 4pm
Friday, April 22	2:30 - 4pm
Friday, May 6	2:30 - 4pm
Advisors: Ashley Fennell & Annie Macias	

Student Advocacy Committee	
Date	Time
Friday, September 24	2:30 - 4pm
Friday, October 22	2:30 - 4pm
Friday, December 3	2:30 - 4pm
Friday, January 28	2:30 - 4pm
Friday, February 25	2:30 - 4pm
Friday, April 1	2:30 - 4pm
Friday, April 29	2:30 - 4pm
Advisors: Jason Schreiber & Ashley Fennell	

Internal Operations	
Date	Time
Friday, September 10	2:30 - 4pm
Friday, October 8	2:30 - 4pm
Friday, October 29	2:30 - 4pm
Friday, November 12	2:30 - 4pm
Friday, February 11	2:30 - 4pm
Friday, March 11	2:30 - 4pm
Friday, April 15	2:30 - 4pm
Advisors: Annie Macias, Allie Garcia, and Jon Epes	

Executive Committee	
Date	Time
Friday, June 25	9:00am
Friday, July 30	10:00am
Monday, August 16	10:00am
Wednesday, September 1	11:00am
Wednesday, October 6	11:00am
Wednesday, November 3	11:00am
Wednesday, December 1	11:00am
Tuesday, January 4	12:00pm
Tuesday, February 1	12:00pm
Tuesday, March 1	12:00pm
Tuesday, April 5	12:00pm
Tuesday, May 3	12:00pm
Advisors: Ashley Fennell & Annie Macias	

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

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

Personnel Committee*	
Date	Time
TBD	TBD
* Schedule dependent upon committee availability	
Advisors: Alan Brian & Michelle Hinojosa	

BOD Professional/Personal Development		
Date	Time	Topic
8/7/21 - 8/9/21	TBD	CSSA/CSUnity
8/18/21 - 8/20/2021	TBD	BOD Training
8/23/21 - 8/24/2021	TBD	ASI Retreat
9/3/2021	4-5:30	TBD
10/1/2021	4-5:30	TBD
11/5/2021	4-5:30	TBD
12/10/2021	4-5:30	TBD
1/18 - 1/20/2022	All Day	ASI Retreat
1/15/2022	9:00am -3:00pm	BOD Mid-Year Retreat
2/4/2022	4-5:30	TBD
3/4/2022	4-5:30	TBD
4/8/2022	4-5:30	TBD
Advisor: Ashley Fennell		



## 12/10 Reports

<b>Name *</b>	Ernest Cisneros
<b>Email *</b>	<a href="mailto:cisne084@cougars.csusm.edu">cisne084@cougars.csusm.edu</a>
<b>Position on Board *</b>	CHABSS Rep
<b>Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *</b>	CHABSS Student Org Council proposals going well. Almost done meeting with all CHABSS Student Orgs, all have been accepting and willing. ASI Student Art Exhibition Gallery Unveiling Feb 15 3-5pm
<b>What ASI Committees are you currently sitting on? *</b>	<ul style="list-style-type: none"><li>• Student Advocacy Committee</li><li>• Sustainability Projects Committee</li></ul>
<b>Updates on ASI Committees: *</b>	Vice Chair of SAC- Meeting last Friday Vice Chair of SPC- Meeting last Friday, focus on fixing and updating current gardens on campus
<b>What University Committees are you currently sitting on? *</b>	<ul style="list-style-type: none"><li>• Technology Policy &amp; Advisory Committee (TPAC)</li><li>• Arts &amp; Lectures Committee</li></ul>
<b>Updates on University Committees *</b>	Concluded TPAC for semester: farewell to retiring Dean of IITS, creation of TPAC subcommittee for IITS restructuring A&L- Meeting last month to discuss proposals, all chosen for Spring 22.
<b>Other University committees you're sitting on, but are not listed above:</b>	Title IX Coordinator Search- coming to an end, interviewing last 2 candidates CHABSS Student Academic Success Task Force- charge for the semester is addressing DFW rates in GE classes
<b>Upcoming Events and New Initiatives/Collaborations *</b>	CHABSS 10th year anniversary events happening in February. ASI Student Art Exhibition gallery unveiling happening Feb 15 3-5pm

**Areas of concern related to your position and its constituents. \*** None at this time.

**Name \*** Tam Phan

**Email \*** [phan038@cougars.csusm.edu](mailto:phan038@cougars.csusm.edu)

**Position on Board \*** CoBA Representative

**Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \*** Julia and I met with Dr. Allison Peters to talk about the mental health resolution. We learned a lot at that meeting. The SAC meeting went well with the hybrid model and mental health resolution. We'll need to hash out some logistics for future hybrid meetings. I attended the SHAC meeting and announced the mental health resolution passed through SAC.

**What ASI Committees are you currently sitting on? \***

- Student Advocacy Committee

**Updates on ASI Committees: \*** Julia and I were able to finalize the mental health resolution with the help of Dr. Allison Peters and was passed at the meeting.

**What University Committees are you currently sitting on? \***

- Student Affairs Committee (SAC)

**Updates on University Committees \*** None to report

**Other University committees you're sitting on, but are not listed above:** SHAC

**Upcoming Events and New Initiatives/Collaborations \*** Currently too busy with classes to move forward with collaborations.

**Areas of concern related to your position and its constituents. \*** Now that I have a better idea of what the role entails, I'll be working to do more next semester.

**Name \*** Codie Sterner

**Email \*** [stern021@courgars.csusm.edu](mailto:stern021@courgars.csusm.edu)

**Position on Board \*** Sustainability Representative

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

I have worked with Ashley, and we are fine tuning events for Earth Month, I have filed the initial forms to get the ball rolling. I have joined the Sexual Harassment Taskforce along with the University Curriculum Committee. I am happy to say I am collaborating with the LGBTQA and Robert Aiello-Hauser for a Sustainable Fashion Show with the 2nd Chance Ball. I am also working with Ernest and Julia to create events for March pertaining to mental and physical health. I have formed the SPC and had our first Special Meeting, we have started the timeline for next year and are in process of mediating the funds for this academic year.

**What ASI Committees are you currently sitting on? \***

- Student Advocacy Committee
- Sustainability Projects Committee

**Updates on ASI Committees: \*** I have joined the Sexual Harassment Task and the University Curriculum Committee; I eagerly await to grow into these positions. SPC is up and going with a fully formed student at large attendance. We are waiting on a few standing attendees, and we are adapting to this calendar year, and preparing for the next calendar year.

**What University Committees are you currently sitting on? \***

- University Curriculum Committee (UCC)

**Updates on University Committees \*** Just joined the University Curriculum Committee.

**Upcoming Events and New Initiatives/Collaborations \*** I am happy to say I am collaborating with the LGBTQA and Robert Aiello-Hauser for a Sustainable Fashion Show with the 2nd Chance Ball. I am also working with Ernest and Julia to create events for March pertaining to mental and physical health. I have formed the SPC and had our first Special Meeting, we have started the timeline for next year and are in process of mediating the funds for this academic year.

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**Areas of concern related to your position and its constituents. \*** As all of us are feeling the confusion from the Covid shut down, I am working to return the SPC to its former glory and build excitement for sustainability on campus.

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**Name \*** Julia Glorioso

**Email \*** [jglorioso@csusm.edu](mailto:jglorioso@csusm.edu)

**Position on Board \*** VP of Student & University Affairs

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

I have had meetings with Rochelle Smarr and other campus partners for planning Caesar Chavez Day of Service. Met with Student Affairs leadership to discuss the Wellness and Recreation Building and ways that the University can find funding for the building as it is an expensive project, but it is one that the campus is behind and wants to make happen. Visited the Temecula campus this week and gave out ASI swag, brought breakfast, and Andrew and I introduced ourselves to the students down there. Lobby Corps has been having its meetings where we have been drafting our policy agenda which is almost on its final draft phase. I am planning to bring this to SAC for feedback next semester. ASI Lunch and Lounge with the Board was a success and it was fun meeting new students. I have been working on trying to finalize the happiness calendar with Ernest and have reached out to board members to see if they would like to cross collab and I have heard from most that they do so far, so trying to plan events/initiatives around mental health and happiness with them for the month of March. Meeting with MCT next week to get all the promotion and things figured out.

**What ASI Committees are you currently sitting on? \***

- Student Advocacy Committee

**Updates on ASI Committees: \*** SAC: SAC was last Friday and it was the first hybrid meeting. The big items that came up in roundtable discussion was continuing student concerns with class modality and the desire for many to either be on campus in person or have the flexibility of hybrid classes. Additionally, the Mental Health Resolution passed by the committee.

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**What University Committees are you currently sitting on? \***

- Academic Senate

**Updates on University Committees \***

Academic Senate: The Provost mentioned the transition to a different LMS, likely canvas is underway and so I will be discussing these details further with the Provost at our next one on one. As a board it will be important to have a stance on this issue and help students with the transition, especially the students on the board who have had prior experience with canvas and can be an advocate for it. The syllabi policy was brought forward as a discussion item with an edit of adding language for how to report title IX issues being mandatory, as right now it is recommended. AB 928- the transfer bill is of concern for the university as there is little direction of what next steps are from the state.

**Other University committees you're sitting on, but are not listed above:**

none

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

Happiness Calendar

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

none

**Name \***

RICHARD CARPENTER

**Email \***

[carpe052@cougars.csusm.edu](mailto:carpe052@cougars.csusm.edu)

**Position on Board \***

Veterans representative

**Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) \*** Modality table talk and stress ball events were a success. Modality table talk polled 34 people and leaned to in person. 15 people stopped by to make a stress ball.

**What ASI Committees are you currently sitting on? \***

- Student Advocacy Committee

**Updates on ASI Committees: \*** We passed the mental health resolution.

**What University Committees are you currently sitting on? \***

- Student Fee Advisory Committee

**Updates on University Committees \*** None

**Other University committees you're sitting on, but are not listed above:** None

**Upcoming Events and New Initiatives/Collaborations \*** Rewriting the veterans promise resolution.

**Areas of concern related to your position and its constituents. \*** None

**Name \*** Lavonne Davis

**Email \*** [davis363@cougars.csusm.edu](mailto:davis363@cougars.csusm.edu)

**Position on Board \*** Diversity and Inclusion Rep

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

Working with Julia for the UPD resolution and collating with SQE. I will be creating an even next semester in order to have a forum with the centers for identity and inclusion as well as ASI or anyone else to come and give feedback so I have a good understanding of what the student body wants. I am also working on the social justice symposium with the cross cultural center for next semester. I will also be holding a worksop as the D&I rep for the



BSC 5th anniversary symposium next semester. I was also present for the search for the VP of student affair meetings and was able to speak with the candidate.

**What ASI Committees are you currently sitting on? \***

- Awards Committee
- Student Advocacy Committee

**Updates on ASI Committees: \***

Awards committee will meet next week for the first time. Attended Student Advocacy committee.

**What University Committees are you currently sitting on? \***

- Student Grievance Committee

**Updates on University Committees \***

My committees have not met yet.

**Other University committees you're sitting on, but are not listed above:**

I will be sitting on the Sexual Harassment Taskforce when they meet.

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

No events for the rest of this semester, however in the spring meeting for the UPD resolution and also my event for the D&I role.

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

Nothing at the moment.