



California State University, San Marcos
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 Established 1991

ASI Executive Committee Minutes 22-01

Friday, June 25, 2021 at 9:00am

Zoom:

<https://csusm.zoom.us/j/91049104910>

Posted: Tuesday, June 22, 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.

ASI Executive Committee 2021/2022

Mariano Santana
Chair and Chief of Staff

Dylan Crivello
President & CEO

Andrew Gamboa
Executive Vice President

Julia Glorioso
VP of Student & University Affairs

Advisors

Annie Macias
Executive Director

Ashley Fennell
*Associate Director,
 Government Affairs
 & Initiatives*

| ITEM | SUBJECT | PRESENTER |
|-------------------------|--|---|
| 1 | Call to Order The meeting was called to order at 9:03am | Mariano Santana <i>Chair and Chief of Staff</i> |
| 2 | Roll Call Present: Mariano, Dylan, Andrew, Julia, Annie, Ashley | Mariano Santana <i>Chair and Chief of Staff</i> |
| 3 | Recognition of Guests None | Mariano Santana <i>Chair and Chief of Staff</i> |
| 4 Action | Approval of Agenda Chair motioned to approve by consent vote None opposed Motion Carries | Mariano Santana <i>Chair and Chief of Staff</i> |
| 5 Action | Approval of Minutes Chair motioned to approve by consent vote None opposed Motion Carries | Mariano Santana <i>Chair and Chief of Staff</i> |
| 6 Information | Open Forum* None | Mariano Santana <i>Chair and Chief of Staff</i> |
| 7 Action | Approval of updates to Student Emergency Fund Policy Description: Updates to guidelines and instructions for submission, as well as updates to reflect current practices. Fiscal Impact: None See attached for policy up for review Changes include provision for funding students who do not pay the ASI fee via alternative funds such as payroll deductions and campus donation campaigns. Committee added in language about types of examples in document. Increasing a ward amount to \$350, this was previously increased for pandemic and Vice President thought this a ward amount should be permanent. Annie also made a note to be capturing approvals and denials. Dylan motioned to approve the update to Student Emergency Fund policy Andrew-2nd Motion Carries | Andrew Gamboa <i>Executive Vice President</i> Ashley Fennell <i>Associate Director, Government Affairs & Initiatives</i> |
| 8 Action | Executive Committee Meeting Summer Schedule Description: Determine summer schedule for executive committee meetings through the summer. Fiscal Impact: None See attached for dates reviewed Ashley proposed summer and fall dates for the ASI Executive Committee meetings. Updated dates also include CSUnity Conference for Executive Officer and Board of Directors members. | Ashley Fennell <i>Associate Director, Government Affairs & Initiatives</i> |

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|---------------------------------|--|--|
| | Julia motioned to approve the updated dates Andrew- 2nd Motion Carries | |
| 9 Information | Reports Mariano- meeting with campus partners and doing orientation welcomes Dylan- on-boarding trainings, office move in, and Panetta Andrew – trainings Julia- Collaborations, civic engagement efforts, and CSSA Annie- Chancellor’s Office audit wrap up and now review of findings regarding policy updates. She also mentioned close of fiscal year in regard to purchasing, IT equipment signoffs, and business insurance. Ashley – trainings, MCT search, MCT planning for changes to forms, moving back to campus, CP space – final walk through the first week of July, working on purchasing golf cart with fund secured from grant. | Mariano Santana <i>Chair and Chief of Staff</i> |
| 10 Information | Announcements Ashley – new location for training Annie – degree planner training | Mariano Santana <i>Chair and Chief of Staff</i> |
| 11 Action | Adjournment The meeting was adjourned at 9:27am | Mariano Santana <i>Chair and Chief of Staff</i> |

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

I, Mariano Santana 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 July 30, 2021

Mariano Santana
Mariano Santana (Jan 20, 2022 16:10 PST)

01/20/2022

Mariano Santana

Date



ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASSOCIATED STUDENTS, INC.

STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

POLICY: STUDENT EMERGENCY FUND

EFFECTIVE DATE: JANUARY 11, 2016

APPROVAL DATE: ~~AUGUST 21, 2020~~

PURPOSE

The ASI Student Emergency Fund (SEF) provides compassionate assistance to currently enrolled CSUSM students who encounter unforeseen financial emergencies or catastrophic events that disrupt their progress toward a degree. These funds are not intended to be used for routine expenses nor as a consistent supplement to a student's education funding sources. These funds are not required to be repaid.

POLICY AND PROCEDURES

- A) Funding for ASI Student Emergency Fund is determined annually during the ASI budget allocation process in the spring for the subsequent fiscal year.
- B) Funds for ASI Student Emergency Fund are managed by and contained within the budget of the ASI Executive Vice President.
- C) All requests must be urgent in nature.
- D) Automatic denials include:
 - a) Student applicant is not enrolled in the current semester at CSUSM.
 - b) Student applicant has exceeded financial aid cost of attendance.
 - c) Student is not in a degree seeking program.
 - d) Student is not enrolled in a program that pays the ASI Student Body Fee
 - i. However, money collected from other revenue sources can fund these student applicants as long as funds are available.
- E) Funds will not be awarded to the same student more than once during an academic year. Committee will consider academic year July 1- June 30.
 - a) Summer applicants must be enrolled in either summer and/or fall classes.
 - i. Summer awards through Financial Aid and Student Financial Services will need to be awarded to the prior spring semester disbursement in order to avoid delay of award to the student recipient

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- ii. If a student is an incoming freshman, funds cannot be disbursed until fall semester Financial Aid awards are processed. Funds cannot be awarded for a previous semester because they were not previously enrolled.
 - b) Winter applicants must be enrolled in winter intersession and/or spring classes.
 - c) Students will be ineligible to apply again during the academic year.
 - i. Exceptions can be made if there has been another financial emergency or catastrophic, unforeseen circumstance unrelated to prior application, the student may apply again. Team will make final approval or denial decision.
- F) ACE Scholar students will be encouraged to first reach out to ACE at ace@csusm.edu before applying to Student Emergency Fund to ensure students explore all available options.
- G) The application is located online and requests are automatically downloaded.
- a) Application, backup documentation, and student enrollment will be reviewed and verified by Cougar Care Network prior to Team recommendation.
 - i. Student will meet with a member of the Cougar Care Network prior to application being sent to Team. This could include in person, phone call, or zoom/skype/Teams meetings.
 - ii. If denied due to Cost of Attendance, student will be notified of Financial Aid appeals process.
 - b) Submitted applications must be thorough and include as much information as possible regarding the need for emergency funds. Student must also submit backup documentation for emergency situation.
 - c) An application will be denied if a student has not responded to Cougar Care Network after three outreach efforts (phone call, email to personal/CSUSM email, etc.) for back-up documentation or for required meeting with CCN member.
 - i. Student will be asked to re-submit and provide additional documentation or information regarding the emergency situation.
 - d) Awards are determined by the Student Emergency Fund Team which includes university staff members who work directly with the Cougar Care Network, as well as the ASI Executive Vice President and an ASI staff member, as designated by the ASI Executive Director.
 - i. A decision must be made by a majority of the team members.
 - ii. Team will consider awarding ~~\$350~~~~\$250~~-based on documented need in the form of a Financial Aid Scholarship.
 - e) Funds are distributed to the SEF recipient in the form of a Financial Aid Scholarship.
 - i. An ASI staff member will send notification of award or denial to student applicant via their campus email account within seven (7) business days after meeting with Cougar Care Network.
 - ii. Notification and student information sent to Financial Aid who will apply award to student account. Student Financial Services will post money to student account. Payment will be issued by Accounts Payable to student in next check run or delivered via Direct Deposit
 - iii. Accounts Payable will deliver check to Student Financial Services.
 - iv. Cashiers will notify student that the check is available for pick-up. If campus is closed, check will be mailed to student address in their MyCSUSM.
 - v. CSUSM will bill back ASI for Scholarship award via invoice process.
 - f) In the event that the SEF funds are depleted, the ASI Executive Vice President can choose to transfer funds from ASI Leadership Fund and/or request that additional funds be transferred into SEF from reserves or from funds donated to the Student Emergency fund via donations made on the University Advancement website or payroll deductions.

Student Emergency Fund

Approved:

- g) A list of all applicants, both approved and denied, will be maintained by an ASI Professional Staff member in coordination with other members of the [ASI](#) Student Emergency Funding Team. List will include student names and amount awarded, if applicable.
 - i. Each applicant will also receive information about any available Financial Aid awards and/or loan opportunities available to them.

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, 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 |
| 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 | |

| 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 |
| 1/14/2021 | All Day | 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 | | |

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