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CSUSM Corporation

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASI Board of Directors Agenda 24 - 01
Friday, August 18th, 2023, at 2:30pm
ASI Conference Room USU 3700
Posted: Tuesday, August 15, 2023

ITEM	SUBJECT	PRESENTER
01 Information	**Call to Order** **The meeting was called to order at 2:31pm, August 18th, 2023**	Karina Ramirez Gonzalez Chair and Chief of Staff
02 Information	**Roll Call** Present: Karina, Ernest, Justin, Moy, Emma, Natalie, Miranda, Siaje, Jesus, Zeenia, Griffin, James, Annie, Ashley, Alison, Matias, Brenda	Karina Ramirez Gonzalez Chair and Chief of Staff
03 Information	**Recognition of Guests** Shannon Gallacher, Sarah Jayyousi, Louis Adamsel	Karina Ramirez Gonzalez Chair and Chief of Staff
04 Action	**Approval of Agenda** Edit: Misspelling of CEHHS Rep last name; missing "Z" Edit: Remove Janelle as CSUSM Corp Representative and add Brenda Hovis to agenda Chair Motioned to Approve Agenda by Unanimous Consent None Opposed Motion Carries	Karina Ramirez Gonzalez Chair and Chief of Staff
05 Action	**Approval of Minutes** Chair Motioned to Approve Minutes by Unanimous Consent None Opposed Motion Carries	Karina Ramirez Gonzalez Chair and Chief of Staff
06 Information	**Open Forum*** None	Karina Ramirez Gonzalez Chair and Chief of Staff
07 Information	**Crisis Response Team** **Description:** Crisis Response Team update **Fiscal Impact:** None See attached for presentation Presenter spoke on history, implementation, & mission of CRT which includes trauma-informed prevention and early intervention of mental health crisis within the campus community – with expectations to launch in late Fall of 2023 Moy asked if referrals are anonymous or if they are public information. Sarah responded that CRT encourages referees to communicate the referrals to help build trust. Brenda asked about involvement of parents with the CRT – can parents utilize it? Sarah mentioned that CRT has release forms that students can sign to involve parents. CRT will respond to any calls. Brenda wondered about quantity of parents who may be calling to check-in on students from afar; suggested a potential parent hotline. Justin asked if CRT is related to or supervised by SHCS and expressed concern about availability for students. Sarah mentioned utilizing outside, temporary resources to ensure student of concern is supported until there is capacity. VP Diaz clarified that students in crisis are seen right away or are contacted by counselors in 24-48 hours.	Sarah Jayyousi Crisis Response Team Director
08 Action	**Approval of Changes to Student Organization Policy** **Description:** Edits to include clarification of SLIC workshops and removal of ALF allocation **Fiscal Impact:** None See attached for presentation Presenter discussed edits made by Executive Committee including the sweeping of 2-year+ inactive CSUSM student organization funds into a	Ashley Fennell Associate Executive Director Ernest Cisneros ASI President & CEO Vice Chair Moy Valdez

|		
	pool for student organizations to apply for after completing professional development training with SLIC. Emma wondered why this is happening now; Annie responded that it was due to COVID when organizations started accruing funds and that ASI is now doing clean-up **Moy motioned to approve changes to the Student Organization Policy** **Siaje – 2nd** **None Opposed** **Motion Carries**	Vice President of Finance and Operations
09 Action	**Approval of Changes to the ASI Leadership Funding Policy** **Description**: Edits to include removal of SLIC trainings **Fiscal Impact:** None See attached for presentation Presenter discussed streamlining the process for student organizations to receive funding after completing SLIC trainings/workshops **Ernest motioned to approve changes to the ASI Leadership Funding Policy** **Griffin – 2nd** **None Opposed** **Motion Carries**	Ashley Fennell Associate Executive Director Ernest Cisneros ASI President & CEO Vice Chair Moy Valdez Vice President of finance and Operations
10 Information	**Reports** See attached for Student Reports **Ashley –** Summer spent onboarding with Execs and Shannon in learning their new roles, working on Fall ASI retreat programs, working to purchase a new ASI Cougar Pantry van that was successful; working on and learning contracts; installation of ASI display in office and CP mini-fridges across campus; attended CSUnity advisors meeting with Shannon **Annie –** Reviewed all that happened in office over summer (lots of inventory, computer upgrades, hiring of Student Org & Project Specialist was successful – Alissa, closing of Fiscal Year and beginning of external audit). Update that ASI retreat will be canceled on Monday. **Matias –** Finance team helping with UVHD project; looking through history and future for financial reports; factoring in tuition increases and other scenarios for future planning **Alison –** Noted that representative will rotate throughout the year; Senate retreat next week and first meeting in September **Brenda –** EBT will now be in the USU Market, team just waiting for final "go"; Starbucks connect will soon be in campus Starbucks (goal of October); updates to USU Market → Crash's Market; putting up new signage inside & outside of USU starting September 1; Dining channel now on CSUSM app to push out messages to campus; Concessions vehicle will make it's first appearance at First Night Celebration; Move-in happening next week; Dining Hall open for brunch & dinner **VP Diaz –** Welcoming just over 13,000 students to campus next week (largest freshman class by roughly 200 students); Move-in days across campus next week; Miiyu on 8/25; 8/26 is new family & student convocation; strategic enrollment plan going into phase 3, hoping to be complete by March 2024; APIDA & AISC Center update – hired coordinators for both centers and working on physical spaces hoping to have a home within a year; Career Center looking to implement changes in internship process thanks to student survey feedback	Karina Ramirez Gonzalez Chair and Chief of Staff
11 Information	**Announcements** **Ernest –** ASI retreat canceled on Monday	Karina Ramirez Gonzalez Chair and Chief of Staff
12 Action	**Adjournment** **Meeting was adjourned at 3:38pm**	Karina Ramirez Gonzalez 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.

Crisis Response Team
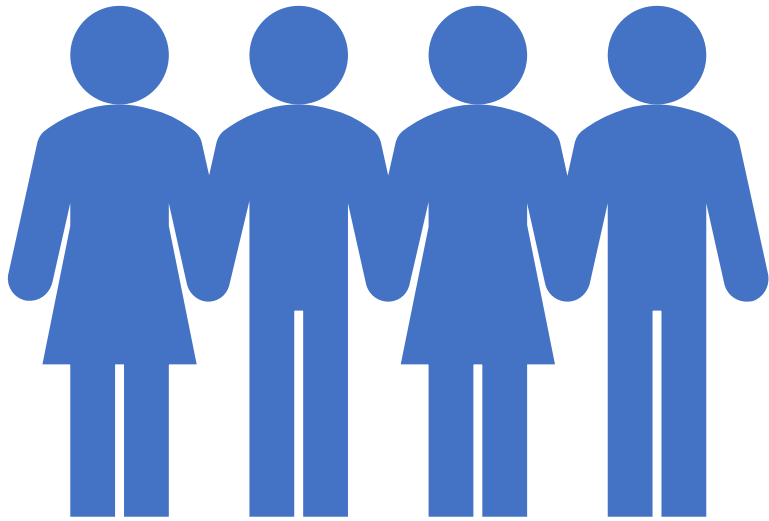
Within the University Police Department and in Collaboration

with Student Health and Counseling Services

Sarah Jayyousi, LPCC, LCSW

Crisis Response Team Director

CRT Mission

To provide and strength-based, culturally informed and trauma-informed crisis intervention services focused on prevention and early intervention to members of the campus community while collaborating with internal and external partners.

Purpose

Provide	Develop	Cultivate	Process	Goal	Facilitate
Provide prevention and early intervention services for campus community members, and help reduce stigma and facilitate access to behavioral health services	Develop relationships based on trust to help facilitate de-escalation, reduce traumatic encounters, and facilitate referrals in the community	Cultivate a culture of care with commitment to provision strength-based, trauma-informed and culturally responsive services for our campus community members	To have trained mental health professionals provide support and timely mobile crisis response services to campus community members experiencing a behavioral health crisis	Improve wellbeing of students, faculty and staff and reduce use of intensive services, such as hospitalizations or involuntary holds	Facilitate collaboration among internal and external partners to help community members with successful return to campus

Referral Decision Tree

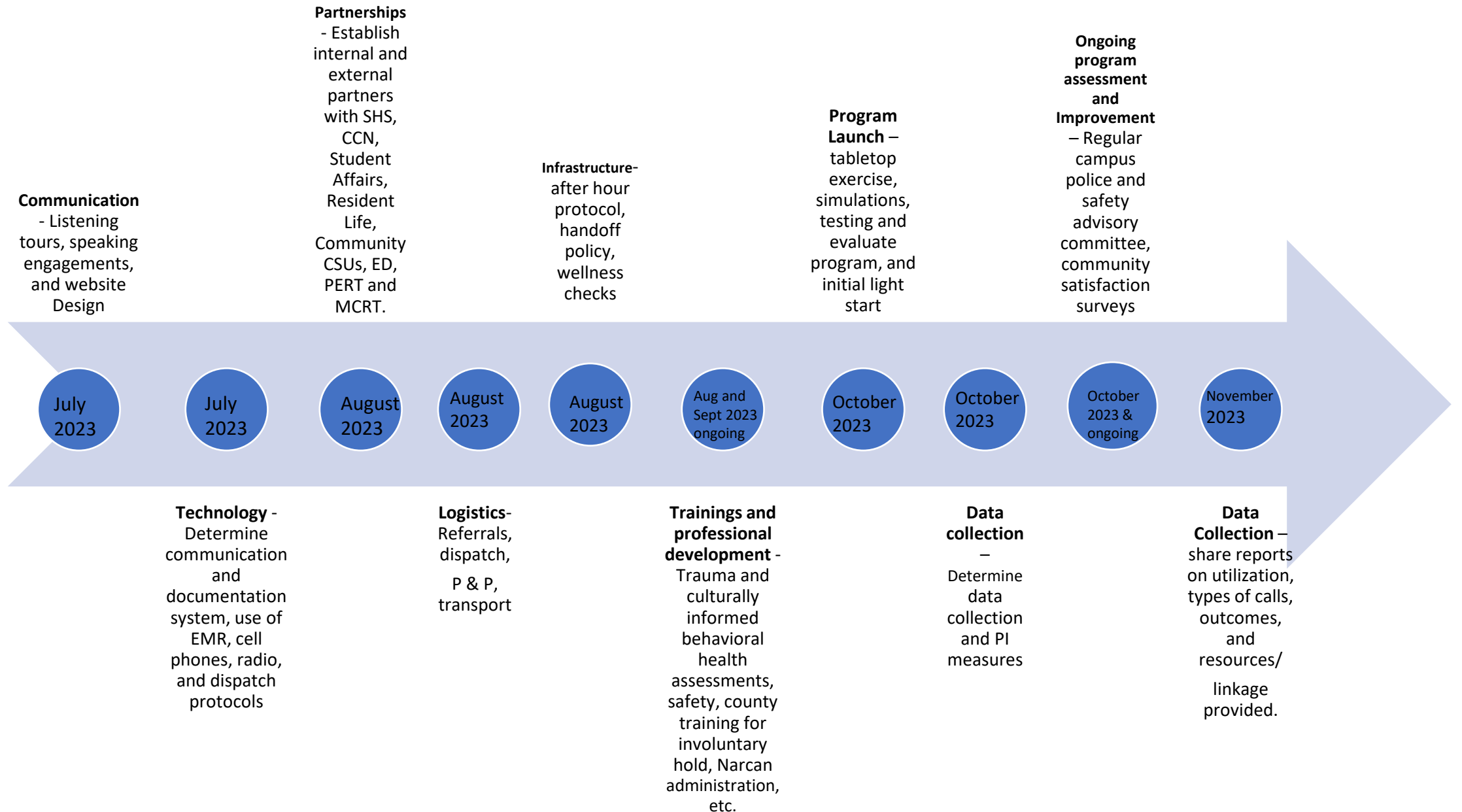| Imminent risk of harm to self or others	A crisis that is not violent or life threatening that can be responded to in 30-60 minutes	Referral to a MH counselor	Referral to resources
Call 911 University Police	Crisis Response Team (750) 750-7000 **(launching later this Fall)**	Student Health and Counseling (SHCS) (760) 750-4915	Cougar Care Network (CCN) (760) 750-7627

Crisis Response Team Services Launching Late Fall

Crisis Response Team Criteria	Crisis Response Team Services include
Experiencing a Mental or behavioral Health Crisis	Non-Violent behavioral health Crisis Response (Suicidal/homicidal ideation without imminent risk)
No active violence, imminent risk, or need for emergency medical treatment	Mental Health Wellness Checks or substance use referrals
Does not require immediate response (of less than 30 minutes)	Respond when a campus community member experiences disorientation, delusional thinking, mania or unusual behavior.

Crisis Response Team Timeline

Communication - Listening tours, speaking engagements, and website Design

Partnerships - Establish internal and external partners with SHS, CCN, Student Affairs, Resident Life, Community CSUs, ED, PERT and MCRT.

Infrastructure- after hour protocol, handoff policy, wellness checks

Program Launch – tabletop exercise, simulations, testing and evaluate program, and initial light start

Ongoing program assessment and Improvement – Regular campus police and safety advisory committee, community satisfaction surveys

July 2023	July 2023	August 2023	August 2023	August 2023	Aug and Sept 2023 ongoing	October 2023	October 2023	October 2023 & ongoing	November 2023

Technology - Determine communication and documentation system, use of EMR, cell phones, radio, and dispatch protocols

Logistics- Referrals, dispatch, P & P, transport

Trainings and professional development - Trauma and culturally informed behavioral health assessments, safety, county training for involuntary hold, Narcan administration, etc.

Data collection – Determine data collection and PI measures

Data Collection – share reports on utilization, types of calls, outcomes, and resources/ linkage provided.

POLICY:	STUDENT ORGANIZATION FUND ACCOUNTS
EFFECTIVE DATE:	SEPTEMBER 21, 2018
REVISED DATE:	APRIL 24, 2023
APPROVAL DATE:	JUNE 27, 2023

DEFINITIONS

Detail code: Four letter code utilized by CSUSM Cashier's Office to identify correct fund account.

Expenditure Request Form (ERF): ASI Form used to process reimbursements and payments.

Fund Account: Five number code assigned to recognized student organization in the CSUSM financial system.

Officially recognized student organization: Approved club that meets requirements and has completed mandatory recognition steps with Student Leadership & Involvement Center.

Student Leadership & Involvement Center (SLIC): Department on CSUSM campus that maintains oversight of recognized student organizations.

PURPOSE

The purpose of this policy is to establish written policies and procedures concerning ASI Student Organization Fund Accounts.

POLICY

I. All officially recognized student organizations are required to maintain an on-campus fund account with Associated Students, Inc.
II. An individual fund number will be issued upon recognition of the student organization.
    a. All transactions must include this fund number.
III. Student Organization Fund Accounts consist of those funds held in trust by the Associated Students, Inc., on behalf of officially recognized student organizations.
IV. Student organization funds are not under the budgetary or programmatic control of Associated Students, Inc.

V. All student organizations must complete an "Student Org Officer & Advisor Agreement" each academic year upon recognition by Student Leadership & Involvement Center (SLIC).

VI. Student Organization Fund Accounts cannot be used to hold funds on behalf of other student organizations. Funds may be held by a student organization on behalf of another, external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization.

PROCEDURE

I. Expenditures
   1. See Student Organizations Account Services Guidebook on ASI website for expenditures processes.
   2. An ASI Expenditure Request Form (ERF) must be completed to receive reimbursement or to process payment.
      a) CSUSM Sponsored Student Organization ERF requires the signature of the Student Organization President, Treasurer, and Faculty/Staff Advisor.
         i. All student organizations that fall under the supervision of Campus Recreation require additional signature approval from designated Campus Recreation staff member.
         ii. See ASI Accounts Payable policy for reimbursement processes and procedures.
      b) Student organizations with negative balances will not be able to process reimbursements until there are sufficient funds in their account.
         i. Prior to approving the expenditure, the ASI Professional Staff Designee will check PeopleSoft for the availability of student organization funds. If sufficient funds are not available, the ASI Professional Staff Designee will not grant approval of the expenditure.
         ii. Fund account balances are available upon request.

II. Deposits
    Student Organization Fund Account deposits are to be completed at the University Cashier's Office.
    2. See Student Organizations Account Services Guidebook on ASI website.

III. Inactive Student Organizations
   1. In the event that an organization does not wish to be recognized the following year, or they have prior knowledge that they will not meet the university's recognition requirements, the current student organization officers may identify a specific organization or campus entity where they would like to redistribute their funds. This process must be conducted during the student organization recognition period for that current academic year.

2. Funds in inactive Student Organization Fund Accounts may be maintained or swept, depending on recognition status of the student organization for the past academic year.

    a) A student organization that has been recognized by SLIC for the past academic year but whose Student Organization Fund Account has not been active during this period may maintain its account balance with no penalty.

    b) A student organization that has not been recognized by SLIC for at least two academic years and whose fund account has not been active during this period, will have its balance, if any, swept after July 1st of the next fiscal year.

        i. The funds swept from identified inactive student organizations will be transferred into an account used for ASI Leadership Funding.

        ii. SLIC will oversee leadership academy process that will allow for student organizations Student organizations will be eligible to receive additional funding based on attendance at Student Organization training workshops hosted by SLIC during the fall semester mandatory fall SLIC workshop leadership training sessions. Attendance requirements may vary from year to year. SLIC will send final provide ASI with a list of student organizations to receive additional funding by the end of the fall semester. SLIC will oversee leadership academy process that will allow for student organizations to receive additional funding through ASI Leadership Funding based on attendance at mandatory SLIC leadership training sessions.

RELATED DOCUMENTS

    I. ASI Expenditure Request Form (ERF)
https://www.csusm.edu/asi/documents/forms/asi_expenditure_request_form_erf.pdf

    II. Payee Data Record
https://adobesigndynamicworkflow.csusm.edu/ap

    III. CSUSM Accounts Payable Department
https://www.csusm.edu/fs/ap/index.html

    IV. Chancellor's Office - Administration of Student Organization Funds - ICSUAM Policy Number 3141.01: http://www.calstate.edu/icsuam/sections.shtml

    V. Chancellor's Office –Student Activities - Executive Order 1068:
http://www.calstate.edu/eo/EO-1068.html

    VI. Student Officer & Advisor Agreement
https://csusm.presence.io/form/student-org-officer-advisor-agreement-2023-2024

    VII. ASI Accounts Payable policy
https://www.csusm.edu/asi/documents/about/asi_accountspayable_approved11.5.21.pdf

STUDENT ORGANIZATION FUND ACCOUNTS   Approved: June 27, 2023

VIII.   Student Organizations Account Services Guidebook
https://www.csusm.edu/asi/services/2122_studentorg_accountservice_guidebook.pdf

ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

POLICY:	**ASI LEADERSHIP FUNDING POLICY**
EFFECTIVE DATE:	**FEBRUARY 5, 2016**
REVISED DATE:	**JULY 26, 2023**
APPROVAL DATE:	**JULY 26, 2023**

DEFINITIONS

Officially recognized student organization: Approved club that meets requirements and has completed mandatory recognition steps with Student Leadership & Involvement Center.

Student Leadership & Involvement Center (SLIC): Department on CSUSM campus that maintains oversight of recognized student organizations

PURPOSE

Associated Students, Inc. (ASI) provides ASI Leadership Funding (ALF) for student organizations' events and student attendance at professional conferences.

ASI recognizes the impact campus student organizations and professional development have in building community, strengthen relationships, and keep CSUSM students engaged.

POLICY

I. General
    1. The ASI Vice President of Finance & Operations and professional staff members determine the allocation of these funds.
        a. All such allocations are made in accordance with the ASI Bylaws and CSUSM-ASI Viewpoint Neutrality Policy and General Procedures.
        b. Budget determined during annual budget approval process.
    2. Awarded funds are on a first come-first served basis.

II. Conferences
    1. Approved funding for a registered student organization (RSO) on-campus events is based on eligibility and compliance with the procedures outlined below.
    2. The mechanics of how to account for and receive reimbursement for approved student attendance at professional conferences are set forth in a separate policy entitled "ASI Accounts Payable".
    3. All student requests for travel and conference funding will be subject to the viewpoint neutral policies and procedures set forth in "CSUSM-ASI Viewpoint Neutrality Policy and General Procedures".
    4. All student requests for student attendance at professional conferences must comply with ASI Accounts Payable policy.
    5. International conferences will not be funded.
    6. The application for funding will begin on a date as determined by ASI and posted on the ASI website or through some other announcement to the campus community, and will

remain open until ASI funds have been fully distributed. All applications will be processed in accordance with viewpoint neutral application procedures and applicable deadlines.

III.   Provisions of California Assembly Bill No. 1887

1. Effective September 27, 2016, California Assembly Bill No. 1887 prohibits ASI from approving a request for ASI-funded or ASI-sponsored travel to any state that, after June 26, 2015, has enacted a law that:
    a. Voids or repeals or has the effect of voiding or repealing, existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression
    b.   Has enacted a law that authorizes or reflects discrimination against same-sex couples or their families, or on the basis of sexual orientation, gender identity, gender expression, as specified, subject to certain exceptions.
    c. This prohibition currently extends to the following states: Alabama, Arizona, Arkansas, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Missouri, Montana, Nebraska, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee,Texas, Utah, West Virginia, and Wyoming. This list may be subject to change.

IV.   Events
1. ALF funding are for reimbursement to RSO members or for payment to vendors.
2. Events must take place during the academic year.
3. An RSO may not utilize ASI's logo or name in the advertisement or promotion of an event.
    a. ASI's decision to fund an event does not constitute co-sponsorship.
4. All events must be conducted in compliance with applicable University rules, regulations and policies, including facilities use policies if the event will require reservation and use of University space as well as Sodexo's first right of refusal for food purchases over $250.
    a. All events must be compliance with and not violate any federal, state or local law, statute, ordinance, code, or regulation.
5. All of the individuals making a funding decision shall use a standardized evaluation form. The forms will be maintained by ASI for a period of four (4) years.
6. An RSO shall be eligible to obtain ALF funding if it satisfies the following requirements at the time the application is submitted:
    a. The RSO is properly registered as a recognized student organization in good standing through Student Leadership & Involvement Center (SLIC)
    b. A representative of the RSO has attended a financing workshop prior to submitting their first funding application for the academic school year.
7. All applications for ALF funding by an eligible RSO shall be granted in the amount requested provided that (1) ALF funds are still available at the time the application is submitted, and (2) the RSO-sponsored event or program satisfies the following requirements and conditions:
    a. Application was submitted to ASI at least one (1) week prior to event taking place
    b. The event will be held on-campus.
    c. The event will be free to attend for CSUSM students.
    d. The application must contain a budget detailing how the funds will be used.
    e. Funding may only be used for consumable items and facility costs such as food for attendees, paper products, event/program advertising, and rental or cleaning costs.
        i.   If food is purchased, it must follow campus's first right of refusal policies.
    f. Funding is **not** available, and may not be used, for any of the following: door prizes, raffles, opportunity drawings, honorariums, speaker fees, donations, gifts, or give-away items.
    g. An RSO may receive up to $500 in ALF funding per semester.

h. If an event or program is not open to the entire campus community, the maximum ALF amount that may be requested is **$250**.
i. If an event or program is open to the entire campus community, the maximum ALF amount that may be requested is **$500**.
j. ~~If a recognized student organization has completed SLIC leadership academy, they may be eligible to request additional funds for event if funding is available.~~
~~k.~~j. An RSO may co-sponsor an event with another RSO. For a co-sponsored event, each RSO is eligible to submit an application for the maximum $500 amount. Co-sponsored events can be funded up to maximum $1,500 (or up to five RSO requesting funding). ALF contribution for co-sponsored funding is **not** available for individual RSO members. Incomplete applications will be rejected and must be re-submitted as a new application. Must still follow application timeline requirements.
~~l.~~k. Use of funding for any activity not disclosed in the application will disqualify an RSO from receiving any future ALF funding for a period of one academic year.
~~m.~~l. Funding may only be used or expended in support of the specific program or event identified in the funding application.

PROCEDURE

I. Conferences
1. ASI shall not, in administering this Policy, evaluate or consider in any way the nature or content of the conference activity other than to verify that the described conference activity actually exists, and that it complies with all applicable University rules, regulations, and policies and all applicable federal, state or local laws, statutes, ordinances, codes, or regulations. ASI's role with respect to reimbursement for student conference activity shall be limited to (i) verifying that the stated conference is actually taking place.
2. Funding decisions shall be made in the order of when the application was received.
   a. Awarded funds are on a first come, first served basis.
3. Conferences must take place during the academic year.
4. Awards must be made in conformance with ASI's viewpoint neutrality requirement
5. ASI Vice President of Finance & Operations will review and determine guidelines for application prior to application posting for that academic year. Current guidelines are as follows:
   a. Applicant must be a currently enrolled CSUSM student
   b. Conference must follow all guidelines
   c. No more than four students attending the same conference may request/obtain ALF funds.
   d. Student may receive funding for only one conference per semester.
      i. May apply for up two within academic year (i.e. one in fall and one in spring). Summer and winter intersession shall be considered fall semester.
   e. Student will only receive funds upon submit of proof of attendance, receipts, and written statement.
   f. Club sports teams and other student recreation sports may only apply if the individual or team is participating in a national title championship.
   g. Incomplete applications will be denied, at the discretion of the ASI Vice President of Finance & Operations

6. ASI Vice President of Finance & Operations will review and determine award guidelines for application prior to application posting for that academic year. Current funding awards are as follows:
    a. One day in-state conference within 400 miles from campus: $100.00 award
    b. Two days or more conference within 400 miles from campus: $250.00 award
    c. One day conference outside of 400 miles from campus: $200.00 award
    d. Two days or more conference outside of 400 miles from campus: $425.00 award
7. Applicants will submit application on the ASI website via Adobesign form.
    a. Application must include copy of the advertised conference, which must include title, subject, location and dates.
    b. Applicants are encouraged to submit application early. Application must be submitted at least one (1) week prior to conference dates.
8. The applicant will receive an email noting the decision of their application.
    a. If approved, recipients are required to submit proof of attendance, receipts and a written statement via email to alf@csusm.edu within 10 business days in order to process payment for their awarded funds.
    b. Students will not receive reimbursement unless proper documentation is submitted.
    c. Students will only receive reimbursement funds for the total of receipts submitted up to the award total amount.
9. The funding is available for conferences held during the academic year and within the ASI fiscal year.
    a. Exact dates will be determined by Vice President of Finance & Operations with ASI Professional staff support.
    b. Proof of attendance, receipts, and event write-up for this conference must be presented prior to the end of the ASI fiscal year.
10. The applicant will receive an email noting the decision of their application.
    a. If approved, recipients are required to submit proof of attendance, receipts and a written statement via email to alf@csusm.edu in order to process payment for their awarded funds.
    b. Students will not receive reimbursement unless proper documentation is submitted.
    c. Students will only receive reimbursement funds for the total of receipts submitted up to the award total amount.

II. On-Campus Event

1. Each RSO shall submit its application to ASI Vice President of Finance & Operations electronically. No later than the close of business five business days from the date the application is submitted, ASI Vice President of Finance & Operations must approve or deny the application and deliver their decision in writing via electronic communication to the person that submitted the application on behalf of the RSO. Email is permissible for this notification.
    a. If the application satisfies the criteria set forth above and ALF funds are available, ASI Vice President of Finance & Operations must approve the application as submitted.
2. The application for funding will begin on a date as determined by ASI and posted on its website or through some other announcement to the campus community, and will remain open until ASI funds have been fully distributed. All applications will be processed in accordance with viewpoint neutral application procedures and applicable deadlines.
3. Funding decisions shall be made in the order of when the application was received.

a. Awarded funds are on a first come, first served basis.
b. Events must take place during the academic year.
4. Application must be submitted at least one (1) week prior to event taking place.
5. The applicant will receive an email noting the decision on the applications within five (5) business days of application.
   a. If approved, recipients are required to submit receipts or payment requests no later than June 7th of the academic year in which the event takes place; such receipts should be sent to alf@csusm.edu or brought to the ASI office in USU 3700 in order to process payments for the awarded funds.

III. Reconsideration of Recognized Student Organization On-Campus Event Application Decision
   1. If ASI Vice President of Finance & Operations denies the application or decreases the original funding request amount, ASI Vice President of Finance & Operations must (1) issue their decision in writing to the RSO, and (2) identify the specific reasons for the denial or reduction. If the RSO disagrees with the decision, the RSO may request a meeting with ASI Vice President of Finance & Operations or ASI Vice President of Finance & Operation's designee within three (3) business days of receipt of the decision.
   2. The meeting shall take place within five (5) business days of the request pending scheduling availability. At the meeting, the parties will discuss the application and ASI Vice President of Finance & Operations shall explain reasons for any reduction in amount or denial of the application.
   3. The RSO will receive written notice of ASI Vice President of Finance & Operations' decision within three (3) business days after the meeting.
      a. If the decision confirms the denial of or decrease in funding, the decision will explain and state in writing the reasons why the funding was denied or decreased.

IV. Recognized Student Organization On-Campus Event Application Denial Appeals Process
   1. If the RSO contends that ASI Vice President of Finance & Operations's post-meeting decision violates or did not comply with the viewpoint neutrality requirement, it may file an appeal. The RSO has five (5) business days after receipt of the written post-meeting decision to file an appeal. Such appeal must be in writing and state the reason the RSO believes the application was wrongfully denied or reduced. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy or whether viewpoint or opinion played an impermissible role in the denial or reduction.
   2. The CSUSM Vice President of Student Affairs ("VPSA") or the VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than ten (10) business days of receipt of appeal.
   3. The VPSA or the VPSA's designee shall determine "de novo" (*i.e.*, without any deference to the ASI Vice President of Finance & Operations's decision) whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

V. Reconsideration of Conference Application Decision
   1. If ASI denies the student travel/conference application or decreases the original funding request amount;
      a. ASI must issue its decision in writing to the student
      b. ASI must identify the specific reasons for the denial or reduction.
      c. If the student disagrees with the decision, the student may request a meeting with ASI Vice President of Finance & Operations or ASI Vice President of Finance & Operations's Vice President of Finance & Operations's designee within three business days of receipt of the decision.
         i. The meeting shall take place within five (5) business days of the request. At the meeting, the parties will discuss the application and the ASI administrator shall explain the reasons for any reduction in amount or denial of the application.
         ii. The student will receive written notice of ASI's decision within three (3) business days after the meeting. If the decision confirms the denial of or

decrease in funding, the decision will explain and state in writing the reasons why the funding was denied or decreased.

VI. Conference Application Denial Appeals Process

1. If the student contends that ASI's post-meeting decision violates or did not comply with the viewpoint neutrality requirement, the student may file an appeal within five (5) business days after receipt of the written decision to file an appeal. Such appeal must be in writing and state the reason the student believes the application was wrongfully denied or reduced. The appeal shall be limited to the question of whether the application was properly denied pursuant to the policy or whether viewpoint or opinion played an impermissible role in the denial or reduction.

2. The CSUSM Vice President of Student Affairs ("VPSA") or VPSA's designee will review the appeal and issue a written decision as soon as reasonably practicable but no later than ten (10) business days of receipt of appeal.

3. The VPSA or VPSA's designee shall determine "de novo" (i.e., without any deference to the decisions below) whether the funding decision complied with the terms of the policy or whether it violated the viewpoint neutrality requirement.

RELATED DOCUMENTS

I. ALF Conference Application

II. ALF On-Campus Events Recognized Student Orgnization Application

III. ASI Student Organizations Account Services Guidebook
https://www.csusm.edu/asi/services/2122_studentorg_accountservice_guidebook.pdf

IV. ASI Leadership Funding website
https://www.csusm.edu/asi/services/alf.html

V. ASI Accounts Payable policy
https://www.csusm.edu/asi/documents/about/asi_accountspayable_approved11.5.21.pdf

VI. CSUSM Accounts Payable Department
https://www.csusm.edu/fs/ap/index.html

Response Summary:

Q2. Name

First	Karina
Last	Ramirez Gonzalez

Q3. Email
kramirezgona@csusm.edu

Q4. Position on Board
Chair & Chief of Staff

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)
I just finished assigning all the Board members their ASI and University Committees so that every committee has a BOD member, unless it specifically asked for a rep that we do not have yet. I am in the process of reaching out to and finding students to participate in committee meetings as Student at Large members.

Q6. What ASI Committees are you currently sitting on?
- Student Advocacy Committee

Q7. Updates on ASI Committees
N/A

Q8. What University Committees are you currently sitting on?
- Student Affairs Committee (SAC)
- Student Grievance Committee

Q9. Updates on University Committees
N/A

Q10. Other University Committees you're sitting on, but are not listed above:
Student Philanthropy Council

Q11. Upcoming Events and New Initiatives/Collaborations
I am looking forward to collaborating and slowly building a relationship with the identity centers, to not only find engagement in ASI through the students it serves but rebuild that engagement with our campus partners. I also will be building new collaborations with our Board of Directors as they step into their role and the new school year.

Q12. Areas of concern related to your position and its constituents
N/A

Embedded Data:

N/A

Response Summary:

Q2. Name

First	Ernest
Last	Cisneros

Q3. Email
ecisneros@csusm.edu

Q4. Position on Board
President & CEO

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)
- Meetings with majority of campus partners
- Working on Wellness & Recreation Facility project and identifying next steps
- Understanding impact the UVHD project will have on campus and identifying how to address impact
- Planning events throughout year

Q6. What ASI Committees are you currently sitting on?
- Internal Operations
- Awards Committee
- Elections Committee

Q7. Updates on ASI Committees
No ASI Committees have met this semester.

Q8. What University Committees are you currently sitting on?
- Student Fee Advisory Committee

Q9. Updates on University Committees
SFAC has not met.
UVHD Project- construction is set to begin on Dec 15, 2023
WRF Project- a pathway has been identified to bring the building to campus, the workgroup is working through what that might look like
Title IX Implementation Team- Has not met in summer but work will resume in Fall to start implementation processes
CRM Project Leadership Team- work has continued over summer and we are in the initial stages of testing with specific users.
IRA has not met.
Campus Police & Safety Committee has not met.

Q10. Other University Committees you're sitting on, but are not listed above:
SFAC has not met.
UVHD Project- construction is set to begin on Dec 15, 2023
WRF Project- a pathway has been identified to bring the building to campus, the workgroup is working through what that might look like
Title IX Implementation Team- Has not met in summer but work will resume in Fall to start implementation processes
CRM Project Leadership Team- work has continued over summer and we are in the initial stages of testing with specific users.
IRA has not met.
Campus Police & Safety Committee has not met.

Q11. Upcoming Events and New Initiatives/Collaborations
Working on ASI Town Hall, Housing events, Happiness Week and others to meet initiatives goals

Q12. Areas of concern related to your position and its constituents
none now

Embedded Data:

N/A

Response Summary:

Q2. Name

First	Justin
Last	Cadiz

Q3. Email
jcadiz@csusm.edu

Q4. Position on Board
VP of Student and University Affairs

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)
- National Voter Registration Day
- Reps with the Reps
-Orientations
-CSSA

Q6. What ASI Committees are you currently sitting on?
- Student Advocacy Committee

Q7. Updates on ASI Committees
n/a

Q8. What University Committees are you currently sitting on?
- Student Affairs Committee (SAC)

Q9. Updates on University Committees
n/a

Q10. Other University Committees you're sitting on, but are not listed above:
n/a

Q11. Upcoming Events and New Initiatives/Collaborations
-NVRD

Q12. Areas of concern related to your position and its constituents
-Tuition Proposal

Embedded Data:

N/A

Response Summary:

Q2. Name

First	Moy
Last	Valdez

Q3. Email
mvaldez@csusm.edu

Q4. Position on Board
Vice President of Finance and Operations

Q5. Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners)
Revise and Drafted New Policy for SEF
Revise and Drafted New Policy for ALF
Work on Town Hall and other events for ASI
Draft a plan for possible ways ASI can be more visible and established on Campus

Q6. What ASI Committees are you currently sitting on?
- Internal Operations

Q7. Updates on ASI Committees
N/A

Q8. What University Committees are you currently sitting on?
- Budget and Long-range Planning (BLP)
- Student Fee Advisory Committee

Q9. Updates on University Committees
N/A

Q10. Other University Committees you're sitting on, but are not listed above:
N/A

Q11. Upcoming Events and New Initiatives/Collaborations
ASI Town Hall
Collaboration with Partners and Student Centers

Q12. Areas of concern related to your position and its constituents
N/A

Embedded Data:

N/A