



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

<b>POLICY:</b>	<b>COVID-19 Response</b>
<b>EFFECTIVE DATE:</b>	<b>MARCH 24, 2020</b>
<b>APPROVAL DATE:</b>	<b>OCTOBER 6, 2020</b>

**PURPOSE**

In light of the impact of COVID-19 pandemic, there have been many changes made on our campus and in our communities. Effective, Friday March 20, California State University San Marcos (CSUSM) classes were moved completely to virtual instruction and the campus itself has closed buildings and moved to virtual modes for other resources such as library, academic advising, and so on.

We understand these measures made by CSUSM caused significant disruption and inconvenience, but it was imperative to ensure the health and safety of our campus community. We will continue to serve and advocate for the students of CSUSM to the best of our abilities. Like CSUSM, we are firmly committed to the continuing support of CSUSM students in the efforts to continue their educational journey and success.

We encourage student participation and input regarding student support and success through this COVID-19 transition time

**POLICY AND PROCEDURES**

In light of these changes, and to follow our mission statement to serve, empower, and engage CSUSM students, ASI will:

1. Adjust disbursement process for awarded funds. Awards will be process through Financial Aid and Student Financial Services The updated ASI Student Emergency Fund website will reflect these changes. Online and additional resources will also be included when meeting with a member of the Cougar Care Network.
2. Increase ASI Student Emergency Fund awards from \$250.00 to \$350.00 for the 20/21 academic year to support the needs, issues, and concerns created by the COVID-19 pandemic. The ASI Board of Directors approved reallocation of reserves funds at a meeting on September 4, 2020. The ASI Executive Vice President will re-evaluate this award amount during the budget cycle for the 21/22 fiscal year.
3. Host committee meetings via telecommuting. All committee meeting information will be included on the posted agenda. We will continue to follow Gloria Romero and Robert's Rules of Order.

4. Examine reallocation of funds in order to support students through this transition time. Any travel budgets will now be accessible for programming or student activities to support student success through this COVID-19 transition time. Executive Committee will continue to meet to reexamine amounts allocated.
5. Create a cell phone and data policy for ASI professional staff and some student staff positions who are required to work telecommute during this COVID-19 time.
6. Examine ways to support and serve students virtually through online programming, webinars, trainings, resources, etc. This including the ability to distribute swag items directly to students.
7. Create ways for students at large to engage with their elected representatives including telecommuting office hours and hosting online resources.
8. Distribute funding directly to 20/21 student organizations' recognized through Student Leadership and Involvement Center. The awards to student organizations will be a fixed amount dispersed to the organizations' on campus fund accounts in lieu of funding on-campus events. Additionally, conference funding will be used to reimburse registration for virtual conferences only. In order to mitigate risk, ALF will not approve funding for conferences that require in-person attendance. The updated ASI Leadership Funding website will reflect these changes.
9. Establish process for online gift card giveaway. ASI gift card and prize form will be converted to Adobe sign and online process will be created to document distribution and purchase.
10. Amend internal ASI forms and processes to accommodate online or virtual programming. This includes but is not limited to social media post requests, risk management, contracts, and swag.
11. Convert approval signatures and documentation to virtual or online format.
12. Set expectations for student employees telecommuting. Agreement created with Human Resources and student and staff supervisors. Internal ASI telecommuting agreements may also be implemented. Additionally, professional staff will utilize alternative, online methods such as Basecamp for time keeping methods in lieu of punch clock and timecards.
13. Create guidelines for ASI Cougar Pantry during COVID-19 pandemic.
14. Process student organization reimbursements through online format. Reimbursement checks will be mail directly to recipient. Per CSUSM guidelines, e-signatures or email signatures can be accepted.
15. Approve ProCard purchases that can be sent to individual employee home addresses as necessary.
16. Offer ASI Board of Directors' parking pass compensation costs in scholarship format if requested by student member. Scholarship will be awarded at the end of the semester with currently allocation of approved compensation scholarships.