

	Tim -2nd Motion Carries	
09 Discussion	Review of ASI Cell Phone & Data Policy Description: Review of proposed policy for cell phone and data policy- per COVID 19 policy recommendation. Fiscal Impact: None See attached for document reviewed. Presenter reviewed draft document for ASI Cell Phone policy. This was a recommendation from the approved ASI COVID-19 policy. This policy reviews cell phone usage reimbursement for some ASI employees who use personal devices for ASI business.	Ashley Fennell <i>Associate Director, Government Affairs & Initiatives</i>
10 Information	Reports Michael - ASI memo Tim – Student Emergency Fund and committee work Andrew- CSSA, National Voter Registration Day, Civic Engagement, and Common Read committee. Dylan – work on BOD members’ schedules and committees. Annie – Tax forms, budget, audit, and close of fiscal year. Ashley- Student Emergency Fund application closing and improvements, Cougar Pantry distribution hours, and planning on boarding.	Dylan Crivello <i>Chair and Chief of Staff</i>
11 Information	Announcements Ashley- BSC event and Cougar Pantry distribution	Dylan Crivello <i>Chair and Chief of Staff</i>
12 Action	Adjournment At the will of the Chair, the meeting was adjourned at 1:00pm	Dylan Crivello <i>Chair and Chief of Staff</i>

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

I, Dylan Crivello 20/21 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by Executive Committee of Associated Students, Inc., at a meeting held on July 6, 2020


Dylan Crivello

08/05/20
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: ~~APRIL 3, 2020~~

PURPOSE

The 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 Student Emergency Fund is determined annually during the ASI budget allocation process in the spring for the subsequent fiscal year.
- B) Funds for 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.
 - ~~e)d)~~ Student is not enrolled in a program that pays the ASI Student Body Fee
- 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.
 - 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. If there has been another financial emergency or catastrophic, unforeseen circumstance unrelated to prior application, the student may apply again. Committee 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 on the ASI website and requests are automatically downloaded onto a designated Student Emergency Fund email.
- a) Application and student financial aid account will be reviewed by Cougar Care Network and Financial Aid 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 meetings.
 - ii. Financial Aid official will consider Cost of Attendance.
 - iii. If denied, student will be notified of Financial Aid appeals process for cost of attendance.
 - b) Submitted applications must be thorough and include as much information as possible regarding the need for emergency funds.
 - c) If more information is needed from the student, this may result in a denial until the committee can review additional information.
 - i. Student will be asked to re-submit and provide additional documentation or information regarding the emergency situation.
- H) Awards are determined by the Student Emergency Fund Team which includes three to four university staff members who work directly with students at risk, as well as the ASI Executive Vice President and an ASI staff member, as designated by the ASI Executive Director.
- a) A decision must be made by a majority of the team members.
 - b) Team will consider awarding up to \$250 based on documented need in the form of a Financial Aid Scholarship.
- I) Funds are distributed to the SEF recipient in the form of a Financial Aid Scholarship.
- a) An ASI staff member will send notification of award or denial to student applicant via their campus email account up to 7 business days after meeting with Cougar Care Network.
 - b) 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
 - c) Accounts Payable will deliver check to Student Financial Services.
 - d) 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.
 - e) CSUSM will bill back ASI for Scholarship award via invoice process.
- J) 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.

- K) 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 Student Emergency Funding Team. List will include student names and amount awarded, if applicable.
- a) Each applicant's information will be sent to the Cougar Care Network for further assistance.
 - b) Each applicant will also receive information about any available Financial Aid awards and/or loan opportunities available to them.

ASI Meeting Schedule 2020/2021

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

Board of Directors	
Date	Time
Friday, August 21	2:30 - 4:00pm
Friday, September 4	2:30 - 4:00pm
Friday, September 18	2:30 - 4:00pm
Friday, October 2	2:30 - 4:00pm
Friday, October 16	2:30 - 4:00pm
Friday, November 6	2:30 - 4:00pm
Friday, November 20	2:30 - 4:00pm
Friday, December 11	2:30 - 4:00pm
Friday, January 22	2:30 - 4:00pm
Friday, February 5	2:30 - 4:00pm
Friday, February 19	2:30 - 4:00pm
Friday, March 5	2:30 - 4:00pm
Friday, March 19	2:30 - 4:00pm
Friday, April 2	2:30 - 4:00pm
Friday, April 16	2:30 - 4:00pm
Friday, May 7	2:30 - 4:00pm
Advisors: Ashley Fennell & Annie Macias	

Student Advocacy Committee	
Date	Time
Friday, September 25	2:30 - 4:00pm
Friday, October 23	2:30 - 4:00pm
Friday, December 4	2:30 - 4:00pm
Friday, January 29	2:30 - 4:00pm
Friday, February 26	2:30 - 4:00pm
Friday, April 23	2:30 - 4:00pm
Advisors: Jason Schreiber & Ashley Fennell	

Internal Operations	
Date	Time
Friday, September 11	2:30 - 4:00pm
Friday, October 9	2:30 - 4:00pm
Friday, November 13	2:30 - 4:00pm
Friday, February 12	2:30 - 4:00pm
Friday, March 12	2:30 - 4:00pm
Friday, April 9	2:30 - 4:00pm
Advisors: Annie Macias, Sara Veth, and Jon Epes	

Executive Committee	
Date	Time
Monday, June 1	12:30-2:00pm
Monday, July 6	10:00-11:30am
Monday, August 3	10:00-11:30am
Advisors: Ashley Fennell & Annie Macias	

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

BOD Professional/Personal Development		
Date	Time	Topic
8/7/20 - 8/10/20	TBD	CSUnity
8/18/20 - 8/21/20	TBD	BOD Training
8/24/20 - 8/26/20	TBD	ASI Retreat
Friday, September 4	4-5:30	TBD
Friday, October 2	4-5:30	TBD
Friday, November 6	4-5:30	TBD
Friday, December 11	3:00-5:00	TBD
Wednesday, January 20	All Day	ASI Retreat
Saturday, January 16	All Day	BOD Mid-Year Retreat
Friday, February 5	4-5:30	TBD
Friday, March 5	4-5:30	TBD
Friday, April 2	4-5:30	TBD
Advisor: Ashley Fennell		

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	



ASSOCIATED STUDENTS, INC.
CAL STATE SAN MARCOS

ASSOCIATED STUDENTS, INC.
STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

POLICY: Cell Phone Usage Policy

**EFFECTIVE
DATE:**

**APPROVAL
DATE:**

PURPOSE

This purpose of this policy is to facilitate access to efficient, cost effective telecommunication services when necessary for the fulfillment of an employee's essential duties and responsibilities. In those cases, when it is warranted, ASI will provide mobile & data services reimbursement. ~~Otherwise,~~

POLICY AND PROCEDURES

I. Eligibility

Eligibility for monthly usage ~~stipends-reimbursements~~ shall be limited to those employees who have a legitimate business need. The following are the basic criteria for establishing "legitimate business need". If an employee meets one or more of these criteria they shall be considered a viable candidate for a monthly usage stipend:-

1. The job function of the employee requires considerable time out-side of their assigned office or work area and it is important to ASI that the employee remain accessible during those times.
2. The job function of the employee requires them to be accessible outside of schedules or normal working hours.
3. The job function of the employee requires them to have wireless data and internet access required per job description/expectations as assigned upon hiring.
4. The employee is designated as a "first responder" to emergencies on campus.

II. Usage

1. The assignment of usage ~~stipends-reimbursements~~ shall be authorized only when there is a demonstrated need.
2. Reimbursement will only be allocated to those with specific job description requirements and with ASI Executive Director approval
3. All wireless devices are the personal property of the employee. Changes in service for personal use are the employee's responsibility; this includes phone upgrades. In

addition, the employee will retain the phone number if they separate from Associated Students, Inc.

4. The employee and supervisor will sign a Personal Use Cell Phone Agreement
5. The supervisor will decide the **expected job-related minutes-data** required
 - a. 50-350 business related minutes/occasional usage = \$25 (amount reimbursed)
 - b. 350 or more business related minutes/regular usage = \$35 (amount reimbursed)

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III. Reimbursement

1. This reimbursement is based on the actual cost of the employee's cell phone service plan. Before the first reimbursement can be processed, the employee must submit one actual monthly bill for cell phone service and/or monthly charges for the phone line. The invoice must reflect the employee's base rate for cell service (and cost of text and/or data plan, if applicable). Should the employee modify, drop or change plans, he/she is required to notify the Associated Students, Inc.

2. Text and Data coverage:

- a. Text messaging – frequent/regular communication with students required per job description/expectations as assigned upon hiring
- b. Data –job description requires frequent/regular contact

3. Associated Students will make the reimbursement for the prior month as a reimbursement via Expenditure Request Form. (Annie --- other campuses do this as taxable benefit via reglar pay—is this an IRS thing?)

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IV. Personal Use

The device is owne personally by the officer or employee may use the device for both business and personal purposes, as needed. The officer or employee may, at their own expense, add extra services or equipment features, as desired. If there are problems with service, the officer or employee is expected to work directly with the carrier for resolution.

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