



California State University, San Marcos  
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 Established 1991

## ASI Executive Committee Minutes 21-02

Monday, July 6th at 10:00am

**Executive Committee 2020/2021** Zoom: [https://csusm.zoom.us/j/61c0yortsih9r4pV5eMCiWz8PRvXld\\_8hL](https://csusm.zoom.us/j/61c0yortsih9r4pV5eMCiWz8PRvXld_8hL)  
 Posted: Thursday, July 2<sup>nd</sup> at 10:00am

*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.*

Dylan Crivello  
 Chair and Chief of Staff

Michael Garrett  
 President & CEO

Tim Pelayo  
 Executive Vice President

Andrew Gamboa  
 IP of Student & University Affairs

**Advisors**

Annie Macias  
 Executive Director

Ashley Fennell  
 Associate Director,  
 Government Affairs  
 & Initiatives

ITEM	SUBJECT	PRESENTER
01	<b>Call to Order</b> The meeting was called to order at 10:02am	Dylan Crivello <i>Chair and Chief of Staff</i>
02	<b>Roll Call</b> Present: Dylan C., Michael G., Tim P. Andrew G., Annie M., and Ashley F.	Dylan Crivello <i>Chair and Chief of Staff</i>
03	<b>Recognition of Guests</b> Allie Garcia, Kalie Sabajo, Jose Lopez, Caleb Standly, Julia Glorioso, Christopher King, Vivian Pettye, Kenny Tran	Dylan Crivello <i>Chair and Chief of Staff</i>
04 Action	<b>Approval of Agenda</b> Chair approved the agenda by consent vote None Opposed Motion Carries	Dylan Crivello <i>Chair and Chief of Staff</i>
05 Action	<b>Approval of Minutes</b> Chair approved the minutes from 6/1 by consent vote None Opposed Motion Carries  Chair approved the minutes from 5/6 by consent vote None Opposed Motion Carries	Dylan Crivello <i>Chair and Chief of Staff</i>
06 Information	<b>Open Forum*</b> None	Dylan Crivello <i>Chair and Chief of Staff</i>
07 Action	<b>Approval of ASI Cell Phone Policy</b> <b>Description:</b> Outlines cell phone usage reimbursements for ASI employees with job description requirements for use of a personal cell phone. <b>Fiscal Impact:</b> Coverage of Cell Phone reimbursements. <b>See attached for document reviewed.</b> Presenter reviewed document and highlighted this policy was a response to recommendation from approved COVID-19 response policy. The policy covers cell phone reimbursement for ASI staff members who utilize personal devices to complete job related tasks. <b>Michael motioned to approve ASI Cell Phone Policy</b> Tim-2 <sup>nd</sup> <b>All approved, none opposed or abstained</b> Motion Carries	Ashley Fennell <i>Associate Director, Government Affairs &amp; Initiatives</i>
08 Action	<b>Approval of changes to COVID-19 Response Policy</b> <b>Description:</b> Review of changes to ALF under COVID-19 pandemic to incorporate disbursements of funds to student organizations and student leadership conferences. <b>Fiscal Impact:</b> None <b>See attached for document reviewed.</b> Major change include items related to section 7, ASI Leadership Funding, and offering support for student organizations. Funding	Tim Pelayo <i>Executive Vice President</i>  Ashley Fennell <i>Associate Director, Government Affairs &amp; Initiatives</i>

	<p>will now be allocated directly to officially recognized student organizations rather than opening applications for events. Applications for conferences will now cover reimbursement only for virtual, online programs.</p> <p>Annie had questions about the timeline and budget. Michael wondered about additional funding for ASI Leadership Funding.</p> <p><b>Michael motioned to approve changes to COVID-19 Response Policy.</b></p> <p><b>Andrew-2<sup>nd</sup></b></p> <p><b>All approved, none opposed or abstained</b></p> <p><b>Motion Carries</b></p>	
<b>09 Action</b>	<p><b>Approval of Changes to Student Emergency Fund policy</b></p> <p><b>Description:</b> Changes include updated application process and approval guidelines.</p> <p><b>Fiscal Impact:</b> None</p> <p><b>See attached for document reviewed.</b></p> <p>Major change include items related to section G, changes to the application review process. Documents was clarified that backup documentation is mandatory and student must meet with CCN before application processing. Additionally, the language for application placement clarified as online in order to meet any future changes for the application. Language updated to reflect changes to review process. Applications now reviewed by CCN and ASI Executive Vice President rather than to a committee vote in order to streamline processes.</p> <p>Michael had questions about one application per year policy. Language updated to include "exceptions can be made..." to section E.</p> <p><b>Andrew motioned to approve changes to Student Emergency Fund policy</b></p> <p><b>Michael-2<sup>nd</sup></b></p> <p><b>All approved, none opposed or abstained</b></p> <p><b>Motion Carries</b></p>	<p>Tim Pelayo <i>Executive Vice President</i></p> <p>Ashley Fennell <i>Associate Director, Government Affairs &amp; Initiatives</i></p>
<b>10 Information</b>	<p><b>Reports</b></p> <p>Dylan- check-ins with BOD members, Scheduling meetings, and assigning committees</p> <p>Michael- Panetta, 13<sup>th</sup> documentary panel event, and orientations</p> <p>Tim- orientations, BLP committee, COVID updates for Student Emergency Fund and ASI Leadership Funding</p> <p>Andrew- goals, civic engagement, and national voter registration video</p> <p>Annie- updating policies, closing fiscal year, joint audit committee</p> <p>Ashley- Cougar pantry space renovations, cougar pantry distribution planning for the fall, Mckenna on-boarded to help with closing out fiscal year for student emergency fund.</p>	<p>Dylan Crivello <i>Chair and Chief of Staff</i></p>
<b>11 Information</b>	<p><b>Announcements</b></p> <p>Ashley- attending meeting with President Neufeldt on Friday if there are any items she should bring up, let her know.</p>	<p>Dylan Crivello <i>Chair and Chief of Staff</i></p>
<b>12 Action</b>	<p><b>Adjournment</b></p> <p>Chair adjourned the meeting at 10:37am</p>	<p>Dylan Crivello <i>Chair and Chief of Staff</i></p>

\* 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 August 3, 2020



Dylan Crivello

08/05/20

Date



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

<b>POLICY:</b>	<b>Cell Phone Usage Policy</b>
<b>EFFECTIVE DATE:</b>	<b>JULY 6, 2020</b>
<b>APPROVAL DATE:</b>	<b>JULY 6, 2020</b>

## **PURPOSE**

This purpose of this policy is to facilitate coverage for 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, Associated Students, Inc. (ASI) will provide cell phone usage reimbursement.

## **POLICY AND PROCEDURES**

### **I. Eligibility**

Eligibility for monthly usage reimbursements shall be limited to those current employees who have a legitimate business need for their role in ASI. 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 cell phone usage reimbursement:

1. The job function of the employee requires considerable time outside of their assigned office or work area and it is important to ASI that the employee remain accessible during those times in order to perform their job.
2. The job function of the employee requires employee to be accessible outside of schedules or normal working hours.
3. The job function of the employee job description/expectations requires cell phone access, as assigned upon hiring.
4. The employee is designated as a "first responder" to emergencies on campus.

### **II. Usage**

1. The assignment of usage 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 supervisor and ASI Executive Director approval
3. The employee and supervisor will sign a Cell Phone Business Use Agreement
4. The supervisor will approve the expected job-related usage required
  - a. Occasional business related usage = \$25 (amount reimbursed)
  - b. Regular business related usage = \$35 (amount reimbursed)

- c. Occasional shall be defined as use of a device between one and two days out of the business week
- d. Regular shall be defined as use of a device between three and five days out of the business week

### 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 phone service (and cost of text and/or data plan, if applicable). Should the employee modify, drop or change plans, they are required to notify the Associated Students, Inc. within one business week.
2. Usage coverage:
  - a. Need to contact the employee at all times for work-related emergencies
  - b. Job description requires frequent/regular contact with supervisor and/or other members of ASI
  - c. Requirement that the employee be available to speak with clients at times when the employee is scheduled away from the office or working remotely during working hours.
  - d. Associated Students will make the reimbursement for the prior month as a reimbursement via Expenditure Request Form.

### IV. Personal Use

1. The device is owned personally by the employee and 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. ASI will also not be liable for the loss of a personal cell phone used for business use.
2. All cell phone 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.



**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>JULY 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.

### **POLICY AND PROCEDURES**

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

1. Temporarily hold on changes approved by the ASI Board of Directors on February 21, 2020 to the ASI Student Emergency Fund policy and procedure, which included the requirement of meeting with Cougar Care Network and the submission of additional documentation prior to application review. We will also adjust our disbursement process for awarded funds. The updated ASI Student Emergency Fund website will reflect these changes. Online and additional resources will also be included in approval notifications to applicants.
2. 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.
3. 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.
4. 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.
5. 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.

6. Create ways for students at large to engage with their elected representatives including telecommuting office hours and hosting online resources.
7. 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.
8. 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.
9. 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.
10. Convert approval signatures and documentation to virtual or online format.
11. Set expectations for student employees telecommuting. Agreement created with Human Resources and student and staff supervisors.
12. Create a policy for ASI Cougar Pantry policy during COVID-19 pandemic.
13. 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.

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.



**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: JULY 6, 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.
  - 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. Exceptions can be made 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](mailto: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) 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 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.
- 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 within 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 will also receive information about any available Financial Aid awards and/or loan opportunities available to them.