



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/9121212121>

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	<b>Call to Order</b> The meeting was called to order at 9:03am	Mariano Santana <i>Chair and Chief of Staff</i>
2	<b>Roll Call</b> Present: Mariano, Dylan, Andrew, Julia, Annie, Ashley	Mariano Santana <i>Chair and Chief of Staff</i>
3	<b>Recognition of Guests</b> None	Mariano Santana <i>Chair and Chief of Staff</i>
4 <b>Action</b>	<b>Approval of Agenda</b> Chair motioned to approve by consent vote None opposed Motion Carries	Mariano Santana <i>Chair and Chief of Staff</i>
5 <b>Action</b>	<b>Approval of Minutes</b> Chair motioned to approve by consent vote None opposed Motion Carries	Mariano Santana <i>Chair and Chief of Staff</i>
6 <b>Information</b>	<b>Open Forum*</b> None	Mariano Santana <i>Chair and Chief of Staff</i>
7 <b>Action</b>	<b>Approval of updates to Student Emergency Fund Policy</b> <b>Description:</b> Updates to guidelines and instructions for submission, as well as updates to reflect current practices. <b>Fiscal Impact:</b> 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 award amount to \$350, this was previously increased for pandemic and Vice President thought this award amount should be permanent. Annie also made a note to be capturing approvals and denials. <b>Dylan motioned to approve the update to Student Emergency Fund policy</b> <b>Andrew-2<sup>nd</sup></b> <b>Motion Carries</b>	Andrew Gamboa <i>Executive Vice President</i>  Ashley Fennell <i>Associate Director, Government Affairs &amp; Initiatives</i>
8 <b>Action</b>	<b>Executive Committee Meeting Summer Schedule</b> <b>Description:</b> Determine summer schedule for executive committee meetings through the summer. <b>Fiscal Impact:</b> 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 &amp; Initiatives</i>

	<b>Julia motioned to approve the updated dates Andrew- 2<sup>nd</sup> Motion Carries</b>	
<b>9 Information</b>	<b>Reports</b> 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>
<b>10 Information</b>	<b>Announcements</b> Ashley – new location for training Annie – degree planner training	Mariano Santana <i>Chair and Chief of Staff</i>
<b>11 Action</b>	<b>Adjournment</b> <b>The meeting was adjourned at 9:27am</b>	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 a 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 10:10 PST)

01/20/2022

Mariano Santana

Date



## STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

<b>POLICY:</b>	<b>STUDENT EMERGENCY FUND</b>
<b>EFFECTIVE DATE:</b>	<b>JANUARY 11, 2016</b>
<b>APPROVAL DATE:</b>	<b>AUGUST 21, 2020</b>

### 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](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) 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	