

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino
5500 University Parkway
San Bernardino, CA 92407

**BOARD OF DIRECTORS
AGENDA**

December 6, 2024
10:00 a.m.

Santos Manuel Student Union North
Student Chambers – 3305

Zoom Option: <https://csusb.zoom.us/j/88634712385>

Call to Order

Roll Call

Approval of Minutes

Adoption of Agenda

Executive Officer Reports

Executive Director Report

Open Forum (5 minutes/speaker)

Guest Speaker

NEW BUSINESS:

- BD 102-24** Adoption of resolution authorizing an amendment to the contract (CalPERS Form CON-13) between the Board of Administration California Public Employees' Retirement System and the Board of Directors Associated Students, California State University, San Bernardino. (Action) (Rister)
- BD 103-24** Adoption of certification of final action of governing body (CalPERS Form CON-5) to contract between the Board of Administration California Public Employees' Retirement System and the Board of Directors Associated Students, California State University, San Bernardino. (Action) (Rister)
- BD 104-24** Appointment of Amanda Reigle as the College of Arts and Letters representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 105-24** Discussion on the construction of College Club Councils. (Discussion) (Rendon)
- BD 106-24** Discussion on Spring 2025 Meeting Schedule and Times. (Discussion) (Fajardo)
- BD 107-24** Revision of the ASI Reimbursement Policy. (Action) (Policy Committee) (First Reading)

Reports: Board of Directors, ASI Committees and Campus-wide Committees

ANNOUNCEMENTS

ADJOURNMENT



Michael Rister, Ed.D
Executive Director
Associated Students, CSU, San Bernardino
5500 University Parkway
San Bernardino

CalPERS ID 2894500534

November 14, 2024

Dear Michael Rister,

Thank you for returning the Resolution of Intention to amend your CalPERS retirement contract to provide Section 20903 (Two-Year Additional Service Credit) for local miscellaneous members.

Also provided are the following documents necessary to complete the proposed amendment:

1. Amendment to Contract, two original sets.
2. Resolution, Form CON-13. This Resolution must be adopted by affirmative vote of a majority of the members of the governing body no earlier than twenty days after the adoption of the Resolution of Intention. Failure to comply may result in the delay of the anticipated effective date of the amendment.
3. Certification of Final Action of Governing Body, Form CON-5.

Your agency adopted the Resolution of Intention on October 25, 2024, therefore, the earliest date the final Resolution could have been adopted was November 14, 2024, pursuant to Government Code Section 20471. There are no exceptions to this law.

The effective date of this amendment may be as early as the day following the adoption of the final resolution. Please insert the amendment effective date on the last page of the Amendment to Contract.

The following documents must be submitted through myCalPERS and the original documents must be returned to this office by mail. ORIGINAL SIGNATURES ARE REQUIRED ON ALL CONTRACTS.

1. Amendment to Contract, two original executed sets.
2. Resolution, Form CON-13.
3. Certification of Final Action of Governing Body, Form CON-5.

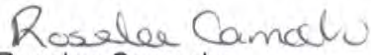
Associated Students, CSU,
San Bernardino

November 14, 2024

Please do not retype the Amendment to Contract and/or agreement documents. Only documents provided by this office will be accepted. If you have any questions regarding any documents, please contact this office prior to presenting to your governing body for adoption. Another contract amendment cannot be started until this amendment is completed or cancelled.

A copy of the contract will be returned for your records after it has been executed by CalPERS. We are here to assist you. If you have any questions or would like additional information, please visit our website www.calpers.ca.gov, or you may contact us toll free at **888 CalPERS** or **(888-225-7377)**.

Sincerely,



Roselee Camacho

Pension Contracts Analyst

Financial Office | Pension Contracts & Prefunding Programs Division

RC:em

Enclosures

**ASSOCIATED STUDENTS, CALIFORNIA STATE UNIVERSITY,
SAN BERNARDINO**

**RESOLUTION
AUTHORIZING AN AMENDMENT TO THE CONTRACT**

No. _____

WHEREAS, the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of the Associated Students, California State University, San Bernardino entered into a contract effective on February 1, 1988 providing for the participation of said public agency in the California Public Employees' Retirement System; and

WHEREAS, it is now desirable to take advantage of certain benefits provided under said Retirement System and not included in said contract;

NOW, THEREFORE, BE IT RESOLVED, that said governing body authorized, and it does hereby authorize, an amendment to said contract, a copy of said amendment attached hereto and by such reference made a part hereof as though herein set out in full; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the presiding officer of said governing body is hereby authorized, empowered and directed to execute said amendment for and on behalf of said public agency.

Adopted this _____ day of _____, _____.

Presiding Officer

Attest:

Clerk/Secretary



California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
Board of Directors
Associated Students, California State University, San Bernardino

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective February 1, 1988, and witnessed January 20, 1988, which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 10 are hereby stricken from said contract as executed effective February 1, 1988, and hereby replaced by the following paragraphs numbered 1 through 13 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 60 for classic local miscellaneous members and age 62 for new local miscellaneous members.
 2. Public Agency shall participate in the Public Employees' Retirement System from and after February 1, 1988, making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
 - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
 - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
 - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
 - a. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:
 - a. **ELECTED OFFICIALS; AND**
 - b. **SAFETY EMPLOYEES.**
6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member shall be determined in accordance with Section 21353 of said Retirement Law subject to the reduction provided therein for Federal Social Security (2% at age 60 Modified).

7. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Supplemental to Federal Social Security).
8. Public Agency elected and elects to be subject to the following optional provisions:
 - a. Section 20680 (Employee Contribution Rate for CSUC Auxiliary Organizations Reduced to State Member Level).
 - b. Section 20938 (Limit Prior Service to Members Employed on Contract Date).
 - c. Section 20965 (Credit for Unused Sick Leave).
 - d. Sections 21624 and 21626 (Post-Retirement Survivor Allowance).
 - e. Section 21635 (Post-Retirement Survivor Allowance to Continue After Remarriage).
 - f. Section 21548 (Pre-Retirement Option 2W Death Benefit).
 - g. Section 21622 (\$600 Retired Death Benefit).
 - h. Section 20903 (Two Years Additional Service Credit).
9. Public Agency, in accordance with Government Code Section 20834, shall not be considered an "employer" for purposes of the Public Employees' Retirement Law. Contributions of the Public Agency shall be fixed and determined as provided in Government Code Section 20834, and such contributions hereafter made shall be held by the Board as provided in Government Code Section 20834.
10. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members of said Retirement System.

11. Public Agency shall also contribute to said Retirement System as follows:
 - a. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.

- b. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
12. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
 13. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BOARD OF DIRECTORS
ASSOCIATED STUDENTS,
CALIFORNIA STATE UNIVERSITY,
SAN BERNARDINO

BY _____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY _____
PRESIDING OFFICER

Witness Date

Attest:

Clerk



Michael Rister, Ed.D
Executive Director
Associated Students, CSU, San Bernardino
5500 University Parkway
San Bernardino

CalPERS ID 2894500534

November 14, 2024

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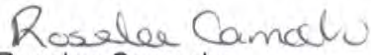
Associated Students, CSU,
San Bernardino

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Sincerely,



Roselee Camacho

Pension Contracts Analyst

Financial Office | Pension Contracts & Prefunding Programs Division

RC:em

Enclosures



**CERTIFICATION
OF
FINAL ACTION OF GOVERNING BODY**

I hereby certify that the _____ of the
(governing body)

(public agency)

considered and adopted on _____, _____, by an affirmative vote of a
(date)

majority of the members of said Governing Body, **Ordinance / Resolution No.** _____
approving the attached contractual agreement between the Governing Body of said Agency and
the Board of Administration of the California Public Employees' Retirement System, a certified
copy of said **Ordinance / Resolution** in the form furnished by said Board of Administration being
attached hereto.

Adoption of the retirement benefit increase/change was not placed on the consent calendar.

Clerk/Secretary

Title

Date _____

Board of Directors: Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our Board of Directors. You can only submit one application per position. For information on each position, click on the following: [Board Member Description](#)

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

This is a non-paid student position, however there are service incentives available for each semester served. You may choose one of the following: a Semester Parking Pass, Coyote Dining Dollars, or a Bookstore Voucher

Applicant Information

Please select which position you are applying for.

College of Arts & Letters Representative

Name

Amanda Reigle

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Graduate Student

May, 2025

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

I am a strong candidate for the College of Arts & Letters Representative position because of my extensive background in communication, leadership, and program development. As a Graduate Teaching Associate at CSUSB, I work closely with diverse student groups, creating inclusive and engaging learning environments. My role as Creative Director/Producer for PAWS Radio shows my ability to manage projects, engage students, and strengthen campus connections. Additionally, my experience as an Intergenerational Program Coordinator and workshop facilitator demonstrates my skills in building

relationships and advocating for student needs.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

I am skilled at managing multiple responsibilities, as shown by my roles as a Graduate Teaching Associate, Creative Director for a university podcast, and Research Ambassador. I use effective time management to balance coursework and professional commitments. My dedication to student advocacy drives me to make time for this position, ensuring I can fulfill its duties successfully.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

To better understand the challenges students face, I would consult with the College of Arts & Letters and the Board, and, if possible, conduct a survey to gather more insights. As a Palm Desert student, I am aware of some of the pressures I experience personally, such as the rising costs of education, the distance from main campus resources, and the need for stronger community connections. I believe it is essential to first understand the needs of students before advocating for solutions, ensuring that efforts truly improve the student experience at CSUSB.

Supplemental Documents

Class Schedule (term applying for)

Amanda Class Schedule Fall 2024.png

Resume

_CA Amanda Reigle Resume 2024-2025 .pdf

Cover Letter (Optional)

Amanda Reigle_ Cover Letter CSUSB ASI Fall 2024.pdf

Letter of Recommendation (Optional)

Letter of Rec. Arts and Letters Rep. _ Amanda Reigle Fall 2024.pdf

Academic Consent Authorization

In order to be considered for appointment, you must have a 2.75 GPA in both semester and overall course. You must have completed one semester at CSUSB to be eligible (not including summer sessions).

Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.

Please acknowledge one of the following

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

PDC _ ASI Board Meeting Oct 8 approval of the minutes; Bd91-25



Amanda Reigle

11/17/24

Associated Students, Inc.

California State University, San Bernardino

Dear ASI Hiring Team,

I am excited to apply for the College of Arts & Letters Representative position on the ASI Board of Directors. With my experience as a Graduate Teaching Associate and Creative Director for PAWS Radio, I bring strong communication, leadership, and organizational skills. I am passionate about student advocacy and building stronger connections within the CSUSB community, particularly for Palm Desert students.

I look forward to the opportunity to represent the College of Arts & Letters and contribute to initiatives that enhance the student experience. Thank you for considering my application.

Sincerely,

Amanda Reigle

Amanda Reigle

Resourceful and experienced Program Director and Educator with over a decade of experience. Proven track record in leading teams, developing engaging curricula, and securing funding. Skilled in operations management, program management, and stakeholder management. Proficient in instructional design, public speaking, and event planning. Currently pursuing a Master's in Communication with an emphasis on Intergenerational Connectivity and with a special focus on Instructional Design.

WORK EXPERIENCE

Creative Director/Producer

PAWS Radio, CSUSB PDC, Communication and Media, a short-form podcast.

June 2024 - Present

- Produced and coordinated university Communication Department podcast episodes, ensuring seamless production from concept to post-production, driving engagement across the CSUSB community.
- Spearheaded the podcast's creative direction, shaping content and scripting
- Managed all communication, scheduling, and coordination with guests, team members, and technical staff to ensure timely completion of each episode and adherence to project timelines.

Graduate Teaching Associate

California State University, San Bernardino

April 2024 - Present

- Graduate Faculty Instructor for Oral Communications 1006 course at CSUSB Palm Desert Campus /Public Speaking course
- Developed and executed comprehensive lesson plans, fostering improved student understanding of communication frameworks.

Intergenerational Restorative Workshop Instructor

College Corps AmeriCorps _Palm Springs Unified School District

January 2022 - May 2023

- Achieved a 44.4% increase in participant comprehension of interpersonal communication through the design and delivery of targeted workshops for at-risk students.
- Customized workshop content in collaboration with school staff and the College Corps K-12 Initiative, fostering a supportive, inclusive learning environment.

Intergenerational Program Coordinator

Osher Lifelong Learning Institute, CSUSB

February 2022 - May 2024

- Coordinated educational programs and managed schedules and resources, increasing program efficiency and participant satisfaction.
- Led the adoption of new technologies, improving program effectiveness and engagement.
- Streamlined operational processes, resulting in improved program delivery and resource management.

Intervention Facilitator

Sages and Seekers Intergenerational Communication Program

August 2022 - December 2023

- Collaborated on development and served as facilitator for an 8-week supplementary education intervention on Intergenerational Communication.
- Evaluated the program's effectiveness through participant feedback, contributing to continuous improvements in the curriculum.

Director of Operations

S.E.L.M.A. Music and Arts Education Program

May 2012 - February 2019

- Launched and developed the S.E.L.M.A. program in partnership with Palm Springs Unified School District, expanding access to music and arts education for underserved students.
- Directed a team of volunteers and managed program budgets, ensuring sustainability and growth through successful fundraising initiatives.

VOLUNTEER WORK

Director at Large

Aventura Palms Homeowners Association

October 2024 – Present

- Facilitated open forums and regular meetings to address homeowner concerns, fostering a transparent and inclusive community environment.
- Developed programs aimed at enhancing communication and understanding between diverse age groups within the community, promoting a cohesive living environment.

Volunteer GED Program Assistant

PAVE East Texas, previously Literacy Council of Tyler, TX

July 2024 – Present

- Assisted in the conduction of the online GED program, helping to expand access to adult education for underserved communities.
- Supported the creation and facilitation of online classes, leading to improved student engagement and retention.

EDUCATION

California State University, San Bernardino

2023–Present

Master of Arts (MA), Communication – Emphasis on Intergenerational Communication and Instructional Design

California State University, San Bernardino

2018–2023

Bachelor of Arts (BA), Communication Sciences & Disorders – Relational and Organizational Communication



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Reimbursement Policy and Procedures

Adopted per BD 67-20 | May 26, 2020

Purpose: The purpose of this policy is to encourage ASI students and staff who attend gatherings including but not limited to meetings and retreats. Authorize the reimbursement of funds to ASI for bills incurred for lodging, food, etc. at ASI off-campus meetings for people who commit to attending and then fail to show up.

Scope: This policy applies to all ASI members and staff.

1. **Background:** ASI periodically hosts off-campus meetings such as the annual summer retreat to which ASI student leaders on the Board of Directors, etc. are invited for team-building, training, and planning purposes. In planning the retreat/meeting, etc., students and staff are asked to commit themselves to attending the retreat/meeting so that a reasonably accurate headcount for the rooms, meals and snacks can be obtained. Funds are then committed to the venue with an expectation that those who committed themselves to attend the retreat/meeting, etc. will do so. What has actually occurred is that the number of people who promised to attend and those that actually attended fall short of the estimate provided to the venue. The result is that ASI loses money paying for hotel rooms, meals and snacks that were not used.

2. **Procedures:** The following procedures apply in implementing this policy:

a. The individual(s) engaged in planning the event will coordinate with the venue for hotel accommodations, meeting rooms, food, snacks, etc. As a part of the coordination with the venue, ASI planners will establish the time frame in which reservations may be cancelled without penalty to ASI. Attendees will be notified by e-mail of the deadline date for notifying ASI.

b. Retreat/Meeting leaders will take attendance with the venue. ASI will pay the venue under the terms of the agreement with the venue. Those who committed to attending the retreat/meeting and did not attend and failed to notify retreat/meeting planners prior to the predetermined deadline will be billed for the cost of the lodging and meals costs that were incurred by ASI. Some of the penalties that may be imposed for failure to pay the ASI invoice include, but are not limited to:

- 1) Being reported to the university and having their transcripts withheld until the debt is satisfied.
- 2) Censure or sanction by the ASI Board of Directors in accordance with Article III, Section 1 of the ASI Bylaws.

c. Individuals who believe that they have a bona fide reason for not being asked to pay the costs they caused ASI to incur, may appeal to the ASI Board of Directors (BoD). The BoD's decision is final.

d. In the case that an individual has a valid emergency that prevented them from attending the event, they may be exempt from having to appeal to the ASI BoD.

- 1) For the purpose of this policy, a valid emergency is defined as an unforeseen and unavoidable situation that demands immediate attention including but not limited to:
 1. Medical Emergency

Commented [VB1]: I think we should specify that cases of emergencies that come after the deadline are exempt from having to go to BOD for appeal of the decision.

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- a. Sudden illness or injury requiring hospitalization or urgent care.
- b. A severe or contagious condition that would pose a risk to others.
- 2. Family Emergency
 - a. Death or critical illness of a close family member.
 - b. Emergency involving a dependent, such as a child's or elderly family member's health crisis.
- 3. National Disaster or Weather Emergency
 - a. Travel disruptions caused by hurricanes, floods, snowstorms, or other severe weather events
- 4. Work or School-related Emergency
 - a. Urgent, unexpected demands from work or school, such as a critical project failure or crisis requiring your immediate involvement
- 5. Legal or Safety Issues
 - a. Jury duty or legal obligations that cannot be postponed.
 - b. Personal safety concerns, such as a car accident or being a victim of a crime.
 - c.
- 6. Travel or Logistical Problems
 - a. Canceled or significant travel issues due to unforeseen circumstances.

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I have read and understand the policy and agree to abide by its terms.

Printed Name

Signature | Date