

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

**BOARD OF DIRECTORS
AGENDA**

January 17, 2025
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

OLD BUSINESS:

BD 107-24 Revision of the ASI Reimbursement Policy. (Action) (Policy Committee) (Second Reading)

NEW BUSINESS:

BD 01-25 Appointment of Ayanna McAlister as Chair of the ASI Policy Committee. (Action) (Fajardo)

BD 02-25 Appointment of Amanda Reigle as a Board of Director representative to the ASI Vacancy Committee. (Action) (Rendon)

BD 03-25 Discussion on the Fall 2024 Semester Reflection and Goals for the Spring 2025 Semester. (Discussion) (Rendon)

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

ANNOUNCEMENTS

ADJOURNMENT



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