

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

**BOARD OF DIRECTORS
AGENDA**

November 22, 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

OLD BUSINESS:

BD 90-24 Revision of the ASI Telecommuting Policy. (Action) (Policy Committee) (Second Reading)

NEW BUSINESS:

BD 93-24 Appointment of Diego Rendon as a Board of Director representative to the ASI Lobby Corps. (Action) (Smith)

BD 94-24 Appointment of Autumn Hudson as a Board of Director representative to the ASI Lobby Corps. (Action) (Smith)

BD 95-24 Appointment of Jaquelin Nunez as a student-at-large representative to the ASI Lobby Corps. (Action) (Smith)

BD 96-24 Appointment of Leslie Cerano as a student-at-large representative to the ASI Lobby Corps. (Action) (Smith)

BD 97-24 Appointment of Jay Carrillo as a student-at-large representative to the ASI Lobby Corps. (Action) (Smith)

BD 98-24 Appointment of Priscilla Gutierrez as a student-at-large representative to the ASI Lobby Corps. (Action) (Smith)

BD 99-24 Appointment of Juan Padilla to the ASI Ad-Hoc Student Referendum Committee. (Action) (Fajardo)

BD 100-24 Discussion on the 2025 ASI Fee Increase Allocation Plan. (Discussion) (ASI Ad-Hoc Student Referendum Committee)

BD 101-24 Presentation on the Adobe Max 2024 conference. (Discussion) (Jimenez/Millan)

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

ANNOUNCEMENTS

ADJOURNMENT



Telecommuting Policy

Last Updated: 01/26/2024

Board Agenda ID: BD 04-24

Scope: ASI full-time staff, part-time staff, student employees & executive officers

I. Introduction & Overview

Associated Students, Inc (ASI) supports telecommuting when the corporation determines that telecommuting is operationally feasible and in its best interest. ASI considers telecommuting to be a viable, flexible work option when both the eligible employee (as defined within its personnel policies) and the job are suited to such an arrangement. Such instances for telecommuting work arrangements may be considered when there are opportunities for improved operational performance, under a special circumstance, or as part of a disaster recovery or emergency plan.

ASI recognizes that with current technology, it is possible for some employees to perform a variety of duties and job functions from their residences or other equipped sites (“Telecommuting Site”).

ASI recognizes that telecommuting is only feasible for those job duties that can be performed away from campus. Telecommuting agreements are voluntary and can be implemented only in instances in which a department’s appropriate administrator (ASI Executive Director) has determined that the nature of the job duties of a particular position can be performed successfully outside the traditional office setting without an undue impact on ASI’s operations.

Employees who are authorized to telecommute are to submit a “Telecommuting Agreement Form” to the ASI Executive Director and are to work with their manager to ensure that there is no significant disruption of their programs and services to students, faculty, and staff. All telecommuting agreements must be approved by the Executive Director to be considered valid.

ASI recognizes the significant value of in-person on-site engagement, and any telecommuting agreement will not compromise the corporation’s charge to the campus community. Employees are not entitled to telecommuting. Telecommuting arrangements may be revoked by management at any time.

II. Eligibility

- a. Before entering into any telecommuting agreement, the employee and manager, with the assistance of the designated human resource department, will evaluate the suitability of such an arrangement.
- b. SMSU Human Resources Manager will review the job description in consultation with the ASI Executive Director to determine eligibility.
- c. Under this policy, the following classification of ASI employees may be able to telecommute:
 - i. ~~Non-Student~~ Full-Time Staff and
 - ii. Part-Time Staff (only in the case of campus closure)

~~iii.~~ Student Staff (only in the case of campus closure)

~~iii.~~iv. Executive Officers

Commented [HG1]: Should classification still be included and under what conditions should they be able to telecommute?

- d. Participation is on a voluntary basis other than as part of an emergency plan.
- e. Newly hired/appointed ASI employees are eligible to telecommute after completing 30 days of employment/appointment with ASI (contingent on Section II, Line B of this policy). Newly hired/appointed employees must submit their “Telecommuting Agreement Form” at least one week before the start of their desired telecommute schedule. Employees may submit this form within their ~~30 day~~30-day probation period.
- f. Employees are responsible for maintaining a safe working environment should they choose to participate in telecommuting.
- g. Telecommuting agreements under this program are at the sole discretion of the corporation and may be changed or revoked in accordance with this program.

III. Program & Procedures

The ASI Executive Director is responsible for overseeing and implementing the corporation’s telecommuting procedures. Employees who are authorized to telecommute must submit a “Telecommuting Agreement Form”. The Telecommuting Agreement should identify, in advance, what assignments or tasks are appropriate to be performed at the telecommuting site. The employee should understand the expectations and essentials for participating in a successful telecommuting program.

- a. **Definitions:** Telecommuting: the performance of the assigned duties and responsibilities of an employee’s position in a space specifically set aside as an office, typically in the employee’s residence (home office).
- b. **Implementation:** To ensure an effective, productive telecommuting program, ASI establishes the following guidelines for implementation:
 - 1. *Positions Suitable for Telecommuting:* Telecommuting is not feasible for all positions and/or employees. The job responsibilities of the participating employee, as determined by their appropriate supervisor and administrator, must be of a nature in which face-to-face interaction with members of the campus community is minimal or may be scheduled to permit telecommuting. The participating employee must also be able to access the necessary programs, software, and technology to complete their job duties. A participating employee must be self-motivated, their job responsibilities must have minimal requirements for face-to-face daily supervision, and they must have received a rating of satisfactory or above, or its equivalent, on their most recent performance evaluation (if applicable) in all areas directly relevant to successful telecommuting. Employees with an overall rating below satisfactory, or its equivalent, on their most recent performance evaluation shall not be eligible to participate in the ASI Telecommuting Program.
 - 2. *Performance Standards for Employees Participating in a Telecommuting Program:* Participating employees who are authorized by ASI Executive Director or designee to perform work at the Telecommuting Site must meet the same performance standards and professionalism expected of campus employees at on-site work locations regarding job responsibilities, work productivity, communication, and interaction with members of the

campus community.

3. *Request and Approval for Telecommuting:* No employee is entitled to participate in the corporation's Telecommuting Program. Telecommuting is voluntary and approved upon mutual agreement between the employee and the ASI Executive Director. The decision of the ASI Executive Director to deny an employee's request to participate in Telecommuting is not subject to appeal.
4. *Telecommuting Agreement:* A participating employee shall complete and sign the "Telecommuting Agreement Form" at the start of each academic year, and each summer during the 4/10 schedule (Attachment on Page X). Telecommuting Agreements will be valid for the duration of what CSUSB considers the academic year and for what CSUSB considers the summer 4/10 schedule. The ASI Executive Director and ASI Executive Assistant shall maintain copies of all Telecommuting Agreements currently in effect. A copy of the Telecommuting Agreement will be placed in the participating employee's personnel file.
5. *Termination of Telecommuting:* The ASI Executive Director or participating employee may terminate the Telecommuting Agreement at any time for any reason upon ten (10) working days' (or less by mutual agreement) written notice to the participating employee or ASI Executive Director. The ASI Executive Director may review Telecommuting Agreements as needed.
6. *Job Responsibilities:* The participating employee will continue to be expected to perform all job responsibilities while telecommuting in accordance with the telecommuting arrangement. The participating employee will meet or communicate with their appropriate supervisor and administrator to receive assignments, review work progress, and complete work as the appropriate supervisor and administrator directs. The appropriate supervisor and administrator shall formulate objectives, expectations, and procedures for evaluating work productivity while the employee is telecommuting. The participating employee agrees to promptly notify their appropriate supervisor and administrator when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The participating employee may be assigned to a project and/or work location that may necessitate immediate modification of the Telecommuting Agreement.
7. *Accessibility while participating in telecommuting:* The participating employee must maintain daily communication during the workdays and hours specified in their Telecommuting Agreement with their department's appropriate supervisor and administrator. Communication must be maintained in the manner directed by their department's appropriate supervisor and administrator, including by means of readily available technology ordinarily always used in the workplace during the workday and hours identified in the Telecommuting Agreement.
8. *Equipment, Supplies, and Designated Workspace:* The participating employee is responsible for assuring that their Telecommuting Site complies with health and safety requirements. Any equipment, furniture, utility charge or internet access not provided by ASI is the responsibility of the employee to procure/arrange and at the employee's sole expense, unless agreed to as described below. An employee may use personal electronic devices for university business with mutual agreement. If an employee's telecommuting site changes, it is their responsibility to inform the ASI Executive Director and submit a revised "Telecommuting Agreement Form."

9. *Technical Support:* Regular campus help desk support will be provided to participating employees, as it is provided to all employees. Participating employees are required to bring ASI-owned equipment to campus if necessary. ASI-owned assets shall not be serviced anywhere other than by campus IT. The corporation will not provide technical support for non-campus equipment.
10. *Benefits, Leave Requests Unchanged:* The participating employee's salary and benefits shall not change as a result of participating in the Telecommuting Program. Participating employees are not eligible to receive a reimbursement for travel mileage to attend work related activities at the campus on-site work location. Requirements and the procedure for requesting sick leave, vacation and other leaves will not change while the Telecommuting Agreement is in effect.
11. *No Dependent or Medical Care:* Telecommuting is not a substitute for dependent care or medical leave or caring for an ill family member. A participating employee working pursuant to a Telecommuting Agreement is required to make arrangements to care for dependents or ill family members during the agreed upon workdays/hours.
12. *Overtime:* A FLSA non-exempt participating employee shall not work overtime without prior written approval from their Appropriate Administrator. If the participating employee works overtime that has been approved in advance, compensation or compensatory time off will be provided in accordance with eligibility guidelines and applicable laws, policies and collective bargaining agreements. All overtime must be authorized and assigned by the ASI Executive Director.
13. *Legal and Tax Implications:* The participating employee shall be responsible for considering and addressing any personal income tax issues relating to any Telecommuting Agreement, including without limitation issues relating to the employee's ability to deduct expenses related to telecommuting.

IV. Equipment

- a. Except as expressly set out for Emergency Business Needs, telecommuting arrangements do not create any additional obligations upon the corporation to provide equipment or workspace to the telecommuting employee. Those obligations are based upon the on-site status of the employee only.
- b. Equipment supplied by the corporation will be maintained by the corporation. Equipment supplied by the employee, if deemed appropriate by the corporation, will be maintained by the employee.
- c. ASI accepts no responsibility for damage or repairs to employee-owned equipment. ASI reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only.
- d. The participating employee must sign an inventory of all property received and agree to take appropriate action to protect the items from damage or theft.
- e. The employee will establish an appropriate work environment within their home for work purposes. ASI will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

- f. Employee must complete and sign the “Telecommuter Home Safety Checklist” to telecommute.

V. Safety

- a. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. ASI will provide each telecommuter with a safety checklist that must be completed. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

VI. Telecommuting Schedule and Special Arrangements:

- a. Academic Year: During the academic year, ASI full-time staff ~~and part-time (non-student) staff~~, and Executive Officers are eligible to participate in the Telecommuting Program.
 - i. Full Time Employees: Participating full-time employees may telecommute up to ~~one~~two (~~1~~2) days a week (8 hours each day), Monday through Friday, based on a ~~40-hour~~40-hour work week
 - ii. Executive Officers ~~& Part-time (non-student) Staff~~: Participating Executive Officers ~~and Part Time staff will~~ base their telecommuting schedule on a ~~20-hour~~20-hour work week. Therefore, ~~Executive Officers~~ they may telecommute up to ~~one~~two ~~shift~~days (maximum of 4 hours ~~per~~each day, ~~minimum of two hours~~), Monday through Friday, based on a ~~20-hour~~20-hour work week.
 - iii. Participating employees will indicate in the “Telecommuting Agreement Form” which day(s) of the week they plan to telecommute.
- b. Summer: During the summer 4/10 schedule, ASI full-time staff and ~~part-time (non-student)~~ are eligible to participate in the telecommuting program. Participating employees may telecommute up to one (1) day a week (10 hours each day), Monday through Thursday. Participating employees will indicate in the “Telecommuting Agreement Form” which day of the week they plan to telecommute. If ASI chooses to not adopt a 4/10 schedule during the summer and remains on a traditional schedule, the participating employee may continue their “academic year” telecommuting schedule for the summer.
- c. Student Employees: Telecommuting for student employees will be up to the determination of their immediate supervisor. Student employees may be eligible for temporary telecommuting arrangements. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects/meetings, and business travel, or transition of campus operations into a virtual modality, at the discretion of the ASI Executive Director or their designee. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
 - a. It is the participating employee’s responsibility to communicate with their supervisor or the ASI Executive Director of any changes to their telecommuting schedule.
 - b. Telecommuting Agreement Form: Each participating employee will have to complete and sign a Telecommuting Agreement Form at the start of every academic year, and at the start of every summer 4/10 schedule.

Commented [HG2]: since this is based on a ratio system, do we want to one day, max of 4 hours?

- c. Informal telecommuting arrangements may be made for all employees on a case-by-case basis, focusing first on the business needs of the organization. These requests must be approved by the Executive Director or their designee.

TELECOMMUTING AGREEMENT FORM

Both the Associated Students, Inc. of California State University, San Bernardino (“Corporation”) and the Employee (“Telecommuter”) acknowledge and agree that home-based telecommuting or working from a university provided property is voluntary for both parties, must be approved in advance, and may be discontinued by either party at will and without cause, unless Corporation requires the employee to telecommute in the case of emergency business need.

Telecommuters who are authorized to perform work at off-site work locations must meet the same work standards and professionalism as is expected of Corporation employees at onsite work locations in terms of job responsibilities, work performance, work product, work deadlines, and customer and public contact. The Telecommuter also agrees to abide by all applicable policies and procedures of the Corporation and University or within the employee’s department.

This Telecommuting Agreement (Agreement) should be used when management has determined that an employee is eligible for the Corporation Telecommuting policy.

This Agreement is between ASI (Corporation) and _____ (“you” or “Telecommuter”) and must be signed and approved by the Executive Director.

Once telecommuting has ended either by Corporation or you, if additional telecommuting is deemed appropriate by management, a new Telecommuting Agreement must be prepared and signed. Note that having successfully engaged in temporary telecommuting pursuant to this Agreement does not require management to agree to any additional telecommuting.

1. The Corporation and you agree that you will telecommute on the following schedule: the following day(s) of the week _____, from _____. You understand that this agreement to permit you to telecommute is a temporary measure only. Accordingly, Corporation may alter this schedule or end the temporary telecommuting agreement at any time at its sole discretion.
2. You agree to maintain a presence with your department while telecommuting. Presence may be maintained in the manner and using the technology directed by the Department that remains readily available, such as by laptop computer, mobile phone, email, messaging application, videoconferencing, instant messaging and/or text messaging at all times during the times the Department expects or requires you to work. You are expected to maintain the same response times as if you were at Regular Corporation Work Location. You will make yourself available to attend scheduled work meetings, events, or other engagements in-person as requested or required by the Department.
3. This telecommuting arrangement will begin on _____ and will end no later than _____ unless it is altered or terminated at any time as described in paragraphs listed above. While telecommuting, you will work just as if you were in your Regular Work Location and maintain productivity, performance, communication, and responsiveness standards as if you were not telecommuting. This Agreement does not change the basic terms and conditions of your employment with Corporation. You will perform all your duties as set forth in your job description, as well as those additional and/or different duties that the Department may assign from time to time. Further, you remain obligated to comply with all Corporation policies and procedures.

Location							
Start							
End							

Agreement

By signing this Agreement, the employee acknowledges that they have received, read, and understood the ASI Telecommuting Program outline. Furthermore, the employee agrees to abide by the Telecommuting Policy and this agreement.

Employee Signature

Date

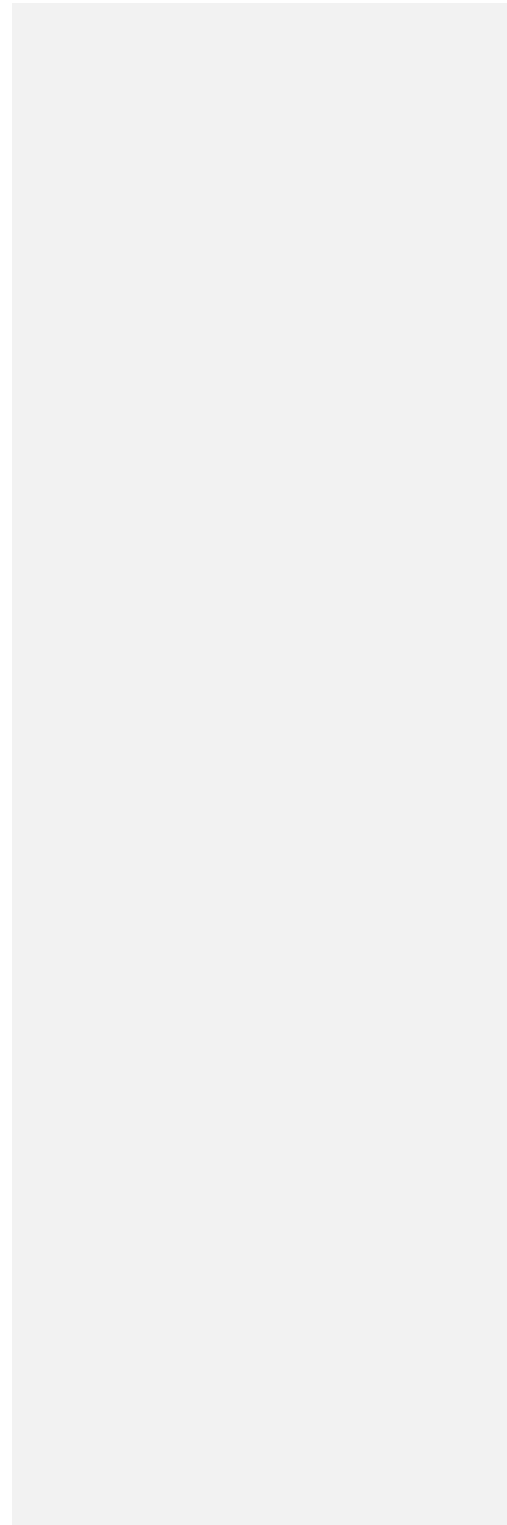
Approved By

Signature

Date

A copy of the employee's position description must be attached to this agreement.

cc: Personnel File



TELECOMMUTER'S HOME SAFETY CHECKLIST

The Telecommuter is responsible for ensuring a clean, safe, and ergonomically sound home/offsite office as a condition for telecommuting. An initial on-site workplace hazards assessment of the home/off-site office may be deemed necessary. All the conditions below should be met and checked off and are the sole responsibility of the Telecommuter. The Telecommuter should review this checklist with their manager and Human Resources, and must sign it prior to the start of telecommuting:

Alternate Work Location Physical and Ergonomic Conditions

- The Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition arranged to work most efficiently and safely.
- The work area is adequately illuminated with lighting directed toward the site or behind the line of vision, not in front or above it. Supplies and equipment (both University and employee-owned) are in good condition.
- The area is well ventilated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have grounding conductors and do not connect to another extension cord.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight fitting covers or plates.
- Surge protectors are used for computer equipment.
- Desk, chair, computer, and all other equipment used for telecommuting are of appropriate design and arranged to eliminate strain on all parts of the body.
- Heavy items are securely placed on sturdy stands close to walls.

By checking each box above and signing below, I certify that all safety conditions are met:

Print Name

Signature

Date

ASI Committee Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in being a volunteer in ASI through our committees. Before proceeding, please take a moment to review our academic involvement requirements below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying, as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may vary for each position.

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

Applicant Information

Please select the area in which you are interested in applying for.

Lobby Corps (ASI)

Name

Jaquelin Nunez

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing
Senior

Expected Graduation Date (Month/Year)
May 2025

Supplemental Questions

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

I would be a great candidate for the lobby corps committee as it aligns with a career that I am pursuing in which involves engaging with others on a daily basis and educating on other about matters that occur as of now. There are some extracurricular activities that have exposed to an environment where communication has become one of my strangest assets over the years. Although it is not included in my resume but I have had some experience volunteering with SBCUSD and would be able to bring in some knowledge about the K-12 education. I am also interested in learning more about the current issues of higher education and just being able to make a difference for the better of others. I am not as experienced in politics as I wished I could be but would be interested in learning more about it as a group. One thing about me is that I am able to work collaboratively or independently but I prefer as a team as I get to actively participate in an ongoing conversation that allows for different perspectives, suggestions and interpretations to come in. Working as a team has its benefits, in which I have taken part of through my academic career. I believe I would be a great candidate for the committee as I'm able to communicate effectively with peers, supervisors and staff. I am a responsible and committed student who has the ability to both balance out academic priorities, extracurricular activities and work. I would be able to provide an honest opinion when it comes to contributing or deciding ideas during meetings which is an important skill to have.

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I am interested being involved with ASI because of the resources they are able to provide onto others. Being part of ASI would allow me to be part of the process in organizing events that could bring awareness about certain issues and in this cases higher education. ASI has the capability to make a change and being here for three years I was able to notice the impact that they are doing as of now even if its the little things. For example, I noticed that they often hold Board Meetings and they hold it live for students to come in and ask questions, and I may have missed this in the past but I have encountered a few of my peers who have asked questions in the past and has been witness of the efforts that the student body in ASI are currently doing. I love the fact that each member in ASI is engaged with the students on a daily basis even when they aren't promoting an event or tabling and that is something I would want to be a part of. As mentioned in the last question, although I am part of different clubs and I engage with them it is not an everyday thing and at the end of the day each club targets different groups of people yet when looking at ASI it includes each and every student on campus. Specifically in Lobby Corps not only would I be alongside peers that have similar interest as I do but we would all be united in one common goal, inspire students about the legislative process through civic engagement.

Supplemental Documents

Class Schedule (term applying for)

Screenshot 2024-10-16 at 19.28.25.png

Resume (Optional)

Professional-Resume-Template-Sea-Green.docx.pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

ASI believes that the academic responsibility of a student should always remain a priority. 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

Email

Social Media

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Applicant Information

Please select the area in which you are interested in applying for.

Lobby Corps (ASI)

Name

Leslie Cerano

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing
Senior

Expected Graduation Date (Month/Year)
May 2025

Supplemental Questions

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

I am a great candidate for this committee because I have great leadership qualities that can be useful in this process. I was an intern last semester at a community development financial institution, where not only did I learn a lot of financial literacy but I also gained skills when working with lower income families that have helped me gain insights on how struggling families are impacted by lack of resources. This experience has made me fall in love with the idea of helping families in need and just advocating and becoming a voice for those who are constantly overlooked and unheard .

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I am interested in being involved with asi because ASI is always helping students become the best versions of themselves and i want to be a part of a team that allows students to grow and develop in their individuality through advocating for the community. I hope to gain more experience with my campus and help build connections not only for myself but also those around me.

Supplemental Documents

Class Schedule (term applying for)

IMG_8996.png

Screen Shot 2024-04-17 at 12.02.00 PM.png

IMG_9004.png

IMG_9003.png

Resume (Optional)

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

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Tabling event

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Applicant Information

Please select the area in which you are interested in applying for.

Lobby Corps (ASI)

Name

Jay Carrillo

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing
Graduate Student

Expected Graduation Date (Month/Year)
05/2026

Supplemental Questions

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

With the knowledge I've gained from studying Global Studies and my passion for advocating for the importance of student education, I believe I'd be a strong candidate for the CSUSB Lobby Corps committee. My program's focus in political science and international relations has provided me with a good understanding of how governments work and how policies affect society, and I would love the opportunity to represent CSUSB as a student advocate. I have served in various leadership roles at my old university SDSU in the past, including Vice President of my fraternity, Recruitment Advisor, IFC Greek Life Treasurer, InterVarsity executive board member, and serving on the SDSU student senate committee among other organizations. I will be able to apply my leadership and organization skills, especially in planning many large student events, to this role. I'm committed to raising awareness about issues that impact students and working together with others to help create solutions. I am excited to bring my skills and experience to the table to help strengthen student involvement at CSUSB and learn more about the legislative process.

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I'm interested in becoming involved with ASI to bring my skills and knowledge to the table at CSUSB in order to help make an impact and improve our great university. This is my 1st semester at CSUSB, I

completed my undergrad education at San Diego State University, which gives me a unique perspective on how things operate and are run at CSUSB. I am impressed with the education, services, and opportunities CSUSB provides its students, and I would love to help improve upon that to make our University even better. My goal in life is to work for the U.S. Department of State as a Foreign Service Officer, and becoming a part of the Lobby Corps committee will provide a stronger understanding of the lobbying and legislative processes in California, which would be an invaluable experience. I may want to become involved with state government in the future, therefore I am hoping to learn as much as I can from becoming a member of CSUSB's Lobby Corps committee.

Supplemental Documents

Class Schedule (term applying for)

Fall 2024 Classes - Jay Carrillo.pdf

Resume (Optional)

Jay Jesse Anthony Carrillo Resume.pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

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Social Media

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

Applicant Information

Please select the area in which you are interested in applying for.

Lobby Corps (ASI)

Name

Priscilla Gutierrez

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

May 2026

Supplemental Questions

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

I believe I would be a great candidate for the ASI lobbying corps due to my hands-on experience in political campaigning and my current role in a law internship. During my freshman year, I had the opportunity to campaign for State Assembly member James Ramos, where I learned the importance of grassroots organizing and community engagement. This experience taught me how to effectively communicate with constituents and advocate for their needs.

Additionally, my internship allows me to work directly with an attorney, assisting individuals with work-related legal issues. This experience has deepened my understanding of legal processes and the importance of advocating for people's rights, which is crucial in lobbying. I have developed strong analytical and communication skills, enabling me to articulate complex issues clearly and persuasively. Overall, my blend of practical political experience and legal knowledge positions me well to contribute meaningfully to the ASI lobbying corps.

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I am interested in being involved with ASI because I am passionate about advocating for student interests

and contributing to positive changes within our campus community. ASI plays a crucial role in representing the voices of students and addressing issues that directly impact our lives, such as access to resources, academic policies, and social justice initiatives. By joining the ASI lobbying corps, I hope to engage with fellow students, learn more about the legislative process, and effectively advocate for policies that benefit our diverse student body.

Through this opportunity, I aim to gain practical experience in lobbying and advocacy while also expanding my understanding of the political landscape at both the state and local levels. I want to develop skills in communication, negotiation, and coalition-building, which will not only enhance my professional growth but also equip me to be a more effective advocate for students. Ultimately, I hope to leave a positive impact on our university community and empower my peers to voice their concerns and engage in advocacy efforts.

Supplemental Documents

Class Schedule (term applying for)

Screenshot 2024-10-16 at 7.36.59 PM.jpeg

Resume (Optional)

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

ASI believes that the academic responsibility of a student should always remain a priority. 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)

Social Media

As your elected student representative, Associated Students Inc. (ASI) is dedicated to supporting your needs and enhancing your college experience. We understand many students' financial challenges and are committed to making campus life more affordable and enriching. To continue improving student activities, easing financial pressures, and maintaining effective services, we propose a student initiative to allocate resources toward three essential areas. This initiative is designed with your personal growth and development in mind, ensuring that your time on campus is fulfilling and empowering without placing additional burdens on you.

1. **Parking Pass Scholarship**
 2. **Concert Productions**
 3. **ASI General Operation Funds**
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1. Parking Pass Scholarship

Purpose: To establish a dedicated scholarship fund that helps reduce the financial strain of parking costs for students, particularly those who commute to campus. This scholarship is a testament to ASI's commitment to providing financial assistance, recognizing that parking fees can be a significant and ongoing expense. By offering this support, ASI aims to ensure that transportation costs don't become a barrier to students' education, involvement in campus life, or access to critical resources, providing a sense of security and peace of mind.

Justification: ASI recognizes many students' financial challenges, especially those commuting to campus. The cost of parking can add significant strain to an already tight budget. By establishing this parking pass scholarship, we aim to lighten that load, ensuring students can focus more on their studies and involvement in campus life rather than worrying about parking expenses. Together, we can make campus more accessible for all.

Breakdown: The \$2 per student for the Parking Pass Scholarship would generate a total of \$33,142.08 per academic year (based on 16571 average student population for the fall and spring semesters)

2. Student Enrichment and Entertainment

Purpose: To provide funding for organizing and hosting major concerts on campus featuring popular artists and bands. These events, such as the ones ASI has brought in the past, including SchoolBoy Q, Tenasha, Jerimi, Other, and more, are not just about entertainment. They aim to enrich student life by fostering community engagement, creating memorable experiences, and strengthening the bond among students.

Justification: Organizing concerts involve substantial costs, including artist fees, staging, lighting, sound equipment, security, and other logistical expenses. By approving this funding, students can enjoy high-quality concerts, contributing to a vibrant campus culture.

Breakdown: The \$30 per student for Student Enrichment and Entertainment would generate \$497,131.20 per academic year (based on the 16571 average student population for the fall and spring semesters).

3. General Operation

Purpose: The General Operation Funds are crucial in supporting the students working within ASI. They ensure we can continue delivering vital services, enriching student life, and fostering a campus environment where student organizations can thrive. These funds empower students to create meaningful programs, provide leadership opportunities, and advocate for the needs of every student, contributing to a vibrant and well-rounded college experience.

Justification: ASI's operations are at the heart of student life on campus. From organizing impactful programs and events to supporting student advocacy, every aspect of our work directly benefits the student body. ASI is students supporting students, and this investment in student leaders enhances campus life and builds a stronger, more connected community.

Breakdown: The \$16 per student for the General Operation Fund would generate \$265,136.64 per academic year (based on the 16571 average student population for the fall and spring semesters).

Financial Details

The proposed referendum seeks to allocate an annual increase of \$48 per student per Fall Semester in the ASI fee, distributed as follows:

- **Parking Pass Scholarship:** \$2
- **Student Enrichment and Entertainment:** \$30
- **General Operation Funds:** \$16

ASI understands the financial pressures students face and is committed to easing the impact of any changes. To support students during this transition, we propose spreading the cost over three years. This approach allows for a gradual adjustment, preventing sudden or overwhelming financial burdens. Our goal is to ensure students can continue to thrive while contributing to initiatives that enhance their overall campus experience. The chart below clearly shows how this would be implemented over the next three years.

We appreciate your support as we work together for a stronger student community.

2025-2026	Yearly Increase	Fall
Student Population		16571.04
Parking Scholarship	\$ 2.00	\$33,142.08
Student Enrichment and Entertainment	\$ 21.00	\$347,991.84
General Operating	\$ 11.20	\$185,595.65
2026-2027	Yearly Increase	Fall
Student Population		16571.04
Parking Scholarship	\$ -	\$0.00
Student Enrichment and Entertainment	\$ 6.00	\$99,426.24
General Operating	\$ 3.20	\$53,027.33
2027-2028	Yearly Increase	Fall
Student Population		16571.04
Parking Scholarship	\$ -	\$0.00
Student Enrichment and Entertainment	\$ 3.00	\$49,713.12
General Operating	\$ 1.60	\$26,513.66
	Total:	\$795,409.92

*The student population provided is based on future projects for student enrollment into the university.