

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

**BOARD OF DIRECTORS  
AGENDA**

November 8, 2024  
10:00 a.m.

Mary Stuart Rogers Gateway Building  
RG Lounge – PDC

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 89-24** Revision of the ASI Grade Policy and Procedures. (Action) (Policy Committee)  
(Second Reading)

**NEW BUSINESS:**

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


**BD 91-24** Appointment of Alicia Hunter as the College of Arts and Letters representative to  
the ASI Board of Directors. (Action) (Vacancy Committee)

**BD 92-24** Discussion regarding the California State Student Association (CSSA).  
(Discussion) (Fajardo)

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

**ANNOUNCEMENTS**

**ADJOURNMENT**

<b>Policy:</b>	<b>Grade Policy &amp; Procedures</b>	
<b>Last Updated:</b>	02/28/2022	
<b>Board Agenda ID:</b>	BD 05-22	
<b>Scope:</b>	This policy applies to all students regularly matriculated to the University, although not through the College of Extended Learning, seeking or holding elected/appointed office, and students seeking and/or holding employed positions within ASI.	

Scope: This policy applies to all students regularly matriculated to the University (with the exception of those matriculated through-although not through the College of Extended Learning & Global Education), seeking or holding elected/appointed office, and students seeking and/or holding employed positions within ASI.

**Purpose:** The purpose of this policy is to describe the Associated Students, Incorporated (ASI) practices in determining grade point eligibility, unit load, and residency requirements in compliance with CSU Chancellor’s Office policy entitled “Minimum Academic Qualifications for Student Office Holders”, ASI bylaws, and ASI personnel policy for those seeking or holding office or employment with ASI. This policy specifies the procedures for notifying those concerned, correcting grade errors, and requesting special consideration. The policy also specifies the consequences of not meeting or maintaining the requirements.

**Section 1: Major Student Government Offices**

- A. California State University defines major student offices as executive officers, members of the board of directors, and students who are officers or board members of California State Student Association (CSSA).
- B. Student representatives, candidates, and incumbents for major office positions must be matriculated at a CSUSB campus maintaining a minimum on-campus 2.~~575~~\* term grade point average (GPA), are in good standing, and must not be on academic, disciplinary or administrative probation. In order to assume office, candidates must have achieved a 2.~~575~~\* GPA during the spring semester in which they were elected. These requirements should be considered minimum qualifications. Campus presidents may establish additional requirements as determined locally.

**C. Incumbent Unit Load**

Undergraduate incumbents must earn 6 semester units of credit per term while holding office. Graduate and credential students must earn 3 semester units of credit per term while holding office.

**D. Incumbent Maximum Allowable Units**

Undergraduate students are allowed to earn a maximum of 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding over that number of units will no longer be eligible for major student government office.

**E. Candidate Unit Load**

\*3.0 Graduate Students

Undergraduate candidates must maintain 6 semester units per term while running for office. Graduate and credential student candidates must maintain 3 semester units per term while running for office.

## F. Candidate Residency

Undergraduate candidates for office must have been enrolled on the campus and have completed at least one semester prior to the election, earning a total of 6 semester units during that year. Graduate and credential candidates for office must earn 6 semester units per term of continuous attendance as a new graduate or credential student to be eligible. Graduate and credential students who received a bachelor's degree or credential within the past three years from the same campus must have earned a total of 12 semester units during their last year as an undergraduate to be eligible.

## G. Determining Eligibility

Candidates for ASI office will have their eligibility to run for office checked by the Office of ~~the~~ Student Leadership & Engagement in consultation with the ASI Elections Chair, and/or the ASI Advisor. Prior to taking office, or appointment to office, the ASI Elections Chair in consultation with the Director of Student Leadership & Engagement will determine the eligibility of those individuals elected or appointed to an ASI office to ascertain the eligibility of the student to hold office.

## H. Notification of Ineligibility

1. Notification to candidates running for ASI office: Candidates for ASI office who fail to meet the eligibility requirements defined in this policy will be notified by the Office of Student Leadership & Engagement-ASI Executive Director in consultation with the Elections ~~Coordinator~~Chair.
2. Candidates who have been elected, but have not yet taken office, will be notified by the ASI Advisor in consultation with the Office of the Vice President of Student Affairs.
3. Notification to incumbents (currently holding office): All elected or appointed members of ASI who currently hold office, and do not maintain eligibility to remain in office under this policy will be notified by the ASI Advisor in consultation with the Office of the Vice President of Student Affairs or designee.

## I. The grace period to meet academic requirements

1. Students currently holding office will have ~~two~~three weeks to correct grade errors from the date they are notified in writing by the ASI ~~Advisor~~Executive Director that they were ineligible to continue in office.
2. Should a faculty member tell the student that a change in their grade is warranted, and the grade change will bring their semester and/or cumulative GPA and/or unit load into compliance with the criteria for eligibility, the student will notify the ASI Advisor.
3. The ASI Executive Director in coordination with the Office of the Vice President, Student Affairs will recheck the student's GPA to ensure that they are in compliance within a reasonable period of time, but not later than three weeks into the semester.
4. Should the faculty member state that they will be able to change the grade, but not in the three week period, ~~will be unable to make the grade change in order for it to become effective within the three week period~~, the student will request from the faculty member an email to the Executive Director stating the timeline of grade change and the student's new grade which will be posted. ~~is being changed and what the new grade is~~.
5. It is still the student's responsibility to notify the ASI ~~Advisor~~Executive Director, regarding the action(s) being taken regarding any change of grade(s) and to comply with the policy in this paragraph.

## J. Request for special consideration

1. Under extraordinary circumstances, a student may appeal for special consideration of this policy to the President of the University and/or their designee (Vice President for Student Affairs). The Chancellor's Office policy specifies four areas in which the student may appeal for relief: unit load; maximum amount of units, residency, and grade point average (GPA). The following procedures will follow:
  - i. The student must submit the request for waiver in writing using the form provided in this policy.
  - ii. The request for waiver must be submitted within two weeks from the beginning of the semester
  - iii. The request for waiver will be submitted to the Office of Vice President of Student Affairs who will have one week to comment on and return the approved or disapproved request from the President or themselves to the ASI Executive Director. The ASI Executive Director will inform the student of the decision and provide a copy of the form to the student.
  - iv. The Vice President of Student Affairs decision is final.
2. Appeals for a grade point average waiver ~~will only may~~ be considered for GPAs that fall below the minimum ~~2.575~~ standard, ~~under the following conditions:~~
  - ~~i. If the office holder's GPA is between 2.5 and 2.75, the office holder may remain in office during the spring semester without having to appeal their GPA to the Vice President, Student Affairs so long as they agree not run for office the following term.~~
3. If the Vice President, Student Affairs denies an appeal, then that individual will be considered to have resigned their office as of the denial date whether or not the individual officer holder has tendered their resignation in writing.
4. Any student whose semester or cumulative GPA does not meet the criteria for eligibility three weeks into the semester without the proper documentation specified in this policy, whether or not they were notified by the ASI Advisor/or the ASI Executive Director, will be considered to be resigned from their position whether or not they have formally resigned in writing.
- ~~5. Wages will not be paid until the appeal is resolved. Students are not eligible for compensation during the appeal process.~~
- ~~6.5.~~ This section only applies to elected or appointed student office holders as defined in the Chancellors Office policy and not to student employees of ASI.

## **Section 2: ASI Student Employees, Volunteers and Committee Appointees**

- A. Student Employees, volunteers and committee appointees ~~(with the exception of Finance Committee which must meet a 2.75 grade point average)~~ are subject to the following provisions:
  - i. Be regularly matriculated to the university, not through the College of Extended Learning & Global Education and currently attending classes at CSUSB.
  - ii. Maintain a minimum 2.0\* grade point average in cumulative work as well as the previously attended semester at CSUSB.
  - iii. The Executive Director is authorized to grant an exception to student employees and volunteers to this for one semester per academic year.

Commented [HG1]: confirm on other campuses

## **B. Determining Eligibility for Student Employees**

Prior to employment, the ASI Executive Director will determine the eligibility of those individuals selected for employment based on the criteria stated in the ASI Personnel Policy Manual. The ASI Executive Director [or appointee](#) will check the GPAs of student employees at the beginning of each semester to verify eligibility for continued employment in accordance with the ASI Personnel Manual.

## **C. Notification of Ineligibility**

Should a student be found to be ineligible, the ASI Executive Director will notify the student in question.

## **D. The grace period to meet academic requirements**

1. For students currently holding positions of employment, the student will have two weeks from the date they are notified by the ASI Executive Director that they are ineligible to continue in employment to correct grade errors.
2. Should a faculty member tell the student that a change in their grade is warranted, and the grade change will bring their semester and/or cumulative GPA into compliance with the criteria for eligibility, the student will notify the ASI Executive Director.
3. The ASI Executive Director will recheck the student's GPA to ensure that they are in compliance within a reasonable period of time, but not later than three weeks into the semester.
4. Should the faculty member state that they will be unable to make the grade change in order for it to become effective within the three-week period, the student will request from the faculty member email the Executive Director stating the student's grade is being changed and what the new grade is.
5. It is still the student's responsibility to notify the ASI Executive Director regarding the action(s) being taken regarding any change of grade(s) and to comply with the policy in this paragraph.

## **Section 3: General Provisions**

### **1. Resignation**

Any student whose semester or cumulative GPA does not meet the criteria for eligibility three weeks into the semester without the proper documentation specified in this policy, whether or not they were notified by the ASI Advisor/or the ASI Executive Director, will be considered to be resigned from their position whether or not they have formally resigned in writing.

### **2. Misconduct**

Students whose conduct is such that they could be accused of attempting to gain or remain in a position by misinformation, disinformation, distortions, non-disclosure or fraud concerning their GPA, unit load (in the case of student office holders), or other relevant information will have their case turned over to the Office of Student Conduct for action

*Approved with revisions per BD 62-20 | 05/12/2020*

*Approved with revisions per BD 05-22 | 02/28/2022*

**Associated Students, Incorporated**  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

**REQUEST FOR SPECIAL CONSIDERATION TO CHANCELLOR'S OFFICE POLICY**

Student's Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Date: \_\_\_\_\_

Routing: (Please submit to the Office of the Vice President for Student Affairs, [Student Union South 222UH-234](#)) To: (Insert Name) Vice President, Student Affairs

The Chancellor's Office policy (AA-2012-05) for Minimum Academic Qualifications for Student Office Holders states that, "Under extraordinary circumstances the campus president or their designee may make an exception to the requirements for unit load, maximum allowable units, residency, and GPA."

(Insert Title) (Insert Last Name), I hereby request an exception to the policy in the following area: (Check one)

Unit Load     Maximum Allowable Units     Residency     GPA

---

State the reason for the request for exception below (Please type or print). Be specific. (One additional typewritten or printed page may be attached for clarification if there is insufficient space below) ***Please attach a copy of the notification letter, a copy of your transcript, and any supporting documents to this form.***

**Comments:**

Approved     Denied

\_\_\_\_\_  
(Insert Name & Signature), Vice President, Student Affairs/Presidents Designee



## 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

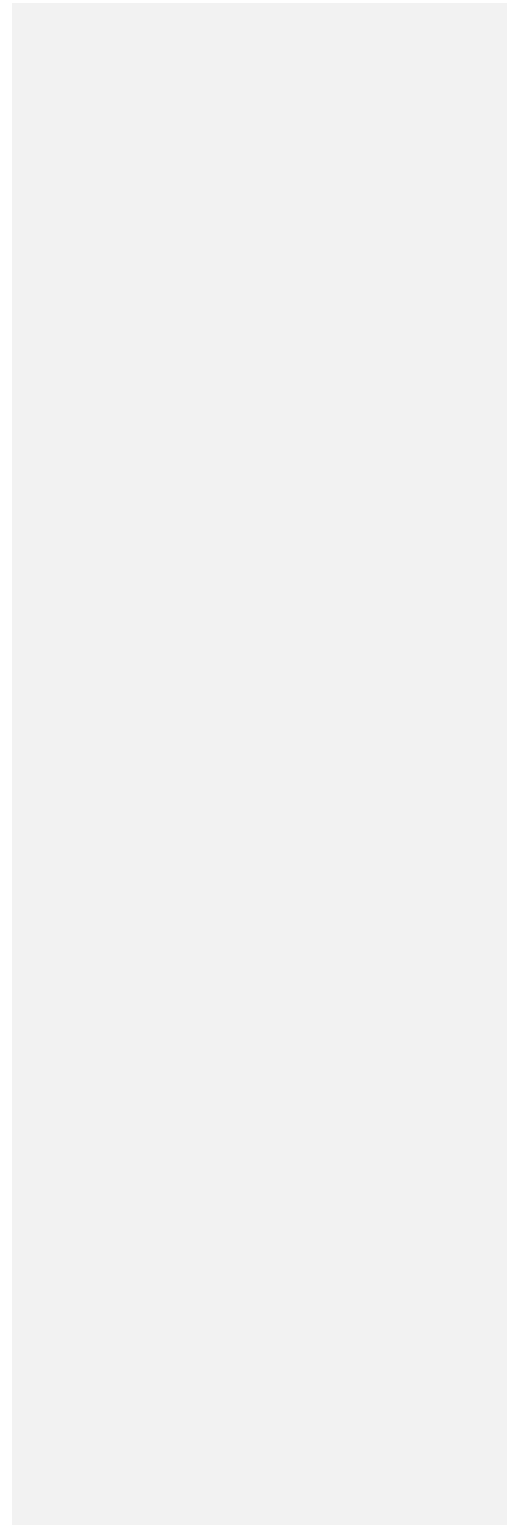
\_\_\_\_\_  
Approved By

\_\_\_\_\_  
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



## TELECOMMUTER EQUIPMENT CHECKLIST

---

EQUIPMENT TYPE	TAG NUMBER (IF APPLICABLE)	SUPERVISOR APPROVAL

I acknowledge my signature means that I accept responsibility for proper care of the equipment I am borrowing and understand I will be held accountable for all replacement or repair costs in the event of loss or damage. I agree to return equipment and peripherals in good condition at the termination of this agreement.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
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](mailto: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**

Allie Hunter

**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)**

Junior

June/2026

## 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 member of the Theatre Arts department at CSUSB. This is my first year here (junior) but I am already getting involved with ASI through Howl Squad. My major is in Theatre Arts – Acting Concentration. I have studied the arts since I was four years old. Some of my greatest strengths are my malleability, versatility, and experience. They serve me on stage as an actor as well as 'behind the scenes,' as a theatre technician, director, or filmmaker. Even beyond theatre, I engage in the arts as part of my daily life, including music, visual art, and dance. I call myself an interdisciplinary artist.

As far as the other areas of this College, I know how challenging it can be to learn another language in school. I have also studied Philosophy since high school, spotting firsthand where instructors fail. During my time at the Summer Arts Conservatory (2014), I learned the challenges of teaching. That said, I have what it takes to represent students while in this role, even if I could not relate to them.

In Question #3, I will discuss what areas I already see need support for this College. In my first week of school, I am already dedicated to provide a clear and honest 'voice of the people.' My experience in middle school Yearbook primed me for taking accurate quotes. My acting experience has taught me to be bold and be social. My philosophy studies have taught me to ask questions. Even learning letters in ASL taught me the importance of a 'voice.'

I worked as a professional under HIPAA from day one at Phoenix Counseling Group (Anna Lopez, LMFT). My time at Kohl's (2017–2018) taught me to do the right thing without compromising the guidelines of my work. After three years at the Western Justice Center, I learned what it means to be a professional. I have made countless documentaries during my time as an artist, which have shown me how to represent. I know what it means to be a scholar of Arts & Letters. I know what it means to be a student at CSUSB. I want to advocate for myself and my peers, and I know I can do it.

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

I live on campus, which cuts out commuting time completely. I also am incredibly flexible when it comes to my work schedule, being a freelance artist for the time being. As far as coursework goes, I have plenty of time to do my homework and memorization. As you will see, I study Monday through Thursday at the moment, with many hours of free time. Friday through Sunday remain open. Even if I get cast in or work tech for a production, only my evenings would be occupied until the show dates. I do not foresee my other responsibilities becoming an issue. Being a self-run business, I have learned quality time-management skills.

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

I am glad you asked. I have only been a student here for a week, but I already see some issues. In the College of Arts & Letters, it could be clearer how the respective departments interact. For example, is the AIDS Quilt Songbook a musical meant for Theatre majors?, or is the primary focus Opera students?

Also, for housing – the switch to virtual parking permits was incredibly unclear. I had to ask many an RA for an answer – which came in the form of an unlisted YouTube video. There needs to be more and clearer communication between overseeing professionals and their students. Where can we go when our professors say something that upsets us? – Could there be an anonymous suggestion or concern box for each department?

I do not suggest coddling students; quite the contrary, I say to allow them a voice as one would any adult. I know there are better ways and plenty of opportunities to look out for them.

Could there be clearer communication about Financial Aid disbursements? I think so. Why is the CSUSB Map application so hard to use? Why are students turning to Google Maps to find their way to class? Could there be clearer signage for how to enter the PA building during theater construction? Probably. Who do we turn to when an instructor makes a moral mistake? We simply do not know. We have to guess. We have to look out for each other. We have to learn how to navigate the CSUSB website on our own, or with bits and pieces by 'random' presentations or booths. We have to conduct experiments when ordering at The Habit – seeing whether we get our food faster by kiosk or by waiting in line. (The kiosk is faster.)

These are all issues I have already heard or wondered in my first week. I know there are more, and I want to find them, no matter how innocuous they may seem. A delayed burger could mean \$15 wasted, an

empty stomach, and a rush to get to class – a class that could be life-changing.

## Supplemental Documents

### Class Schedule (term applying for)

Allie Hunter Course Schedule Aug 30 2024.png

### Resume

Allie Hunter Resume Aug 30 2024.pdf

### Cover Letter (Optional)

### Letter of Recommendation (Optional)

## 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

Diego Rendon (CSUSB ASI Executive Vice President)

# Alicia (“Allie”) Hunter

## WORK EXPERIENCE

---

### Freelance Artist

Greater Los Angeles, CA

*Theatre Technician and Filmmaker*

*January 2019 – Present*

- Reports to directors of both film and theatre productions to fulfill visions accurately by playing out such responsibilities as being present, assisting artists with load-in/load-out/set-building, setting up/operating sound/lights for film and live theatre, and generally meeting specific production and technical needs.
- Learns various sound boards and consoles, such as EOS and Leprecon, as needed.
- Partners with producers of productions to plan out all necessary resources, such as gear and location scouting, as well as the talent involved in the production.
- Directs projects, managing talent, lighting, sound, camera, editing, and so forth.
- Solves problems consistently and resourcefully, including challenges requiring creative solutions, a wide range of thinking/ideas, and a wide set of skills to pull from to achieve the client’s vision.

### The Phoenix Counseling Group (Anna Lopez, LMFT)

Victorville, CA

*Administrative/Billing Associate*

*February 2022 – August 2024*

- Organized office space, filed notes/mail/billing, and assisted associates in ways that optimize procedures.
- Created and updated records under compliance with HIPAA, including data entry of confidential therapist notes, ensuring accuracy and validity of information.
- Completed medical billing with striking accuracy; on the first day of training, not a single error was made and all billing submissions were accepted.
- Scanned/indexed documents, including confidential client information – which is protected diligently, respectfully, and in compliance with HIPAA.
- Performed miscellaneous and unexpected tasks trustworthily, such as recording the voicemail message for the private practice.

### Deal Grabber Bargains

Adelanto, CA

*Assistant Content Manager; Senior Video Editor (Former)*

*June 2018 – December 2018*

- Collaborated with marketing and design teams to plan and develop website content, style, and layout as well as develop content strategies aligned with short-term and long-term marketing targets.
- Created and published engaging content, increasing website traffic as well as edited, proofread, and generally improved upon writers’ posts.
- Used content management system WordPress to analyze website traffic and user engagement metrics.
- Utilized a proficient technical knowledge of HTML and web publishing with an attention to detail to cultivate design.
- Executed end-to-end editing of scripted and unscripted videos for YouTube (to be embedded) in partnership with the post-production supervisor.

### Street Urchins Publishing LLC

Ontario, CA

*Assistant Video Editor*

*April 2018 – June 2018*

- Utilized experience to set up projects to the requested editing specifications; to handle media, pull footage, render, export, utilize codecs, mix audio, color-correct, use VFX, sync footage, work with multiple source formats, and clean up timelines – among other activities.
- Brought forth a deep understanding of devices, frame rates, shutter speed, aperture, ISO, aspect ratio, file formats, media storage options, conversions, and cameras as a whole.
- Showcased excellent interpersonal skills, collaborating with producers, creative directors, actors, and any other team members from their ideation through to execution.

- Maximized productivity by time-managing assigned tasks so that they were consistently completed on or before their deadlines.
- Exhibited a calm demeanor, positive outlook, and ability to collaborate with and inspire team members and clients.

**Kohl's (#602)**

**Fontana, CA**

*Sales Floor Associate*

*September 2017 – January 2018*

- Utilized the “Smiles and Says Hi!” attitude and “Yes We Can” policy, greeting all customers and associates while assisting in a friendly, courteous manner while efficiently resolving customers’ questions and requests.
- Used consistently the 5-step “GREAT” program while interacting with customers: Greets and Engages Customer, Requests Credit, Explains Savings, Asks to Complete the Survey, and Thanks the Customer.
- Demonstrated a comfort with the use of technology consistently while performing the required tasks, including telephony, point-of-sale (POS), and Bluebird IT systems.
- Utilized 100% of work time standing and moving about the departments, with physical activities including bending, stooping, lifting (up to 50 pounds), climbing, carrying, walking, and/or reaching on a frequent basis.
- Solicited, opened, and activated Kohl’s Charge applications and loyalty programs – with such efficiency that the initial seasonal position was approved to continue as an ongoing part-time position.

**Western Justice Center**

**Pasadena, CA**

*Receptionist/Administrative Assistant; Content Creator (Intern) (Former)*

*June 2014 – June 2017*

- Answered and directed phone calls with great success as reported by all supervisors.
- Performed miscellaneous office errands enthusiastically, including those which were not expected to be performed, with high accuracy, professionalism, and a detail-oriented point of view.
- Collaborated with the content team to create a broad library of video and photographic content for Haven and School Tools programs.
- Utilized a strong work ethic and a team-player approach while being reliable, honest, and trustworthy at all times.
- Delivered to the team a well-organized, flexible attitude while showcasing the ability to work under pressure, exemplifying excellent photo, video, written, and verbal skills consistently throughout.

**Summer Arts Conservatory**

**Los Angeles, CA**

*Camp Counselor (Intern)*

*June 2014 – July 2014*

- Provided excellent customer service to families, guardians, and campers (aged 9 to 15) by communicating with a positive, professional, and fun attitude.
- Supported activities from opening to closing of the Summer Arts Conservatory (day camp) including check-in, check-out, and the leading of camper activities with overwhelmingly positive reviews.
- Assisted with daily set-up and cleanup of camp, including assisting instructors with lesson preparation and execution; received consistent positive feedback from all instructors and several campers (as with the comedy improvisation elective).
- Contributed leadership and energy for campers, consistently assessing group dynamics (as with the filmmaking program) and each camper’s individual needs.
- Showcased ability to maintain an excellent worth ethic while being trained on new film equipment; a high level of energy consistently; and exceptional enthusiasm for working with children each day.

**RelyLocal Victorville**

**Victorville, CA**

*Social Media Manager (Intern)*

*June 2013 – August 2013*

- Learned new systems, such as computer technology and video editing software (Animoto, etc.), to provide creative content (text, image, and video) across multiple social media platforms (including YouTube, Facebook, Twitter, and Pinterest).

- Exhibited excellent communication skills, being invited to multiple networking outings in order to document the space and mingle with potential clients, several of whom were secured after our interactions.
- Showcased significant multitasking and analytical skills, such as with taking pictures amidst networking; when deciding how to edit photo and video content for various websites; or keeping up with site changes on various social media platforms.
- Created engaging text, image, and video content which brought up media engagement significantly; much of this content still generates engagement of several hundreds of views/clicks.
- Researched current trends in advertising for similar businesses and organizations in the “buy local” movement as well as considered audience preferences across different social media platforms to curate the most successful content possible.

## **LEADERSHIP EXPERIENCE**

---

### **TAY Victorville**

*LGBTQIA+ Peer Group Leader*

**Victorville, CA**

*January 2019 – June 2019*

- Scheduled a group based on the clinic’s activities and determined open time slots, of which the best was chosen based on highest availability of participants.
- Organized all materials for the group, including activity plans, which were implemented each week.
- Created posters and flyers advertising information about the group and emphasizing it as a safe space.
- Ran activities for the group as the sole group leader, eventually passing the proverbial torch down upon leaving.

### **The STAY**

*President; Vice President (Former)*

**San Bernardino, CA**

*January 2018 – April 2018*

- Advocated for a group of 14 patients, acting as a peer leader and an occasional mentor to the patients, helping them voice their concerns, questions, wants, and needs.
- Helped run meetings, including community meetings where patients discussed with staff what their wants, needs, and concerns were, as well as helping out with running community groups.
- Informed patients of activities, both upcoming and imminent, helping to let patients know such things as group time, chore time, meal time, and time for outings.
- Oversaw facility chores, performing chores alongside the patients, with tasks like sweeping and mopping, vacuuming, cleaning the toilets, cleaning the facility showers, and cleaning up after meals, with chore time happening multiple times throughout the day.

### **Los Angeles County High School for the Arts (LACHSA)**

*Film Intern*

**Los Angeles, CA**

*August 2014 – June 2015*

- Entrusted by the film department at age 17 to oversee and assist on projects as a department representative.
- Oversaw the department equipment and helped in its organization, logging (barcode systems through Microsoft Excel), and tracking, as well as looking it over upon equipment returns.
- Behaved as a mentor and leader to senior peers and students of lower grades, answering questions and giving informed advice as well as assisting them firsthand.
- Wore formal attire and distributed awards as a co-host of Moondance Film Festival 2015 at the Writers Guild Theater in Beverly Hills.

### **Los Angeles County High School for the Arts (LACHSA)**

*Theatre Representative*

**Los Angeles, CA**

*June 2014 – June 2015*

- Earned the most votes by a landslide from roughly 30 peers and won the position after a strict series of post-vote interviews.
- Was entrusted by the department head to oversee department meetings and activities, including “Company Call” – a community meeting where approximately 150 students of all grades would gather and discuss their questions, comments, and concerns as well as be entertained and learn of upcoming events.

- Became the only triple-major Theatre Representative in LACHSA's history up until that point, majoring in Theatre, Theatre Tech, and Film, advocating to hold the position despite being a multi-department individual.
- Held responsibility over props, ticket sales, and promotions alongside peers.
- Introduced video trailers to promote each show which led to significantly larger audiences, leading to the first series of standing-room-only shows in years, and was the first person at the school to do such a thing after taking a suggestion from a parent.

**Encore Jr./Sr. High School for the Visual and Performing Arts**

**Hesperia, CA**

*Yearbook Contributor*

*January 2010 – June 2011*

- Was recruited by upperclassmen to join in contributions for the school Yearbook due to exceptional writing and photography talent:
  - selected at age 12 to publish a self-written short story with greatly positive reception
  - selected twice to have photographs developed and displayed in the photography classroom and building, a rare honor
- Helped guide the vision of the next year's yearbook (2011-2012) alongside a team of peers.
- Brainstormed ideas for topics to cover journalistically in the Yearbook, soliciting interviews and documenting events with nostalgic accuracy.
- Utilized presence in multiple departments – as a dancer, actor, aerialist, photographer, writer, and more – to gain exclusive insight into the world of each department.

**EDUCATION**

**California State University of San Bernardino**

**San Bernardino, CA**

*Pursuing BA in Theatre Arts - Acting Concentration*

*Projected Graduation Date: June 2026*

**Victor Valley College**

**Victorville, CA**

*AA in Fine Arts (GPA: 3.679)*

*Graduation Date: June 2020*

- Theatre Group; performed in and worked tech for several shows; Stage Managed/ASM'd several more

**SKILLS & INTERESTS**

**Skills:** Library volunteer experience (Hesperia and Adelanto branches, Dewey Decimal System), Microsoft Office, Google Workspace (formerly G Suite), point-of-sale, troubleshooting, telephony systems (including Avaya and touch phones), mobile computers (such as Bluebird and iPad), intercom/walkie-talkie systems, sound/lighting boards (including EOS and Leprecon), PC/Mac knowledge, type speed: 66 WPM with 99% accuracy, web design (WYSIWYG, HTML, Wix, 8b, etc.), photo editing/retouching (Pixlr, Photoshop), internet searches/research, video editing software (FCP7, FCPX, Vegas, WMM, DaVinci Resolve, etc.), camera experience (Canon 60D, 70D, 5D Mark III, XF100; Red EPIC, etc.) and sound equipment experience (Zoom Recorder, Windjammer, XLR setup, etc.). Beginning French.

**Interests:** the arts (visual and performing, including acting, dance, painting, embroidery, knitting, singing, music, drawing, and film), physics (astro-, quantum), nature (hiking, gardening, exploring, etc.), and more. Plays video games, especially *Spyro*, and has studied speedrunning under the current *Spyro the Dragon* world record holder; also edited what is currently his most popular YouTube video.