

**ASSOCIATED STUDENTS, INC.**  
California State University, San Bernardino

**BOARD OF DIRECTORS  
AGENDA**

October 8, 2019  
Student Union  
12:00 p.m.

Santos Manuel  
Board Room – 219

Call to Order  
Roll Call  
Approval of Minutes  
Reports: Executive Officers, BOD Reps., Activities, BOD Committees, AS Committees, Campus Committees  
Adoption of Agenda  
Open Forum (5 minutes/speaker)  
Guest Speaker: Alfredo Barcenas, Chair of Staff Council

**OLD BUSINESS:**

- BD 75-19** Resolution honoring the services of Susan Avery. (Action) (Ogidikpe)
- BD 77-19** Resolution authorizing the clothing of students through the Career Center's Clothing Closet. (Action) (Nanan)

**NEW BUSINESS:**

- BD 87-19** Appointment of David Garcia-Talhuel to the PDC Advisory Committee. (Action) (Lowell)
- BD 88-19** Appointment of Jake Vargas to the PDC Advisory Committee. (Action) (Lowell)
- BD 89-19** Appointment of Jessica Zacarias to the PDC Advisory Committee. (Action) (Lowell)
- BD 90-19** Appointment of a Board of Director representative to the ASI Ad-Hoc Vacancy Committee. (Action) (Macharia)
- BD 91-19** Appointment of Executive Vice President Pro-Tem. (Action) (Galarza)
- BD 92-19** Appointment of Vice President of Finance Pro-Tem. (Action) (Galarza)
- BD 93-19** Resolution in support of an accurate 2020 census. (Action) (Galarza)

ANNOUNCEMENTS

ADJOURNMENT



# STAFF COUNCIL

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**2019-2020  
AGENDA**

**ADOPTED ON:** September 18, 201



# STAFF COUNCIL PURPOSE

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We proudly serve as representatives and ambassadors on University task forces and committees by participating in shared governance and facilitating positive and collegial communication in support of the University's Strategic Plan.

The Staff Council at Cal State San Bernardino:

- **Promotes** collegiality and positive communication amongst all staff members. Staff Council sponsors events, services, and programs that serve to encourage recognition and a sense of community on campus.
- **Sponsors** programs, services, and events that encourage and support positive communication, staff recognition, and a sense of community in the workplace for all staff members on campus.
- **Serves** the interests and concerns of all staff members and contribute their voice into campus conversations on non-collective bargaining issues.

We act as a conduit to engage and support our fellow staff members and the surrounding community, empowering excellence through thoughtful learning opportunities, staff recognition, special events, and engaging partnerships that promote and enhance our experience at CSUSB.

2019 - 2020

# STAFF COUNCIL



Patricia Aguilera  
Financial Aid



Tiffany Bookman  
Undergraduate Studies



Jenny Casillas  
ITS - Admin. Computing



Jennifer Skinner  
Finance & Admin.



Carlos Huesca  
Parking Services



Kim Hunsaker  
Student Health Center



Felipe Jimenez  
College of Arts & Letters  
(Treasurer)



Sarai Maldonado  
Career Center



Katrina McDowell  
Parking Services - PDC



Susan Mendoza  
Risk Management



Lonelle Minesigner  
ITS - TNS



Kimberlain Porter  
Accounts Payable



Diana Quijano  
Education Administration



Randy Rouch  
ITS - Enterp. Cloud Serv.



Guadalupe Felix Saldivar  
Career Center



Lorena Segovia  
College of Ext. & Glob.



Doug Freer Ed.D.  
Vice President - Admin



Robert Garcia  
ITS - Web Services



Stacy Brooks  
College of Soc. & Behav.



Alfredo Barcenas  
ASI (Chair)

# GOAL 1

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**Promote collegiality among staff members and various campus stakeholders through continued participation in shared governance practices.**

Strategy 1: Create internal programs that improve staff development on committees.

Strategy 2: Increase involvement through recruitment for shared governance opportunities to ensure inclusion of staff representatives in the decision-making processes

Strategy 3: Develop, create and adopt policies and resolutions that promote shared governance practices.

Strategy 4: Explore an amendment to Staff Council bylaws to include a student representative among its membership.

# GOAL 2

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**Launch and increase marketing, branding and communication efforts to the campus community at large.**

Strategy 1: Staff Council will develop a quarterly newsletter and Chairs message that will be shared electronically with campus stakeholders on a routine basis.

Strategy 2: Staff Council will continue to publish agendas, minutes, governing documents and events calendar on its electronic platforms.

Strategy 3: Update and further develop the Staff Council website.

Strategy 4: Adopt and enhance Staff Council branded events. Strategy 5: Promote and invite campus community to participate in Staff Council meetings.

## GOAL 3

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**Increase and promote staff focused events throughout the academic year.**

Strategy 1: Empower staff with their own professional development opportunities.

Strategy 2: Promote health and well-being through care packages in collaboration with campus partners.

Strategy 3: Staff Council will establish a pro-active partnership and develop an active voice within the Staff Development Center.

Strategy 4: Establish a panel or survey as a tool for Staff Council to gather feedback from the campus community.

## GOAL 4

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**Staff Council will develop opportunities to raise funds in an effort to become more self-sustaining.**

Strategy 1: Explore partnership and collaborative opportunities with other campus stakeholders.

Strategy 2: Create branded materials that serve as fundraising mechanisms while promoting campus spirit.

Strategy 3: Explore crowdsourcing services to raise funds.





**RESOLUTION HONORING THE LIFE & SERVICE OF SUSAN AVERY**

- WHEREAS,** the Associated Students, Incorporated (ASI) at California State University, San Bernardino (CSUSB) is the single recognized voice of more than 20,000 students enrolled at CSUSB both at the San Bernardino and Palm Desert campuses; and
- WHEREAS,** the Associated Students, Incorporated serves, empowers, and advocates on behalf of the students at California State University, San Bernardino through the representation of student interests and needs, the inclusion of students in the decision making process, the execution of premier events and services, and the provision of opportunities for students to be productive leaders of the campus community and beyond; and
- WHEREAS,** the CSUSB Early Childhood Education Program (Children’s Center) supports students and families within the university and community at large by providing high quality child care and hands on learning experiences through developmentally appropriate practices, building relationships, and recognizing individual strengths and values; and
- WHEREAS,** Susan Avery began her tenure at CSUSB as a student employee for the Osher-Adult Reentry Center in 2006 and joined the administration of the Santos Manuel Student Union in 2008; and
- WHEREAS,** Susan Avery received her Bachelor of Arts degree in 2008 and teaching credentials in 2011 from California State University, San Bernardino; and
- WHEREAS,** Susan Avery served as the Executive Assistant for the Santos Manuel Student Union at CSUSB until her passing on October 27, 2018 leaving an everlasting positive impact among faculty, staff, students and her family ; and be it further
- RESOLVED,** the Associated Students Inc. hereby honors Susan Avery with a formal resolution that acknowledges her impact on the lives of students during her service within the Santos Manuel Student Union and her commitment to education; and be it further
- RESOLVED,** the Associated Students Inc. hereby grants \$ \_\_\_\_\_ to be used as a scholarship contribution for a currently enrolled student of CSUSB that would cover the services of the Children’s Center, in honor of Susan Avery; and be it further
- RESOLVED,** that a copy of this resolution be distributed to CSUSB Vice President for Student Affairs Paz Olivérez, Executive Director of the Santos Manuel Student Union Aaron Burgess, the Chair of the Santos Manuel Student Union Board of Directors.

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Adonis Galazrza-Toledo  
**President & Chair, Associated Students Inc.**

\_\_\_\_\_  
**Date**

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Helen Martinez  
**Executive Vice President, Associated Students Inc.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Jesse Felix  
**Executive Director, Associated Students Inc.**

\_\_\_\_\_  
**Date**

**Jesse Felix**

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**From:** Deanna Herndon  
**Sent:** Thursday, October 3, 2019 11:19 AM  
**To:** Jesse Felix  
**Subject:** Re: ASI Scholarship  
**Attachments:** CC rates.docx

Hi Jesse,

I am attaching our current rates for the Children's Center.

All of our student parents (except for two) currently receive either subsidized care or the CCAMPIS grant, so they do not have to pay anything. One of the current parents who doesn't qualify for assistance is a graduate student. We typically have only one to two student parents who make too much money to qualify.

It is difficult to come up with an average since we rarely have students who pay, so I would have to say maybe around \$1000-\$2000 per quarter. It really depends on how many days per week and hours per day their children are scheduled to be at the center. For example, some bring their children 5 half days, some bring their children two full days, etc. It really varies.

I hope this information helps!  
Deanna

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**From:** Jesse Felix <felixj@csusb.edu>  
**Sent:** Tuesday, October 1, 2019 2:03 PM  
**To:** Deanna Herndon <DHerndon@csusb.edu>  
**Subject:** RE: ASI Scholarship

This is really good information. I am not sure how this information would affect their decision. I believe that their focus was on parents that have students at the Children's Center.

How much does it cost students to have children at the Children's Center?

What is the average amount students pay the Children's Center for child care?

Warmest Regards,

Jesse R. Felix  
Executive Director  
Associated Students, Inc.  
California State University, San Bernardino  
O. 909.537.3954  
C. 909.821.0646

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**From:** Deanna Herndon  
**Sent:** Tuesday, October 1, 2019 1:24 PM

**To:** Jesse Felix <felixj@csusb.edu>  
**Subject:** Re: ASI Scholarship

Hello Jesse,

Would this be for the Children's Center or the Infant/Toddler Lab School?

At the ITLS, all of our student parents receive the CCAMPIS grant that pays for their children's tuition (with the exception of one or two graduate students who make too much money to qualify for the grant).

At the Children's Center, the majority of our students qualify for subsidized child care paid for by the state (although there may be a few who currently make too much to qualify for subsidized care).

Would the fact that our students already receive grants or subsidies for child care change ASI's desire to create the scholarship?

I can check to see if we do have any students that could really use the scholarship.

I appreciate your reaching out to me and thinking about student parents!

Best regards,  
Deanna



Deanna Herndon  
Director, Early Childhood Education Programs  
California State University, San Bernardino  
5500 University Pkwy.  
Infant/Toddler Lab School: (909) 537-3641  
Children's Center: (909) 537-3928

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**From:** Jesse Felix <felixj@csusb.edu>  
**Sent:** Tuesday, October 1, 2019 1:01 PM  
**To:** Deanna Herndon <DHerndon@csusb.edu>  
**Subject:** ASI Scholarship

Greetings Deanna,

I hope that this message finds you well. ASI is currently in the process of creating a scholarship to honor the late Susan Avery. Susan really cared a lot about children. With that being said, the students are considering creating a scholarship to help offset the child care costs of a student. The students were wondering if they could get more information about what it costs have a child at the children's center. Would you be willing to present to the ASI BoD next Tuesday at 12p?

Warm Regards,

Jesse R. Felix  
Executive Director  
Associated Students, Inc.



# CSUSB Children's Center Fee Schedule

0-2 hours	\$ 17.00	Per day, Per child
2.25-4 hours	\$30.00	Per day, Per child
4.25-6 hours	\$40.00	Per day, Per child
6.25-8 hours	\$49.00	Per day, Per child
8.25-10 hours	\$55.00	Per day, Per child
10.25-13 hours	\$65.00	Per day, Per child

Fees are based on a per-day/per-child rate.

yes

# ASI Application: Submission #109

The View page displays a submission's general information and data.

## ▶ SUBMISSION INFORMATION

### STUDENT INFORMATION

**Last Name**

Garcia-Tlahuel

**First Name**

David

**City:**

**Zipcode:**

**Telephone:**

**Address:**

**Email:**

**Cell Phone:**

**Middle**

{Empty}

**State:**

**Coyote ID:**

**Class Standing:**

Junior

**Major:**

Communications – Public Relations

**Expected Graduation Date:**

2022-06-14

**Are You Registered in 6+ Units**

Yes

**POSITION/COMMITTEE APPLYING FOR**

**Position Applying For (i.e. Front Desk, Board of Directors, etc):**

PDC Advisory Committee

**Are you applying to be on the Board of Directors, if so, please tell us the position/college:**

{Empty}

**Are you applying to a committee, if so, please tell us which one:**

PDC Advisory Committee

**ELIGIBILITY/EMPLOYMENT STATUS**

**Are you eligible to work in the United States?**

Yes

**Have you ever been dismissed from employment?**

No

**Are you currently employed?**

Yes

**If yes, how many hours do you currently work?**

20

**HOURS AVAILABLE TO WORK (PLEASE SPECIFY IF YOU HAVE GAPS)**

**MONDAY**

**Start To End**

8 am – 10 am

**TUESDAY**

**Start to End**

N/A

**WEDNESDAY**

**Start to End**

8 am - 10 pm

**THURSDAY**

**Start to End**

N/A

**FRIDAY**

**Start to End**

N/A

**PREVIOUS EMPLOYER 1**

**Previous Employer/Leadership Experience Position**

Sunlife Dental Group/Dental Assistant

**From**

2017-06-14

**To**

{Empty}

**Reason for Leaving**

Haven't Left

**PREVIOUS EMPLOYER 2**

**Previous Employer/Leadership Experience Position**

Shadow Hills Dental Care/Dental Assistant

**From**

2018-07-05

To

{Empty}

**Reason for Leaving**

Haven't Left

**PREVIOUS EMPLOYER 3**

**Previous Employer/Leadership Experience Position**

{Empty}

**From**

2019-05-21

**To**

{Empty}

**Reason for Leaving**

Haven't Left

**Name qualities which you feel make you a good candidate for this position/committee:**

- Outreaching
- "Grace Under Pressure"
- Energetic
- Problem Thinker

**Name any other activities which you are involved in or interest which might apply to this position?**

- Catholic Newman Club of the Desert

**AUTHORIZATION**

**Meet GPA requirement**

I meet the GPA requirement

**Consent:**

I consent

Yes

# ASI Application: Submission #118

The View page displays a submission's general information and data.

## ► SUBMISSION INFORMATION

### STUDENT INFORMATION

**Last Name**

Vargas

**First Name**

Jake

**City:**

**Zipcode:**

**Telephone:**

**Address:**

**Email:**

**Cell Phone:**

**Middle**

M

**State:**

**Coyote ID:**

**Class Standing:**

Senior

**Major:**

Business Admin-Management

**Expected Graduation Date:**

2019-06-15

**Are You Registered in 6+ Units**

Yes

**POSITION/COMMITTEE APPLYING FOR**

**Position Applying For (i.e. Front Desk, Board of Directors, etc):**

Pdc Advisory Committee

**Are you applying to be on the Board of Directors, if so, please tell us the position/college:**

{Empty}

**Are you applying to a committee, if so, please tell us which one:**

PDC Advisory Committee

**ELIGIBILITY/EMPLOYMENT STATUS**

**Are you eligible to work in the United States?**

Yes

**Have you ever been dismissed from employment?**

No

**Are you currently employed?**

Yes

**If yes, how many hours do you currently work?**

16

**HOURS AVAILABLE TO WORK (PLEASE SPECIFY IF YOU HAVE GAPS)**

**MONDAY**

**Start To End**

{Empty}

**TUESDAY**

**Start to End**

{Empty}

**WEDNESDAY**

**Start to End**

{Empty}

**THURSDAY**

**Start to End**

{Empty}

**FRIDAY**

**Start to End**

{Empty}

**PREVIOUS EMPLOYER 1**

**Previous Employer/Leadership Experience Position**

Burlington–Customer Service Supervisor

**From**

2016–09–10

**To**

2018–01–10

**Reason for Leaving**

Was offered better employment opportunity

**PREVIOUS EMPLOYER 2**

**Previous Employer/Leadership Experience Position**

{Empty}

**From**



{Empty}

To

{Empty}

Reason for Leaving

{Empty}

**PREVIOUS EMPLOYER 3**

Previous Employer/Leadership Experience Position

{Empty}

From

{Empty}

To

{Empty}

Reason for Leaving

{Empty}

**Name qualities which you feel make you a good candidate for this position/committee:**

As a current peer advisor/mentor, I am familiar with the pros and cons with the advising department at PDC. Only a handful of students currently work with advising at pdc so I believe I will bring a necessary perspective to the committee.

**Name any other activities which you are involved in or interest which might apply to this position?**

I am interested because my employer Avi mentioned the committee to me and if I was interested in this position.

**AUTHORIZATION**

**Meet GPA requirement**

I meet the GPA requirement

**Consent:**

I consent

yes

# ASI Application: Submission #108

The View page displays a submission's general information and data.

## ▶ SUBMISSION INFORMATION

### STUDENT INFORMATION

**Last Name**

Zacarias

**First Name**

Jessica

**City:**

**Zipcode:**

**Telephone:**

**Address:**

**Email:**

**Cell Phone:**

**Middle**

{Empty}

**State:**

**Coyote ID:**

**Class Standing:**

Junior

**Major:**

Psychology

**Expected Graduation Date:**

2021-06-16

**Are You Registered in 6+ Units**

Yes

**POSITION/COMMITTEE APPLYING FOR**

**Position Applying For (i.e. Front Desk, Board of Directors, etc):**

PDC Advisory Committee

**Are you applying to be on the Board of Directors, if so, please tell us the position/college:**

{Empty}

**Are you applying to a committee, if so, please tell us which one:**

PDC Advisory Committee

**ELIGIBILITY/EMPLOYMENT STATUS**

**Are you eligible to work in the United States?**

Yes

**Have you ever been dismissed from employment?**

No

**Are you currently employed?**

Yes

**If yes, how many hours do you currently work?**

15

**HOURS AVAILABLE TO WORK (PLEASE SPECIFY IF YOU HAVE GAPS)**

**MONDAY**

**Start To End**

Any

**TUESDAY**

**Start to End**

1pm-10pm

**WEDNESDAY**

**Start to End**

8am-3pm

**THURSDAY**

**Start to End**

None

**FRIDAY**

**Start to End**

Any

**PREVIOUS EMPLOYER 1**

**Previous Employer/Leadership Experience Position**

CSUSB Palm Desert Campus/Paraprofessional

**From**

2017-10-10

**To**

2019-09-19

**Reason for Leaving**

Current position

**PREVIOUS EMPLOYER 2**

**Previous Employer/Leadership Experience Position**

T.J. Maxx

**From**

2016-08-24

To

2017-01-24

**Reason for Leaving**

Inflexible hours

**PREVIOUS EMPLOYER 3**

**Previous Employer/Leadership Experience Position**

{Empty}

**From**

{Empty}

**To**

{Empty}

**Reason for Leaving**

{Empty}

**Name qualities which you feel make you a good candidate for this position/committee:**

I feel I am a good candidate because I have customer service skills, public speaking skills, multitasker, organizational skills, Microsoft Office, photography, adaptability, self-motivated, dedicated, and bilingual.

**Name any other activities which you are involved in or interest which might apply to this position?**

PDC Photography Club, Student Ambassadors, Orientation

**AUTHORIZATION**

**Meet GPA requirement**

I meet the GPA requirement

**Consent:**

I consent



## RESOLUTION IN SUPPORT OF AN ACCURATE 2020 CENSUS

- WHEREAS, California State University, San Bernardino (CSUSB) ensures student learning and success, conducts research, scholarly and creative activities, and is actively engaged in the vitality of our region. We cultivate the professional, ethical, and intellectual development of our students, faculty and staff so they thrive and contribute to a globally connected society; and
- WHEREAS, the Associated Students, Inc. (ASI) at California State University, San Bernardino (CSUSB) serves, empowers, and advocates on behalf of the students at California State University, San Bernardino through the representation of student interests and needs, the inclusion of students in the decision-making process, the execution of premier events and services; and
- WHEREAS, the United States Census Bureau is the federal government's largest statistical agency dedicated to providing current facts and figures about America's people, places, and economy under which the federal law protects the confidentiality of all the information the Census Bureau collects; and
- WHEREAS, a Complete Count Committee as defined by the US Census Bureau is comprised of a broad spectrum of government and community leaders from advocacy, education, business, healthcare, and elected officials that develop and implement a 2020 Census awareness campaign based upon their knowledge of the local community to encourage a response; and
- WHEREAS, Associated Students, Inc. recognizes the importance of an accurate 2020 Census count to determine the distribution of federal funds for public services in the community, and ensure the accuracy of political representation at the local, state and federal levels; and
- WHEREAS, Associated Students, Inc. recognizes that an accurate 2020 Census count is critical given that California has significant shares of groups that tend to be undercounted – Native Americans, Asian Americans, African Americans, Latinos, renters, young children, and noncitizens; now therefore be it
- RESOLVED, the Associated Students, Inc. is committed to assisting with raising public awareness of the 2020 Census among students, faculty, staff and administration at California State University, San Bernardino; and be it further
- RESOLVED, the Associated Students, Inc. encourages and will support any resolution or formal action adopted by each of the governing bodies of California State University, San Bernardino including Administrative Council, Faculty Senate and the Staff Council relating to the US Census; and be it further
- RESOLVED, the Associated Students, Inc. encourages the establishment of a Complete Count Committee with representation from each of the shared governance bodies of California State University, San Bernardino; and be it further

RESOLVED, that a copy of this resolution be distributed to Chair of the ASI Board of Directors Adonis Galarza-Toledo, President of CSUSB Tomás Morales, Provost and Vice President for Academic Affairs of CSUSB Shari McMahan, Vice President for Administration and Finance of CSUSB Douglas Freer, Vice President for Student Affairs Paz Olivérez, Associate Vice President for Government and Community Relations Pamela Langford, Chair of the Faculty Senate Beth Steffel, Chair of the Staff Council Alfredo Barcenás and US Census Bureau Partnership Specialist Lupe Camacho.

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Adonis Galarza-Toledo  
President, Associated Students, Inc.

\_\_\_\_\_  
Date

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Helen Martinez  
Executive Vice President, Associated Students, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jesse Felix  
Executive Director, Associated Students, Inc.

\_\_\_\_\_  
Date