

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

**BOARD OF DIRECTORS
AGENDA**

November 3, 2023
10:30 a.m.

Santos Manuel Student Union North
Student Chambers – 3305

Call to Order

Roll Call

Approval of Minutes

Reports: Executive Officers, BOD Reps., ASI Committees and Campus-wide Committees,

Adoption of Agenda

Open Forum (5 minutes/speaker)

Guest Speaker

NEW BUSINESS:

BD 87-23 Discussion on the co-curricular transcript for CSUSB students. (Discussion)
(Jackson-Graham)

BD 88-23 Appointment of Derek Sweem as the Graduate representative to the ASI Board of
Directors. (Action) (Vacancy Committee)

ANNOUNCEMENTS

ADJOURNMENT

Board of Directors: Appointment Application

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

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

This is a non-paid student position, however there are service incentives available for each semester served ([click here](#) for incentive types).

Applicant Information

Please select which position you are applying for.

Graduate Student Representative

Name

Derek Sweem

Coyote ID

Email

Phone

Address

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

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Graduate Student

May 2024

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.

Time management, previous advocacy experience, understanding of CSUSB and its relationship with auxiliaries, previous experience serving in an ASI

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

I have night classes and work for the university I have a flexible schedule

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

currently?

I believe that the most pressing issue facing graduate students is their lack of a sense of belonging. I think that looking at the manner in which clubs operate on campus and the ways that ASI can help support them is important. In conjunction with that I believe that there is a need to advocate for better access to food on campus and work with the Graduate Student Success Center to identify the resource (printing, study space, etc.) they can provide to support Graduate Students.

Supplemental Documents

Class Schedule (term applying for)

Summer 2023.pdf

Resume

Sweem Resume - Google Docs.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

Derek S. Sweem

EXPERIENCE:

California State University, San Bernardino – *Basic Needs Intern* - Oct' 22 - Present

Department: Basic Needs and Student Support, Division of Student Affairs

- Supports the department's marketing, social media, and program development. Including overseeing the departments website and Instagram accounts
- Provide one-on-one assistance to students with CalFresh prescreen and application assistance
- Participate in outreach and information efforts - including marketing, presentations, events, and tabling - to promote basic needs resources to CSUSB students.

City of Ontario – *Senior Recreation Leader* - May '22 - October '22

Department: Ontario Senior Center, Recreation and Community Services

- Plans organizes, and leads general programs and recreational activities, such as arts and crafts, games, sports, special events, and marketing projects as assigned. Maintains proper records; accepts and processes registrations. Assists the public at the counter/front desk and answers incoming calls. Occasionally directed other part-time staff or volunteers.

City of Fontana – *Public Engagement Intern I* - October '19- March '22

Department: Comm. Marketing., Econ, Development Div./ Mayor's Office/City Manager's Office

- Provided clerical support, including routine office tasks and general administrative duties, including but not limited to the purchasing of office supplies, oversight of the Mayor's work calendar, and other tasks assigned by the Marketing and Communications Manager/PIO.
- This role also included updating the City's website, drafting press releases, constructing meeting/committee agendas, and regularly attending meetings and special events.
- Plans and organizes special events, in conjunction with various city staff, on projects involving the Mayor.

Rosa Marias, Fontana – *Team Member/Shift Lead* - July '16 -January '20

- Cashier - had me handling money, counting change, maintaining the dining area, answering the phone, taking orders, and listening to/ resolving customer complaints. Line Cook - had me prepare and assemble orders, restock, assign staff to kitchen roles, and oversee kitchen staff.

EDUCATION:

California State University, San Bernardino – *Graduate*

Program: Master in Public Administration

August '22 - Present (Degree in Progress)

California State Polytechnic University, Pomona – *Undergraduate*

Program: Political Science Minor: History (Bachelor of Arts)

August '18-May '22 (Degree Awarded)

Rancho Cucamonga High School, Rancho Cucamonga, CA – *High School*

August '14 - May '18 (Diploma Awarded)



Derek S. Sweem

School Involvement:

Associated Students Incorporated (ASI), California State University, San Bernardino

Graduate Studies[Student] Representative- Board of Directors '22 - '23

Cal State University, San Bernardino University-Wide Committees

- Graduate Council of the Faculty Senate, Student Health Advisory Committee, Campus Fee Advisory Committee

Washington Model Organization of American States - General Committee - Spring 2022

Tau Kappa Epsilon Fraternity, Rho Delta - Pledge, Class Beta Delta - Spring 2022

Associated Students Incorporated (ASI), Cal Poly Pomona

Student Body Vice President - Board of Directors (Chair) '21- '22

Student-At-Large '20- '21

Basic Needs Committee, Vice-Chair- October 2020- June 2021

Facilities and Operations Committee- February 2021-June 2021

Cal State Polytechnic University, Pomona University-Wide Committees

- Basic Needs Tasks Force 2020-2022, Police Advisory Task Force 2020-2021, Police Advisory and Safety Committee 2021- 2022

California State Student Association (CSSA) - Governing Member 21-22, System-Wide Committee Rep.

College of Letters, Arts, and Social Sciences, Council (Student Org.) Treasurer '20- '21

Community Involvement:

Fontana Art Association- Kohler Gallery

Lifetime Member, Board Member- Jan. 2020-Present, Board Secretary - Oct. 2022- Present

City of Fontana Committees - October '19- March '22

- Fontana Mayor's Education Coalition, Fontana Mayor's Economic Development Council

Certifications:

University of Illinois at Urbana-Champaign - Coursera - Jan. 2023

- Digital Media and Marketing Strategies/Principals
- Digital Marketing Analytics in Theory/Practice

San Bernardino County Food Handlers Certification - Valid till June 2025

Memberships

Student Member - Solid Waste Association of North America (SWANA) Nov. 2019 - Present

Student Member - American Society for Public Administration Jan. 2023 - Present

Student Member - Institute for Public Procurement Feb. 2023 - Present

Student Member - American Marketing Association April 2023 - Present

Scholarships

Sean Yu Student Leadership Scholarship - Spring 2021, CPP Department of Political Science

Robert M. Odell Scholarship in Public Administration - Spring 2023, CSU Foundation

Career Center Internship Award Scholarship - Spring 2023, CSUSB Career Center

IEASPA Scholarship Award - Summer 2023 - Inland Empire Chapter of the American Society for Public Administration

