

**ASSOCIATED STUDENTS, INC.**  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 9207

**BOARD OF DIRECTORS**  
**AGENDA**

September 1, 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: John Gutierrez, Chief of Police

**NEW BUSINESS:**

- BD 55-23**      Permission to transfer \$15,000.00 from Unallocated Reserves to Advocates – Student Assistant (601303 RN001 A4130) to fund the Internal Affairs Director position. (Action) (Finance Committee)
- BD 56-23**      Permission to transfer \$17,000.00 from Unallocated Reserves to A.S. Corporate Operating – Supplies and Services (660003 RN001 A4200) to the 2023-2025 Human Resources Agreement between Associated Students Incorporated and the Santos Manuel Student Union. (Action) (Finance Committee)
- BD 57-23**      Appointment of James Chalk as the College of Social and Behavioral Sciences representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 58-23**      Appointment of Steven Serrano Yopez as the Graduate Studies representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 59-23**      Appointment of Laura Moorehead as a student-at-large representative to the ASI Finance Committee. (Action) (Hudson)
- BD 60-23**      Appointment of Karyme De La Rosa as a student-at-large representative to the ASI Finance Committee. (Action) (Hudson)
- BD 61-23**      Approval of the ASI Telecommuting Program. (Action) (Rister)

ANNOUNCEMENTS

ADJOURNMENT

**Human Resources Agreement between the Associated Students, Inc. and the Santos Manuel Student Union at Cal State San Bernardino**

This agreement is made and entered into by and between **Associated Students, Inc.** through its Board of Directors (hereinafter called **ASI**) and the **Santos Manuel Student Union** (hereinafter called **SMSU**). The term of this agreement shall be (July 1, 2023 – June 30, 2025) unless sooner terminated as herein provided.

**1. PURPOSE**

The purpose of this agreement is to set forth the terms and conditions under which the SMSU may operate as human resources for ASI. In entering this agreement, ASI finds that certain functions under the scope of human resources that are important to the mission of ASI are more effectively accomplished by the services of the SMSU rather than the current operational function.

**2. FUNCTION**

In consideration that both ASI and SMSU are recognized as auxiliary organizations of California State University San Bernardino, SMSU hereby agrees, for the period covered by this agreement, to perform the following functions:

a. Human Resources

Prior to initiating any additional functions or conditions, ASI agrees to obtain written approval from the SMSU and obtain permission from its own Board of Directors under which both parties will come to an agreement.

Human resources operations under this agreement shall be integrated with campus policy and operations and shall be supervised by both Executive Directors so as to assure compliance with the objectives stated in this agreement, ASI and SMSU policy, California State San Bernardino policy, California State University policy, and other applicable labor laws under the state of California and United States Federal governments.

**3. CONDITIONS SET FORTH**

- a. SMSU agrees to establish an approved and qualified manager for human resources to execute these conditions.
- b. No officer or employee shall be appointed or employed by the SMSU to execute these conditions if such appointment or employment would be incompatible, inconsistent, or in conflict with their duties as an auxiliary employee.
- c. SMSU agrees to the following:
  - d. Provide guidance and notify ASI of COVID-19 protocols which may include contact tracing, exposures, and changes to policy as defined by California State University, San Bernardino.

- a) Conduct benefit management, including researching plans and designing, recommending and implementing new benefits programs. Negotiates with vendors and is the primary contact for plan vendors and third-party administrators.
- b) Coordinate daily benefits processing. Manages enrollments, COBRA, terminations, changes, and beneficiaries. Distributes parking passes to ASI staff.
- c) Manage personnel records, change of address forms, direct deposit enrollment and answer any human resources related questions per audit requests. Payroll activities include entering new hires, processing terminations, rate changes and transfers.
- d) Make recommendations regarding the compensation program, ensuring updated job descriptions, and salary surveys. Assists with employee classification, including determining appropriate classifications and salary ranges. Conducts recruitments, advises on screening and interviewing prospects, and conducts reference checks, employment verifications, and job offers.
- e) Provide analysis and interpretation of laws and legislation pertaining to Human Resources and employment. Assists in the development of policy adjustments necessary to provide compliance of new employment laws and legislation.
- f) Provide assistance in personnel issues, which may include, but shall not be limited to, the collection of documentation, reviewing compliance with state and federal regulations, and administering guidance to the concerned employee and/or supervisor.

#### **4. CHARGES FOR SERVICES**

ASI agrees to compensate the SMSU for the services included in the agreement in accordance with policies from both ASI and the SMSU. The compensation amount shall be set forth in this agreement as **\$17,000.00** annually in monthly payments of **\$1,416.00** and may not be changed unless otherwise approved by the SMSU and ASI.

The SMSU shall be responsible for a chargeback request each month to ASI to request funds in accordance with each other's policies and procedures.

#### **5. CHANGES TO AGREEMENT**

- a. Changes to amendments to this agreement shall only be valid under the following conditions:
  - i. Both parties meet to discuss changes and amendments.
  - ii. Both ASI and the SMSU gain approval in writing through their governing boards.
- b. If a change is needed to be made under an emergency circumstance, the Executive Directors from both parties shall agree to an interim agreement until the matter is approved by each other's governing boards.

#### **6. TERMINATION OR BREACH**

- a. Failure of the SMSU to comply with any term of this agreement may result in the termination of the SMSU as the human resources function of the ASI. Such action of termination shall be brought to the attention for final decision to the ASI Board of Directors.
- b. Upon termination or breach of this agreement, ASI will be not be held liable for any of the remaining compensation balance.
- c. In addition, ASI, upon breach or termination of this agreement, may withhold from the SMSU all funds in this agreement until a decision has been made either through negation or termination.

## 7. NOTICES

All notices herein required to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited through California State University email, in the United States mail, certified and postage prepared and addressed as herein provided.

Notice to ASI shall be addressed as follows:

Associated Students, Inc.  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

Notice to SMSU shall be addressed as follows:

Santos Manuel Student Union  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

**IN WITNESS WHEREOF**, this agreement has been executed by the parties hereto.

\_\_\_\_\_  
President & Chair, Associated Students, Inc.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Santos Manuel Student Union

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Santos Manuel Student Union

\_\_\_\_\_  
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 ([click here](#) for incentive types).*

## Applicant Information

**Please select which position you are applying for.**  
College of Social & Behavioral Sciences Representative

**Name**

James Chalk

**Coyote ID**

**Email**

**Phone**

**Address**

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

Weekdays around 10am - 6pm

**Date of Birth**

**Current Class Standing**

Graduate Student

**Expected Graduation Date (Month/Year)**

December/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.**

From my various volunteering activities throughout my life, I gained skills and experiences in areas of collaboration, representation, and community outreach. During my time as a Senior Patrol Leader in Boy Scouts, I first developed my ability to speak confidently and represent various viewpoints. I took these skills and defined them when I became a Permitted Volunteer at a Federal and State license Wildlife Rehabilitation facility that specialized in the Birds of Prey (Hawks, Owls, Eagles, and Falcons). My kind and welcoming attitude earned me a public relations position at the Wildlife Rehabilitation facility. Inherently, I grew up with an intense sense community and the responsibility to improve it.

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

When I was selected for the John and June Kennedy Economics Scholarship, I was only a Political Science major. To be considered for the John and June Kennedy Economics Scholarship, a student must attend CSUSB as a declared economics major, so I felt obligated to take Political Economy as a second major to uphold the scholarship's standard. This decision resulted in six class semester schedules for the Spring 2022, Fall 2022, and Spring 2023 terms. During the Fall 2022 term, I was able to manage my other responsibilities such as a Poll Station Supervisor for California's 2022 General Election and still able to achieve a 4.0 GPA for the six classes I had that semester. For Spring 2023 term, I took initiative in one of my classes and attended multiple San Bernardino City Hall meetings in-person to draft my final report while I also authored a story regarding Wildlife conservation that was published in Coyote Chronicle, and still I managed to achieve a 4.0 GPA for the six classes I had for that term as well. In conclusion, I am confident in my ability to manage the responsibilities as a Representative to Associated Student Incorporated while attending my classes in the National Security Studies Graduate program.

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

The Covid-19 pandemic left a tremendous impact on the California State University, San Bernardino (CSUSB) community leaving scars which can still be seen today. This became evident to me during the time CSUSB suffered extensive flood damage back in September of 2022. The most pressing issues currently faced by students are that of economic issues caused by recent inflationary concerns, uncertainty within the job market, and the cost-benefit considerations of going to school. Do not get me wrong here, CSUSB is diligent in the use of programs and incentives in addressing many pressing issues such as sexual violence, discrimination, mental health, food insecurity, and even economic issues I mentioned are also included. It is just that the pressing economic issues are constantly ongoing and unrelenting.

## Supplemental Documents

**Class Schedule (term applying for)**

Fall 2023 - Class Schedule.PNG

**Resume**

J-Chalk Resume 23.docx

**Cover Letter (Optional)**

J-Chalk Cover Letter 23 CSBS.pdf

**Letter of Recommendation (Optional)**

Chalk ASI.pdf

## 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

I was made aware of this opportunity through word of mouth by the previous Representative, Guadalupe Romero, and attended her information session for more details.



# James J. Chalk

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## Education

- Bachelor of Arts in Political Science** May 2023  
California State University, San Bernardino  
*Honors:* Dean's List, Dean's Letter, Presidential Letter, Departmental Honors
- Bachelor of Arts in Political Economy** May 2023  
California State University, San Bernardino  
*Honors:* Dean's List, Dean's Letter, Presidential Letter, Departmental Honors
- Master of Arts in National Security Studies** Expected: December 2024  
California State University, San Bernardino

## Skills & Abilities

- Collaborative and Quick Learner
- Experienced in Microsoft Office and RStudio software
- Experienced in giving Public Presentations
- Published Writer
- Experienced in representing various groups
- Comfortable interacting with the Public

## Leadership Positions

- Poll Station Supervisor** November 8, 2022  
San Bernardino County Registrar of Voters – San Bernardino, California.
- Poll Station Assistant Supervisor** June 7, 2022  
San Bernardino County Registrar of Voters – San Bernardino, California.
- Antler President** April 2016 to April 2017  
Benevolent and Protective Order of Elks – Lodge 583 – Redlands, California.

## Volunteering

- Volunteer at the Benevolent and Protective Order of Elks Redlands Lodge 583 to support underserved youth and homeless veterans since 2018.
- Participant in numerous Boy Scouts of America community service projects including Scouting for Food to benefit local food banks and restoration efforts at the Loma Linda Ronald McDonald House between 2010-2015.
- Long-term volunteer and spokesperson for a Federal and State licensed Wildlife Rehabilitation facility in San Bernardino since 2009.

## Publications

- Chalk, James J. "California supports wildlife conservationists." *Coyote Chronicle*, vol. 70, no. 10, 18 April 2023. Pg 6.

# Board of Directors: Appointment Application

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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 ([click here](#) for incentive types).*

## Applicant Information

Please select which position you are applying for.

Graduate Student Representative

### Name

First: steven Last: serrano yepez

Coyote ID: [ ] Email: [ ] Phone: [ ]

### Address

Address Line 1: [ ]

Address Line 2: [ ]

Address Line 2: [ ]

City: [ ] State: [ ] Zip Code: [ ]

City: [ ] State: [ ] Zip Code: [ ]

City: [ ] State: [ ] Zip Code: [ ]

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

At 12pm or after 5:30pm

Date of Birth: [ ] Current Class Standing: Graduate Student Expected Graduation Date (Month/Year): December 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.**

I believe I have three main qualities needed for this position that make me a great candidate for the position. First, community/public engagement my current role as community relations specialist for the Inland Regional Center & previous recent role community ambassador for the Mayor and City Council Office for the city of Moreno Valley have given me the opportunity to engage, assist the public in finding out what their needs are and overall be an advocate in many areas such mental health, homelessness, food security and much more. The second quality I'm current graduate student that reflect the graduate student population at CSUSB with working being full time but also being involved at CSUSB as graduate student where one has limited time; as I'm part of the Master Public Administration program concentration leadership course. The third quality makes me qualified candidates I have experience working on campus in leadership positions such as previous positions I work as President to CSUSB Latino Business Student Association, United Latino Student Association and ASI lobby Corp advocate for student needs; I have the familiarity of the system in place and firm understanding of the needs within the campus for graduate student and students across CSUSB.

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

I believe I can balance this position for the reason I have been able to be involved in several clubs/organization/planning of events and much more as reflected within my resume as undergraduate and even graduate student. Something that especially helps in time management for this position and other position including my course work is putting everything all in white board calendar and digital calendars with reminder on phone. By agendized all my task and items needed to be done it gives me clear understanding of structure in my availability regarding my position and it has even benefited personal scale keeping track of my free time. I believe if I keep the habit by having calendar with my items listed I would be able to balance my position, with my personal/academic and professional responsibilities.

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

I believe the the most pressing issue facing student is revolved around three core issues, student engagement life post pandemic. Many CSU's and UC's are still recovering post pandemic from remote environment. But shifting back to students to get overall in person experience and still offer remote option is one of the many issues faced especially here at CSUSB. The second core issue student are facing is mental health awareness and resources offered, in my previous experience during CSUSB ASI Lobby Corp one of the key goals CSSA was trying to achieve was to get state to use funding that the state currently has reserved for that but invest it within CSU to offer more mental health resources especially now post pandemic we see the impact and results with limited resources being offered. The third and above al issues pressing student presently is the cost of living. As the cost of living has increase every year making it hard for student to afford school, on and off campus housing and even afford food; which this is the issue that ties into all these other issues such as food insecurity, homelessness, mental health, college affordability and many more issues.

# Supplemental Documents

## Class Schedule (term applying for)

Screenshot 2023-05-24 at 5.01.20 PM.png

## Resume

Resume 2023 May .pdf

*Please upload your most current resume. Be sure to include any relevant information pertaining to the position you are applying for.*

## Cover Letter (Optional)

Cover Letter Graduate Student Representative.docx

*Submit a cover letter that outlines your interest in this position.*

## Letter of Recommendation (Optional)

Letter of Rec for CSUSB ASI.pdf

*Submit any letters of recommendation that can support your application*

# 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.  I do not consent for ASI to review my academic eligibility. By selecting this option, I acknowledge that I forfeit my application for consideration

# 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.  I do not consent for ASI to review my conduct record. By selecting this option, I acknowledge that I forfeit my application for consideration.

**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
- Social Media
- Digital Display on campus (TV screens)
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- Email
- Flyer on campus

# STEVEN SERRANO

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## EDUCATION

**California State University, San Bernardino**, San Bernardino, CA  
Master of Arts, Public Administration  
Bachelor of Arts, Political Science

May 2024  
May 2022

## RELATED EXPERIENCE

**Inland Regional Center**, San Bernardino, CA April 2023 – Present

Community Relations Specialist

- Arrange public appearances, lectures and attend community outreaches to increase IRC awareness and to promote goodwill.
- Study the objectives, promotional policies and needs of IRC to develop public relations strategies that will influence public opinion or promote ideas and services.
- Act as a liaison to the Executive Management Team and Manager- Community Engagement in scheduling, planning and conduct public opinion research about IRC's Performance Contract.
- Establish and maintain cooperative relationships with representatives of local government, community partners, consumer, vendors, and employees.
- Prepare and edit organizational publications for internal and external audiences, including the Board of Trustee monthly publication and then track open/click metrics.
- Create a lasting relationship with persons in the local media.
- With direct oversight from the Manager- Community Engagement, respond to requests for information from the media.
- Maintain IRC Facebook, Instagram and twitter pages by researching social media trends to develop engaging interactive content.
- Utilize the relationship with local media outlets and create a minimum of one (1) press release for publication each month.
- Prepare and deliver speeches to further public relations objectives of IRC.
- Act as a liaison to IRC/community-based meeting or agency i.e. Consumer Advisor Committee (CAC), Inland Empire Disability Coalition (IEDC), Vendor Advisory Committee (VAC), Inland Empire Fathers Involvement Coalitions (IEFIC) and share information with others at IRC
- Attend Board of Trustees meetings monthly and, under the direct supervision of the Manager - Community Engagement, act as the liaison to the Board of Trustees, Executive Director and Associate Executive Director, in writing their monthly publication.
- Design an IRC holiday greeting for Thanksgiving, Christmas and New Year as directed
- Photograph special events and/or events at IRC as directed by the Program Manager Community Engagement.
- Assist as directed with agency vendor events/conferences.
- Perform different or additional work as assigned.

**City of Moreno Valley**, Moreno Valley, CA April 2022 – April 2023

Community Ambassador

- Research and compile data for specialized reports and records; ensures data accuracy; compiles and prepares reports.
  - Assist in the coordination of programs and events such as conferences, trade shows, briefings, tours and meetings.
  - Provide general support to staff as needed
  - Collect, summarize and analyze information and statistics
  - Plan and implement programs, special projects, assignments, and events
  - Attend grand openings, ribbon cutting events, local events and meetings throughout the city.
  - Represents the Mayor and City Council at various community and civic functions.
-

# STEVEN SERRANO

- Educate and inform residents and community stakeholders regarding initiatives sponsored by the City Council.
- Foster strong working relationships with businesses, school districts, charter schools, advocacy groups, non-profit groups, philanthropic groups, and public sector agencies to establish communication and collaboration to continually increase the quality of services throughout the City.
- Perform related duties as assigned.

## SKILLS OVERVIEW

**Language Skills:** Native Spanish speaker; write, speak, read: advanced

**Computer Skills:** Microsoft Office, Word, Excel, Access, PowerPoint, Google programs, Adobe, Zoom

**Additional Skills:** Problem solving, advanced analytical skills, strong leadership skills, ability to multitask, prioritize tasks, meet deadlines in a timely manner, effective in a team environment, working independently.

## CERTIFICATES

California State University, San Bernardino, International Relation Certificate	May 2021
California State University, San Bernardino, Digital Marketing Certification	October 2021
National Relation Federation (NRF), customer service	July 2018

## LEADERSHIP

CSUSB & CSSA ASI lobby Corp- Student lobbyist	Jan 2021–April 2021
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- Advocated for reduced tuition increases for the upcoming budget cycle
- Scheduled meeting with state assembly/state senator office for CSUSB ASI
- Met on daily basis with student to hear out their needs, concerns as a CSUSB community
- Participated in CSSA conference to discuss CSU goals, needs across the whole state in preparation for lobby meetings

CSUSB Association of Latino Faculty, Staff, and Students – Member	February 2021–Present
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- Participated in board meetings as a voting member for events, gave feedback on events
  - Contributed and volunteer events/fundraises
  - Network with Latino faculty, staff, students in events
  - Served as ALFSS representative at important community events
-

# STEVEN SERRANO

- Pi Sigma Alpha National Political Science Honor Society - Life Member April 2021–Present
- Participated in a research panel of events hosted by departments from Political Science students
  - Discuss Varity issues as an open forum event that the community was being impacted
  - Promoted voting drives and engagement in local government
  - Volunteer and fundraise at events that organization was thriving to achieve throughout the year

- Emerging Leader Council City Moreno Valley - Chair of council January 2021—July 2022
- Advocated for student issues within the city of Moreno Valley
  - Volunteer in several city events on behalf of the emerging leader's council within the collaboration of parks and recreation department
  - Met with students within the community to hear out needs that needed to be discussed and see what the city can do to resolve these issues.

- CSUSB LGBTQ+ History Month Planning Committee- Member June 2021–Nov 2021
- Discussed new ideas and events that would achieve our goal of informing community of LGBTQ+ history month
  - volunteer at events that needed people to help facilitate such as guest speakers, film night and much more
  - collaborated in the planning process with students, faculty, and staff from CSUSB

- Phi Alpha Theta National History Honor Society- Member October 2021–Present
- Participated in meetings with collaboration of CSUSB history club
  - Participated networking events/guest speaker events on campus

- CSUSB LGBTQ+ Pride Pack- Member June 2021–Dec 2021
- Advocated for this clubs funding and support that is needed on this campus
  - Worked along with the president of this club in guest speaker events, workshops and collaboration with other organizations on campus

- CSUSB Latino Business Student Association- ULSA Representative May 2021-Present
- Represented CSUSB LBSA organization to the non-profit United Latino Student Association
  - Collaborated with several other universities that are part of non-profit in managing, marketing, and hosting events
  - Provided resources to our CSUSB community alike to organization provided them resources for all universities
  - Planned workshops, socials, fundraises, conferences both internal and external off campus

- CSUSB Latino Business Student Association- Director of Alumni Relations/President August 2022-Present
- Created an internal network of alumni management via social media and LinkedIn for CSUSB LBSA Alumni
  - Plan CSUSB LBSA Alumni mixer, fundraiser, and networking opportunities for CSUSB Students
  - Assist CSUSB LBSA Board with any task assigned to me

- United Latino Student Association- Director of Alumni Relations August 2022-Present
- Plan events, alumni mixer for universities within the ULSA nonprofit organization
  - Facilitate and manage the mentorship program that is provided by ULSA
  - Collaborate and work closely with the alumni advisory board which is composed by ten ULSA Alumni from different universities
  - Work closely with fundraising director and corporate relations director on events as needed at the direction of the president of the nonprofit
  - Mentor and work closely with our external affairs intern in managing direct relations with each perspective university

## **ADDITIONAL EMPLOYMENT**

- Smart & Final, Riverside, CA October 2018 – April 2022  
Associate  
ResCare Workforce, Moreno Valley, CA July 2018 - October 2018  
Trainee
-

# 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](mailto:asi-hiring@csusb.edu).

## Applicant Information

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

Finance Committee (ASI)

Name

Laura Moorehead

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing  
Junior

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 currently serving as treasurer for S.L.A.M Tennis Club at CSUSB. As treasurer it is my duty to create a great experience for my club members. A large part of that is financial planning. This includes creating a budget, keeping track of all financial records, collecting membership dues and other forms of payment. As well as evaluating our financial goals and making sure they align with our club goals. I am also working for the Santos Manuel Student Union Scheduling Department. In this position I develop formulate quotes and billing for staff and facility use. I also assist clients with any questions regarding pricing and payments. I am able to provide an open and unbiased perspective. Being a treasurer and a student staff member has allowed me to look at the bigger picture and think critically.

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

Managing expenses and keeping financial records while being treasurer for my club has spiked an interest in finance. I want to be apart of a community that gives back to the students at CSUSB. ASI is for the students by the students. This message is something I would love to be a part of. ASI helps build connections between students whether that is through opportunities like on campus committees or events. ASI also provides a safe space where students are able to have their voices heard. Through this



opportunity I hope to build connections, become more involved, and develop new ways our student funding can be used.

## Supplemental Documents

### Class Schedule (term applying for)

Fall 2023 Classes.png

### Resume (Optional)

Resume (2).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.**

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**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

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All questions regarding involvement in ASI can be sent to [asi-hiring@csusb.edu](mailto:asi-hiring@csusb.edu).

## Applicant Information

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

Finance Committee (ASI)

### Name

Karyme De La Rosa

### Coyote ID

### Email

### Phone

### Address

### Date of Birth

### Current Class Standing

### Expected Graduation Date (Month/Year)

Sophomore

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.**

The qualities that make me a great candidate for the finance committee are that my strongest skills are that I am reliable and responsible and also I have experience with being involved on campus like being part of the Rancho Mirage Student Center. I also have experience in working with money as I was treasurer in High School in a club called HOSA which stands for Health Occupations Students of America. Also, When I was in that I also held a role of being secretary.

**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 it provides a great opportunity to be part of a community that helps create a positive environment for students.

## Supplemental Documents

**Class Schedule (term applying for)**

Class Schedule 2023.png

**Resume (Optional)**

Karyme De La Rosa-Resume - Google Docs.pdf

**Cover Letter (Optional)**

Cover Letter 8-22-2023.pdf

**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

## **Telecommuting Program**

Approved by the Board of Directors: xx/xx/xxxx

### **I. Introduction**

- A. Associated Students, Inc (“ASI”) supports telecommuting when the corporation determines that telecommuting is operationally feasible and is in its best interest. Such instances for telecommuting work arrangements may be considered when there are opportunities for improved operational performance, 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”). This Telecommuting Program is designed for the corporation’s immediate use. Any changes to the program may require notice to the appropriate union(s) and an opportunity to meet and confer on impacts within the scope of representation.
- B. ASI recognizes that telecommuting is only feasible for those job duties that can be performed away from campus. In that regard, most telecommuting agreements are voluntary and can be implemented only in instances in which a Department’s Appropriate Administrator 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 corporation’s operations. Appropriate Administrators and Departments should carefully review the advantages and disadvantages before offering a telecommuting agreement.
- C. Employees who are authorized to telecommute must submit a telecommuting agreement. 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.
- D. The corporation recognizes the significant value of in-person on-site engagement. Accordingly, telecommuting may be full time or part time as determined by the appropriate administrator. Even full-time telecommuting assignments likely will include some on-site obligations. Participating employees will normally be provided 48 hours’ notice of return to campus for an on-site obligation except by mutual agreement or in case of unavoidable circumstances.
- E. Telecommuting agreements under this program are at the sole discretion of the campus and may be changed or revoked in accordance with this program.
- F. Except as expressly set out below for Emergency Business Needs, telecommuting arrangements do not create any additional obligations upon the campus to provide equipment or workspace to the telecommuting employee. Those obligations are based upon the on-site status of the employee only.

## II. Program

The ASI Executive Director is responsible for overseeing and implementing the corporation's Telecommuting Program.

### A. Applicability

ASI full-time staff, student employees and executive officers are eligible to participate in the Telecommuting Program. Participation is on a voluntary basis other than as part of an emergency plan. During the Telecommuting Program, participating employees may telecommute up to two (2) days a week, Monday through Friday.

### B. 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), on a regular basis.

### C. 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 their appropriate supervisor and administrator 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 their appropriate supervisor and

administrator. An employee who wants to participate in Telecommuting must submit a written request to their appropriate supervisor and administrator. The decision of the Appropriate Administrator to deny an employee's request to participate in Telecommuting is not subject to appeal.

4. Telecommuting Agreement: A participating employee shall sign the Telecommuting Agreement (Attachment on Page 5). Telecommuting Agreements can be for any duration as determined by the appropriate supervisor and administrator.
5. Executive administrator and supervisor 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.
6. Termination of Telecommuting: The Appropriate Administrator 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 Appropriate Administrator. The Appropriate Administrator may review Telecommuting Agreements as needed.
7. 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.
8. 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.
9. 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.

10. **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 campus-owned equipment to campus if necessary. Campus-owned assets shall not be serviced anywhere other than by campus IT. The campus will not provide technical support for non-campus equipment.
11. **Benefits, Leave Requests Unchanged:** The participating employee's salary and benefits shall not change as a result of participating in the campus 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.
12. **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.
13. **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 Appropriate Administrator.
14. **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.

## TELECOMMUTER'S HOME SAFETY CHECKLIST

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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'S 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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**ASI Telecommuting Agreement**

**Telecommuter Information**

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_

Telecommuting Site address: \_\_\_\_\_

Work Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Telecommuting Start date: **September 5, 2023**

End date (if applicable): **January 27, 2024**

**Telecommuter Work Schedule**

Mark the day that you are scheduled to work at the Telecommuting Site (TS) and the day you are scheduled to work on campus (OC). If your telecommuting work hours are different from your normal work hours, list them below. Work hours will be in accordance with Collective Bargaining provision(s). Days are flexible based on approval of the ASI Executive Director.

**Weekly Work Schedule Hours and Location**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Location							
Start							
End							

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

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Appropriate Administrator Signature

\_\_\_\_\_  
Date

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

cc: Personnel File