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

BOARD OF DIRECTORS
AGENDA

February 15, 2022   11:00 a.m.

Location (Virtual Conferencing):
https://csusb.zoom.us/j/87932152061?pwd=WG53MnRNQTh0eUxIUHk5MGJQVVh3dz09
Passcode for Virtual Conference (Required): asibod

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 05-22   Revision of the ASI Grade Policy and Procedures. (Action) (Policy Committee)
                 (First Reading)

BD 06-22   Appointment of Siddharth Jindal as the ASI Elections Committee Chair for
                 Spring 2022. (Action) (Ramos)

ANNOUNCEMENTS

ADJOURNMENT

Associated Students Incorporated
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Grade Policy and Procedures
Approved by per BD 62-20, May 12, 2020

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.

Scope: 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.

Section 1: Major Student Government Offices

A. ~~Definition.~~ 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 2.75* 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 2.75* 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 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**
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 office.

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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 ~~Vice President, Student Affairs~~Student Engagement in consultation with the ASI Elections ~~Coordinator~~Chair and the ASI Advisor. Prior to taking office, or appointment to office, the ASI Elections Chair in consultation with the Director of Student Engagement ~~Advisor, in consultation with the Office of the Vice President of Student Affairs,~~ 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 ASI Executive Director in consultation with the Elections Coordinator.
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 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.

I. **The grace period to meet academic requirements.**
1. Students currently holding office will have two weeks to correct grade errors from the date they are notified in writing by the ASI Advisor 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 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 student's grade is being changed and what the new grade is.
5. It is still the student's responsibility to notify the ASI Advisor, 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 ~~quarter.~~ 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 be considered for GPAs that fall below the minimum 2.75 standard under the following conditions:
   i. If the office holder's GPA is between 2.5~~3~~ 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. 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 ~~Assistants~~Employees, Volunteers and Committee Appointees

A. Student ~~Assistants~~Employees, volunteers and committee appointees (with the exception of Finance Committee which must meet a 2.75 grade point average) are ~~not covered in the CSU Chancellor's policy entitled "Minimum Academic Qualifications for Student Office Holders" and thus are~~ subject to the ~~provisions of the ASI Personnel Policy Manual, Section 3 which states the~~ following provisions:
   ~~1. To maintain employment as a student assistant, applicants and incumbents must:~~
   i. Be regularly matriculated to the university, not through the College of Extended Learning 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.

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 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.

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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 is 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 ~~quarter~~.
   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

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, UH-231)
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   _____Disapproved

_____

(Insert Name), Vice President, Student Affairs/Presidents Designee

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On behalf of the Associated Students, Inc., we thank you for your interest in joining our team. Before proceeding, please take a moment to review our academic involvement requirement 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 be different for each position.

Application Instructions: Please answer all questions accordingly. You may complete any section of the application by hitting the forward or back arrow buttons. You may also return to your application at any point in time, however once you submit it, your application cannot be changed.

All questions can be sent to: **asi@csusb.edu**

*. **Please select the area you are applying for:**
Please note, you can only submit one application per position. For more information on each position click on the following: POSITION DESCRIPTIONS

- ○ ASI Board of Directors
- ● ASI Elections Committee Chair
- ○ Staff Position
- ○ Committee Appointment
- ○ Volunteer Opportunity (Not Committee)

*. **Board of Directors Position Applying For:**
Please select from the options below as to which position you are applying for. Please note, you can only submit one application per position. For more information on each position click on the following: POSITION DESCRIPTIONS

This question was not displayed to the respondent.

*. **Application Verification**
You are applying for an exclusive position. Please upload supporting documentation of on campus residency such as a confirmation email, housing application or receipt. Failure to include a supporting document may cause your application to be delayed or rejected.

This question was not displayed to the respondent.

*. **Acknowledgement of Board Responsibilities**
This voluntary position requires confirmation by the ASI Board of Directors and is not guaranteed. All members of the Board of Directors must adhere to all corproate board regulations such as but not limited to the CA Corproations Code and Open Meeting Laws. In order to proceed, you must also acknowledge the responsibilities under the ASI Bylaws you will undertake as a member of the board if confirmed which include:

- Mandatory attendance at all ASI Board Meetings (no exceptions)
- Mandatory committee appointments
- Mandatory office hours (3 per week)
- Weekly Reports
- Particpation at ASI events

This question was not displayed to the respondent.

. Howl Squad: Committee Appointment

Thank you for your interest in the Howl Squad. Please select from the options below as to which committee(s) you would like to be considered for. Students will be contacted with more information on committee appointments and if they are selected to serve. You may choose to serve on an ASI internal committee or be representative for a CSUSB committee. Appointments are for 1 academic year. For more information on the committees, please visit our webpage: Howl Squad Committees

This question was not displayed to the respondent.

. Howl Squad Responsibilities

This is a voluntary non-paid position for ASI but with incentives. We value the hard work of all of our members, however all volunteers must still abide by CSU and CSUSB volunteer policies. By acknoweldging below, you agree to volunteer your services, perform duties similar to those assigned and that services rendered by me will be at the direction of the above named supervisors. I will not be compensated for these services. Further, I understand that I serve at the pleasure of my supervisor.

This question was not displayed to the respondent.

. Staff Position (Employee) Applying For:

Please select from the options below as to which position you are applying for. Keep in mind, you can only submit one application per position. For more information on each position click on the following: JOB DESCRIPTIONS

This question was not displayed to the respondent.

. Applicant Information

Please complete the following information with your most current information. ASI is not responsible for incomplete or innacurate information.

First Name	Siddharth
Last Name	Jindal
Coyote ID	
Major	Business Administration
Email (all communication will be sent here)	
Phone Number	
Date of Birth (xx/xx/xxxx)	
When is a best time and day to reach out to you?	8:00 AM - 8:00 PM, Monday to Friday
Address Line	

City	
State	
Zip Code	
Curent Class Standing	
Expected Graduation Date	

. **Previous Employer #1**
If applicable, list your previous employment history down below.

This question was not displayed to the respondent.

. **Previous Employer #2**
If applicable, list your previous employment history down below.

This question was not displayed to the respondent.

. **Previous Employer #3**
If applicable, list your previous employment history down below.

This question was not displayed to the respondent.

. **Are you a current member of the Public Employees Retirement system?**

This question was not displayed to the respondent.

. **Class Schedule**
Please upload a copy of your class schedule for the term you are applying for.

Class Schedule.jpg
790.1KB
image/jpeg

. **Artwork Submission #1 (Required)**
If you are applying for a Graphic Artist position, feel free to submit a piece of artwork for the hiring committee to consider with your application. Any uploads over 5MB can be emailed to asi-graphics@csusb.edu. When emailing, please make sure you put your full name and job position in the subject line.

. **Artwork Submission #2 (if needed)**
If you are applying for a Graphic Artist position, feel free to submit a piece of artwork for the hiring committee to consider with your application. Any uploads over 5MB can be emailed to asi-graphics@csusb.edu. When emailing, please make sure you put your full name and job position in the subject line.

. **Artwork Submission #3 (if needed)**
If you are applying for a Graphic Artist position, feel free to submit a piece of artwork for the hiring committee to consider with your application. Any uploads over 5MB can be emailed to asi-graphics@csusb.edu. When emailing, please make sure you put your full name and job position in the subject line.

. **Supplemental Question #1 (Required)**
Name or describe those qualities that would make you a great candidate to the position you are applying for. Include any relevant experience, previous roles, etc. (Maximum 250 words)

- I served as an Associated Students representative board member for the Student Fairness Committee, an operating committee of the Academic Senate at San Jose State University. - I have also been actively involved in various student committees throughout my undergrad college, mostly as the student head. This included responsibilities like hiring and training other committee members, oversee budgetary expenses, assign and manage roles for other members, etc. - With academic and professional experience as a manager, I have considerable experience with documentation like recording minutes of meeting, enforcing policies and best management practices, etc.

. **Supplemental Question #2 (Required)**
How will you be able to balance this position with your other responsibilties (including coursework)? (Maximum 500 words)

My classes are scheduled in the evening which will give me ample time during the day to perform my duties for this position. I also don't have any family commitments and neither any other job that I need to be concerned about. Moreover, being a graduate business student, I believe that learning to manage the workload is part of the education. Such a position will enable me to also grow individually in that aspect, which is a great motivation.

. **Supplemental Question #3 (Optional)**
What do you believe are the most pressing issues students are facing today? (Maximum 500 words)

- With the COVID pandemic, the biggest challenge for students today is the effect on the quality of education. True education in my opinion is not limited to textbook knowledge. Instead, it is achieved through peer interaction and social learning which is largely restricted nowadays. - Since online education has led to students being confined to homes, it has also precipitated issues like social awkwardness, lack of confidence and sometimes even depression.

. **Resume**

Please submit your most current resume. Be sure to include any relevant information relating to the position you are applying for. If you are not sure how to create a resume, select the following link from our partners at the CSUSB Career Center for templates: How to - Resume

SJindal-Resume.pdf
116.3KB
application/pdf

. **Cover Letter (optional)**

Please submit a cover letter that outlines your interest in this position. For more information on how to write one, see the following link: Cover Letter Samples

Cover Letter.docx
13.1KB
application/vnd.openxmlformats-officedocument.wordprocessingml.document

. **Letter of Recommendation (optional)**

Feel free to submit a letter of recomendation. These type of supporting documents will allow the hiring committee to learn more about you.

. **Academic Eligibility 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 process. Please acknowledge the following:

◉ I certify that I meet the GPA requirement 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 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 process. Please acknowledge the following:

⦿ I certify that I meet any student conduct requirements 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 forfeit my application for consideration.

*. Almost Done!

You are important to us and we want you to stay connected! Check out the following video link below to get a sneak peak into our organization. Additionally, we encourage you to sign up to the Coyote Connection to learn more about campus life! Select any option below to continue your application.

Sneak Peak Video: [For the Students, By the Students](#)

○ I want to join ASI's mailing list!

○ Tell me how to join Coyote Connection.

⦿ All of the above.

○ I am not interested.

Q38. How did you hear about this application? (Select all that apply)

☐ From a friend.

☐ From a mentor.

☐ From Instagram or Twitter.

☑ From an email.

☐ Other: [   ]

*. WARNING. Application Submission

You are about to submit your application. After submission, no further changes can be made to your application. Please review your application thoroughly prior to submitting it. When you are ready to submit, sign below and select the arrow below to finish.

clear

Location Data

Source: GeoIP Estimation