

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

**BOARD OF DIRECTORS
AGENDA**

February 28, 2022

12:00 p.m.

Location (Virtual Conferencing):

<https://csusb.zoom.us/j/83723950792?pwd=UVhqWxaUG1ybEFNY1J0aGFQdDNEUT09>

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: Chantel Bermudez – Survivor Support Program

OLD BUSINESS:

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

NEW BUSINESS:

BD 08-22 Approval of the ASI Telecommuting Program. (Action) (Barcnas)

BD 09-22 Appointment of William Valenzuela as a student-at-large representative to the ASI
Finance Committee. (Action) (Echevarria)

BD 10-22 Discussion of the current sanitation protocols at CSUSB. (Discussion) (Romero)

BD 11-22 ASI Financial update for 2021-22. (Discussion) (Barcnas)

ANNOUNCEMENTS

ADJOURNMENT



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.

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.

C. Notification of Ineligibility

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

D. The grace period to meet academic requirements.

1. For students currently holding positions of employment, the student will have two weeks from the date they are notified by the ASI Executive Director that they are ineligible to continue in employment to correct grade errors.
2. Should a faculty member tell the student that a change in their grade is warranted, and the grade change will bring their semester and/or cumulative GPA into compliance with the criteria for eligibility, the student will notify the ASI Executive Director.
3. The ASI Executive Director will recheck the student's GPA to ensure that they are in compliance within a reasonable period of time, but not later than three weeks into the [semester 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



TELECOMMUTING PROGRAM

Approved by the Board of Directors: XX-XX-XXXX

PROGRAM OVERVIEW

Telecommuting allows non-student employees to work from a satellite location to complete their work. The Associated Students, Inc. (ASI) considers telecommuting to be a viable, flexible work option when both the non-student employee as defined within its personnel policies and the job are suited to such an arrangement.

ASI will provide the opportunity to telecommute one day a week upon the approval of this program through June 3, 2022.

The Telecommuting Agreements would end on June 3, 2022, the start of the 4/10 schedule.

Telecommuting is only feasible for those whose job duties can be performed away from campus. 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 undue impact on ASI operations.

Employees who are interested in participating in the ASI Telecommuting Program are to work with their manager to ensure that there is no significant disruption of programs and services to students, faculty, and staff. Management will be responsible for presenting the telecommuting request to the Executive Director for approval. All telecommuting agreements must be approved by the Executive Director to be considered valid.

ASI recognizes the significant value of in-person on-site engagement and any telecommuting agreement will not compromise the corporations charge to the campus community.

Employees are not entitled to telecommuting. Telecommuting arrangements may be revoked by management at any time.

Table of Contents	
Eligibility	Page 2
Procedures	Page 2
Equipment	Page 2
Safety	Page 3
Time Worked	Page 3
Other Assignments	Page 3
Telecommuting Agreement	Page 4
Home Safety Checklist	Page 6
Equipment Checklist	Page 7

SECTION 1: ELIGIBILITY

- a. Before entering into any telecommuting agreement, the employee and manager, with the assistance of the human resource department, will evaluate the suitability of such an arrangement.
 - i. HR Manager will review the job description in consultation with the Executive Director to determine eligibility.
 - ii. Employees are responsible for maintaining a safe working environment should they choose to request a telecommuting agreement.
 - iii. Employees can only telecommute from locations in which their current salary is above the minimum wage in that location. Employees are not allowed to telecommute from locations outside of the state of California due to tax and other legal implications.

SECTION 2: PROCEDURES

- a. All telecommuting agreements will be provided through Human Resources and final approval will be at the sole discretion of the Executive Director.
- b. Telecommuting Schedule: For non-exempt employees, a specific work schedule will be stated in the Telecommuting Agreement. Exceptions to the work schedule may be made when an employee's on-site presence is required for a campus-related function or activity.
- c. Employee will request a telecommuting agreement from the Executive Director. HR and the Executive Director will evaluate the request and decide based on the individual's job description and performance. The request will include the Executive Director's expectations of the employee and dates requested for telecommuting.
- d. HR Manager will be responsible for collecting all telecommuting agreements and filing them in the employee's personnel record

SECTION 3: EQUIPMENT

- a. On a case-by-case basis, ASI will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, and other office equipment) for each telecommuting arrangement. ASI has limited financial resources and may not be able to provide additional equipment to telecommute. If the employee does not have the equipment readily available, telecommuting may not be available to them. ASI will do all it can to provide the necessary resources but cannot guarantee that resources will be available.
- b. Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee.
- c. ASI accepts no responsibility for damage or repairs to employee-owned equipment. ASI reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only.
- d. The telecommuter must sign an inventory of all property received and agree to take appropriate action to protect the items from damage or theft.

- e. The employee will establish an appropriate work environment within their home for work purposes. ASI will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.
- f. Employee must complete and sign the “Telecommuter Home Safety Checklist” to telecommute.

SECTION 4: SAEFTY

- a. Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. ASI will provide each telecommuter with a safety checklist that must be completed. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

SECTION 5: TIME WORKED

- a. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked.
- b. Hours worked in excess of those scheduled per day or week will require prior approval from the telecommuter's Manager.
- c. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
- d. Participating employee's salary and benefits shall not change as a result of participating in the campus Telecommuting Program.
- e. Requirements and the procedure for requesting sick leave, vacation, and other leaves will not change while the Telecommuting Agreement is in effect.

SECTION 6: OTHER ASSIGNMENTS

- a. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel or at the discretion of the ASI Executive Director or their designee. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.
- b. All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the organization. These requests must be approved by the Executive Director or their designee.

TELECOMMUTING AGREEMENT

Both the Associated Students, Inc. of California State University, San Bernardino (“Corporation”) and the Employee (“Telecommuter”) acknowledge and agree that home-based telecommuting or working from a university provided property is voluntary for both parties, must be approved in advance, and may be discontinued by either party at will and without cause, unless Corporation requires the employee to telecommute in the case of emergency business need.

Telecommuters who are authorized to perform work at off-site work locations must meet the same work standards and professionalism as is expected of Corporation employees at onsite work locations in terms of job responsibilities, work performance, work product, work deadlines, and customer and public contact. The Telecommuter also agrees to abide by all applicable policies and procedures of the Corporation and University or within the employee’s department.

This Temporary Telecommuting Agreement (Agreement) should be used when management has determined that an employee is eligible for the Corporation Telecommuting policy.

This Agreement is between ASI (Corporation) and _____ (“you” or “Telecommuter”), and must be signed and approved by the Executive Director.

Once telecommuting has ended either by Corporation or you, if additional telecommuting is deemed appropriate by management, a new Telecommuting Agreement must be prepared and signed. Note that having successfully engaged in temporary telecommuting pursuant to this Agreement does not require management to agree to any additional telecommuting.

1. The Corporation and you agree that you will temporarily telecommute on the following schedule: the following day of the week _____, from _____. You understand that this agreement to permit you to telecommute is a temporary measure only. Accordingly, Corporation may alter this schedule or end the temporary telecommuting agreement at any time at its sole discretion.
2. You agree to maintain a presence with your department while temporarily telecommuting. Presence may be maintained in the manner and using the technology directed by the Department that remains readily available, such as by laptop computer, mobile phone, email, messaging application, videoconferencing, instant messaging and/or text messaging at all times during the times the Department expects or requires you to work. You are expected to maintain the same response times as if you were at Regular Corporation Work Location. You will make yourself available to attend scheduled work meetings in person as requested or required by the Department.
3. This temporary telecommuting arrangement will begin on _____ and will end no later than _____ unless it is altered or terminated at any time as described in paragraphs listed above. While temporarily telecommuting, you will work just as if you were in your Regular Work Location and maintain productivity, performance, communication and responsiveness standards as if you were not temporarily telecommuting. This Agreement does not change the basic terms and conditions of your employment with Corporation. You will perform all of your duties as set forth in your job description, as well as those additional and/or different duties that the Department may assign from time to time. Further, you remain obligated to comply with all Corporation policies and procedures.

4. If you are a non-exempt employee, you are not to work overtime without prior approval from your appropriate manager, and you are required to take your rest and meal breaks. You are required to notify your manager within one business day if you believe you were unable to take a rest or meal break on a day on which you telecommuted.
5. All injuries incurred by you during hours you are working and all illnesses that are job-related must be reported promptly to the Corporation's Human Resources. Additional information concerning the Corporation's worker's compensation process can be obtained from the Human Resource Manager.
6. Telecommuter agrees to abide by the licensing regulations and restrictions for all software under license to Corporation and California State University, San Bernardino. Telecommuter agrees to protect Corporation information from unauthorized disclosure or damage and will comply with federal, state, and Corporation rules, policies, and procedures regarding disclosure of public and official records. The corporation will not be liable for damage to Telecommuter's property that may result from participating in the telecommuting program. Telecommuter hereby waives all rights to pursue legal action for such damage.
7. All benefits and the process to make leave requests must be followed and must be approved in advance by your direct supervisor. The Associate Director is responsible for maintenance and repairs for Corporation owned equipment.
8. The Telecommuter agrees to surrender all Corporation equipment and/ documents immediately upon request.
9. By signing this form, you certify that you understand the Corporation's Telecommuting Policy and that you agree to abide by the terms as set forth in the policy and agreement.
10. Any employee who violates this agreement may be subject to discipline, up to and including dismissal. We agree to abide by the terms and conditions of this agreement. A copy of the agreement shall be placed in the employee's official personnel file.

Telecommuter Information

Employee Name: _____ Employee ID: _____

Title: _____ Department: _____

Telecommuting
Site Address: _____

Work Email: _____ Phone Number: _____

Employee Signature _____ Date _____

Authorization Only

_____	_____	_____
Approved By	Signature	Date

TELECOMMUTER'S HOME SAFETY CHECKLIST

The Telecommuter is responsible for ensuring a clean, safe, and ergonomically sound home/offsite office as a condition for telecommuting. An initial on-site workplace hazards assessment of the home/off-site office may be deemed necessary. All the conditions below should be met and checked off and are the sole responsibility of the Telecommuter. The Telecommuter should review this checklist with their manager and Human Resources, and must sign it prior to the start of telecommuting:

Alternate Work Location Physical and Ergonomic Conditions

- The Telecommuter agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition arranged to work most efficiently and safely.
- The work area is adequately illuminated with lighting directed toward the site or behind the line of vision, not in front or above it. Supplies and equipment (both University and employee-owned) are in good condition.
- The area is well ventilated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have grounding conductors and do not connect to another extension cord.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight fitting covers or plates.
- Surge protectors are used for computer equipment.
- Desk, chair, computer and all other equipment used for telecommuting are of appropriate design and arranged to eliminate strain on all parts of the body.
- Heavy items are securely placed on sturdy stands close to walls.

By checking each box above and signing below, I certify that all safety conditions are met:

Print Name

Signature

Date

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 corporate board regulations such as but not limited to the CA Corporations 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
- Participation 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](#)

- Accessible Technology Committee (CSUSB Committee)
- Elections Committee (ASI Committee for Spring 2022)
- Finance Committee (ASI Committee)
- Instructionally Related (Activities) Programs Board (CSUSB Committee)
- Lobby Corps.
- Palm Desert Advisory Committee (ASI Committee)
- Student Grade Appeal Panel (CSUSB Committee)

. 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 acknowledging 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 inaccurate information.

First Name	William
Last Name	Valenzuela
Coyote ID	
Major	National Security MA

Email (all communication will be sent here)	<input type="text"/>
Phone Number	<input type="text"/>
Date of Birth (xx/xx/xxxx)	<input type="text"/>
When is a best time and day to reach out to you?	After 3pm Weekdays
Address Line	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Curent Class Standing	<input type="text"/>
Expected Graduation Date	Spring 2023

. 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.

[SSR_TSRPT.pdf](#)

17.4KB

application/pdf

. 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.

This question was not displayed to the respondent.

. 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.

This question was not displayed to the respondent.

. 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.

This question was not displayed to the respondent.

. 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)

The finance committee should ensure that the financial decisions align with the ethical core values of the student body. Ensuring that the decisions are made in the mindset and without self-service will be my goal. I work as the activities director of my local high school and have experience reviewing budgets, purchase orders, fund raiser requests, and have previously managed a budget as the head of our local labor union.

. Supplemental Question #2 (Required)

How will you be able to balance this position with your other responsibilities (including coursework)? (Maximum 500 words)

It has been said that if you want something done well, ask someone who is already busy. I believe that I will be able to make time and coordinate with other committee members since I only take 6 units. I do work full time, but am usually off at 3pm most days. I do believe in checklists and have good time management skills.

. Supplemental Question #3 (Optional)

What do you believe are the most pressing issues students are facing today? (Maximum 500 words)

Balancing the need for social and emotional learning and positive experiences with the academic and financial demands of being a student. Especially with the long commuter culture of CSUSB, the student bodies should find ways to serve both traditional students with the reality of the community we serve. Our students face time scarcity, resource scarcity, and often range in age and family status. We should consider the students we serve when making every decision.

. 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](#)

This question was not displayed to the respondent.

. 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](#)

This question was not displayed to the respondent.

. Letter of Recommendation (optional)

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

This question was not displayed to the respondent.

. 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:

This question was not displayed to the respondent.

. 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:

This question was not displayed to the respondent.

. 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](#)

This question was not displayed to the respondent.

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

This question was not displayed to the respondent.

. 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.

This question was not displayed to the respondent.