

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

**BOARD OF DIRECTORS  
AGENDA**

January 26, 2024  
12:00 p.m.

Santos Manuel Student Union North  
Student Chambers – 3305

Zoom Option: <https://csusb.zoom.us/j/88634712385>

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

**OLD BUSINESS:**

**BD 04-24** Revision of the ASI Telecommuting Policy. (Action) (Policy Committee) (Second Reading)

**NEW BUSINESS:**

**BD 05-24** Appointment of Alexis McGowan as a student-at-large representative to the ASI Sustainability Committee. (Action) (Sustainability Committee)

**BD 06-24** Appointment of Sai Chandradas Kaveripakam as a student-at-large representative to the ASI Sustainability Committee. (Action) (Sustainability Committee)

**BD 07-24** Permission to transfer \$11,555.00 from Unallocated Reserves to A.S. Corporate Operating – Unallocated Staff Increase (660894 RN001 A4100) for an additional two percent salary increase for Pro-Staff effective January 1, 2024 with a five percent salary retroactive to July 1, 2023. (Action) (Finance Committee)

**BD 08-24** Permission to transfer \$350,000.00 from Unallocated Reserves to A.S. Productions – Programs and Publicity (660901 RN001 A6200) for Coyote Fest 2024. (Action) (Finance Committee)

**BD 09-24** Discussion on the California Faculty Association labor strike at CSUSB. (Discussion) (Chalk)

**ANNOUNCEMENTS**

ADJOURNMENT



## Telecommuting Policy

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<b>Last Updated:</b>	XX/XX/XXX
<b>Board Agenda ID:</b>	BD XX-XX
<b>Scope:</b>	ASI full-time staff, part-time staff, student employees & executive officers
<b>Purpose:</b>	TBD

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### I. Introduction & Overview

Associated Students, Inc (ASI) supports telecommuting when the corporation determines that telecommuting is operationally feasible and in its best interest. ASI considers telecommuting to be a viable, flexible work option when both the eligible employee (as defined within its personnel policies) and the job are suited to such an arrangement. Such instances for telecommuting work arrangements may be considered when there are opportunities for improved operational performance, under a special circumstance, 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”).

ASI recognizes that telecommuting is only feasible for those job duties that can be performed away from campus. Telecommuting agreements are voluntary and can be implemented only in instances in which a department’s appropriate administrator (ASI Executive Director) 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 ASI’s operations.

Employees who are authorized to telecommute are to submit a “Telecommuting Agreement Form” to the ASI Executive Director and are to work with their manager to ensure that there is no significant disruption of their programs and services to students, faculty, and staff. 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 corporation’s charge to the campus community. Employees are not entitled to telecommuting. Telecommuting arrangements may be revoked by management at any time.

### II. Eligibility

- a. Before entering into any telecommuting agreement, the employee and manager, with the assistance of the designated human resource department, will evaluate the suitability of such an arrangement.
- b. SMSU Human Resources Manager will review the job description in consultation with the ASI Executive Director to determine eligibility.
- c. Under this policy, the following classification of ASI employees may be able to telecommute:
  - i. Non-Student, Full-Time and Part-Time Staff

- ii. Student Staff
- iii. Executive Officers

- d. Participation is on a voluntary basis other than as part of an emergency plan.
- e. Newly hired/appointed ASI employees are eligible to telecommute after completing 30 days of employment/appointment with ASI (contingent on Section II, Line B of this policy). Upon completion of their 30 days, newly hired/appointed employees must submit their “Telecommuting Agreement Form” at least one week before the start of their telecommute schedule.
- f. Employees are responsible for maintaining a safe working environment should they choose to participate in telecommuting.
- g. Telecommuting agreements under this program are at the sole discretion of the corporation and may be changed or revoked in accordance with this program.

### III. Program & Procedures

The ASI Executive Director is responsible for overseeing and implementing the corporation’s telecommuting procedures. Employees who are authorized to telecommute must submit a “Telecommuting Agreement Form”. 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.

- a. **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).
- b. **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 ASI Executive Director or designee 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

**Commented [JL1]:** Can an employee still be considered for telecommuting if they haven't had a performance evaluation yet? Since the requirement is 30 days

corporation's Telecommuting Program. Telecommuting is voluntary and approved upon mutual agreement between the employee and the ASI Executive Director. The decision of the ASI Executive Director to deny an employee's request to participate in Telecommuting is not subject to appeal.

4. *Telecommuting Agreement:* A participating employee shall complete and sign the "Telecommuting Agreement Form" at the start of each academic year, and each summer during the 4/10 schedule (~~Attachment on Page X~~). Telecommuting Agreements will be valid for the duration of what CSUSB considers the academic year and for what CSUSB considers the summer 4/10 schedule. The ASI Executive Director and ASI Executive Assistant 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.
5. *Termination of Telecommuting:* The ASI Executive Director 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 ASI Executive Director. The ASI Executive Director may review Telecommuting Agreements as needed.
6. *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.
7. *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.
8. *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. If an employee's telecommuting site changes, it is their responsibility to inform the ASI Executive Director and submit a revised "Telecommuting Agreement Form."
9. *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 ASI-owned equipment to campus if necessary. ASI-owned assets shall not be serviced anywhere other than by campus IT. The corporation will not provide technical support for non-campus equipment.

**Commented [HG2]:** Reminder: revise page number once policy is approved

10. *Benefits, Leave Requests Unchanged:* The participating employee's salary and benefits shall not change as a result of participating in the 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.
11. *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.
12. *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 ASI Executive Director.
13. *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.

#### **IV. Equipment**

- a. Except as expressly set out for Emergency Business Needs, telecommuting arrangements do not create any additional obligations upon the corporation to provide equipment or workspace to the telecommuting employee. Those obligations are based upon the on-site status of the employee only.
- b. Equipment supplied by the corporation will be maintained by the corporation. Equipment supplied by the employee, if deemed appropriate by the corporation, 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 participating employee 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.

#### **V. Safety**

- 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.

## VI. Telecommuting Schedule and Special Arrangements:

- a. Academic Year: During the academic year, ASI full-time staff, part-time (non-student) staff, and Executive Officers are eligible to participate in the Telecommuting Program.
  - i. Full Time Employees: Participating full-time employees may telecommute up to two (2) days a week (8 hours each day), Monday through Friday, based on a 40 hour work week
  - ii. Executive Officers & Part-time (non-student) Staff: Participating Executive Officers and Part Time staff will base their telecommuting schedule on a 20 hour work week. Therefore, Executive Officers may telecommute up to two days (maximum of 4 hours each day), Monday through Friday, based on a 20 hour work week.
  - iii. Participating employees will indicate in the "Telecommuting Agreement Form" which day(s) of the week they plan to telecommute.
- b. Summer: During the summer 4/10 schedule, ASI full-time staff and part-time (non-student) are eligible to participate in the telecommuting program. Participating employees may telecommute up to one (1) day a week (10 hours each day), Monday through Thursday. Participating employees will indicate in the "Telecommuting Agreement Form" which day of the week they plan to telecommute.
- c. Student Employees: Telecommuting for student employees will be up to the determination of their immediate supervisor. Student employees may be eligible for temporary telecommuting arrangements. Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects/meetings, and business travel 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.
- a. It is the participating employee's responsibility to communicate with their supervisor or the ASI Executive Director of any changes to their telecommuting schedule.
- b. Telecommuting Agreement Form: Each participating employee will have to complete and sign a Telecommuting Agreement Form at the start of every academic year, and at the start of every summer 4/10 schedule.
- c. Informal telecommuting arrangements may be made for all employees 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.

**Commented [JL3]:** Why is it "non-student" if students are listed as allowed to telecommute?

## TELECOMMUTING AGREEMENT FORM

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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 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 telecommute on the following schedule: the following day(s) 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 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, events, or other engagements in-person as requested or required by the Department.
3. This 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 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 telecommuting. This Agreement does not change the basic terms and conditions of your employment with Corporation. You will perform all 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. The Telecommuter agrees to notify supervisor if there are any changes to the Telecommuting Site Address.
10. 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.
11. 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: \_\_\_\_\_

**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.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Location							
Start							
End							

**Agreement**

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

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

cc: Personnel File

**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

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**TELECOMMUTER EQUIPMENT CHECKLIST**

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# 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.

Sustainability Committee (ASI)

### Name

Alexis McGowan

### Coyote ID

### Email

### Phone

### Address

### Date of Birth

### Current Class Standing

### Expected Graduation Date (Month/Year)

Senior

Spring 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.**

Honest, empathic, open-minded, loyal, and more can be ways to describe me, but I have experience as a former ASI sustainability officer.

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

Because I have been an ASI representative for sustainability before and have enjoyed helping to make the campus and community green.

## Supplemental Documents

### Class Schedule (term applying for)

Screenshot 2023-12-21 at 11.14.12 PM.png

### Resume (Optional)

Alexis Corine McGowan Resume .docx (1).pdf

**Cover Letter (Optional)**

Cover Letter\_ Present.pdf

**Letter of Recommendation (Optional)**

John McG recommend letter.docx (2).pdf

## **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

# Alexis Corine McGowan

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## EDUCATION

**B.A., Environmental Science** (December 2023-Present)

**Minor, Creative Writing** (August 2020-Present)

California State University San Bernardino (CSUSB)

**A.A., Humanities, Social and Behavioral Sciences, and Natural Science** (June 2020)

Pasadena City College (PCC), Pasadena, CA

**Yoga 200 Hr Training** (September 2021-February 2022)

Claremont Yoga

**Yoga 300 Hr Training** (February-October 2023)

Renew Yoga

## EXPERIENCE

**ASI Sustainability Officer** (August 2021-March 2022)

- Attend meetings
- Coordinating events
- Assisting fellow ASI officers
- Providing resources

**Tutor at Inland Career Education Center** (August 2021-March 2022)

- Assisted those that needed tutoring in writing, science, and history
- Graded assignments
- Provide resources
- ESL

**Crisis text line volunteer** (December 2022-Present)

- Remote Volunteer
- Assisted those that text into the line 741-741
- Gave resources to people who would text in
- Help people through their crises through talk therapy

**Editor Non-fiction Pacific Review Literary Magazine** (August 2020-December 2020)

- Conduct an interview with a local San Bernardino farmer
- Read teamwork collaboration books
- Design
- Arrange materials
- Decline or accept materials for the non-fiction department

**Copy Editor Coyote Chronicle** (February 2023-Present)

- Fact check articles
- Edit student's written work

**Yoga Instructor** (February 2022-Present)

- Prepare yoga sequences
- Chair yoga
- Restorative yoga
- Breathing techniques

**Natural Reserve System Internship (UCR)** (June 2023-August 2023)

- Travel to sites
- Data entry
- Map entry through QGIS

**SKILLS**

**Languages:** Fluent in English

**Course management:** Canvas, Blackboard, Zoom

**Productivity:** Microsoft Office (Word, Excel, PowerPoint), Google Suite (Docs, Sheets, Slides), Pages, Numbers

**Operating systems:** Macintosh, iOS

**Soft Skills:** Creativity, Adaptability, Willingness to learn, Organization, Problem solver, Detail-oriented, Communication, Collaboration,

**Hard Skills:** Academic writing, Email writing, Storytelling, Creative writing, Artist, Accomplished

**HONORS (2003 TO PRESENT)**

Honor Program PCC (August 2017-June 2020)

Dean's List, PCC (multiple semesters)

Honor Program CSUSB (August 2020-present)

**PUBLISHED WORKS**

Inscape Literary Magazine, PCC (Spring 2018)

-Frankenstein's Poem Creature You and Me

Inscape Literary Magazine, PCC (Winter 2021)

-Diversity Poem

-The Dream Isn't Dead

Coyote Chronicle Student's Newspaper

- Several articles published online and in print

Metro.co.uk

- The First Time I Had My Period, I Thought I Was Dying (May 2021)

**Achievements**

Richard Scott Handley Memorial Award for writing the poem Diversity (2021)



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## Applicant Information

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

Sustainability Committee (ASI)

### Name

Sai Chandrahas Kaveripakam

### Coyote ID

### Email

### Phone

### Address

### Date of Birth

Current Class Standing  
Graduate Student

Expected Graduation Date (Month/Year)  
07/2025

## 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.**

My passion for sustainable development fuels my desire to contribute meaningfully to the committee. With a robust skill set in communication, teamwork, collaboration, and patience, I believe I can offer valuable support. Additionally, my volunteer experience as a Global Student Liaison at the Student Veterans Organization has honed my abilities and taught me the importance of dedication and effective collaboration in achieving shared goals.

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

I'm passionate about sustainable initiatives and being part of ASI allows me to contribute actively to this cause. I hope to gain valuable experience, expand my network, and contribute meaningfully to sustainable development efforts through this opportunity.

## Supplemental Documents

**Class Schedule (term applying for)**

Spring 2024 Class Schedule.pdf

Resume (Optional)

Cover Letter (Optional)

Letter of Recommendation (Optional)

## **Academic Consent Authorization**

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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)**

Flyer on campus

Digital Display on campus (TV screens)

## ASI Budget Request

Purpose: Coyote Fest  
Date of Event: May 3rd, 2024  
Proposal Amount: \$320,000.00



### Summary

A request of **\$320,000.00** is being brought forward to cover the entertainment costs associated with the CoyoteFest on April 28th, 2023.

The request in accordance with the ASI Finance Policy proposes a transfer of funds from unallocated reserves to the ASI Productions account: 660839-RN001-A6200

Type	Cost
<b>Entertainment</b> <i>(1) One live artist from a designated genre</i>	\$185,000.00
<b>*Event Insurance</b> <i>Required for large scale events</i>	\$5,000.00
<b>*Structural Engineer</b> <i>Required for stage approval</i>	\$5,000.00
<b>*Staging, lighting, and Sound</b> <i>Required for live entertainment</i>	\$100,000.00
<b>Fencing</b>	\$10,000.00
<b>Green Room Expenses</b>	\$2,000.00
<b>*Staff Equipment &amp; Marketing</b> <i>Printed Materials/Walkie Talkies ect.</i>	\$13,000.00
<b>Total Cost:</b>	<b>\$320,000.00</b>

*\*The above prices are approximate estimates based on fair market value from December 12th,, 2023. The budget shall not exceed the requested funds unless otherwise approved by the ASI Board of Directors.*

Budget timeline if approved:

January 2024: Identify and work with booking agencies on confirming talent for event.  
Bring campus partners together with the permission of the Santos Manuel Student Union to begin the conversation on logistics such as layout, security and staffing.  
Identify and work with booking agencies on confirming talent for event.  
Identify and work with Staging companies for the event.

February 2024: Finalize all event permits and permissions with risk management, University Police, and Events Services.  
Return to the ASI Finance Committee for approval on purchases over \$5,000 and authorize approval for production.

Return to ASI Board of Directors for final approval of event costs and purchases which include the execution of contracts.