

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

BOARD OF DIRECTORS
AGENDA

March 17, 2023
9:00 a.m.

Santos Manuel Student Union North
Student Chambers - 3305

Call to Order

Roll Call

Approval of Minutes

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

Adoption of Agenda

Open Forum (5 minutes/speaker)

Guest Speaker: Rebecca Lubas, Library Dean

OLD BUSINESS:

BD 05-23 Revision of the ASI Club Allocation Budget Policy (Action) (Policy Committee)
(Third Reading)

BD 06-23 Consideration for ASI to support the implementation of Follett Exclusive
ACCESS. (Action) (Galvez)

NEW BUSINESS:

BD 17-23 Permission to transfer \$8,000.00 from Club Allocation Budget – Special Events
(660900-RN001-A5000) to Grant & Service Programs – Howl Grant (660723-
RN001-A4700-20231). (Action) (Orellana)

BD 18-23 Revision of the ASI Corporate Credit Card Policy. (Action) (Policy Committee)
(First Reading)

BD 19-23 Appointment of Jessie McVicker as a Board of Director representative to the ASI
Finance Committee. (Action) (Orellana)


BD 20-23 Appointment of Anna Cosio as a student-at-large representative to the ASI
Finance Committee. (Action) (Orellana)

BD 21-23 Appointment of Autumn Hudson as a student-at-large representative to the ASI
Finance Committee. (Action) (Orellana)

BD 22-23 Appointment of Sergio Zatarain as a student-at-large representative to the ASI Finance Committee. (Action) (Orellana)

ANNOUNCEMENTS

ADJOURNMENT

Policy:	Club Allocation Budget (CAB) Policy	
Last Updated:	05/04/2021	
Board Agenda ID:	BD 44-21	
Scope:	CSUSB Chartered Clubs & Organizations, ASI Vice President of Finance, ASI Finance Committee	

Purpose: The mission of the Club Allocation Budget (CAB) is to provide a level of funding support to student organization programming for on-campus events and activities. The guiding philosophy of this policy is that student clubs and organizations actively engage in raising the funds necessary to support the program or activity they wish to put on and that Associated Students, Incorporated (ASI) may serve as a resource in augmenting the balance of the funds necessary to assist the clubs and organizations to achieve their goal(s). ASI affirms its commitment to being good stewards of funds entrusted to ASI and believes that clubs or organizations showing some financial commitment toward an activity/event will have an incentive to ensure the success of the activity/event.

It is important for clubs and organizations to note that applying for CAB funds is a privilege and not a right, and that funds will be considered for distribution based on the merit of their proposed activity or event, on a first-come-first-served basis and be scrutinized in a fair application process.

ASI supports student advocacy and is prohibited from creating any policy or practice that suppresses the freedom of speech so long as the aforementioned speech is enacted in accordance with local, state, and federal laws.

A. Funding Request Procedures

1. Funding Request Form Submission (FRF Application)
 - i. Recognized student clubs or organizations (those having up to date charters with the Office of Student Leadership [and](#) Engagement) applying for funding must submit a complete, accurate, and detailed application for the event or activity to show precisely where ASI funds will be spent. Funding Request Forms (FRF) are available on the ASI web site or by contacting the ASI Vice President of Finance. Forms must be typed, and filled out completely. Any student organization that knowingly misrepresents information on their FRF will have their CAB application and or funding privileges suspended for a period of one year.
 - ii. FRF's may only be submitted if a club or organization has attended a mandatory [CAB funding](#) workshop hosted by ASI and becomes knowledgeable of this policy.

- iii. Each FRF must be submitted at least two (2) [calendar](#) weeks prior to (or three (3) [calendar](#) weeks if requesting funding for a live artist or any other service provider) an event. An exception to this rule is if the event will be occurring within the first three (3) weeks of the school year.
- iv. FRF requests that require a live artist or a service provider must be accompanied with a Speaker Performance Agreement [Requisition](#) (SPA), [Vendor Data Form \(if vendor has not worked with CSUSB before\)](#), and [proof of certificate of insurance](#) provided by the ASI Vice President of Finance.
- v. FRF's that include marketing specifications must be accompanied with drafts. Failure to submit a draft advertising with the funding request form may result in the funding request being denied.
- vi. The president or the person listed in the OSLE office as the club official financially responsible for the club, and the advisor from the requesting organization must sign the FRF before their requests may be considered. Additionally, contact information for the [club](#) President or the person listed in the OSLE office as the club official financially responsible for the club and Advisor is necessary in case the ASI Vice President of Finance needs to contact a representative regarding the FRF. Their signatures will indicate that they have read the funding Policy and Procedures, understand them, and know of no activity in their organization contrary to the Policy and Procedures.
- vii. FRF's must be complete and accurate at the time they are submitted to be considered for funding. Requests that are missing the required documentation or are deemed incomplete may not be funded. -The Vice President of Finance has the authorization to deny requests that fail to adhere to the requirements set forth in this policy.
- viii. All funding sources for a club or organization's proposed event must be disclosed in the application form including but not limited to those requests from other departments and/or organizations and [CAB](#) funding requests coming from a co-sponsoring organization.
- ix. No funding will be awarded for events to be held in the last [74](#) weeks of the fiscal year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University.

2. CAB Operating Procedures

- i. The ASI Vice President of Finance will be the chief auditing officer of all FRF's submitted for funding and will be empowered to approve or deny all requests in accordance with this policy. The ASI Vice President of Finance is required to ~~make~~ [made](#) decisions based solely on this policy and is prohibited from making decisions to accept or deny funding requests based on personal beliefs. If an FRF is denied, the decision of the Vice President is not final and clubs or organizations may appeal a decision to the ASI Finance Committee. The decision of the Finance Committee may be appealed to the ASI Board of Directors at a regularly scheduled meeting that will require a 2/3 vote to overturn a decision previously made. ASI is committed to distributing funds in a way that is viewpoint neutral. The withholding of funds based on a difference in political beliefs is strictly prohibited.

- ii. FRF's that are approved. Once the student/group/organization has received approval of funding from the Vice President of Finance, issuance of checks and purchase orders will take approximately ~~three (3) calendar~~^{business?} weeks from the day that all necessary paperwork is completed and turned in.
- iii. Funding Request Forms that are denied by the Vice President of Finance may be appealed for funding consideration to the ASI Finance Committee (see section ~~3.XX~~). FRF's that are denied will include a description detailing the reason for denial and the appeal process for club or organization consideration.
- iv. The ASI Vice President of Finance will estimate the overall CAB budget at the beginning of each fiscal year at approximately 50% for the fall and spring semester to be used as a target for each semester. The ASI Vice President of Finance will report the CAB balance to the Board of Directors at each regularly scheduled meeting.
- v. ASI retains the right to evaluate how organizations use funds for programs in a manner that coincides with the requirements in this policy and through a viewpoint neutral stance. Any organization, or the representative of that organization, which violates these policies or procedures may be subjected to penalties up to and including a moratorium on any request through CAB for a period of not more than one year. Suspension penalties can be contested to the ASI Board of Directors. Decisions made by the ASI Board of Directors will be considered final.
- vi. At least one student representative of each organization receiving funds through CAB is required to attend a mandatory workshop each academic year explaining CAB procedures. Only individuals who completed a CAB workshop can submit funding requests or appeal to the Finance committee or Board of Directors. Organizations submitting CAB FRF must read this policy completely prior to filing an FRF.
- vii. Members serving within ASI in any capacity may not present a proposal for funds or speak on behalf of their organization's proposal.
- viii. The ASI Vice President of Finance will be responsible for setting aside money for reasonable on-campus accommodation for disabled students. ASI will pay the Office of Services for Students with Disabilities (SSD) for services rendered to those students in need upon presentation of an invoice from the SSD office. The ASI funds used to pay SSD will not count against the cap per semester/year for events. -It will be up to the club to make the arrangements for accommodation with the SSD office. -Clubs will not contract with off-campus agencies/persons to provide accommodation that have not been approved by the SSD office in writing to the ASI ~~Vice President~~^{Vice President} of Finance. -These funds are solely for CAB approved events held on campus.
- ix. All CAB supported events/activities must be open and publicized to all CSUSB students (with the exception of conference registration fees).
- x. Clubs or organizations requesting funds must show a financial investment of at least 25% that will be noted on the CAB Funding Request Form (FRF). However, clubs under the Office of Student Leadership and Engagement that have been established for less than a

year will have one year from their charter date- to establish financial stability before meeting the 25% requirement. After this time, clubs or organizations will not receive 100% of their event/activity funding from CAB. It will be left to the Vice President of Finance to determine the percentage of funding support that is adequate to meet the provisions of this policy.

- x. Funds will be distributed until the annual budget is depleted. The Finance Committee is entrusted with the responsibility for ensuring that CAB funds are allocated in a fair and unbiased manner in accordance with this policy.

3. Appeal Process

- i. Clubs or organizations that have been denied funding based on their funding request by the ASI Vice President of Finance may appeal the decision to the ASI Finance Committee.
- ii. Appeals may only be considered no later than three (3) calendar weeks prior to the scheduled event.
- iii. Only a student representative of the club or organization who is authorized to submit an FRF and submits an appeal request may present on behalf of their club or organization to the ASI Finance Committee. If there is a communication barrier (speech or hearing) which is hindering the student from making themselves understood, then a faculty/staff member/advisor may assist the student during the presentation phase.
- iv. Appeal Hearing. Once a request for an appeal is submitted, the ASI Vice President of Finance will place the request on the next Finance Committee's meeting agenda for consideration. Finance Committee meeting dates will be scheduled on a regular basis based on the availability of its members. Student representatives will present their appeal and answer questions directed by the Finance Committee to determine whether the Vice President of Finance decision can be overturned. If there is no student representative available when the organization's agenda item is brought to the floor, the agenda item may be moved to the bottom of the agenda at the discretion of the Finance Committee in order to give a student representative time to arrive. Decisions by the Finance Committee may be appealed to the Board of Directors. In the case that the Finance Committee cannot convene, the club or organization can make an appeal to the Board of Directors at one of the regularly scheduled meetings. Club/organization advisors and members at large are welcome to attend the Finance Committee meetings as an audience, however they are not authorized to present the club or organization's appeal request unless authorized to do so.
- v. If the Finance Committee overturns the decision of the Vice President of Finance on the grounds that the policy was adhered to in the best possible manner, then the club or organization will receive funding in accordance with the procedures in this policy.
- vi. If the Finance Committee upholds the decision of the Vice President of Finance, the Board of Directors may take up the decision and may overturn it by a 2/3 vote at any regularly scheduled meeting.

B. Funding Limitations

1. Organization and Account Information

- i. Organizations must have current charters with the Office of Student [Leadership and Engagement \(OSLE\)](#) and be in good standing with the University as determined by the Office of Student [Leadership and Engagement](#) and certified on the application form in order to be eligible to submit a funding request form.
- ii. Organizations requesting funds through CAB must be debt free with the University.

2. Program and Event Information

- i. The basic premise for which funds will be allocated is to promote on-campus programming and is based on the general contribution of a program to the on-campus CSUSB students. Student funds will not be used to support off-campus programs, activities, events, faculty or staff expenditures with the exception of conference registration fees for students.
- ii. Multiple organizations participating in a single event/conference/etc. and wishing to receive funding for the event may be funded provided that the total amount of CAB funding for the entire event divided amongst the organizations does not exceed \$5,100.
- iii. Conference Fees
 1. Clubs or organizations may receive a maximum of \$1,200 per fiscal year, to be used for conference registration fees only.
 2. Proof of attendance is required. -ASI will not fund late registration fees.
 3. ASI will not fund travel or lodging under any circumstances. Any request for conference fees containing lodging will be rejected unless the club or organization can break out the cost of lodging and subtract it from the conference fee request. Meals will not be funded.
 4. ASI will not fund registration fees for non-active club or organization members or individuals not currently enrolled.
 5. Students wishing to travel to a conference during the summer may request funding during the spring semester before they are scheduled to attend so long as they pay for the conference and submit their reimbursement and all required documents at least four weeks before the end of the fiscal year.
 6. ASI will not fund any requests that ~~did~~ do not include name, date, location, and registration costs.
- iv. Advertising
 1. Organizations may receive a maximum of \$300 per semester/\$500 per academic year for organization event advertisement (i.e., pens, flyers, newsletter etc.). -ASI reserves the right to define “advertising” for the purposes of this policy.
 2. All advertisements for CAB funded programs must have the following statements in at least 12-point font and must reach out to the Office of Student [Leadership and Engagement](#) for guidance: “Open to All Students” & “If you are in need of a reasonable accommodation in order to participate in this event, please call (include a contact name & number from an authorized accommodating service provider) to make arrangements prior to (then place a date at least 72 hours prior

to the engagement date).” & “Funded by the Associated Students, Inc. The views expressed herein are those of the club or organization and are not necessarily those of the Associated Students, Inc.”

3. Unauthorized use of the ASI logo will not be used in any advertising.
4. Prizes must be documented in the event flyer in order to be eligible for reimbursement. Individuals must submit documentation memorializing the name and student I.D. number of prize recipients in order to be eligible for reimbursement. Members of the requesting organization are not eligible to win prizes that are purchased through CAB funding. Only CSUSB students are eligible to win CAB reimbursed prizes.
5. Organizations requesting CAB funding are required to submit final draft copies of proposed advertising to be left with the [Vice President of Finance, CAB Committee](#) (e.g., flyers, posters, pamphlets, etc.) along with their proposal for funding, ~~prior to the CAB meeting when their request will be considered~~. ASI Graphic Artists may be available to help develop final draft copies before the ~~Funding Request Form~~ is submitted.

v. Food and Beverages

1. Organizations may receive a maximum of \$1,500 per semester/ \$3,000 per academic year for food/beverages, to be used at an ASI funded organization event. If funding is approved for food, the club is responsible for submitting original receipts for food/beverage expenditures.
2. ASI will not fund food or beverages (catering) for club or organization meetings.
3. ASI will not fund alcoholic beverages.
4. Funding requests for food and beverages must include a list of attendees for events that had 10 or less participants in order to be eligible for food and beverage reimbursement. Individuals must document the number of attendees on the requisition form for events that had more than 10 participants in attendance in order to be eligible for food and beverage reimbursement.

vi. [Artist and Speaker Fees](#)

1. ASI will not fund travel, meals, lodging, or rider expenses for artists or speakers.
2. [“A Speaker Performance Agreement \(SPA\) Requisition must be submitted with the Funding Request Form to obtain a SPA. Once a SPA Requisition has been submitted, ASI will draft a Speaker Performance Agreement.](#) A Speaker Performance Agreement (SPA) must be signed ~~and returned~~ by the artist(s) and/or performer(s) ~~and returned to ASI~~ ten (10) business days prior to the event. SPA forms are located in the ASI office. The ten (10) business days advance deadline must be adhered to by organizations contracting through ASI. Meeting the deadline is the organization's responsibility. Failure to meet the deadline will cause the ASI Vice President ~~of~~ Finance/ASI Executive Director to cancel the SPA and the funds will revert to CAB. Student organizations will then be liable for all costs which would have been covered by CAB funds had the organization met its obligations under this paragraph. Payment by check will be mailed to the designated speaker on the SPA within a ten (10) business day period following the performance. There will be a cap of \$1,500 per year for honorariums/speaker's fees.

Commented [HG1]: Include insurance information to documentation that club needs to provide

3. Funding requests will be denied if they do not include an SPA [Requisition](#) or if an SPA [Requisition](#) is incomplete.
4. [Artists or speakers under the SPA will have to provide a valid certificate of insurance, in which the artist/speaker will include Associated Students, Inc. as additionally insured. This documentation will have to be provided no later than ten \(10\) business days prior to the event. If the artist or speaker fee is under \\$1000.00, the artist/speaker can submit a Release of Liability waiver in lieu of a certificate of insurance.](#)
- ~~3-5.~~ [SPA Requisitions must be submitted with supporting documentation such as but not limited to: Vendor Data Form \(if vendor has not worked with CSUSB before\), and proof of certificate of insurance \(or Release of Liability waiver\).](#)
- ~~4-6.~~ Funding will be revoked if the terms of the SPA are not adhered to.

vii. Promotional Items

1. Organizations may receive up to \$400 per academic year for promotional items.
2. Promotion items are defined as items that are to be used to market the organization to CSUSB students. Examples of promotional items include, but are not limited to flyers, shirts, pens and canopies. Promotional items may only be distributed to CSUSB students.
3. Clubs or organization must present proposed item design to ensure accessibility requirements are met to the Vice President of Finance to be considered for funding.

viii. Decorations and Prizes

1. Up to \$225 may be used for decorations per semester. -With a cap of \$550 per academic year.
 2. Up to \$800.00 may be used for prizes per academic year.
- ix. All clubs and organizations are eligible for two (2) revenue generating ~~events~~ [event](#) other than charity events per academic year, but no more than one per semester.
- x. ASI will entertain only one request per club for recruitment for the academic year. A recruitment event under the scope of this policy shall be defined as an event whose sole purpose has been put on for the purpose of sign up, registration, or interest.

3. Amounts Request from ASI

- i. Clubs or organizations may receive a maximum of \$3,150.00 to be spent per semester. Clubs or organizations must spend the funds as approved through the CAB application process.
- ii. Funds must be encumbered or spent for the submitted event and will be deducted from the monetary cap of the semester in which the event took place. Any unspent funds will revert to the CAB account. It is the club or organization's responsibility to secure and turn in all receipts, invoices, and relevant paperwork in a timely manner. No invoice submitted outside the fiscal year in which the funds were approved will be paid without the approval of the ASI Board of Directors
 1. The Vice President of Finance may grant an exception to a deadline should the club or organization be able to demonstrate that a vendor failed to present an

invoice in a timely manner. Clubs/Organizations need to establish in writing that there has been a good faith attempt to procure the necessary invoices/receipts/paperwork in writing. A signed letter from the vendor or the club's president is an example of the type of required documentation.

4. Unauthorized and Authorized Funds

- i. ASI will not donate, contribute to, sponsor, or financially support any event or activity in which the organization is planning to use their event driven revenue stream to fund the event. ASI will not be liable to financially "rescue" an event or activity after the fact should sales fall short of projected revenues.
- ii. Funding may not be authorized for an activity or event is determined to be "high risk" by the ASI Executive Director acting in their capacity as the ASI Risk Manager in consultation with the ASI Attorney, the CSU Risk Management Authority, and the appropriate authorities of the California State University, San Bernardino.
- iii. ASI will not fund any event in which alcohol is served by the requesting club or organization. Any club or organization found to have violated this provision will not be able to request funding from CAB or any other ASI funding source for one (1) calendar year.
- iv. Clubs or organizations may not use funds designated on their proposal and approved by ASI for any other expenditure without the approval of the Vice President of Finance.
- v. The ASI Vice President of Finance will not authorize reimbursement on a receipt for purchases not approved.
- vi. ASI will not consider funding for any debts incurred or financial obligations of a club or organization. In addition, organizations entering into any agreement, either oral or written, for products or service, with the expectation that CAB funds will be forthcoming are solely responsible for the funding service of that agreement. In short, no club or organization is authorized to obligate ASI in any matter.
- vii. The ASI Vice President of Finance may ask any club or organization to provide a certificate of single event insurance from a reputable insurance company naming the Associated Students, Inc.; California State University, San Bernardino; The California State University; The Chancellor, California State University; the Board of Trustees, California State University; and their volunteers as additional insured for those events it deems necessary to ensure that ASI does not bear sole liability for claims resulting from the organization's activities or events.
- viii. No funding will be awarded for events to be held in the last four weeks of the school year. This provision is necessary so that ASI can meet its accounting year-end closeout obligation with the University

C. Funding Disbursement

1. Distribution of funds is administered by the ASI office. ASI only distributes funds through the use of requisitions. ~~P~~Purchase orders will only be generated for clubs or organizations at the

Palm Desert Campus. Clubs are required to submit requisitions for purchase orders ([PDC only](#)) or checks once funding is approved. -Requisitions for purchase orders will only be used for food/beverage orders by clubs or organizations at the Palm Desert Campus and must be accompanied by a quote from the vendor together with a Vendor Data Record form. Requisitions for checks for vendors who will not accept purchase orders must be accompanied by original receipts or invoices as well as a Vendor Data Record form/[W-9](#). -The requisitions and the Vendor Data Record form/[W-9](#) may be ~~picked up at the front counter at the ASI office~~ [requested from the ASI Vice President of Finance or the ASI Front Desk](#). -Other documents may be required to process payment.

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2. ASI will not give money directly to an individual club or organization member. ASI will pay the vendor, club or organization, or speaker/performer up to the CAB approved amount. If an individual club member pays for the items approved on behalf of the club, then the club or organization will be reimbursed directly. -Should the receipts show expenditures which are in excess of those funds approved, then the reimbursement will only be for the approved amount. No personal expenses may be included on the receipts. -In filling out the ASI Requisition for reimbursement, whomever is to receive the check must fill in the club or organization name or the vendor's/speaker's/performer's name as the vendor and complete a Vendor Data Record form.
3. Clubs or organizations will have 7-10 business days from the date of the event/activity for which they were funded to turn in the proper paperwork with the original receipts for reimbursement.
4. To receive reimbursement, clubs or organizations must complete a [Post Event Survey Requisition Form](#).
5. Events that are primarily philanthropic in nature will not be counted towards an organization's semester or annual funding caps.

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Category	Semester Cap	Annual Cap
Conference Fees		\$1,200
Advertising	\$300	\$500
Food/Beverages	\$1,500	\$3,000
Artist/Speaker Fees		\$1,500
Decorations	\$225	\$550
Prizes		\$800
Organizational Promotional Items		\$400



Corporate Credit Card Policy
Approved per BD 59-20 | May 12, 2020

Purpose: This policy establishes the authorizations, procedures and guidelines under which an ASI corporate credit card will be utilized. Given the nature of travel arrangements, i.e., car rental, meals, hotel reservations, etc., or event planning, there are times when arrangements cannot be made because the organization will not accept ASI purchase orders, or ASI paperwork for disbursements cannot be accomplished in an extremely short time frame.

Scope: This policy applies to all ASI personnel (student and non-student), Executive Officers, and members of ASI.

1. COMPLIANCE

- a) The existence of Corporate Credit Cards will not replace the use of purchase orders and preauthorized checks for travel. The Corporate Credit Cards will be used to supplement current procedures as detailed in the ASI Financial Policy and Procedures and Travel Policy, not replace them. The corporate credit card is to be used for **ASI Business only** and not to be used to support poor planning.
- b) The Executive Director will have the authority to suspend the credit card privileges for authorized users in cases where, in the opinion of the Executive Director, the credit card is being used inappropriately. The ASI Vice President of Finance or ASI President, in conjunction with the CSUSB Associate Vice President/Dean of Students, will have the authority to suspend the credit card privileges for the Executive Director in cases where there is perceived abuse. If such action is needed with the Executive Director, the matter will also be referred to the ASI Board of Directors (BoD) for resolution. The decision of the BoD is final.
- c) Members of the Associated Students Inc. who are authorized to use a Corporate Credit Card must adhere to the Conflict of Interest Policy as to avoid any personal benefit from the usage of such privileges.

2. CLASSIFICATION & AUTHORIZATION OF CORPORATE CREDIT CARDS

- a) **Authorized Representative Cards (Student Employee):** the Authorized Representative Card shall be used by student employees in accordance with this policy:
 - i. The following student employees are authorized to use the Authorized Representative Cards: ASI President, ASI Executive Vice President, ASI Vice President of Finance, [ASI Vice President of PDC](#), ASI Director of External Affairs, ASI Program [Production](#) Manager, and Palm Desert [Campus](#) Program Manager.
 - ii. The corporate credit card will be held by the ASI Executive Assistant and signed out by either the Executive Assistant or the Executive Director.
- b) **Staff User Card (Non-Student Employee):** the Staff User card can only be used by non-student employees in accordance with this policy:
 - i. The Executive Director and the ASI Vice President of Finance shall determine the allowance of a Staff User Card to a non-student employee if their job requires the use of one.
 - ii. Any authorized non-student employee who is granted access to a Staff User Card will be solely responsible for its safekeeping and held responsible in accordance with this policy.
 - iii. Any non-student employee who possesses a Staff User Card that is set to leave the corporation will be responsible for returning their card to the ASI Executive Assistant before their departure.

Commented [AP1]: Incl. Executive Vice President of PDC?

3. CORPORATE CREDIT CARD LIMITS

- a) Corporate Credit Card limits are established by the Associated Students Inc. financial institution and should not be used as expenditure guidelines.
- b) The expenditure for each Corporate Credit Card shall be established by the procedures as outlined in the ASI Financial Policy & Procedures.

4. PROCEDURES FOR USAGE

- a) **Student Employee**
 - i. In order for the credit card to be checked out, there must be an approved budget available and with sufficient funds to offset the cost of the charges to be assigned to the credit card. This confirmation shall be noted in section 9 below.
 - ii. Student employees must submit a proper Travel Authorization form prior to checking out the Authorized Representative Card when the card is being used for travel.
 - iii. If the Executive Assistant believes that all prerequisites for checking out a credit card are met, they will have the authorized user submit the acknowledgment form in section 89 of this policy and proceed with issuing the card.
 - iv. The corporate credit card will be turned in to the ASI Executive Assistant or the ASI Executive Director within one business day after the completion of its authorized usage.
- b) **Non-Student Employee:** In order for the credit card to be used, the authorized user must be responsible and ensure that there are sufficient funds to offset the cost of the charges to be assigned to the credit card. A report of that usage shall be reflected on the Credit Card Expense Log.
- c) Any credit card purchases that are to be made for which the Hospitality Account will be utilized must be in compliance with the procedures as stated in the ASI Hospitality Policy before a purchase is made. Failure to do this will result in disciplinary action which may include termination.

5. ALLOWABLE EXPENDITURES

- a) Authorized purchases on the Authorized Representative Card include: meals only for traveling members of California State University, San Bernardino's (CSUSB) ASI, car rental deposit/payment, hotel room deposit/payment, plane ticket, and any other accommodation that has been authorized for expenditure.
- b) Authorized purchases on the Staff User Card include the items in section 5a and for programming, event planning, or other operations as deemed necessary by the ASI Executive Director.

6. UN-ALLOWABLE EXPENDITURES

- a) The Authorized Representative Card will not be checked out May 30th through June 30th. The only exception to this applies for travel conducted for the California State Student Association or the Panetta Institute for Public Policy.
- b) No purchases for anyone not a part of the CSUSB ASI will be put on the corporate credit card.
- c) No personal charges or expenses will be authorized.
- d) No expenditures may be made on the corporate credit cards that will utilize any of the Supplies and Services line item accounts as defined in the ASI Budget. Purchase Orders or Contracts must be used for these types of transactions.
- e) No cash advances are authorized on the corporate credit card.
- f) Expenditures will not be used for services that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, or marital status.
- g) Expenditures may not be made to purchase alcohol, ~~or~~ tobacco or cannabis products.
- h) The Authorized Representative Card will not be used as a default method of payment on any travel service or subscription (examples being Lyft, Postmates, and Uber).

Commented [LV2]: Maybe include cannabis products?

7. CREDIT CARD EXPENSE LOG

- a) All purchases using any Corporate Credit Cards will be recorded on the corporate “Credit Card Expense Log” and accompanied by receipts.
- b) The receipts and “Credit Card Expense Log” will be reviewed and approved by the Executive Director at the time of submittal after usage and again when the credit card company submits the invoice.
- c) Charges made on the Corporate Credit Cards by the Executive Director will be reviewed and approved by the ASI Vice President of Finance or in their absence by another ASI executive officer for compliance with this policy.
- d) Any charges deemed to be outside of this policy will be reimbursed to ASI by the individual who used the credit card.
- e) Authorized users, other than the Executive Director (see sub section f), who fail to provide any receipts with the Credit Card Expense Log for each academic year will be met with the following:
 - i. First Time offense: a verbal warning by the Executive Director.
 - ii. Second Time offense: a written warning by the Executive Director
 - iii. Third offense: if receipts are not submitted for three offenses, the ASI Executive Director will evaluate the situation and determine whether the Credit Card privilege will be revoked and if the authorized user should be disciplined.
- f) If the Executive Director violates this policy as it relates to the usage of the Corporate Credit Card, then the matter will be taken to the ASI Board of Directors for evaluation. The BoD will determine whether there was a violation of policy and determine if the Credit Card privilege will be revoked.

8. ACKNOWLEDGEMENT

Both student employees and non-student employees must submit the following acknowledgment form to the ASI Executive Assistant when checking out a Corporate Credit Card:

I _____ acknowledge that I have read and understand this policy in its entirety. I understand that if I violate this policy, my actions may result in the Corporate Credit Card being revoked indefinitely and other disciplinary measures including but not limited to termination. Furthermore, I understand that I may be responsible for reimbursement to the Associated Students Inc. for any unauthorized charges.

Card User Signature

Date

Affirmation of Available Funds: <input type="checkbox"/> Funds are available for use <input type="checkbox"/> Funds are not available Verified By:
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Approved with revisions per BD 59-20 | 05/12/2020

Howl Squad Committee Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in being a volunteer in ASI through the Howl Squad program. 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.

Applicant Information

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

Finance Committee (ASI)

Which campus-wide committee(s) are you interested in sitting on? Select all that apply

Name

Anna Cosio

Coyote ID

Email

Phone

Address

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

Any

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Graduate Student

12/2023

Supplemental Questions

Question #1: Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

I have experience in higher education financial aid and I would be able to contribute valid and useful ideas to help the Finance Committee. Currently I am the Executive Director of Financial Aid at CUSM and feel my knowledge can be put to great use. Prior to this role I oversaw 4 different campuses in the role of Director in Student Finance and ensured budgeting for the department was met and created policies for the campuses.

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

This would be a great way to give back to CSUSB and get involved with the school in a manner where I can use my knowledge and experience. I have never been involved in anything but this opportunity feels

like my chance to help!

Are you currently serving in ASI at any capacity (employee, volunteer, committee member, etc.)?

Supplemental Documents

Class Schedule (term applying for)

Fall 2023 Term Schedule - Anna Cosio.docx

Resume (Optional)

Resume - Anna Cosio.pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

ASI believes that the academic responsibility of a student should always remain a priority. Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.

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)

Email

Anna Cosio

MANAGEMENT | LEADERSHIP | HIGHER EDUCATION ADMINISTRATION | STUDENT FINANCIAL SERVICES | ENROLLMENT SERVICES | STUDENT INFORMATION SYSTEMS

PROFESSIONAL PROFILE

- ◆ Highly motivated and energetic leader
 - ◆ Sharp organizational and time management skills
 - ◆ Strong project management
 - ◆ Innovative Thinker
 - ◆ Proven ability to manage multiple demands and tasks, prioritize, meet deadlines, and work independently
 - ◆ Strong attention to details
 - ◆ Skilled problem-solver who identifies issues before they escalate
 - ◆ Ability to make independent decisions and produce results
-

AREAS OF EXPERTISE

- ◆ Thorough knowledge of federal, state, and institutional financial aid program practices, laws and cash management rules
 - ◆ Student Information Systems: Empower Information Systems, Campus Vue, Global/Saint Director
 - ◆ A-133 Audits, FISAP, applying for and maintaining participation in the TIV Programs (PPA/ECAR), IPEDS, NCAA and other related financial aid reporting.
 - ◆ Reporting: Financial Aid Performance, Disbursement, Reconciliation, Tuition Discounting
 - ◆ Develop and Implement Financial aid awarding strategies
 - ◆ New Medical School Startup (Admissions, Financial Aid)
 - ◆ Staff training and development
 - ◆ Analytical, research, and technical skills
 - ◆ Bilingual (English, Spanish) Read-Write-Speak
 - ◆ Higher Education Systems: COD, EDE/EDConnect, NSLDS, CPS, G5, Clearinghouse, CashNet, ELM, OpenNet and Tuition Management System (TMS)
 - ◆ Operating Systems - MacOS, Windows
Microsoft Office - Word, Excel (Advanced) Outlook, PowerPoint, Publisher, Visio, Project
 - ◆ Collaboration & Communication platforms: Cisco WebEx, Zoom, Skype, Google G Suite, Mailchimp
-

EDUCATION

Bachelor of Science in Business Administration
University of Redlands - Redlands, CA (2010)

Master in Business Administration
California State University of San Bernardino
San Bernardino, CA (Expected 12/2023)

PROFESSIONAL EXPERIENCE

California University of Science & Medicine – Colton, CA

March 2018-Present

Executive Director of Financial Aid

- ◆ Responsible for overseeing and providing leadership to the Office of Admissions/Enrollment Services, including supervision of 2 full-time employee and 1 student employee, planning and managing annual budgets, oversight of recruitment, admissions and enrollment cycles of the institution, and planning and implementation of annual operational plans.
- ◆ Accountable for establishing financial aid and scholarship policies and strategies for effective and efficient delivery of financial aid awards that maximize retention and recruitment goals; oversee long-range planning to forecast financial aid expenditures, create financial projections around potential aid initiatives and/or changes in regulations and monitor and analyze financial aid and enrollment activity.
- ◆ Provide a service-oriented environment committed to supporting students' educational goals by providing high quality financial aid counseling and a holistic approach to financial aid advising.
- ◆ Independently responsible for carrying out all financial aid administrative functions and reconciliation to ensure continuity between the financial aid and student account office.

- ◆ Provided leadership and supervised staff of 4 full-time employees - established schedules, assigned tasks, and evaluated performance; assessed departmental effectiveness and student service; coordinated the activities of the office and staff including setting departmental goals and priorities, clarifying policy, and developing internal procedures.
- ◆ Responsible for the development of the College's institutional scholarship program – including tracking and projecting available budget amounts.
- ◆ Created communication programs to ensure students and families have access to information: application forms, brochures, award letters, and accompanying materials; ensuring that all materials are compliant with current and changing federal regulatory guidelines.
- ◆ Oversaw and monitored reconciliation and funding availability of financial aid expenditures which included federal, state, institutional and student employment programs.

Platt College – Ontario, CA / Riverside, CA

February 2011- April 2013

Financial Aid Advisor

- ◆ Advised students regarding financial planning, budgeting, and debt management.
 - ◆ Maintained standard application of currency on financial aid packages, state and federal regulations related to financial aid, and school policies and procedures.
 - ◆ Currently in a startup campus and was taking the responsibility as the only financial aid officer on campus.
 - ◆ Responsibilities were providing a connection on financial aid matters to assigned campus offices and departments and ensuring that all students were analyzed to determine student financial aid options based on individual case circumstances and capacity to pay.
 - ◆ Monitoring financial aid data transmission and resolving data conflict
-

MANAGEMENT

- Well-rounded leader that has overseen a team of individuals and helped developed them into greater roles.
- Excellent decision maker with emotional intelligence to make decisions that not only benefit the company but in the interest of others.
- Functional in areas of accounting, such as auditing, processing, tracking, posting, and reconciling, accounts payable, tax matters, billings and payments, reimbursements, accounts receivable.
- Strong memorizations skills to assists customers in any sales transactions.

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Finance Committee (ASI)

Which campus-wide committee(s) are you interested in sitting on? Select all that apply

Name

Autumn Hudson

Coyote ID

Email

Phone

(

Address

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

Monday morning

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

December 2024

Supplemental Questions

Question #1: Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

The qualities that make me a great candidate for this position is that fact that I m great with money and policy. I am also currently the treasurer for the Black Student Union, so certain aspects of ASI finance I am familiar with already.

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

I am interested in being involved in ASI because I want to make a difference here on campus and be involved the direction of student life on campus.

Are you currently serving in ASI at any capacity (employee, volunteer, committee member, etc.)?

Supplemental Documents

Class Schedule (term applying for)
spring schedule 2023.docx

Resume (Optional)

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

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Word of mouth

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Finance Committee (ASI)

Which campus-wide committee(s) are you interested in sitting on? Select all that apply

Name

Sergio Zatarain

Coyote ID

Email

Phone

Address

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

anytime

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Senior

05/2023

Supplemental Questions

Question #1: Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

I am hardworking academically and in my industry. Unfortunately I wasn't able to intern due to having to support myself through school but am looking to grow.

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

I hope to get a good networking opportunity and to see which areas I can grow to succeed in the finance industry.

Are you currently serving in ASI at any capacity (employee, volunteer, committee member, etc.)?

Supplemental Documents

Class Schedule (term applying for)

Screenshot 2023-02-20 at 6.02.45 PM.png

Resume (Optional)

Resume 2023.pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

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Email

SERGIO ZATARAIN

OBJECTIVE: Motivated finance student seeking an internship or entry-level position in the finance industry. Strong analytical and problem-solving skills, with a passion for investing and financial analysis. Proficient in Excel and financial modeling, with a strong understanding of financial statements and accounting

EDUCATION

Bachelor of Science, Finance California State University San Bernardino, CA	May 2023
Associate in Science, Business Administration College of the Desert, Palm Desert, CA	May 2021
Associate in Science, Business & Technology College of the Desert, Palm Desert, CA	May 2021

EXPERIENCE

PM Front Desk Associate:

- Welcomed guests and facilitated interactions be it face-to-face or through multiple communication channels to maximize the guest experience through concierge services.
- Input sensitive guest info into dedicated software to create bookings and appointments.
- Coordinated with hotel departments from dining staff, housekeeping, and spa services to ensure guest satisfaction and optimize resort synergy.
- Audited nightly rollover of guest portfolios and secured accurate files for the accounting department.

Customer Service Representative and Sales

- Assisted clients fulfill their needs as well as sending and tracking incoming orders.
- Ensured merchandise needs are streamlined to reflect current trends via planograms and other sales tactics.
- Engaged with customers and made long-lasting personal relationships in order to have their needs met.
- Worked as a team to educate customers on the use of the company's self-service tech tools.

ADDITIONAL SKILLS

- Financial analysis and modeling
- Excel and financial software proficiency
- Financial statement analysis
- Accounting principles
- Data analysis and visualization
- Written and verbal communication in Spanish and English

RELEVANT EXPERIENCE

Hotel Internship Program Marriot Fall 2022 internship program	Fall 2022
PM Front Desk Associate Sands Hotel and Spa, Indian Wells CA	2019-2022
Customer Service Representative Stater Bros., Palm Desert CA	2017 - 2019