

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

**BOARD OF DIRECTORS  
AGENDA**

September 15, 2023  
10:30 a.m.

Santos Manuel Student Union North  
Student Chambers – 3305

Call to Order

Roll Call

Approval of Minutes

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

Adoption of Agenda

Open Forum (5 minutes/speaker)

Guest Speaker: Angela Gillespie, Director of Strategic Communication and Brand Management

**OLD BUSINESS:**

**BD 56-23** Permission to transfer \$17,000 from Unallocated Reserves to A.S. Corporate Operating – Supplies and Services (660003 RN001 A4200) to the 2023-2025 Human Resources Agreement between Associated Students Incorporated and the Santos Manuel Student Union. (Action) (Rister)

**NEW BUSINESS:**

**BD 62-23** Discussion on ASI supporting the implementation of Follet Exclusive ACCESS program. (Discussion) (Rister)

**BD 63-23** Appointment of Dalaiah Graham as the Housing representative to the ASI Board of Directors. (Action) (Vacancy Committee)

**BD 64-23** Appointment of Bhavish Balsara as the International representative to the ASI Board of Directors. (Action) (Vacancy Committee)

ANNOUNCEMENTS

ADJOURNMENT

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

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

**1. PURPOSE**

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

**2. FUNCTION**

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

a. Human Resources

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

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

**3. CONDITIONS SET FORTH**

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

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

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

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

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

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

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

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

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

## 7. NOTICES

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

Notice to ASI shall be addressed as follows:

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

Notice to SMSU shall be addressed as follows:

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## Supplemental Questions

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

My past experiences working with people have helped me learn how to be detailed-oriented and to work diligently. In all of my work experience, I have worked with customers or in a leadership role. These experiences have allowed me to work with a diverse group of people and taught me to appreciate different backgrounds and viewpoints. I currently have a summer position with the San Manuel Student Union. It has helped me to interact with people and quickly learn more about the campus and the importance of student involvement. Additionally, I am a great candidate because I have worked with student leadership organizations like Student Government and the Black Student Union. I understand the privilege of being a voice for students and the opportunity to bring students together. Finally, I am looking forward to being more than just a resident in housing, but to incorporate my housing assignment on the black residential scholars' floor and being an honors student to strengthen the relationship between housing and ASI.

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

While I always remember that my academics come first, I will balance this position with my other responsibilities by committing to a schedule that includes this position and I will always communicate any challenges that arise due to academic requirements. This position would remain top priority because I understand how important it is to honor your commitments. I also understand that students would be impacted if I do not honor my commitments.

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

One of the things I wanted to do with my opportunity to work on campus this summer was to get advice from other students. I've spent the summer asking students what was some of their challenges and what did they do to navigate them. Most of the students have talked about the challenge of time management. Others have mentioned the challenge of paying for their education and identifying resources that would allow them to be successful. I believe the most pressing issues that students are facing are having to get all they can out of college while still navigating their personal lives. This includes having multiple jobs, identifying and keeping a major, and meeting their financial obligations.

## Supplemental Documents

**Class Schedule (term applying for)**

Dalaiah Graham Schedule.PNG

**Resume**

Dalaiah Graham Resume 2023.pdf

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

**Cover Letter (Optional)**

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

**Letter of Recommendation (Optional)**

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

**Academic Consent Authorization**

In order to be considered for appointment, you must have a 2.75 GPA in both semester and overall course. You must have completed one semester at CSUSB to be eligible (not including summer sessions).

Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

**Please acknowledge one of the following**

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.  I do not consent for ASI to review my academic eligibility. By selecting this option, I acknowledge that I forfeit my application for consideration

**Student Conduct Consent Authorization**

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

**Please acknowledge one of the following**

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.  I do not consent for ASI to review my conduct record. By selecting this option, I acknowledge that I forfeit my application for consideration.

**Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)**

- Word of mouth  Email
- Social Media  Flyer on campus
- Digital Display on campus (TV screens)
-



Dalaiah Graham  
Lake Elsinore, CA  
[Laiahjackson1213@gmail.com](mailto:Laiahjackson1213@gmail.com)  
937-609-0740

## **AWARDS/RECOGNITIONS**

December 2022      National PTA, Literature Division Creative Interpretation  
December 2022      President's Education Awards Program, Outstanding Academic  
Achievement  
May 2022            California Department of Fair Employment Housing, Sexual  
Harassment and Abusive Conduct Prevention Training Completion  
Certificate

## **WORK HISTORY**

***Cross Cultural Center Student Assistant***  
***Santos Manuel Student Union***  
***California State University San Bernardino***  
**June 2023 - Present**

***San Bernardino, CA***

### Responsibilities:

- Summer position to provide administrative assistance
- Guest services
- Phone management
- Typing and filing
- Special projects
- Financial reconciliation
- Program planning
- Update SMSU Student Handbook

### Acquired Skills:

- Excellent verbal communication skills to represent SMSU to internal and external stakeholders. This includes answering phone calls, responding to emails, and participating on committees.
- Time management and efficiently prioritizing tasks, meeting deadlines, and effectively managing multiple projects simultaneously.
- Use of data analysis tools.
- Planning of campus events that included identifying caterers and entertainment.

***Service Associate***  
***Reading Cinemas***  
**July 2021 - October 2022**

***Lake Elsinore, CA***

Responsibilities:

- Ensure all guests have a positive experience, regardless of making food/beverage purchases.
- Ability to communicate effectively to all staff, on-site management, and corporate employees.
- Provide service that is friendly, helpful and fast
- Maintaining facilities (and equipment) that are clean, safe and in good repair
- Supporting kitchen operations by helping clean, bus tables, wash dishes, etc.
- Help guests navigate kiosks as well as make ticket purchases at the concierge. Even giving advice on which films to watch!
- Provide timely service at food service areas (such as lounges, café, patios, and main concession stand) which includes intimate knowledge of the entire food and beverage menu.
- Willingness and ability to consistently suggest sell and upsell food items.
- Assist local leadership team maintain adequate stock levels for the day's business.
- Control waste.
- Clean theaters in a timely manner.
- Maintain pristine common areas including exterior, lobby, halls, and restrooms.

Acquired Skills:

- Attention to detail and a passion for providing excellent experiences.
- Work exceptionally well under pressure to meet the demands of high volume during movie theater rushes.
- Outstanding verbal and written communication skills.
- High personal and performance standards.

***Administrative Assistant***  
**Mt. Calvary Baptist Church**  
**May 2019 to August 2019**

**Dayton, OH**

Responsibilities:

- Summer position to provide administrative assistance
- Guest services
- Phone management

- Typing and filing
- Special projects

### Acquired Skills:

- Office management and maintaining office supplies and equipment.
- Excellent verbal communication skills to interact with guests, and internal and external stakeholders. This includes answering phone calls and responding to emails.
- Time management and efficiently prioritizing tasks, meeting deadlines, and effectively managing multiple projects simultaneously.
- Creating and maintaining organized filing systems.
- Attention to detail and accuracy when handling administrative tasks.
- Customer service and providing a high level of service and addressing inquiries and concerns professionally and promptly.
- Confidentiality and discretion and maintaining strict confidentiality of sensitive information, such as employee records, financial data, and vendor information.
- Adaptability and open to changing priorities, working effectively in a fast-paced environment, and adjusting to new tasks and responsibilities.
- Teamwork through collaborating with coworkers and supporting a positive work environment by assisting others, sharing knowledge, and contributing to team projects.

## **EDUCATION**

California State University, San Bernardino  
Accepted into Fall 2023 incoming class  
Accepted into Honors Program

Elsinore High School - Lake Elsinore, CA  
September 2021 to June 2023; Final GPA: 3.8

Cajon High School - San Bernardino, CA  
September 2020 to 2021

Trotwood-Madison High School - Dayton, OH  
August 2019 to August 2020

# Board of Directors: Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our Board of Directors. You can only submit one application per position. For information on each position, click on the following: [Board Member Description](#)

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

*This is a non-paid student position, however there are service incentives available for each semester served ([click here](#) for incentive types).*

## Applicant Information

Please select which position you are applying for.

### Name

<input type="text" value="Bhavish"/>	<input type="text" value="Balsara"/>
First	Last

<input type="text"/>	<input type="text"/>	<input type="text"/>
Coyote ID	Email	Phone

### Address

Address Line 1

Address Line 2

<input type="text"/>	<input type="text"/>	<input type="text"/>
City	State	Zip Code

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

<input type="text"/>	<input type="text" value="Graduate Student"/>	<input type="text" value="June 2024"/>
Date of Birth	Current Class Standing	Expected Graduation Date (Month/Year)

## **Supplemental Questions**

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

I believe that I am a great candidate for the international student representative position because I have the following qualities:

I am an international student myself, so I understand the challenges and opportunities that international students face. I have been living in the United States for the past 1.5 years, and I have experienced firsthand the challenges of adjusting to a new culture, learning a new language, and navigating the American educational system. I am also familiar with the resources available to international students, and I am passionate about helping other international students succeed.

I am currently serving as treasurer of the Indian Student Organization club on campus. It is an Indian community-focused international student club. As treasurer of the Indian Student Organization club, I was responsible for managing the club's finances. I oversaw the budget, managed the club's bank account, and generated financial reports. I also worked with the club's president and other board members to plan and execute events. Have also organized events single-handedly.

I am a strong communicator, as I speak 4 languages which are English, Hindi, Marathi, and Gujarati. I have planned to learn Spanish as well. As of now, I am friends with a lot of international students from all around the world. I am able to communicate effectively with people from different cultures and backgrounds, and I am able to build consensus and reach agreements. I have experience working on committees and in leadership roles, and I am confident in my ability to represent the interests of international students to the administration and to the wider campus community.

I am a culturally rich person. I was born and raised in India, a country with a rich and diverse culture. I have learned a great deal about Indian culture from my family and friends, and I have also had the opportunity to learn about other cultures through my travels. I have visited several Asian countries and a middle eastern country. In each country, I have been able to learn about the local culture and customs. I am passionate about sharing my knowledge of different cultures with others, and I believe that it is important to understand and appreciate different cultures in order to build a more inclusive world.

I am a team player and a problem solver. I am able to work effectively with others to achieve common goals, and I am able to think creatively and find solutions to problems. I am also a proactive and organized individual, and I am confident in my ability to manage my time effectively and meet deadlines.

Resourceful and known. I collaborate extensively with the international department of the College of Extended and Global Education, and as a result, I am familiar with most of the staff members in that department, including the dean. Additionally, I am knowledgeable about the various immigration laws and regulations, such as OPT, CPT, and others, which enables me to provide valuable assistance to my fellow international students. I am also familiar with most of the departments in the university and their processes.

I am confident that I have the skills, experience, and passion to be a successful international student representative. I am eager to serve the international student community and to help make my university a more welcoming and inclusive place for all students.

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

I understand that being an international student representative can be demanding, but I am confident in my ability to balance it with my other responsibilities. I am skilled in time management and effectively prioritizing tasks. Additionally, I am organized and able to handle my workload efficiently. I have been working on campus for over a year and have successfully managed my responsibilities, as evidenced by my 3.75 GPA. In the past, I worked 20 hours a week on campus and 40 hours during summer break. During the fall 2022 semester, I worked 20 hours on campus while also taking four master's classes, serving as treasurer for the ISO club, working on a project, and preparing for cybersecurity certification. So I have the potential to balance this position with your other responsibilities

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

## Supplemental Documents

**Class Schedule (term applying for)**

Summer\_and\_Fall\_Semester\_2023\_Class\_Schedule20230506-1-i4eey020230506-1-3ik9sj.pdf

**Resume**

BBCYBER6.pdf

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

**Cover Letter (Optional)**

Bhavish BalsaraCL.docx

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

**Letter of Recommendation (Optional)**

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

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- Word of mouth
- Social Media
- Digital Display on campus (TV screens)
- 
- Email
- Flyer on campus



# Bhavish Balsara

San Bernardino ,CA | (347)596-8143 | [bhavishbalsara14@gmail.com](mailto:bhavishbalsara14@gmail.com) | [Linkedin.com/in/bhavishbalsara/](https://www.linkedin.com/in/bhavishbalsara/)

## Summary

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Cybersecurity graduate student with broad knowledge of network security, digital forensics, Cyber Defense, and Vulnerability Analysis, working at the University of California, Riverside as a IT security intern. Energetic self-starter, problem-solver, and team player with outstanding technical and communication skills. Fast learner with the ability to grasp new threats, concepts, and technologies. Lastly, I am preparing for CompTIA Security + certification.

## Technical Competencies

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- **Operating Systems:** Linux (Ubuntu, Kali), Windows.
- **Protocols:** TCP/IP, UDP, DNS, DHCP, HTTP,
- **Software:** Magnet AXIOM, Autopsy, FTK imager, Paraben E3, Password Recovery Toolkit (PRTK), Metasploit, Wireshark, Nmap, Burp suite. Microsoft 365.
- **Programming:** Python, R, Java.
- **Databases:** Access, Relational Database Design, SQL.

## Work experience

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03/2023 - present  
Riverside, United States

### **IT Security Intern, University of California, Riverside.**

- User and asset review and auditing
- Developing and maintaining security policies and procedures, reports, basic research, and analytical tasks.
- Data review in low-risk incident response.
- conducting the integration/testing, operations, and maintenance of systems security.
- Staging IT automation tasks to make processes more efficient.
- Implementing and monitoring security controls.

03/2022 - 03/23  
San Bernardino,  
United States

### **SAP concur analyst, Graduate Assistant at Accounts Payables, California State University, San Bernardino**

- Worked as SAP concur analyst.
- profile creation, expense report processing, and handling. Develop Concur Training Materials and assisted in its training.
- Processing and auditing Invoices using PeopleSoft and CFS (Common Financial System for CSUs).
- Trained new employees on the use of the system and software.
- Assisted the Accounts Payables team with auditing invoices for accuracy.

05/2021 - 08/2021  
Pune, India

### **Android Application security Intern Coreflex Solution Pvt. Ltd.**

- Performed on-going security testing for security vulnerabilities and code review to improve software security.
- Integrating Proguard to enhance the security of the applications.
- Promoted developing Android applications using Java and the Android SDK and utilized Android libraries and frameworks to create robust applications.
- Ministered in developing Android applications using Java and the Android SDK and utilized Android libraries and frameworks to create robust applications. Assisted team members on secure coding practices.

## Education

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01/2022 - present  
San Bernardino,  
United States

**Information Systems Technology - Cybersecurity | Masters**  
**California State University San Bernardino**  
CGPA: 3.75

**Relevant Coursework:** Incident Handling and Cyber Investigation, Cybersecurity Policy and Risk Management, Cyber Defense and Vulnerability Analysis , Cybersecurity Theory and Practice, Information Networking Systems and Security, Database Management and Policies, Enterprise Architecture Planning, Strategy, Security and Policy

06/2018 - 06/2021  
Pune, India

**Computer Science | Bachelors**  
**MIT-World Peace University**  
CGPA: 3.74

## Achievements & Volunteering

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- Treasurer of ISO (Indian Student Organization) at California State University San Bernardino
- One of the 30 students selected for Cyber Apprenticeship at Inland Empire Cybersecurity Initiative (IECI).
- Student Lead - Gen Cyber Camp 2022 at California State University San Bernardino.
- Student Volunteer - Cyber Security open house 2022 by Cyber Intelligence and Security Organization (CISO)
- Volunteered - 36th Annual CSUSB Student Research Competition, California State University San Bernardino
- 2022-2023 Convera (formerly Western Union Business Solutions) International Student Scholarship Awardee.
- CSUSB Career Center for the Spring 2023 Internship Award.

## Certificate

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- Exterro ACE-Exterro FTK  
Issued Nov 2022 · Expires Nov 2024

## Projects

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### Forensic Toolkit

- Recovered deleted files from a sample hard disk.
- Identified the clues, the duplication and deletion details of the files like dates and suspects information using FTK imager, registry viewer.
- Encryption and decryption of files using PRTK software.