

**THE
PERSONNEL MANUAL
OF THE
ASSOCIATED STUDENTS, INC.
OF
CALIFORNIA STATE UNIVERSITY,
EAST BAY**



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Appointment of Vacant Positions

PURPOSE

The purpose of this policy is to articulate a fair, transparent, and impartial process and procedure for ASI personnel affairs in regards to ASI Student Government positions (e.g. Board of Director positions, Senate positions, Committee positions). This policy will ensure consistency, and will merge and supersede the following policies:

- ASI Student Government Vacant Positions Appointment Process Policy
- ASI Policy on Senate Appointment
- Policy on Nomination and Selection for ASI Chair to the Board of Directors

This policy also aims to aid the ASI Executive Vice President/Chief of Staff and the ASI Personnel Committee for the procedure and process for recruiting, interviewing, and appointing vacant ASI Student Government positions.

DEFINITIONS

<i>ASI Student Government</i>	Term primarily used when referring to both the ASI Board of Directors and Senate
<i>ASI Student Government Officers</i>	Refers to members of the ASI Student Government
<i>ASI Student Government positions</i>	Refers to positions within the Board of Directors, Senate, and standing or ad-hoc committees

GENERAL GUIDELINES, REQUIREMENTS & PROCEDURES

Applicant Eligibility:

- Students applying must be a regularly matriculated student and enrolled at CSUEB.
- Must be a member¹ of ASI

¹ “Member of ASI” is defined as a student that pays the student fee to ASI (i.e. Open University Students do not pay a fee, therefore cannot apply for positions)

- Students must have completed a minimum of one academic term at CSUEB, and shall adhere to the *Minimum Qualifications For Student Office Holders*² as specified by the CSU Chancellor's Office.
- Must be in good standing with the university (e.g. academic, financial, and judicial).
- Must not be a previously voted off or sanctioned member, who was eligible for removal, of the ASI Student Government or a committee.
 - This would apply for members during the previous or current academic year.
- Must complete an application via BaySync (see ATTACHMENT I), or other determined online software platform (e.g. Google Forms), and submit it by the deadline set by the ASI Executive Vice President/Chief of Staff.
 - The position application(s) shall remain open until filled with priority given to applications completed by the deadline determined by the ASI Executive Vice President/Chief of Staff.

Guidelines & Requirements:

- Application(s) for the ASI Student Government positions must be publicized via social media, tabling, direct outreach, or by whatever means the ASI Vice President of Communications or the ASI Communications department deems reasonable.
- Applicants must submit a completed application via BaySync.
- Eligibility check must be completed before being called for an interview (refer to [Interview Guidelines](#)).

Interview Guidelines

- Applicants must be available for an in-person interview. A phone or video call interview may be permitted if requested by the candidate or the interview committee.
 - During the summer term, all interviews shall take place over a video call.
- The interview must feature a transparent interview question script, and all candidates must be treated equally.
- The interview committee for applicants within the same vacant position must remain the same throughout the interview process to provide consistent scoring and feedback.

² The California State University Office of the Chancellor. *Minimum Qualifications For Student Office Holders*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/csu-minimum-quals-for-student-office-holders.pdf>



- The Interview Committee is primarily composed of members of the ASI Personnel Committee: the ASI President/CEO, ASI Executive Vice President/Chief of Staff, ASI Vice President of Finance/CFO, ASI Vice President of University Affairs, and ASI Vice President of Communications, ASI Chair.
 - However, when limited or conflicting schedules or a conflict of interest with a candidate prevent consistency, proxy interviewers are permitted from the other ASI Student Government Officers.
 - The Interview Committee will conduct interviews, and maintain the transparent interview question script (see ATTACHMENT II)
 - Designees for the Interview Committee may be utilized as needed.
- Members of the Interview Committee may not disclose any information pertaining to any candidate, or the interview question scripts to any member outside of the Interviewing Committee prior to a recommendation.

Disqualification:

Eligible candidates may not contact members of the Interview Committee before or after the interview for any insight on the interview itself or details about other candidates, as this may lead to an automatic disqualification from the position. However, a candidate can send a thank you email or ask for feedback about their performance after the interview.

CHAIR

Background

Following the referendum held December 3-4, 2015, the position of ASI Chair to the Board of Directors was established³.

Specific Guidelines & Requirements

- Application for ASI Chair must be released after the General Elections conclude (i.e. the week following Spring Break), and shall remain open until the first week of June.

³ California State University, East Bay Associated Students. Incorporated. *BOD 2015-16 - 5R Resolution on the Establishment of a Chair*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/resolutions/2015-2016/BOD%2015%205R-%20Resolution%20on%20Establishment%20of%20a%20Chair.pdf>



- Interviews shall be conducted starting June 1 and once the Chair application has closed and an eligibility check has been completed.
 - Interviews for Chair applicants shall be completed before the end of June.

Procedures

The Interview Committee (see [Interview Guidelines](#)) along with the ASI Executive Director, or designee, will conduct interviews for the Chair position. All interviews for Chair applicants shall be completed before the end of June.

The ASI Executive Vice President/Chief of Staff will provide interview results to the Personnel Committee. The ASI Personnel Committee will discuss candidates, and make a recommendation to the ASI Board of Directors. The ASI Executive Vice President/Chief of Staff will then present the ASI Personnel Committees' recommendation to the ASI Board of Directors. The ASI Chair will be elected by a two-thirds majority vote, as outlined in the *ASI Bylaws*, Article VI, Section 2)⁴, of the ASI Board of Directors during the summer term no later than the second week of July.

Timeline

<i>Week following Spring Break</i>	Chair Application is released
<i>First week of June</i>	Chair Application is closed
<i>End of June</i>	Chair Applicant Interviews are all completed
<i>Second Week of July</i>	Board of Directors appoints the Chair

SENATE APPOINTMENT

⁴ California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

Background

Following the referendum held December 3-4, 2015, the Associated Students, Inc. (ASI) Board of Directors shall have positions contained in the ASI Senate⁵.

Specific Guidelines and Requirements

- Application for the ASI Senate may be opened the week following the conclusion of the Spring semester, and shall remain open until the second week of the Fall semester.
 -
- The interview shall have an Interview Committee that includes the ASI President/CEO, ASI Executive Vice President/Chief of Staff, ASI Vice President of University Affairs, ASI Chair, and ASI Associate Director or designee.
- Senate Interviews shall begin no later than the third week of the Fall semester.

Procedures

The ASI Executive Vice President/Chief of Staff will provide interview results to the ASI Personnel Committee. The ASI Personnel Committee will discuss candidates, and in a subsequent meeting, make a recommendation to the ASI Board of Directors. The ASI Executive Vice President/Chief of Staff will then present the ASI Personnel Committees’ recommendation to the ASI Board of Directors. The Senators will be appointed by a two-thirds majority vote (Article II, Section 2f)⁶ of the ASI Board of Directors no later than the end of September.

Timeline

<i>Week after Spring Semester</i>	Senate Application is released
<i>Second week of Fall Semester</i>	Senate Application is closed
<i>Third Week of Fall Semester</i>	Senate Applicant Interviews begin

⁵ California State University, East Bay Associated Students. Incorporated. *BOD 2015-16 - 4R Resolution on the Establishment of an ASI Senate*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/resolutions/2015-2016/BOD%202015-16-4R%20Resolution%20on%20the%20establishment%20of%20an%20ASI%20senate.pdf>

⁶ California State University, East Bay Associated Students, Incorporated. *Senate Constitution*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/senate-constitution.pdf>



End of September

Board of Directors appoints the Senators of
the ASI Senate

VACANCIES

Background

Per the ASI Bylaws, Article VI, Section 5b⁷, appointments for vacant positions shall be made in accordance with the ASI Personnel Committee's interview process.

Guidelines & Requirements:

- Application for the vacant position should be released as soon as the position becomes vacant, but no later than 5 business days after the vacancy.

Process

Following the vacancy of any ASI Student Government position, ASI shall publicize the vacant position to all eligible students for a minimum of one week, or seven business days, prior to conducting interviews to fill the vacant position. The vacant position application shall remain open until the application deadline determined by the ASI Executive Vice President/Chief of Staff, or until the position is filled.

Procedures:

The ASI Executive Vice President/Chief of Staff will provide interview results to the ASI Personnel Committee. The ASI Personnel Committee will discuss candidates, and make a recommendation to the ASI Board of Directors. The ASI Executive Vice President/Chief of Staff will then present the ASI Personnel Committees' recommendation to the ASI Board of Directors. The replacements will be appointed by a majority vote of the ASI Board of Directors

⁷ California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from:
<https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

STANDING & AD-HOC COMMITTEES

Background

Per the ASI Bylaws, Article IX⁸, articulates the standing committees of ASI. The *Resolution to Grant the Appointment Authorities to the ASI Personnel Committee*⁹, defers and authorizes the ASI Personnel Committee the “power to appoint at-large students to ASI committees, Academic Senate committees, and all other campus-wide committees.”

Guidelines and Requirements

- The application for ASI standing committees may be opened the week following the conclusion of the Spring semester.
- Applications for ASI Ad-Hoc committees may be opened after approval by ASI Board of Directors of the resolution and committee code for the said ad-hoc committee.
- Committees members shall be appointed on a rolling basis until the committee is fully seated, or achieves quorum to meet.

Procedure

Applications and contact information for committee applicants will be provided to the chair of the relative ASI committee for that committee chair to conduct interviews. A transparent interview question script must be maintained.

The committee chair will submit a Committee Recommendation Form (see ATTACHMENT III) to the ASI Executive Vice President/Chief of Staff. The ASI Executive Vice President/Chief of Staff will provide the recommended applicants to the ASI Personnel Committee. The ASI Personnel Committee will discuss the recommendation(s). The committee chair may attend the ASI Personnel Committee to provide clarification and answer any questions in regards to their recommendation(s) to the ASI Personnel Committee. The committee candidates will be appointed by a majority vote of the ASI Personnel Committee.

The ASI Executive Vice President/Chief of Staff, in collaboration with the ASI Executive Assistant and Board Assistants, shall maintain a committee roster for all ASI committees.

⁸ California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

⁹ California State University, East Bay Associated Students, Incorporated. *BOD 2018-19 - 10R Resolution to Grant the Appointment Authorities to the ASI Personnel Committee*. Retrieved from:



ELECTIONS COMMITTEE

Background

Per the ASI Bylaws, Article IX¹⁰, articulates the standing committees of ASI. The *Resolution to Grant the Appointment Authorities to the ASI Personnel Committee*¹¹, defers and authorizes the ASI Personnel Committee the “power to appoint at-large students to ASI committees, Academic Senate committees, and all other campus-wide committees.”

Guidelines and Requirements

- Applications will be at the beginning of the Fall semester, and shall remain open until the last week of October.¹²

Procedure

Applications will be reviewed by the ASI Elections Committee Advisors. Applicants will be selected for interviews held by the ASI Elections Committee Advisors. Interviews for Elections Committee applicants shall be conducted during November of the Fall semester, Recommendations will be forwarded via memorandum to the ASI Personnel Committee and the ASI Board of Directors no later than the first week of the Spring semester.

The ASI Board of Directors will discuss the recommendations, and the recommendees may address the ASI Board of Directors to present additional information or to expand on information previously submitted. The ASI Board of Directors may question the recommendees, if necessary or for clarification. The Elections Committee candidates will be appointed by a majority vote of the ASI Board of Directors no later than the first week of February.

UNIVERSITY WIDE

¹⁰ California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

¹¹ California State University, East Bay Associated Students, Incorporated. *BOD 2018-19 - 10R Resolution to Grant the Appointment Authorities to the ASI Personnel Committee*. Retrieved from:

¹² California State University, East Bay Associated Students, Incorporated. *Elections Code*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/elections/csueb-asi-elections-code-2019-2020.pdf>



Background

The ASI Administrative Manual states that the ASI Executive Vice President/Chief of Staff “shall coordinate appointments to University Wide Committees.”¹³

Guidelines and Requirements

- ASI Student Government Officers, as delegated by the ASI Executive Vice President/Chief of Staff, shall serve on university wide committees as their class and work availability allows them to.
 - The delegation process shall be completed by the ASI Executive Vice President/Chief of Staff no later than the second week of October.
- Specific university wide committees, as listed in this policy, shall be open to students-at-large to apply to.
 - Interview Committee that includes the ASI President/CEO or designee, ASI Executive Vice President/Chief of Staff, and Executive Director or designee.
- Some ASI Student Government Officers may already be delegated to a university wide committee by the ASI Bylaws or Administrative Manual
- The number of university wide committees each ASI Government Officer serves on shall be equitable and fair
 - Any concerns shall be addressed to the ASI Personnel Committee

University Wide Committees

The following committees shall be open for students-at-large to apply to, and the committee representative shall be appointed by the ASI Personnel Committee.

- The application for university wide committees may be opened the week following the conclusion of the Spring semester.
 - This shall be a part of the ASI standing and ad-hoc committees application.
- The representative shall be appointed on a rolling basis until a qualified applicant is found, with priority given to applicants who apply before the deadline set by the ASI Executive Vice President/Chief of Staff.
 - Applicants may be interviewed on a rolling basis.

¹³ California State University, East Bay Associated Students, Incorporated. *Administrative Manual*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/administrative-manual-of-asi.pdf>



The following university wide committee may be delegated to students-at-large:

- Academic Senate Committees
 - Curriculum and Instruction ([CIC](#)) (2 seats)
 - Committee on Academic Planning and Review ([CAPR](#)) (2 seats)
 - Faculty Diversity and Equity Committee ([FDEC](#))
 - Information Technology Advisory Committee ([ITAC](#)) (2 seats)
 - Affordable Learning Solutions ([ALS](#), subcomm of CIC)
 - Committee on Sustainability ([CS](#))
 - [Awards Subcommittee](#) (subcomm of FAC)
 - Subcommittee on Evaluation of Teaching ([SET](#), subcomm of FAC)
 - Grade Appeal and Academic Grievance ([GAAG](#)) Committee (2 seats)
- Honorary Degree Committee
- Library Advisory Committee

The ASI Executive Vice President/Chief of Staff may make recommendations to add or remove university wide committees, in consultation with the ASI President/CEO and/or the ASI Executive Director. The adding/removing of committees to be included on the ASI Committee Application shall be done prior to releasing the application for the next academic year. The ASI Executive Vice President/Chief of Staff-elect may also make recommendations to the sitting ASI Executive Vice President/Chief of Staff on adding or removing committees on this list.

Procedure

The ASI Executive Vice President/Chief of Staff shall maintain a committee roster for university-wide committee delegations for ASI Government Officers

For University Wide Committees open to students-at-large, the ASI Executive Vice President/Chief of Staff will provide interview results to the ASI Personnel Committee. The ASI Personnel Committee will discuss candidates, and in a subsequent meeting, the representative to the committee shall be appointed by a majority vote of the ASI Personnel Committee, or the Board of Directors, no later than the end of September. The ASI Executive Vice President/Chief of Staff shall inform the chair of a given university wide committee via email as to who the student representative from ASI will be. The appointed member shall be considered an ASI committee member.



For University Wide Committees delegated to ASI Government Officers, the ASI Executive Vice President/Chief of Staff shall inform the chair of a given university wide committee via email as to who the student representative from ASI will be.

Section Revision History

Revised by Board of Directors 4/8/2020



ATTACHMENT I
Sample Position Application

We are excited for your interest in student leadership at the Associated Students, Incorporated (ASI). In order to serve as an ASI student representative for the 20XX-20XX academic year, please read through the attached information, and complete the following application.

If you have any questions please visit the ASI Office, located in the Old University Union Suite 314. You can also call (510) 885-4160 or email the ASI Executive Vice President/Chief of Staff at asiexecvp@csueastbay.edu

These applications shall be reviewed on a rolling basis until the position is appointed [or by deadline - date included].

Eligibility

In addition to being a transfer student at CSU East Bay, please refer to the *CSU Minimum Quals for Student Office Holders* (<http://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/csu-minimum-quals-for-student-office-holders.pdf>)

Description of Position/Role

Commitments

First Name:

Last Name:

Email Address:

Phone Number:

NetID:

Major:

Class Standing:

- Freshman
- Sophomore
- Junior

- Senior
- Graduate Student

[Application Questions]

Any last comments? [optional response]

By selecting this, I understand that all of the information above is accurate.

- Yes, I understand and acknowledge that all of the information I have provided above is accurate.

By selecting this, I understand and acknowledge there is no guarantee of receiving this position nor interview for this position.

- Yes, I understand and acknowledge there is no guarantee of receiving this position nor interview for this position.

Next Steps

Please give your application at least five business days to be processed and reviewed.

If you have more questions, please feel free to contact the ASI Executive Vice President/Chief-of-Staff (asiexecvp@csueastbay.edu).



ATTACHMENT II
Sample Interview Question Script Form

Recommendation Form

ASI Committee Chair Information

Name of Chair: [YOUR NAME]

Date of Submission: [DATE]

Committee(s):

ASI:

- Concord Campus
- Finance
- Internal Affairs
- Legislative Affairs
- Lobby Corps
- Programming Council
- Sustainability Affairs

University Wide Committees:

- Curriculum and Instruction (CIC) (2 seats)
- Committee on Academic Planning and Review (CAPR) (2 seats)
- Faculty Diversity and Equity Committee (FDEC)
- Information Technology Advisory Committee (ITAC) (2 seats)
- Affordable Learning Solutions (ALS, subcomm of CIC)
- Committee on Sustainability (CS)
- Awards Subcommittee (subcomm of FAC)
- Subcommittee on Evaluation of Teaching (SET, subcomm of FAC)
- Grade Appeal and Academic Grievance (GAAG) Committee (2 seats)
- Honorary Degree Committee
- Library Advisory Committee

Applicant Information

Name of Applicant: [APPLICANT NAME]



Recommendation Questions

What differentiates the applicant from other applicants?

What unique qualities/skills does the applicant possess?

How will the applicant's qualities/skills make the committee successful?

Interview Questions

Instructions: Take notes as you interview the candidate. Rate the questions 1-5 and add up the total at the end

Candidate _____

Interviewer _____

[Interview Questions]

Comments:

Strengths

Weaknesses

Total Score _____ / Maximum Points Possible

- Recommending for Appointment
- NOT Recommending



Policy on Board of Directors' Meeting Times

BACKGROUND

The ASI Bylaws, Article VIII, Section 1¹⁴, states that “Regular Board Meetings shall be held at least during each academic quarter [/semester], when classes are in session.” Historically, ASI Board of Directors meetings have taken place on Wednesdays from 12pm to 2pm.

In the 2016-2017 academic year, the ASI Board of Directors adopted a *Resolution on Priority Registration for Associated Students, Inc. Board of Directors*¹⁵, which requested priority registration for members of the ASI Board of Directors.

Members of the Board of Directors are eligible for priority registration, following the approval of the Academic Senate¹⁶, so that they can attend Board of Directors meetings.

PURPOSE

The purpose of this policy is to solidify for the ASI Board of Directors (BOD) meeting time, and articulate who qualifies for being exempt from attending BOD meetings and the process for requesting an exemption. ASI BOD meetings have historically been on Wednesdays from 12pm to 2pm. Although there has not been any documentation of this day and time, this policy is aimed to make it apparent to all members of the BOD.

This policy also applies to Executive and Personnel Committee meetings that occur on alternating Wednesdays from 12pm to 2pm.

¹⁴ California State University, East Bay Associated Students, Incorporated. *Bylaws*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/board-documents/by-laws.pdf>

¹⁵ California State University, East Bay Associated Students, Incorporated. *Resolution on Priority Registration for Associated Students, Inc. Board of Directors*. Retrieved from: <https://www.csueastbay.edu/asi/files/docs/asi-government/resolutions/2016-2017/BOD%202016-17%201R%20resolution%20on%20priority%20registration%20for%20ASI%20,%20BOD.pdf>

¹⁶ California State University, East Bay Academic Senate. *Registration Policy*. Retrieved from: <https://drive.google.com/file/d/1QIMP8IIFiOQAaMG1Aq1qv03YpGFJ1vNA/view?usp=sharing>



POLICY

Requirements

- Students elected/appointed to the ASI Board of Directors make a commitment to have their Wednesdays 12pm to 2pm available for ASI Board of Director meetings.
- Students elected to the ASI Board of Directors must request written documentation from the Chair of the Academic Department, and/or an Academic Advisor, stating that in absence of taking this class that quarter/semester will delay graduation and is not offered at any other time.
- A Board member, if granted an exemption from the ASI Personnel Committee, can be excused from attending Board of Director meetings for one (1) semester. The process for requesting an exemption shall be outlined in [Procedures](#).
- A Board member shall be denied an exemption if:
 - Employment and/or commitments outside of ASI conflicting with Board of Director meetings

Tardiness

- If a Board member has 3 or more instances of tardiness in a semester at any given meeting, it shall be referred to the ASI Personnel Committee.
- A *tardy* is defined as arriving past the Call to Order by the Chair or arriving 10 minutes after the Call to Order without informing the Chair of being late prior the meeting.

Board members requesting an exemption must apply for a Board of Directors meeting exemption. The petitioning Board member must contact the ASI Executive Vice President/Chief of Staff via email to have the ASI Personnel Committee address the request. The petitioning Board member will attach any necessary documentation (e.g. class schedule, letter of the academic department chair, etc.) regarding the request.

ASI Executive Vice President will place a discussion item to discuss the request at the earliest ASI Personnel Committee meeting. The ASI Personnel Committee will discuss the request. In the following meeting, the ASI Personnel Committee will take action to approve or deny the request. The decision of the ASI Personnel Committee shall be documented via memorandum



(see *ATTACHMENT I*) which shall be addressed to the petitioning Board member from the ASI Executive Vice President/Chief of Staff.

Should the request be approved, the ASI Personnel Committee may also include additional provisions a petitioning Board member may be required to do in order to make-up for their absence at Board of Directors meetings. This includes, but is not limited to: following up with the ASI Chair of the Board of Directors, or designee, on agenda items.

Any denied request may be appealed to the ASI Board of Directors within seventy-two hours following the ASI Personnel Committee's decision. The ASI Chair of the Board of Directors within those seventy-two hours. If the Board of Directors denies the appeal, the exemption will not be granted. The decision of the Board of Directors is final.

SECTION REVISION HISTORY

Revised 8/1/2016 by Executive Committee

Revised 12/2/2020 by Board of Directors Wednesday, December 2, 2020



ATTACHMENT I
Sample Personnel Memo Regarding Board of Directors Meeting Exemptions

Memo

To: PETITIONING BOARD MEMBER'S NAME, *TITLE*
From: NAME, *ASI Executive Vice President/Chief of Staff*
CC: NAME, *Chair of the Board of Directors*
Date: MONTH XX, 202X
Re: Board of Directors SEMESTER 202X Exemption Request

Hello PETITIONING BOARD MEMBER'S NAME,

The Personnel Committee has formally [insert decision of the ASI Personnel Committee]. [Add any additional provisions or requirements that may come with the exemption]

[In the event the request was denied, provide information regarding appeal from [Appeals](#)]

Best,

[EVP'S NAME]

ASI Executive Vice President/Chief of Staff

Executive Director Performance Review Process Policy

BACKGROUND

The ASI Personnel Committee completes an annual performance review of the ASI Executive Director to ensure key objectives and responsibilities are being met. The ASI Personnel Committee aims to enhance the capacity of the organization's staff leadership along with bettering the organization as a whole.

PURPOSE

The purpose of the ASI Executive Director Performance Review Process Policy is evaluate the ASI Executive Director's professional performance over the fiscal year, and articulate the review process.

OVERVIEW

The ASI Executive Director's 360 Performance Review shall include feedback from

- ASI Professional Staff
- ASI Executive Director
- Executive Director will provide list of four staff/faculty members on campus
- University President's Designee
- ASI Board of Directors

POLICY

Procedure

Over the summer term, the University President's Designee shall provide the ASI Executive Vice President with the ASI Executive Director's Executive Director Performance Review from the previous fiscal year. The ASI Personnel Committee shall review the Performance Review document(s) in closed session, which is permitted under the Gloria Romero Open Meetings Act of 2000 - 89307 (8) (c) (1)¹⁷.

¹⁷ California Legislative Information. *Gloria Romero Open Meetings Act of 2000*. Retrieved from: https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC§ionNum=89307.

The ASI Executive Vice President/Chief of Staff shall send out a feedback evaluation form to the ASI Board of Directors (see ATTACHMENT I) towards the end of the fall semester. The ASI Executive Vice President/Chief of Staff has the responsibility to review the data from the evaluations. The data from the feedback evaluation shall be used for the ASI Executive Director's 360 Performance Review.

Once the data is reviewed, the ASI Executive Vice President/Chief of Staff shall provide the data to the ASI Executive Director and the University President's Designee. The ASI Personnel Committee shall discuss the data from the feedback evaluations in closed session, which is permitted under the Gloria Romero Open Meetings Act of 2000 - 89307 (8) (c) (1).

SECTION REVISION HISTORY

Revised 11/21/2016 by Board of Directors

Revised 4/22/2020 by Board of Directors



ATTACHMENT I
Sample Feedback Evaluation Form

This is a feedback and evaluation form for the ASI Executive Director.

How productive is the ASI Executive Director?

	1	2	3	4	5	
Extremely Productive						Not At All Productive

What are the Executive Director's strengths?

What are the Executive Director's weaknesses?

How has the Executive Director supported you in your position?

What feedback would you give the Executive Director regarding his performance over the last few months?

What areas would you like to see the Executive Director focus on over the next few months?

Any further remarks?

First Year Mentorship (FYM) Program Policy

BACKGROUND

Due to the current California State University Office of the Chancellor. Minimum Qualifications For Student Office Holders Policy¹⁸, incoming first-year students are ineligible to serve in any capacity in ASI Student Government (e.g. Board of Directors, Senate, Committees) during their first academic term.

PURPOSE:

The purpose of this policy is to establish the First Year Mentorship Program (formerly known as the First Year Internship program) for the Associated Students, Incorporated (ASI) of California State University East Bay (CSUEB) which will include first year students (e.g. freshmen or transfer) to work primarily with members of the ASI Executive Committee. This policy shall outline the learning outcomes and process for appointing FYMs.

The purpose of the First Year Mentorship (FYM) Program is to provide first-year students an opportunity to get involved in ASI, and gain leadership and professional experience.

PROGRAM DESCRIPTION:

The mentorship opportunity will enable direct student-to-student interactions between new students at CSUEB and members of the ASI Student Government (i.e. Board of Directors and Senate). These students will have the opportunity to become actively engaged during their first academic term, and eventually active leaders in ASI and/or within the university.

The FYM Program will be active for the first eight (8) months of an academic year. Participants will be selected to interact directly with selected ASI Student Government officers. The ASI Student Government Officer selected to serve as mentors to the FYMs shall be determined by the ASI President/CEO, ASI Executive Vice President/Chief of Staff, and Executive Director or designee. By doing so, they will represent the voices of their cohort, gain new leadership skills,

¹⁸ The California State University Office of the Chancellor. Minimum Qualifications For Student Office Holders. Retrieved from: sharepoint.csustan.edu/sites/policies/StudentAffairs/Policies/AA-2012-05%20Minimum%20Qualifications%20for%20Student%20Office%20Holders.pdf

and experience opportunities that will benefit them both personally and professionally. The amount of First Year Mentees will be as many as deemed worthy by the Personnel Committee.

POLICY

Eligibility:

- Student applying must be regularly matriculated and enrolled at California State University, East Bay (CSUEB)
- Must be a member of Associated Students, Inc.
- Must be in good standing with the university (e.g. Academic, Financial, and Judicial)
- Must be a first-year CSUEB student (e.g. Freshman or Transfer)
- Must complete an application and submit it by the deadline
- The number of positions for the FYM Program will be determined worthy by the Personnel Committee.

Guidelines & Requirements:

- Submit a completed application via BaySync
 - See Attachment I for a sample application description
 - Including attachments of a past transcript with a minimum GPA of a 2.5
- Provide availability for an in person group interview
 - The group interview will have members of the Executive Committee: ASI President/CEO, ASI Executive Vice President/Chief of Staff, ASI Vice President of Finance/CFO, ASI Vice President of Communications, ASI Vice President of University Affairs, ASI Chair
- The application will be released by the first day of Summer term and will be closed by the end of the fourth week of Fall Semester.
- Interviews will be held in the following weeks after the deadline.
- The FYMs shall be appointed no later than the last week of October

Disqualification

All eligible candidates cannot contact the interviewers before or after the interview for any insight or detail on the other candidates, as it will lead to an automatic disqualification from the program. However, a candidate can send a thank you email, or ask for feedback after the interview from the ASI Executive Director.



Procedure

The Executive Vice President/Chief of Staff will present the candidates selected to the Personnel Committee, and the Personnel Committee will discuss the recommendations. The FYM candidates will be voted on by the majority vote of the Personnel Committee.

SECTION REVISION HISTORY

Revised 7/29/2019 by Executive Committee



Government Officer Concerns

PURPOSE

The purpose of this section is to outline the process and guidelines for addressing Government Officer Concerns.

DEFINITIONS

<i>ASI Student Government Officers</i>	Refers to members of the ASI Student Government (i.e. Board of Directors and Senate)
<i>Government Officer Concerns</i>	Term used to refer to concerns regarding a member of ASI Student Government. Concerns include, but are not limited to: performance, potential violations of the ASI Code of Conduct, etc..
<i>Board Member Concerns</i>	Term used interchangeably with <i>Government Officer Concerns</i> . Pertains to concerns regarding a member of the Board of Directors.
<i>Committee Member Concerns</i>	Pertains to concerns regarding a member of an ASI committee.
<i>Personnel Committee Summons</i>	Refers to an email from the ASI Executive Vice President, or designee, requesting a member attend a Personnel Committee meeting to which they are either being discussed, or are providing information/testimony to the committee. All Officers/Members being discussed by the Personnel Committee in regards to a concern must be notified of the discussion taking place.

Sanction

Term referred to a reprimand issued by a majority vote of the ASI Personnel Committee as outlined in Section 13 of the *ASI Code of Conduct*¹⁹

PROCEDURE

Submitting a Concern

Any ASI Government Officer, professional staff, ASI advisor, university administrator/staff, or faculty may submit a concern regarding another Government Officer. This can be done so by contacting the ASI Executive Vice President/Chief of Staff via email to have the ASI Personnel Committee address the request.

Concerns pertaining to the ASI Executive Vice President/Chief of Staff may be addressed to the ASI Executive Vice President/Chief of Staff; or if needed, to the ASI President/CEO, Executive Director, and/or the University President's designee.

Should an Officer/member believe their concern is not being addressed by the ASI Personnel Committee, the Officer/member may refer their concern to the University President's designee; or if needed, escalate the concern to the University Vice President for Student Affairs and Enrollment Management, Chair of the Academic Senate, and/or University President. The University President's designee shall work with the ASI President/CEO, ASI Executive Vice President/Chief of Staff, and the ASI Executive Director to address the concern.

Personnel Committee Proceedings

ASI Executive Vice President/Chief of Staff will place a discussion item to discuss the concern at the earliest ASI Personnel Committee meeting. The ASI Personnel Committee will discuss the concern. The structure of the discussion shall be as follows:

- Each party will present oral arguments, testimony of witnesses, and other evidence.
- Each party may cross-examine witnesses.
- Each party will make a closing statement.

¹⁹ California State University, East Bay Associated Students, Incorporated. *Code of Conduct*.

- Members of the Personnel Committee will discuss the concern during the discussion item.
- The Personnel Committee may ask questions at any time during the discussion item.

If necessary, the ASI Executive Vice President/Chief of Staff, or another member of the ASI Personnel Committee, will inquire further into the concern to gather more information.

Should the concern be regarding the ASI Executive Vice President/Chief of Staff, the ASI President/CEO shall chair the item.

In the following meeting, the ASI Personnel Committee will take action on the concern. Potential actions include issuing a sanction (or elevated sanction), or no sanction as outlined in the *ASI Code of Conduct, Section 12: Violation of this Code*.

Appeals

As stated in the *ASI Code of Conduct, Section 12: Violation of this Code*, “Any appeal of the 1st or 2nd violation will go to the Board of Directors. The defendant has the right to explain their part of the situation and after they have explained themselves, they shall be asked to leave the room for the decision-making. They will have a 72-hour time period for an appeal, and must notify the Chair of the Board of Directors within those 72 hours.”

The structure of an appeal will be as the following:

- Opening Statements
 - The appellant will make an opening statement where they shall present their appeal.
 - The Executive Vice President/Chief of Staff, will present the rationale for the Personnel Committee’s decision.
 - In the case the appellant is the Executive Vice President/Chief of Staff, the President/CEO as Vice Chair of the Personnel Committee will speak on behalf of the the Personnel Committee
- The Board of Directors will proceed into open discussion regarding the appeal.

In the following meeting, the ASI Board of Directors will take action on the appeal.

Removal

The Code of Conduct outlines that a third sanction, or elevated sanctions amounting to three, shall include “Dismissal from the Board of Directors or Senate with a three-fourths (¾) majority vote, or other sanctions as prescribed by the Board of Directors.”

In the event of recommendation for removal of a Board or Senate member, the Board of Directors shall entertain a discussion item regarding the recommendation for removal. The Officer/member being recommended for removal shall be given “Notice of such action for removal must be given at least one (1) week prior to the meeting when such action is to occur.”

The ASI Executive Vice President/Chief of Staff, as chair of the ASI Personnel Committee, shall present the decision of the ASI Personnel Committee. The structure of the discussion shall be as follows:

- Each party will present oral arguments, testimony of witnesses, and other evidence.
- Each party may cross-examine witnesses.
- Each party will make a closing statement.
- Members of the Board of Directors will discuss the concern during the discussion item.
- The Board of Directors may ask questions at any time during the discussion item.

In the event the recommendation for removal be regarding the ASI Executive Vice President/Chief of Staff, the ASI President/CEO shall present the decision of the ASI Personnel Committee. In the event the recommendation for removal be regarding the ASI Chair, the ASI President/CEO shall chair the item. In the event the recommendation for removal be regarding the ASI President/CEO, the ASI Executive Vice President/Chief of Staff shall assume the responsibility of vice chair of the Board of Directors for the item.

In the following meeting, the ASI Board of Directors will take action on the recommendation for removal. A member of the Board or Senate shall be removed “by a three-fourths (¾) majority vote of the Board of Directors” as outlined in the ASI Bylaws, Article XI: Recall and Removal of Directors, Senators, & Chair, Section 2.



Appointment of Student Representatives for Hiring Search Committees Policy

BACKGROUND

As of now there is no requirement for a student representative to be in the search committees of the College Deans, Chairs of Departments, University Cabinet positions and Faculty (excluding the University President, Provost and Vice President for Academic Affairs, Vice President of Planning and Enrollment Management, Vice President for Student Affairs, and Chief Information Officer).

The importance of this policy is to give students a voice in their administrative members. By giving the students a voice in who their administrative members are they would feel empowered and a part of something larger. This also allows for students to express their thoughts and concerns on how the respected vacant position impacts them.

PURPOSE

The purpose of this policy is to establish a requirement for the search of a student representative for the hiring process of the search committee's including but not limited to: College Deans, Chairs of Departments, University Cabinet positions, Faculty, and more considered appropriate. This policy aims to articulate the appointment process for students representative to hiring search committees.

By ASI, the recognized voice of students at CSUEB, overseeing the delegation of student representatives to the hiring search committee this ensures the equitable input of a student's voices in the decision making for candidates in the open position.

This policy ensures another level of transparency, fairness, and shared governance. It also ensures student input and perspective on the desired position. This can provide an extra layer of assurance that the correct applicant is hired.

POLICY

The frequency of the various committee appointments will be both regular on a predetermined cycle, and variable depending on retirements, separations, etc..

The ASI Executive Vice President/Chief of Staff shall serve as the point of contact for the appointment of student representatives for Hiring Search Committees.

College Deans

The sitting ASI College Senator or designee would be responsible for serving as a student representative for the hiring search committee of the respected College Dean.

Chairs of Departments

The sitting ASI College Senator or designee would be responsible for serving as a student representative for the hiring search committee of the respected Chair of Departments.

University Cabinet Positions

The ASI Executive Vice President/Chief of Staff or designee shall coordinate the student representatives for the open University Cabinet Position hiring search committee.

Faculty

It is the responsibility for the respective academic departments to recruit and determine student representatives for hiring search committees.

Other Positions

Any staff/faculty/administration positions that engage and interact with students shall have a student serve on that committee.



Miscellaneous and Exemptions

In the event that a student representative can not be identified for the respected positions the ASI Executive Vice President/Chief of Staff in consultation with the ASI Personal Committee shall determine the student representative for the hiring search committee.

The ASI Executive Vice President/Chief of Staff will communicate to the point of contact for the hiring committee if no students are able to be appointed. This shall be a last result if all options have been exhausted.



Commencement Ceremony Speakers Policy

PURPOSE

This policy is to outline the criteria for selecting the ASI Government Officer who will speak at each graduation ceremony.

POLICY

Academic Colleges

One Government Officer shall be selected to speak at each of the following graduation ceremonies:

- College of Business & Economics/College of Education & Allied Studies
- College of Letters, Arts & Social Sciences
- College of Science

Should the ASI Senator of respective Academic Colleges be a graduating senior, they shall be given priority to speak at the college's ceremony. Should the ASI Senator of respective Academic Colleges not be a graduating senior, the line of succession or the longest serving ASI member shall be used to find the next eligible candidate to speak.

Any ASI Student Government who has participated in ASI for every year they attended CSUEB shall be given the highest priority to speak at a college's graduation ceremony.

Concord Campus

Should the ASI Director of Concord Campus be a graduating senior shall speak at the Concord Campus' ceremony.

Honors Convocation

The graduating senior ASI Student Government Officer who meet the requirements as outlined by the University²⁰ to speak at Honors Convocation shall be eligible to speak. Should there be more than one eligible ASI Student Government Officer, priority shall be given to the Officer

²⁰ California State University, East Bay. *Ceremonies*. Retrieved from:
<https://www.csueastbay.edu/commencement/ceremonies.html>

who has been involved in ASI the longest. If not, the Officer with the highest cumulative GPA shall be selected to speak.

Procedure

The ASI Executive Vice President/Chief of Staff shall coordinate identifying the speakers for each ceremony. Should there be more than one eligible speaker, the eligible speakers may be required to submit a draft of their speech, where the final speaker shall be selected.

Once the names have been finalized, the names shall be forwarded to the University President's Designee no later than the end of the fifth week of the Spring Semester.



Senate Meeting Times

BACKGROUND

The Non Academic Senators of the ASI Senate are appointed by the ASI Board of Directors, and are not eligible for priority registration as outlined in the current Registration Policy passed by the CSUEB Academic Senate [source]. As a result, ASI Senate meetings dates and times are selected by the majority availability of the ASI Senators.

PURPOSE

This policy established the process for exemptions for members of the Senate, should any member be unable to attend the Board of Director meetings.

POLICY

Requirements

- A Senator member must meet one of the following criteria:
 - Conflicting class schedule
 - Work schedule
 - Which was initiated prior to Senate appointment
- Senators can be excused from attending Senate meetings for one (1) semester only.

Procedure

Senators requesting an exemption must apply for a Senate meeting exemption. The requester must contact the ASI Executive Vice President via email to have the ASI Personnel Committee address the request.

ASI Executive Vice President will place a discussion item to discuss the request at the earliest ASI Personnel Committee meeting. The ASI Personnel Committee will discuss the request. In the following meeting, the ASI Personnel Committee will take action to approve or deny the request.

Appeals

Any denied request may be appealed to the ASI Board of Directors within seventy-two hours following the ASI Personnel Committee's decision. The ASI Chair of the Board of Directors



within those seventy-two hours. If the Board of Directors denies the appeal, the exemption will not be granted.



Student Government Feedback Evaluation Policy

PURPOSE

The ASI Student Government Officers Evaluation Policy has been developed to articulate the process for providing performance feedback to the officers of the ASI Student Government (i.e. Board of Directors and Senate).

PROCEDURES

Each officer of the ASI Student Government will receive performance feedback by the end of the fall semester. Evaluations will be conducted through a 360 Performance Feedback process sent out by the ASI Executive Vice President/Chief of Staff. Members of the ASI Board of Directors will provide feedback for their fellow ASI Board of Directors, and members of the ASI Senate will provide feedback for their fellow ASI Senate members. This process will allow for a peer evaluation of each Officer, and allow for feedback in order to address each Officer's performance.

These evaluations will be sent out towards the end of the fall semester. The ASI Executive Vice President/Chief of Staff has the responsibility to review the data from the evaluations with the ASI President/CEO and /or the ASI Executive Director, and the ASI Vice President of University Affairs for the ASI Senators.

POLICY

Evaluation and Feedback

Each Officer will be evaluated based on, but not limited to, the following criteria:

- Bylaws
- Senate Constitution (if applicable)
- Code of Conduct
- Administration Manual

A sample evaluation form can be found in ATTACHMENT I.

Failure to complete any of the tasks presented in each document will result in the Officer being brought up to the ASI Personnel Committee.

The ASI Executive Vice President/Chief of Staff will present proper evidence to identify the Officer's need for improvement to the ASI Personnel Committee.

Complaints

Any complaint brought forth by a member of the ASI Student Government or Board Committees, on another Officer must be in writing, and sent to the ASI Executive Vice President/Chief of Staff.

Feedback

Performance feedback will be presented to each Officer in a one on one meeting with the ASI Executive Vice President/Vice President.

Officers addressed to the ASI Personnel Committee that are seen in need of improvement, must have an additional one on one meeting with the ASI Executive Vice President/Vice President and ASI Executive Director to develop a performance improvement plan.

As a result of this feedback process, any officer whose performance warrants a sanction will be sent to the ASI Personnel Committee for review. If deemed so by the ASI Personnel Committee, the officer will receive a sanction letter from the ASI Executive Vice President/Chief of Staff. Any appeals can be made to the ASI Chair of the Board of Directors within a seventy-two hour time period.

Section Revision History

Approved 5/31/16 by Board of Directors

Approved 4/22/2020 by Board of Directors

ATTACHMENT I
Sample Feedback Evaluation Form

This is a feedback and evaluation form for our Student Government Officers in order to improve on our overall performance for the upcoming year.

How productive is this Government Officer?

	1	2	3	4	5	
Extremely Productive						Not At All Productive

How well does this Government Officer work with others?

	1	2	3	4	5	
Extremely Productive						Not At All Productive

Has this Government Officer been in compliance with the Bylaws?

	1	2	3	4	5	
Extremely Productive						Not At All Productive

Has this Government Officer been in compliance with the Code of Conduct?

	1	2	3	4	5	
Extremely						Not At All

Productive

Productive

What are this Government Officer's strengths?

What are this Government Officer's weaknesses?

What feedback would you give this Government Officer to improve their overall performance?

Any further comments?



Miscellaneous Exemptions

PURPOSE

The purpose of this section is to outline the process and procedures for ASI Student Government Officers (i.e. Board of Directors and Senate) exemptions.

TYPES OF EXEMPTIONS

Retreat

Student Government Officers are required by the Bylaws [source] to attend mandatory Retreats. Members of the Board of Directors are informed at the mandatory Election Candidate meeting, the tentative dates for Retreat.

The following cases shall be considered for exemption from Fall Board of Directors Retreat:

- Prior commitments (e.g. travel, activities, etc.) made prior to the Election Candidate meeting

The following cases shall be considered for exemption from Fall Senate On-Boarding:

- Conflicting work or class schedule
- Prior commitments (e.g. travel, activities, etc.) made prior to being informed of Retreat date

The following cases shall be considered for exemption from Winter Government Retreat:

- In the case of the Non Academic Senators
 - Prior commitments (e.g. travel, activities, etc.) made prior to being informed of Retreat date
- Any prior commitments (e.g. travel, activities, etc.) made prior to being informed of Retreat date

Emergencies shall be accepted should they arise, and it is imperative that Student Government Officers effectively communicate with the ASI Executive Vice President/Chief of Staff.



Student Government Officers needing to leave Retreat early, or would attend Retreat late for any reason, should address the ASI Personnel Committee via the ASI Executive Vice President/Chief of Staff.

PROCEDURE

Student Government Officers requesting an exemption must apply for an exemption by contacting the ASI Executive Vice President/Chief of Staff via email to have the ASI Personnel Committee address the request.

ASI Executive Vice President/Chief of Staff will place a discussion item to discuss the request at the earliest ASI Personnel Committee meeting. The ASI Personnel Committee will discuss the request. In the following meeting, the ASI Personnel Committee will take action to approve or deny the request.

APPEALS

Any denied request may be appealed to the ASI Board of Directors within seventy-two hours following the ASI Personnel Committee's decision by notifying the ASI Chair of the Board of Directors within those seventy-two hours. If the Board of Directors denies the appeal, the exemption will not be granted.

Volunteer Program Policy

PURPOSE

The ASI Volunteer Program is intended to provide more involvement opportunities for students at-large to be involved in ASI while providing the ASI Student Government (i.e. Board of Directors and Senate) with students who can assist with the implementation process of ASI events.

DEFINITIONS

Volunteering

Includes assisting with an ASI committee, event/initiative, or resolution.

GUIDELINES & REQUIREMENTS

Volunteer Eligibility:

- Students applying must be a regularly matriculated student and enrolled at CSUEB.
- Must complete an application via BaySync, or other determined online software platform (e.g. Google Forms).
 - The position application(s) shall remain open on a rolling basis.
- Application(s) for the ASI Volunteer Program must be publicized via social media, tabling, direct outreach, or by whatever means the ASI Vice President of Communications or the ASI Communications department deems reasonable.

Volunteer Program

The ASI Executive Vice President/Chief of Staff shall oversee ASI Volunteers. The Executive Vice President/Chief of Staff shall maintain the Volunteer email list, and share it with the ASI Vice President of Communications. The Executive Vice President/Chief of Staff, Vice President of Communications, and Director of Programming Council shall serve as advisors to the Volunteer program participants.

Any members of the ASI Student Government (i.e. Board of Directors or Senate) may request ASI Volunteers to assist them with an event. The requesting member shall specify and define the tasks to be completed by volunteers as well as logistics (e.g. location, time, etc.). The request shall be completed at last one week prior to the event with all the relevant information provided to the Vice President of Communications.

Although tasks may change during the duration of the event, the ASI representative(s) in charge of the event must clearly and effectively communicate with their volunteers and delegate meaningful tasks for their volunteers to complete at all times during the event.

Any student who chooses to become an ASI Volunteer must complete the ASI Volunteer Program application on the ASI portal on BaySync. This application form shall include but is not limited to: volunteer applicant's name, NetID, email as well as an assumption of risk waiver.

Expectations

ASI expects ASI Volunteers to assist members of the ASI Student Government with any projects, tasks, or events that they are currently working on. ASI Volunteers do not represent ASI. They may not represent ASI to external entities or negotiate contracts and agreements on behalf of ASI, and therefore may not speak on behalf of the organization.

They are expected to maintain a positive behavior, effectively communicate, and be timely with their assigned tasks.

Volunteers shall sign the *ASI Volunteer Expectations* upon appointment to a particular ASI task, project, or event (see ATTACHMENT I).

Appointments

ASI Volunteers are appointed by the ASI Committee Chair of the student's committee of interest. The chair of each committee has the ability to request or reject any volunteer at any time and for any reason. The chair may delegate the authority to request or reject volunteers to other committee members. Each chair will notify the ASI Executive Vice President/Chief of Staff when a volunteer has been appointed and when a volunteer has been removed.



Removal

ASI has the right to remove a volunteer at any given time for any given reason.

Section Revision History

Approved 12/5/2018 by Board of Directors



ATTACHMENT I
ASI Volunteer Expectations



ASI Volunteer Expectations

ASI Volunteers are CSUEB students that participate in assisting members of the ASI Student Government (i.e. Board of Directors and Senate) on a volunteer basis and are not seated as voting members of those committees. The purpose of allowing students to volunteer is to expand involvement opportunities to a greater number of students.

Eligibility

Students volunteering for ASI must be a regularly matriculated student and enrolled at CSUEB.

Expectations

ASI expects ASI Volunteers to assist members of the ASI Student Government with any projects, tasks, or events that they are currently working on. ASI Volunteers do not represent ASI. They may not represent ASI to external entities or negotiate contracts and agreements on behalf of ASI, and therefore may not speak on behalf of the organization.

They are expected to maintain a positive behavior, effectively communicate, and be timely with their assigned tasks.

Appointments

ASI Volunteers are appointed by the ASI Committee Chair of the student's committee of interest. The chair of each committee has the ability to request or reject any volunteer at any time and for any reason. The chair may delegate the authority to request or reject volunteers to other



committee members. Each chair will notify the ASI Executive Vice President when a volunteer has been appointed and when a volunteer has been removed.

Removal

ASI has the right to remove a volunteer at any given time for any given reason.

By signing this document, you acknowledge that you have read and understand the Volunteer Policy outlined within the ASI Personnel Manual, and understand the expectations for ASI Volunteers.

Print Full Name (Volunteer)

Signature

Date

510.885.4843



associated.students@csueastbay.edu
www.csueastbay.edu/asi



25800 Carlos Bee Boulevard
Old Union #314, Hayward, CA 94542



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Protocol on Internal Communication

PURPOSE

The purpose of this protocol document is to outline internal communication for Associated Students, Incorporated (ASI). Internal Communication includes, but is not limited to: emails and Slack. The *Code of Conduct*²¹ and the Gloria Romero Opening Meetings Act²² applies to this protocol. This document will be reviewed annually by the ASI Vice President of Communications.

EMAIL

As ASI, we are constantly writing emails to our constituents, staff, faculty, and/or administration. With this being said, we must understand the difference between cc, bcc, forward, reply, and reply to all.

ASI Government Officers (i.e. Board of Directors and Senate) shall use their positional emails for all ASI business related email communication. ASI Government Officers shall check their emails at least every forty-eight business hours. Emails should not violate the Gloria Romero Opening Meetings Act²³. When out of office, ASI Government Officers shall utilize the automated response feature.

CC (Carbon Copy):

1. Anyone you add to the CC field of a message receives a copy of that message when you send it.

²¹ California State University, East Bay Associated Students, Incorporated. *Code of Conduct*.

²² Gloria Romero Open Meetings Act of 2000. Retrieved from:

[https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=8.&title=3.&part=55.&chapter=3.&article=1.5.#:~:text=All%20meetings%20of%20the%20legislative,otherwise%20provided%20in%20this%20article.&text=\(i\)%20Individual%20contacts%20or%20conversations,body%20and%20any%20other%20person](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=8.&title=3.&part=55.&chapter=3.&article=1.5.#:~:text=All%20meetings%20of%20the%20legislative,otherwise%20provided%20in%20this%20article.&text=(i)%20Individual%20contacts%20or%20conversations,body%20and%20any%20other%20person)

²³ Gloria Romero Open Meetings Act of 2000. Retrieved from:

[https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=8.&title=3.&part=55.&chapter=3.&article=1.5.#:~:text=All%20meetings%20of%20the%20legislative,otherwise%20provided%20in%20this%20article.&text=\(i\)%20Individual%20contacts%20or%20conversations,body%20and%20any%20other%20person](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=8.&title=3.&part=55.&chapter=3.&article=1.5.#:~:text=All%20meetings%20of%20the%20legislative,otherwise%20provided%20in%20this%20article.&text=(i)%20Individual%20contacts%20or%20conversations,body%20and%20any%20other%20person)



2. All other recipients of that message can see that person you designated as a CC recipient.

BCC (Blind Carbon Copy):

1. It is used to indicate people who will receive copies of the message in secret, or without the knowledge of the other recipients.

Forwarding an Email:

1. Don't forward an email without editing all the forwarding >>>, other email addresses as well as headers and commentary from all other forwarders.
2. Do not just forward an email, but include a reason to the forward.
3. If you are forwarding an email to a lot of people, BCC them, in order to protect those email addresses that usually would not have received the email to begin with.

Replying to an Email:

1. Include a clear and direct response.
2. Include your ASI email signature at the bottom of the email.
 - a. The ASI Vice President of Communications shall determine the style/format of email signatures for the ASI Government Officer positional emails.
3. If there are CC'd email addresses, ensure that they should receive that information as well and/or reply to just the sender.

Replying to All:

1. Refrain from "reply all" unless you really think everyone on the list needs to receive the email.
2. Reply all should be used when you have something valuable to add to the conversation or when you disagree with whatever is being proposed.
3. Agreement with a work email or acknowledging an email doesn't really need to be a reply at all, but a reply to the original sender.

For Gmail technical support, please refer to: support.google.com/mail

CALENDAR

The calendar is used primarily to schedule meetings. ASI Government Officers should indicate their availability within the ASI business hours.



For Google Calendar technical support, please refer to: support.google.com/calendar

MEMOS

We also must send out Memos of Absences when we will be out for long periods of times exceeding two business days, or for emergency information. These Memos are meant to forward information to the necessary people.

1. Memo's should be sent to provide purpose, solve an issue, or inform colleagues.
2. Memo's should be sent out via email.
3. Memo's of Absences includes, but is not limited to: being out of office or being unable to attend an ASI business meeting.
 - a. Memo's of Absences written by an ASI Government Officer should be sent to the ASI Executive Vice President/Chief-of-Staff.
 - i. If applicable, copy the appropriate persons (e.g. other ASI Government Officers, ASI Professional Staff members, etc.)
 - ii. ASI Senators should copy the ASI Vice President of University Affairs on the message.
4. Memo's aren't typically long.
5. Format of of Memo:
 - a. TO: (Reader's Name and Job Title)
 - b. FROM: (Your Name and Job Title)
 - c. DATE: (Complete and Current Date)
 - d. SUBJECT: (What the Memo is About)
 - e. Paragraph (Include the entire context that must be read by the recipient)
6. The ASI Vice President of Communications and/or ASI Communications department shall determine the style/template for Memos.

SLACK

1. Slack should be used to communicate for:
 - a. Quick questions



- b. Responses or questions that do not require a great amount of effort to research, find, or respond to
 - c. Urgent or brief responses that do not violate the Gloria Romero Opening Meetings Act²⁴
2. Slack versus Email:
- a. If it takes more than a paragraph to type, an email is preferred

Set the name of your positional email's Slack profile to the title of your ASI position.

For Slack technical support, please refer to: slack.com/help

²⁴ *Gloria Romero Open Meetings Act of 2000*. Retrieved from:
[https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=8.&title=3.&part=55.&chapter=3.&article=1.5.#:~:text=All%20meetings%20of%20the%20legislative,otherwise%20provided%20in%20this%20article.&text=\(i\)%20Individual%20contacts%20or%20conversations,body%20and%20any%20other%20person](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=8.&title=3.&part=55.&chapter=3.&article=1.5.#:~:text=All%20meetings%20of%20the%20legislative,otherwise%20provided%20in%20this%20article.&text=(i)%20Individual%20contacts%20or%20conversations,body%20and%20any%20other%20person)

Point of Contact Policy

PURPOSE

The Point of Contact role is to provide guidance and propel the ideas of the ASI Government Officers who are designated to them. The Point of Contact's goal is to provide the resources necessary for the members to excel in their role in ASI. This system's intentions are to ensure communication within the entire organization and ensure accountability and dependability.

OBJECTIVE

The Point of Contacts and designees are to remain in constant communication with each other throughout their entire terms. The Point of Contacts must hold the members accountable but also offer assistance to them when needed. It is the member's responsibility to reach out to the Point of Contact prior to resorting to the Executive Director and Associate Director (unless otherwise stated) for questions and concerns.

DEFINITIONS

- For Check-ins:*
- The designee can perform a Check-In to report any updates in duties, progress, or problems
 - A Check-In meeting ensures that the designees' tasks are being completed diligently
 - The Check-in Point of Contact can offer the designee insight for job-specific guidance

- For Collaborations:*
- Collaborations occur when 2 or more members form a team to achieve a task
 - Collaborations can provide the designee with a support system for heavy work loads
 - Collaborative teams can change during the year depending on the projects and are not confined to what is structured below



POLICY

Executive Officers

[Redacted]

asipresident@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Executive Director ● Executive Vice President/ Chief-of-Staff ● Vice President for Student Affairs ● University President 	<ul style="list-style-type: none"> ● VP of Finance/CFO ● VP of Communications ● VP of University Affairs ● Chair of the Board ● Director of Legislative Affairs

[Redacted]

asiexecvp@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● President/CEO ● Executive Director ● Associate Vice President for Student Affairs (as needed) 	<ul style="list-style-type: none"> ● President/CEO ● VP of Finance/CFO ● VP of Communications ● VP of University Affairs ● Chair of the Board

[Redacted]

asivpfinance@csueastbay.edu



For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Executive Director ● Budget Analyst ● Director of Programming ● Director of Concord ● Vice President of University Affairs 	<ul style="list-style-type: none"> ● President/CEO ● Executive Vice President/Chief of Staff ● VP of Communications ● VP of University Affairs ● Chair of the Board



asivpuniversityaffairs@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● President/CEO ● Chair of the Board ● Executive Vice President/Chief of Staff ● Associate Director 	<ul style="list-style-type: none"> ● President/CEO ● Executive Vice President/Chief of Staff ● VP of Finance/CFO ● VP of Communications ● VP of University Affairs ● Chair of the Board



asivpcommunications@csueastbay.edu

For Check-Ins:	For Collaborations:



<ul style="list-style-type: none"> ● President/CEO ● Vice President of University Affairs ● Associate Director 	<ul style="list-style-type: none"> ● President/CEO ● Executive Vice President/Chief of Staff ● VP of Finance/CFO ● VP of Communications ● VP of University Affairs ● Chair of the Board ● Director of Programming Council ● Communications Department Lead
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asichair@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● President/CEO ● Vice President of University Affairs ● Executive Director 	<ul style="list-style-type: none"> ● President/CEO ● Executive Vice President/Chief of Staff ● VP of Finance/CFO ● VP of Communications ● VP of University Affairs

DIRECTORS



asidirleg@csueastbay.edu

For Check-Ins:	For Collaborations:
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<ul style="list-style-type: none"> ● President/CEO 	<ul style="list-style-type: none"> ● Director of Programming Council ● Director of Concord Campus ● Director of Wellness ● Director of Sustainability Affairs ● Senator of CLASS ● Senator At Large ● Senator of International Students ● Senator of Diversity
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asidirp@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of Communications ● Associate Director 	<ul style="list-style-type: none"> ● Presents Department Lead(s) ● Director of Legislative Affairs ● Director of Concord Campus ● Director of Wellness ● Director of Sustainability Affairs ● Senator At Large



	<ul style="list-style-type: none"> ● Senator of Online ● Senator of Commuter Student ● Senator of Greek Life ● Senator of Residence Life
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asidirconcord@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of Finance 	<ul style="list-style-type: none"> ● Director of Legislative Affairs ● Director of Programming Council ● Director of Wellness ● Director of Sustainability Affairs ● Senator of Science ● Senator At Large ● Senator of Commuter Student ● Senator of Online Students



asidirwellness@csueastbay.edu

For Check-Ins:	For Collaborations:
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<ul style="list-style-type: none"> • Executive Vice President/Chief of Staff • Director of RAW • Director of H.O.P.E. 	<ul style="list-style-type: none"> • Presents Department Lead(s) • Director of Legislative Affairs • Director of Programming Council • Director of Concord Campus • Director of Sustainability Affairs • Senator of CEAS • Senator of Athletics • Senator of Transfer Students • Senator of Residence Life
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asidirsustainability@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> • Vice President of University Affairs • Director of Sustainability 	<ul style="list-style-type: none"> • Presents Department Lead(s) • Director of Legislative Affairs • Director of Programming Council • Director of Concord Campus • Director of Wellness



	<ul style="list-style-type: none"> ● Senator at Large ● Senator of Commuter Student ● Senator of Alumni Relations ● Senator of Diversity
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ACADEMIC SENATORS



asisenatorcbe@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs 	<ul style="list-style-type: none"> ● Vice President of Finance ● Senator of CEAS ● Senator of CLASS ● Senator of Science



asisenatorceas@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs 	<ul style="list-style-type: none"> ● Director of Wellness



	<ul style="list-style-type: none"> ● Senator of CBE ● Senator of CLASS ● Senator of Science ● Senator of Athletics
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asisenatorclass@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs 	<ul style="list-style-type: none"> ● Director of Legislative Affairs ● Senator of CBE ● Senator of CEAS ● Senator of Science ● Senator of International Students ● Senator of Diversity



asisenatorscience@csueastbay.edu

For Check-Ins:	For Collaborations:
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<ul style="list-style-type: none"> ● Vice President of University Affairs 	<ul style="list-style-type: none"> ● Director of Concord Campus ● Senator of CBE ● Senator of CEAS ● Senator of CLASS ● Senator of Alumni Relations
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NON ACADEMIC SENATORS



asisenatoratlarge@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs ● Director of Student Life & Leadership 	<ul style="list-style-type: none"> ● Director of Legislative Affairs ● Director of Programming Council ● Director of Concord Campus ● Director of Sustainability Affairs ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life

	<ul style="list-style-type: none"> ● Senator of Online Students ● Senator of Alumni Relations ● Senator of Diversity
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asisenatoralumnirelations@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs ● Alumni Association Representative 	<ul style="list-style-type: none"> ● Director of Sustainability Affairs ● Senator of Science ● Senator At Large ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life ● Senator of Online Students ● Senator of Alumni Relations ● Senator of Diversity



asisenatorofathletics@csueastbay.edu



For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs ● Athletics Director ● Pioneer Athlete Committee (PAC) 	<ul style="list-style-type: none"> ● Director of Wellness ● Senator of CEAS ● Senator At Large ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life ● Senator of Online Students ● Senator of Alumni Relations ● Senator of Diversity



asisenatorcommuterstudents@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs ● Athletics Director ● Director for Parking & Transportation 	<ul style="list-style-type: none"> ● Director of Concord Campus ● Director of Sustainability Affairs ● Director of Programming Council ● Senator At Large



	<ul style="list-style-type: none"> ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life ● Senator of Online Students ● Senator of Alumni Relations ● Senator of Diversity
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asisenatordiversity@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs ● ChiefOffice of Diversity Officer 	<ul style="list-style-type: none"> ● Senator of CLASS ● Director of Legislative Affairs ● Director of Sustainability Affairs ● Senator At Large ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life ● Senator of Online Students



	<ul style="list-style-type: none"> • Senator of Alumni Relations • Senator of Diversity
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asisenatorgreeklife@csueastbay.edu

<p>For Check-Ins:</p> <ul style="list-style-type: none"> • Vice President of University Affairs • Director of Student Life & Leadership • Fraternity & Sorority Greek Council 	<p>For Collaborations:</p> <ul style="list-style-type: none"> • Director of Programming Council • Senator At Large • Senator of Athletics • Senator of Commuter Student • Senator of Greek Life • Senator of International Students • Senator of Transfer Students • Senator of Residence Life • Senator of Online Students • Senator of Alumni Relations • Senator of Diversity
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asisenatorinternational@csueastbay.edu

<p>For Check-Ins:</p>	<p>For Collaborations:</p>
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<ul style="list-style-type: none"> ● Vice President of University Affairs ● International Admission Office 	<ul style="list-style-type: none"> ● Director of Legislative Affairs ● Senator of CLASS ● Senator At Large ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life ● Senator of Online Students ● Senator of Alumni Relations ● Senator of Diversity
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asisenatoronlinestudents@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs ● Alumni Association Representative ● Director of Online Campus 	<ul style="list-style-type: none"> ● Director of Programming Council ● Director of Concord Campus ● Senator At Large ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life



	<ul style="list-style-type: none"> ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life ● Senator of Online Students ● Senator of Alumni Relations ● Senator of Diversity
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asisenatorresidence@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs ● Director of University Housing ● Residence Hall Association (RHA) 	<ul style="list-style-type: none"> ● Director of Wellness ● Director of Programming Council ● Senator At Large ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life ● Senator of Online Students ● Senator of Alumni Relations ● Senator of Diversity





asisenatortransferstudents@csueastbay.edu

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President of University Affairs ● Transfer Student Programs 	<ul style="list-style-type: none"> ● Director of Wellness ● Senator At Large ● Senator of Athletics ● Senator of Commuter Student ● Senator of Greek Life ● Senator of International Students ● Senator of Transfer Students ● Senator of Residence Life ● Senator of Online Students ● Senator of Alumni Relations ● Senator of Diversity

ADMINISTRATIVE STAFF



For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President for Student Affairs ● Associate Vice President for Student Affairs ● President/CEO 	<ul style="list-style-type: none"> ● Executive VP/Chief of Staff ● VP of Finance/CFO ● VP of University Affairs ● Chair of the Board



	<ul style="list-style-type: none"> ● Director of Legislative Affairs ● Director of Wellness ● Director of Sustainability Affairs ● Director of Concord
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For Check-Ins:	For Collaborations:	
<ul style="list-style-type: none"> ● Executive Director ● President/CEO ● Vice President of University Affairs 	<ul style="list-style-type: none"> ● Executive VP/Chief of Staff ● Vice President of University Affairs ● Vice President of Communications ● Director of Programming Council ● Director of Wellness ● Director of Concord Campus ● Senator of CBE ● Senator of CEAS ● Senator of CLASS ● Senator of Science ● Senator At Large ● Senator of Alumni Relations ● Senator of Athletics ● Senator of Commuter Students ● Senator of Diversity ● Senator of Greek Life ● Senator of International Students ● Senator of Online Students ● Senator of Residence Life ● Senator of Transfer Students 	

UNIVERSITY-WIDE

****This section serves as a reference for ASI Members to reach out to the University Staff listed below*

For Check-Ins:	For Collaborations:
<ul style="list-style-type: none"> ● Vice President for Student Affairs ● President/CEO 	<ul style="list-style-type: none"> ● Executive Director ● Executive VP/Chief of Staff ● Any other Student Government Officer as needed

For Check-Ins:	For Collaborations:
	<ul style="list-style-type: none"> ● Vice President of University Affairs ● Senator of CBE ● Senator of CEAS ● Senator of CLASS ● Senator of Science

For Check-Ins:	For Collaborations:
	<ul style="list-style-type: none"> ● Director of Programming Council ● Senator At Large ● Senator of Greek Life ● Senator of Transfer Students

For Check-Ins:	For Collaborations:	
	<ul style="list-style-type: none"> ● Director of Programming Council ● Director of Sustainability Affairs ● Senator of Residence Life ● Senator of Diversity 	

For Check-Ins:	For Collaborations:	
	<ul style="list-style-type: none"> ● Director of Wellness ● Senator of Athletics ● Senator of Commuter Students 	

For Check-Ins:	For Collaborations:	
	<ul style="list-style-type: none"> ● Director of Legislative Affairs ● Director of Programming Council ● Senator of Diversity ● Senator-At-Large 	

For Check-Ins:	For Collaborations:	
	<ul style="list-style-type: none"> ● Director of Legislative Affairs 	



	<ul style="list-style-type: none"> ● Director of Programming Council ● Senator of Diversity ● Senator-At-Large
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For Check-Ins:	For Collaborations:
	<ul style="list-style-type: none"> ● Director of Concord Campus ● Senator of Alumni Relations ● Senator of International Students ● Senator of Online Students ● Senator of CBE ● Senator of CEAS ● Senator of CLASS ● Senator of Science

For Check-Ins:	For Collaborations:
	<ul style="list-style-type: none"> ● Director of Wellness ● Director of Programming Council ● Director of Concord Campus ● Senator At Large

For Check-Ins:	For Collaborations:



	<ul style="list-style-type: none"> • Director of Wellness • Director of Programming Council • Senator At Large
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For Check-Ins:	For Collaborations:
	<ul style="list-style-type: none"> • President/CEO • Director of Legislative Affairs

REVISION HISTORY

Adopted by Board of Directors on 9/9/2020

Authored by: Kabir Dhillon, *Executive Vice President/Chief of Staff 2019-2020/2021-2022*
Brittney Golez, *Vice President of Communications 2020-2021*

Approved On: Wednesday, November 17, 2021

ASI President/CEO does hereby [] *approves* / [] *refuses to approve* this Personnel Manual.

Anjelica de Leon
ASI President/CEO

Kabir Dhillon
ASI Executive Vice President/Chief of Staff

Approved by: ASI Board of Directors 2021-2022