



New Member Orientation

Find Your Voice

**Ignite Potential & Empower
Student Voices**





Associated **Students**, Incorporated
California State University, Los Angeles

Agenda

1. Ice breaker
2. New Member Orientation Presentation
3. Documentation
4. Office Tour



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Ice Breaker

1. Name
2. ASI Position
3. Past Times/Hobbies
4. Best Inspiration

Impact & Illumination

“What is our purpose?”

Official student voice protecting
student rights and interests



“For the Students, By the Students!”





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About ASI

- ASI has served as the official voice of students since 1959
- ASI protects the rights and interests of the student body by providing input into the governance of Cal State LA
- ASI provides services and programs
- ASI is a non-profit student-run Auxiliary Organization



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ASI Mission Statement

ASI provides an official voice through which student opinion is formally expressed. We offer opportunities for students to participate in campus governance, while creating space for civic participation and leadership in the public sphere. As ASI, we advocate for student rights and support the educational, social, physical, and cultural wellbeing of the campus community.



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ASI Vision



ASI Motto

“For the students, by the students.”



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ASI Budget

- Every students pays an Associated Students, Inc. as part of their basic registration fees
- The Associated Students, Inc. fee is currently \$26.88 (Fall semester) and \$26.87 (Spring semester)
 - This fee supports ASI's operating costs, numerous programs, services, and leadership opportunities designed to benefit and enrich student life



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ASI Administrative Office

ASI's main Administrative Office is in the University-Student Union (U-SU), Room 203. It is where we operate all administrative programs and services.

- Address: 5154 State University Dr., Los Angeles, CA, 90032, U-SU 203
- Phone: (323) 343-4778
- Fax: (323) 343-6420
- Website: www.calstatela.edu/asi or www.asicalstatela.org



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ASI General Services

- Book Voucher Program: \$300 for textbooks
- Free Scantrons and Blue Books
- Discounted Movie and Amusement Park Tickets
- Locker Rental Program:
 - Library North
 - U-SU Basement



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Additional Benefits for Clubs and Organizations

- Working with ASI, recognized clubs and organizations are eligible to receive funding for new or annual programs
 - To access these funds, a representative from the organization must attend the ASI Funding Workshop at the beginning of the year to learn about ASI funding policies and expectations
 - After, clubs must then follow the ASI Finance Committee funding request submission process

Student Government Expectations

Job Duties Outlines



"For the Students, By the Students!"

ASI Board of Directors

The ASI Board of Directors (BOD) consists of:

- Six (6) executive officers
- Two (2) representatives from each of the six (6) different colleges
- Two (2) representatives-at-large that focus on specific areas such as community and campus affairs
- There are several non-voting members of the BOD
 - Staff and university administrators

ASI also has three (3) additional branches: Academic Senators, Judicial Review Committee, and Cabinet of Commissioners



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ASI Executive Officers

- President
- Vice President for Administration (VPA)
- Vice President for Finance (VPF)
- Vice President for Academic Governance (VPAG)
- Vice President for External Affairs and Advancement (VPEAA)
- Secretary/Treasurer (S/T)

These positions report to the **BOD**



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Representatives-at-Large

- Diversity and Inclusion Officer
- Civic Engagement Officer

Representatives-at-Large represent all Cal State LA students with a focus on students with undeclared majors

These positions report to the **VPEAA**

College Representatives

- There are a total of twelve (12) College Representatives - Two (2) from each of the six (6) colleges including:
 - College of Arts and Letters
 - College of Business and Economics
 - Charter College of Education
 - College of Engineering, Computer Science, and Technology
 - College of Natural and Social Sciences
 - Rongxiang Xu College of Health and Human Services

As a team each representatives acts as the liaison between the colleges and ASI



College Representatives (cont.)

In acting as the liaison, they search for college issues that affect students, prioritize those issues, and present them to ASI for solution-oriented answers, which then gets put into action

In addition to larger issues, a College Rep must be available to deal with the individual needs and concerns of students

Overall, College Reps is at the service of the college they represent; therefore, the position requires impartiality and openness

These positions report to the **ASI President**



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Academic Senators

Cabinet of Academic Senators(CAS)/Shared Governance Committee shall coordinate, plan, and be responsible for the actions of the Academic Governance units of the ASI.

Academic Senators meet with the University Academic Senate (governed by faculty) to actively engage in the process of shared governance of the university

These positions report to the **VPAG**



Commissioners

The Cabinet of Commissioners (COC) consists of:

- Spirit
- Elections
- Housing
- Environmental Affairs
- Marketing and Public Relations
- Military Connected-Student

The Cabinet of Commissioners coordinate, plan, and is responsible for the activities of the administrative units of ASI. In addition, the COC provides both a number of social and educational programming for the Cal State LA community.

These positions report to the VPA



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Parliamentarians

The Chief Justice and Associate Justices compose the Judicial Review Committee (JRC)

The purpose of the JRC is to review, upon appeal, decisions of the BOD's involving interpretations of the Articles of Incorporation, the Bylaws, and the Code of Procedures

The Associate Justices report to the **Chief Justice** while the Chief Justice reports to the **ASI President**

Full Time Staff Expectations

Job Duties Outlined



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Vacant - Executive Director (ED)

- Works directly with the ASI President to ensure ASI is satisfying the mission of ASI and is in alignment with the overall University Strategic Goals
- Consults with the VPF to oversee ASI's 1.4 million dollar budget and present it to the BOD
- Is responsible for reviewing and signing every contract and agreement that ASI enters into with the University, performers, and vendors
- Signs and reviews every outgoing payment
- Works closely with the chairs of all committees to ensure legal and administrative compliance
- Serves as ASI's liaison to the university community by meeting with the University Administrators
- Has a dotted line reporting relationship with the Division of Student Life
- Reports to the BOD



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Dena Florez - Office Manager for Administration and Services

- Handles preparations for annual audits
- Advises the S/T in processing GIA payments for Student Government Leaders and the VPF regarding payments of Clubs and Organizations
- Handles all of the financial paperwork and track budget entries involved in running ASI (i.e. vendor payment and budget detail)
- Works directly with the U-Su staff to ensure all ASI Office areas are maintained and kept clean
- Works with the IT department on campus to ensure all computers and printers are operating
- Keeps inventory of all equipment and furniture in the ASI office
- Reviews and approves all supply orders
- Reports to the ED



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Vacant - Director of Government Affairs and Leadership Programs

- Provides logistical support and leadership training for ASI (i.e. retreats and councils)
- Assists with BOD and COC events and meetings
- Serves as a liaison to campus-wide planning committees
- Oversees spirit initiative such as the Screaming Eagles and Homecoming
- Assists in the management of all Major Events sponsored by ASI
- Advices upon, ASI legislative affairs initiatives and helps coordinate our service projects and outreach
- Oversees marketing and advertising needs for the organization which include campus wide kiosks, website, and university wide publicity
- Supervises the Graphics and Marketing Coordinator
- Reports to the ED



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Damarea Parker - Senior Coordinator of Student Engagement and Outreach

- Assists students with their programming efforts throughout the planning process and implementation of the program
- Works with the College Reps to ensure they have support and guidance
- Advises the JRC and Bylaws and Code of Procedures Committee
- Reviews and revise programming resources and tools for leadership development
- Processes request forms for reservations, food permits, and facilities, etc.
- Serves on various ASI programming committees and campus wide committees
- Coordinates graphics requests with the U-SU Graphics Department
- Facilitator of leadership, programming, mentoring, personal, or academic discussions
- Directs the Alternative Break Service Learning Program
- Involved in initiatives, meetings, and some committees
- Asks questions about agenda, outcomes, facilitation ideas, and evaluations
- Supervises the Programs Advisor, ensuring their engagement in programming efforts and the support of student programmers
- Reports to the Director of Government Affairs and Leadership Programs



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Gustavo Salazar - Graphics and Marketing Coordinator

- Responsible for the development and aesthetics of the ASI brand
- Coordinate the creation of ASI promotional and marketing collateral
- Assists with the development, execution, and regular maintenance of the ASI website and social media outlets
- Assists in the overall marketing, public relations, and promotional efforts of ASI
- Coordinate the Graphics and Web Designer as well as the Web and Social Media Technician to streamline event promotion in available mediums
- Maintain the ASI Graphics department project logs and archives for proper distribution
- Coordinate department distribution around campus posting outlets
- Reports to the Director of Government Affairs and Leadership Programs



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Vacant - Administrative Assistant to the Executive Director

- Assist the ED with the application process (i.e. timely collection and distribution of applications, creation of information for BOD review, and posting online, etc.)
- Assists the VPAG with committee appointment memorandums, tracking campus-wide appointments, setting interview appointments, and maintaining a committee database with meeting times/dates and committee descriptions
- Assist with the orientation of appointed ASI and committee members to ensure document collection for audit requirements
- Assist with the transcription of ASI minutes and posting online
- Assist the creation and disbursement of appointment memos
- Assists the ED and ASI Staff with administrative support for ASI Officers Strategic Goals and Plans
- Responds to the requests of the BOD resolving problems and providing information
- Assists ED in research and development of reports for ASI BOD and its subcommittees as needed
- Reports to the ED

ASI 101: Student Expectations

- By-laws & Codes of Procedures
- Eligibility
- Biweekly Reports
- State of Affairs
- Shared Governance



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Eligibility

The Office of the University Registrar determines eligibility for all student directors. To participate in ASI and receive Grant-in-Aid allotment (GIA) you must be in **GOOD STANDING** with Cal State LA

ASI does not provide payment of GIA's to ineligible student directors, regardless of reason or cause. All work performed prior to becoming ineligible is considered voluntary, and services rendered are not eligible for payment at a later time



Undergraduates

- Must have been enrolled at Cal State LA for one semester prior to application
- Have earned at least 6 semester units of academic credit during that year
- Have a 2.5 cumulative GPA during the 12 months immediately preceding the semester of application
- Be enrolled in 6 semester units of academic credit
- Maintain a minimum load of 6 units per semester; with the exception of one semester off taking classes during the year in service
- Maintain a 2.5 GPA each semester while in office
- Have not earned more than 150 semester units



Graduates

- Must assure that if BA/BS was received from Cal State LA within the past 3 years, they have earned a total of 18 units during the last year as an undergraduate
- As a new graduate, have earned 6 semester units per period of continuous attendance
- Be enrolled in 3 semester units
- Maintain a minimum load of 3 units per semester, with the exception of one semester off from taking classes during the year in service
- Maintain a 3.0 GPA each semester while in office
- Have earned no more than 50 semester units
- If a new graduate student is planning to maintain office after one year, they must take 6 units per period of continuous attendance (meaning that while in office the prior year, a new graduate student must be taking 6 units instead of 3)



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GIA Amounts

GIA amounts are strictly governed by approved budgets, and are established according to the most current GIA Rate Table. The S/T (as authorized under the ASI Codes of Procedures) determines allocations in conjunction with the appropriate recommendations by Officers responsible for direct oversight of student directors. The S/T also determines the GIA distribution schedule for the year with the ASI President and distributes it to the ASI membership. (Policy 005)



Biweekly Submission and Processing

- If a member does not submit a biweekly by the deadline, the payment will be delayed to the next disbursement pay period
- It is the responsibility of your Direct Report to submit approved biweeklies and approved amounts to the S/T



Bi-Weekly Report

Bi-Weekly Reports are due on Wednesday by NOON before a Board of Directors Meeting.

Name: _____ Position: _____
For Work _____ & _____
Completed between: _____

Please respond to the questions below (minimum 3 sentences). Your Direct Report will be verifying your report with the ASI Secretary Treasurer and provide feedback at your next one-on-one meeting.

1. How did you complete your specific duties during this period in relation to the ASI policy? Please provide detail regarding the project(s) you are currently working on?

2. What did you learn during this biweekly period? Do you have any comments or concerns that ASI can follow up on?



Biweekly Reports (Do's and Don'ts)

- Be clear
- Avoid misspellings, acronyms, and abbreviations
- **Be honest**
- **Be realistic** about the duration of activities and office hours
- Be concise
- List all of your committees - even if you did not meet

In general - include tabling, planning meetings, office hours, ASI events that you attended, time spent on paperwork, classroom presentations, and talking to students about ASI business



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State of Affairs

- Meeting the expectations of ASI
- Biweekly and State of Affairs guideline relation
- These guidelines help all of us stay organized
- Paint an accurate review of recent ASI initiatives
- Resist on word or single sentence answers
- Please offer possible solutions when addressing perceived problems/issues
- Provide specific examples rather than general ideas



ASSOCIATED STUDENTS, INC.
5154 STATE UNIVERSITY DRIVE, ROOM 403
LOS ANGELES, CA 90032

State of Affairs Report

All ASI members shall submit a report to the ASI Secretary/Treasurer and the ASI President on the state of affairs of the Associated Students, Incorporated. This should be submitted in an essay format typically 1-2 pages. Please use this template to type your report.

State of Affairs reports are due by noon on the **Seventh (7) week** of the semester.

1. Major issues and problems facing the ASI with alternative plans of action.
2. Major plans, programs, projects and activities undertaken by the ASI and their successors.
3. Proposed plans, programs, projects, and activities to be undertaken in the upcoming semester.
4. Current status of ASI staff and membership on committees and in the governance programs.



Minimum Requirements for State of Affairs

- Provide numerous answers to each question
- Use subheadings and bullet points to organize your work
- Offer specific responses
- Meet the 2 page report requirement
- Avoid late submission (due the 7th or 10th week of the semester)
- Use the template provided



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Office Expectations and Protocols

- Please no personal use of ASI equipment and services
- Help in keeping a clean working environment
- Trash is to be deposited in designated trash cans
- Utilize your assigned office workstation to store your ASI and personal belongings
- Take care of the equipment
- Sensitivity to diversity and culture is expected while sexual harassment will not be tolerated
- Be sensitive to the office atmosphere and the noise level most appropriate to a functioning business front

Shared Governance

What it is and what we do



"For the Students, By the Students!"



Committee Appointment and Shared Governance

Student Perspective on Shared Governance:

- The purposes of the ASI shall be to ensure student input into the governance of the campus: provide an office voice through which student opinion may be expressed
- Through the collective involvement of student government, administration, and faculty the spirit of true and authentic shared governance will be realized



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Understand Student Representative Roles

Committee members provide vital feedback to both ASI and University-wide committees in order to ensure accountability on behalf of student interests. Committee members are empowered to vote with the authority of the student voice, and are required to submit a committee report after each meeting, as well as attend the Shared Governance Council meetings. Time commitments vary by committee.

Benefits of being a committee member include:

- Professional Networking Opportunities
- Resume and Portfolio Building
- Leadership Development
- Positively Impacting and Influencing the future of Cal State LA
- Policy Writing and Analysis Experience
- \$25 Incentive per Committee Meeting

Type of Committees

- **ASI Internal Committees** are convened within ASI that discuss internal matters and the direction of the organization
 - **College Specific Committees** work within each of the six colleges to address internal policies and department matters (you may only sit on these committees if you are a student with a declared major in that college)
 - **Academic Senate Committees** reside under the [Academic Senate](#) and consist of faculty from across all colleges working together to develop and refine educational policy for Cal State LA
 - **University-Wide Committees** are general committees spread throughout the university that deal with specific areas and services, such as success fees or student grievances
- To find out more about all the committees we have, check out the “Shared Governance” section on asicalstatela.edu



ASI Member Committee Appointment and Shared Governance

Expectations:

- All directors shall be a member of at least one (1) of the ASI Standing/Internal committees. If all spaces are filled you will be expected to attend at least one standing committee meeting a biweekly period
 - Executive, Personnel, Finance, Strategic Planning, Legislative Affairs, Shared Governance, and Environmental Policy
- All directors shall be a member of at least one (1) of the External Academic Senate/Administrative committees



What's Next?

- Complete your skills assessment that will be e-mailed to your Cal State LA email
- Meetings to Schedule
 - Direct Report within one business week
 - Chief Justice to further learn about Robert's Rules
- Ask Dena (Office Manager, dflorez3@calstatela.edu) for your printing code and your official ASI email account information

Questions?

- What do you want to know about ASI?
- What do you think your role is in your position?
- What do you think students should know more about ASI?



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Time for...

- 1. Gear Disbursement**
- 2. Official Photo**
- 3. Office Tour**