

**Donna Walters**  
Director of Business Administration

**To: Prabhjyot Shinh**  
Director of Business Administration - Elect

**From: Donna Walters**  
Director of Business Administration

**Subject: End of the Year Report**

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### **Introduction**

Hi Prab!

I'm so excited you have been elected to serve a second term on the ASI Board of Directors. Our college is one of the best and I know you'll be a great fit for this role.

Since you are already aware of the main operations for ASI, I'll skip to the items that relate specifically to the College of Business. If at any time you have questions, please don't hesitate to reach out!

I'm looking forward to working with you on our second term together!

Best wishes,

Donna Walters  
ASI Director of Business Administration 2019-20

### **\*IMPORTANT OPERATIONAL UPDATES\***

**On March 4, 2020 both the ASI President, Christian Landaverde, and ASI Executive Vice President, Jennifer Gross, stepped down from their roles.**

**As the Vice Chair, and to ensure operations continued as normal, I worked with the executive leadership team to ensure the duties of the EVP continued while the ASI VP of Finance, Denisse Garcia, ascended to the ASI Presidential role.**

**On March 4, 2020, California's Governor Newsom declared a state of emergency, due to COVID-19 and ordered all agencies of the state government to perform in accordance with California Department of Public Health.**

**On March 19<sup>th</sup>, Sacramento County’s Health Officer signed an order directing all individuals living in the county to stay at home or place of residence; except for certain essential activities and work services. All in person events were cancelled, large gatherings in a single space were prohibited, and social distancing of 6’ or more was implemented.**

**As a result, all in class and work activities moved to an online platform for compliance. Campus resources and ASI operations were halted and further involvement in required duties, projects, and events were severely restricted; resulting in the inability to complete many of the ASI Board’s tasks and duties.**

**On March 18, 2020, I was appointed to the ASI Executive Vice President for the remainder of the term. Due to the limitations on time remaining, as well as the resources available, the ASI President announced that the ASI Director of Business Administration role would not be filled and would remain vacant for the remainder of the 2019-20 term. The college would continue to be supported by the ASI Executive Vice President and the ASI Executive Team.**

**This report reflects many of changes as a result of the COVID-19 pandemic.**

### **Internal Committees**

Because you are already familiar with how to get set up with internal committees, I will skip straight to the point and summarize my participation.

#### **Finance and Budget (F&B)**

The F&B committee met every other Tuesday between 3pm and 5pm during the Fall 2019 semester and every Tuesday at the same time during the Spring 2020 semester.

- Campus Programs applied for ASI funding.
- The 2020-2021 ASI Budget was reviewed and submitted to the ASI Board of Directors.
- F&B met, reviewed, and approved the modified 2020-21 budget to fit ASI’s needs due to the reduction of income as a result of campus and program closures, due to COVID-19.

#### **Search Committee for the Associate Dean of Academic Programs**

This committee requires confidentiality, so details will be limited to the process and will not go over any of the candidates. One of the requirements to holding this position is to attend all interviews and meetings, so I will be picking this role back up once campus restrictions are lifted. For your records, I have provided a timeline of the events that have taken place to-date:

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- Committee met with the Dean to review the confidentiality requirements and outline of events for the selection process.
- The committee met and selected questions to ask each candidate during each level of the selection process.
- The committee determined the outline of events for the application/selection process as follows:
  - HR posted the position in accordance with posting requirements.
  - Candidates submitting required documents by the suggested deadline received priority for the selection process.
  - Candidates were screened and rated by each committee member.
  - The committee met and selected the top candidates to interview via teleconference.
  - The top four candidates were invited to campus.
- Due to COVID-19, the search committee was no longer able to meet with candidates on campus and postponed operations until further notice.

### **University Committees**

Again, because you are already familiar with how to get set up with internal committees, I will skip straight to the point and summarize my participation with external committees.

#### **University Foundation Committee**

I was appointed to serve as the ASI President's designee for this committee, because he was unable to serve due to a conflict of his current class schedule.

This committee serves as a way for the university to fundraise, utilizing financial support from community members and business sponsorship. Industry leaders are seated on this committee and are required to contribute time or money to remain on the board.

While on this committee we completed orientation and discussed if committee members should be required to contribute a minimum amount since the committee is asking the community and area business leaders to contribute financially.

I attended the one scheduled meeting on behalf of the ASI President. The ASI President is expected to continue this role going forward.

**\*Due to COVID-19 most committees disbanded and the remaining committees were no longer accepting new members.\***

## Accomplishments

### Strategic Priorities

- 1.1.1 Collaborate with campus partners on an event supporting the need to vote.
  - Advertised on the I am ASI! radio show.
- 1.1.2 Support/market voter registration to Sac State students.
  - Advertised on the I am ASI! radio show.
- 1.2.1 Support census education.
  - Advertised on the I am ASI! radio show.
  - Advertised on social media.
  - Announced during board meetings.
- 1.2.2 Promote census education.
  - Advertised on the I am ASI! radio show.
  - Advertised on social media.
  - Announced during board meetings.
- 1.4.2 Collaborate with OGA to take a stance on higher education legislation.
  - Advertised on the I am ASI! radio show.
- 1.5.1 Promote CHESS Conference Attendance.
  - Advertised on the I am ASI! radio show.
- 1.5.2 Promote CSSA advocacy efforts.
  - Advertised on the I am ASI! radio show.
- 2.2 Advance ASI awareness & visibility.
  - Created the I am ASI! radio show and podcast.
- 2.2.1 Collaborate with campus partners to promote ASI events and programs.
  - Connected with ASI Tries and agreed to participate in their videos.
  - Worked with ASI Peak Adventures to provide equipment to the State Rock Climbing Club.
  - Worked with ASI Aquatic Center for Board Member promotional event.
  - Met with Ed Mills and discussed ways to partner on disseminating information about ASI through student focused weekly Monday Briefings.
- 2.2.3 Spotlight one ASI department each month.
  - Interviewed department heads and staff on the I am ASI! radio show.
- 2.2.4 Advocate for ASI to utilize the screens around campus to advertise ASI events and departments (University Union, WELL, Lassen Hall).
  - Researched and provided information to the Board on how to advertise on all three screens.
    - Lassen Hall: [https://csus.col.qualtrics.com/jfe/form/SV\\_3gw9bFmJgOQFh9H](https://csus.col.qualtrics.com/jfe/form/SV_3gw9bFmJgOQFh9H)
    - The Union: <https://theuniversityunion.com/about-the-union/promo>
    - The WELL: (Signs are connected with the Union)
- 2.4.1 Wear Board specific Hornet gear for advocacy efforts

- Wore Board specific gear for each I am ASI! radio show.
  - Wore Board specific gear for I am ASI! promotional photos, Spring 2020 Board Retreat, and various campus events.
- 3.4.1 Menstrual products
- Advertised on the I am ASI! radio show.
- 4.1.3 Investigate current strategies being used by departments to support career/academic success.
- Met with CBA's Dean and Associate Dean on supporting success.
  - Formed a focus group to connect with the Dreamer Resource Center, Career Center, and CARES office.
- 4.1.4 Assess the feasibility of interdisciplinary Alumni/Professional speaker program
- Met with ASI Directors to investigate the currently existing challenges.
  - Met with ASI EVP on plans to integrate the CBA.
  - Partnered with the University Union on bringing professional speaker, John Davidson, to the campus; along with other key speakers.

### **Joint Council**

The joint council is primarily organized by the College of Business' (CBA) Office of Student Engagement (OSE) but faces challenges in receiving club leaders' contact information in a timely manner. Additionally, club leaders and members are unaware of the benefits the OSE provides and are often unable to participate in opportunities due to connection challenges.

To improve support provided to business club leaders, the OSE Director, Bonnie Beevers (formally Burnell), and I worked together to create initiatives that would help alleviate the communication gap and better support club leaders and their members. The below are the initiatives created, as a result of this collaboration:

- 1. Implemented financial incentives for active business clubs that:**
  - a. Register with the OSE
  - b. Attend an OSE club leader orientation.
  - c. Participate in Biz Fest / Biz Fling.
- 2. Created an Officer Onboarding Orientation**
  - a. Appendix A: Orientation Outline
  - b. Appendix B: Slide Show Presentation
  - c. Appendix C: How to Set Up a csus.edu email
  - d. Appendix D: Gloria Romero Act
- 3. Set up a succession plan for business club leadership and created initiatives to improve communication with the OSE.**
  - a. Appendix E: Succession Plan Checklist
  - b. Passing the Torch Ceremony (In Process – OSE to organize. ASI to attend)

**4. Club Café**

- a. OSE and Club leaders set up a group chat with which to communicate.
- b. Once per month, the OSE opens the conference room for club leaders to gather and exchange ideas over coffee and treats. (In Process – OSE to organize)

**Noteworthy Events**

**ASI Meetings**

August 2019

- 9 Special Board Meeting
- 22 Dreamer Ally Training
- 23 Met with a student from Academic Advising

September 2019

- 6 Director of Policy and Records Management Candidate Interview
- 9 Director of Policy and Records Management Candidate Interview
- 9 Provost and VP for Academic Affairs Candidate Interview
- 16 Meeting with Dean Cordeiro
- 16 Meeting with Candidate for Director of Academic Advising
- 23 Director of Academic Advising Candidate Interview
- 24 ASI Finance and Budget Committee
- 25 ASI Board Meeting
- 27 Search Committee Meeting

October 2019

- 2 ASI Board Meeting
- 2 ASI Executive Committee Meeting
- 8 ASI Finance and Budget Committee
- 9 ASI Board Meeting
- 15 One-on-one with EVP
- 15 Meeting with Associate Dean Marty Wilson on strategic initiatives
- 16 ASI Board Meeting
- 16 ASI Strategic Initiatives
- 22 ASI Finance and Budget Committee
- 23 ASI Board Meeting
- 30 ASI Working Board Meeting
- 31 Touch Base with ASI President

November 2019

- 4 Completed Safe Zone Training

- 6 University Foundation Board Retreat
- 6 ASI Formal Board Meeting
- 13 ASI Working Board Meeting
- 15 Touch Base with the ASI President
- 18 Meeting with CBA Dean Cordeiro
- 19 ASI Finance and Budget Committee – Last Meeting for Fall 2019

December 2019

- 9 Meeting with Dean Cordeiro
- 9 Preliminary OSE BizClub Succession Planning and Orientation Meeting
- 19 CBA Search Committee Orientation

January 2020

- 14 KSSU Radio Show/Podcast Orientation
- 17 KSSU Radio Show Marketing/Graphics Meeting – I am ASI!
- 17 CBA Search Committee Candidate Deliberations
- 23 I am ASI! Radio Show/Podcast Dry Run
- 24 I am ASI! Radio Show/Podcast Meeting
- 28 ASI Finance and Budget Committee
- 29 OSE BizClub Orientation Planning
- 29 ASI Working Board Meeting

February 2020

- 4 ASI Finance and Budget Committee
- 5 ASI Formal Board Meeting
- 10 Meeting with Dean Cordeiro
- 11 ASI Finance and Budget Committee
- 12 ASI Working Board Meeting
- 12 VP of University Affairs for Strategic Planning for Student Club Leadership Retention
- 18 ASI Finance and Budget Committee
- 24 University Advancement Campaign – On the Rise (Rescheduled)
- 25 ASI Finance and Budget Committee
- 26 ASI Working Board Meeting
- 27 Meeting with Storbeck/Pimentel & Associates re: VP of IRT/CIO leadership profile

March 2020

- 3 ASI Finance and Budget Committee
- 4 ASI Formal Board Meeting
- 6 Meeting with CBA Student
- 6 Safe Zone Training
- 10 ASI Finance and Budget Committee
- 11 ASI Working Board Meeting

- 12 Meeting with Ed Mills on COVID-19 and ASI Support
- 15 Executive Vice President Parliamentarian Training
- 15 Zoom Test Meeting
- 17 Met with IT Manager, Gerald Tubo
- 17 ASI Finance and Budget Meeting
- 18 ASI Formal Board Meeting
- 24 ASI Finance and Budget Meeting
- 25 ASI Working Board Meeting

April 2020  
(Role change to EVP)

May 2020  
(Vacant Position)

**ASI OGA Events**

February 2020

- 14-16 Cal State Student Association – February Plenary Meeting (San Luis Obispo)

March 2020

- 8 California Higher Education Student Summit (CHESS) Conference
- 9 CHESS Advocacy Day
- 9 CHESS Meeting with Asmb. Kevin McCarty
- 9 CHESS Meeting with Staff member for Asmb. Kevin Kiley

**ASI Events**

August 2019

- 9-11 ASI Board Retreat
- 18 Meet and Greet with Deans
- 21 Registered for and attended team building at the Aquatic Center – Event Cancelled
- 22 2019 Part-Time Orientation for ASI Staff

September 2019

- 11 Picnic with ASI (Day on the Quad)
- 11 Business Director Kick-off Event
- 30 ASI Department Directors, Associate Directors, and ASI Board Meet Up

October 2019

- 30 Pastries with the ASI President
- 31 ASI Salsa Competition



December 2019

9 ASI Video Shoot

January 2020

23 I am ASI! Radio Show

28 I am ASI! Radio Show – Guest: Sasha Smirnova

February 2020

4 I am ASI! Radio Show – Guest: Sandra Gallardo

11 I am ASI! Radio Show – Guest: Noah Marty

18 I am ASI! Radio Show

25 I am ASI! Radio Show – Guest: Christian Landaverde, Alyssa Lee

March 2020

3 I am ASI! Radio Show – Guest: Student Shop

10 I am ASI! Radio Show

**University/Constituent Events**

August

20 Workshop Presenter - Student Organization & Leadership Conference

22 President's Fall 2019 Address

23 President Nelsen's BBQ

24 Hornet Football Kickoff

26 Club Days

28 Crash the OSE

September 2019

5 MBA Info Session

6 Dreamer Resource Center Open House

11 CBA – Biz Fest

18 Ernest Tschannen Science Complex Grand Opening

18 Unique event, concert series

October 2019

10 FYE – Meet the Majors

November 2019

14 Attended and MC'd the CBA Film Festival

December 2019

- 4 CBA Winter Reception
- 9 ASI Video Shoot – Food Pantry

January 2020

- 16 ASI Mid-Year Board Retreat
- 22 Coffee and Donuts with the Dean
- 22 Club Café – Joint Council Tabling
- 31 CBA Biz Club Orientation

**Classroom Presentations**

September 2019

- 2 RPTA 21 – Folsom Hall 1049
- 23 ASI Presentation - Riverview 1106 A

November 2019

- 15 NUR21 - Folsom Hall 1048

February 2020

- 19 EDUC 21 – Benicia 1029 (Professor cancelled due to personal commitments)

March 2020

- 10 HROB 154

**\*In person class sessions were shut down due to COVID-19\***

**Club Presentations**

September 2019

- 11 Business Clubs

October 2019

- 1 Stinger Esports

December 2019

- 3 Transfer Students Association

January 2020

- 22 CBA Clubs

**\*Club activities were shut down due to COVID-19\***

## **Projects Started / Pending Projects**

### **Student Research - CBA Poster Event**

I have a meeting set up with the Associate Dean, Jaydeep Balakrishnan, schedule for when COVID-19 subsides and the campus reopens. Please see this initiative's timeline below, for your records. I am happy to continue working on this project, but please let me know if you are interested in taking over and I will make the proper introductions.

- Partnered with the CBA Dean, CBA Associate Dean, OSE Director, and the Student Research Center to increase participation on research from the college of business. (Appendix F –Student Research Center Email)
- The CBA Poster Event will take place during a time that does not conflict with the Student Research Center's Fall Poster Forum; in Tahoe Hall.
- Faculty will be encouraged to connect with student mentees interested in research.
- The CBA Poster Event's purpose is to introduce business students to research and prepare them for participation in the larger events held by the Student Research Center.

### **Project Contacts**

- OSE Director: Bonnie Beevers - [bonnie.beevers@csus.edu](mailto:bonnie.beevers@csus.edu) (Primary Contact)
- [Student Research Center](#): Hanh - [hanhlevutran@csus.edu](mailto:hanhlevutran@csus.edu)
- [ScholarWorks](#): Diana Dickman - [dickman@csus.edu](mailto:dickman@csus.edu)

### **I am ASI! – Radio Show and Podcast**

With the help of 2019-20 ASI Director of Graduate Studies, Gabriella Santiago, I created a radio show and podcast to more easily disseminate information about ASI's programs, services, and campus resources; assisting in the completion of ten strategic priorities for the 2019-20 term.

The show's schedule will support the ASI Marketing Committee's schedule for highlighting ASI Programs, Departments, and Services, as follows:

- January – Peak Adventures
- February – Government Office
- March – Business Office
- April – Children's Center
- May – Aquatic Center

ASI's Student Engagement Office (SEO) houses the KSSU radio station and all programming is run through their office. Student Services Coordinator, Andrew Garcia, is a phenomenal resource for all things related to the show. Please see the below list of accomplishments and timeline of events:

- Created the I am ASI! radio show and podcast.
  - Aired live on KSSU.com and inside of the Union every Tuesday from 2-3pm.
  - Due to COVID-19, Spring 2020 programming was postponed until further notice.
- Mission Statement was created. (See appendix)
- I am ASI! logo was designed and created by SEO, based on direction from the show's creators.
- Marketing photos were distributed via Instagram to advertise the show.
- Recordings of the show was added to the KSSU website and all major podcast distributors.
- Links from the KSSU website will be posted to the ASI website under the "About" section.
- A live show was set up to take place during ASI week but was cancelled due to COVID-19.
- Succession planning was created and will proceed as follows:
  - Board members would be notified of this initiative to solicit interest in programming.
  - Andrew to take over the show if future ASI Boards do not elect to continue running the program.
  - Continued programming would include updates on Board meetings, legislation, reviews on ASI departments, events, and strategic priorities; following the show's mission statement.

#### Project Contact

- Student Services Coordinator: Andrew Garcia - andrewgarcia3@csus.edu (Primary Contact)

### **Legislation**

#### *1. Onboarding and Succession Planning*

As you know, most of the first semester in office is about getting acclimated to this role and not a lot of time spent "doing". By the time the end of the term arrives, directors have a relatively solid understanding on what it takes to succeed, however it's often too late to start on any new projects. I would HIGHLY recommend the Operating Rules include a more defined onboarding and succession process, so that directors can have a better understanding of their role and become acclimated faster. Items that should be included follow best practices for Organization Development and Behavior theories.

#### *2. Representing the Student Voice*

ASI was formed to be the voice for the student body, yet it was explained to me that future boards could choose not to be a primary point of contact for their colleges. To further develop ASI's ability to represent the student voice on key issues, the role

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description in the Operating Rules should include a statement requiring each director to actively engage with their constituents and to be a point of contact for students.

### **Recommendations**

1. I highly recommend building a solid work relationship with the Director from the Office of Student Engagement and her team. She is an exceptional resource and is a great partner for ASI.

Our collaborative relationship fostered large amounts of success, new initiatives and helped create opportunities for ASI to present to business clubs and the CBA's Advisory Council; which consists of a large and impressive network of local business and industry leaders.

2. Communicate. Communicate. Communicate. Seriously. It's better to over communicate than not communicate enough. Conflict happens mostly due to misunderstandings. If something isn't working, try a different method. Different people communicate in different ways and it's up to the person who wishes to relay a message to do so in a manner that can be easily received.
3. Be open-minded and try to understand where your fellow board members are coming from. Ask questions if you are unsure or unclear and voice your opinions respectfully and honestly. Even if you may not agree with an outcome, if the majority votes in favor, it is best to support that initiative so that ASI can continue to move in a unified direction.
4. There really is only about one full semester of work. The Spring semester is more about wrapping projects up and finalizing your exit. (but you already know that. 😊 )
5. Complete your club and classroom presentations ASAP, while the semester is still slow. This will allow you more time to complete other pressing issues when Midterms and Finals hit.

### **Conclusion**

Congratulations again on this HUGE opportunity. It is an absolutely honor to be in this role and to have the opportunity to represent the student voice. I'm looking forward to working with you and the rest of the 2020-21 board! My door is always open, so please don't hesitate to reach out.

Donna Walters

## Appendix A - Orientation Outline

- I. Welcome
  - a. The Dean gives a short welcome speech
  - b. Introduction of Bonnie, Nicole, and current ASI Business Director
  - c. Summary of Agenda
  - d. Ice Breaker
- II. What are ASI and the OSE?
  - a. History
  - b. Programs and services
  - c. Overview of how the org is set up and fits into the larger CSUS system
  - d. How each department can help business clubs succeed
  - e. Partner for success
    - i. Complete the registration form with the OSE
- III. Perks
  - a. Club funding\*
    - i. Register with the OSE
    - ii. Attend the welcome lunch
    - iii. Tabling at Biz Fling/Biz Fest
  - b. Receive a logo saying they're an official partner of OSE
  - c. Priority registration for special events
    - i. Advisory Council Luncheon
    - ii. BizFest/BizFling
  - d. Access to additional leadership tools
  - e. Resume building and improved opportunities
- IV. <Break - Game Time>
- V. Gaining a Competitive Edge
  - a. Setting up a CSUS.edu email
    - i. Encourage clubs to create an "@csus.edu" email address for their org.
      - 1. The club is more official with a csus domain.
      - 2. Transition between leadership is easier since passwords can be reset by Sac State's IT department.
      - 3. Information is held on Sac State servers and anything lost can easily be reinstated.
  - b. Fundraising
    - i. Why it's important and how to do it.
    - ii. OSE Funding
    - iii. DOC Funding
    - iv. Other
  - c. Utilizing Your Faculty Adviser
    - i. Why it's important and how to do it.
  - d. Boothing/Tabling and Attending Networking Events
    - i. Why it's important and how to do it.
  - e. Setting Goals/Strategic Planning
    - i. Why it's important and how to do it.

VI. Understanding Your Org's Constitution & Bylaws (The how-to's and best practices)

- a. Gloria Romero Act
- b. Host Meetings
- c. Have Elections
- d. Enforce Rules

VII. Handing off the Torch

- a. Succession Planning Checklist
- b. OSE New Officer Ceremony



SACRAMENTO  
STATE

# BizClub Officer Welcome Luncheon

Presented by ASI and the Office of Student Engagement

*Redefine the Possible™*



Welcome!

# Looking Ahead

- Ice Breaker
- ASI and the OSE
- Partnering for Success
- Gaining a Competitive Edge
- Understanding the Constitution & Bylaws
- Handing off the Torch
- Future Focused
- Closing Remarks

# Ice Breaker

## Marvelous Me



Your favorite movie or book...



Something you'd like to try doing...



Something you couldn't live without...



Your dream vacation...



A favorite hobby...



Your favorite food or cuisine...

# What is ASI?

# Associated Students, Inc. (ASI)

- Aquatic Center
- Children's Center
- Food Pantry
- KSSU Radio
- Peak Adventures
- Safe Rides
- Student Government
- Student Shop
- Campus Employment

# Office of Student Engagement (OSE)

- Academic Advising in Business
- Internships & Jobs
- Scholarships
- Student Events
- Special Programs
- Commencement
- Tutoring Center
- Business Student Clubs (YOU!)
- Informing & Welcoming
- Advising & Guiding
- Connecting & communicating
- Supporting
- Building Networks
- Recognizing Student Achievements
- Advancing & Developing
- Cultivating a Positive culture

# Partnering for Success

- Fundraising
- “OSE Certified”
- Digitally Featured
- Free Copying
- CBA Awards Banquet



# Partnering for Success

- Guest Speakers
- Priority Event Registration
- Additional Tools for Success
- Resume Building
- Focused Networking Opportunities



How can we support you?

# Gaining a Competitive Edge

- Club Emails
- Utilizing Your Faculty Adviser
- Table at Events
- BizClub Café and Networking Opportunities
- Set Goals (Strategic Planning)

# Understanding Governing Docs

- Host Meetings
- Have Elections
- Enforce the Rules Equally

# Handing off the Torch

- Succession Planning Checklist
- New Officer Ceremony
- Encourage Partnerships with ASI and the OSE

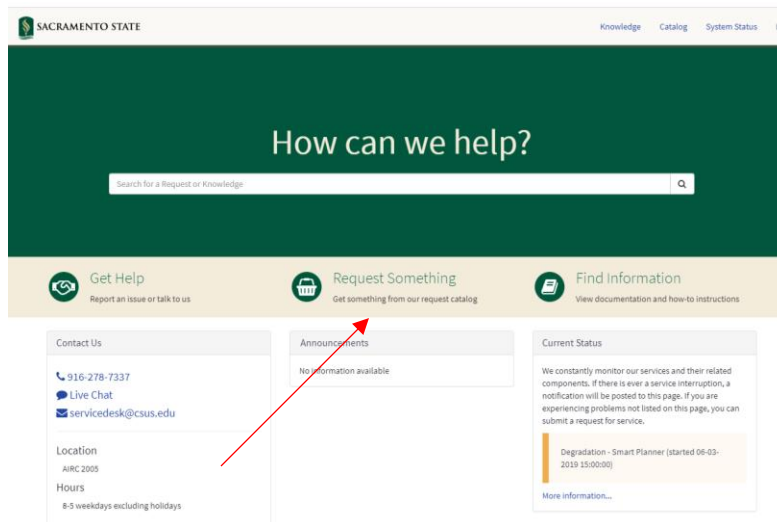
# Final thoughts

# How to Get a CSUS Email for Your Student Organization

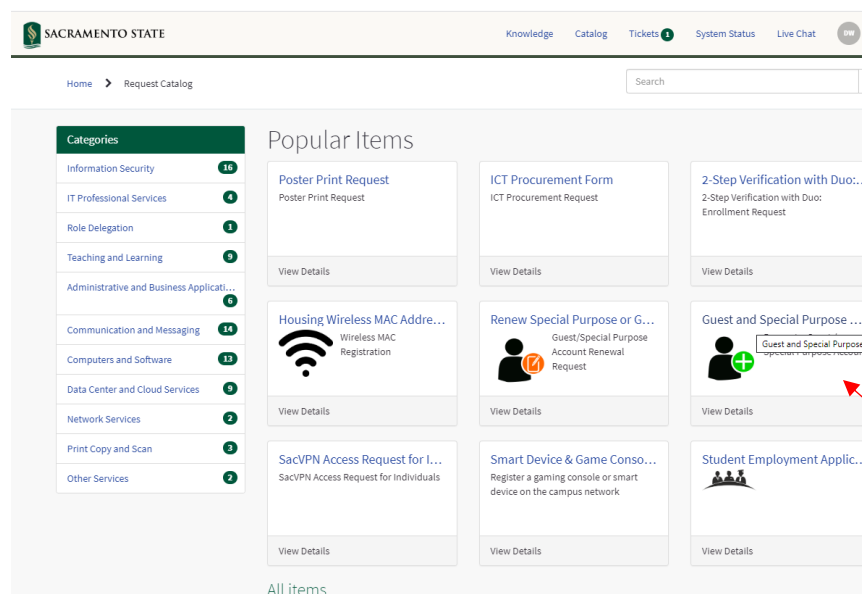
Step 1: Ask your **Faculty Adviser** to access the IRT ticket page and **sign in** with their credentials.

<https://csus.service-now.com/service>

Step 2: After signing in, click on the “Request Something” link.



Step 3: Click on “Guest and Special Purpose Account Request”



**Step 4: Everything should autofill with the Faculty Adviser's name and information. If it doesn't, please fill in the necessary credentials as the sponsor.**

**Account Selection: "Generic"**

**SACRAMENTO STATE** Knowledge Catalog Tickets 1 System Status Live Chat DW

Home > Request Catalog > Information Security > Guest and Special Purpose Account Request Search

### Guest and Special Purpose Account Request

Request a Guest / Special Purpose Account

Use this request form to have a Guest or Special Purpose account created for a specific user. Guest / Special Purpose accounts require campus faculty or staff approval and sponsorship. These accounts will be reviewed yearly for renewal by the sponsor. The manager will receive a report at the end of the month of all sponsored account creations during that time.

#### Account Information

\*Account Selection ⓘ

- **Auxiliary Staff** - For members of auxiliary departments such as UEI, ASI, UU, CPR, and OWP.
- **Guest** - Used by Visiting Faculty, Staff, Student, or other third parties that have an academic or business relationship with campus.
- **Generic** - General office support, email, testing or miscellaneous.
- **Positional** - For student workers.
- **Vendor** - For third party vendors. Not a personalized/individual account.
- **Contractor** - An individual who has been hired on a contract basis.
- **Wireless / Event** - A short-term account for groups or events where users require computer lab or wireless network access.

-- None --

#### Sponsor Information

**Important Note: You will need to provide your Faculty Adviser with the email your organization wishes to use!**


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### EDUCATION CODE - EDC

**TITLE 3. POSTSECONDARY EDUCATION [66000 - 101060]** ( Title 3 enacted by Stats. 1976, Ch. 1010. )

**DIVISION 8. CALIFORNIA STATE UNIVERSITY [89000 - 90520]** ( Heading of Division 8 amended by Stats. 1983, Ch. 143, Sec. 87. )

**PART 55. CALIFORNIA STATE UNIVERSITY [89000 - 90520]** ( Heading of Part 55 amended by Stats. 1983, Ch. 143, Sec. 88. )

**CHAPTER 3. Students [89300 - 89347]** ( Chapter 3 enacted by Stats. 1976, Ch. 1010. )

**ARTICLE 1.5. Gloria Romero Open Meetings Act of 2000 [89305 - 89307.4]** ( Article 1.5 added by Stats. 2000, Ch. 330, Sec. 1. )

**89305.** This article shall be known, and may be cited, as the Gloria Romero Open Meetings Act of 2000.  
(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)

**89305.1.** (a) A legislative body of a student body organization shall conduct its business in public meetings. All meetings of the legislative body shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body, except as otherwise provided in this article.

(b) (1) As used in this article:

(A) "Legislative body" means any or all of the following:

(i) The governing body of any entity formed or operating pursuant to Section 89300.

(ii) The governing body of any statewide student organization that represents either the students of the California State University or the governing bodies of the student body organizations of the campuses of the California State University, or both.

(iii) A commission, committee, board, subboard, or other body, whether permanent or temporary, created by charter, resolution, or formal action of a legislative body described in clause (i) or (ii). However, an advisory committee is not a legislative body, except that a standing committee of a legislative body, irrespective of its composition, that has a continuing subject matter jurisdiction, or a meeting schedule established by charter, resolution, or formal action of a legislative body is a legislative body for purposes of this article.

(B) "Meeting" includes any congregation of a majority of the membership of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body to which it pertains. "Meeting" does not include, and nothing in this section imposes the requirements of this article upon, any of the following:

(i) Individual contacts or conversations between a member of a legislative body and any other person.

(ii) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to higher education of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as a part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the legislative body. Nothing in this clause is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(iii) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body or entity created or formed by the legislative body, provided that a majority of the members do not discuss among themselves, other than as a part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body.



(iv) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body.

(2) For the purposes of this section, "teleconference" means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both.

(c) (1) Notwithstanding any other provision of law, the legislative body may use teleconferencing for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 89306 at each teleconference location.

(d) Nothing in this section shall prohibit a student body organization from providing the public with additional teleconference locations.

(e) No legislative body shall take action by secret ballot, whether preliminary or final.

*(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)*

**89305.4.** As used in this article, "action taken" means a collective decision made by a majority of the members of a legislative body, a collective commitment or promise by a majority of the members of a legislative body to make a positive or a negative decision, or an actual vote by a majority of the members of a legislative body when sitting as a body or entity, upon a motion, proposal, report, resolution, order, or recommendation.

*(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)*

**89305.5.** (a) Each legislative body shall annually establish, by resolution, bylaws, or whatever other rule is required for the conduct of business by that body, the time and locations for holding regular meetings.

(b) (1) At least 72 hours before a regular meeting, the legislative body, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. A brief general description of an item generally need not exceed 20 words. The agenda shall specify the time and location of the regular meeting and shall be posted in a location that is freely accessible to members of the public.

(2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that a member of a legislative body, or a member of his or her staff, may briefly respond to statements made or questions posed by a person exercising his or her public testimony rights under Section 89306. In addition, on his or her own initiative or in response to questions posed by the public, a member of a legislative body, or a member of his or her staff, may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to the rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

(c) Notwithstanding subdivision (b), the legislative body may take action on items of business that do not appear on the posted agenda, but are publicly identified under any of the following conditions:

(1) Upon a determination, pursuant to Section 89306.5, by the membership of the legislative body that an emergency situation exists.

(2) Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the legislative body subsequent to the agenda being posted as specified in subdivision (b).

(3) The item was posted pursuant to subdivision (b) for a prior meeting of the legislative body occurring not more than five calendar days prior to the present meeting.

*(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)*

**89305.7.** Any person may request that a copy of the agenda, or a copy of all the documents that constitute the agenda packet, of any meeting of a legislative body be mailed to that person. Upon receipt of the written request, the legislative body or its designee shall cause the requested materials to be mailed at the time the agenda is posted pursuant to Section 89305.5 or upon distribution to all, or a majority of all, of the members of a legislative body, whichever occurs first. Any request for mailed copies of agendas or agenda packets shall be valid for the calendar year in which it is filed, and shall be renewed following January 1 of each year. The legislative body may establish a fee for mailing the agenda or agenda packet, and that fee shall not exceed the cost of providing the service. Failure of the requesting person to receive the agenda or agenda packet pursuant to this section shall not constitute grounds for invalidation of the actions of the legislative body taken at the meeting for which the agenda or agenda packet was not received.

*(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)*

**89306.** (a) (1) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item affecting higher education at the campus or statewide level, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (c) of Section 89305.5.

(2) Notwithstanding paragraph (1), the agenda need not provide an opportunity for members of the public to address the legislative body on any item that has already been considered by a committee, composed exclusively of members of the respective legislative body at a public meeting wherein all interested members of the public were afforded the opportunity to address the committee on the item, before or during the committee's consideration of the item, unless the item has been substantially changed, as determined by the legislative body, since the committee heard the item.

(3) Every notice for a special meeting shall provide an opportunity for members of the public to directly address the legislative body concerning any item that has been described in the notice for the meeting before or during consideration of that item.

(b) A legislative body may adopt reasonable regulations to ensure that the intent of subdivision (a) is carried out, including, but not necessarily limited to, regulations limiting the amount of time allocated for public testimony on a particular issue and for each individual speaker.

(c) A legislative body shall not prohibit public criticism of anything related to the student body organization, the legislative body, or both. Nothing in this subdivision shall confer any privilege or protection for expression beyond that otherwise provided by law.

*(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)*

**89306.5.** (a) A special meeting may be called at any time by the presiding officer of a legislative body, or by a majority of the membership of the legislative body, by providing written notice to each member of the legislative body, and to each local newspaper of general circulation and radio or television station that has requested notice of special meetings at least 24 hours prior to the meeting. The written notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. Written notice may be dispensed with as to any member who, at or prior to the time the meeting convenes, provides the clerk or the secretary of the legislative body with a waiver of written notice. Written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

(b) The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(c) In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, a legislative body may hold an emergency meeting without complying with either the 24-hour notice requirement or the 24-hour posting requirement of subdivision (b), or both.

(d) (1) For purposes of this section, "emergency situation" means either of the following:

(A) Work stoppage or other activity that severely impairs public health, safety, or both, as determined by a majority of the membership of the legislative body.

(B) Crippling disaster that severely impairs public health, safety, or both, as determined by a majority of the membership of the legislative body.

(2) Each local newspaper of general circulation and radio or television station that has requested notice of special meetings pursuant to subdivision (a) shall be notified by the presiding officer of the legislative body, or his or her designee, one hour prior to the emergency meeting by telephone. If necessary, the presiding officer or designee shall use all of the telephone numbers provided in the most recent request of that newspaper or station for notification of special meetings to notify the newspaper or radio of the special meeting.

(3) If telephone services are not functioning, the notice requirements of this section shall be deemed waived, and the legislative body, or designee, shall notify those newspapers, radio stations, or television stations of the fact of the holding of the emergency meeting, the purpose of the meeting, and any action taken at the meeting as soon after the meeting as possible.

(e) Notwithstanding subdivision (c) of Section 89307, the legislative body shall not meet in closed session during a meeting called pursuant to this section.

(f) All special meeting requirements prescribed in subdivision (a) shall be applicable to a meeting called pursuant to subdivision (c), with the exception of the 24-hour notice requirement.

(g) The legislative body shall post in a public place, as soon after the meeting as possible and for a minimum of 10 days, the minutes of a meeting called pursuant to subdivision (c), a list of persons who the presiding officer of the legislative body, or designee, notified or attempted to notify, a copy of the rollcall vote, and any actions taken at the meeting.

*(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)*

**89307.** (a) Any legislative body may hold a closed session under any of the following circumstances:

(1) A closed session with its negotiator prior to the purchase, sale, exchange, or lease of real property by or for the student body organization to grant authority to its negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease. Prior to the closed session, the legislative body shall hold an open and public session in which it identifies its negotiators, the real property or real properties that the negotiations may concern, and the person or persons with whom its negotiators may negotiate.

(2) For purposes of this subdivision:

(A) A negotiator may be a member of the legislative body.

(B) "Lease" includes renewal or renegotiation of a lease.

(b) (1) Based on advice of its legal counsel, holding a closed session to confer with, or receive advice from, its legal counsel regarding a liability claim or pending litigation when discussion in open session concerning the matter would prejudice the position of the student body organization in the litigation.

(2) For purposes of this subdivision, all applications of the lawyer-client privilege other than those provided in this section are hereby abrogated. This section is the exclusive expression of the lawyer-client privilege for purposes of conducting closed-session meetings pursuant to this article.

(3) For purposes of this subdivision, "litigation" means any adjudicatory proceeding, including, but not limited to, eminent domain, court proceeding, or a proceeding of an administrative body exercising its adjudicatory authority, hearing officer, or arbitrator.

(4) For purposes of this subdivision, litigation shall be considered pending when any of the following circumstances exist:

(A) Litigation, to which the student body organization is a party, has been initiated formally.

(B) A point has been reached where, in the opinion of the legislative body on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the student body organization.

(C) Based on existing facts and circumstances, the legislative body is meeting only to decide whether a closed session is authorized pursuant to subparagraph (B).

(D) Based on existing facts and circumstances, the legislative body has decided to initiate, or is deciding whether to initiate, litigation.

(5) For purposes of subparagraphs (B), (C), and (D) of paragraph (4), "existing facts and circumstances" shall consist only of one of the following:

(A) Facts and circumstances that might result in litigation against the student body organization, but which the organization believes are not yet known to a potential plaintiff or plaintiffs, which facts and circumstances need not

be disclosed.

(B) Facts and circumstances, including, but not necessarily limited to, an accident, disaster, incident, or transactional occurrence, that might result in litigation against the student body organization and that are known to a potential plaintiff or plaintiffs, which facts or circumstances shall be publicly stated on the agenda or announced.

(C) The receipt of a claim pursuant to the Government Claims Act (Division 3.6 (commencing with Section 810) of Title 1 of the Government Code) or some other written communication from a potential plaintiff threatening litigation.

(D) A statement made by a person in an open and public meeting threatening litigation on a specific matter within the responsibility of the legislative body.

(E) A statement threatening litigation made by a person outside an open and public meeting on a specific matter within the responsibility of the legislative body, so long as the official or employee of the student body organization receiving knowledge of the threat makes a contemporaneous or other record of the statement prior to the meeting. The records so created need not identify the alleged victim of unlawful or tortious sexual conduct or anyone making the threat on their behalf, or identify a public employee who is the alleged perpetrator of any unlawful or tortious conduct upon which a threat of litigation is based, unless the identity of the person has been publicly disclosed.

(6) Nothing in this section shall require disclosure of written communications that are privileged and not subject to disclosure pursuant to the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code).

(7) Prior to holding a closed session pursuant to this section, the legislative body shall state on the agenda or publicly announce and identify the provision of this section that authorizes the closed session. If the session is closed pursuant to paragraph (1), the legislative body shall state the title of or otherwise specifically identify the litigation to be discussed, unless the legislative body states that to do so would jeopardize the ability of the student body organization to effectuate service of process upon one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(8) For purposes of this subdivision, a student body organization shall be considered to be a "party" or to have a "significant exposure to litigation" if an officer or employee of the student body organization is a party or has significant exposure to litigation concerning prior or prospective activities or alleged activities during the course and scope of that office or employment, including litigation in which it is an issue whether an activity is outside the course and scope of the office or employment.

(c) (1) Nothing contained in this section shall be construed to prevent a legislative body from holding closed sessions with the Attorney General, district attorney, sheriff, or chief of police, or their respective deputies, on matters posing a threat to the security of public buildings or a threat to the public's right of access to public services or public facilities, or from holding closed sessions during a regular or special meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee of the student body organization or to hear complaints or charges brought against the employee by another person or employee unless the employee requests a public session.

(2) As a condition to holding a closed session on specific complaints or charges brought against an employee by another person or employee, the employee shall be given written notice of his or her right to have the complaints or charges heard in an open session rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding the session. If notice is not given, any disciplinary or other action taken by the legislative body against the employee based on the specific complaints or charges in the closed session shall be null and void.

(3) A legislative body also may exclude from the public or closed meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the legislative body.

(4) For the purposes of this subdivision, the term "employee" shall include an officer or an independent contractor who functions as an officer or an employee of the student body organization, but shall not include any elected official, member of a legislative body, or other independent contractor. Closed sessions held pursuant to this section shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline.

(d) (1) A legislative body shall publicly report any action taken in closed session and the vote or abstention of every member present thereon, as follows:

(A) Approval of an agreement concluding real property negotiations pursuant to subdivision (a) shall be reported after the agreement is final, as follows:

(i) If its own approval renders the agreement final, the legislative body board or subboard shall report that approval and the substance of the agreement in open session at the public meeting during which the closed session is held.

(ii) If final approval rests with the other party to the negotiations, the legislative body shall disclose the fact of that approval and the substance of the agreement upon inquiry by any person, as soon as the other party or its agent has informed the legislative body of its approval.

(B) Approval given to its legal counsel to defend, or seek or refrain from seeking appellate review or relief, or to enter as an amicus curiae in any form of litigation, as the result of a consultation under subdivision (b) shall be reported in open session at the public meeting during which the closed session is held. The report shall identify, if known, the adverse party or parties and the substance of the litigation. In the case of approval given to initiate or intervene in an action, the announcement need not identify the action, the defendants, or other particulars, but shall specify that the direction to initiate or intervene in an action has been given and that the action, the defendants, and the other particulars shall, once formally commenced, be disclosed to any person upon inquiry, unless to do so would jeopardize the ability of the student body organization to effectuate service of process on one or more unserved parties, or that to do so would jeopardize its ability to conclude existing settlement negotiations to its advantage.

(C) Approval given to its legal counsel of a settlement of pending litigation, as defined in subdivision (b), at any stage prior to or during a judicial or quasi-judicial proceeding shall be reported after the settlement is final, as follows:

(i) If a legislative body accepts a settlement offer signed by the opposing party, the legislative body shall report its acceptance and identify the substance of the agreement in open session at the public meeting during which the closed session is held.

(ii) If final approval rests with some other party to the litigation or with the court, then, as soon as the settlement becomes final, and upon inquiry by any person, the legislative body shall disclose the fact of that approval and identify the substance of the agreement.

(D) Action taken to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of an employee of the employee organization in closed session pursuant to subdivision (c) shall be reported at the public meeting during which the closed session is held. Any report required by this subparagraph shall identify the title of the employee's position. Notwithstanding the general requirement of this subparagraph, the report of a dismissal or of the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

(E) Approval of an agreement concluding labor negotiations with represented employees pursuant to subdivision (e) shall be reported after the agreement is final and has been accepted or ratified by the other party. The report shall identify the item approved and the other party or parties to the negotiation.

(2) Reports that are required to be made pursuant to this subdivision may be made orally or in writing. A legislative body shall provide to any person who has submitted a written request to the legislative body within 24 hours of the posting of the agenda, or to any person who has made a standing request for all documentation as part of a request for notice of meetings pursuant to Section 89306.5, if the requester is present at the time the closed session ends, copies of any contracts, settlement agreements, or other documents that were finally approved or adopted in the closed session. If the action taken results in one or more substantive amendments to the related documents requiring retyping, the documents need not be released until the retyping is completed during normal business hours, provided that the presiding officer of the legislative body, or his or her designee, orally summarizes the substance of the amendments for the benefit of the document requester or any other person present and requesting the information.

(3) The documentation referred to in paragraph (2) shall be available to any person on the next business day following the meeting in which the action referred to is taken or, in the case of substantial amendments, when any necessary retyping is complete.

(4) Nothing in this subdivision shall be construed to require that a legislative body approve actions not otherwise subject to the approval of that legislative body.

(5) No action for injury to a reputational, liberty, or other personal interest may be commenced by or on behalf of any employee or former employee with respect to whom a disclosure is made by a legislative body in an effort to comply with this subdivision.

(e) (1) Notwithstanding any other provision of law, a legislative body may hold closed sessions with the designated representative of the student body organization regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees, and, for represented employees, any other matter within the statutorily provided scope of representation. However, prior to the closed session, the legislative body shall hold an open and public session in which it identifies its designated representatives.

(2) (A) Closed sessions of a legislative body, as permitted in this subdivision, shall be for the purpose of reviewing its position and instructing the designated representative of the student body organization.

(B) Closed sessions, as permitted in this subdivision, may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees.

(C) Closed sessions with the designated representative of the student body organization regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits may include discussion of the available funds and funding priorities of the student body organization, but only insofar as these discussions relate to providing instructions to the designated representative of the student body organization.

(D) Closed sessions held pursuant to this subdivision shall not include final action on the proposed compensation of one or more unrepresented employees.

(E) For the purposes enumerated in this subdivision, a legislative body may also meet with a state conciliator who has intervened in the proceedings.

(3) For the purposes of this subdivision, the term "employee" includes an officer or an independent contractor who functions as an officer or an employee of the student body organization, but shall not include any elected official, member of a legislative body, or other independent contractors.

(f) (1) Prior to holding any closed session, the legislative body shall disclose, in an open meeting, the item or items to be discussed in the closed session. The disclosure may take the form of a reference to the item or items as they are listed by number or letter on the agenda. In the closed session, the legislative body may consider only those matters covered in its statement. Nothing in this subdivision shall require or authorize a disclosure of information prohibited by state or federal law.

(2) After any closed session, the legislative body shall reconvene into open session prior to adjournment, and shall make any disclosures required by subdivision (d) of action taken in the closed session.

(3) The disclosure required to be made in open session pursuant to this subdivision may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements.

*(Amended by Stats. 2012, Ch. 759, Sec. 3. (AB 2690) Effective January 1, 2013.)*

**89307.1.** In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of that meeting unfeasible, and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in that session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

*(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)*

**89307.2.** (a) A legislative body shall not conduct a meeting in a facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, sexual orientation, gender identity, or gender expression, or that is inaccessible to disabled persons, or where members of the public may not be present without making a payment or purchase. This section shall apply to every legislative body as defined in Section 89305.1.

(b) A notice, agenda, announcement, or report required under this article need not identify any victim or alleged victim of tortious sexual conduct or child abuse unless the identity of the person has been publicly disclosed.

*(Amended by Stats. 2011, Ch. 637, Sec. 11. (AB 620) Effective January 1, 2012.)*

**89307.4.** Each member of a legislative body who attends a meeting of that legislative body where an action is taken in violation of any provision of this article, with knowledge that the meeting is in violation of this article, is guilty of a misdemeanor.

*(Added by Stats. 2000, Ch. 330, Sec. 1. Effective January 1, 2001.)*

## CLUB LEADERSHIP OFFBOARDING

### Best Practices before Officer Departure

- Notify your Faculty Advisor, SO&L and the OSE of the change of leadership and incoming officer contacts
- Complete a Term in Review Report to share with incoming officers and your faculty advisor
- Remove the President's message and name from your club website and any other domains
- Return or destroy any business cards with your club officer affiliation
- Update your email signature
- Transfer management access of any of the following tools to a member of the new leadership team:
  - Your club website domain log-in
  - Your club email and log-in
  - Any other social media- LinkedIn/Facebook/Instagram/Twitter
  - Any other important accounts or documents
- Ensure any other systems or club relationships (sponsors, advisory board members, media partners, cross-club networking groups) are transitioned to incoming officers
- Transfer any club property, including speaker gifts, banners, leftovers from club- sponsored events, etc. to the incoming board
- Preserve the club history- save any agendas, flyers, materials to a shared storage for incoming officers to access
- Schedule a meeting with your faculty advisor and incoming board to overview the Term in Review Report

## Year in Review – Example Template

- A. Goals: Review the group's goals for the year.
  - 1. What did we hope to accomplish?
  - 2. How well did we do on each goal?
  - 3. What goals should be continued next year?
  - 4. What goals need to be changed or are no longer feasible?
  
- B. Programs and Activities: Evaluate what your group did.
  - 1. How effective were the programs/activities we sponsored? How did we measure their effectiveness?
  - 2. Did we have a good balance in our schedule of programs and activities?
  - 3. Were our programs and activities consistent with our goals?
  - 4. What activities and programs do we suggest to repeat?
  - 5. What activities and programs should we rethink or discontinue?
  
- C. Membership: Evaluate number of members and their commitment.
  - 1. What actions did we take to recruit members?
  - 2. Were our recruitment efforts successful?
  - 3. Are our members as actively involved as we want them to be?
  - 4. What were the opportunities for members to get involved in a meaningful way?
  - 5. How can we increase engagement opportunities for members?
  
- D. Student Officers and Organizational Structure: Evaluate Student Officers and structure.
  - 1. Did Student Officers work as a team, or is there more teamwork needed?
    - a. What contributed to that dynamic?
    - b. Is the time and effort required in each position comparable?
    - c. Is there two-way communication between Student Officers and members?
  
- E. Organizational Operations: Evaluate finances, communication, etc.
  - 1. Were the finances adequate for our group and managed properly?
  - 2. Were meetings run effectively? Was their frequency adequate?
  - 3. Did we have scheduling conflicts with other groups or activities?
  
- F. Evaluating the Working Relationship between the Chapter Advisor/Admins and the Student Officers: Evaluate both quality and quantity.



1. In what ways did the Student Officers assist the Chapter Advisors/Admins this year?
  2. Did our Advisor provide the support we needed?
  3. How could we improve Chapter Advisor involvement?
  4. How can the Student Officers provide additional assistance to the Chapter Advisor/Admins next year?
- G. Chapter/Society Visibility and Recognition: Evaluate how other groups perceive you.
1. How do we see ourselves? Is this how non-members view us?
  2. How can we enhance our image?
- H. Your Legacy to the New Student Officer Team
1. What are the current strengths and weaknesses of the group?
  2. What is the best advice you can give the incoming Student Officers?
  3. What were the major challenges and accomplishments during your term?

## RE: CBA Fall Poster Event

Coleman, Ronald M <[rcoleman@csus.edu](mailto:rcoleman@csus.edu)>

Tue 2/11/2020 6:09 PM

To: Beevers, Bonnie McDonald <[bonnie.beevers@csus.edu](mailto:bonnie.beevers@csus.edu)>; ASI, Business Director <[asibusdirector@csus.edu](mailto:asibusdirector@csus.edu)>

Cc: Tran, Hanh <[hanhlevutran@csus.edu](mailto:hanhlevutran@csus.edu)>; Harris, Yvonne <[y.harris@csus.edu](mailto:y.harris@csus.edu)>

Hi Donna,

It is fantastic news that Business is taking this initiative! We look forward to working with you in the future.

I believe Hanh has already emailed you the date of our Fall poster event. Hanh can also help you with working with InfoReady.

I encourage you to consider holding your event a few weeks before the campus event, so that your students can get ready for your event and then be ready to fully participate in the campus-wide event. This is the model that NSM uses.

Please let me know if there is any way that we can help you.

Ron C.

[rcoleman@csus.edu](mailto:rcoleman@csus.edu)

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**From:** Student Research, Research and Sponsored Projects

**Sent:** Tuesday, February 11, 2020 2:17 PM

**To:** Coleman, Ronald M <[rcoleman@csus.edu](mailto:rcoleman@csus.edu)>

**Subject:** Fw: CBA Fall Poster Event

Hi Ron,

Please see email below from Donna Walters.

Best,  
Hanh

*Warm Regards,*

Sacramento State [Student Research Center](#)

California State University, Sacramento

6000 J Street, LIB 2026, Sacramento CA 95819

(916) 278 - 6629

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**From:** ASI, Business Director <[asibusdirector@csus.edu](mailto:asibusdirector@csus.edu)>

**Sent:** Monday, February 10, 2020 4:10 PM

**To:** Student Research, Research and Sponsored Projects <[student.research@csus.edu](mailto:student.research@csus.edu)>

**Cc:** Beevers, Bonnie McDonald <[bonnie.beevers@csus.edu](mailto:bonnie.beevers@csus.edu)>

**Subject:** CBA Fall Poster Event

Hello Hanh:

Thank you for taking the time to chat with me today. As requested, I'm sending an email with our plans to create a CBA specific Poster Forum along with some questions regarding Info Ready.

The Student Research Center has come up with some phenomenal opportunities for students and we want to support these efforts. We are hoping to mirror some of the key elements from both your Fall and Spring events to familiarize business students and CBA faculty with your current guidelines. Our goal is to help promote research interest in the business and management related fields and to help facilitate an easier transition to the CSU's existing research initiatives.

In order to ensure that events are not competing with what has already been created, will you please send over a list of approved dates for the Student Research Center's Fall 2020 Poster Forum? Also, is it possible to connect with a representative from Info Ready so that we can assess the feasibility of partnering with your department on storing research on this database as well?

Please feel free to reach out to me should you have any questions. I have also included the Director from the CBA's Office of Student Engagement, Bonnie Beevers, on this email in case questions arise after my term as an ASI Director has expired.

I'm looking forward to partnering on our students' successes in research!

Donna

Donna Walters | Director of Business  
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## **Mission Statement**

To strengthen and enrich the CSUS student experience by broadcasting programming that is engaging and inspires a desire to increase involvement and personal satisfaction, on and off campus, through the utilization of Associated Students, Inc. programs and services.

Associated Students, Inc. Directors, Donna "BasicTaq" Walters and Gabby "DJ Gabster" Santiago, introduce listeners to the amazing world of student government and the surplus of opportunities and support available for students at Sac State.

## **Expectations**

1. Keep it positive
2. Be respectful
3. Promote your role/org
4. Have fun!

## **Marketing**

- Electronic Board Promotions
- Department Promotions
- Sac State news
- Do we have a graphic?

## **Strategic Priorities Fulfilled**

### 1.0 Participate in Advocacy Efforts

- 1.1 Promote voter engagement (on air)
- 1.1.2 Market voter registration (on air)
- 1.2.1 Support census education (on air)
- 1.2.2 Promote census education (on air)
- 1.3.2 Disseminates info packet on propositions online (on air and online)
- 1.4.2 Collaborate with OGA to take stance on higher education legislation (on air)
- 1.5.1 Promote CHESS Conference Attendance (on air and online)
- 1.5.2 Promote CSSA advocacy efforts (on air and online)
- 1.6.1 Support the "don't litter our river" campaign. (on air and calendar of events)

### 2.0 Promote ASI to the Campus

- 2.1.1 Increase number of students on Green Team (on air and online)
- 2.2.1 Collaborate with campus partners to promote ASI events and programs (on air)
- 2.2.3 Spotlight one ASI department each month (on air and online)
- 2.2.4 ASI to utilize screens around campus to advertise ASI events (Radio Show Promo)
- 2.4.1 Wear Board specific Hornet gear for advocacy efforts. (Instagram Live and online)

### 3.0 Support Basic Needs Initiatives

- 3.1.2 Hold a drive for the ASI Food Pantry (on air)
- 3.2.1 Host a Basic Needs Forum (on air)
- 3.3.2 Support partners on Mental Health Initiatives (on air)
- 3.4.1 Menstrual products. (on air)

#### 4.0 Enhance Academic/Student Success

- 4.1.1 Promote academic focused campus programs (on air)
- 4.2.1 Board education on SMART planner usage (on air and online)
- 4.2.2 Promote Diversity & Inclusion Events/Programs (on air)
- 4.3.1 Raise awareness of existing graduation initiative efforts (on air)

#### **Ideas:**

Intro:

Script: "You're LIVE with the "I am ASI" Radio Show, coming to you from the KSSU station @ SAC STATE, every Tuesday from 2:00 - 3:00pm."

Background music: fun and energetic.

[▶ Help](#)

# I am ASI! - Baby Steps to Success

Tue Mar 10, 2020 2:00 PM

(Talk)

[Edit playlist](#) [Rebroadcast](#) [Public page](#)



## Export/email

Timestamp ▲	Artist	Song	Release	Label	Genre	Note
2:08:28 PM		<a href="#">Talk Segment: Introduction</a>				PUBLIC
2:20:59 PM		<a href="#">Talk Segment: Board Updates and Current Events</a>				PUBLIC
		<p>Director of Business Administration, Donna "BasicTaq" Walters, highlights some of the activities happening within ASI's Government Office; which include updates on issues affecting higher education, information from each of the seven (7) colleges, and a summary of the items discussed from our last Formal Board Meeting.</p> <p>Office of Governmental Affairs: <a href="https://asi.csus.edu/local-state-federal-advocacy">https://asi.csus.edu/local-state-federal-advocacy</a></p> <p>ASI Board Reports: <a href="https://asi.csus.edu/pod/monthly-board-reports">https://asi.csus.edu/pod/monthly-board-reports</a></p>				
2:28:28 PM		<a href="#">Talk Segment: Upcoming Events</a>				PUBLIC
		<p>ASI Scholarships</p> <ul style="list-style-type: none"> <li>• ASI General Scholarship</li> <li>• ASI Dreamer's Scholarship</li> <li>• ASI Services to Students with Disabilities</li> <li>• ASI United States Armed Forces</li> <li>• ASI Directors' Scholarships</li> </ul> <p>Applications Due: March 13, 2020 at 5:00 PM. <a href="https://asi.csus.edu/asi-scholarships">https://asi.csus.edu/asi-scholarships</a></p> <p>Dollars for Organizations and Clubs</p> <ul style="list-style-type: none"> <li>• Upcoming deadline for the next meeting is March 23, 5:00 PM. <a href="https://asi.csus.edu/post/apply-doc">https://asi.csus.edu/post/apply-doc</a></li> </ul>				

Timestamp ▲	Artist	Song	Release	Label	Genre	Note
2:41:07 PM	<i>Talk Segment:</i>	<a href="#">Gabbin' with Gabby</a>				PUBLIC
		Director of Graduate Studies, Gabriella Santiago, discusses challenges on campus in order to find potential resolutions.				
2:41:10 PM	<i>Drop:</i>	<a href="#">Station Drop 1</a>				
2:41:13 PM	<i>PSA:</i>	<a href="#">PSA 1</a>				PUBLIC
2:41:14 PM	<i>PSA:</i>	<a href="#">PSA 2</a>				PUBLIC
2:41:15 PM	<i>Campus PSA:</i>	<a href="#">Campus PSA</a>				PUBLIC
2:41:16 PM	<i>Drop:</i>	<a href="#">Station Drop 2</a>				
2:53:20 PM	<i>Drop:</i>	<a href="#">Station Drop 3</a>				

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