



ASSOCIATED STUDENTS, INC.

CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
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Minutes

Rules, Policy, & Procedures Committee

February 15, 2023 3:00 PM

ASI Guy Witherspoon Conference Room 231 B

- I. Called to order at 3:09PM, by Edgar Mejia-Alezano, Chairperson
- II. Roll Call
Voting Members Present: Robert Cunningham, Ezinne Nwadiogu, Obioha Ogbanna, Alex Alvarado
Voting Members Absent: Perry Lorn
Advisors Present: Rasheedah Shakoor, Michellena Lakey, Donisha Quiller
Visitors: Imari Taylor, Raven Emmert, Morelia Castaneda-Patino
- III. Approval of Agenda – Action Item
*M/Ogbonna, S/Cunningham to approve the agenda of February 15, 2023 as submitted. **VOTE: UNANIMOUS**
- IV. Approval of Minutes (March 19, 2021) – Action Item
*M/Ogbonna, S/Nwadiogu to approve the minutes of March 19, 2021 with added amendments of misspelled last name
VOTE: UNANIMOUS
- V. Reports - None
- VI. Open Forum – Agenda Items Only
Time for members of the audience to address the Board on specific agenda items only.
Quiller mentioned that Under New Business, “E. Gift Card & Signature Card Policy” are two separate items to approve.
- VII. Unfinished Business – None
- VIII. New Business
 - A. Social Media Policy – Action Item
The Committee will consider a social media Policy change.
Emmert notes that the website has been updated with new information regarding The revised policy. The purpose and policy are discussed in the first paragraph. It discusses how active their social media has been over the past year and how it appears to be a "trendsetter". Emmert adds that they continue to be a voice for ASI

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and that we have the power to spark discussion and change on social media platforms. BOD, Toro Ambassadors, and other members not affiliated with ASI Marketing are also prohibited from creating new ASI platforms. Web pages and social media accounts for ASI should all be updated. The role of Marketing & Program Coordinator is the only one that may approve requests for postings outside of ASI. Emmert wants consistency in their responses to requests from the non-ASI entities. There are procedures that must be followed in order for ASI to repost content. Shakoor added parentheses to ASI under “Establishing New Accounts”. She also made a note to add the Executive Director's password to the ASI social media platforms. Lakey ask to send the purest version to her and Rasheedah. Mejia-Alezano proposes preventing social media from being accessed by the BOD because they could not be familiar with the specifics of the policies and barriers.

*M/Nwadiogu ,S/Ogbonna to approve the Social Media Policy with certain amendments. **VOTE: UNANIMOUS**

B. Board Handbook Change – Discussion Item

The committee will consider any updates needed for the Board Handbook. Mejia-Alezano lead discussion to make changes to the handbook page by page. The committee generally agrees to;

1. Modifying “Refrain from making peremptory” on page 6 to "Refrain from making arbitrary/unnecessary requests of staff and fellow board members.”
2. strike “inform” and include knowledgeable under line 2 of “Individual Board Member Responsibilities”.
3. Ogbonna mentions adding an indent after “*develop center skills*” under the subheading “A board member should be willing to...” page 7.
4. Nwadiogu also suggests combining evaluate oneself and hold oneself accountable under the subheading “A board member should be willing to...”. The committee agrees they’ll move forward with both requests.
5. Quiller mentions add under a sense of humor to put appropriate sense of humor. Shakoor mentions going through this with executives to also give them the verbal language. Lakey stated it happens at executive retreat but it doesn't work for people who come in later than elections process. Committee stopped at page 7 of the handbook to continue at next meeting.

C. ASI Bylaws – Discussion Item

The Committee will review and discuss a section within the Associated Students Inc. bylaws.

Mejia-Alezano announced that Committee will come back to Bylaws at next meeting.

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D. Travel Policy – Discussion/Action Item

The Committee will review and consider updates within the Travel Policy.

Castaneda-Patino shared some issues she experienced in processing per diem for student travel. Quiller shared that PayPal was considered to get per diem checks to students for travel in a more timely manner, however not everyone has a PayPal account. Now that Castaneda-Patino has become familiar with the process, the issues for per diem check will likely improve. Quiller would like to address policy language may need to be updated with regard to check timeline. Mejia-Alezano suggests food costs be increased in per diem check despite CSU policy. After some discussion, the committee determined that the daily meal allowance will be changed to \$55 with no separate sections for breakfast, lunch, or supper and \$5 for incidentals.

*M/Ogbonna, S/Nwadiogu to remove per diem policy to be a flat rate of \$55 per day, per meal, and \$5 for incidentals. **VOTE: UNANIMOUS**

E. Gift Card & Signature Card Policy – Action Item

The Committee will review the current set policies & consider an update to the Gift/Signature Card Policy.

*M/Cunningham, S/Ogbonna to table the Gift Card & Signature Card Policy.

VOTE: UNANIMOUS

IX. Open Forum – Discussion Item

Time for members of the audience to address the Committee.

Mejia-Alezano thanks the Committee for participating and Lakey asked everyone to update their calendars to identify the next Rules, Policies and Procedures Meeting.

X. Adjournment

Meeting adjourned at 1:10 p.m.