



**ASSOCIATED STUDENTS, INC.**  
CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS  
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Minutes

ASI Board of Directors

Frida, April 12, 2024 12:00 – 2:00 PM  
Loker Student Union (LSU) 326 & 327

- I. Called to order at 12:03 p.m. by Janna Villanueva, Chairperson
- II. Roll Call  
**Voting Members Present:** Edgar Mejia-Alezano, Jhanella Martinez, Janna Villanueva, Marcelo Cowo, Rahul Vattigunta, Yaswanth Katukota, Michelle Gonzalez, Alexandra Huitzacua, Andrea Cocjin, and Aanisah Duru.  
**Voting Members Absent:** Adilene Tinoco, Efrain Contreras, and Pranay Julu.  
**Non-Voting Members Absent:** Sheela Pawar, Matthew Smith, Anika Vega, Daniel Hernandez, Markus Biegel & Logan Baughman III.  
**Advisors Present:** Rasheedah Shakoor, Michellena Lakey, Raven Emmert, Erika Flores, Morelia Patino, and Kevin Truong.  
**Advisors Absent:** Candance Manansala  
**Visitors:** Jamie Ann Saturno, Deborah Brandon, Andrew Drummond, Phillip Mangwang, and Tranitra Avery.
- III. Approval of Agenda – Action Item  
\*M/Martinez, S/Cocjin to approve the agenda, with Time Certain, for April 12, 2024.  
**VOTE: UNANIMOUS**
- IV. Approval of Minutes (March 29, 2024) – Action Item  
\*M/Vattigunta, S/Martinez to table the of the minutes for March 29, 2024.  
**VOTE: UNANIMOUS**
- V. Reports  
**Executive Director** – Shakoor noted the decrease in enrollment numbers are lower than what was projected; during the Finance Meeting, the Committee will review the budget.  
**Associate Director:** Lakey noted the on-going hiring process for two positions: Graduate Assistant & Front Desk Assistant. Lakey commented that the ROTH After Tax Contribution will now be available for employee’s retirement plan.  
**Marketing & Public Relations Coordinator:** Emmert announced a recent ASI KDHR’s collaboration with Rugby FCLA happening on Sunday, April 14; free tickets are available to redeem and can only redeem up to 8 tickets per person. Emmert noted their efforts in putting up Spring Fling signage on and off campus.  
**Accounting Clerk:** Patino announced the last Organizations Commission meeting will happen on Friday, April 19 alongside the Clubs & Orgs Wrap-Up Event.

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**Event Coordinator:** Truong announced the need of more volunteers for Spring Fling; if more people are interested, please use the Sign-Up Genius to volunteer. Truong noted in preparation for Spring Fling, there will be tabling happening next week from Monday-Friday. So far, there has been about 1,400 RSVPs for Spring Fling. Truong also announced that there will be an upcoming collaboration event with the College of Natural & Behavioral Sciences and the College of Human, Health Services & Nursing hosting a Mental Health event happening on Thursday, April 25.

**Graduate Assistant:** Flores announced the last day of Leadership Development will be on Friday, April 19.

**College of Natural & Behavioral Sciences Representative:** Huitzacua announced their efforts in collecting more student stories from a previous CNBS event.

**College of Education Representative:** Duru attended an event, “Educators of Tomorrow” hosting high school students throughout all of LAUSD and spoke on the event’s panel. **College of Human, Health Services & Nursing Representative:** Cocjin announced that Tuesday, April 30 is the deadline for applying to the Toro Health Pathways fellowship. Cocjin shared their appreciation for the upcoming Mental Health event happening on Thursday, April 25 in collaboration with the College of Natural & Behavioral Sciences. **Student Activities Commissioner:** Gonzalez announced the upcoming volunteer event is in collaboration with the Carson Animal Center and doing an pet drive where participants can donate blankets, pet toys, etc. to the center.

Volunteers must sign up by the end of Friday, April 12.

**Organizations Commissioner:** Katukota announced the last Organizations Commission meeting is happening on Friday, April 19 alongside the Clubs & Orgs Wrap-Up Event.

**Director of Student Services:** Vattigunta shared their efforts in assisting student workers in relation to the International Office.

**Executive Vice President:** Martinez announced their participation in the Achieving Latine Excellence (AEL) event happening today. Martinez noted a Rules, Policy, & Procedures meeting will occur regarding the ASI’s Bylaws.

**President:** Mejia-Alezano visited Washington D.C. advocating for Pell Grants and supporting the Dream Act in addition to supplying more funding for Minority Serving Institutions (MSI’s), Hispanic Serving Institutions (HSI’s), & Asian American and Native American Pacific Islander Serving Institutions (AANAPISI’s).

**College of Arts & Humanities Representative:** Contreras met with the Associate Dean Committee following their efforts in conducting campus interviews; Contreras encourages the Board to attend the Open Forums for the candidates next week.

- VI. Open Forum – Agenda Items Only  
Time for members of the audience to address the Board on specific agenda items only.  
None.
- VII. Time Certain 12:10 p.m. Drs. Deborah Brandon (AVP of Enrollment Management) and Andrew Drummond (AVP of Academic Advising & Career Development).

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The Board will receive an update regarding efforts in reducing barriers to retention. Dr. Brandon presented the Board barriers and successes regarding retention on campus. Expressed barriers such as registration hold in addition to their status and departments involved when finding solutions (i.e. Academic Affairs, Information technology, Financial Aid, etc). Financial Aid barriers (e.g. Emergency Grants) now have a new system allowing them to disburse funds within 5 business days compared to 2 weeks; in addition, more challenges in the financial aid barriers are students who are mixed status obtaining their aid. The on-going conversation about the waitlist process has been brought up with the Academic Senate; the process will now consider when courses should be offered, who students should be prioritized, etc, therefore, a resolution has been drafted and will be reviewed. Villanueva noted if there is a survey obtaining feedback on finding possible solutions and any more issues needed to be addressed and how ASI can support navigate students if they're experiencing similar issues. The Emmet survey ended if incentives can be used to optimize the turnout of the survey; future conversations will occur to assist with the survey. Dr. Drummond presented the Board barriers and successes regarding retention on campus. Displayed common factors affecting the retention rate at CSUDH such as comparing retention rates from students admitting into DH from fall to spring terms & fall to fall terms and academic notices affecting student retention. Obtaining such data has allowed Dr. Drummond to be assisted with different departments, various Student Success Centers, and Transfer Student Advisors to analyze these common factors in hopes to provide an updated report by Spring 2025.

VIII. Unfinished Business

A. ASI Handbook Review – Discussion/Action Item

The Board will review and consider approval of the changes made to the ASI Handbook by the Rules, Policies, and Procedure Committee.

Martinez noted all the alterations of the ASI Handbook including verbiage and expectations. This would be the final effect after approval by the Board.

\*M/Cocjin, S/Katudota to table approve the ASI Handbook Review until the next BOD meeting. **VOTE: UNANIMOUS**

IX. New Business

A. Catering Exemption Form Concerns – Discussion Item

The Board will discuss recent concerns regarding the Toro Auxiliary Partner exemption Form Policies Affecting Student Organizations.

The Board will discuss matters regarding catering exemptions and its effects on student organizations. The Toro Auxiliary Partners have faced organizational changes thus catering exemptions policies and procedures have been altered in addition to the process of approving and declining the request for exemptions. Future conversations regarding clearer communications regarding catering and

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dining services from the Toro Auxiliary Partners are in progress.

- X. Open Forum – Discussion Item  
Time for members of the audience to address the Board. None.
  
- XI. Adjournment  
Meeting adjourned at 1:59 p.m.

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