

**ASSOCIATED STUDENTS, INC.**  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

**BOARD OF DIRECTORS  
AGENDA**

July 17, 2025  
12:00 p.m.

Santos Manuel Student Union North  
Student Chambers – 3305

Zoom Option: <https://csusb.zoom.us/j/89467707700>

**Call to Order**

**Roll Call**

**Approval of Minutes**

**Adoption of Agenda**

**Executive Officer Reports**

**Executive Director Report**

**Open Forum (5 minutes/speaker)**

**Guest Speaker: Amber Vargas, Student Engagement Coordinator for Student Clubs and Organizations**

**NEW BUSINESS:**

- BD 37-25** Approval of Executive Order #01 issued on July 2<sup>nd</sup> for the following Vacancy Committee members: Ayanna McAlister, Alondra Lopez, Melissa Saldana, Melanie Radan and Jeidi Carrion-Fajardo. (Action) (Rendon)
- BD 38-25** Approval of the 2025-26 ASI Budget Addendum for allocation of referendum funds collected from student fees. (Action) (Rister)
- BD 39-25** Approval of the 2025-26 Human Resources Agreement between Associated Students Inc. and the Santos Manuel Student Union. (Action) (Rister)
- BD 40-25** Appointment of Jeidi Carrion-Fajardo as a Board of Director representative to the ASI Policy Committee. (Action) (Rendon)
- BD 41-25** Appointment of Ayanna McAlister as a Board of Director representative to the ASI Policy Committee. (Action) (Rendon)
- BD 42-25** Appointment of Joseph Morales as a Corporate representative to the ASI Policy Committee. (Action) (Rendon)
- BD 43-25** Appointment of Miguel Millan as a Corporate representative to the ASI Policy Committee. (Action) (Rendon)

**BD 44-25** Appointment of Ashley Smith as Chair of the ASI Policy Committee. (Action)  
(Rendon)


**Reports:** Board of Directors, ASI Committees and Campus-wide Committees.

**ANNOUNCEMENTS**

**ADJOURNMENT**

**ASSOCIATED STUDENTS, INC.**  
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
5500 University Parkway  
San Bernardino, CA 92407

**MEMORANDUM**

**DATE:** July 2, 2025  
**FROM:** Diego Rendon, President   
**TO:** ASI Board of Directors  
**SUBJECT:** Executive Order #1 - Revision

I hereby appoint the following Board of Director representatives to the ASI Vacancy Committee pending the approval of the ASI Board of Directors:

- Ayanna McAlister (Chair)
- Alondra Lopez
- Melissa Saldana
- Melanie Radan
- Jeidi Carrion Fajardo



## **Associated Students, Incorporated (ASI)**

### **Addendum to the Approved Fiscal Year Budget per BD 38-25 on July 17, 2025**

#### **Fall Term Adjustment – FY 2025–2026**

Date:

##### **I. Purpose of Addendum**

This addendum serves to officially amend the ASI-approved fiscal year budget to incorporate newly received funding projected initially for later in the year. This additional funding is now confirmed for receipt during the Fall 2025 term and will be allocated accordingly to support new and ongoing student-focused initiatives.

##### **II. Summary of Additional Funding**

ASI has received an early disbursement of funds totaling \$605,200.00. These funds were not included in the original budget approved by the ASI Board of Directors and are now available for reallocation to support priority initiatives and operational needs.

##### **III. New Line Item Allocations**

Line Item	Description	Allocation Amount
Parking Pass Scholarship Funding	To support students facing financial hardship with parking costs	\$ 35,600.00
Student Entertainment	To increase on-campus engagement through events and activities	\$ 373,800.00
General ASI Funds	To supplement existing ASI operations and contingency reserves	\$ 195,800.00
Total		\$ 605,200.00

\*Note: All allocations are based on assessed student need, alignment with ASI's strategic goals, and anticipated impact on student success.\*



#### IV. Approval and Signatures

By signing below, the undersigned affirm their review and approval of this addendum to the ASI-approved fiscal year budget. Upon full approval, these adjustments shall be integrated into ASI's official financial records and planning documents.

- **\*\*ASI President\*\***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- **\*\*ASI Vice President of Finance\*\***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- **\*\*ASI Executive Director\*\***

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Human Resources Agreement between the Associated Students, Inc. and the Santos Manuel Student Union at Cal State San Bernardino**

This agreement is made and entered into by and between **Associated Students, Inc.** through its Board of Directors (hereinafter called **ASI**) and the **Santos Manuel Student Union** through its Board of Directors (hereinafter called **SMSU**). The term of this agreement shall be (July 1, 2025 – June 30, 2028) unless sooner terminated as herein provided.

### **1. PURPOSE**

The purpose of this agreement is to set forth the terms and conditions under which the SMSU may operate as human resources for ASI. In entering this agreement, ASI finds that certain functions under the scope of human resources that are important to the mission of ASI are more effectively accomplished by the services of the SMSU rather than the current operational function.

### **2. FUNCTION**

In consideration that both ASI and SMSU are recognized as auxiliary organizations of California State University San Bernardino, SMSU hereby agrees, for the period covered by this agreement, to perform the following functions:

#### **a. Human Resources**

Prior to initiating any additional functions or conditions, ASI agrees to obtain written approval from the SMSU and obtain permission from its own Board of Directors under which both parties will come to an agreement.

Human resources operations under this agreement shall be integrated with campus policy and operations and shall be supervised by both Executive Directors so as to assure compliance with the objectives stated in this agreement, ASI and SMSU policy, California State San Bernardino policy, California State University policy, and other applicable labor laws under the state of California and United States Federal governments.

### **3. CONDITIONS SET FORTH**

- a. SMSU agrees to establish an approved and qualified manager for human resources to execute these conditions.
- b. No officer or employee shall be appointed or employed by the SMSU to execute these conditions if such appointment or employment would be incompatible, inconsistent, or in conflict with their duties as an auxiliary employee.
- c. SMSU agrees to the following:
  - 1) Conduct benefit management, including researching plans and designing, recommending and implementing new benefits programs. Negotiates with vendors and is the primary contact for plan vendors and third-party administrators.

- 2) Coordinate daily benefits processing. Manages enrollments, COBRA, terminations, changes, and beneficiaries.
- 3) Manage personnel records, change of address forms, direct deposit enrollment and answer any human resources related questions per audit requests. Payroll activities include entering new hires, processing terminations, rate changes and transfers.
- 4) Make recommendations regarding the compensation program, ensuring updated job descriptions, and salary surveys. Assists with employee classification, including determining appropriate classifications and salary ranges. Conducts recruitments, advises on screening and interviewing prospects, and conducts reference checks, employment verifications, and job offers.
- 5) Provide analysis and interpretation of laws and legislation pertaining to Human Resources and employment. Assists in the development of policy adjustments necessary to provide compliance of new employment laws and legislation.
- 6) Provide assistance in personnel issues, which may include, but shall not be limited to, the collection of documentation, reviewing compliance with state and federal regulations, and administering guidance to the concerned employee and/or supervisor.

#### **4. CHARGES FOR SERVICES**

ASI agrees to compensate the SMSU for the services included in the agreement in accordance with policies from both ASI and the SMSU. The compensation amount shall be set forth in this agreement as **\$18,000.00** annually in monthly payments of **\$1,500.00** and may not be changed unless otherwise approved by the SMSU and ASI.

The SMSU shall be responsible for a chargeback request each month to ASI to request funds in accordance with each other's policies and procedures.

#### **5. CHANGES TO AGREEMENT**

- a. Changes to amendments to this agreement shall only be valid under the following conditions:
  - i. Both parties meet to discuss changes and amendments.
  - ii. Both ASI and the SMSU gain approval in writing through their governing boards.
- b. If a change is needed to be made under an emergency circumstance, the Executive Directors from both parties shall agree to an interim agreement until the matter is approved by each other's governing boards.

#### **6. TERMINATION OR BREACH**

- a. Failure of the SMSU to comply with any term of this agreement may result in the termination of the SMSU as the human resources function of the ASI. Such action of termination shall be brought to the attention for final decision to the ASI Board of Directors.
- b. Upon termination or breach of this agreement, ASI will be not be held liable for any of the remaining compensation balance.

- c. In addition, ASI, upon breach or termination of this agreement, may withhold from the SMSU all funds in this agreement until a decision has been made either through negotiation or termination.

## 7. NOTICES

All notices herein required to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited through California State University email, in the United States mail, certified and postage prepared and addressed as herein provided.

Notice to ASI shall be addressed as follows:

Associated Students, Inc.  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

Notice to SMSU shall be addressed as follows:

Santos Manuel Student Union  
California State University, San Bernardino  
5500 University Parkway  
San Bernardino, CA 92407

**IN WITNESS WHEREOF**, this agreement has been executed by the parties hereto.

\_\_\_\_\_  
President & Chair, Associated Students, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director, Associated Students, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Santos Manuel Student Union

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interim Executive Director, Santos Manuel Student Union

\_\_\_\_\_  
Date