

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

**BOARD OF DIRECTORS
AGENDA**

September 5, 2025
1:00 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: Crystal Wymer-Lucero, Alumni Relations

NEW BUSINESS

- BD 45-25** Appointment of Joseph Gonzales as the Housing representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 46-25** Appointment of Jennifer Cornejo as the Graduate representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 47-25** Appointment of Beatriz Roman as the Students with Disabilities representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 48-25** Appointment of Heather Sharp as the College of Arts and Letters representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 49-25** Appointment of Judah Rubin as the College of Business and Public Administration representative to the ASI Board of Directors. (Action) (Vacancy Committee)
- BD 50-25** Appointment of Jackeline Garcia as a student-at-large representative to the ASI Finance Committee. (Action) (McAlister)
- BD 51-25** Appointment of Justin Rosas as a student-at-large representative to the ASI Finance Committee. (Action) (McAlister)
- BD 52-25** Appointment of Malak Darijbara as a student-at-large representative to the ASI Finance Committee. (Action) (McAlister)
- BD 53-25** Discussion on 2025-26 ASI STAND Objectives. (Discussion) (Rendon)
- BD 54-25** Discussion on logistics for hosting a Board meeting at Palm Desert Campus. (Discussion) (Lopez)

BD 55-25 Renewal of the Wall-Street Journal membership. (Action) (Rister)

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

ANNOUNCEMENTS

ADJOURNMENT

Board of Directors: Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our Board of Directors. You can only submit one application per position. For information on each position, click on the following: [Board Member Description](#)

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

This is a non-paid student position, however there are service incentives available for each semester served. You may choose one of the following: a Semester Parking Pass, Coyote Dining Dollars, or a Bookstore Voucher

Applicant Information

Please select which position you are applying for.

Housing Representative

Name

Joseph Gonzales

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

May/2027

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

As someone who is an active listener, takes initiative, and truly cares about the well being of those around me, I believe I can make a meaningful impact in this role. As a former College Corps fellow at College of the Desert, I was part of a team that worked to combat food insecurity by helping serve over 7,000 students through our campus pantry. I also joined the Gents Alliance Program, where I had the opportunity to grow as a leader, build stronger connections with students, and create a positive influence in my community. I did this by being a guest speaker at a conference and at regional planning events in the Coachella Valley.

As a transfer student, I know what it's like to navigate a new environment, deal with imposter syndrome, and try to find a place where you feel you belong. That's why I want to serve as someone residents can count on and not just as a representative, but as a peer, a friend, and a leader. I want to help make their transition smoother and make sure every student feels seen, supported and valued.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

Balance comes down to being intentional with my time. I've learned that staying organized isn't about being perfect and it's knowing what matters most and making room for it. I use tools like my calendar and a reminder app to keep track of deadlines, and I always try to plan ahead rather than wait until the last minute. I'm also someone who checks in with myself often and adjusts when needed.

I don't believe in stretching myself too thin. Instead, I commit to what I know I can handle and give it my full effort. Whether it's coursework, personnel responsibilities, or this position, I make space for things that matter. Taking on the representative role for our Housing Department wouldn't just be another task on my list, it would be something I care about, and I'd treat it with the time and attention it deserves.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

One of the biggest challenges students face today is trying to meet their basic needs while keeping up with school. According to a study from the CSU Chancellor's Office, about 41.6% of students face food insecurity and over half deal with housing insecurity. I'm not just reading these numbers, I've lived through them. That's one of the reasons I got involved in programs like College Corps, Gents Alliance, and volunteered with the Salton Sea Audubond team. I wanted to be part of the solution, not just another number in the data.

A lot of students are going through life changing experiences while trying to stay focused on their education and some of us are working, helping family, or navigating personal challenges that don't show up in a syllabus. These are the real issues. As someone who's been through it, I know how important it is to have leaders who understand and take action. If I earn this role, I plan to use it to speak up for students facing those same struggles and be a present voice in the housing department.

Supplemental Documents

Class Schedule (term applying for)

Joseph Gonzales Class Schedule Fall 2025.pdf

Resume

Gonzales, Joseph resume.pdf

Cover Letter (Optional)

Gonzales, Joseph Cover Letter.pdf

Letter of Recommendation (Optional)

Letter of Recommendation for Joseph Gonzales-6.pdf

Academic Consent Authorization

In order to be considered for appointment, you must have a 2.75 GPA in both semester and overall course. You must have completed one semester at CSUSB to be eligible (not including summer sessions).

Students who do not meet the academic requirements will be removed from the application pool. You can

refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.

Please acknowledge one of the following

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

From Juan Siberian



■ 83775 Citrus Avenue
Indio, CA 92201
● 760-775-3663
■ FINDFoodBank.org

March 7, 2025

To whom it may concern,

It is with great enthusiasm that I write this letter of recommendation for Joseph Gonzalez, a dedicated and driven young man who has demonstrated exceptional commitment to his education and community service. As the Ending Hunger Programs Manager at FIND Food Bank, I have had the pleasure of supervising Joseph for the past eight months through his participation in the College Corps program, where he has consistently displayed responsibility, self-motivation, and a passion for making a positive impact.

Through College Corps, Joseph has dedicated his time volunteering at our College of the Desert food pantries and the FIND Food Bank warehouse. In these roles, he has been assisted in packaging and distributing fresh produce, canned goods, and other essential food items to our agency partners. At the COD food pantries, he helps check in students, assists with restocking, and shares information about food distributions in the area to ensure that students are aware of available resources. Joseph's leadership skills shine in every aspect of his work. He arrives early to his shifts, always ready to help others, and is never hesitant to take the lead when needed.

Beyond his volunteer work, Joseph is an active and engaged member of his community, always seeking opportunities to grow and contribute. He is a full-time college student who balances academic responsibilities, demonstrating strong leadership, dedication, and a genuine desire to make a difference. His work ethic and commitment to helping others set him apart as a young leader with great potential.

Joseph's unwavering dedication, proactive attitude, and passion for effecting positive change in his community make him an outstanding candidate for the Housing Representative role at ASI. I have no doubt that he will continue to excel in his academic and professional endeavors, using every opportunity to uplift those around him.

Please feel free to contact me if you require any additional information regarding Joseph's qualifications and contributions.

Sincerely,
Zaira Garcia Navarro
Ending Hunger Programs Manager
FIND Food Bank
Cell 760-625-9411
Email znavarro@findfoodbank.org



Joseph Gonzales

05/20/2025

Dear ASI Selection Committee,

I am writing to express my interest in joining the Associated Students, Inc. (ASI) team at California State University, San Bernardino for the **Housing Representative position**. As a transfer student majoring in Kinesiology, I'm passionate about supporting fellow students especially when it comes to basic needs like housing, food access, and campus involvement. I believe my background in student leadership and service makes me a strong fit for this role.

In my role as a College Corps Fellow at College of the Desert, I helped fight food insecurity by distributing food, promoting campus pantry resources, and engaging directly with students in need. I also served on the Gents Alliance Program leadership team, where I worked alongside peers to uplift male students, especially those from underrepresented backgrounds. Additionally, through my internship with the Salton Sea Audubon Leadership Team, I led a community outreach project focused on environmental and public health collecting stories and survey data that reflected real challenges in my hometown.

ASI aligns its focus on giving students a real voice. After speaking with current ASI elected officials and members, I realized that being a part of the team, especially in a role like the Housing Representative, aligns with the work that I'm already an advocate for. Bringing my experience to the team would strengthen our bond with our transfer community, as I will continue to give them a voice on campus.

I'd love the opportunity to bring my experience, energy, and ideas to the ASI team and continue growing as a leader. Thank you for taking the time to consider my application. I'm happy to connect further and am available for an interview at your convenience.

Sincerely,

Joseph Gonzales

JOSEPH GONZALES



OBJECTIVE

First-generation transfer student passionate about student involvement, leadership, and community service. Looking to join ASI at CSUSB to represent student needs, support campus resources like housing and food access, and grow as a leader through meaningful experiences.

QUALIFICATIONS SUMMARY

- First-generation transfer student majoring in Kinesiology at CSUSB
- Experienced in student programs like College Corps and Gents Alliance
- Passionate helping others and improving student life through service
- Comfortable working with diverse groups and leading by example
- Strong communication skills from working in campus pantries, outreach, and team settings
- Advocate for underrepresented voices while actively developing leadership skills to foster inclusive and impactful student engagement

EDUCATION

Associate of Arts, Kinesiology

College of the Desert | Palm Desert, CA

Graduated: May 2025

High School Diploma

West Shores High School | Salton City, CA

Graduated: Jun 2022

EXPERIENCE

College Corps Fellow

College of the Desert College Corps | College of the Desert - Palm Desert, CA

Aug 2024 - Jul 2025

- Helped address food insecurity by assisting with food distributions and campus pantry outreach
- Connected ~7,000 students with resources and provided support for basic needs
- Completed 450+ service hours focused on community impact and student support

Salton Sea Audubon Intern

Salton Sea Audubon Leadership Team | Salton Sea Region, CA

Feb 2025 - May 2025

- Supported environmental outreach focused on air quality and public health
- Conducted surveys and helped develop a community based capstone project
- Engaged with over 10 local residents to collect stories and raise awareness

VOLUNTEER EXPERIENCE

Food Distribution Volunteer

FIND Food Bank | Coachella Valley, CA

Jun 2021 - Present

- Helped pack and distribute food to individuals and families in need
- Assisted with drive-thru and walk-up food distribution events
- Supported community outreach efforts and helped connect residents to resources

Leadership Team Member

Gents Alliance Program | College of Desert Palm Desert, CA

Aug 2022 - May 2025

- Assisted with leadership with workshops, student events, and outreach
 - Served as peer leader, encouraging involvement and growth among members
-

HONORS AND ACTIVITIES

Dean's List

College of the Desert

2023

LANGUAGE SKILLS

- English: Native/Fluent
 - Spanish: Fluent in speaking and reading; limited writing skills
-

COMPUTER SKILLS

- Microsoft Office (Word, PowerPoint, Excel)
- Google Workspace (Docs, Slides, Forms, Drive)
- Comfortable using Zoom, email, and online survey tools (e.g., Google Forms)

Board of Directors: Appointment Application

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Applicant Information

Please select which position you are applying for.

Graduate Student Representative

Name

Jennifer Cornejo

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Graduate Student

May 2028

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

As a recent graduate of my Bachelors in Administration, and now a graduate student myself, I want to use my experience, drive, and researching abilities to improve the life of all my fellow coyotes. I have supported many of the fraternities and sororities we have on campus and I have been a student worker in the technology support center for about a year now and have come to connect with a lot of amazing people, staff/student/teachers, people who want to better themselves. This is the place I want to dedicate my time to and use my strategic decision making abilities, to address issues, both good and bad, by conducting

research, surveys, policy discussions, etc, and then using those analytics to better the campus as a whole.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

I always work with three things in mind, commitment, organization and communication. I approach my responsibilities with a strict organized schedule, personal and academic deadlines, and regular check ins with personal mentors or school advisors. I definitely understand the importance and commitment of serving on the Board of Directors, and would treat this with the same level and professionalism I would do with any other job/volunteer work/classwork. Furthermore, I view this as an amazing opportunity for me to not only learn, but to advocate for issues that personally direct me and my fellow peers.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

Students often feel as though they do not get much of a "voice" in their schools programs and current activities. My goal is to ensure all graduate (and undergrad) students are heard and valued in this amazing school I have come to love as my own "home." I would be honored to be able to make a difference by bringing my experience, commitment, and voice this Graduate Board of Directors position.

Supplemental Documents

Class Schedule (term applying for)

Resume

Resume-Current.pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

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Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

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Student Conduct Consent Authorization

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Social Media

Jennifer Cornejo, B.A.

Skills and Abilities

- Programming Languages: Python (Intermediate), C++ (Intermediate)
- Proficient in Windows, Firefox, Microsoft, Word, Internet Explorer, Excel, Adobe
- Interpersonal and Intercultural Communication, Customer Service, Leadership, Organization
- Languages: Trilingual: Spanish (Native), English (Native), American Sign Language (Intermediate)

Experience

Information Technology Services | Student Assistant | Sept 2024 – Current

Provide phone coverage for campus operators, the Chief Information Officer, and the Vice President of Finance, Technology, and Operations at CSU, San Bernardino, using Cisco and Jabber.

Effectively resolve issues with computer lab equipment, including laptops, and network connectivity, while promptly flagging, clearing, and printing student IDs using Atrium and Cloud Card.

Document service requests and managed tickets in Cherwell, ensuring prompt updates for staff.

Athletics | Student Worker | Aug 2024 – Dec 2024

Manage scoreboard operations for various sports events using PrestoSports, ensuring correct game tracking and enhancing fan engagement.

Manage ticket gate operations using Hometown Gate, and help with concessions using Clover Go, enhancing attendee experience through efficient service.

Admission and Records | Sub Office Assistant/On-Call | May 2024 – June 2024

Typed, formatted, and proofread a variety of reports, letters, and documents, ensuring accuracy in punctuation, spelling, and grammar; performed data entry using Ellucian, as well as receiving, sorting, timestamping, and preparing outgoing snail mail and digital mail.

Admission and Records | Student Worker | May 2023 – Apr 2024

Oversaw front desk operations, for Victor Valley College, by managing phone calls, voicemails, service tickets, and emails, utilizing Ivanti, Q-Less, and Outlook.

Scanned, linked, and managed over 25 document types and forms (both digital and physical) for more than 15,000 students, including audit forms, AP scores, residency documents, and official transcripts, utilizing NextGen and Ellucian.

Marisa's Produce | Manager | Aug 2018 – Apr 2023

Administered and managed company schedules and meetings and prepared monthly financial statements, ensuring accuracy and compliance using Google Sheets.

Education

**Master of Public Administration, Leadership | Cal State University, San Bernardino
| Expected May 2027**

- GPA: TBD

Bachelor of Arts in Administration, Management | CSU, San Bernardino | May 2025

- GPA: 3.68 | Cum Laude
- Dean's Letter: Fall 2024 | Dean's List: Fall 2023, Spring 2024, Fall 2024
- The National Society of Leadership and Success

Associate of Science in Computer Science | Victor Valley College | Expected June 2026

- GPA: TBD
- Honor Roll: Fall 2023

Associate of Science in Business Administration | Victor Valley College | June 2023

- GPA: 3.92 | Summa Cum Laude | Valedictorian Award 2022/2023
- President's List: Fall 2021, Spring 2022, Fall 2022 | Dean's List: Spring 2023
- Phi Theta Kappa, Alpha Phi Gamma (#000021765021)

Certifications | Volunteer Work

- **StateFoodSafety, Certificate of Training**
San Bernardino County Food Handlers Training Card | Issued: Sept. 17, 2024 | Valid 3 years
- **U14 Boys, Soccer Coach**
Apple Valley Storm Recreational Soccer | Aug 2024 – Nov 2024
- **Athletics, Certificate of Achievement**
Varsity Soccer Player | Victor Valley College | Fall 2022/Fall 2023

Board of Directors: Appointment Application

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Applicant Information

Please select which position you are applying for.

Students with Disabilities Representative

Name

BEATRIZ ROMAN

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

05/2026

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

First and foremost, thank you for creating this position and for all of the hard work you do! I am a strong candidate for the ASI Board of Directors for Students with Disabilities Representative position because I bring both lived experience and relevant professional experience. As a neurodivergent student who currently receives accommodations through SSD, I understand firsthand the importance of advocacy, accessibility, and representation for disabled and neurodivergent students on campus.

I've worked as a Student Aide in the Student Life Department and in the Student Government Department

at Norco College, where I supported student-led programming, campus engagement, and events focused on inclusion, collaboration and community building. I also attended Student Government meetings as a Student-At-Large Representative. Furthermore, I completed an internship during Spring '25 semester at The Cog: Neurodiversity Space at CSUSB, where I created, supported and promoted programming and outreach efforts to create a safe, welcoming space for neurodivergent and neurotypical students.

In addition to my internship, I am an active member of the Neurodiversity Club, where I continue to help organize events to bring together all students in a fun, friendly and safe environment that bring awareness to disability topics. My personal experience as a neurodivergent student along with the testimonies of other students' struggles drive my passion for advocacy to ensure that all students, including students with disabilities, are empowered and represented on campus. I humbly look forward to representing my tribe of people where it matters most, in campus government representation and decision-making.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

I manage my time using digital tools and structured routines that support my executive functioning needs. Over time, I've developed a system that allows me to prioritize academic deadlines, work commitments, and leadership roles without burnout. I also know when to ask for help and use available resources like academic accommodations and counseling to stay on track. Because I have experience juggling multiple responsibilities including coursework, internship hours, and club involvement. I understand how to set realistic goals, maintain accountability, and make time for leadership roles that matter to me. I'm deeply committed to this position and would treat it with the same level of responsibility and care that I give my education.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

One of the most pressing issues is the behavioral/mental health crisis among students, especially among those who are neurodivergent, chronically ill, or managing invisible disabilities. The pandemic deepened feelings of isolation and disrupted access to services, and many students still struggle to reconnect socially or access accommodations. Another issue is financial instability, many students are balancing school with work, caregiving, or housing insecurity. For disabled students, these challenges are compounded by accessibility barriers and stigma. We need more inclusive programming, better communication about resources, and stronger advocacy at the institutional level to ensure all students feel supported and seen.

Supplemental Documents

Class Schedule (term applying for)

Resume

Resume Bea (1).docx

Cover Letter (Optional)

Letter of Recommendation (Optional)

Letter_Beatriz_Roman_ASIBoard.pdf

Academic Consent Authorization

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Word of mouth



College of Arts and Letters
Department of English

June 3, 2025

To the ASI Board:

I am thrilled to learn that you are adding an SSD representative to the student board in order to include a specific voice for disability! Thank you, thank you, thank you! As the Faculty Fellow for Disability, Accommodation and Difference, working directly with SSD, I write in the strongest possible support for Beatriz Roman in her bid to serve as the new representative of SSD on the Board. As the coordinator of the Cog Neurodiversity Space where Beatriz has served brilliantly as an intern, I know her to be a remarkably generous, kind, compassionate and diligent individual with the highest standards of ethics, personal responsibility, work ethic, and a deep commitment to including everyone's ideas, opinions, and ways of thinking. She is a skillful communicator and team player, stepping into leadership when necessary, and enthusiastic to follow and offer support to others when necessary, in that perfect balance of cooperation, innovation, loyalty and collective problem solving. In working as an intern for the Cog Neurodiversity Space this year, she has shown her true colors on a regular basis, always showing up for everyone else, in support and friendship and including serious time commitments, and she has been sensitive and responsive toward disability inclusion and welcome, as a skillful communicator. She has become everyone's big sister, in times of anxiety and in times of levity and celebration. And she has shown again and again her ability in problem solving, in taking the time to explore and understand complex situations in order to create and implement meaningful solutions that respect everyone's point of view.

As she is applying for the position of SSD representative on the board, I am happy to attest that she has shown a great deal of curiosity, empathy and knowledge about disability, especially all of those invisible disabilities that make up the greatest percentage of the disabled population and which are least understood in public discourse. Likewise, her instincts toward inclusion and welcoming everyone serve the disabled population well, as she would work with ASI to move disability from the edge of the room into the full circle of belonging. As Beatriz will continue working in the Neurodiversity Space next year, she will continue learning about disability and disability rights, both through her studies as intern and through her weekly connection to SSD students in the Cog. As the Cog Neurodiversity Space is a program of SSD, Beatriz will continue to work directly with SSD and with our wonderful population of students with disabilities. And I can't think of a better person to represent our population on the ASI board. I welcome the chance to speak further about Beatriz

909.537.5824 • fax: 909.537.7086 • <http://english.csusb.edu>

5500 UNIVERSITY PARKWAY, SAN BERNARDINO, CA 92407-2393



College of Arts and Letters
Department of English

Roman, either by email, phone or zoom, so please don't hesitate to reach out.

Sincerely,

A handwritten signature in black ink, appearing to read "JCS", with a stylized flourish extending to the right.

J. Chad Sweeney, Ph. D.

Professor of English/Creative Writing

California State University, San Bernardino

5500 University Pkwy, San Bernardino, CA 92407

Chadsw@csusb.edu / 415-261-3498

909.537.5824 • fax: 909.537.7086 • <http://english.csusb.edu>

5500 UNIVERSITY PARKWAY, SAN BERNARDINO, CA 92407-2393

BEATRIZ ROMAN

PROFESSIONAL SUMMARY

Dedicated CSUSB student with over a decade of proven expertise in customer service, organizational management, and communications, seeking a challenging role as an ASI Board of Directors for Students with Disabilities Representative. Proficient in modern office practices and equipped with advanced administrative skills. Fluent in Spanish and adept at utilizing Microsoft Office Suite, teleconferencing, and Google Work Suite.

EDUCATION

Norco College	June 2024
Associates Degree of Transfer, Social & Behavioral Sciences	
Associates Degree of Transfer, Sociology	
California State University San Bernardino	May 2026
Bachelors Degree, Sociology	

A PROFESSIONAL EXPERIENCE

Student Intern	February 2025- Present
The Cognitive Collection Neurodiversity Space, California State University San Bernardino	
<ul style="list-style-type: none">• Peer mentor fellow interns and neurodiverse students by promoting a supportive environment• Greets and assists visitors by providing information in a welcoming and inclusive manner• Collaborates across departments to support student advocacy• Assists with planning, organizing and creating educational events and programming• Demonstrates strong time management, teamwork, and problem-solving abilities• Operates office equipment, maintains records, and manages forms/applications	
Student Aide	October 2023 -May 2024
Riverside Community College District- Norco	
<ul style="list-style-type: none">• Designed and posted marketing material for campus events including commencement• Managed office inventory and purchases• Greeted students and visitors• Opening and closing of office operations independently• Developed policies and procedures for the office	

- Developed digital forms for office use
- Tracked and reconciled borrowed items in logbook
- Researched college leadership programs and helped create a workshop series
- Assisted with print station operations, including clearing printer jams and restocking
- Engaged with various students, visitors and staff of diverse backgrounds

Personal Home Health Care Aide

December 2020 -May 2024

In-Home Supportive Services (IHSS)

- Provided personal care and companionship for disabled adult
- Managed housekeeping duties: cleaning, cooking, restocking, and organizing pantry
- Assisted as contact person with insurance, doctors, community programs, and family
- Accompanied clients to medical appointments, monitored medications, and ensured dietary needs were met

Behavior Therapist

January 2020 – May 2021

Creative Solutions for Autism

- Conducted one-on-one behavioral therapy sessions for children ages three to 18
- Implemented various teaching procedures such as discrete trial and naturalist teaching procedures, differential reinforcement, prompt hierarchy/fading, and continuous and discontinuous measurement
- Taught life skills: cooking, setting goals and soft skills.
- Model appropriate strategies for parents
- Maintain data on the client's progress in the case logbook
- Update the Clinical Supervisor with information regarding each case following the proper case management procedures

Pizza Artist and Prepper

December 2019 – May 2020

Pieology Pizza

- Prepared and baked orders in a fast-paced environment
- Maintained quality and quantity standards for food preparation
- Trained other cooks and provided excellent customer service
- Provided great customer service and resolved customer complaints

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Applicant Information

Please select which position you are applying for.

College of Arts & Letters Representative

Name

Heather Sharp

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Junior

06/2027

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

I'm a passionate student leader who brings lived experience, perseverance, and a deep commitment to student advocacy. After returning to school 11 years later, I've earned multiple associate degrees and am transferring to CSUSB as an Studio Art major. During my time at RCC, I served as a tutor, teacher's assistant, and studio tech, and I've always made it a priority to be involved and support my peers. I know how overwhelming navigating higher education can be, especially without much support, and I want to be that support for others. I'm a strong communicator, collaborator, and creative problem solver; skills I've honed both in the arts and in leadership roles. I bring fresh ideas, a student-first mindset, and the drive to

help shape a better campus experience for everyone.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

Time management is one of my strengths. I've balanced full course loads, work, art exhibitions, and personal responsibilities successfully for the last several years. I treat my commitments seriously and stay organized by using planners, setting goals, and being intentional with my time. I'm prepared to schedule consistent office hours, attend meetings, and stay responsive, all while staying on top of my coursework. I'm passionate about student advocacy and am more than ready to make time for this opportunity.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

Many students are struggling with mental health, financial insecurity, and a lack of belonging. I've seen firsthand how hard it can be to ask for help or even know where to go for it. We need stronger bridges between students and campus resources, more transparency in how fees are used, and better communication from leadership. Students need to feel heard, supported, and included in the decisions that affect their education and daily lives and I want to be a part of making that happen.

Supplemental Documents

Class Schedule (term applying for)

Screenshot 2025-07-23 at 2.37.56 AM.png

Resume

Heather_Sharp_ASI_Resume.docx

Cover Letter (Optional)

Heather_Sharp_ASI_Cover_Letter.docx

Letter of Recommendation (Optional)

Academic Consent Authorization

In order to be considered for appointment, you must have a 2.75 GPA in both semester and overall course. You must have completed one semester at CSUSB to be eligible (not including summer sessions).

Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

ASI wants to ensure that student employees have and maintain a conduct record free from campus violations or disciplinary actions. Students who have a disciplinary record with the Office of Student Conduct will be removed from the application pool.

Please acknowledge one of the following

I certify that I meet the student conduct requirements mentioned above and consent for ASI to review my conduct record if needed.

Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Social Media

Heather Sharp

July 23, 2025

Associated Students, Incorporated
California State University, San Bernardino

Dear ASI Selection Committee,

I'm excited to apply for the position of Board of Directors Representative at CSUSB. As a passionate, nontraditional student who's returning to education after over a decade, I understand firsthand the diverse challenges and experiences students face. I want to use my voice and leadership to help other students feel seen, heard, and supported in their educational journey.

At Riverside City College, I've been actively involved in both academic and campus life. I served as a studio technician, tutor, and teacher's assistant while earning multiple associate degrees in Studio Arts, Art History, and more. I also participated in programs like Rising Scholars and EOPS that helped shape my success—and I want to give back by supporting similar efforts at CSUSB.

I pride myself on being organized, dependable, and passionate about community. I'm confident that my unique perspective and creative approach will be an asset to the Board. I'm ready to attend meetings, connect with students, and contribute to meaningful change on campus.

Thank you for considering my application. I'm looking forward to the opportunity to serve and advocate for my peers.

Sincerely,
Heather Sharp

Heather Sharp

Objective

Dedicated and passionate transfer student pursuing a degree in Studio Art at CSUSB with a strong commitment to student advocacy, inclusion, and representation. Seeking the opportunity to serve as a Board of Directors Representative to help amplify student voices, build stronger campus connections, and drive initiatives that improve the collegiate experience.

Education

California State University, San Bernardino
Art History Major
Expected Transfer: Fall 2025

Riverside City College
Associate of Arts Degrees in:

- Studio Arts
- Art History
- Fine and Performing Arts
- Humanities
- Social and Behavioral Sciences

Graduated with Honors, Dean's List Recipient

Relevant Experience

Studio Technician – RCC Ceramics Studio
June 2024 – Present

- Supported students in safe tool use, kiln loading/unloading, and glaze prep
- Maintained a clean and inclusive studio environment
- Assisted instructors and peers with special projects and studio organization

Teacher's Assistant / Peer Tutor – RCC
August 2023 – June 2024

- Provided academic support and tutoring in art history and studio courses
- Helped students navigate class materials and connect with resources
- Collaborated with faculty to enhance student engagement

Executive Assistant – Independent Glassblowing Business
2016 – 2023

- Managed scheduling, customer communication, and event logistics

- Promoted inclusive community spaces at art events and exhibitions
- Balanced creative and administrative responsibilities with professionalism

Leadership & Campus Involvement

- Member, Rising Scholars Program – RCC
- Participant, EOPS & Honors Program – RCC
- Organized student-led workshops and open studio events
- Advocate for student mental health and wellness through art and movement

Skills & Strengths

- Public Speaking & Peer Engagement
- Creative Problem Solving
- Event Planning & Outreach
- Time Management & Organization
- Culturally Responsive Communication
- Proficient in Google Workspace, Microsoft Office, and Canva

References

Available upon request

Board of Directors: Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in joining our Board of Directors. You can only submit one application per position. For information on each position, click on the following: [Board Member Description](#)

All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

This is a non-paid student position, however there are service incentives available for each semester served. You may choose one of the following: a Semester Parking Pass, Coyote Dining Dollars, or a Bookstore Voucher

Applicant Information

Please select which position you are applying for.

College of Business & Public Admin. Representative

Name

Judah Rubin

Coyote ID

Email

Phone

Address

When is the best day and time to reach out to you?

Date of Birth

Current Class Standing

Expected Graduation Date (Month/Year)

Freshmen

June 2029

Supplemental Questions

Question #1 (Required): Name or describe the qualities that make you a great candidate for the position you are applying for. Include any relevant experience, previous roles, etc.

I am excited to apply for this position because i love working with other like minded individuals in order to help achieve important community goals. My integrity and clarity of communication are incredibly important to me and i know i can bring that to the ASI experience. As a new student and member of ASI I know i can express fresh creative ideas and opinions while always learning from and respecting the ideas and experience of my more established colleagues. As a third generation (aspiring) financial professional i bring a passion for personal and company finance that will help me represent my department effectively.

Question #2 (Required): How will you be able to balance this position with your other responsibilities? (including coursework)?

I am a full time student with very little obligations outside of school and as such i will be able to give the position my full attention. I have full confidence that i will be able to maintain my coursework alongside this role.

Question #3 (Optional): What do you believe are the most pressing issues students are facing currently?

There are a myriad of critical issues that the modern student faces. One of the foremost of these are mental health struggles, as evidenced by rates of depression among college students which has more than doubled in the last decade. Contributing to these struggles are societal pressures (foremost of which is social media) that leads students to judge themselves and their success based on superficial criteria rather than more significant ones. As important as these are, I believe the most pressing issue that students currently face is empathy or lack thereof. We are taught that in order for us to win others must lose but this is completely antithetical to real forward progress not only for ones self but society as a whole. With a well developed sense of empathy students can create a life that is not only successful but also rich in caring and community.

Supplemental Documents

Class Schedule (term applying for)

Resume

Judah Rubin Resume.pdf

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

In order to be considered for appointment, you must have a 2.75 GPA in both semester and overall course. You must have completed one semester at CSUSB to be eligible (not including summer sessions).

Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

I certify that I meet the GPA requirement for the position I am applying for, and consent for ASI to check my academic eligibility.

Student Conduct Consent Authorization

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Please acknowledge one of the following

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Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

Representative at Freshman Orientation

Judah Rubin

SUMMARY

Hello, my name is Judah Rubin. I am an incoming freshman attending Cal State San Bernardino PDC . I am best defined by my work ethic, single-minded focus, and my amiability. In my free time I enjoy experimenting in the kitchen, reading a good book, and studying history. I am seeking a position that will provide valuable hands-on experience and assist in developing my professional skills. I am confident in my ability to absorb and utilize information to achieve the necessary tasks required.

PROFESSIONAL EXPERIENCE

May 2024 – November 2024

Intern, Congressman Dr. Raul Ruiz Campaign, Palm Desert, CA

- Reached out to potential personnel about volunteering for the campaign
- Communicated with potential donors about financially supporting the campaign
- Helped coordinate political rallies for candidates pre-election

November 2023 – June 2024

Intern, Hemet San Jacinto Chamber of Commerce, Hemet, CA

- Maintained a social media presence on Facebook, Instagram and LinkedIn
- Edited the monthly magazine sent out to members

VOLUNTEER WORK

Mentor, Temple Sinai, Palm Desert, CA

- Assisted with the coordination of activities for a group of 10+ kids between the ages of 5-12

SKILLS

Quickly absorbs and applies new information

Maintains strong focus and attention to detail on long-term tasks

Collaborates effectively using strong interpersonal and communication skills

Demonstrates commitment and persistence in completing complex projects

EDUCATION

Graduation Date, June 2029

Incoming CSUSB Freshman

Rancho Mirage High School Graduate

- Senior year GPA of 3.8
- Functioned in a leadership position as an editor of the yearbook
- Participated in student government as part of ASB

ASI Committee Appointment Application

On behalf of the Associated Students, Inc., we thank you for your interest in being a volunteer in ASI through our committees. Before proceeding, please take a moment to review our academic involvement requirements below.

[Academic \(GPA & Unit Load\) & Conduct Requirements \(Click to download\)](#)

It is important that you understand our eligibility requirements prior to applying, as failure to meet any of these can lead to a delay in your application or rejection. Eligibility may vary for each position.

All questions regarding involvement in ASI can be sent to [*asi-hiring@csusb.edu*](mailto:asi-hiring@csusb.edu).

Applicant Information

Please select the area in which you are interested in applying for.

Finance Committee (ASI)

Name

Jackeline Garcia

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing

Junior

Expected Graduation Date (Month/Year)

05/2026

Supplemental Questions

Question #1: Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

I'm a Business Administration major concentrating in Finance. Last summer I had an internship experience at Thinkwise Credit Union where I worked with financial documents and customer service. I'm detail-oriented, analytical, and eager to apply what I've learned in class to real-world budgeting and funding decisions.

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I want to get more involved on campus and see ASI as a meaningful way to contribute. I'm especially interested in learning how student funding decisions are made. I mostly think it's a great opportunity for gaining hands-on experience with budgeting, and connecting with fellow students who are passionate about student life and interested in finance.

Supplemental Documents

Class Schedule (term applying for)

My Class Schedule.pdf

Resume (Optional)

JACKELINEGARCIAResume.docx

Cover Letter (Optional)

ASIFCommittee_CV.pdf

Letter of Recommendation (Optional)**Academic Consent Authorization**

ASI believes that the academic responsibility of a student should always remain a priority. Students who do not meet the academic requirements will be removed from the application pool. You can refer to [ASI's Grade Policy](#) for more information.

Please acknowledge one of the following

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Word of mouth

Jackeline Garcia

8 May 2025

Associated Students, Inc.
California State University, San Bernardino

Dear ASI Finance Committee,

I'm excited to submit my application for the ASI Finance Committee. As a Business Administration major concentrating in Finance, I'm actively seeking opportunities to deepen my understanding of budgeting and financial decision-making and this committee feels like the perfect place to start.

My previous internship at Thinkwise Credit Union introduced me to real-world financial processes, and it sparked a strong interest in learning how budgets operate on an institutional level. I'm eager to build on that experience by gaining hands-on insight into how ASI allocates funds and supports students through financial planning. Beyond that, I'm looking forward to connecting with like-minded peers who are equally passionate about finance and student leadership.

I'd be honored to contribute to a committee that plays such a meaningful role on campus and to continue growing both personally and professionally through this experience.

Sincerely,
Jackeline Garcia

Jackeline Garcia

English/Spanish
San Bernardino, CA

Summary of Knowledge

Accounting

- Journal Entries
- Accounts Receivable
- Accounts Payable
- General Ledger
- Bank Reconciliation
- Financial Statements
- Accruals

Administration

- Customer Service
- Data Entry
- Copying
- Printing
- Inventory Control
- Order Processing
- Quality Control

Information Technology

- Technical Documentation
 - Debugging
 - Programming Logic
 - C++
 - Python
 - HTML
 - Systems Requirements
-

Education

B.A. in Administration – Finance

California State University, San Bernardino

May 2026

A.S. in Computer Science

Crafton Hills College

May 2023

Professional Experience

Summer Intern

Thinkwise Credit Union, San Bernardino, CA

Jun 2024 – Aug 2024

- Electronically scanned 150,000 hard copies quarterly of credit reports, loan documents, membership information, credit purchases, death certificates etc. according to the National Credit Union Association standards.
- Team trainer of financial simulation seminars for 300 HS students covering credits scores, credit cards, insurance, monthly budgeting.

Warehouse Employee

Amazon, San Bernardino, CA

Oct 2021 – Mar 2022

- Worked on conveyer belt at delivery speed inside 53 ft semi-truck container moving and stacking packages, boxes, flat envelopes averaging 26,000 packages quarterly according to Cal OSHA safety standards.

Intern

San Bernardino Community Services Inc., San Bernardino, CA

Apr 2021 – Jun 2021

- Digitized 61,200 paper documents including visa applications, work permits, citizenship applications etc. quarterly according to U.S. Citizenship and Immigration Services standards.

ASI Committee Appointment Application

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All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

Applicant Information

Please select the area in which you are interested in applying for.

Finance Committee (ASI)

Name

Justin Rosas

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing

Freshmen

Expected Graduation Date (Month/Year)

05/29

Supplemental Questions

Question #1: Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

I believe my experience being the treasury for the hesperia high school democrats for 2 years and for the chick fil A academy.

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

The reason I want to get involved with ASI is because I want to finally break out of the bubble I've put myself in and get more involved with events and with new people.

Supplemental Documents

Class Schedule (term applying for)

IMG_3527.jpeg

Resume (Optional)

Justin Rosas Ulloa - HHS Small Business Ownership Resume Template Sample 1 for High School Students v6.docx

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

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Word of mouth

Justin Rosas

Seeking to apply my education, training, experience and abilities in a full time position with the opportunity for advancement.

EDUCATION

Hesperia High School, Hesperia, California

Diploma. Graduation: May 2025

GPA: 3.0

Career Technical Education - Classes / Work Based Learning

Business Finance & Careers

Small Business Ownership & Management

- Certificates & Industry Exams
- Software: Google Suites
- MyCareerTech: Workforce Readiness
- Social media marketing
- Personal finance
- Entrepreneurship
- Sports marketing
- Introduction to Business
- Marketing

Advanced Placement / Honors Classes

E.R.W.C, A.P Spanish

Victor Valley College, Victorville, California

Articulation Credit: Business Administration 100

Organizations / Activities / Clubs / Sports

- Student Leadership: Chick Fil A Leader Academy
- ROTC Reserve Officers Training Corp
- HHS Democrats

EXPERIENCE

Hesperia High School, Hesperia, CA — Work Based Learning, Chick Fil A Leader Academy

August 2023 - May 2025

- Participated in Leader Labs to develop leadership, communication, teamwork and innovation skills through a partnership with Chick Fil A and Hesperia High School.
- Made a positive impact through action and servant leadership.
- Engaged in community service projects. Such as a Community charity tournament.

Frutas La Tapatía, Hesperia, CA — Cashier

May 2024 - Present

- Provide courteous and efficient customer service in a fast paced environment. Operate the cash register. Cash handling.
- Operate equipment. Maintain cleanliness of the store.
- Translate to Spanish speaking customers.
- Bag customer purchases. Assist with price verifications.

HHS Democrats, Hesperia, CA — Secretary and Treasure

May 2021 - May 2023

- Treasurer - 2 years

ESSENTIAL SKILLS

Communication
Problem Solving
Teamwork
Professionalism
Leadership
Time Management
Customer Service
Positive Attitude
Reliable
Organized
Attention to Detail
Willingness to Learn

LANGUAGES

Bilingual: English & Spanish

HONORS / AWARDS

Honor Roll

Attendance Award

REFERENCES

Mitch Cox
Teacher, Small Business Ownership & Management
Chick Fil A Leader Academy
Hesperia High School
(760) 244-9898 x 4039
mitch.cox@hesperiausd.org

George Pineda
Job Title
Company
Phone Number
Email Address

Martin Gonzlez
Job Title
Company
Phone Number
Email Address

- Secretary - 1 year
- Handled club activities. Such as Club rush and registering to vote.

ASI Committee Appointment Application

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All questions regarding involvement in ASI can be sent to asi-hiring@csusb.edu.

Applicant Information

Please select the area in which you are interested in applying for.

Finance Committee (ASI)

Name

Malak Darijbara

Coyote ID

Email

Phone

Address

Date of Birth

Current Class Standing

Junior

Expected Graduation Date (Month/Year)

May 2026

Supplemental Questions

Question #1: Name or describe the qualities that make you a great candidate for the committee you are applying for. Include any relevant experience, previous roles, etc.

I'm a strong candidate for the ASI Finance Committee because of my experience both reviewing grant applications and organizing fundraising efforts. As a Wellness Ambassador for the Department of Basic Needs and Student Support, I reviewed student grant applications, giving me insight into how funds are allocated to meet student needs at CSUSB. Additionally, through my involvement in planning and fundraising for events, I've developed a practical understanding of budgeting, managing expenses, and maximizing limited resources. I'm confident in my ability to make thoughtful, responsible financial decisions that support the student community.

Question #2: Why are you interested in being involved with ASI and what do you hope to get out of this opportunity?

I'm interested in being involved with ASI because I want to play a more active role in shaping the student experience at CSUSB. ASI has a direct impact on student life, and I see this as an opportunity to help ensure that funding decisions are equitable, transparent, and truly reflect student needs. I also hope to gain a deeper understanding of how student government operates behind the scenes, while building skills in leadership, budgeting, and collaborative decision-making that I can carry with me into future roles.

Supplemental Documents

Class Schedule (term applying for)

IMG_3858.jpeg

Resume (Optional)

Cover Letter (Optional)

Letter of Recommendation (Optional)

Academic Consent Authorization

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Almost done! Your feedback is valuable to us in all of our processes. Tell us how you heard about the position you are applying for! (Select all that apply)

Word of mouth

Master Education Subscription Agreement

ORDER FORM

Contract Information	Billing Information
School Name: California State University-San Bernardino	Bill To Name: n/a
Contact Name: Daria Graham	Billing Contact: n/a
Contact Phone: 909-537-5185	Billing Phone: n/a
Contact Email: daria.graham@csub.edu	Billing Email: n/a
Contact Address: 5500 University Parkway San Bernadino, CA 92407	Billing Address: n/a
	Invoice Method: <input checked="" type="checkbox"/> Email <input type="checkbox"/> Print

Number, Term, Price and Type of Subscription:

Service (the "Service")	Total Authorized Users	Annual Fee per Authorized User	Total Annual Fees (USD)
Wall Street Journal Digital	19,689	\$1.05	\$20,673.45
	Total Print Copies	Fee per Copy	
Wall Street Journal Print			
			Agreement Total (USD) (the "Fees")
			\$41,346.90

Agreement Start/End Date (the "Subscription Term")	Digital Subscription Term (Months)	Print Term (Weeks)
6/30/2025-6/29/2027	24	n/a
Tax Exempt Number (optional)	Billing Frequency	Purchase Order # (optional)
	Annual	

[signatures on next page]

Master Education Subscription Agreement

BY SIGNING BELOW, each party, through its respective authorized representative, agrees to the foregoing and to the attached Terms and Conditions, which together form this Education Subscription Agreement (the “**Agreement**”).

Authorized Signatures:

Dow Jones & Company, Inc.	School:	California State University San Bernardino
Name: Stephen Schwartz	Name:	
Title: VP, Enterprise Subscriptions	Title:	
Date:	Date:	
Signature: _____	Signature: _____	

Master Education Subscription Agreement

Terms and Conditions of Order:

1. **Eligibility; Limitations.** Only School's currently enrolled students and employed faculty and staff are authorized to have access to the Service (each, an "**Authorized User**"). Neither School nor any Authorized User is permitted to copy stories or any content from the Service or to publish such content on School's public website, intranet, newsletters, or in any other form whatsoever. The Services are for individual, personal and non-commercial use only. Each of School and Authorized Users will comply with Section 9 (Limitations on Use) of the Terms of Use (defined below).

2. **Subscription Term and Termination.** The term of this Agreement will begin on the Start Date listed on the Order Form and shall continue for the Subscription Term. Thereafter, this Agreement shall expire and School's access to the Service will be terminated. School may not terminate this Agreement for convenience.

3. Payment.

3.1 **General Terms.** School shall pay to Dow Jones the nonrefundable Fees listed on the Order Form for the subscriptions ordered pursuant to this Agreement within thirty (30) days after the date of an applicable invoice. School is not entitled to a refund or other credit (*e.g.*, an extension of a subscription) if an individual ceases to be an Authorized User during the Subscription Term (*e.g.*, a professor's employment is terminated or a student drops out). For clarity, each Authorized User's access to the Service runs concurrent with the Subscription Term hereof and no temporary suspensions of a subscription requested by School or an Authorized User will be deemed to extend the term of a subscription, unless such an extension has been approved by an authorized Dow Jones representative in writing.

3.2 **Taxes.** In the event that School is not a tax-exempt institution, Dow Jones' price is exclusive of all Taxes, with the exception of withholding on income taxes. All such Taxes shall mean any tax or assessment of any kind, including but not limited to sales, use, services, license, income, franchise, business, occupation, property, excise, gross receipts, turnover, value added tax (VAT), goods and services tax (GST), stamp, withholding tax, consumption taxes, service tax, equalization levy and customs duties or fees and any fines, penalties, surcharges, interest or additions-to-tax attaching thereto imposed by any Governmental Authority (defined below) on any amount payable by School under this Agreement, shall be borne by the School. In the event that Dow Jones is required to pay or collect any such Taxes, or School is required to withhold such Taxes, then the amount payable by School hereunder shall be increased by the amount of such Taxes and paid by School in addition to the price. If School is required by a Governmental Authority to deduct or withhold income tax on the amounts payable by School to Dow Jones under this Agreement (a "**Withholding Tax**"), School shall so deduct or withhold and timely remit such deducted or withheld amount to the applicable Governmental Authority. School shall promptly provide Dow Jones with official tax certificates documenting remittance of such Withholding Taxes to the applicable Governmental Authority. Such tax certificates shall be in a form sufficient to document qualification of such Withholding Tax for the foreign tax credit allowable against Dow Jones' corporate income tax. The parties shall cooperate and take all steps reasonably available to them to minimize any such Withholding Taxes to the extent permitted by applicable law and obtain double taxation relief on such payments. If School receives a refund of any such Withholding Tax, School shall, as promptly as practicable remit such refund to Dow Jones. Dow Jones reserves the right to deactivate/cease delivery of School's subscriptions at any time if School fails to pay the amounts invoiced by Dow Jones under this Agreement.

"**Governmental Authority**" shall mean the government of any nation or any political subdivision thereof, whether at the national, state, municipal, or any other level, and any agency, authority, instrumentality, regulatory body, court, central bank, or other entity exercising executive, legislative, judicial, taxing, regulatory, or administrative powers or functions of, or pertaining to, government.

4. Services.

4.1. **Site License.** Authorized Users first must access the Service through a link provided by Dow Jones to the School. Authorized Users will then be required to create an account, complete login credentials and accept the terms of the Service's terms of use located at the following link: <https://www.dowjones.com/terms-of-use/> (the "**Terms of Use**") prior to accessing the Service for the first time. Thereafter, Authorized Users may access the Service through such registration link or directly at www.wsj.com as long as the Authorized Users are eligible.

Master Education Subscription Agreement

4.2. No Account Sharing. Each Authorized User has his/her own login and password that is intended for individual use only. Authorized Users are not permitted to share account login information with any other person whatsoever, including anyone else at School. Any violation of this clause shall result in Dow Jones blocking such person from access to the Service.

4.3. Print Delivery. For Services which are delivered in print, School shall provide Dow Jones with the applicable delivery address(es). Services delivered in print are subject to Section 8 of the Terms of Use.

4.4. Services delivered through Tablets and other Mobile Devices. In addition to completing the registration process for the Service and accepting the Terms of Use, School or Authorized User may be required to accept any terms which may be required by a mobile device manufacturer, tablet manufacturer or wireless carrier. School acknowledges and agrees that Dow Jones is not responsible for procuring or paying for any mobile device, tablet and wireless plan which may be used to access the Service and further acknowledges and agrees that the Fees, as listed on the Order Form, for use of the Service do not include any wireless data charges which may apply to use of the Service and the payment of any such charges shall not be Dow Jones's responsibility. School acknowledges and agrees that the Service is made available through the mobile device and/or tablet and wireless service on an "as is" basis and that Dow Jones is not responsible for any technical or service problems caused by the mobile device, tablet or wireless carriers or any acts or omissions of the owner or operator of the mobile or wireless service. Dow Jones makes no warranty regarding the operability or availability of the mobile device, tablet or wireless service.

4.5. Bundles. Certain Services are offered as a bundle and therefore may be fulfilled by some or all of above methods. For example: (i) Wall Street Journal Digital is currently a bundle of the following Services: WSJ.com and the mobile and tablet editions of The Wall Street Journal that are offered by Dow Jones through various original equipment manufacturers and (ii) Wall Street Combo is currently a bundle of Wall Street Journal Online and Wall Street Journal Print. The terms applicable to each of the individual Services within the bundle will govern School's subscription to, and Dow Jones' delivery of, the bundle of such Services.

5. Terms of Use. The Terms of Use shall apply to this Agreement as relevant. School shall make reasonable efforts to ensure Authorized Users' compliance with the terms of the Terms of Use and shall cooperate with Dow Jones to remedy any breach of the Terms of Use by Authorized Users.

6. Data Processing. Dow Jones will process the data of the Authorized Users in accordance with its privacy notice: <https://www.dowjones.com/privacy-notice/> and cookie notice: <https://www.dowjones.com/cookie-notice/>.

7. Unilateral Changes to this Agreement. If any changes, modifications or revisions to this form contract are not highlighted by the party making such changes in markup format, the other party will not be bound by such changes.

8. Amendments. This Agreement may not be amended except by written instrument executed by the parties, provided, however, Dow Jones reserves the right to modify the Terms of Use from time to time. In the event that School objects to any changes to the Terms of Use as a contracting party, School has thirty (30) days to notify Dow Jones and the parties will negotiate in good faith to come to a resolution.

9. Entire Agreement. This Agreement (including the Terms of Use) constitutes the complete and entire understanding and agreement and supersedes all prior and contemporaneous understandings, arrangements and agreements (whether written or oral), between the parties with respect to the subject matter hereof, including any terms and conditions included on any purchase orders. This Agreement shall not be superseded by any terms contained in any invoice, purchase order, confirmation, acknowledgement or any "shrink wrap" or "click through" license, whether or not signed by the parties.

10. Controlling Document. In the event of a discrepancy between any terms and conditions of this Agreement and the Terms of Use, the terms and conditions of this Agreement shall prevail.

10. Notices. Any notice from School to Dow Jones must be sent to Dow Jones Education Subscription Services at students@wsj.com with a copy to contractlegalnotices@dowjones.com and mailed to P.O. Box 300, Princeton, NJ 08543, with a copy to the Dow Jones Legal Department and must include School contract details.

Master Education Subscription Agreement

- 11. Marketing.** Dow Jones may publish the School's name and logo, in its correct and present form, on Dow Jones's websites and other marketing materials, for the limited purpose of identifying the School as a client of Dow Jones. Other than as stated herein, no public announcement or press release concerning the School's relationship with Dow Jones or services provided by Dow Jones to the School will be made without the School's prior written consent. For the avoidance of doubt, nothing in this Agreement shall restrict Dow Jones or its affiliates from publishing or disseminating any information pertaining to the School in connection with the news-reporting and journalistic functions of Dow Jones or its affiliates.
- 12. Activation Activities.** In accordance with the terms of this Agreement, School shall participate, promote and cooperate with Dow Jones for activation activities on School's campus to promote the Service memberships available to its Authorized Users.
- 13. Counterparts.** This Agreement may be executed in counterparts, each of which will be deemed an original. An e-signature through a software tool, a facsimile signature or a signature delivered via email as a scanned or .pdf file shall be deemed by the parties to be an original.

[End of Terms and Conditions of Order]

