

Application 2009-2010

Associated Students, Inc.

Mohammed Beig – 510-586-8773

asiexecVP@csueastbay.edu

Parris Moore – 510-461-7791

asiVPexternal@csueastbay.edu

www.asi.csueastbay.edu

Thank you for your interest in participating in the Associated Students at CSU East Bay and the shared governance model of this university. To apply for a position in the 2009-2010 academic year, please review the attached information and complete the following application. Please submit your application (separate from supporting information) in the Associated Students Business Office, located in the Old University Union, Suite 314.

Vacancies on committees may occur throughout the year. Please Contact BOD Administrator for vacancies

Name: _____ Year at CSUEB: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alternate Phone: _____

E-Mail: _____ Alt E-Mail: _____

Net ID: _____

There are many opportunities within the Associated Students, and we hope to fit you with a committee or area that fits with your individual interests and talents. Please indicate the committees or areas for which you would like to be considered. It is preferred that you indicate more than one choice as some positions may be filled by the time of receipt of your application. Descriptions and explanations of committees and their area of concern can be found on the accompanying pages.

Requirements to serve on ASI and/or University-Wide committees have been established by the ASI and CSU East Bay: <http://wwwsa.csueastbay.edu/~jaf/>. There are two types of committees for which you can apply. **ASI Internal Committees** are established by code through the bylaws of the ASI. Appointments for these committees are typically the responsibility of the ASI Executive Vice President [contact information above]. **External Committees** are those established by the University within certain divisions or departments. Appointments for these committees are typically the responsibility of the ASI Vice President of External Affairs [contact information above].

*"Students working for
Students!"*



Associated Students Committee Positions

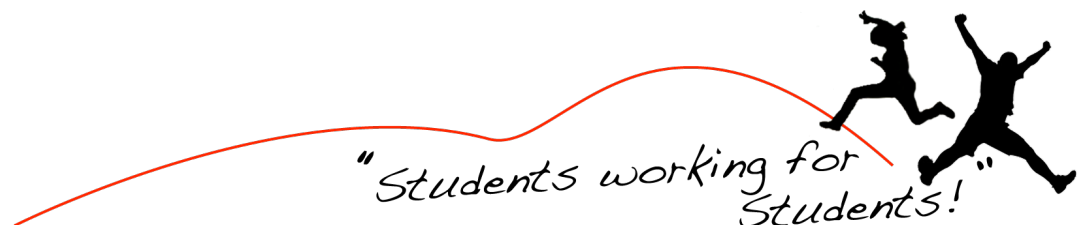
Please review the following list of committees (on reverse side) and check your preferences.

ASI Internal Committees (*Membership open to Students At Large*)

- | | |
|--|---|
| <input type="checkbox"/> ASI Finance Committee | <input type="checkbox"/> ASI Internal Affairs Committee |
| <input type="checkbox"/> ASI External Affairs Committee | <input type="checkbox"/> ASI Union Committee |
| <input type="checkbox"/> ASI Legislative Affairs Committee | <input type="checkbox"/> ASI Environmental Affairs |
| <input type="checkbox"/> ASI Recreation/Wellness Committee | <input type="checkbox"/> Elections Committee |
| <input type="checkbox"/> ASI Lobby Corps | <input type="checkbox"/> ASI Concord Committee |

External Committees

- | | |
|--|--|
| <input type="checkbox"/> Academic Senate | <input type="checkbox"/> Fairness Committee |
| <input type="checkbox"/> Foundation Board of Directors | <input type="checkbox"/> Outstanding Professor |
| <input type="checkbox"/> Campus Fee Advisory Committee (CFAC) | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Student Health Advisory Committee (SHAC) | |
| <input type="checkbox"/> Strategic Enrollment Advising Workgroup | |
| <input type="checkbox"/> Education & Allied Studies College Council Committee | |
| <input type="checkbox"/> University-Wide IT Advisory Committee (UIT) | |
| <input type="checkbox"/> Community Policing Advisory Board (CPAB) | |
| <input type="checkbox"/> Committee on Academic Planning and Review (CAPR) | |
| <input type="checkbox"/> Fairness Committee Academic Hearing Panels | |
| <input type="checkbox"/> Committee on Instruction and Curriculum (CIC) | |
| <input type="checkbox"/> Concord Campus Advisory Committee (CCAC) | |
| <input type="checkbox"/> Student Technology Advisory Committee (STAC) | |
| <input type="checkbox"/> Parking and Transportation Advisory Committee | |
| <input type="checkbox"/> Alcohol, Tobacco, and Other Drugs (ATOD) Advisory Council | |



ASI Internal Committees**ASI Finance Committee****Contact:** Rafee Khan asivpfinance@csueastbay.edu 510.461.7758

Chair: ASI VP of Finance

The Finance Committee shall have the responsibility to oversee the year-end fiscal audit process, develop and recommend policies and procedures for use of funds, participate in the preparation of the annual budget of the ASI, and receive, review and recommend to the Board of Directors allocations and expenditures of corporation funds. Actions of the Finance Committee are subject to approval by the Board of Directors. Along with the VP of Finance, this committee is comprised of President or a designee, the Vice President of Internal Affairs, the Director of Public Relations, the Director of Legislative Affairs and two (2) students at large that are appointed by the Board of Directors. The ASI Executive Director and a Student Life Representative serves as ex-officio non-voting members. The Committee shall meet at least twice a month during the academic year.

ASI Internal Affairs Committee**Contact:** Samantha Andres asivpinternal@csueastbay.edu 510.461.7742

Chair: Vice President of ASI Internal Affairs

The Internal Affairs Committee shall have the responsibility to oversee informing the Board of Directors of all student activities presented and sponsored by the ASI, as well as keep the Board of Directors informed of the actions in regards to student service operations carried out in the office. The Committee shall organize (in collaboration with the Chair) all ASI Ad-Hoc Committees. This Committee shall recommend and advise ASI Presents on programming with the broadest reasonable representation of the students' needs and interest. This Committee shall provide support to clubs and organizations for both the main campus and the Concord campus through collaboration and advising on events. The Internal Affairs Committee shall approve a calendar of events and activities with the ASI Programs Coordinator, Clubs and Organizations, taking into account Student Life, Athletics and the University Calendars. This Committee shall be responsible for researching services to expand current service opportunities offered by ASI. Along with the ASI Vice President of Internal Affairs, this committee is comprised of the four (4) Directors of Colleges, Director of Concord Campus, Director of Environmental Affairs, Director of Public Relations and two (2) students at large that are appointed by the Board of Directors. The ASI Programs Coordinator, ASI Office Manager, a representative of Student Life, and the President or his/her designee shall all serve as ex-officio, non-voting members of the Internal Affairs Committee. The Committee shall meet at least twice a month during the academic year.

ASI External Affairs Committee**Contact:** Parris Moore asivpexec@csueastbay.edu 510.461.7791

Chair: Vice President of External Affairs

The External Affairs Committee shall plan, oversee and carry out business outside of Internal Affairs, relating and of interest to the academic colleges, University business, CSUEB student concerns with the University, and the Concord Campus. They will work closely with the CSUEB Foundation Board, the Academic Senate and the University Administration to advance students' issues, provide communication between the organizations and participate in on-going planning and activities. The External Affairs Committee is responsible for appointing eligible members to University committees as requested with the assistance of Judicial Affairs. Along with the Vice President of External Affairs, this committee is comprised of the four (4) Directors of Colleges, Director of Concord Campus, Director of Legislative Affairs, Director of Public Relations, Director of Environmental Affairs and two (2) students at large which are appointed by the Board of Directors. The President or his/her designee shall serve as an ex-officio, non-voting member of the External Affairs Committee. The External Affairs Committee shall meet at least twice a month during the academic year.



"Students working for Students!"

ASI Union Committee

Contact: Amit Kinger asidiruu@csueastbay.edu

408.666.1709

Chair: Appointed by the ASI Board of Directors

The ASI Union Committee shall plan, oversee and review business relative to the University Union (UU) including but not limited to contracts owned or managed by the UU and the ASI. The Committee shall recommend quarterly building hours to the ASI Board of Directors, serve in an advisory capacity in budget and fiscal matters related to Union facilities, resource allocations, and food services. This committee is comprised of the ASI President or designee, the ASI VP of Finance, and five (5) students at large. The Associate Executive Director and a University representative shall serve as ex-officio, non-voting members of the University Union Committee. The committee shall meet at least twice a month during the academic year.

ASI Legislative Affairs Committee

Contact: Thomas Candelario asidirlegaffairs@csueastbay.edu 510.862.9627

Chair: Director of Legislative Affairs

The Legislative Affairs Committee shall plan, oversee and carry out business related to interpreting, monitoring and evaluating state and federal legislation that affects higher education, the CSU, and CSUEB. The committee shall inform the CSUEB community concerning legislation, issues and policies affecting higher education through tabling, class reps, workshops, open forums, fliers, newsletters, and articles in the campus newspaper. The committee shall disseminate information from the CSSA and recommend ASI involvement in statewide issues. It shall work with CSSA and the Alameda County Registrar of Voters to coordinate on campus voter registration drives and polling booths for national, state, local, and special elections. The committee shall develop a Lobby Corps Committee and maintain a committee of seven (7) members. It shall meet with the University Director of Governmental Relations once a month. The committee will also coordinate rallies/protests as appropriate, and voice suggestions to be implemented by ASI Presents related to political awareness, but not limited to presenters, music, and debates. Members of the Legislative Affairs Committee shall consist of the Director of Legislative Affairs as the Chair, Vice President of External Affairs, President or his/her designee, and five (5) students at large. The committee shall meet at least monthly during the academic year.

ASI Recreation/Wellness Committee

Contact: Sarah Kim asipresident@csueastbay.edu

510.731.4900

Chair: ASI President and ASI Executive Director

This committee is responsible for the planning, design, and construction of the new Student Recreation/Wellness Center facility and related program. Along with the ASI President and Executive Director, this committee is comprised of two (2) directors from the ASI Board, two (2) students at large, one (1) representative from Student Health Services, one (1) faculty representative, and one (1) University CPDC professional staff.

ASI Concord Committee

Contact: Jennifer Case asidirconcord@csueastbay.edu

925.759.0994

The ASI Concord Committee is responsible for overseeing and disseminating all ASI related information to the Concord Campus. This committee will work closely with the University administration to ensure that the needs of all concord campus students are met in a satisfactory manner. The purpose and duties of the Concord Committee shall be to recommend quarterly events to be organized at the Concord Campus. Serve in an advisory capacity in budget and fiscal matters related to Concord funding to the ASI Board of Directors. Serve as ambassadors to all Concord campus Students, in discussing and taking appropriate actions on the needs and wants of Concord Campus Students. The ASI Concord Committee shall consist of six (6) members, including the Director of Concord Campus and five (5) students at large from the concord campus appointed by the ASI Board of Directors. The President or his/her designee shall serve as an ex-officio, non-voting member of the ASI Concord Committee. The ASI Concord Committee shall meet at least monthly during the academic year.



"Students working for Students!"

ASI Environmental Affairs Committee

Contact: Mohammed Beig asiexecvp@csueastbay.edu

510.586.8773

Chair: Director of Environmental Affairs

The Environmental Affairs Committee shall request to work with the University to inspect all existing campus buildings with representatives from the Facilities Office and determine their environmental impact. This committee shall work with the Facilities Department to investigate current energy use and distribution on the CSUEB campus. This committee shall research existing conservation programs and possible programs that can be initiated. It shall research alternative energy solutions and possible incentives that can be benefited. It shall research and coordinate the implementation of potential low impact options to increase energy efficiency on campus. . The Environment Affairs Committee shall consist of five (5) members, including the Director of External Affairs and four (4) students at large appointed by the ASI Board of Directors. The President or his/her designee shall serve as an ex-officio, non-voting member of the Environmental Affairs Committee. The Environmental Affairs Committee shall meet at least monthly during the academic year.

Lobby Corps

Contact: Thomas Candelario asidirlegaffairs@csueastbay.edu 510.862.9627

Chair: Appointed by the Director of Legislative Affairs

Lobby Corps is a subcommittee of the ASI Legislative Affairs Committee. Lobby Corps shall provide students with necessary skills and experience to lobby the student perspective in state, local and federal. Interpret, monitor and evaluate State and Federal Legislation that affects higher education, CSU system and CSU East Bay. Shall work with CSSA and ASI Legislative Affairs Committee on legislative priorities to lobby Local and State politicians once a quarter and/or execute strategies that work toward collecting student needs. Will organize Lobby visits for CSSA's CHES Lobby Day for CSUEB's ASI. Lastly a member of the Lobby Corps Subcommittee shall be on the CSSA's CHES Planning Committee. This committee will consist of the Director of Legislative Affairs, and six other students at large. A faculty representative appointed by the Chair shall act as a non-voting, ex-officio member along with the Legislative Affairs Coordinator. The subcommittee shall meet at least monthly during the academic year.

Elections Committee

Contact: Mohammed Beig asiexecVP@csueastbay.edu

510.586.8773

Chair: Elected by the committee

The Elections Committee, a regular committee, shall plan, oversee and carry out all elections of the Associated Students, Inc. in conformance with the corporation's Election Code, University policies, and the California Nonprofit Public Benefit Corporation Law. The Elections Committee shall consist of five (5) persons who are not members of the Board of Directors. The Board of Directors shall approve the members of the Elections Committee during the Winter Quarter for Spring Quarter elections. A University representative not affiliated with sitting on the Board of Directors shall serve as an ex-officio, non-voting, advisory member of the Elections Committee The Committee shall meet at least weekly during the elections process.

University Wide/External Committees

University-wide Information Technology Advisory Committee (UIT):

Membership: 5 positions

Contact: Dr. John Charles john.charles@csueastbay.edu

510.885.3785

University-wide committee comprised of the Chief Information Officer, administrators and staff that work directly with all aspects of technology planning on campus. Five students, one representing each college and one at-large, sit on the committee with an equal vote and equal say on all issues from the technology budget to future projects.

Student Technology Advisory Committee (STAC):

Membership: Open

Contact: Dr. John Charles john.charles@csueastbay.edu

510.885.3785

An email list serve made up of students and University wide-IT Committee Chair meant to gather student input on a variety of Technology issues to be brought directly to the entire University wide-IT Committee by the Chair and/or students on that committee.



"Students working for Students!"

College of Education & Allied Studies College Council Committee:

Membership: 1 position

Contact: Dr. Jodi Servatius jodi.servatius@csueastbay.edu 510.885-3942

The faculty of the college has established a College Council to work with the dean. It delegates to the College Council its responsibilities to consult with, and to make policy recommendations to, the dean concerning: administrative policies and procedures; college governance and college Bylaws; academic planning, curriculum development and evaluations; organizational structures and functions; interdepartmental collaboration and coordination; standards for, maintenance of, a high level of professional conduct; and college elections/nominations and review of administrative officers.

Community Policing Advisory Board (CPAB):

Membership: 5-9 positions

Contact: Debby DeAngelis debby.deangelis@csueastbay.edu 510.885.3038

CPAB acts to improve the safety and awareness of the East Bay's campuses and the surrounding communities. Developed by CSUEB's Department of Public Safety, the Board is comprised of CSUEB law enforcement, students, staff, faculty and administration as well as residents of Cal State East Bay's surrounding communities. The Board acts as an advisory body to CSUEB's Chief of Police.

Committee on Academic Planning and Review (CAPR):

Membership: 2 positions

Contact: Susan Correia susan.correia@csueastbay.edu 510.885.3671

CAPR is responsible for evaluating existing academic programs and reviewing and revising the Academic Master Plan of the University. In addition, CAPR coordinates long range plans for academic development with campus planning of facilities development and makes recommendations concerning principles and procedures governing the development, improvement, and use of the academic facilities of the University. **Meetings:** 1st/3rd Thursday 2:00-3:50.

Academic Senate:

Membership: 5 positions

Contact: Susan Correia susan.correia@csueastbay.edu 510.885.3671

The Academic Senate makes recommendations to the President on matters in the area of planning and development of the campus and buildings of the University and the allocation of funds, staff, equipment and facilities among the programs of the University.

Meetings: as called, usually 9 times per year, on Tuesday, 2-4pm.

Committee on Instruction and Curriculum (CIC):

Membership: 2 positions: 1 undergraduate and 1 graduate student

Contact: Susan Correia susan.correia@csueastbay.edu 510.885.3671

CIC makes recommendations to the Academic Senate on graduate and undergraduate curriculum and policies, policies relating to academic standards, requirements for granting certificates, teaching credentials, honorary and earned degrees, and honors for scholastic achievement. In addition, the committee makes recommendations to the Academic Senate on policies regarding probation, dismissal and reinstatement of students.

Meetings: are held 1st/3rd Mondays from 2:40-4:50pm.

Outstanding Professor Subcommittee:

Membership: 1 position

Contact: Susan Correia susan.correia@csueastbay.edu 510.885.3671

The Outstanding Professor Subcommittee falls under the jurisdiction of the Faculty Affairs Committee (an Academic Senate committee) and reviews nominations and applications for the Outstanding Professor of the year award. The Subcommittee consists of the Subcommittee Chair; three other non-FAC faculty, for a total of one faculty member from each college; a student representative; the FAC Chair; and the FAC Presidential appointee. The FAC Chair casts tie-breaking votes only; the Presidential Appointee is a non-voting advisory member.

Meetings: 2-3 times, usually in Winter.

Campus Fee Advisory Committee (CFAC):

Membership: 3 positions

Contact: Burd, Kathy kathy.burd@csueastbay.edu 510.885.3803

The Campus Fee Advisory Committee makes recommendations to the President on matters related to campus based (i.e. ASI, UU, IRA, SHC), class fees, and CSU fees.

"Students working for Students!"



Foundation Board of Directors:

Membership: 3 positions

Contact: Chris Brown christopher.brown@csueastbay.edu 510 885.2700

Foundation operations include the Pioneer Bookstores at the Hayward and Concord Campuses, sponsored programs post-award administration, campus-wide vended food and beverage services, parking, alternative transportation, campus transportation, trust and agency account services, endowment investments and various management services for other auxiliaries, university departments, institutes, centers, workshops, conferences and campus organizations. The Foundation also provides fiscal services for instructionally related activities and support for various other special events and projects serving the campus community. This eleven member board is comprised of approximately equal numbers of faculty, students and senior administrative staff of the University, along with representation by the community.

Parking and Transportation Advisory Committee

Membership: 2

Contact: Chris Brown christopher.brown@csueastbay.edu 510.885.2700

The purpose and charge of this committee is to provide input and advice relative to the management of Parking and Transportation Services on campus. The committee will have input into the Parking Master Planning process as well as other relevant issues.

Fairness Committee:

Membership: 2 positions

Contact: Gale Young, gale.young@csueastbay.edu 510.885.4857

The purpose of the Fairness Committee is to provide a final mechanism for the resolution of student complaints concerning either academic unfairness or discrimination. These procedures are for the purpose of resolving serious cases of unfairness or discrimination, those which extend beyond academic judgment and honest differences of opinion and those for which normal channels have proved ineffective. **Requirements:** Student members of the Fairness Committee must have completed at least one quarter at CSUEB with a minimum of 8 units, have a GPA of at least 2.3 and be enrolled for 7 or more units during the quarter of service on the Fairness Committee. **Meetings:** 2nd MW of every month from 2:40-4:00pm

Fairness Committee Academic Hearing Panels:

Membership: 4-6 positions

Contact: Gale Young, gale.young@csueastbay.edu 510.885.4857

Academic Hearing Panels are subsets of the Fairness Committee established to pass judgment on the allegations made by the grievant who files a complaint with the Fairness Committee. **Requirements:** Student members must have completed at least one quarter at CSUEB with a minimum of 8 units, have a GPA of at least 2.3 and be enrolled for 7 or more units during the quarter of service on the Hearing Panel. **Meetings:** Called upon.

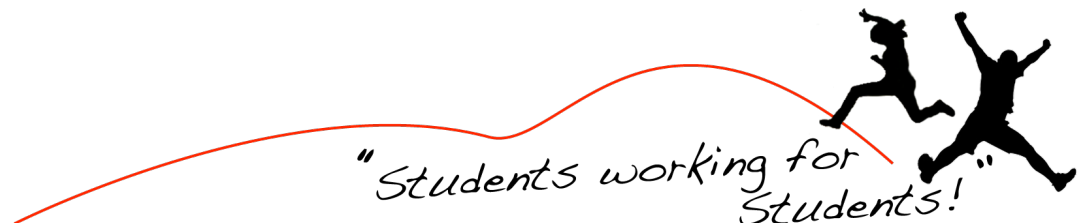
Concord Campus Advisory Committee (CCAC):

Membership: 1 position

Contact: Emily Brizendine emily.brizendine@csueastbay.edu 925.602.6767

The primary function of CCAC is to advise the Academic Senate on policy issues related to Cal State East Bay's Concord Campus. CCAC examines issues ranging from affairs of students, curriculum and instruction, research, faculty affairs, technology, and/or resources on the Concord Campus.

Meetings: 4-6:30 once a month upon availability.



Strategic Enrollment Advising Workgroup:

Membership: 1 position

Contact: Mary Hubins mary.hubins@csueastbay.edu 510.885.4682

This committee will assess the current advising infrastructure and offer recommendations for improvement.

Student Health Advisory Committee (SHAC):

Membership: Open

Contact: Jennifer Miranda jennifer.miranda@csueastbay.edu 510.885.3687

The Student Health Advisory Committee (SHAC) is comprised of Students, Staff, and Faculty who are concerned about the health and wellness of CSUEB Community members. SHAC advocates for the health needs of students and advises the Director and University President on SHC programs, scope of services, and hours of operation. SHAC also proposes SHC fee levels; conducts student needs assessments and satisfaction surveys, assists the SHC in presentations of health awareness programs, and provides outreach to the campus community regarding health issues.

Alcohol, Tobacco, and Other Drug (ATOD) Advisory Council

Membership: Open

Contact: Jennifer Miranda jennifer.miranda@csueastbay.edu 510.885.3687

Development of alcohol and other drug abuse policies and prevention programs. The advisory council consists of approximately 25 members, including representation from the campus, students, staff, faculty and the community and is divided into five subcommittees: Policy, Assessment, Education & Prevention, Community/Treatment and Funding. The Council Participates in the following alcohol education/awareness activities but is not limited to: Fall Welcome, Homecoming Week, Spring Break, "Soberest"-Alcohol Awareness Day, Alcohol Awareness Evening at the Residence Halls, "Alcohol Jeopardy" at the Residence Halls, Resident Advisor (RA) alcohol training, Date rape Programs.

Following Step

Once you turn in the application form. You will get a call from Judicial Affairs and/or ASI if you are eligible. After you are eligible you need to stop by the ASI office for a brief Interview with a member of the Personnel Committee. Their Office Hours are as follows, they are located in 3rd floor Old UU.

Once a member of the Personnel Committee has interviewed you, they will review your application/interview in the Personnel Committee. After the review they will send their recommendations to the ASI Board of Directors for Appointment.

If Approved the ASI Board administrator will contact you about the committee you were appointed to. The ASI Board administrator will then contact the chair of the committee you were appointed, so they can contact you about meeting time, what is expected, and any further information (The chairs of the committees are on page 4-8 under contact.)

Once you serve on the committee, you are required to have a verbal/written report on a monthly base. You can do this by contacting the Personnel Committee members (Their contact information is in 3rd floor old UU).

THANK YOU FOR YOUR LEADERSHIP!!!

"Students working for Students!"

