Chair, Jacqueline Foley, has called a Special meeting of the Executive Committee on Tuesday, July 11th from 2:00 - 4:00pm in the Delmy E. Rodriguez (T-152) conference room of the Cesar Chavez Student Center.

I. Call to order
II. Roll Call
III. Approval of Agenda
IV. Approval of Minutes
V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
VII. Closed Session Pursuant to Education Code §9307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.

VIII. Old Business
   No Old Business
IX. New Business
   a. Council/Committee Summer/Fall Membership and Meetings (Discussion Item)
      The Executive Committee will discuss Council/Committee Summer/Fall Membership and meeting times to be brought to the Board of Directors to be possibly approved.
   b. Discussion of the next Board of Directors Agenda (Discussion Item)
      The Executive Committee will discuss the Board of Directors Agenda for July 12th to get input and feedback regarding the business listed.
   c. Board of Directors Team Building & Strategic Goal Setting August Retreat Schedule
      The Executive Committee will discuss and confirm the dates of the upcoming August Retreat. (Proposed August 26-27)
   d. Associated Students Chief Justice Appointment (Discussion Item)
      The Executive Committee will discuss the Chief Justice Applicants and review all resumes/letters of intent from each candidate. The Executive members will recommend their top three candidates to the AS President for consideration when recommending a candidate to the Board of Directors.
   e. MWC Operating Agreement (Discussion Item)
      The Executive Committee will discuss the previous Board of Directors MWC Operating Agreement. They will develop a timeline for completion of a new draft for the Board of Directors to consider. The Executive Committee will discuss the previous and current concerns and recommendations to the MWC Operating Agreement.
   f. Appointments Policy (Discussion Item)
      The Executive Committee will discuss the proposed draft of the Appointments Policy to be brought to the Board of Directors for possible approval after review.
   g. AS Operating Agreement (Action/Discussion Item)
      The Executive Committee will discuss the current draft of the AS Operating Agreement and possibly approve the draft to be brought to the Board of Directors.
   h. Process of hiring the AS Executive Director (Discussion Item)
The Executive Committee will discuss the process and timeline of hiring the AS Executive Director.

X. Adjournment
RESPONSIBILITIES OF ASSOCIATED STUDENTS
CHIEF JUSTICE POSITION

Position Summary:
This student leader is charged with maintaining the judicial processes and parliamentary procedures of Associated Students. They are responsible for monitoring and assisting with the needs of the Board while preserving the policies and procedures of Associated Students.

Qualifications:
- Minimum 2.0, Received a minimum of a 2.0 GPA at the completion of the previous semester (fall semester), not cumulatively.
- Must have every Wednesday from 12-4pm open for Board of Directors meetings
- Sits on at least (1) University Committee & (2) Associated Student Committees

Responsibilities/ Job Description:

They serve in an advisory capacity to the Board and Committees described below.

1. Responds to the inquires and advises chair during the conduct of all meetings of the Board on matters of parliamentary procedures, assists members in making appropriate motions, and raises proper points of order
2. Serve as the Chair of Judicial Council
3. Serve as chair of the Rules Assembly
4. Serve as chair of the Election Assembly
5. Assisting the BOD with following all Parliamentary Procedures
6. Maintain impartiality
7. Assistance with Election Process

The essential duties and responsibilities of the Chief Justice shall pertain to the following:

- To preside over all meetings and proceedings of the Judicial Council, Rules Assembly, and Elections Assembly.
- To set the agenda of the Judicial Council, Rules Assembly, and Elections Assembly.
- To receive and assist in the review process of items within the Judicial Council.
- Initially review and provide copies of any item that may come before the council/assemblies
- Reviewing all complaints and appeals to the Judicial Council
- Prepare and present a report of the Council's/Assemblies' given activities and findings.
- To provide a parliamentary opinion on any item being discussed within the organization.
- To serve in an advisory capacity to the Associated Students Board of Directors.
- To assist the Board of Directors in policy and judicial processes held by the
organization, in reference to the policies of the University and to State and Federal Law.

- To support members of the Board in formulating and reviewing documents or positions of Associated Students.
- To be held accountable to the AS Code of Conduct for Board members and AS Board Attendance Policy
- Maintain proper decorum within Associated Students Board of Directors meetings.
- Assisting in the recording process of the Corporate Secretary.
- Prepare and screen all items and related materials coming before the Board.
- Ensuring adherence to Parliamentary Procedure by:
  - Ensuring the proper adherence to the orders of the day.
  - Tracking speakers lists as well as any other task given by the Chair which does not conflict with the given responsibilities or constraints of the Chief Justice.
  - Assisting the coordination of motions and resolutions.
  - Assisting the voting procedures.
  - Supporting the Chair in maintaining order and adherence to the rules of debate.
  - Providing parliamentary opinions when required by the Board. Inform the Board of errors in parliamentary procedure if they affect the basic rights of members.
  - Provide members of the board and presiding officers with training on parliamentary procedures.
- Maintaining a copy of all Associated Students governing documents.
- Assist with the development of the annual elections packet.
- Assist with election appeal processes.
- Assist with referendum procedures and protocols.
- Responsible for assisting the Executive Director with the collection and distribution of principal documents relating directly to the governance and operations of Associated Students.
- Serve as a designee of executive board members to University Committees.
- Any duties deemed necessary by the Board of Directors not conflicting with Associated Students policies and procedures.

Sent letter of Intent and application to: president@asi.sfsu.edu

Deadline: June 23rd by midnight
MEMORANDUM OF UNDERSTANDING
for the
Mashouf Wellness Center
ASSOCIATED STUDENTS AND SAN FRANCISCO STATE UNIVERSITY
Academic Year 2016/17
REVISED DRAFT – 04/03/17
(Drafted on 8/5/2016 by AS Facilities and Services Council in collaboration with Campus Recreation)
Approved as a Draft by AS Board of Directors on 8/10/16

SECTION I OVERVIEW

A. Purpose of Shared Operating Guidelines and Agreement

1. The purpose of the Shared Operating Guidelines and Agreement for the Mashouf Wellness Center (MWC) is to establish roles and responsibilities between Associated Students (AS), Campus Recreation, a department within Student Affairs and Enrollment Management at San Francisco State University, and University Administration (The University), partners in delivering the Mashouf Wellness Center, and its programs and services, to students and the larger campus community.

This agreement will delineate roles and responsibilities for strategic partnership, and outline operational procedures for the Mashouf Wellness Center Advisory Board (MWCAB), the advisory body made up of students, faculty, and staff that will make recommendations to the MWC Director. This agreement has been drafted in partnership with AS and Campus Recreation for the purpose of providing advisory direction to the management of the Mashouf Wellness Center.

B. Procedures for Changes to This Document

1. This document, including all referenced attachments and addenda, shall be reviewed annually by the MWC Advisory Board and the University President.

2. Proposed changes to this document shall be mutually agreed upon and implemented by the Director of Campus Recreation and Executive Director of AS.

3. Proposed changes to this document must be submitted and approved by both the MWCAB, and University President, before taking effect.

C. Mashouf Wellness Center Advisory Board (MWCAB)

Purpose: The creation of the MWCAB will ensure that input from the fee-payers, the students of San Francisco State University, is at the forefront of decision-making processes within the MWC, in collaboration and consultation with other University stakeholders. Along with student input and active consultation, the MWCAB will identify, develop, and pursue opportunities for collaboration, resources and activities that benefit and further the purpose of the MWC and the students of SF State.
1. The responsibility to manage this facility shall ultimately rest with the University.
2. The advisory body for the MWC shall be the MWCAB. All recommendations approved by the MWCAB must be taken into consideration by appropriate MWC administrators and staff. In cases where the recommendations of the MWCAB are not implemented, in part or in whole, the director, or designee, shall provide documentation explaining the reasons for not doing so.

3. Application of funds collected through the student fee called Recreation and Wellness Center Fee must be exclusively applied towards the MWC and its related programs and services. Recommendations approved by the MWCAB shall comply with this.

4. The campus President has been delegated authority by the CSU Board of Trustees to carry out all necessary functions of the campus. The President is responsible for ensuring that auxiliary organizations exercise prudent judgment in financial affairs and that auxiliary operations and use of funds comply with CSU and SF State policy. Consistent with these oversight responsibilities, the MWCAB shall submit its proposed budget, and any recommendations or proposals that will have a material impact on the MWC and its use, including any proposed improvements or alterations to the facility, to the President or designee for final approval. This approval requirement applies to any committees or boards established by the MWCAB.

5. MWCAB Members are expected to attend all scheduled meetings. Board members that miss 3 meetings may be dismissed from the board and replaced by another representative to ensure continuity within the board.

6. The MWCAB membership is comprised of a majority of members who are SF State students and shall include the following:

**Student Members**
- AS Campus Recreation Representative (Chair)
- AS Vice President of Facilities and Services
- AS Student Health Advisory Committee Representative
- AS Health & Social Sciences Representative
- 3 Campus Recreation Student Employees
- 3 At-Large Student Representatives

1) A Vice Chair of the MWCAB shall be determined by a vote of the Board.
2) The three Campus Recreation student employees will be selected through an application process available to all Campus Recreation student employees and overseen by the Director of Campus Recreation who will nominate successful applicants for confirmation by the AS Board of Directors.
3) The three at-large student representatives will be selected through an application process available to all students with the exception of AS Board Members and students employed by Campus Recreation. The application process will be overseen by the Executive Director of Associated Students who will nominate successful applicants for confirmation by the AS Board of Directors.
Non-Student Members

- Director of Health Promotion & Wellness Department OR designee
- Faculty Member (appointed by the University President through a recommendation from the Academic Senate)
- Vice President for Administration & Finance/CFO OR designee
- Vice President for Student Affairs & Enrollment Management OR designee
- Mashouf Wellness Center Director (Director of Campus Rec) OR designee (Ex-Officio, non-voting)
- AS Executive Director OR designee (Ex-Officio, non-voting)
- Optional Special Appointment: may be appointed for specific expertise by the MWC Advisory Board; must be approved with a minimum of eight votes in favor of the appointment. (non-voting)

7. All student appointments must be confirmed by the AS Board of Directors. Students that are appointed to the MWCAB must meet minimum qualifications for Minor Representative Officers per the “Good Academic Standing” policies of the California State University (Coded Memorandum AA-2012-05).

8. All Student MWCAB members shall be voting members. The Chair is entitled to vote in accordance with Robert’s Rules of Order, otherwise they reserve their vote. The Chair is entitled to vote when the vote is by ballot (but not after counting the ballots has commenced), and in all other cases where the vote would change the result. All Non-student MWC Advisory Board members shall be voting members except for the Director of Campus Recreation, Executive Director of Associated Students, and if there is an Optional Special Appointment serving at the time.

9. Meetings must be noticed in compliance with State of California and CSU requirements. An official meeting cannot be called into session until quorum has been established. Quorum is defined as the presence of the MWCAB Chair, or Vice Chair, along with a minimum of 7 voting members which must include a minimum of 5 student members and minimum 2 non student members, plus the Director of Campus Recreation, or designee.

10. The MWCAB shall make major advisory recommendations, including policy, staffing, space allocations, programming, and facilities components. Approval is signified by a majority vote of all voting members present during any vote taken by the MWC Advisory Board where quorum is present. Before going to the board for a vote, any specific item must first be discussed in a 1st reading at a Committee meeting or Special meeting.

11. Terms of Office

AS, and Campus Recreation, at-large student members, and non-student members shall serve one-year terms, and if interested may apply to the appointing body (AS) for reappointment. MWCAB will forward names of successful candidates for official re-appointment. Members are recruited with the understanding that a service period of two years helps provide continuity within the Board; however, all members must reapply on an annual basis.

The term of office for the three Campus Recreation student employees and the three at-large student representatives shall be the calendar year ending December 31st. The term of office for
all other student board members and all appointed positions shall be the academic year, ending May 1st

D. Advisory Board Responsibility & Procedures

1. MWCAB meetings shall abide by the Gloria Romero Open Meetings Act.

2. In order to run effective and orderly meetings, the MWCAB will establish and adopt Rules of Order at their first meeting. Rules of Order will be reviewed and modified, as appropriate, on an annual basis.

3. The MWCAB shall establish the following standing committees to meet on a regular basis. All committee chairs shall be MWCAB student board members. All members will be appointed by the MWCAB and student members serving on each committee need not be members of the MWCAB. The committees must have a membership of no less than three students.

   a) Finance
   - will review an Annual Financial Report and make recommendations to the full MWCAB for approval.
   - will review Audit Reports and follow up with recommendations to the full MWCAB for action on each item outstanding or needing improvement in policy, process or procedure.
   - will review the MWC annual budget within a budgeting process outlined by Campus Recreation and make recommendations to the full MWCAB for approval.

   b) Facilities
   - will review Mashouf Wellness Center building projects including but not limited to renovations, expansion, major repairs, and capital outlay and make recommendations to the full MWCAB for approval.

   c) Programming
   - will review all new and current programs and initiatives of the MWC and make recommendations to the full MWCAB for approval.

   d) Assessment
   - will create annual goals and expected outcomes; perform assessments to measure satisfaction of MWC users; evaluate effectiveness of operational agreements made by interested parties.
4. The MWCAB may establish ad-hoc committees, as needed. The Chair shall have the authority to appoint the Chairs of those committees. The action establishing an ad hoc committee shall include the following:
   a. The purpose of the committee;
   b. The date by which its work starts and should be concluded and with full report to the Board.

5. The MWC Organization Chart, proposed by the MWC Personnel Actions Sub-Assembly (approved for recommendation by the MWC Advisory Assembly in March 2016) identifies areas of priorities and a timeline for hiring MWC full-time staff.

6. Until the creation of the MWC Advisory Board, Associated Students and Campus Recreation will participate in the selection committees for each new MWC staff position. Once the MWCAB is established, searches for full-time staff will be done in consultation with the MWCAB.

7. The MWCAB will be provided the opportunity to participate in providing feedback during the annual performance review process for the Director of the MWC. This will be coordinated by the direct supervisor, the SAEM Senior Associate VP and Dean of Students.

E. Executive Board

The purpose of the Executive Board of the MWCAB is to meet on an as-needed basis when the MWCAB is not available only during academic breaks, such as summer and winter sessions. Their purpose is to give continuity of input to decision-making throughout the year.

Members of the Executive Board shall be current MWCAB members as follows:

- AS Campus Rec Representative (Chair)
- MWCAB Vice Chair
- AS Vice President of Facilities and Services
- 1 Campus Recreation Employee (appointed by the MWCAB)
- VPAF/designee or VPSAEM/designee (appointed by the MWCAB)
- MWC Director/designee (non-voting)

Quorum of the Executive Board is defined by 100% attendance by members of the Executive Board being present. In the event of a Board vacancy, the MWCAB shall vote to approve a temporary designee until the vacancy is filled. It is the duty of the MWCAB Chair to ensure that any designee meets the intended representation of the vacant position.

SECTION II SHARED FINANCIAL MATTERS

A. Financial Oversight
1. Annual financial report

a) On an annual basis, a financial report will be presented to the MWCAB, the SF State Vice President for Student Affairs & Enrollment Management, and the SF State Vice President of Administration and Finance. The financial reports shall summarize the following:
   a. Ability to maintain their respective bond payment,
   b. Available reserve funds for capital improvements, repairs and maintenance
   c. Financial strength of operations,
   d. Fund solvency.
   e. Any outstanding audit-related matters and their resolution
   f. Items related to MWC investment portfolio performance

2. Application of Surplus Student Fees

a) Mandatory student fees and the built-in annual incremental increase to compensate for annual inflationary impact, as previously approved by SF State Students Signature Petition, Student Fee Advisory Committee, and University President in 2009-10, shall be assessed in order to meet the MWC debt service and operating requirements.

b) Proposed changes to the Category II mandatory student fees shall be approved by the MWCAB, and be brought before the Student Fee Advisory Committee in accordance with Executive Order 1102 CSU Fee Policy; the Student Fee Advisory Committee serves as advisory to the University President and shall make the recommendation. Any proposed fee changes shall be presented to the SF State President or designee for consideration and final approval.

c) It is our understanding that retirement of the debt incurred by the State for the construction of the recreation and wellness center is to come from a mandatory student union fee to be paid by all enrolled fee-paying students. After required funds have been set aside for debt service and all reserves, the MWCAB shall meet and confer with the SF State Vice President of Administration and Finance regarding next steps. Any remaining surplus funds may be transferred to the MWC Trust Fund account to be used for operating the building and its associated programs and services, if such transfer is approved by the SF State President, or designee, in advance.

3. Debt policy

a) Bond debt service and reserve fund requirements for the facility are identified in the university bond debt policy.

B. Shared facility use agreements

1. Marketing and Advertising

a) When appropriate, Campus Recreation and Associated Students will collaborate with each other on promoting and advertising events in the facility and event promotion.
b) Campus Recreation and Associated Students will adhere to all current university promotion and advertising policies, which includes, but are not limited, to commercial activities, web pages, joint advertisements, sound and television, banner use, video network, tenant advertising, and advertisement posting.

c) Where appropriate, student organizations and campus departments will have allocated space to promote and advertise programs, events, and activities.

2. Capital Development Campaign/Fundraising

a) All capital development campaigns and fund-raising activity will adhere to current university policies and shall be in coordination with the MWC Staff and University’s Development Office. Naming opportunities within the facility will require approval of the Associated Students Board of Directors, the MWCAB, and the SF State President or designee.

SECTION III Shared Support Services

1. Facility artwork

The MWCAB will work with Associated Students to apply the Acquiring Permanent Works of Art Policy of Associated Students to include, but not limited to, paintings, murals, sculptures, etc. within the MWC interior and exterior spaces. In keeping with the Art Policy of Associated Students, no work of art shall be permanently placed or erected unless such works of art, together with the proposed location of such work of art, have been submitted to and approved by the Associated Students Board of Directors and the University President.

2. Scheduling

a) Prior to the start date of the Fall 2017 semester, Campus Recreation and the Associated Students will produce a document detailing MWC scheduling policies and procedures in regards to shared support services for events outside of daily recreational programming. The mutually agreed upon recommendations will go before the MWCAB for review, and shall be presented to the SF State Vice President for Student Affairs & Enrollment Management for final approval. Thereafter the scheduling document shall be subject to an annual review. The document will address the following areas:
  ● Event Management
  ● Event Scheduling
  ● On-site Event Logistics

b) Rooms and spaces will be made available for reservation to MWC programs, Associated Students programs, student organizations, campus departments, and community users. Identification of rooms, spaces, and the times they are available will be identified in the MWC reservations and scheduling policies and procedures.

c) All facility users scheduling space within the MWC shall comply with MWC reservations and scheduling policies and procedures, as well as those of the University and CSU as they pertain to the operation of the facility.
AGREEMENT
Signatures below indicate an agreement on the terms outlined in this understanding.

Shannon Deloso, President, Associated Students / Date
Les Wong, President SF State / Date
POLICIES AND PROCEDURES FOR THE SELECTION, APPOINTMENT AND REVIEW OF AS APPOINTEES

ARTICLE I - NAME

This document shall be called the Associated Students Policy and Procedures for the Selection, Appointment, and Review of AS Appointees.

ARTICLE II - INTRODUCTION

The Board is responsible for the long term success of an organization and its first responsibility is to provide direction and leadership within a framework prudent and effective controls. The purpose of the policy is to promote best practice through practical guidelines for the selection and nomination of directors in order to ensure that the Board consists of members with diverse skills, interests, perspectives, whilst ensuring a formal and transparent process for shareholders to recommend potential candidates.

This document establishes policies and procedures for the selection, appointment, and periodic review of students who serve on, but not limited to committees, assemblies, taskforces, and council throughout the University and CSU System to ensure student are directly participating in shared governance and decision making.

ARTICLE III - WHO SHOULD KNOW THIS POLICY

☐ Budget Area Administrators ☐ Elected/Appointed Officials

☐ Management Personnel ☐ Program Advisors

☐ Supervisors ☐ Staff

ARTICLE IV - PURPOSE

Section 1. General Purpose.
(1) This policy is, and will be effective in order to involve as many students as possible in the shared governance of the Associated Students (AS) and San Francisco State University.

(2) This policy establishes procedures regarding the appointment and interview process for AS vacant positions, shared governance committees, and a variety of university committees. This policy is, and will be effective in order to involve as many students as possible in the shared governance of the Associated Students at SF State University.
(a) The purpose of this policy is not to reiterate the Bylaws of AS, but rather to complement the Code and facilitate its application.

(b) Furthermore, we intend that this policy will guide AS Board of Directors in best practices, accountability, and efficiency in identifying students to serve in direct representative positions to participate in the decision making process of the University as well as provide a supported experience for leadership learning, and development.

Section 2. Guidelines for the Best Practices.
The Best Practices Guidelines should facilitate the identification, selection, review, and recommendation / approval for:

(a) Board of Directors

   (i) Board of Director Vacancies

   (ii) Appointed Department Representatives to the Board

   (iii) Chief Justice

   (iv) Corporate Secretary

(b) AS Assembly and Subassembly Members

   (i) At - Large Student Representatives on AS Assemblies & Subassemblies

(c) At - Large Student Representatives on AS Judicial Council

(d) University Committee Student Representative Positions

   (i) University Corporation Board

   (ii) SFSU Foundation Board

   (iii) Student Senator Representatives to the Academic Senate

   (iv) Academic Senate Committees

   (v) Other University Committees
(vi) At - Large Student Representatives to University wide Search/Recruitment Committees

ARTICLE V - GUIDELINES FOR THE APPOINTMENT OF DIRECTORS / AT - LARGE STUDENT REPRESENTATIVES

This document is designed to assist with practical implementation of the following guidelines and can be downloaded from the AS website at asi.sfsu.edu/board-training-manual.

Section 1. Recruitment. The following is a description of the process for the Board to recruit students at large for positions as well as how students can apply for said positions. All recruitment will be handled and monitored by the AS President, Executive Committee and Executive Director.

(a) The Judicial Council shall inform the Board of Directors of any student representative vacancies pertaining to any AS Assemblies, AS Sub-Assemblies, Ad Hocs, University Committees, or any other student at large representative positions.

(b) All vacancies and appointment opportunities shall be publicly announced and advertised no later than the beginning of each semester for a minimum of two (2) school weeks and until filled, unless circumstances preclude this.

(i) All vacancies shall have a positional description attached to the public announcement.

(ii) Students will be allowed to apply for the vacant positions until all are filled.

(1) See attachment A for sample application

(c) Students At Large who are interested in the vacant positions available shall write a letter of intent to the AS President outlining why they feel they are qualified and seek the position.

(i) Once the President receives the letters, they forward them to the Appointments Assembly (consisting of all AS Executive Board members) for review.

(d) Students who are recruited must reflect the varied and different perspectives of the student community. Ensuring representation of diverse communities from student community.
(e) Recruitment efforts must seek out students who are motivated, accountable, want to be involved, productive, and constructive in their participation.

(f) The Judicial Council shall charge the Appointments Assembly the obligation of corresponding, reviewing, and recommending applicants to be appointees to the respective committees, councils, and assemblies.

Section 2. Review.
The AS President will then (when, prior to Appointments Assembly reviewing, simultaneously, or immediately after) forward all letters of intent to the Executive Director, who will verify the information on each application they receive.

(a) As well as a letter of intent, each candidate is to provide an unofficial transcript when they submit their application. Current AS Members do not have to provide a transcript.

(i) Unofficial transcripts will be handed into the office of the Executive Director with the student’s name and the position they are applying for. The front desk will provide an envelope for the student to seal their information.

(1) Students will be directed to the AS Business office where they will be able to receive the envelope and have it date stamped.

(b) The Dean of Students Office will confidentially review the document to ensure the student is eligible to serve. Upon this determination the transcript will be shredded.

(i) Applications will remain on file for one academic year.
(ii) Undergraduate candidates must maintain six (6) semester or (9) quarter units per term while running for office. Graduate and credential student candidates must maintain three (3) semester or four (4) quarter units per term while running office.

(iii) A Minimum GPA requirement of 2.0 for all applicants. First semester freshman shall achieve a 2.0 GPA for the fall semester.

(c) It is the responsibility of the Chief Justice who conducts the interview(s), (except in the case of interviewing for the Chief Justice, which is the responsibility of the AS President) to set an interview following the application deadline.
(i) An interview must be scheduled a minimum of five days prior to the actual interview.

(1) The interview shall be conducted at the Appointments Assembly Meeting

(2) The Chair of Assembly, the Chief Justice, shall lead the interview

a) Other assembly members are able to ask questions which are supplementary to the interview

(ii) If for some reason this timeline cannot be satisfied the Chief Justice will inform the candidate that there may be one more eligible interview appointment before the applicant is no longer seen fit for applying due to other outside commitments.

(1) If the individual responsible for making an appointment fails to make appointments in due time, the Appointments Assembly will then look to the next best candidate and invite them for an interview.

a) The next best candidate will be chosen with the same vetting process as described as above

Section 3. Selection.
When looking for selection to originally appoint members or filling vacancies throughout the year, preference will be given to non-appointed applicants in the applicant pool before double-appointing.

(a) In the case that a vacancy occurs after the beginning of a semester the Appointments Assembly should appoint someone new:

(i) Preferably, from the pool of original applicants

(1) If Appointments Assembly does not have any viable candidates to choose from in the existing application pool, they may create a new applicant pool, following the above guidelines.

(b) When applicants are not selected, the Appointments Assembly shall create and send out a “Thanks for applying but...” letter

(i) This letter will include:
Section 4. **Recommendation.**

The Appointments Assembly shall recommend to the Judicial Council all applicants whom the assembly deems suitable for the appointment, providing a ranking of all applicants.

(a) The Appointments Assembly:

(i) Shall prepare a confidential report of the review and findings on the performance of the individual being reviewed and evaluated.

(ii) The report should make clear the basis for the committee's findings.

(iii) The entire assembly should discuss and agree upon the conclusions to be drawn and on any recommendations included in the report, and shall review the draft report to assure that it is an accurate reflection of the assembly’s thinking.

(iv) The Chief Justice who chairs the Appointments Assembly shall sign the report as the official recommendation to the Judicial Council.

Section 5. **Approval.**

(a) The signed recommendation from the Appointments Assembly will be submitted to the Judicial Council.

(b) The Council will review the report recommendations, and shall submit a final recommendation to the BOD for review/approval.

(c) All appointees shall be approved by the Board of Directors

Section 6. **Appointment.**
Appointments to University Committees, Assemblies, Subassemblies, and Councils shall be facilitated through Associated Students to include admitted, matriculated, and enrolled as an SF State Student.

(a) It shall be the responsibility of the applicants to be present at the BOD meeting at which the appointment will occur, or appropriate call in methods.

(b) Once nominated by the President, after consideration and deliberation with the AS Executive Committee the applicants are subject to appointment by a simple majority vote by the Associated Students Board of Directors.

(i) Subject to amendments by a simple majority vote of the Board of Directors, appointees shall begin their term seven (7) days subsequent to their appointment.

(ii) All appointees terms shall end upon the first day of May of the year subsequent to their appointment date.

ARTICLE VI - CONFLICT OF INTERESTS

Section 1. Conflict of Interest.
When selecting directors and appointees, the Board should be conscious of student constituency and public perceptions and seek to avoid situations where there might be a perceived or real conflict of interest. No member of the Board of Directors shall be financially interested in any contract or other transaction entered into by the Board of Directors that is not in accordance with the conflict of interest provisions set forth in Sections 89906 through 89909 of the Education Code. The following relationships are specifically deemed not permissible:

(a) Any contract, other than an employment contract, directly between Associated Students and a Director,

(b) Any contracts between Associated Students and a partnership or unincorporated association in which a director is a partner, or owner, or holder, directly or indirectly, of a proprietorship interest; and,

(c) Any contract between Associated Students and a for-profit corporation in which a Director is the owner or holder, directly or indirectly, of five percent (5%) or more of the outstanding common stock.

Section 2. Permitted Relationships.
There are other relationships, including the following that are permissible:

(a) Contracts between Associated Students and a for-profit corporation in which a Director is the owner or holder, directly or indirectly, of less than (5%) of the outstanding common stock;

(b) Contracts between Associated Students and a for-profit corporation on whose Board of Directors a Director serves and such Director is the owner or holder, directly or indirectly, of less than five percent (5%) of the outstanding common stock; and

(c) Contracts between Associated Students and a for-profit corporation on whose Board of Directors serves

Section 3. Concurrent Serving.
No individual serving as President of Associated Students shall serve concurrently as President or Chair of another auxiliary organization of the University campus.

(a) Individuals who are appointed to their positions by the Board of Directors must sign the Conflict of Interest Agreement form

(i) See attachment B

ARTICLE VII - EQUITY AND DIVERSITY

While many directors feel that collegiality might contribute to a more collaborative working environment, it can also be an obstacle to increasing diversity and its attendant strengths. These strengths include bringing a widely varied perspectives and experiences to complex issues of strategy and performance monitoring and the greater likelihood of the Board addressing the broad social of impact of decisions made.

Section 1. Selection procedure.
Selection procedures utilized in the search process shall be in accordance with the policies and procedures set forth in the AS Bylaws and any other documents that may be necessary to review. Appropriate consultation with Human Relations to discuss the equity and diversity guidelines to be followed.

(a) When appointing students to AS and University Committees, all officers shall make every effort possible to ensure that equity, including, but not limited to the following:

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(i) Race/color
(ii) Religion
(iii) National
(iv) Origin/ancestry
(v) Sex
(vi) Age
(vii) Marital status
(viii) Identity
(ix) Ability
(x) Veteran status

ARTICLE VII - RESPONSIBILITY OF AS REPRESENTATIVES

All representation must serve the Board in their individual capacity, consistent with the responsibilities of a SF State University Student, and not as the representative to any particular campus department, organization, etc. The fundamental duty of any AS representative is to act in the best interest of students she/he/they serve in a manner that supports the mission of AS.

ARTICLE IX - DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the AS Board of Directors BOD. The date shall be reflected on the document.

ARTICLE X - AMENDMENTS

This policy may be amended or repealed, in whole or in part, by a two-thirds (⅔) affirmative vote of BOD.

ARTICLE XI - PRINCIPLES

Associated Students (AS), the student government at San Francisco State University, serves as the official voice of students. AS promotes an enriched co-curricular student life experience and
is dedicated to the empowerment of SF State’s diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts. It is vital to the purpose of AS in promoting shared governance that representatives approved to be selected and reviewed through a process which involves meaningful, clear, and consistent processes.

Section 1. **Goal of shared governance as it applies to the Appointments Policy.**

(a) To foster both excellence in individuals appointed to these positions and confidence in them on the part of their constituencies.

(b) To protect the individuals being considered or reviewed, and to maintain the integrity of the process, confidentiality shall be preserved throughout the process.

(c) Those choosing members of the Board established in accordance with this policy shall attempt to ensure that representatives represent the University's ethnic and gender diversity.

**ARTICLE XII - CONFIDENTIALITY**

AS Board Members shall maintain the same standards of confidentiality that apply to other personnel actions in regards to all verbal, written, and electronic communication.

Attachment A: Sample Application Letter of Intent

Associated Students, San Francisco State University

(Position of Application) ex. Chief Justice

Name:
To Associated Students, Board of Directors:

Personal Statement: Recommendations

- Leadership Experience
- Position Experience
- Have you been involved with Associated Students prior?
- Why do you want to be apart of Associated Students?
- What is one of the most important qualities of leadership?
- What is one unique/diverse perspective you can bring to the Board of Directors?

Sincerely,

Applicant name

Attachment B
CONFLICT OF INTEREST AGREEMENT

Associated Students requires that Board of Directors and delegated designated employees be apprised of conflict of interest restrictions annually. A signature below by the individual indicates that he/she read the following and understands it.

The State of California has set forth regulations concerning interest restrictions for auxiliary organizations’ Board of Directors. The California State Education Code section 89909, which deals with restrictions on personal gain resulting from participation as a board member of an auxiliary states:

89909 It is for any person to utilize any information, not a matter for public record, which is received by him by reason of his membership on the governing board of an auxiliary organization, for personal pecuniary gain, regardless of whether he is or is not a member of the governing board at the time such gain is realized (Enacted by Stats. 1976, Ch. 1010).

The section of the Manual of Policies and Procedures for Auxiliary Organizations of California State University concerning conflict of interest reads:

6 Conduct of Governing Board
6.1 Conflict of Interest Regulations
6.1.1 The Legislature has established statutes concerning financial interests or transactions between an auxiliary organization and a member of its governing board, or with an entity with which the governing board member has a relationship. In general, the statutes prohibit a governing member (either themselves or in association with another entity) from having a financial interest or contract with the auxiliary organization of which they are a member. There are some exceptional circumstances

As a Board of Director or delegated designated employee of Associated Students, I understand and agree to abide by the above restrictions concerning conflict of interest. I also agree to disclose to the Chair of the Board any
transaction, relationship, or behavior which may be construed as a conflict of interest with my role as a Director or employee of Associated Students.

Print Name

Signature

Date
ASSOCIATED STUDENTS – ENHANCED AUXILIARY
INTERIM EXECUTIVE DIRECTOR

POSITION DESCRIPTION

Approximate dates: November 15, 2014 – April 30, 2015

Job Title: Executive Director
Program: Business Office
Classification: Administrator III
FLSA Status: Exempt
Executive Supervisor: Vice President for Student Affairs & Enrollment Management,
SF State
Date of Creation: October 26, 2014 (draft); November 5, 2014 (finalized)

POSITION SUMMARY
Under the administrative supervision of the Vice President for Student Affairs & Enrollment Management or designee and the day-to-day operational direction of the Associated Students (AS) Board of Directors, the Executive Director (ED) provides executive leadership, management, oversight, strategic guidance, consultation, and coordination in support of the operational, programmatic and facility infrastructure of AS, the Enhanced Auxiliary. In addition, the ED ensures the appropriate development, implementation and review/revision of AS policies and procedures, monitors the ethical/responsible expenditure of fiscal resources in accordance with applicable laws and regulations, appropriately manages and mitigates risks, provides technical assistance to the members of the Board of Directors (BOD) to ensure continuity in administration across Board transitions, and provides training and assistance to the BOD to maximize effectiveness and efficiency. Finally, the ED provides effective supervision to the staff of the AS and is responsible for preparing financial and operational analyses and reports on a regular basis, including a routine audits to improve quality of operations and programs.

DUTIES AND RESPONSIBILITIES

BOARD DEVELOPMENT, LEADERSHIP & ADMINISTRATION (50%)

• Provides effective leadership, management, guidance and support during the transition process resulting in a high-functioning Enhanced Auxiliary organization, ensuring a seamless merger between what were formerly the Cesar Chavez Student Center and the Associated Students, Incorporated, by leveraging and combining the strengths inherent in both organizations.

• Provides guidance and support to the Board of Directors (BOD), ensuring the awareness of consequences of actions as trustees of the corporation, including adherence to all relevant policies and regulations, contract requirements, authorization of plans and commitments, evaluation of the organizations work; shall serve as an ex-officio member of the Board.

• Ensures regular training, guidance, and support for BOD members, as well as facilitates the Board's development of short-term goal setting and long-term strategic planning, and then assists in the implementation of the plans/goals outlined by the Board.
• Engages in regular, ongoing networking and advocacy across the broader SF State campus community to advance AS goals, promote awareness about the AS mission/vision, and cultivate effective partnerships between the AS and relevant partners across the campus.

• Communicates and analyzes key issues to facilitate action, decision-making and planning; provides technical assistance and expertise on best practices in student shared governance in public higher education; and allocates the resources, supplies, etc., needed to carry out BOD objectives.

• Facilitates constructive communications/collaborations between BOD members and employees of the Enhanced Auxiliary, with a proactive approach to resolving conflicts in an efficacious manner, building a cohesive team with a shared vision, and promoting a high-functioning working/learning environment.

• Coordinates and implements the annual student body election process in conjunction with the AS President, the Leadership Development Coordinator and the Elections Commissioner.

• Creates and maintains an environment which promotes and fosters purposeful student leadership development and high-impact student learning through the programs and operations of the AS, thereby complementing the academic mission of SF State.

• In all applicable duties, consult with the Vice President for Student Affairs & Enrollment Management and/or the Vice President for Administration & Finance from SF State as appropriate for guidance.

HUMAN RESOURCE & OPERATIONS MANAGEMENT (20%)

• Oversees the daily administration and operations of AS and its various functional and programmatic components, ensuring compliance with university, local, state and federal policies and regulations, as well as with AS bylaws, policies and procedures.

• Continually monitors organizational performance for quality and excellence; introduces internal productivity process and system improvement changes as necessary; and anticipates and analyzes emerging needs/trends and develops new and/or revised operating procedures as required to respond effectively to changing requirements.

• Establishes and institutes an organizational structure and provides adequate staffing support to effectively accomplish the Enhanced Auxiliary’s goals and objectives, as well as to maximize the efficient and safe operations of the AS.

• Adopts and implements best practices in human resources/personnel management as it relates to the effective recruitment, selection, hiring, training, supervision, evaluation and termination (as needed) of all AS staff.

• Promotes a workplace climate that is inclusive, supportive and welcoming to all team members, regardless of identity or background; ensures alignment with applicable CSU Executive Orders and related policies/procedures as they relate to Title IX, discrimination/harassment/retaliation, and EEO/AA.

• Through a variety of media mediums, engages in routine, transparent, accurate and timely communication with all relevant constituents of the AS about changes, adjustments, etc., so as to maximize a successful transition to the new Enhanced Auxiliary and cultivate a positive workplace climate.

• Intervenes in a timely manner to resolve conflicts and problem-solve as appropriate.

• In all applicable duties, consult with the Associate Vice President for Human Resources from SF State as appropriate for guidance.
FINANCIAL, RISK & FACILITIES MANAGEMENT (15%)

- Develops operating systems, policies and procedures that ensure effective oversight of expenditures, revenue generation, and other financial transactions.
- Creates and regularly reviews and updates a Standard Operating Procedures (SOP) manual for the AS and ensure that all personnel receive training at appropriate intervals on the SOP.
- Oversees facility-, security-, safety-, and maintenance-related functions, ensuring Occupational Safety and Hazard Administration (OSHA) compliance and mitigating other safety and liability concerns as they are identified.
- Plans and develops the execution of programs, policies, procedures, and other operational matters; monitors compliance with CSU, SF State, and AS policies, procedures, and regulations, as well as applicable laws.
- Conducts regular review and audit of the Enhanced Auxiliary’s insurance and benefit plans to ensure maintenance of optimal level of cost/benefit and comprehensibility.
- Oversees personnel grievances and other potentially litigious issues to ensure the appropriate and judicious use of legal resources.
- In conjunction with SF State’s Auxiliary Business Services and the AS Board, responsible to develop and prepare the annual AS budget request.
- In all applicable duties, consult with the Associate Vice President for Fiscal Affairs, the Associate Vice President for Budget Administration & Operations, and/or the Associate Vice President for Enterprise Risk Management from SF State as appropriate for guidance.

PROGRAM DEVELOPMENT & SERVICE DELIVERY (15%)

- Engage in an analysis and review of all existing programs/services across the Cesar Chavez Student Center and the Associated Students, Incorporated, to determine both areas of excellence and areas for improvement, as well as opportunities for improved collaboration, coordination and/or consolidation, and implement accordingly.
- Institutes needs assessments on a routine basis to determine satisfaction with existing programs/services of the AS, as well as identify demand for new/emerging programs/services, and then implement actions plans accordingly for new programs/services as appropriate, in close consultation with the BOD at all times.
- Establishes, monitors and reviews goals, objectives, policies, and operating procedures for each program/services of the AS to ensure consistency with the BOD’s strategic plan; evaluates program effectiveness based on established/promulgated criteria on a regular basis; and recommends/oversees changes required for improvement in collaboration with the AS staff/personnel.
- Participates actively as a member of the Student Affairs & Enrollment Management Leadership Council; serves on various departmental, divisional and campus committees and task forces as appropriate; and participates in various SF State initiatives and projects as appropriate.
- In all applicable duties, consult with the Dean of Students from SF State as appropriate for guidance.

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's Degree in a field related to the core functions of the position. Five (5) or more years of progressively responsible experience in areas directly related to the duties and responsibilities.
specified, with a minimum of one (1) year in an administrative/managerial function.

**DESIRED EDUCATION AND EXPERIENCE**
Master’s Degree in a field related to the core functions of the position. Seven (7) or more years of progressively responsible experience in areas directly related to the duties and responsibilities specified, with a minimum of three (3) years in an administrative/managerial function.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

**DEMONSTRATED KNOWLEDGE OF:**
- College student development theory and models; understanding of student shared governance role in public higher education
- Leadership and management principles and practices
- Administrative, risk management, and business practices and procedures
- Budgeting, planning and fiscal management principles and procedures
- Staff hiring/training procedures; employee development and performance enhancement strategies
- Organizational structures, workflow process improvement, and operating procedures
- Appropriate and relevant programs/services to serve the co-curricular needs of a diverse student population as is represented by SF State
- Applicable legislation, standards, policies and procedures of all specialties of the corporation

**DEMONSTRATED SKILLS & ABILITY TO:**
- Establish rapport, trust and confidence with a broad range of constituents, including students, student leaders, faculty, University administrators, alumni, and the broader community
- Communicate effectively in interpersonal and organizational settings, both orally and in writing
- Collaborate effectively with a variety of partners to achieve common purposes and/or shared goals
- Supervise and train assigned staff, including organizing, prioritizing, and scheduling work assignments
- Foster a cooperative work environment and promote a culturally inclusive organizational climate
- Prepare and effectively document comprehensive financial business analyses
- Examine and re-engineer operations, programs and procedures to improve performance, formulate relevant policy to enhance outcomes, and develop/implement new strategies and services.

**WORKING CONDITIONS**
Work is normally performed in a typical interior/office work environment; evening and weekend hours are occasionally required.

**PHYSICAL EFFORT**
None, or very limited physical effort required.
ENVIRONMENTAL CONDITIONS
None, or very limited exposure to physical risk.

CERTIFICATION
I have reviewed the job description with my supervisor and understand my duties and responsibilities as Interim Executive Director.

- signature on file in Office of the VPSAEM -
Interim Executive Director – Signature

- signature on file in Office of the VPSAEM -
AS Board of Directors President – Signature

- signatures on file in the Office of the VPSAEM -
Supervisor – Signature

Drafted Oct-27-2014
Revised Oct-30-2014
Endorsed by AS Board of Directors Nov-05-2014
ATTACHMENT A:
Associated Students at San Francisco State University – Enhanced Auxiliary
Interim/Transitional Organization Chart* – Executive Leadership
Endorsed by AS Board of Directors, 12/03/2014 | Estimated effective date: 12/01/2014

Executive supervision includes: (1) coordination of search & selection processes as endorsed by the AS; (2) development & monitoring of incumbent goals/ objectives; (3) regular supervisory meetings to maximize effectiveness & give feedback; (4) preparation of annual performance evaluation, including performance improvement plans as appropriate; (5) implementation of personnel actions, e.g., hiring, training, termination; (6) maintenance of personnel file; and (7) execution of fiduciary responsibility. All executive supervisory activities are required to be conducted in ongoing consultation with the Board of Directors.

Accountability, direction & operational oversight includes: (1) setting the vision, mission and strategic plan for the AS; (2) providing feedback, guidance, goals and priorities for matters related to the activities, facilities, policies, procedures, programs, and services of the AS; and (3) fiscal responsibility for the salary/ benefits of the Executive Director.

* This organizational chart reflects the reporting structure within each of the two auxiliaries at the time of their official merger as of November 1, 2014. This structure will be reviewed/revised during Spring 2015 to enhance effectiveness and increase fiscal and operational efficiency across AS.