



## Cabinet of Commissioners Application Packet 2012

Thank you for your interest in a Cabinet of Commissioner's (C.O.C.) position with the Associated Students, Inc. (A.S.I.) The four sections (Parts I, II, III, and IV) of this packet will serve as reference, and are yours to keep. **The application (pages 5 through 7) must be filled out in its entirety, and returned with a resume to the A.S.I. Administrative Office located in the University-Student Union, U-SU 203.** For more information call 323-343-4778. Please be advised that you are responsible for ALL the information contained in this packet.

### Part I – General Information

#### What is the Cabinet of Commissioners?

The C.O.C. is a representative body responsible for the coordination and planning of all A.S.I. administrative activities and/or programs.

#### What is the composition of the Cabinet of Commissioners?

The C.O.C. consists of the following student directors:

1. Spirit Commissioner
2. Housing Commissioner
3. Public Relations & Elections Commissioner
4. Environmental Affairs Commissioner
5. Veterans Affairs Commissioner

#### Duties and Responsibilities

By your application, you agree to perform the responsibilities stated below:

##### **A. All Commissioners shall:**

1. Invest at least ten (10) hours per week in A.S.I. activities
2. Attend all mandatory C.O.C. meetings/bi-weekly Fridays (see A.S.I. Calendared Meetings for details.)
3. Maintain a written log of his or her individual A.S.I. related activities via a Bi-weekly report, and
4. Assist in all other activities and programs within the Office of the Vice President for Administration.

##### **B. The Spirit Commissioner shall:**

1. Chair, recruit, and develop Screaming Eagles program and activities.
2. Organize and maintain school spirit initiatives and programs.
3. Develop and implement a schedule of spirit programs for the academic year.
4. Initiate crowd participation at school athletic events.
5. Generate opportunities for CSULA students to get involved in their communities.

##### **C. The Housing Commissioner shall:**

1. Plan, implement, and direct A.S.I. funded Housing events.
2. Act as direct contact with Housing Services on all program co-sponsorship requests.
3. Monthly communication with Assistant Director of Housing, and or designee.
4. Promote A.S.I. and A.S.I.- related programs within Housing.
5. Serve on the A.S.I. Finance Committee/bi-weekly Friday meetings noon – 2 (see A.S.I. Calendared Meetings for details)

##### **D. The Public Relations & Elections Commissioner shall:**

1. Notify the CSULA community and student organizations of all A.S.I. events and A.S.I. General Election procedures.
2. Be aware of previous elections and review the documents.
3. Serve on the Bylaws and Codes of Procedure Subcommittee as a voting member.
4. Be responsible for all functions of elections as stated in the Elections Code of Procedures.
5. Facilitate regularly scheduled meetings for the election process starting in October.
6. Ensure the implementation of the A.S.I. Marketing and Distribution Plan with the support of A.S.I. Staff

##### **E. The Environmental Affairs Commissioner shall:**

1. Chair the Environmental Policy Committee.
2. Organize programs creating awareness of environmental issues.
3. Act as liaison between the campus community and the CSU community at large with respect to sustainability efforts.
4. Serve on and recruit for the Campus Recycling Committee (CRC) and any other committee pertaining to environmental issues.
5. Responsible for implementing and continuing a recycling program in housing.

##### **F. The Veterans Affairs Commissioner shall:**

1. Act as the liaison between A.S.I. and the Office of Veterans Affairs.
2. Under the direction of the VPA, work with the A.S.I. Director of Programs and Leadership and Programs to create a strategic marketing plan for building student veteran affairs awareness, promoting A.S.I. events, and recruiting student veterans to get involved in A.S.I.

3. Attend the Veterans Advisory Task Force meetings on a monthly basis to get and give feedback on any pertinent issues.
4. Assist in planning, implementing, directing, and attending A.S.I. funded events.
5. Monthly communication with the Veterans Affairs Coordinator.
6. Act as direct contact with the Office of Enrollment Services and Veteran Affairs on all program co-sponsorship requests.

For more information go to our website <http://asicsula.org/governance/governing-documents> and select Policy 017 in the A.S.I. ADM Manual Governance Policies 000-017.

### Shared Governance Opportunities:

Once appointed, all commissioners are encouraged to seek appointment to a University Wide Committee. Pick up an Internal Committee Representative Application packet.

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## Part II – Eligibility Requirements

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**Before you fill out the application, be sure you meet the following requirements:**

### I. All applicants must:

- A. Be in good standing. “A student shall be considered in good standing unless he or she is on academic probation; academically disqualified; on disciplinary probation, expulsion, or suspension; or under defaulted financial obligation to the University”.
- B. At time of appointment, have been in residence (or enrolled) at CSULA for at least two quarters prior to application,
- C. Be familiar with A.S.I. By-Laws & Codes of Procedures,
- D. Be **available from 2 – 3:30 pm on alternating Fridays** for Cabinet of Commissioners (C.O.C.) meetings.

### II. If you are an Undergraduate applicant, you must:

- A. Have a 2.0 or better cumulative GPA during the (12)-month period immediately preceding application.  
Note: The University Registrar’s Office calculates GPA on the overall (12)-month period prior to application.
- B. Have earned at least (9)-quarter units of academic credit during that year  
Note: Remedial course units are not counted as academic credit
- C. Be enrolled in at least (9)-quarter units\* of academic, as well as:
  1. Maintain a minimum load of (9)-units per quarter; with the exception of one quarter off from taking classes during the year in service, and
  2. Maintain a 2.0 GPA or better each quarter while in office
- D. Have not earned more than (225)-quarter units.

### III. If you are a Graduate applicant, you must:

- A. (Assure that if BA/BS was received from CSULA within the past 3 years), have earned a total of (18)-units during the last year as an undergraduate.
- B. As a new graduate, have earned (8)-units per period of continuous attendance
- C. Be enrolled in at least (4)-quarter units, and maintain a minimum load of (4)-units per quarter; with the exception of one quarter off from taking classes during the year in service.
- D. Have earned no more than (75)-quarter units.  
Note: If you are a new Graduate student and are planning to maintain office after one year, you must take (8)-units per period of continuous attendance – meaning that while you are in office the prior year, you have to be taking (8)-units instead of (4)-units.

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## Part III – Procedures for Application

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### All applicants prior to appointment must:

1. Fill out the Cabinet of Commissioner’s Application in its entirety.
2. Submit a copy of your **UNOFFICIAL TRANSCRIPT** in a sealed envelope with your application. This information will be confidentially viewed ONLY by the A.S.I. Executive Director/Director of Administration and Services to unofficially assess your eligibility to serve. Your information will be shredded once reviewed. Official eligibility is determined the University Registrars Office.
3. Undergo an interview process. Commissioner applicants must schedule an appointment to meet with the A.S.I. Vice President for Administration. Bring with you the completed application, and obtain a validation signature.
4. **Submit application by noon at least three (3) business days before appointment** (for Board meetings that are held alternating Thursdays) directly to the Administrative Office in U-SU 203, where the application must be time/date stamped by the A.S.I. Staff as official receipt. [DO NOT submit this application to any individual Board member, or it will not officially be acknowledged].

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## Part IV – Notification

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Please be advised that, if approved, the start date of your appointment is confirmed to be the day of the Board of Director's meeting when you are voted and approved into office. You are hereby notified that if, for any reason, you become ineligible to serve in office, all work performed will be considered **voluntary**.

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Part I, II, III, and IV of this packet will serve as references and are yours to keep.

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*(Please attach a resume and your unofficial transcript.)*

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

FDesk Staff Int.: \_\_\_\_\_

FT Staff Int.: \_\_\_\_\_

### Part V – Background Information

*(Please attach a resume and your unofficial transcript.)*

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

Major: \_\_\_\_\_

Class Level (check one):  First Year  Sophomore  Junior  Senior  Graduate

Position applying for: \_\_\_\_\_

Hours available to serve:

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_ \*must be available 2 – 3:30 pm

**Please answer the following questions:**

I. What previous experience have you had in the area in which you are applying for? \_\_\_\_\_  
\_\_\_\_\_

II. State briefly why are you are applying and/or are interested in this position \_\_\_\_\_  
\_\_\_\_\_

III. What do you feel are some of the major problems facing the students of CSULA?  
\_\_\_\_\_

IV. List activities and/or organizations that you have been involved with (on or off campus) \_\_\_\_\_  
\_\_\_\_\_

### Part VI – Interviews

Please make an appointment to meet with the Vice President for Administration (See Part III - Procedures for Application in the *Cabinet of Commissioner's Application Packet*). You must obtain validation in the space below.

**For Official Use Only:**

A.S.I. V.P. for Administration Validation: \_\_\_\_\_ Signature/Stamp \_\_\_\_\_ Date \_\_\_\_\_

Interview Time: \_\_\_\_\_

Recommended  Not Recommended \_\_\_\_\_ Signature/Stamp \_\_\_\_\_ Date \_\_\_\_\_

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## Part VII – Eligibility Verification

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**DIRECTIONS:** For each question, please check one box. (Note: if you answer “No” to any of the questions below, please do not proceed. You may not be eligible for appointment to the Associated Students, Inc. at this time. For more information, please contact the A.S.I. Administrative Office, 323-343-4778.)

1. Are you considered in GOOD STANDING with the University?  Yes  No
2. Have you been enrolled at Cal State L.A. for two (2) quarters prior to application?  Yes  No
3. Do you have a minimum 2.0 cumulative GPA during the last 12 months?  Yes  No
4. Are you available for scheduled meetings as specified in the application packet?  Yes  No
5. Do you agree to serve a minimum of two (2) hours per week physically in the A.S.I. Offices?  
(Note: Board applicants agree to be available for a minimum of eight (8) service hours per week in addition to office hours)  Yes  No
6. If you are a Board of Director College Representative applicant, have you declared a major for the College position you are applying for and enrolled in at least one (1) course within the College? (Note: If you are a Charter College of Education Representative, have you **declared** a major in that College?  N/A  Yes  No

### Undergraduate applicants:

1. Have you earned at least nine (9)-quarter units of academic credit per quarter at Cal State L.A. during the past 12 months prior to application (not including remedial courses)?  Yes  No
2. Will you be enrolled in at least nine (9)-quarter units of academic credit during the quarter you are applying.  Yes  No
3. Are you aware that you must be enrolled in a minimum of nine (9)-units per quarter while in office?  Yes  No
4. Are you aware that you must maintain a 2.0 GPA each quarter while in office?  Yes  No
5. Have you earned less than (225)-quarter units?  Yes  No

### Graduate applicants:

1. If your BA/BS was received from Cal State L.A. within the past 3 years, have you earned a total of eighteen (18)-units during your last year as an undergraduate?  N/A  Yes  No
2. Have you earned at least eight (8)-units per period of continuous attendance?  Yes  No
3. Will you be enrolled in at least four (4)-quarter units during the term the election occurs?  Yes  No
4. Are you aware that you must maintain a minimum load of four (4)-units per quarter?  Yes  No
5. Have you earned less than (75)-quarter units?  Yes  No
6. If you are a new Graduate student, and are maintaining Office after one year, have you taken Eight (8)-units per period of continuous attendance (while you were in office the prior year?)

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## Part VIII – Candidate Notification

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Under the provisions of the Family Educational Rights and Privacy Act of 1974, and the State of Student Rights and Responsibilities of California State University, Los Angeles, my signature gives permission to the Registrar's Office at California State University, Los Angeles to release the academic information listed on the Application to the A.S.I. Administrative Office and President. I hereby acknowledge that in order to be a candidate/nominee/appointee, or to hold any position within any Cal State L.A. auxiliary organization, I must undergo compliance and eligibility checks pursuant to the corporation Bylaws, Codes of Procedures, laws and policies of Cal State L.A. and the State of California. My signature gives permission to release academic information to Associated Students, Inc. regarding my G.P.A. and status as a “currently enrolled & continuing student” at Cal State L.A. I also understand that I will be compensated via a Grant-In-Aid Stipend (GIA Stipend). I agree that if, for any reason, I become ineligible to service in office, all work performed will be considered **voluntary**.

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

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## Part IX – Contact Information

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In order to process your application, please fill out the following sections COMPLETELY. If appointed, you are responsible for updating the Office of the Executive Director with changes in your contact information. Please be advised that all information in this section will be kept confidential. Print or type in blue/black ink.

Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
\_\_\_\_\_ CA \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ - \_\_\_\_\_  
Work ( ) \_\_\_\_\_ - \_\_\_\_\_  
Cell ( ) \_\_\_\_\_ - \_\_\_\_\_  
Other ( ) \_\_\_\_\_ - \_\_\_\_\_

Campus Identification Number (CIN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ GPA: \_\_\_\_\_ . \_\_\_\_\_

E-mail address: \_\_\_\_\_@calstatela.edu

**All correspondence with candidates will be through the Cal State L.A. e-mail address.**

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## Part X – Personal/Miscellaneous Information

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T-shirt size (circle one): S M L XL XXL

Birth Date: \_\_\_\_\_, 19\_\_\_\_  
Month Day Year