



**ASSOCIATED
STUDENTS INC.**
C H A N N E L
I S L A N D S

**NOTICE OF MEETING OF THE BOARD OF DIRECTORS OF
ASSOCIATED STUDENTS OF CSU CHANNEL ISLANDS, INC.**

NOTICE IS HEREBY GIVEN, to the general public and to all of the Board of Directors of Associated Students of CSU Channel Islands, Inc., a California nonprofit public benefit corporation, that:

A meeting of the Board of Directors was held on Thursday, February 4, 2016 at 7:40 a.m., pursuant to Education Code Section 89921 et seq., at California State University Channel Islands, Student Union Conference Room, located at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

- 1) Call to Order: 7:42am.
 - a. Members present: Sam Albert, Zach Valladon, Missy Jarnagin, Toni Deboni, Sofia Samatar, Rhen Bass, Andrea Naranjo, Leah Alarcon, Carisa Arellano, Monique Reyna, and Alex Yopez.
 - b. Members of the public: Genesis DeLong, Bethany Banuelos, Cindy Derrico, Damien Pena, Gary Gordon and Diana Ballesteros.
- 2) Approval of Minutes: No minutes to approve.
- 3) Public Forum: No public forum.
- 4) Financial Report:
 - a) Second Quarter Budget Overview (M. Jarnagin)- Ms. Jarnagin went over the budget reports for ASI, Student Life, and Student Union.

Discussion:

- a. It was asked if it's normal for student organizations to only spend 10% of their allocated funds. Ms. Jarnagin replied that it's typical. They're good at asking but not spending. It was explained that it's our job to step in and help them spend their money. This is a learning opportunity for many since this is the first time any of them are in charge of a budget. Ms. Samatar asked if the money rolls over to the next year. Money doesn't carry over from year to year. The money not spent is moved to reserves. We push student organizations to spend their money since we don't want the money to go to reserves. Ms. Derrico explained that this has been a challenge and the Board voted on giving student organizations a cap of \$3,000 this year to decrease less money going to reserves. Mr. Pena noted that it's difficult for student organizations to spend their money since requests are made in the spring semester of the previous year so the new leadership has to figure out how to spend money that was requested last year. This process might take the new leadership some time. A suggestion was to remind the student organizations at the involvement fair today. In addition, we can have more workshops on how they can spend their money. Ms. Jarnagin noted that ASI usually underspent by 10-15% at the end of the year. We need to take this into account since we might need to explain to the students why we're not spending the money we requested.
- b. The Student Union's assets and cash are in the campus books. 2 million dollars are sitting on the campus side for the operations of the building. Ms. Jarnagin explained that the all student fees are not all there since the Student Union has debt to pay.
- c. Mr. Pena talked about the current student activities audit and how they're looking through our ASI02 accounts. The auditor is scheduled to be here for two more weeks. He's findings have been minimal. Ms. Jarnagin clarified that campus doesn't audit ASI02 accounts. Ms. Derrico explained that this is a program audit. This is to help ensure that our procedures are tight and that we're operating effectively. Ms. Jarnagin noted that student organizations are not allowed to have outside bank accounts. Having them deposit their money to their ASI02 account is a safety measure for them. If they were to open up an account outside of the campus a student can walk away with all the money in ASI02 at any moment.

- d. Ms. Jarnagin noted that they started writing a policy on ASI02 accounts when a student organization has deactivated and there's money in their ASI02 account. Ms. Derrico explained that ASI is asking them to sign a disposition to their ASI02 account if they become inactive when they register. They have the option to give the money to Relay for Life, a charity of their choice or to move it to a contingency fund which is available for allocation to campus organizations. Ms. Derrico believes that a year is the limit of when they become inactive.

5) Outstanding Business:

- a. ACTION ITEM: Recommendation of ASI Audit Bid (M. Jarnagin) - Ms. Jarnagin reminded the Board that Vasin & Heyn has been our auditor but that doesn't mean they have to be or not be. In addition, she explained that this shouldn't be an action item.
- b. *Motion by Ms. Reyna, second by Mr. Valladon to change this to an informational item on the agenda. All in favor Motion passes.*
- c. Ms. Jarnagin will be asking for three to four students from ASI to provide their feedback on the needs of a bookstore since their contract ends in May.

6) Entity Reports:

- a. **Mr. Valladon (CI View Newspaper):**
 - i. They will be publishing by this month.
- b. **Ms. Reyna (Student Government):**
 - i. The rest of the SG members presented their semester ideas. Once everything is completed an agenda for the year will be sent to the Board.
 - ii. They're working on advertising for Pizza with the President.

- 7) Community Report: Mr. Bass didn't have an update but he wanted to share that he will be the keynote speaker at the African American Achievement Program later this month. This program will recognize students and community leaders. Ms. Kitazumi will be sending out the flyer soon. Mr. Bass asked Mr. Valladon to possibly include this program in the newspaper. Mr. Pena informed the Board that Ms. Samatar is being recognized at this year's program.

8) New Business:

- a. INFORMATIONAL ITEM: ASI Final Audit Report (M. Jarnagin) - Mr. Yopez strikes this from the agenda.
- b. ACTION ITEM: ASI Board Treasurer Appointment (A. Yopez) - Mr. Yopez clarified that Mr. Bell resigned from his position as Treasurer and an ASI Board member. He asks that we appoint a new treasurer. Ms. Deboni nominates herself.

Discussion:

- c. Mr. Bass asked about her background and why she would like this position. Ms. Deboni explained that she has a true interest in this position. In addition, she has been part of ASI from the beginning. She had the opportunity to oversee ASI/Student Union when Dr. Evans Taylor left her position. She understands that her position on the Board is a way to give back to the students, which is something she appreciates since her position doesn't allow too much face time with students. Lastly, she spends a lot of time with Ms. Jarnagin and Ms. Derrico whom are good resources for this position. She would like to step up and give additional time to the Board. Ms. Deboni left the room. No further discussion.
- d. *Motion by Ms. Reyna to approve Ms. Deboni as the ASI Board Treasurer, second by Ms. Arellano. All in favor. Motion passes.*
- e. ACTION ITEM: BASC Committee Member Appointment (A. Yopez) - *Motion by Mr. Valladon to strike this from the agenda since Ms. Deboni just filled the last spot on the BASC committee, second by Ms. Reyna. All in favor. Motion passes.*
- f. INFORMATIONAL ITEM: ISES Reserve Expense (C. Derrico) - Ms. Derrico explained that this has nothing to do with world events. This is an assessment that this company is doing on UGC, Student Union and housing. They assess the building systems and need and identify time frames and costs of renewal and replacement items. The costs of these assessment will most likely hit reserves. The estimate cost that was sent via email is coming from Facility Services. Wes Cooper, Senior Director of Facilities Services, is estimating this assessment at \$1,429.29 based on the

square footage of the building. This is a reserve expense, however we have money in operations to user for this now. This expense wasn't part of our original plan, however it's needed. Mr. Bass shared that these assessments helps us know how long something lasts and how often we should change it. Ms. Derrico explained that we received a bulk discount because we have all of our other facilities doing it at the same time. The Student Union is looking into a building maintenance and repair plan. This assessment will help us see what we need to save up for.

- g. ACTION ITEM: BASC Recommendation of 16-17 ASI Budget Request (C. Derrico and G. DeLong) – *Motion by Ms. Reyna, second by Ms. Arellano to make this to an informational item. All in favor. Motion passes.*
- i. The Board received an overview of the information. The Board will receive more detail next time.
 - ii. The BASC will be looking closely into student organizations.
 - iii. The BASC committee has asked student life to consider expenses that are allowable and can be moved to the general fund, especially student assistants. The FTE increase is expected to be 1% so ASI made cuts to two programs which included Intercultural Services and NSOTP.
 - iv. The BASC committee plan to give the Board an update and ask for an approval in March.
 - v. The Student Union is over in their requested budget by \$22,000 and ASI is over by \$120,000.
 - vi. Ms. DeLong noted that all proposals were sent to the Board for review. We will also be sending out where the cuts will be made.
 - vii. The BASC committee have notes in the proposals that can be reviewed by the Board for further information.

9) Adjournment- 8:31am

Next ASI Board Meeting is scheduled for Thursday, March 3, 2016 at 7:40 a.m. in the Student Union Conference Room.

Minutes respectfully submitted by Diana Ballesteros.