

Minutes of the  
Associated Students of  
California State University Channel Islands, Inc.

**Board Meeting**

**August 18, 2005**

The Associated Students of California State University Channel Islands, Inc. met on Thursday, August 18, 2005 at 3:30pm in the California State University Channel Islands Administration Building, Training Room.

Members Present: Meghan Ciffutelli, Anneka Busse, Joanne Coville, Trae Cotton, Cody Fullenwider, Mark Kirkpatrick, Kristi Adame, Gregory Sawyer, Bob Bleicher,

Members Absent: Ben Gallagher, Michael Martinez

Members of the Public: Lisa LaFrenz, Rachel Tafoya

Call to Order

The meeting was called to order at 3:40pm

1. **Approval of Minutes**- Approved with recommendation for corrections (June/July meeting minutes).

2. **Public Forum** – Ms. Busse opened the Public Forum session. There were no comments, and the Public Forum session was closed.

3. **Financial Report** – Ms. Coville advised that not all money allocated for the FY 04/05 was spent. An auditor is scheduled to conduct an audit during the month of August 2005. A finalized budget report will be available for review next month, September 2005.

a. Currently have \$200,000 in reserves

b. \$86,944 was budget balance for FY 04/05 vs \$115,000 for FY 03/04

i. The purpose for reserves, referencing the reserve policy, is set for auxiliaries to identify an amount of the general operation for reserved monies to be used in case if something were to go wrong, there would be enough of a reserve amount to pay cost.

1. Three types of reserves have been designated which include,

a. Operating Reserves

b. Reserves for building

c. Equipment Reserves

2. Ms. Coville suggested during FY 05/06 the board further explore main reserve amount and establish a reserve policy. A 5-6% of FY monies need to be set aside to fund reserves.

4. **Process for filing ASI Board vacancies** – Currently, there are two student representative board positions that are vacant, (1) one-year position/(1) two-year position. The board agreed to have student nominees present a brief 1-2 minute prepared statement at the next board meeting scheduled for Thursday, Sept 1, explaining to the board why they are interested in serving on the ASI Board. These statements will be presented after the public forum. After each individual has completed presenting to the board, they will be dismissed from the room and selection by board members will take place immediately. A decision of the nominees will be made and presented by ASI Board Members to all interested parties shortly after. Prior to the scheduled board meeting, student nominees will need to

forward a brief statement stating, if selected to serve on the ASI Board they agree to fulfill either the one or two year board position. Per the bylaws (Sec 3, pg 12), nominees will need to have access to ASI information as requested before elected.

- 1) A tentative community position was open, although Michael Martinez has expressed interest in continuing his position with the board; therefore the board thought that there would be no reason to take board position back.

**5. Election of ASI Officer Positions** – Board discussed that the three out of the four officer positions need to be occupied by students, which include Chair, Vice Chair, and Secretary. Selection of all officer positions (total of (4) positions need to be completed and printed by September 30, due to a special September meeting that will be called during the period of 9/24-26 for the audit of Financial Reports.

- a) Mark Kirkpatrick nominated Anneka Busse for Chair of the 05/06 ASI Board
  - i) Ms. Busse accepted to serve in position
  - ii) 8 favor, 0 oppose, 1 abstentions
- b) Meghan Ciuffetelli nominated Kristi Adame for Vice Chair of the 05/06 ASI Board
  - i) Ms. Adame accepted to serve in position
  - ii) 8 favor, 0 oppose, 1 abstentions
- c) Dr. Sawyer nominated Meghan Ciuffetelli for Secretary of the 05/06 ASI Board
  - i) Ms. Ciuffetelli declined
  - ii) Secretary position is to be tabled until next board meeting (September 01, 2005)
- d) Meghan Ciuffetelli nominated Joanne Coville for Treasurer of the 05/06 ASI Board
  - i) Ms. Coville accepted to serve in position
  - ii) 8 favor, 0 oppose, 1 abstention

**6. Signature Authority for Disbursement Check Requests/Approvals for payment/etc. -**

Joanne Coville reviewed process of approval for use of ASI monies. Ms. Coville confirmed that all requests need to first be reviewed by Toni Rice, Assistant Treasurer, to make sure that forms are being completed in the appropriate format as well as confirming that entities requesting to use ASI monies have enough funds in their budget to process payments. The requests will then be sent to Ms. Coville, Treasurer, for final review and approval. In Ms. Coville's absence, Ed Lebioda has been designated to have signature authority due to him working closely with ASI monies. In Mr. Lebioda's absence, signature authority would be designated to Dr. Sawyer.

- a. In the absence of Toni Rice, Trae Cotton has been designated to have signature authority.

**7. ASI Logo** - Bob Bleicher advised that the 04/05 board members decided that further work needed to be conducted to decide on how the ASI Logo could be used with different organizations. Dr. Bleicher advised that a decision still needs to be made regarding use of the ASI Logo to allow individual groups/organizations to put name under the logo. It was designated that the ASI Logo should be used with SG and SPB. Further decision needs to be made to determine if the CI View Newspaper should be allowed to use the ASI Logo the same way as SG and SPB. It was decided that clubs/orgs would not use the ASI Logo along with their organization name. Dr. Bleicher advised that the Logo committee needs to discuss with Peggy Hinz the Graphics Standard Manual to review how to utilize the ASI Logo. Dr. Bleicher requested that another committee be organized to meet to review, discuss, and decide on draft policies. Dr. Bleicher advised that no policies were written for use of the ASI Logo, which was the main reason why the Graphic Standards Manual was developed. Dr. Bleicher agreed to continue to serve on the ASI Logo committee. The following board members agreed to serve on the committee along with Dr. Bleicher, Kristi Adame, Anneka Busse, and Meghan Ciuffetelli.

- a. The committee agreed to conduct a review of the ASI Logo and policy use to suggest to the rest of members where the board should reside with the logo policy.

- b. Dr. Bleicher questioned should CI View follow same policy use of the ASI Logo as does SG/SPB.
    - i. Dr. Sawyer suggested for the CI View to use the ASI Logo as does both SG and SPB, although to seen as a neutral party amongst the student body it was suggested that the ASI Logo be put on the inside bottom area of the editorial section versus the header area of the school newspaper.
- 8. Review of draft conflict of interest policy and reporting format** – Joanne Coville advised that with the audit findings wanted to clear up quotes with CA Education Code between auxiliaries and board members that pose conflict of interest threat. Conflict of Interest Policy - Reporting policy (Item V, pg 3.) was referenced.
- a. Ms. Coville requested that all ASI Board members and members of the public (Toni Rice/Rachel Tafoya) review policy and be made aware of relationships and conflicts from board members. All signed documents have been requested to be forwarded to Art Flores, Human Resources Representative, as soon as possible. If any member were to have a conflict with the Reporting format, Ms. Coville requested that the individual speak directly with Mr. Flores who would look into conflict and assist as appropriate.
  - b. Ms. Coville moved to approve policy
    - i. Trae Cotton seconded motion
    - ii. 9 favor, 0 oppose, 0 abstention
- 9. ASI's last year budget, goals, and accomplishments** – Mark Kirkpatrick reviewed last year's budget, goals, and accomplishments with board members. The following suggestions were made by Mr. Kirkpatrick representing the student population at large,
- a. Operating Agreement should have two functions
    - i. Student Union
    - ii. Fundraising
      - 1. Mr. Kirkpatrick asked questions representing student voice, what occurring with decisions pertaining to Student Union due to student concern that because the University is growing, students want to know how long does the institution want to be considered a 'New University'.
  - b. Mr. Kirkpatrick questioned retained earnings not being a total of \$86,000. It was acknowledged by Mr. Kirkpatrick that this was addressed at beginning of meeting and he understood that reserve monies have been allocated to different places.
    - i. Ms. Coville advised that reserve monies will be given back to students as receive financial report back.
  - c. Mr. Kirkpatrick questioned the number of events that SG and SPB host and the percentage of students the events actually reach. Mr. Kirkpatrick advised that he conducted a survey of less than 100 CSUCI students at random and inquired with them about their participation with school hosted events. Mr. Kirkpatrick advised that the majority of students that were surveyed did not know what SG and SPB did for students.
    - i. In representing student voice, Mr. Kirkpatrick requested that SG and SPB hold more focused events.
  - d. Mr. Kirkpatrick advised his interpretation of students surveyed was the expressed need of a Student Union. Mr. Kirkpatrick requested that the board continue with the benchmark goal already set due to the innovated student nature to bring a Student Union to campus.
- 10. Review of legal requirements, corporate papers** – Per Joanne Coville to discuss at next board meeting (September 01, 2005).
- 11. QuickBooks Training/ASI Budget Training** – Joanne Coville advised she is coordinating with Emily Deakin (Procurement) for the purchase of QuickBooks is to be installed in Toni Rice's office, SG, and SPB. Ms. Coville advised that once programs have arrived, she will request they be installed on specified computers. Rachel Tafoya advised that in communication with

Melanio Lorenzo a combined training for QuickBooks and ASI Budget Training would be organized and held during the last portion of September, early portion of October.

**12. Old Business** – Joanne Coville advised that she will bring a revised version of the Bylaws to September’s board meeting.

**13. New Business-** none.

Meeting adjourned at 5:14PM

APPROVED:

Associated Students of California State University Channel Islands

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Rachel Tafoya, ASI Support

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Date