

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

**Board Meeting**

October 06, 2005

The Associated Students of California State University Channel Islands, Inc. met on Thursday October 06, 2005 at 8am in the California State University Channel Islands Administration Building, Conference Room 1.

Members Present: Joanne Coville, Dr. Sawyer, Trae Cotton, Aneka Busse, Meghan Ciuffetelli, Cody Fullenwider, Mark Kirkpatrick, Kristi Adame, Michael Martinez, Bob Bleicher

Members Absent: , Ben Gallagher, Haida Jimenez, Jessica LaRoe

Members of the Public: Rachel Tafoya,

Call to Order

The meeting was called to order at 8:05AM

1. **Approval of Minutes-** 8 favor, 0 oppose, 0 abstentions. Ms. Coville inquired about foundation meeting minutes with auditor, requested to send them to all board members ASAP for review and approval at next board meeting, November 3, 2005.
2. **Public Forum -** None
3. **Financial Report -** Ms. Coville advised that audits were larger than expected. Advised that Financial Reports will reflect activity through September. Reports will be delivered electronically.
4. **Auxiliary Audit –** Ms. Joanne Coville advised the auxiliary audit was not received until September 27, 2005. She reminded board that the Chancellor conducts an internal audit once every three years. This was the first audit on campus. Ms. Coville reviewed auditors' comments with board.
5. **Student Union –** Ms. Aneka Busse requested if all board members had received the Union pictures that she sent regarding the different Student Union buildings she had visited in the recent past. Ms. Coville advised that a feasibility study with consultants should take place, therefore they would be able to give the board a better idea of what would be feasible with our campus and assist the board in what they should be looking for in a Student Union building. Ms. Coville requested all board members be available to meet with consultants on October 18 from 12-1:30PM.
6. **Entity Reports –** Ms. Aneka Busse suggested that entity reports be conducted during every board meeting to inform and keep the board aware of what each entity is doing. Dr. Sawyer suggested that a report be conducted quarterly to advise what each clubs/orgs may be conducting in terms of events to show how student dollars have been put to use. Ms. Coville suggested that during each board meeting that each entity rotate to give a report of events/projects that they may be working on. Dr. Sawyer suggested bringing the Yearbook in as the fourth major entity under ASI due to the yearbook writing the history of the University. Should this be approved, funding for SG/SPB may need to be reduced to share with the Yearbook due it not receiving any funding. Dr. Sawyer advised that the Yearbook is looked at as a capstone project.

Mr. Cotton inquired about the possibility of bringing the Yearbook under ASI and what the potential would be to allow it to generate revenue. It was also inquired about placing the Yearbook and Newspaper under the same entity as the third leg of ASI, therefore both would be able to combine and share resources. For example, newspaper pictures would be able to rollover and also be used for the Yearbook. Dr. Sawyer reminded board members that the Newspaper conducts different projects with pictures versus that with the Yearbook. For example, the Newspaper completes a quick turnover in terms of publication, whereas the Yearbook takes a lot of time and emphasis in terms of layout with the pictures. Dr. Sawyer suggested keeping the Newspaper and Yearbook as separate entities.

- 7. ASI Logo Policy Information** – Ms. Kristi Adame advised that both her and Ms. Anneka Busse met with Peggy Hinz to go over the Graphics Standard Manual to understand in detail the Graphics Policy with regards to the use of the ASI logo. Ms. Busse advised that they also received the policy signed off from former SPB President, Melissa Mirkovich. Ms. Joanne Coville suggested that information be included in the manual regarding the expectations of SG/SPB/CIView use of the ASI Logo. As of current CI View does not use ASI Logo. Ms. Coville suggested that because CI View is a part of ASI, all ASI entities should be using the ASI Logo. Mr. Trae Cotton suggested that the CI View place the ASI Logo in the inside of the editorial section of the paper, therefore this would still allow the paper to remain a neutral entity and not be portrayed as controlled by ASI in terms of the content of being printed in the paper. Ms. Coville advised that it should be clear that ASI does not write the paper, but funds it through monies provided to the CI View. Ms. Coville suggested reviewing the ASI logo graphics element and view examples of what each entity would look like with the logo and further review if the policy recognizes any exception for the newspaper. Dr. Sawyer recommended to have the CI View place the ASI logo in the paper and requested a couple of recommendations from the board with regards to where the logo should be placed.
- 8. Benchmarking Reports** - Mr. Kirkpatrick sent out a Benchmark website to all ASI Board Members. He requested review of different campuses budgets and the amounts spent in comparison to the money being brought in. He advised that this would give board members an idea of different campuses budgets in contrast to our own for future reference. Mr. Kirkpatrick advised that he noted comments next to the different website addresses that he felt were beneficial to review for the purpose of benchmark reports.
- 9. Graduation recognition of ASI members** – Ms. Meghan Ciuffetelli inquired about ASI Board Members (current/former) being able to wear a special Stoll at graduation recognizing those students who have served with ASI leadership role. Ms. Ciuffetelli suggested having printed on the stoll ASI on one end and the entity that the student took part in on the other end. Ms. Ciuffetelli advised that this would not necessarily be promoting ASI, rather recognizing the student for their role they played as part of ASI. Dr. Sawyer recommended that Ms. Ciuffetelli speak with the Academic Traditions Committee to find out what process would need to be followed to get request approved. It was also recommended that Ms. Ciuffetelli check in with the Honors Committee to see if they would accept this request. Dr. Sawyer suggested Ms. Ciuffetelli check in with board member, Dr. Robert Bleicher, to see if this request would be plausible due to him being a member of the Honors Committee. Ms. Ciuffetelli requested if the Stoll is not accepted by the necessary parties needed to give approval, if it would be possible to have

students wear an ASI pendant during graduation and/or to present the pendant to students during the annual ASI Banquet. Dr. Sawyer suggested that Ms. Ciuffetelli work with Mr. Trae Cotton to work with both the Traditions and Honors Committees regarding request. It was suggested that the Honors Committee may inquire why ASI should have a Stool and what does ASI do to gain similar recognition as the Honors group.

**10. ASI Annual Raffle Registration** – Ms. Joanne Coville advised that the ASI Annual Raffle Registration has been filed. It has been confirmed that ASI or other entities on campus can do raffles. Ms. Coville advised that ASI does not need to go through any special entity, it would be fine to go through our own entity. Mr. Trae Cotton reminded board that any requests to conduct raffle per policy/procedure needs to first come before board for approval. Ms. Coville requested to add the Rules of Raffle to be able to discuss rules and avoid risks of conducting raffles illegally at the next board meeting scheduled for Thursday, November 03, 2005.

**11. ASI Budget Review for FY 06/07 Timeline** – A document suggesting a time line to follow pertaining to the ASI Budget Review was handed out by Ms. Rachel Tafoya. It was suggested that this is a preliminary time line that was created by both Toni Rice and Rachel Tafoya to assist with the review process of budgets being forwarded to ASI for funding. Ms. Coville advised that this time line looks good and would be helpful with making the review process tighter. Mr. Trae Cotton suggested that Student Government develop a budget process for clubs/orgs requesting monies from the SG budget. Further it was suggested that the individual club budgets be included in Student Government's overall budget request forward to ASI during the upcoming academic year budget approval.

**12. Old Business – none**

**13. New Business** – Ms. Joanne Coville advised that Emily Deakin, authorized check signer, is on leave for an extended period of time until further advised. Ms. Coville reminded the board of the three designated check signers, Joanne Coville, Emily Deakin, and Dick.. Ms. Coville advised that she will look to add Art Flores as an authorized check signer for ASI. The process will remain the same for the check process, although one additional party will be added as an authorized signer. Ms. Busse requested that an area on the check approval be added to include job titles. Ms. Coville advised that doing this may created a conflict of interest because of a segregation of job duties. Mr. Cotton moved to accept not adding job titles to documents requiring the designated representatives' signatures. Dr. Sawyer seconded motion. 9 favor, 0 opposed, 0 abstentions.

Mr. Cody Fullenwider reviewed Student Government's Katrina Relief Campaign status. He advised that as of current Student Government had raised \$7,000 worth of donations to put towards their \$10,000 goal. Mr. Fullenwider inquired about an extra allocation of funds from ASI to Student Government due to the amount of monies not budgeted for initially for the Katrina Relief Campaign. Mr. Trae Cotton recommended holding off on allocation of additional funds to see what SG's budget looks like at the beginning of the new Spring 2006 semester, due to entities often being below the budget amount they originally requested.

Ms. Coville suggested looking at the accounting end of events, and reviewing the actual amount spent for events. She advised that the Internal Event Request process would need to be tightened internally with more planning time up front to work with accounting to figure out an approximate cost before a budget is allocated for an event. Dr. Sawyer also suggested this process to occur for Student Events. He requested to get the appropriate paperwork into designated offices early for review and approval of events being planned throughout campus.

Dr. Sawyer brought up the topic of setting up equipment for events, and advised that in his last cabinet meeting it was suggested to allow ASI to set up for their own events versus incurring cost for assistance from other departments. It was further suggested that ASI, as a board, consider the purchase of materials (tables/chairs) to use at events and to use their own staff conduct the set up and tear down for events.

Mr. Trae Cotton inquired if the ASI Board should do wish list at the end of the year for materials to be used for upcoming academic year with any left over money that would be available to complete the purchase. Ms. Coville advised that this would be acceptable due to the decision being made for the greater good of the student body. Dr. Sawyer advised that the only problem that he would foresee, would be not having the usable space on campus to store items. Ms. Meghan Ciuffetelli suggested with consideration of the Student Union, to have all items stored at this location and to purchase an ASI golf cart with any extra revenue that would be available. Ms. Ciuffetelli suggested that the Student Union would allow the board to centralize ASI and its functions. Dr. Sawyer advised until ASI is at the point of having a Student Union Building; we need to utilize the entire campus for storage space.

Ms. Anneka Busse advised that at the last faculty/senate meeting they passed resolution to commend the efforts made with the Hurricane Katrina Relief Campaign. It was advised that both students and faculty were thankful for working together towards the same goal in the long run.

Mr. Mark Kirkpatrick brought up subject of short term investments. He inquired about placing reserve monies into CD's to make money off of current funds sitting in reserves. Ms. Coville advised that there is not much money in reserves to place into CD's. There is currently a \$25,000 working capital fund from the foundation that is billed to the University three times a month. The fees sitting in the trust are earning interest. Ms. Coville advised that we are not authorized to do anything with monies sitting in the state trust. Although, gifts that come straight to ASI, come to ASI funds due to it being student fees.

Ms. Busse suggested inviting the yearbook students to an ASI Board Meeting to get a perspective of what the students are doing and gain feedback from them regarding their thoughts with the status of the yearbook. The board agreed that it would be a good idea to ask the Yearbook to come to an ASI Board Meeting to give a presentation of what they are doing.

Meeting adjourned at 9:25AM

APPROVED:

Associated Students of California State University Channel Islands

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Jessica LaRoe ASI Board, Secretary/  
Rachel Tafoya, ASI Support

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Date