

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

Board Meeting

November 03, 2005

The Associated Students of California State University Channel Islands, Inc. met on Tuesday November 03, 2005 at 8am in the California State University Channel Islands Administration Building, Training Room.

Members Present: Joanne Coville, Dr. Sawyer, Trae Cotton, Michael Martinez, Bob Bleicher Meghan Ciuffetelli, Cody Fullenwider, Mark Kirkpatrick, Kristi Adame, , Ben Gallagher, Jessica LaRoe

Members Absent: Anneka Busse, Haida Jimenez

Members of the Public: Rachel Tafoya, Toni Rice, Lisa Breckenridge, Christine Thompson, Peter Mosinskis, Brendan Malloy

Call to Order

The meeting was called to order at 8:05AM

1. **Approval of Minutes** – approved
2. **Public Forum**- none
3. **Financial Report** - Ms. Coville advised that QuickBooks access would be available soon. Mr. Melanio Lorenzo would be scheduling training sessions within a week period.
4. **Entity Report** – CI View Ben Gallagher, Editor of the CIView, presented to the board and advised that prior to coming on board with the school newspaper, he found that the processes that the paper worked under previously were inconsistent, and the hand off from the previous editor was not smooth at all. Mr. Gallagher advised that staff from the Ventura Star Newspaper has helped with the set up of the computer software for the CI View, along with assistance with setting priorities in terms of timelines that the paper would need to work with to produce a consistency of newspaper editions. Mr. Gallagher advised that the representative from the Ventura Star informed that as long as the CIView produces four consistent editions within the next semester, the Ventura Star will look at giving CIView more pages to work with and or the availability to print more editions within a given semester period. Mr. Gallagher advised that the newspaper has come up against a roadblock with advertising. He advised that as of current they only have a couple of advertisers that they are working with. He advised that the focus for the paper is to try to get as many issues out as possible. Mr. Gallagher advised that the money that had been allocated to the paper by ASI has been put towards office supplies, computer software, and travel back and forth from campus to the Ventura Star offices. Mr. Brendan Malloy, co-editor of CIView, presented to the Board the features of the Newspaper which entailed working with deadlines and publishing. Mr. Malloy advised that the staff from the Ventura Star has been helping the paper with constructive criticism to assist with making the paper better. Mr. Malloy advised that CI Students have contributed both articles and layouts of what is being published in the school paper. He

advised currently he is working on features of the University which include the history of the facilities starting as a government institution, specifically a state hospital, and transitioning into a University. Further features include movies that have been filmed and songs that have been contributed to the facilities. New major spotlights about campus include program chairs and overall what's happening around campus. The paper was applauded for the job that they have been doing with the consistency of bringing the paper out, and the articles that are being covered. It was advised that bins for the newspapers have been donated from the Ventura Star and distributed around campus located in both the front/back of the Bell Tower, Café, Gym, HUB, and Library. The newspaper is currently working on getting placards on all newspaper bins with the CI View logo.

5. **ASI Website Training** – Mr. Peter Mosinskis, Web Services Supervisor, discussed ASI web training for clubs/orgs and ASI officers. He advised that he would like to help with establishing a training schedule to assist with web training for all entities. Ms. Toni Rice suggested that the training be conducted twice a semester, at the end/beginning of new semester. This would allow for clubs/orgs both returning and new to participate with the necessary website training. Dr. Sawyer suggested the websites for clubs/orgs to reflect the ASI structure. Mr. Mosinskis suggested use of the 'Collage' program due to it being a standard program in which set up and troubleshooting issues can be easily handled on campus. Mr. Mosinskis advised that it would be most conducive to establish a software location that already has the program installed on the hard drive. Mr. Trae Cotton suggested that set up of the program be installed on the SG and Clubs/Orgs computers since clubs/orgs flow through SG. It was suggested to proceeding with training of the program and requested that assessment be conducted at a later time after the program has been in place for some time.
6. **Follow up regarding conversation w/consultants about Student Union** – Dr. Sawyer advised that it was a great opportunity to hear from the feasibility study consultants. He shared that they were pleased with the type of student they saw, versus what they expected. Ms. Coville advised that an issue of proposal of the work necessary would be provided assuming that the proposal is favored and approved by the board. It was advised that the board would need to come up with a list of local Student Unions and their contacts in which the board would like to visit. It was suggested that the board solidify their own thinking of what they would like in a Student Union. It was suggested once this information is researched that the ASI Board rent a bus and visit local Student Unions. It was agreed upon by the board to hold tours on Friday.
7. **Rules of Raffle** – Ms. Coville advised that per section from Penal Code, our school has been approved to hold raffles. It was advised prior to conducting raffles that research of background rules would apply. It would be necessary to have on file guidelines on how to conduct a raffle and information regarding who has the ability to conduct a raffle at an event. It was suggested to review raffle material at all Leadership Retreats.
8. **Katrina Funds** – Mr. Cody Fullenwider reviewed with the board the amount of funds Student Government help raised with all Hurricane Katrina Relief efforts, totaling an amount of \$10, 300. He advised that Student Government would like to present the funds to the American Red Cross in a way to gain as much publicity as possible. Ms. Coville suggested that Student Government be in communication with Ms. Peggy Hinz regarding the presentation of funds to the American Red Cross. Ms. Toni Rice reminded the board

that Student Government has a meeting on Friday, November 11 from 10-11AM to summarizing and finalize all Hurricane Katrina Relief efforts.

9. ASI Policy and Procedures – Ms. Kristi Adame reviewed the logo policy with the board and advised that minor changes in terms of grammatical changes were applied to the policy.

10. Yearbook Status – Mr. Cody Fullenwider inquired with the board the best way to incorporate the Yearbook with ASI. He advised that if the Yearbook were under the ASI umbrella, ASI as a whole would be able to help support the Yearbook with its immediate needs to function smoothly. Representatives from the Yearbook, Ms. Lisa Breckenridge and Ms. Christine Thompson, advised that it would be beneficial to the Yearbook to be added to ASI, therefore it would help to get the Yearbook noticed by students and assist with the involvement with activities the Yearbook puts on. For example, the first round of yearbook pictures was completed and a total of 150-160 photos of students were taken. Due to this low turnout, the production of the first school yearbook has been pushed back to Fall 2006 to be able to provide an additional opportunity for students to participate with getting their photo taken. This time frame will also correspond with when senior photos are being taken. Therefore the goal for the Yearbook staff is to be able to provide a quality product. Should the Yearbook continue to receive a low response rate from students regarding school photos, it has been decided that student ID photos may be used as an alternative to professional photos being taken. Both Ms. Lisa Breckenridge and Ms. Christine Thompson advised that with the help from ASI, the Yearbook would benefit both externally and internally. The issue of two yearbooks being produced within a matter of months from each other was brought up. Ms. Christine Thompson responded that the first yearbook would cover more time and would have more endurance in terms of there being more to look at versus the second book. The question was posed to the board what it would mean to bring the yearbook to ASI. The following ideas were presented to the board, by bringing on the Yearbook to ASI, it was suggested that the Yearbook would be a self sufficient entity that would help ASI with promoting and motivating students with school spirit. By adding the Yearbook to ASI the opportunity to influence another population and get more people excited about ASI would be a positive outcome. In bringing the Yearbook on with ASI it would mean creating a new board position or to do away with a current board seat, and/or the motion could be to ask the Yearbook to be apart of an existing entity. Ms. Coville motioned to incorporate the Yearbook with ASI. Mr. Michael Martinez seconded the motion. Ms. Kristi Adame opened the floor for discussion. Questions that were directed towards the Yearbook was as follows, would the group use the ASI logo other than their own, due to the financial support that ASI would provide, what would the group's budget needs be for next year due to the bulk of its funding currently being supported by IRA funds, would it benefit ASI to allow the Yearbook to have a voice if they should come on with the board as the fourth entity. It was suggested that any group being added to ASI would need to have their purpose, goals and objectives reviewed and approved by the board prior to bringing the group on with the ASI Board. Any group should not dilute the purpose of ASI. The Yearbook would be perceived as an entity of ASI that would generate funds which in the long run would put funds generated back into ASI, which would be a benefit for all parties involved. Mr. Cotton motioned a friendly amendment to ask to put the Yearbook presentation on the next meeting agenda to vote to add as an ASI entity. Mr. Bob Bleicher request to withdraw first motion introduced and as a resolution add the yearbook for next meeting. Ms. Joanne Coville seconded motion. Ms. Kristi Adame opened

motion to floor for discussion. Motion was restated to move to consider to add the Yearbook as an ASI entity as an action item for the next scheduled board meeting.
8 favor, 1 opposed, 0 abstentions.

11. **ASI Staff** – Mr. Cody Fullenwider request to skip agenda item.
12. **SPB Internet Based Radio** – Ms. Meghan Ciuffetelli inquired about the necessities to get an Internet based radio up and running on campus. She inquired about the cost, space, and availability to have students run service. It was advised that the radio station would be an independent genera put together by the students vs. commercial music which royalties would need to be paid to the music organization to air. With research that was conducted, it looked as if 365 live (includes royalties) would be the easiest to start with. Ms. Ciuffetelli advised that the staff of the radio station would be able to assist with putting together advertisement of organization. The only concern about the internet station would be the availability of broadcast time and program awareness.
13. **Ticket Sales** – Agenda item was requested to be removed.
14. **SPB** – Casino Night Guest Charge. Ms. Meghan Ciuffetelli motion to vote to charge extra people (non students) \$5 to attend SPB’s Casino Night event to subsidize cost of food. Mr. Trae Cotton seconded motion. Ms. Kristi Adame opened motion to floor for discussion. Question was presented to the board why not charge more to cover more of cost that SPB may incur. Ms. Ciuffetelli advised that SPB does not need to recoup cost of event, the purpose to charge would be for people attending to take event serious.
9 favor, 0 opposed, 0 abstentions.
15. **ASI Board Member Pictures** – Board was requested to email individual photos that they would like published on the ASI website to Rachel Tafoya. If individual photos are unavailable, pictures can be taken at the next the board meeting in December. A group photo will be taken at the next board meeting as well.
16. **Old Business** – None
17. **New Business** - None

Meeting adjourned at 9:30AM

APPROVED:

Associated Students of California State University Channel Islands

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

Date