

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

**Board Meeting**

July 06, 2006

The Associated Students of California State University Channel Islands, Inc. met on Thursday, July 6, 2006 at 8am in the California State University Channel Islands Administration Building, Training Room.

Members Present: Joanne Coville, Trae Cotton, Meghan Ciuffetelli, Jessica LaRoe, Shawn Mulchay, Chelsea Bente

Members Present by phone: Dr. Greg Sawyer

Members Absent: Ben Gallagher

Members of the Public: Toni Rice, Deanne Ellison

**Call to Order**

The meeting was called to order at 8:10AM

- 1. Approval of Minutes** – None available. Deanne Ellison will check with Raquel de los Santos for previous meetings minutes and give them to Rhonda Tyacke as soon as possible.
- 2. Public Forum**- Toni Rice welcomed Deanne Ellison, the new ASI and Student Leadership and Community Support Coordinator to staff.
- 3. Financial Report** - Ms. Joanne Coville reported that as of May the balance was strong; assets and receivables as expected. Budget to actual (p.3-12) reflects \$377,000; only \$286,000 spent to date which includes the Feasibility Study not previously budgeted. Detailed transaction reports are contained in the last 5 pages. Regarding closing of fiscal year, must legally close by 7/15. Following that, will focus on closing Auxiliary. She asked that any pending items be given to Toni Rice and Ms. Rice should forward them to Accounting. Ms. Rice reported she thought all pending items had been sent through.
- 4. Rules and Regulations of Being an Auxiliary Unit** – Ms. Coville asked that discussion of this topic be deferred until all new Board members are present. Five or six positions remain to be filled.
- 5. Travel Policy** – A question arose from Jessica La Roe regarding the development of a rental car policy for ASI personnel. Ms. Coville suggested that despite current policy, she believes a policy should be adopted requiring renters to provide sufficient personal insurance to protect ASI. She will ask Leah Kirkland to revise Transportation Expenses Part C of the policy and it will be redistributed for approval.
- 6. CSUCI Mascot** – Jessica La Roe reported that she surveyed other CSU campuses at a recent meeting and received eleven responses – none of which house their mascot under student government. Nine respondents reported housing their mascot in Recreation or Athletics. Ms. La Roe proposed that the jurisdiction for the mascot be given to Recreation and Leisure. She thought there should be payment or recognition to provide

accountability and consistency in the role; Trae Cotton suggested the possibility of a student scholarship for the person serving as Mascot. Dr. Sawyer asked that a request be sent to his office to include such details as possible methods of compensation, department and date of transfer, appropriate storage methods, etc.

7. **Readership Program** – Ms. La Roe reported that she met with Diane from the USA Today organization. She said that Student Government has agreed to take on and be fully responsible for a 4 week pilot program that would include: USA Today, the Ventura County Star and either the Washington Post or the Financial Times (consensus was to take Financial Times as it would benefit business students already being required to subscribe to Wall Street Journal if professors would utilize Times for instructional purposes). Meghan Ciuffetelli suggested that the Library be approached as a possible co-sponsor. Ms. La Roe said that she will work with the student government to fund this \$8,000 - \$12,000 program.
8. **Assessment Position** – Toni Rice reported that the position would be a Class 3 at \$9.00 per hour for 20 hours a week for 44 weeks a year. Revisions and approvals have been completed by Drs Sawyer and Morton and the position will go forward.
9. **Board Vacancies** – Toni Rice drafted a flyer with timelines to fill two student Board positions during summer. It was agreed that she conduct a summer search and if positions were not filled, to repeat process in Fall, but that it would be ideal to have positions filled by September Board Meeting. Dr. Sawyer remembered and Mr. Cotton found in the 8/18/05 Board minutes that previous candidates were interviewed by the Board and were asked to present a one to two minute prepared statement of their interest in serving on the Board. The applications may contain 1-2 tickler questions and/or ask the candidate to write a paragraph. If the process moves as quickly as indicated, applicant presentations will occur at the August 3, 2006 Board Meeting.
10. **Student Union Update** – Ms. Coville provided Board members with a copy of the California State University, Channel Islands Student Union Feasibility Study, Final Study, June 2006 prepared by Brailsford and Dunlavey. A formal request has been submitted to use the current Library site as the new student union, pending approvals. The meeting to approve the request was rescheduled. Ms. Coville, Ms. La Roe and Dr. Sawyer all strongly recommended that as many Board members and students attend that meeting as possible to show heavy support for proposal.
11. **Old Business**
  - a. **ASI Website** – Ms. La Roe solicited and distributed to the Board an estimate from a current CSUCI student, who started a webpage design business, to develop a website for the ASI and its four major entities. It was agreed that it would be best for consistency, accountability and professionalism that the burden of webpage design and maintenance be taken off student volunteers. Ms. Coville agreed that money could be found to accommodate this request of a one-time charge of \$350 (with each subgroup providing its own \$350) and a maintenance fee of \$25 per month. Ms Coville suggested that Ms. La Roe get Peter Mosinskis's approval and asks him to reserve all similar common names so that these unauthorized websites are not mistaken for ours.
  - b. **Yearbook Editor** – Mr. Shawn Mulchay reported that the yearbook's foundation account had been transferred to their ASI Account. He inquired about accessing funds for the coming term. He was told to submit a request to Toni Rice to access his 06-07 Budget.
12. **New Business**
  - a. **Between Meetings Action (Resolution regarding Authorized Check Signers for UGC Bank Accounts)** – Ms. Coville provided a copy of the Resolution that was passed on June 20, 2006 amending that all individuals holding the following

positions: Treasurer of ASI, President, Associate Vice President of Human Resources Programs and General Accounting Manager of CSUCI and their incumbents are authorized check signers.

- b. **Secretary to the Board** - A discussion was held regarding the Secretary of the Board role. The Board voted that the ASI support position would become the Secretary of the Board and as such would take and disburse minutes of the meetings. The motion was made by Joanne Coville and seconded by Meghan Ciuffetelli. **7 in favor, 0 opposed, 0 abstentions**. It was agreed that Ms. Ellison will distribute updated Board Books to all existing and new Board members.
- c. **Community Member Board Position** – It was reported that community member (Mike Salvia) was forwarded to the President for appointment to the ASI Board.

**13. Adjournment** - A motion was made by Trae Cotton and seconded by Meghan Ciuffetelli to adjourn the meeting.

Meeting adjourned at 9:20AM

APPROVED:

Associated Students of California State University, Channel Islands

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Jessica LaRoe ASI Board Chairperson  
Deanne Ellison, ASI Support/Secretary

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Date