

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

**Board Meeting  
September 7, 2006**

The Associated Students of California State University Channel Islands, Inc. met on Thursday, September 7, 2006 at 8am in the California State University Channel Islands Administration Building, Training Room.

Members Present: Joanne Coville, Jessica LaRoe, Shawn Mulchay, Chelsee Bente, Dr. Gregory Sawyer, Trae Cotton, Dustin Russell, Meghan Ciuffetelli, Ben Gallagher, Dr. Donald Rodriguez; Member Absent: Hellmi McIntyre; Members of the Public Present: Rosali Garcia, Deanne Ellison, two consultants from Brailsford and Dunlavy.

**Call to Order**

The meeting was called to order at 8:07 AM

**1. Approval of Minutes** – After review, Greg Sawyer made a motion and Joanne Coville seconded that the minutes from the August 3, 2006 meeting be approved as written. The Board approved. The Board was then asked to approve the prior minutes covering the months of February, March, April, and May of 2006. Meghan Ciuffetelli made a motion and Trae Cotton seconded that the minutes be approved. The Board approved unanimously.

**2. Student Union Update-** Two members of the Brailsford and Dunlavy staff joined the Board for a presentation of their current program of work. The consultants said that they had issued their final report. Having stepped through a series of analysis surveys, focus groups, competitive context analysis tours and through that process they have concluded that a student union on the CSUCI campus is desirable and needed. Upon final analysis, the proposed student union should be submitted to state for bonding.

They outlined their Kick-Off visit goals: To review financials, confirm Phase I program elements, referendum campaign organization, site discussion, concept testing, develop a projects schedule, survey, referendum training session, schedule campus forums/educational sessions, referendum website development and finally The Vote.

They suggested that those interested should take students to the grand opening of the CSUN project on Tuesday, September 12.

They also reported that they will be testing concepts with students using the Lichard scale so that their report reflects directly what the students have said. The concept survey is tentatively scheduled for Sept. 20-23 and they will return to campus on Sept. 28 for referendum training. Campus open forums have been tentatively scheduled to begin October 5 with the Referendum campaign kickoff scheduled for October 9. Voting then would be scheduled for November 14 and 15. They are looking for commitment from the students for the facility.

**3. Public Forum** – There being none, the next agenda item was addressed.

**4. Financial Report** - Ms. Joanne Coville reported that they are almost caught up. They will be meeting with the auditor to talk about audited financials.

**5. Rules and Regulations of Being an Auxiliary Unit** – Ms. Coville outlined the following rules and regulations which she felt most critical in the success of the ASI organization. She asked all to refer to the ASI Board Book Policies and Procedures section, at which time she indicated that we complied with all Educational Code Title 5 policies, Trustee Rules and Executive Orders. She made the following comments:

- *Page 1, First section 1.1.1 – must follow.*
- *Page 4, CSU Identified Auxiliaries – in good standing – limited.*
- *Page 5 policy rules*
- *Page 6, Section 3.1.5 - very interesting education code trumps auxiliary codes. The President is directly responsible. The president must approve the budget every year.*
- *Page 9, Section 5.1.1 dictates that the Board must consist of a majority of students.*
- *Page 12 – we are required to have certain insurance for risk management.*
- *Page 13, 6.1.1 having to do with conflict of interest, regulations and filings.*
- *Page 16, 8.1 having to do with reserves and policies*
- *Page 25, 9.1 rules around expenses – budgets must be in place before spending and must meet criteria of having an educational mission.*
- *Page 27, 9.3.1 The CSU does things for us, State charges auxiliaries.*
- *Page 27, 9.5 Very important – may not use our money for political purposes. Internal referendums – OK.*
- *Page 30, 10.1 Having to do with the debt to finance a potential Student Union.*
- *Page 31, There are 2 kinds of audits, annual financial and internal control audit with the Chancellor’s Office. The Board must meet each quarter. ASI is required to have legal counsel.*
- *Page 38, 15. Very important to read about student fees and referendums.*

**6. Travel Policy** – Ms. Coville reported that we now have the policy. She will give it Deanne Ellison to distribute for inclusion in ASI Board binders.

## **7. Old Business**

**ASI Website** – Ms. La Roe reported that the ASI websites are progressing.

## **8. New Business**

**a. New Member** - On behalf of the Board, Dr Sawyer and Jessica La Roe thanked new Faculty Representative Dr. Donald Rodriguez for becoming a member of the ASI Board.

**b. Foundation Board Loan** - Ms. LaRoe reported that the Foundation Board has forgiven the ASI Board the \$25,000 loan, for which we are tremendously grateful.

**c. Upcoming Election Bond Measure 1D** – Dr. Sawyer told the Board about a K through Higher Ed bond for facilities to be voted on in the upcoming November election for \$62 million. Five of those projects would benefit CSUCI directly to upgrade the dining facilities, classroom planning and to upgrade existing infrastructure. He reported that the campus will be mounting an education campaign to get registered voters to vote.

There being no additional business for the ASI Board, the meeting was adjourned at 9:34 a.m.

## **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

