

## **Minutes of the Associated Students of California State University, Channel Islands, Inc. Board Meeting January 22, 2009**

The Associated Students of California State University, Channel Islands, Inc. met on Thursday, January 22, 2009 at 8am in the California State University, Hub Conference Room.

**Members Present:** Chelsee Bente, Richard Wagner, Michelle Black, Jeremy Booker, Eva Klein, Edwin Lebioda, Miguela Benoit, Lauren Pollack, Missy Jarnagin, Melody Mattingly, Alexandra Mitchell.

**Members Absent:** Dr. Donald Rodriguez, Dr. William Gregory Sawyer

**Members of the Public Present:** Stephanie Bracamontes and Christine Thompson

**1. Call to Order:** The meeting was called to order at 8:06 AM by Madam Chair, Ms. Chelsee Bente.

**2. Approval of Minutes** – Mr. Richard Wagner made a motion to approve the minutes of the December 4<sup>th</sup> board meeting and Mr. Lebioda seconds the motion. The motion passed unanimously.

**3. Public Forum** – Upon calling for open forum discussion, and there being none, the meeting continued.

**4. Financial Reports-** Ms. Bracamontes provided ASI November and December financial reports; Ms. Bracamontes specified that November is more informational and instructed the board's attention to the December current liabilities. Ms. Bracamontes stated that they have increased incrementally because it went to reimburse University Glenn Corporation for Ms. Thompson's salary. The profit and loss year to date shows recurring expenses and an increase in hospitality due to many events occurring. The total actual budget is about \$48,000 under budget and we are just about where we should be at this time of year.

### **5. Subcommittee Updates-**

**A. Student Union Update-** Mr. Lebioda reported that the steel is up and welding will be completed shortly, weather permitting. Construction has slowly transitioned of remodeling the existing structure. Mr. Lebioda assures this project will not get shut down due to state budget cuts. Mr. Lebioda recognizes that ASI has a lot of work to do which includes: choosing furniture and food service, specifying details regarding the convenience store and charges for renting and space use. Ms. Jarnagin explains that the University has bonds for the Union building but due to the economy's rising interest rates they may have trouble selling the bonds. If the University has trouble selling the bonds then we may have to ask the state to help pay for the difference created by the interest rate changes.

### **6. Outstanding Business-**

**A. ASI Strategic Plan-** Ms. Bente received feedback from the board regarding the mission statement. One request was grammatical and the other suggested changing "exists" to "purpose is". Ms. Jarnagin questions if that is the legal name of ASI, Ms. Bente will assure that we use the correct name. Mr. Lebioda questions the second change and suggests keeping the language as is; the board agrees. Ms. Bente will make the changes and bring the revised version to the board for approval next meeting.

**B. Funding Task Force-** Ms. Benoit specified that the task force is waiting on the application to be sent out. They have a meeting with Dr. Rodriguez and estimates that the survey will be out in the middle of February, after the IRB committee meets. Ms. Bente questions if the survey is e-mailed out through dolphin e-mail if they need to collaborate with IT or the IRB committee. Ms. Bente will find out and bring that information to the

board. Mr. Wagner would like to put Ms. Benoit in contact with the Chamber of Commerce who has a survey system.

**C. ASI Logo policy-** Ms. Mitchell stated that Ms. Bente and her have been working on the graphics standard manual and is improving the process that already exists. Brought questions to the board such as: how should the ASI logo be used for clubs and organizations, entities, special funds/events, the USU, and ASI offices. It was suggested that a public notification on bulletin boards, the ASI website, etc should specify what Clubs and Organizations received sponsorship by ASI. Plaques for departments who were funded by ASI have been discussed. ASI entities always use the logo but there needs to be a procedure for the process. It was suggested if ASI funds a special event the ASI logo should be clearly displayed to the public. Ms. Mitchell requests the board's feedback.

1. Ms. Pollack feels that ASI should make it known to the campus community who they fund but suggests not using the logo for each event in order to hedge against liable for any misconduct.
2. Ms. Klein suggests that after clubs and orgs are approved ASI can send out a dolphin e-mail to all students.
3. Mr. Lebioda reminds the board that if a club or organization raises funds they can spend their monies as they wish so ASI doesn't sponsor or fund each club and organization. Mr. Lebioda cautions that the language we use should reflect this.

**D. Sustainability Task Force-** Ms. Mattingly e-mailed her group and will be meeting January 23rd and 24th. Ms. Mattingly specifies that they will be working on policies to encourage all entities to engage in an environmental impact.

1. Mr. Lebioda suggests the task force collaborate with ASI and work towards making the University Student Union sustainable. Mr. Lebioda feels the Union can and should take the lead on sustainability with the tasks force help.

## **7. New Business: To consider and act upon such others matters as properly come before the meeting.**

- A. A. Budget Process/ Requests:** Ms. Thompson provided the board with handouts of the budget presentation timeline and the budget flow chart. Ms. Bente suggests, due to the pending survey, moving the Nautical Yearbook to March 12<sup>th</sup>. Ms. Thompson will move Student Government's presentation to March 5<sup>th</sup> and the Nautical to March 12<sup>th</sup>. Mr. Lebioda pointed out that the board tends to look at ASI's budget as one pot of money but we need to look at it more like ASI fees and USU fees. It is necessary that we determine what will be categorized as ASI and USU dollars and think of two separate budgets. Ms. Mitchell inquired if it will ever be the requestor's responsibility to separate their budgets into either funds rather than the Board making those decisions. Mr. Lebioda believes it will always be the board and the ASI Executive Director. Mr. Wagner points out that one entity can be partially funded by both ASI and USU fees. Mr. Lebioda described the flow chart for all ASI entities and Departments requesting an ASI budget. He specified how it should help keep everyone on track and explains what is going on behind the scenes. The Vice President's Office will eventually provide a detailed sheet that will include dates. When looking at departments, we have a set timeline on state side, because of these conflicting timelines the departments do not know if they are going to get their budget so it may look like they are requesting double. Many Universities request budgets in January for the next fiscal year. This may not be plausible for our university because we are small. In the future, we may want to visit the idea of moving the budget up earlier so they are finalized by end of February. The board will see a three year history of each requestor so we can monitor consistency.
- B. Open Student at Large Position:** Due to a resignation of a two year student at large position the board will be seeking a student to finish out the term of the 2009 Spring semester. The question became should we open the position to the students. Ms. Bente stated that it would be nice to have a Sophomore or Junior so they can possibly run for the two year position.

## **9. Entity Reports**

- A. SPB –** Ms. Mattingly reports SPB will have nine programmers for the Spring. SPB contracted the headliner band for their annual festival picnic, Cute is What we Aim For. Students may be paying for food or services at the picnic.

- B. CI View** - Ms. Klein that the CI View plans to build their staff for this Spring Semester through their free journalism workshops. They have been working closely with their advisor, Deanne Ellison, and faculty member Christine Popok to design and implement these workshops. The dates for these workshops will be held February 6<sup>th</sup> at 2:00PM, March 6<sup>th</sup> at 2:00PM and April 10<sup>th</sup> at 2:00PM. The CI Views February issue will be in news stands on February 12<sup>th</sup>. The CI View is in the processes of putting their distribution team together. They have created and implemented a distribution tracking report which led them to discover that two weeks after drop-off 100% of the initial amount dropped off were picked up by students at each drop of point with the exception of one. They pinpointed the issue with the one location and have moved it to maximize their audience. The CI View is also in the process of creating flyers to advertise for each issue around campus. The CI View received their new news stands and are in the process of dropping them off around campus.
- C. The Nautical**- Ms. Benoit is in the process of searching for different printing companies to get the price of the book down. She recently met with Ventura Printing to see if they can become more competitive and bring their price down and spoke of different options. Options that were presented were having a dust jacket and doing some photos in black and white. Ms. Benoit plans to get price estimates and bring them to the board. Ms. Benoit asked the board their opinions regarding the dust jacket. The board agrees that it maintains the integrity of the book while bringing the cost down.
- D. Student Government** – Ms. Mitchell reported Maximus will be held April 24th, information will be given to the board regarding nominations of students, faculty, staff, administrators, and community members. Student Government encourages campus community to nominate for Maximus. March 19-21st CSUCI will host CSSA for the third year.

**10. Adjournment:** There being no additional business for the ASI Board, the meeting was adjourned at 9:28 a.m.

The next meeting is scheduled for Thursday, February 5, 2009 at 8:00 a.m. in the John Spoor Broome Library Room 1730.

**APPROVED:** Associated Students of California State University, Channel Islands

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Chelsee Bente, ASI Board Chairperson

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Date

Respectfully Submitted, Christine Thompson, ASI Board Secretary