

## **Minutes of the Associated Students of CSU, Channel Islands, Inc. Board Meeting September 2, 2010**

The Associated Students of CSU, Channel Islands, Inc. met on Thursday, September 2, 2010 at 8:00 am in the CI Student Union Conference Room.

1. **Members Present:** Jonathan Neira, Missy Jarnagin, Dr. Virgil Adams, Amanda Van Noy, Kevin Schallert, Elysse Farnell, Dana Lockwood, Veronica Palafox, Joanne Coville, Whitney Van Blargen, Nick Rester-Zodrow, Richard Wagner
2. **Members Absent:** Damien Pena
3. **Members of the Public Present:** Dr. Genevieve Evans Taylor, Christine Thompson, Mackenzie Garcia, Elizabeth Quigley, Douglas Whitesell
4. **Call to Order:** 8:01 A.M.
5. **Approval of the Minutes:** Minutes were approved by the Board unanimously.
6. **Public Forum:** Elizabeth Quigley introduced herself as the ASI Budget Assistant. She detailed that her role helps to support the ASI entities and the ASI Board. She looks forward to working with individuals as the semester progresses.
7. **Financial Report:** Stephanie Bracamontes stated that there will not be any accruals going in to QuickBooks therefore the draft of the financial report is close to accurate. The yearbook has an outstanding payment due to the publication date of the book, which could lead to an extra \$2000 expense. Ms. Bracamontes indicated that the CI View Newspaper and Recreation and Leisure went over budget. Previously, it was agreed that if Student Affairs went over budget, the overage would be taken out of their following fiscal year's budget. Ms. Bracamontes informed the Board that within the next two weeks an audit exit interview with Vasin will be scheduled. It is encouraged that the Board talk about a reserve policy for ASI because much of it goes into equity.
8. **Reports:**
  - a. **Student Programming Board:** Ms. Lockwood reported that SPB conducted their first board meeting of the year. SPB meetings will be held on Tuesday's at 3:00 p.m. in the Student Union Conference Room. SPB's Luau will be held on September 10<sup>th</sup> which will be the event to officially kick off the fall semester. Their next upcoming event is on September 16<sup>th</sup> where they will host grocery bingo on the Student Union Platform.
  - b. **Student Government:** Mr. Neira reported that Pizza with the President will be held on September 14<sup>th</sup> from 11:30 a.m. – 1:00 p.m. CSSA will be hosted on the campus this month on September 17-18<sup>th</sup>. Senate meetings will be held on Tuesdays at 7:00 p.m. in the Student Union Conference Room. The annual Student Government retreat was held on August 27<sup>th</sup>.
  - c. **CI View:** The CI View will be meeting Wednesday at 7:00 p.m. The paper is scheduled to begin printing their September issue. Future issues will focus on coverage of local news.
  - d. **Nautical:** The 2008-2009 yearbook is in the printer's hands, the 2009-2010 yearbook is in its final editing stages and the 2010-2011 book is in its planning stages. The first Nautical meeting will be held next Wednesday at 2:00 p.m., though alternate meeting times have yet to be determined. Dean Sweetland is the new advisor of the yearbook.
  - e. **Community Relations:** Mr. Wagner received a positive review from the ASI Board of the welcome bags for this year. Mr. Wagner indicated that bags for next year are being worked on. Many chamber members are working on getting community engagement for the President's Dinner. The CI Connection Luncheon will be held in February and they are trying to increase student involvement at the event. Jay Derrico will work on posting opportunities for students on the Dolphin Career Link.
9. **ASI/ Student Union Updates**
  - a. Need statements are being developed for ASI and the Student Union: Throughout the summer, Mr. Neira, Ms. Lockwood, Ms. Thompson and Dr. Evans Taylor have worked on the ASI needs statements which will help create a strategic plan. Students come to the University for a variety of needs, these need statements help differentiate which needs ASI fulfills.
    - i. Ms. Van Noy appreciates the language of the need to be ethical and legal. Indicated that it should be stated that the Board has a representative from the community that that isn't reflected. Would like something to reflect that faculty staff and guests are welcome in the building to interact with the students.

- ii. Ms. Coville requested that it be noted in the document that ASI is not the only area fulfilling these needs.
  - iii. Dr. Adams commented on the healthy aspect of the needs statement but doesn't see where it is reflected in the food services currently offered in the building.
  - iv. **CSUN visit with AS and Student Union staff and student leaders:** Ms. Lockwood reported that Ms. Thompson, Dr. Evans Taylor, Mr. Neira and herself went to CSUN and met with representatives of their AS and Student Union (Debra Hammond, David Crandall, and Jason Wang). Also, met with students from both AS and Student Union. The students and staff broke out into groups during the day and received great information on CSUN that contributed to shared ideas and partnerships.
  - v. Dr. Evans Taylor stated that part of the reason we went to CSUN was to aid in developing the need statements and meeting with experts in the field and discover what needs AS at CSUN fulfills.
- b. **ASI Marketing Assistant and ASI Budget Assistant Positions:** Ms. Thompson expressed her excitement to have Ms. Quigley on board. Ms. Thompson and Dr. Evans Taylor graded a series of applicants based on a rubric that was tied to their position description. They chose three extraordinary candidates to interview and subsequently offered Ms. Quigley the position. The Marketing Assistant position will be left on the Dolphin Career Link until the first couple of weeks of fall semester. The hope is to catch students as they start their courses at the University.

## 10. Outstanding Business

- a. **“The Roles and Responsibilities of Auxiliary Governing Boards”:** (SEE APPENDIX A & A-2) Dr. Evans Taylor wanted to go through the Act before the Board visited the bylaw revisions.
- History of Auxiliary CSU, created to provide CA citizens with an education. The CSU is the largest and one of the best university systems. When the state of California commits to pay for education, they pay for a portion of the academic aspect.
  - Recognizes that students need the holistic education and through auxiliaries this can be accomplished. Auxiliaries exist to support student learning and development and are overseen by the President and the CSU Board of trustees. The primary purpose of auxiliaries is to support the function of their specific University.
  - Board of Directors have specific powers such as the ability to determine who is on the Board, form committees, oversee budgets, and borrow loans. The Board is a corporation which results in a high level of responsibility of its Board of Directors. Major decisions are made collectively and deliberately which means that all decisions require preparation.
  - Duty of standards details that if a decision is made it must be made for the benefit of ASI, CI and the student body; no decision is made for self gain. Fiduciary responsibilities must be made in good faith and candor.
  - Duty of Inquiry, Directors must make reasonable inquiry - is triggered only when circumstance suggest that further inquiry is needed.
  - Duty of Loyalty, the Board of Directors' loyalty is in the best interest and advancement of ASI and CI. When board members make decisions they are not doing so in the interest of specific constituents but ASI.
  - Gloria Romero Open Meetings Act of 2000 only applies to Student Body Organizations not auxiliaries. The Seymour Act must be followed by auxiliaries other than student body organizations. Student Government last year, placed the Gloria Romero Act in their bylaws but because they are not legally bound to this Act they are not subject to legal repercussions. If violated, they will only be violating their bylaws.
  - CA Public Records Act- currently ASI is not required to comply, however, we have made a statement that ASI at CI wishes to comply with all reasonable public records requests. There is a bill SB330 called the Transparency Act that is supported by Senator Yee.
  - Loyalty to Org or Constituency- The ASI Board has a Legal and moral duty to represent CI and ASI.

- Duties and Responsibilities- Manage risk, stewardship over assets, and support educational mission of CI.

**b. By-Law revisions:**

- i. Mr. Wagner moved to approve the bylaw revision, Ms. Jarnagin seconds. Discussion: Board reviewed 7.3 Roles and responsibilities of Board Members (SEE APPENDIX B & B-2). The revisions mimic what the Board received clarification on regarding roles, duties, and responsibilities of the Board. States when a Director can represent their individual constituency.
  - Ms. Van Noy sought understanding of elected vs. appointed individuals on the Board.
  - Mr. Wagner suggested that B was too restrictive. Would like a clause that allows the community member to discuss issues of the community during discussions that affect the community.
  - Mr. Schallert commented that the section may be more appropriate as a Board Code of Conduct than an inclusion in the ASI bylaws. On other campuses Mr. Schallert saw this type of information in a Code of Conduct.
    - a. Ms. Lockwood: bylaws should detail how the organization is run and explain the composition of the Board, etc.
    - b. Ms. Farnell: likes the inclusion of section 7.3 and feels the information should be included in the bylaws.
    - c. Mr. Schallert: doesn't necessary feel the Board needs a Code of Conduct. The issue is that the inclusion doesn't reflect the language of the current written bylaws.
    - d. Ms. Palafox: despite being on the bylaws or the code of conduct the Board stressed that these duties and responsibilities be detailed and written months ago.
    - e. Mr. Van Blargen: bylaws are the structure of an organization therefore sees the need to add section 7.3.
    - f. Mr. Rester-Zodrow: The main goal is that this language be communicated to the public which may work better in the bylaws.
    - g. Ms. Van Noy: Likes the idea of having to sign a document that binds each Director to their roles and responsibilities to the Board, it tends to make individuals feel more obligated and feel a deeper responsibility to follow.
    - h. Dr. Adams: The idea of shared governance reverberates throughout the university; is not opposed to a code of conduct but having the language transparent to the public of how the organization runs is important to see in the bylaws.
    - i. Mr. Wagner: the information is important and has been heavily discussed in prior Board meetings.
    - j. Ms. Jarnagin: agrees that although the information is important it should flow with the rest of the document.
    - k. Dr. Evans Taylor: reminded the Board that writing this section was a request of the Board and feels the information is important to have in the bylaws in order to show the public what the ASI Board stands for.
    - l. Motion to table indefinitely until next month. Moved and seconded. Motion passed.
- ii. 7.4 Responsibilities of the ASI Entities: Mr. Wagner moved to approve 7.4, Dr. Adams seconds: (SEE APPENDIX B)
  - Ms. Van Noy indicated she didn't know that each entity had to register with Student Leadership Programs so she sees the value in having the information in the bylaws.
  - Ms. Lockwood likes the information because she sees the benefit for the entities.
  - Mr. Rester-Zodrow, pointed out that the language didn't say anything about working towards the mission of the University.
  - Motion passes.
- iii. Section 12: Vacancies of the Board: (SEE APPENDIX B)

- Ms. Palafox confirms that this is the historical process.
- Ms. Coville suggests language be added that if it is the end of the year that no vacancy appointments are made.
- Motion to approve section 12 with amending the language to indicate specific times that appointments to the Board would be made; seconded. Motion passes.

c. **By-Law Revisions:**

- i. Student Union Advisory Committee: (SEE APPENDIX B) Dr. Evans Taylor would like to comprise a committee made up of seven students from various different groups. This committee would serve as a sounding board to bounce ideas off of regarding Student Union policies, hours of operation, building usage, services, etc.
  - Ms. Palafox moves to approve section C. Ms. Van Noy seconds. Discussion: Majority of the Board finds favor in having this committee:
    - a. Ms. Van Noy, questions how students from housing would apply as well as the length of term each student would have on the committee.
    - b. Mr. Schallert, asked if the appointments would go through President Rush. The Board confirmed that these students would be a subcommittee of ASI and would therefore not have to go through the President.
    - c. Dr. Adams asked if someone from the community would be necessary to have on the committee; Dr. Evans Taylor would like the committee to be comprised of those who would represent the highest users of the facility and will look into adding an individual from University Glen Corporation.
    - d. Move to approve with the modification and addition of a representative from University Glen Corporation.
  - Organizational Chart: originally wanted to limit the number of times and the number of people entity leaders met with. (SEE APPENDIX C).
    - a. Mr. Schallert points out that there is no link to Academic Affairs on the communications chart. Dr. Evans Taylor specifies that the communication chart is not the document in question but the Organizational chart.
    - b. Chair seeks motion to move as an action item. Ms. Lockwood moves, Ms. Van Noy seconds. Motion passes, the Organization Chart moved to an action item.
    - c. Ms. Coville states that technically ASI has a responsibility to the President and the Vice President but does not report to them. Dr. Evans Taylor will write a brief statement indicating the explanation of the responsibilities.
    - d. Motion to approve the structure of the Organizational chart; second. Motion passes.

11. **New Business:**

- a. **AOA Meeting- SB 330- Higher Education Auxiliary Organizations Transparency and Accountability Act of 2010 (SEE ATTACHMENT D).** Public education of state versus auxiliary monies. The purpose is to promote and assist trustees by engaging in activities, which are essential and integral to the mission and purpose of the CSU. There is information that is exempt such as trade secrets, invention records, litigation, personnel information, volunteers, and donor information.
  - i. In prior Board meetings it was indicated that it was the desire of ASI at CI to be transparent and communicate all activity of the Board to the public.
- b. **ASI Budget Allocation Committee-** Mr. Neira would like the Board to confirm Ms. Christina Cabral as a member of the Budget Allocation Committee. Mr. Van Blargen motions, Ms. Palafox seconds.
  - i. Mr. Schallert inquired about Ms. Cabral's campus involvement; Ms. Thompson indicated that she is currently a Student Union Student Staff member that has experience with working with budgets. Ms. Cabral was also an active member of the Students Historian Association.
  - ii. Motion passes.

12. **Adjournment:** 9:37 A.M.

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Jonathan Neira, ASI Board Chairperson

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Date

Respectfully Submitted, Christine Thompson, ASI Board Secretary