



**ASSOCIATED  
STUDENTS INC.**  
C H A N N E L  
I S L A N D S

**NOTICE OF MEETING OF THE BOARD OF DIRECTORS OF  
ASSOCIATED STUDENTS OF CSU CHANNEL ISLANDS, INC.**

NOTICE IS HEREBY GIVEN, to the general public and to all of the Board of Directors of Associated Students of CSU Channel Islands, Inc., a California nonprofit public benefit corporation, that:

A meeting of the Board of Directors was held on Thursday, April 7, 2016 at 7:40 a.m., pursuant to Education Code Section 89921 et seq., at California State University Channel Islands, Student Union Conference Room, located at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

- 1) Call to Order: 7:41am.
  - a. Members present: Sam Albert, Missy Jarnagin, Toni DeBoni, Sofia Samatar, Rhen Bass, Andrea Naranjo, Carisa Arellano, Monique Reyna, Zachary Valladon, Jeremy Booker, Betty Ortiz, and Steven Auclair, and Alex Yepez.
  - b. Members of the public: Genesis DeLong, Jennifer Shoemaker, Cindy Derrico, and Diana Ballesteros.
- 2) Approval of Minutes:
  - ACTION ITEM: 3.3.16 minutes- *Motion by Ms. Albert, second by Ms. Reyna. All in favor. Motion passes.*
- 3) Public Forum: No public forum.
- 4) Financial Report: Treasurer (T. DeBoni) - Ms. Deboni informed the Board that the report is the same as the last report. There will be new reports at the next meeting.
  - a. Discussion:
    - i. Mr. Bass asked about the receivables for the Student Union and what they represent? The receivables are the student fees that the campus collects and transfers that money to ASI when it's spent. The Student Union is the same situation. Ms. Jarnagin clarified that everything is collected on the campus side.
- 5) Outstanding Business: Mr. Yepez let the Board know about the vacancy on the Stole Committee. *Motion to amend the agenda to add Dr. Samatar as the ASI Stole Committee appointment by Ms. Arellano, second by Ms. Reyna. All in favor. Motion passes.*
  - a. Subcommittee Updates
    - i. Stole Committee (C. Arellano) – Dr. Samatar was contacted about being part of the Stole Committee and she agreed. *Motion by Mr. Booker to add Dr. Samatar to the ASI Stole Committee, second by Ms. DeBoni.* Discussion: Ms. Reyna asked how many people serve on that committee. 7 members comprise the ASI Stole Committee. There's one student that's not on the Board and the rest are ASI Board members. The committee consist of students and one representative from Student Affairs, Ms. DeBoni and Dr. Samatar. *All in favor. Motion passes.* Ms. Arellano let the Board know that a two hour block has been scheduled for the committee. Deadline for the application and recommendation is this Friday.
      1. Discussion: When do you decide who gets the stoles? That decision will be made at the meeting next Tuesday.
    - ii. Elections Council (A. Yepez) – The campus is expecting the Faculty Strike to happen on April 13<sup>th</sup> and that's the same day as the Student Government President and Vice President debate. Ms. DeLong and Mr. Yepez are working on an alternative for students that won't make the debate.
      1. Discussion:
        - a. What if the candidates decide not to show up to support the debate? Mr. Yepez will be reaching out to the candidates to confirm their presence.
        - b. Has Student Government taken a stance on the Faculty Strike? Student Government has taken a neutral stance to represent everyone, however each individual from the entity have their own opinion.

- iii. BASC (M. Reyna) Exhibit A- The BASC is currently doing budget presentations for student organizations and will be doing deliberations next week.
1. Question: Can the committee request money on behalf of a student organization? Student organizations can ask for money after the BASC completes their duties. Ms. Jarnagin explained that it's not up to the Board. It's up to administration and the entities to what to give the BASC.
  2. Ms. DeLong explained to the Board that the hope is to have the final budget approved at the next Board meeting. Today's meeting can be used to answer any questions.
  3. It seems that our budget proposals are over our revenue. ASI and Student Union went back and did their changes and now we have a bit of extra after reviewing the revenue.
  4. The BASC committee showed what each area of what was requested in a snapshot (Exhibit A). The proposed tab has the total requests. Student organizations and Student Life are in italics since they're temporary requests. The hope is to vote at the next meeting to recommend the budget proposal to President Rush. You can vote on it today or next week on the proposed budget. If any questions come up ask Ms. Reyna. Ms. Reyna feels that next week is a better option for voting. She would like to have the full amount for what the student organizations will allocated and what is left over for new student organizations.
  5. Ms. DeLong clarified that this is not an action item. Ms. Derrico added that the BASC made the decision already to allocate \$90K to student organizations so the exact amount for each student organization would not change the total of 90K. Ms. Derrico referenced column K in Exhibit A as additional revenue that has been allocated to the budget. That additional revenue can be placed in contingency so projected revenue and expenses match. There's a possibility that the actual revenue may exceed the projected revenue so including a provision in the recommendation would be a suggestion. The provision would state that those additional revenue funds be placed in contingency so that those funds don't roll over to reserves. Ms. Reyna asked what those funds in contingency would be used for. Ms. Derrico replied that it would be at the discretion of the Board. This might be a new initiative or expense that the Board might want to do and not have it come out of reserves. Having these funds in contingency gives ASI space in the budget to not go over. Ms. Jarnagin recommends that a percentage of this contingency be given to ASI administration by the Board for executive decisions on what to do with that percentage. It would be like a one-time expense that is needed in ASI or the Student Union. This would make it more manageable for the Board so they don't have to decide on small expenses. She recommends that this kind of language be added to the recommendation. Ms. Reyna asked what she meant by ASI administration. Ms. Jarnagin explained that she meant the ASI Executive Director in consultation with others in the ASI staff. Ms. Reyna asked if this contingency would protect us from going over in the reserves. Ms. Derrico said no that it wouldn't. That would have to be an action from the Board. The recommendation is to make a provision to make those extra revenues not go over to the reserves and will prevent us from adding to reserves. Ms. Reyna asked if these funds would be open for the entities and the Board. Ms. Jarnagin said no. They would have to go to ASI administration since the Board has provided that authority to the ASI administration. Ms. Jarnagin is trying to eliminate the back and forth between the Board and the ASI administration. The Board should not be making these operational decisions. Mr. Auclair has seen in past Boards this flexibility and authority. His hesitation is in regards to the clarity of what that money can be used for. He would like to really explore by setting the standard this next year. Ms. Derrico felt that these are all good discussion points that have been brought up for the BASC to discuss. There can be a provision that can go to the BASC and instead of a percentage it can be a dollar amount. Mr. Bass asked that the Board have a reporting mechanism to see what requests were approved and/or denied for transparency purposes.

6) Entity Reports:

- a. Student Programming Board (S. Albert) – SPB is done with their events for the semester. Dolphinpalooza was a success and their finishing out with housekeeping items and SWOTS.

- b. Student Government (M. Reyna) –
    - i. Applications for director positions are up on Dolphin Career Link.
    - ii. SG is working on a survey to send out to students on how they're getting their information on campus events.
    - iii. FitCI campaign continues.
    - iv. Discussing with UGlen undocumented students and how they go about getting paid.
    - v. CSSA brought forth a discussion on background checks. Each campus is implementing it differently so they met with Ms. Deanne Ellison to find out how ASI goes about background checks.
    - vi. Food pantry logistics.
    - vii. A resolution for sustainability and resource centers coming out this semester.
    - viii. Transitional reports for senators are being completed.
  - c. *The Nautical* (C. Arellano) – They're currently in the editing process. All articles are done. They included bilingual articles in the yearbook this year.
  - d. *The CI View* (Z. Valladon)-Working on the last issue and they're currently in the editing phase. May publish the next edition of the paper next week.
- 7) Community Report: Community Member (R. Bass) - Mr. Bass asked the Board if there's any initiatives or ideas the community can collaborate to further the purpose of ASI. He's asking and offering to be an advocate for the Board and ASI. He looked to the Board for any suggestions.
- a. Discussion:
    - i. Ms. Reyna feels that there's a lot of disconnect between CI and the community so providing a bridge would be helpful. She would like the CI community to be more aware of any community events that are happening and students can attend. In addition, she added opportunities to work with businesses for students and an overall sense of the community and what's happening in it.
    - ii. Mr. Bass encouraged anyone to email him with any further suggestions or input.
- 8) New Business:
- a. INFORMATIONAL ITEM: Gloria Romero Open Meeting Act / AOA Model Open Meeting Guidelines (C. Derrico) Exhibit B- Ms. Derrico took this time to remind the Board their responsibilities as a Board. She asked that the Board read through the documents sent out to them, especially, the models. Ms. Derrico provided an example of some of the procedures in Exhibit B. She stated that an illegal meeting would consist of part of the Board meeting outside of the regular scheduled meetings and talk about Board business. If she went to Ms. Jarnagin and talked about the Board that wouldn't be a violation since Ms. Derrico Cindy is not a Board member. Each one of the directors has a responsibility to uphold the meeting law. This includes the subcommittees as well. The subcommittees should be adhering to the requirement to send out agenda and documents a week in advance of their scheduled meetings. The open meeting act is to make sure we let the CI community know that there's a meeting that they can attend as public forum. We're required to provide that information to the public. Part of the reason why we publish the agenda is for the community to know that will be discussed and what requires action. We need to assume that any action is of importance to the community. Ms. Derrico highlighted parts of the document for the Board. Please use Exhibit B to see the items below:
    - b. Item B
    - c. Item D- The requirement is that those documents be sent out a week in advanced. Important to get something to Mr. Yopez or Ms. DeLong beforehand to organize the agenda
    - d. Item F-
    - e. Item G- Closed session. This would be appropriate when discussing personnel. Open to the public if the personnel is in the Board. Another example is financial business. Doesn't have an example at the moment. Can think about it as a Board.
    - f. Item H- An addition to posting it publicly.
    - g. Item J 1- An agenda and attachments include basic information. It would be difficult for the public to determine for what the agenda consists of if it doesn't include basic information.
    - h. Item J 4-
    - i. Item J 5-
    - j. Item J 6- The Board is cautioned that they don't find themselves in this situation. Meeting of the sub boards like the BASC, those are also subject to open meeting laws. The agendas for those meetings need to publish. Ms. Reyna

asked if budget presentations would be in the agenda since that's all they're doing at the moment. Yes, have all student organization with their names, times and locations and publish that as the agenda.

- k. Not have too much discussion in email since the public is not part of this discussion.
- l. Ms. Derrico encouraged the Boar to read all this on their own. Please refer any questions to MS. Derrico.

9) Adjournment- 8:39am

Next ASI Board Meeting is scheduled for Thursday, April 28, 2016 at 7:40 a.m. in the Student Union Conference Room.

Minutes respectfully submitted by Diana Ballesteros.

**Organization                      FY15-16 Received      FY16-17 Requested      Percent Increase**

<b>ASI Entities/ Admin</b>			
<b>ASI</b>	\$322,749	\$417,195	29%
<b>CI View</b>	\$47,263	\$57,276	21%
<b>Nautical</b>	\$36,321	\$44,649	23%
<b>Student Government</b>	\$79,329	\$89,330	13%
<b>Student Programming Board</b>	\$107,572	\$127,318	18%

Exhibit A

**Auxiliary Organization Governing Board (GB)  
Meeting Procedures**

- A. **Background.** The [name of auxiliary organization] is subject to the open meeting law requirements in California Education Code Sections 89920-24. These procedures complement and implement that law for this organization. In specific instances these procedures may exceed the minimum statutory standards in further interest of transparency and accountability. It is the intent of this organization to strictly carry out the intent of the open meeting law standards.
- B. **Scope of Application.** These procedures also apply to any GB sub-board or committee. A meeting is a quorum of the body gathered to discuss or act upon a business matter (no matter how informal or whether notice has been given or not). Written posting, notice and waivers may be given by electronic means. Reference: 89920-24.
- C. **Minimum Meeting Requirement.** The GB shall hold at least one meeting each fiscal year. Reference: 89903(b).
- D. **Regular Meeting Schedule.** At the last meeting of the fiscal year, the GB shall set the schedule for all regular meetings in the ensuing fiscal year. This meeting schedule shall be widely posted and include the time and location for each meeting. Reference: 89921.
- E. **Regular Meeting Notice and Action Requirements.** Except as provided in Section F below, meetings require one week prior written notice. No action by the GB or sub-board shall be taken at a meeting on any issue until the matter has been publicly posted for at least one week. Reference: 89921 and 89924.
- F. **Special Meeting Requirements.** Special meetings require at least 24 hour written notice of the time, place, and the specific agenda to board members, notice-requesters, or persons directly affected by meeting business. Special meeting notice may be waived in writing to the corporate Secretary by any board member before or at such meeting, and is deemed waived by presence when the meeting convenes.  
  
A special meeting may be called at any time by the GB presiding officer or sub-board chair, or by a majority of the body, by delivery personally or by mailed written notice to each body member, and to any notice requester or other party to be directly affected by such meeting. No business other than that set out in the notice shall be considered at such meetings. Reference: 89922.
- G. **Closed Session Requirements.** A meeting may adjourn to closed session in circumstances limited exclusively to: litigation, collective bargaining, the appointment, employment, evaluation of performance, or dismissal of an employee, hearing on complaints or charges brought against any employee by another person or employee (unless the employee requests a public hearing). The term "employee" does not include any person elected or appointed to an office.  
  
Upon a favorable vote of a GB or sub-board majority, a closed session may be held to discuss investments where a public discussion could have a negative impact on the organization's financial situation. In this case, a final decision shall only be made during public session. Reference: 89923.