



**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, March 3, 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: 7:43am.
 - a. Members present: Sam Albert, Missy Jarnagin, Toni Deboni, Sofia Samatar, Rhen Bass, Andrea Naranjo, Leah Alarcon, Carisa Arellano, Monique Reyna, Stephanie Chavez, Zachary Valladon and Alex Yepez.
 - b. Members of the public: Genesis DeLong, Bethany Banuelos, Jennifer Shoemaker, Cindy Derrico, Beatriz Ortiz, Dr. Sawyer, Dianne Wei, Steven Auclair, Diana Vitela, Jorge Arredondo, Gary Gordon and Diana Ballesteros.
- 2) Approval of Minutes:
 - ACTION ITEM: 2.4.16 minutes- *Motion by Ms. Arellano, second by Ms. Albert.*
 - Discussion: Mr. Bass asked for a correction under the community report. Ms. Samatar was recognized at this year's African American Achievement program. End of discussion. *All in favor of approving the change. All in favor of approving the February 4th minutes with the change. Motion passes.*
 - ACTION ITEM: 1.28.16 minutes- *motion by Ms. Arellano, second by Ms. Albert.*
 - Discussion: There was an error in the entity reports. This will be removed from the minutes. *Motion to approve the change by Ms. Arellano, second by Ms. Naranjo. All in favor. Motion passes.*
- 3) Public Forum: No public forum.
- 4) Financial Report: Treasurer (T. DeBoni) - Ms. Deboni pointed out the income statement ASI OPS due to time. She explained that the percentage of what has been spent needs to be updated. They will correct it and send it out to the Board. She explained that the year to date and actuals are the best numbers to see what has been spent. According to the reports, everyone is pretty close to where they should be. Everyone is spending their money well and in time.
- 5) Entity Reports: SKIPPED DUE TO TIME
 - a. Student Programming Board (S. Albert)
 - b. Student Government (M. Reyna)
 - c. *The Nautical* (C. Arellano)
 - d. *The CI View* (Z. Valladon)
- 6) Community Report: Community Member (R. Bass) - No community report. Mr. Bass just wanted to let the Board know that he acknowledged the Board at The African American Achievement Awards Luncheon.
- 7) New Business:
 - a. ACTION ITEM: ASI Board member semester appointment (A. Yepez) –
 - i. Candidate: Ms. Betty Ortiz applied for the semester long appointment. She informed the Board that she's part of the Master's program at CI. Moreover, she's the ASI grad assistant and is familiar with the documents the Board reviews. She's interested in the position because it's a wonderful opportunity to provide change on campus and she would like to further contribute to CI.
 - ii. Discussion:
 1. Ms. Reyna expressed her high regards for Ms. Ortiz. She talked to her before she was a graduate student assistant and has been a great help with the noon forums. Moreover, she feels that it would be less of a learning curve.

2. Mr. Yepez noticed that the Board has never had a graduate assistant and it would be a good and different perspective to add to the Board. Discussion closed.
 3. *Motion by Ms. Chavez to appoint Ms. Ortiz to the Board, second by Ms. Arellano. All in favor. Motion passes.*
- b. ACTION ITEM: ASI Board member 1.5 year appointment (A. Yepez) –
- i. Candidate: Steven Auclair applied for the 1.5 year appointment. He's currently in the master's program at CI. He shared that he's the Graduate Student Assistant for ASO. He understands the mission and its uniqueness at a state and national level. He welcomes the opportunity to grow with the Board. Moreover, he has experience with attending boards and councils with Student Government.
 - ii. Discussion:
 1. Mr. Bass asked if he would you have time for the Board? Mr. Auclair feels that he would have time since he chose CI for the many opportunities. In addition, he has transitioned out of his others commitments.
 2. Ms. Reyna believed his resume to impressive and ask if anybody has worked with him.
 3. Ms. Deboni shared that he works in her area (ASO). She feels that she's learning from him and has shown his preparedness by doing research in advance. She has seen that he loves information and he's great to work with. Mr. Auclair has been an asset to the ASO area. End of discussion.
 4. *Motion by Mr. Valladon to appoint Mr. Auclair to the Board, second by Ms. Albert. All in favor. Motion passes.*
- c. INFORMATIONAL ITEM: ASI Structure Update (Dr. W. G. Sawyer) TIME CERTAIN 7:50am- Dr. Sawyer reminded the Board that they gave him the responsibility to take on ASI personnel in the absence of an ASI Executive Director. This decision happened two years ago when Dr. Evans Taylor left. We went out and searched for a new Executive Director, however we didn't find someone that would fit in the position and the university. He asked Ms. Deboni to oversee ASI and then asked Ms. Derrico to take over those charges. Dr. Sawyer asked Ms. Derrico to look at the organizational structure for the next five to ten years to help us move forward. He's holding Ms. Derrico responsible to present and to let the board know of the upcoming plans. Ms. Derrico comes up and presents the PowerPoint on the upcoming ASI/Student Union structure (Exhibit A). Ms. Derrico feels that this is an opportunity to look for improvement in the organization. The staff hasn't had a full staff over the past two years. She analyzed the work that has been done or would anticipate that would be done to layout an effective structure so that the entities and board are supported.
- d. Ms. Derrico passed out the organizational chart for these proposed changes (Exhibit B). This chart is the way we are envisioning the organization for the upcoming year. As you can see, some things remain the same and some have changed. We had a hard time getting an Executive Director so we thought of possibly hiring a Director but we felt that ASI deserves and Executive Director. The Executive Director will get support and guidance from the AVP. That position has a "TBA" because Ms. Derrico's position is temporary. Dr. Sawyer has the say on who that person will be in a permanent basis. The biggest changes is in the Assistant and Associate Director level. Ms. Thompson was an Associate Director and she had double duty by working on tasks for ASI and Student Union. Ms. DeLong is the senior employee of this organization and Ms. Derrico feels that she's the best person to become the ASI Associate Director. Ms. Derrico informed the Board that she has worked out details and has had conversations with HR and they feel comfortable with this chart. The other change is that SPB will be moved from ASI to the Student Union. Conversation have been made with SPB's leadership and they received some encouragement with this proposed idea.
- This proposed change will alleviate some responsibilities that the current staff have on their plates. Ms. Banuelos will still oversee the entity leaders that are on the ASI side.
- Discussion: Ms. Reyna asked about the entity leaders numbers on the chart. Ms. Derrico explained that the move of the SPB entity leaders to Student Union resulted in a number of 0 to 3 depending on the decision to move SPB over or not, which is why the numbers are 0 to 3.
- Ms. Derrico talked about the Grad Student Assistants that are being requested in the budget. One of them would be reporting to the ASI Associate Director and is currently filled by Ms. Ortiz. The other Grad Assistant will

be supporting the Executive Director with the BASC committee and other ASI programs. The Student Union is looking into a Grad Assistant to help with the facility and programming.

Discussion: Mr. Yepez asked if moving SPB to the Student Union would affect this budget. Ms. Derrico clarified that it doesn't for the upcoming year, however if we make this change one of the goals is to really examine the budget and clarify and distinguish what should go into what specific fee. We can do a better job to clarify what expenses go to the Student Union and which go to ASI. Ms. Jarnigan believes that it can be voted on what those definitions of what can these fees be spent on. We can have the opportunity to look over it the next year. Ms. Reyna shared her concerns on the budget and office space for the Grad Assistants. She asked if there has been any assessment on why we need grad assistants. Ms. Derrico explained that we don't have in the budget to get a full time analyst so we need help in the budget so having that Grad Assistant would help with budget. In addition, CI has a new Masters of Education and this would provide lots of opportunities for internships. Having this opportunity would be one way to support by providing experiences. The changes to the Associate and Assistant Director positions are on slide 4 of the PowerPoint presentation. If there's any questions to any of the information Ms. Derrico provided can be emailed to her and the documents will be provided.

- e. ACTION ITEM: Student Fee Advisory Committee Appointment (A. Yepez) – This positions is usually filled by the ASI Board Chair but Mr. Yepez has a conflict so he can't fulfill this duty. Ms. Wei discussed what it means to be part of this committee. The committee meets every first Friday of every month and there's three more meetings for the rest of the semester. The committee is established by executive order 1102 and they oversee the fees students pay for every semester. The major responsibility of the committee is to approve category three fees. What they have left for the spring are presentations for the 2025 vision of the university, Wellness & Athletics and Facility Services on water. Ms. Wei is seeking nominations since this is an urgent vacancy. Mr. Valladon is interested in nominating himself, however there's a conflict since he's the Editor-in-Chief of the CI View Newspaper. This means that there can be a conflict of interest if something came up on student fees on the CI View Newspaper. Mr. Auclair was nominated and he accepted since it works with his schedule.
 - i. *Motion by Mr. Valladon to appoint Mr. Auclair to the Student Fee Advisory Committee, second by Mr. Arellano. All in favor. Motion passes.*
- f. ACTION ITEM: Stole Committee Appointments- faculty, student, staff (A. Yepez) – Mr. Yepez asked Dr. Pena to be the staff member of the ASI Stole Committee and he accepted.
 - i. *Motion to approve Dr. Pena to the ASI Stole Committee by Ms. Chavez, second by Ms. Arellano. All in favor. Motion passes.*
 - ii. Mr. Yepez asked if any students are interested in being part of the committee. Mr. Yepez explained what it means to be part of the committee. Mr. Arredondo is interested. Discussion closed.
 1. *Motion to approve Mr. Arredondo to the ASI Stole Committee by Ms. Reyna, second by Mr. Valladon. All in favor. Motion passes.*
- g. ACTION ITEM: Elections Council Appointment (A. Yepez) - Applications were extended to tomorrow and asked the Board to spread the word. One of the members from the council has decided to run so the council has a vacancy. Mr. Yepez has appointed Ms. Albert.

Motion to approve Ms. Albert to the Elections Council by Ms. Reyna, second by Ms. Deboni. All in favor. Motion passes.

Mr. Bass asked if there's active recruitment for these positions. The Elections Council is working on different recruitment tactics. They currently have one ticket for Student Government President and Vice President, one application for board and five applications for senators.
- h. Subcommittee Updates
 - i. Stole Committee (C. Arellano) - Application is open and April 8th is the deadline. The application is on the website ASI website and there's a \$50 fee for the stole. Ms. Arellano will send out a meeting request to the committee to discuss the applications.
 - ii. Elections Council (A. Yepez) – The council is working on recruitment, script for the debate and inauguration. He will schedule any meetings for the council in the case of any violations that may come up.
 - iii. BASC (M. Reyna) – Ms. Shoemaker and Mr. Gordon have been working with the committee to make sure the process runs smoothly. All student organizations have been notified about the upcoming workshops.

The amount that was previously requested is over by \$160,000 so everyone is being asked to look back at their requested budget. They will be meeting to review their budget and requests.

- iv. Ms. Reyna made the announcement that Legacy nominations are open until March 11th. Moreover, Student Government has approved their food pantry proposal.

8) Adjournment- 8:50am.

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

Minutes respectfully submitted by Diana Ballesteros.

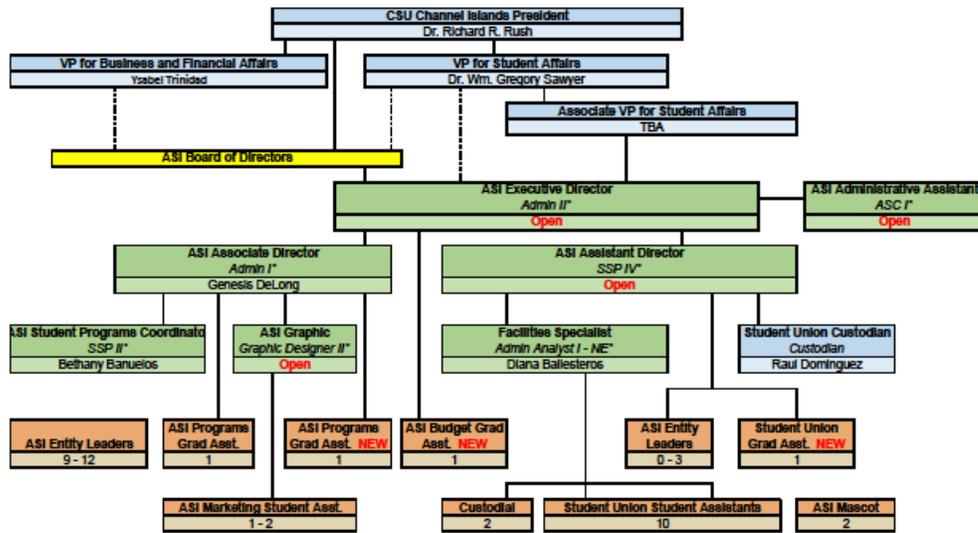
Associated Students, Incorporated

**Update on Leadership Changes
and Searches for Vacancies**

Cindy Derrico
Associate Vice President for Student Affairs



Exhibit A:



To clarify the relationships depicted within in the CI ASI Organizational Chart, please note the following:

1. According to the California Education Code, the University President (Dr. Rush) has "responsibility over the entire campus program" which includes the CI ASI.
2. According to Executive Order 1000, the CFO (VP Trinidad) is the "primary campus financial officer in respect to administration of ... delegations of authority and responsibility" related to auxiliaries.
3. The ASI Executive Director (Open) reports to the ASI Board of Directors, is accountable to and receives direction from the Vice President for Student Affairs (Dr. Sawyer), and receives day-to-day supervision and oversight from the AVPSA (TBA).

Other Notes:
 Note that all positions shown in green are career employees of University Glen Corporation (UGC), positions in tan are student employees of UGC, and positions in blue are CSU/State employees.

Exhibit B:



ASI Leadership Major Responsibilities

Executive Director

- Oversight of the Corporation including student programs and student union
- Advise and Train ASI Board Chair and ASI Board
- Supervisor of Assistant and Associate Directors and Admin Assistant
- Indirect supervisor of Facility Specialist, Graphic Artist, Custodian, and Student Programs Coordinator
- Budget development and oversight
- Strategic planning and assessment
- Facility development
- State, CSU, and CI policy compliance
- Regularly attends student government meetings and provides guidance and counsel to SG officers and senate.

Associate Director – ASI Programs

- Oversight of three ASI Entities and programmatic partnerships with student organizations and student life including staff selection, budget, training, and development.
- Supervises ASI Graphic Designer and ASI Student Programs Coordinator. Indirectly supervises 9 – 12 Entity Leaders and other ASI marketing assistant.
- Oversight of ASI programs office
- Facilities Student Government and ASI Board elections
- State, CSU, and CI policy compliance for ASI Programs
- Marketing for ASI
- Supports budget development for ASI Entities – conducts quarterly budget meetings with entity leaders.
- Oversees the ASI election process for Student Government and the ASI Board of Directors
- Serve as staff co-chair/support for Legacy Awards
- Develops and implements student leadership development programs for ASI

Assistant Director

- Oversight of the Student Union Building – Development and annual update of Building Maintenance, Equipment, and Repair (BMER) plan for Student Union
- Development and implementation of Student Union Programs
- Advise Student Programming Board
- Supervision of Facility Specialist and indirect supervision of Custodian.
- Oversight and training for CI Mascot, Event Staff, and Student Union Student Assistants (currently 14 student employees).
- Oversight and implementation of the *Art in the Union* program
- Budget development and management for Student Union
- Assists in the development and implementation of student leadership development programs

Exhibit C: