



**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 will be held on Thursday, May 4, 2017 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: 7:47 a.m.
- 2) Roll Call:
 - a. Members present: Kiana Sailor, Elizabeth Heim, Jennica Gold, Jennifer Moss, Rhen Bass, Corinne Smith, Toni DeBoni, Jeremy Booker, Carisa Arellano, Dr. Susan Andrzejewski, Sean Kramer, Riley Leal, Michelle Noyes,
 - b. Members of the Public: Cindy Derrico, Genesis DeLong, Annie Block-Weiss, Kristina Hamilton, Tonee Sherrill, Diana Ballesteros, Jennifer Shoemaker, Bethany Banuelos, Helen Alatorre, Missy Jarnagin, Marshall Goldman, Karina Hinojosa, Michael Fennel Dian Mandrafina, Steve McCann, Brandon Burns, Mia Fernandez, Michael Fennell.
- 3) Approval of Agenda:
 - I. M/S/P (C. Arellano/T. DeBoni) Motion passed 12-0-0
- 4) Approval of Minutes:
 - a. ACTION ITEM: 04.20.17 minutes
 - II. M/S/P (T. DeBoni/S. Kramer) Motion passed 12-0-0
 - b. ACTION ITEM: 04.27.17 minutes
 - III. M/S/P (C. Arellano/S. Andrzejewski) Motion passed 10-0-2
- 5) Public Forum: None
- 6) Financial Report: (*J. Moss*)
 - a. Balance Sheet for ASI01
 - i. No change
 - b. Income statement for ASI01
 - i. Student fees are coming in higher than budgeted
 - c. The balance sheet for ASI03
 - i. This is unchanged from month to month
 - d. Income statement for ASI03
 - i. We are under in expenses, but a lot will be coming in in the fourth quarter
 - e. Fundraising club balance
 - i. Shows revenue

- f. Fund balances for ASI01
 - i. ASI02 has no fund balances
- g. The year to date activity
 - i. This changes every statement
 - ii. We are at a good ending balance

Helen Mancias arrived

7) Entity Reports:

- a. Student Government (*M. Noyes*)
 - i. Finishing up the year
 - ii. The last meeting of the year was yesterday and a lot of legislation was passed, as well as changes to the bylaws.
 - iii. Lastly, they are working on care packages
- b. Student Programming Board (*R. Leal*)
 - i. Last general board meeting of the year last night
 - 1. Lastly, Working on care packages as well
- c. *The CI View* (*J. Gold*)
 - i. Just laid out the graduation edition which they are ahead of schedule on
- d. *The Nautical* (*C. Arellano*)
 - i. There are just a few minor edits that are being finished before sending to the printer

8) Community Report: (*R. Bass*)

- a. Touched base with Helen Alatorre and they are going to get together and brain storm some opportunities for students in the community.
- b. Really want this community to do more for CI and get the hands on experience.

9) Student Fee Advisory Committee Report: None

10) Outstanding Business: None

11) New Business:

- a. INFORMATIONAL ITEM: Introduction of Newly Elected ASI Officers (*J. Booker*)
 - i. President: Karina Hinojosa
 - ii. Vice President: Marshall Goldman
 - iii. Senator: Mia Fernandez
 - iv. 1 Year Board of Directors: Michael Fennel
- b. INFORMATIONAL ITEM: Introduction of 2017 ASI Stole Recipients (*C. Arellano*)
 - i. Those in attendance this morning are:
 - 1. Michelle Noyes
 - 2. Brandon Burns

- c. INFORMATIONAL ITEM: Audit Entrance Meeting (D. Mandrafina & R. Vasin)
 - i. Steve McCann on behalf of Diane Mandrafina and Rolland Vasin:
 - 1. Vasin Heyn & Company does the audit for ASI. It is management's responsibility, and then the audit company's job to make sure the statements are fairly stated. It will involve looking at a risk statement. A schedule of timing has been provided to the Board and an exit conference is scheduled tentatively for September 7th
 - 2. S. McCann asked the Board if there are any requirements or requests that they want them to look at, which is above what the audit normally looks at.
 - a. R. Bass asked if there are any programs that get extra focus during the audit this year?
 - i. S. McCann answered that there are currently no plans for that, but if there is anything specific you want him to look it they can.
 - ii. R Bass answered nothing specific at this time.
 - 3. S. McCann continued to say that there are no new standards for these year, and the same people will be working with the audit this year, who did it last year for ASI and they are looking forward to a productive year.
 - 4. Cindy Derrico added that this is an annual process and that ASI has been working with Vasin Heyn & Company for many years. Lastly, C. Derrico said that primarily the staff will be answer the questions that come up throughout the audit.
- d. ACTION ITEM: Revised ASI Reserve Policy Proposal (C. Derrico)
 - i. ASI has updated the ASI Reserve Policy to comply with the new CSUCI reserve policy. A draft of the proposed policy will be provided to the Board for review. The existing reserve policy can be found online at <http://asi.csuci.edu/asiboardgoverningdocuments.htm>.
 - 1. C. Derrico: As stated before the campus has updated the reserve policy and they (campus) has asked everyone to make updates to their own reserve policies. C. Derrico added that this is the narrative of that policy.
 - ii. The BASC made a few updates earlier this week that were given to the Board.
 - iii. Questions:
 - 1. Rhen Bass asked what the purpose of the word "Minor" in the second sentence was. What is minor, is there a percentage or parameter?
 - a. Missy Jarnagin was yielded time to answer: There is a minor capital on the campus side. Anything from \$5000 to a maximus.
 - 2. Rhen Bass asked about the reserve for economic uncertainty on page 3. number 1.

- a. Asked for more information about the 50% of the budget is put aside here in reserves.
 - i. Cindy Derrico suggested to think of it as a cash flow, because student fees don't come in until August and also this follows the CSU policy. Also ASI has enough funds in reserves to fund this at 50%.
 - ii. Missy Jarnagin was yielded time to also answer: This is a recent policy on the campus side. The 50% is a maximum across all entities. The CSU is working towards designating money to the certain reserve categories. To note this is the only one that has a maximum put on it. The policy is supposed to give flexibility to each entity to do what they need and have planned for.
- 3. Rhen Bass asked on page 9, Reserve for future construction under annual contribution. When you add up all the percentages is there anything left.
 - a. Missy Jarnagin was yielded time to answer: There are many designations for the reserve money and if we are putting money there, there as to be a ten year plan or a five year plan, which specifically lays out how the money will be used. This is a helpful way for us to be able to tell our story.

IV. M/S/P (Carisa/Michelle) Motion passed 13-0-0

- e. ACTION ITEM: ASI Election Code Update (J. Booker)
 - i. The ASI Election Council has updated the ASI Election code to address immediate questions and concerns that arose during this year's elections. A draft of the proposed changes will be provided to the Board for review. The current ASI Election Code can be found online at <http://asi.csuci.edu/asielections>.
 - ii. Cindy Derrico noted: There was a ticket that the Board was notified that filed an appeal. This was the Hemedes and McClean ticket. Cindy Derrico and Helen Alatorre met with them. There were three charges made by the Election Council and Cindy Derrico upheld the first two (early campaigning and the use of the University logo). The third Cindy Derrico dismissed. There was an error made by the Election council that they did not provide the evidence to McClean and Hemedes on that allegation. Thus, because the evidence was not given to the ticket, they did not have all the information needed going into the hearing which lead to the statement about the Instagram page. It became evident that the ticket did not know of the knowledge of the creation of the Instagram page. To be clear, the standard in the election code is not a dishonest statement, but the statement had to be intentionally dishonest. Meaning there was not enough evidence, that the ticket was intentionally dishonest. To be clear, the ticket was invited to attend today if they wanted to appeal again, but if they do not choose to do so today the conclusion of this meeting with be the close of those cases.

- iii. J. Booker shared with the Board that the Election Council met and came up with some updates to the election code that the council has deemed necessary for a fair election process next year.
 - 1. Section 3: Removed the \$25 deposit requirement which would allow more students to run uninhibited.
 - a. Corinne Smith asked what the \$25 deposit was originally intended for?
 - i. J. Booker answered that it was to encourage candidates to take down flyers and campaign material on time
 - 2. Section 5: Clarified that candidates can run for multiple positions, but not assume multiple positions and that upon being elected would have to choose one appointment. Also it was added that students may be appointed to vacant positions but cannot assume these position(s) through the ASI electoral process.
 - 3. Section 3D: Clarified the language in this section about the definition of a campaign team.
 - 4. Section 7B: Added that students under section VIIB cannot be a part of a campaign team
 - 5. Section 5: Clarified the process with the council membership and now allows to have students part of campus to be a part of the council if membership is low
 - 6. Section 6: Clarified who can and cannot endorse or oppose a candidate.
 - 7. Rhen Bass asked: Under campaigning finance. How would the council monitor the limits?
 - a. J. Booker stated that there is a cap on the dollar amount and if they went past that it would have to go through the council as a violation of the election code.
 - 8. Section 7: Specified who is a part of the voting tallying.
 - 9. Section 8: Gives the election council more time to hear complaints. Going from two academic days to five business days.
 - a. J. Booker added that this was a struggle this year and a special thank you to the students on the council and the ASI staff for making the hearings happen.
 - b. Toni Deboni asked if this impacts how quickly decisions are able to be made? Additionally, can we reserve a block of time to allow for the hearings to take place so that time is already available?
 - i. Corinne Smith added that this is specifically in regards to complaints.
 - ii. T. DeBoni suggested that if there weren't any complaints, then the dedicated time set aside would be released.

- iii. Michelle Noyes agreed that this would be helpful since it was a struggle to put together the schedule for the council.
- iv. J. Booker noted that it has the potential to limit people who can be on the election council and that leaving it open may be best for now.
- v. C. Derrico added that it is not just the matter of the election council, because the complainant and respondent will need to and want to be present. There is merit to set consistent meetings, then this will allow time to meet. It is both, meaning we need the time to gather all materials needed for the hearings, but also having that time held would be helpful as well.

10. Section 8: Clarified the ability to allow witnesses the options to given evidence, such as a written statement.

11. Tonee Sherrill was yielded time: In the Campaign endorsement section: The 4th statement, does not clarify anything about if a Student Government member is running for office.

- a. Jeremy Booker moved to amend to add: “unless the student is running for office, in which case the student is permitted to campaign for themselves and their ticket” to B. Campaign, point 4.

C. Smith opened this to a vote to approve this election code with the amendment.

V. M/S/P (S. Kramer/J. Moss) Motion passed 13-0-0

iv. Michelle Noyes: suggested to have the elections earlier to assist with transitions. Can we move up the elections because it is kind of late?

- 1. Cindy Derrico asked that Helen Alatorre to give this suggestion to next year’s Election Council.

f. ACTION ITEM: ASI Bylaws Update (C. Derrico)

i. In an effort to assure Board member participation in the work of the Board, the ASI bylaws have been updated with a proposed change to have each Board member, with the exception of the community Board member, to serve on a minimum of one ASI Board sub-committee per year. A draft of the ASI bylaws with the track changes noted were provided to the Board for review.

- 1. J. Booker asked would “require” be a better word to use in the second sentence, then expected? Additionally, suggested to add the process that exceptions can be approved by the ASI Board chair.

ii. Michelle Noyes moved to approve the bylaws update and Sean Kramer seconded

- 1. T. DeBoni raised the question on the behalf of the students to acknowledge that that they are in positions that require a lot from them.
- 2. C. Smith added that the exception is a good point, that may requests can be made to the Chair for exceptions.

3. S. Kramer and C. Arellano brought up the point that possibly entity leaders could serve on a lighter committee such as the Stole committee.
4. M. Noyes stated: I sit on ten committees, and if the Student Government President can make time for that. Meaning it is the responsibility to make the time and it is the expectation of being on the Board.
5. R. Bass: we do want to hold people accountable and have an invested interest. This then helps everyone develop their leadership skills.
6. C. Derrico added that on its face it could look like it is not friendly to the students, but to clarify, this elevates the opportunity for students and makes sure that the student voice is heard stronger. There is work that the ASI board is required by law and to do it and they must be done primary by those on the Board. We need to make sure people are holding to their commitments.
7. Tonee Sherrill was yielded time: I have had a lot of conversations with students as my capacity an advisor. My questions is are ongoing entity meeting considered a sub-committee? Can they designate someone from their entity to be on their committees on their behalf?
 - a. C. Derrico answered that there is already an allowance to allow other non-board members to be a part of certain other committees as outlined in the bylaws.

iii. C. Smith called for a vote

1. The motion: To approve the bylaws with the updated document. This includes the word "required" in the second sentence as well as the addition of the exceptions can be made to and approved by the ASI Board Chair.

VI. M/S/P (M. Noyes/S. Kramer) Motion passed 13-0-0

g. INFORMATIONAL ITEM: Thank You for Board Service (C. Smith)

- i. Thank you for being on this board. Good luck on finals to the students, good luck on grading to the faculty, and thank you to the staff for all the hard work this year.

12) Upcoming Subcommittee Meeting Times: None

13) Adjournment: 8:51 a.m.

Next ASI Board Meeting is scheduled for Thursday, August 31, 2017 at 7:40 a.m. in the Student Union Conference Room. Minutes respectfully submitted by Annie Block-Weiss, ASI Administrative Support Coordinator.