



**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, October 4, 2018 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: 7:42 a.m.
- 2) Roll Call:
 - a. Members Present: Jazzminn Morecraft, Toni DeBoni, Jennifer Moss, Deanna Villagran, Andy Dosev, Larry Garcia, Kaia Tollefson, Russell Winans, Shawna Brown, Sara Martinez
 - b. Member of the Public: Monica Campos, Annie Block-Weiss, Helen Alatorre, Kristina Hamilton, Diana Ballesteros, Diane Mandrafina, Angelia Villanueva
- 3) Approval of Agenda:
 - I. **M/S/P (T. DeBoni/J. Moss) Motion passed 9-0-0**
- 4) Approval of Minutes:
 - a. ACTION ITEM: Approval of minutes from September 6, 2018
 - II. **M/S/P (K. Tollefson/J. Moss) Motion passed 9-0-0**
- 5) Public Forum: *None*
- 6) Reports:
 - a. Financial Report (*L. Garcia*)
 - i. No financial budget to present, but the budget is being loaded into Data Warehouse and by the next ASI Board meeting there should be a report available for the Boards review.
 - b. Student Government (*H. Alatorre*)
 - i. Student Government has been working on Civic Engagement week and the Raise their Voice campaign, which promote student engagement in voter registration.
 1. There is an ad in the CI View Newspaper promoting these.
 - ii. Civic Engagement Week
 1. October 15: Student Government will be tabling encouraging student to register to vote while giving out sweet treats and swag
 2. October 16: Constitution Day Carnival, Central Mall West, 11am-2pm
 3. October 17: Student Government will be tabling encouraging student to register to vote while giving out sweet treats and swag

4. October 18: Civic Engagement Fair, Central Mall West, 11am-2pm, in partnership with the Center for Community Engagement and Student Leadership Programs.
 5. Additionally, there will be Food Trucks on the Tuesday and Thursday of that week.
- c. Student Programming Board (*D. Villagran*)
- i. Grocery Bingo/Loteria, October 10, Lighthouse Café, 7:30-9:30 p.m., put on in partnership with the Student Union
 - ii. The Laugh Lounge, October 17, Student Union Lighthouse Café, 8-9:30 p.m.
 - iii. Family Day Movie Night, October 20, South Quad, 7:30-10 p.m.
- d. Student Union (*S. Brown/D. Ballesteros*)
- i. Personnel
 1. We are currently hiring for:
 - a. Student Union Service Assistant I
 - b. Student Union Supervisor
 - c. Spirit Squad Assistant
 - d. Custodial Assistant
 - ii. Programs
 1. September events/promotion
 - a. Game night was held on September 13th
 - i. Had a total of 126 attendees
 - ii. We received a numerous suggestions for the SU at this event.
 2. The Arts and crafts table was setup from September 24th – 28th. Students had the opportunity make their own Dream Catchers
 - a. 42 dream catchers were made
 - b. Feedback via survey for the craft was mostly positive
 - i. When asked if users would like to see the project happen again they responded with:
 1. Yes, super cute
 2. Yes!
 3. Sure but more pastel colors
 - ii. When asked if users have any other craft ideas they responded with:
 1. Friendship bracelets, recycle/upcycle crafts, Christmas/Thanksgiving/Valentine's Day crafts

3. We hosted Suicide Prevention Awareness Week on September 24th – 28th. This program offered a table with information on suicide prevention in the Student Union.
 - a. Prevention resources such as 24 hour hotline resources
 - b. Statistics on suicide in the United States
 4. Stall Street Journal
 - a. A Service Assistant I maintains this project. The journal strives to inform patrons about current Student Union events and information.
 - b. New issues are printed and placed in restroom stalls every two weeks
 - c. First issue went up on Sept 29th
 5. Student Union Job Workshop was held on October 3 at 2:30 p.m.
 - a. This collaborative program teams up with Career & Leadership Services to provide students the opportunity to understand the recruitment process of our department and provides tips helpful to securing any job.
 - b. More data on attendance will be provided at the next Board Meeting.
- iii. Upcoming October events/promotions
1. Domestic Violence Awareness Oct 1st – Oct 5th
 2. Grocery Loteria on Oct 10th in partnership with SPB
 3. FIFA Tournament on Oct 24th
 4. Sunset Painting on Oct 25th
 5. Ekho's Halloween Party on Oct 29th
- iv. We now have 57 official members of Student Union Perks Program.
- v. Dolphin Discount Program (DDP) has added 4 new participants so far in the semester.
- vi. Staff/Student Development
1. Student Assistants in the Student Union began reading the Student Leadership Challenge and have been presenting on each of the chapters. Additionally, we are responsible for facilitating a group activity.
 2. Two members of our student staff have been selected to attend the Association of College Unions, International (ACUI) regional conference at San Diego State University in San Diego, California.
 3. Our Building Managers are currently enrolled in ACUI's Building Management 101. Building Management 101 is an online course for student building managers to provide them with valuable foundational knowledge in building management.
- vii. Facilities/Operations/Administration

1. New carpet was installed in the Coville Conference Room.
2. 2018-2019 Student Union Administrative Strategic Priorities have been created for the year and will be reviewed with the Board at a future meeting
 - a. D. Ballesteros reviewed the 17-18 Student Union Administrative Strategic Priorities with the Board, which are based on the University priorities

Atticus Reyes arrived

- e. *The CI View (J. Morecraft)*
 - i. New issue went out on Tuesday
 - ii. Now in transition working on the November issue
 - f. *The Nautical: None*
 - g. *Community Report: None*
- 7) **Outstanding Business: *None***
- 8) **New Business:**
- a. INFORMATIONAL ITEM: ASI Board Member Introductions (J. Morecraft)
 - b. ACTION ITEM: Approve Elaine Crandall, Associate Vice President Administration for signature authority with Rabobank on behalf of ASI (J. Morecraft)
 - i. H. Alatorre explained to the Board that the purpose of this action item is to allow specific administrators to sign the checks that go out on behalf of ASI. Per the banks policies, this requires Board approval to add signature authority.
- III. M/S/P (A. Dosev/T. DeBoni) Motion passed 10-0-0**
- c. INFORMATIONAL ITEM: ASI Board of Directors Bylaws (H. Alatorre)
 - i. The ASI bylaws are available on the ASI website or per the print out given to the Board. It was recommended to the Board to review the bylaws and be familiar with them as they serve as a guide for this body. Additionally, the Board was asked to look at the bylaws with a critical eye to find if there is anything that needs to be updated or if there are any questions as at a later date this Board will discuss updating these bylaws. The ASI administrative office will be emailing the Board an editable version of the bylaws to allow the Board to pose questions and call attentions to errors and the like as this organization sees fit.
 - d. INFORMATIONAL ITEM: Parliamentary Procedures (A. Block-Weiss)
 - i. A. Block-Weiss provided a training and information on Robert's Rules of Order and Parliamentary procedures.
 - e. INFORMATIONAL ITEM: ASI Budget Allocations Overview for 18-19 (H. Alatorre)
 - i. H. Alatorre gave an overview to the Board of the ASI Budget Allocation for the 18-19 year to give context when the financial reports are given at future Board meetings.

- f. INFORMATIONAL ITEM: The Nautical Yearbook (H. Alatorre/B. Banuelos)
- i. H. Alatorre shared with the Board that the Nautical Yearbook over the last couple of years has had challenges with sales and this year the greater challenge, is that the ASI has not been able to identify a student who is interested in serving as the editor-in-chief. Additionally, advisor, Bethany Banuelos has compiled information and details pertaining to the Nautical and its history that will be shared with the Board at the next Board meeting. The hopes of bringing this information to the Board is to engage in a discussion and what discuss what should possibly happen to this entity and what does this mean since students are not showing interest in being a part of the entity or buy yearbooks themselves. In addition, this entity has a budget allocated to it, so those funds are available and there will need to be consideration on how to be best stewards of those funds, depending on the outcome.
 - ii. B. Banuelos added that the budget allocation is \$42,440, which covers the operations of the Nautical as well as two contractual services, which were intended for student employment.
 1. Questions/Comments:
 - a. T. DeBoni: Do other CSU's have a yearbook?
 - i. B. Banuelos: CSUCI is the only CSU left to have a yearbook, which has been the case for several years.
 - b. A. Reyes: Added for the Board's consideration that this entity does have a seat on the ASI Board, which would need to be a point to consider.
- g. ACTION ITEM: ASI Board Committee Appointments (J. Morecraft)
- i. Election Council
 1. Jazzminn Morecraft
 2. Sara Martinez
 3. Kaia Tollefson
 4. Atticus Reyes
 5. Toni DeBoni (ASI Elections Ombudsperson)
 - IV. M/S/P (S. Brown/A. Reyes) Motion passed 10-0-0
 - a. Discussion:
 - i. H. Alatorre explained to the Board that the Election Council is not full yet and the Board will need to recruit more students to be a part of the Council.
 - ii. BASC
 1. Andy Dosev
 2. Larry Garcia
 3. Jennifer Moss

4. Shawna Brown
5. Deanna Villagran
6. Russ Winans

V. **M/S/P (A. Reyes/S. Martinez) Motion passed 10-0-0**

- h. INFORMATIONAL ITEM: Time Certain: 8:35 a.m. Board Group Photo
- 9) Closing Comments: *None*
- 10) Adjournment: 8:45 a.m.

Next ASI Board Meeting is scheduled for Thursday, November 1, 2018 at 7:40 a.m. in the Student Union Coville Conference Room.

Minutes respectfully submitted by Annie Block-Weiss, ASI Administrative Support Coordinator.

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