# Minutes of the Associated Students of California State University, Channel Islands, Inc.
## Board Meeting October 1, 2009

The Associated Students of California State University, Channel Islands, Inc. met on Thursday, October 1, 2009 at 8:00 am in the California State University, Bell Tower West Room 1188.

**Members Present:** Eva Klein, Jeremy Booker, Dana Lockwood, Elysse Farnell, Kevin Schallert, Korri Faria, Tristan Cassel, Joanne Coville, Missy Jarnagin, , Edwin Lebioda, Richard Wagner Dr. Virgil Adams

**Members Absent:** Amanda VanNoy

**Members of the Public Present:** Christine Thompson, Dr. Genevieve Evans Taylor, Stephanie Bracamontes, MacKenzie Garcia, Alisha Leal, Debbie Gravelle, Alexander See, Lauren Pollack

1. **Call to Order:** The meeting was called to order at 8:01 AM
2. **Approval of Minutes:** Minutes approved by Dr. Virgil Adams, and moved by Ms. Lockwood
   Ms. Klein motioned to move agenda item 6, "Budget Allocation process of Clubs and Organizations" under agenda item 8. Motion was seconded twelve ayes, one abstention.
3. **Public Forum:** No members of the public addressed the Board.
4. **ASI Executive Director Report:** Dr. Evans Taylor is working on the ASI election code, and is hoping to have something for review by the next board meeting. Dr. Evans Taylor specified that she is working with Mr. Lebioda, Mr. Booker, and Ms. Thompson on the budget allocation process for clubs and organizations. Dr. Evans Taylor requested clarification regarding items that she and Ms. Thompson need to come to the board with for approval. Ms. Coville asked for examples of documents that are currently being worked on for revision; Dr. Evans Taylor's response was guidelines and procedures. The consensus of the board was to have them review finished products of procedures and guidelines. The suggestion is to increase communication and collaboration with members of the board.
5. **Financial Reports:** Ms. Jarnagin will send out the August budget to Ms. Thompson who will then send it to the board. The plan is that at the quarter end we will meet. Ms. Jarnagin updated the ASI operation agreement to reflect current dates and professionals. Ms. Thompson will send the revised agreement to the board, which will then be voted upon at our November meeting. Ms. Coville touched on the logistics of the document.
6. **ASI/ Student Union Updates:**
   A. **Student Union Update:** Dr. Evans Taylor stated that Mr. Lebioda gave the first student union tour, requests that if the board is interested to please go to the new student center and sign up. Ms. Klein, Mr. Booker, Ms. Thompson, and Dr. Evans Taylor have been working on the Student Union mission statement. They are currently looking at the campus' mission statements, the mission pillars, core values, student expectations, dimensions of development, and the professional standards outlined through CAS to aid in their development of the mission statement. Mr. Lebioda stated that the building is running into a few hold ups; carpet has not come in because it's not in stock, and they can't install the walls until the building has carpet. The kitchen remodel will not cost us as much as we predicted in both money and time. The building will be ready for the January open.
   Mr. Lebioda, Dr. Evans Taylor and Ms. Thompson have been looking to equip the building with group 2 funds. Dr. Evans Taylor would like input through a survey she created.
   B. **Policies and Procedure Update:** As previously stated, Dr. Evans Taylor has been working with colleagues to develop facility guidelines, ASI Election Code, and an ASI Budget Allocation Process for Clubs and Orgs.

7. **Outstanding Business:**
   A. **ASI Budget Analyst & SUB Facility Specialist:** Board called for a closed session; closed session are governed under Education Code section 89923

8. **New Business: To consider and act upon such other matters as properly come before the meeting:**

A. **ASI Election Code:** Mr. Booker looks to update the ASI Election process; one of the issues has to do with switching the elections to an online format. This would prove to keep with campus sustainability efforts and increase our number of voters.
Mr. Cassel specified that they should have a paper option for those not choosing to use an electronic portal.
Dr. Virgil commented that it is efficient, affective and sustainable if we use the student portal.
Ms. Farria asked if an online version would extend the time for voting. Mr. Booker replied that it may.
Mr. Booker specified that an additional option is to have a polling station for this electronic voting to take place.

B. **Budget allocation process for clubs and organizations:** Mr. Booker stated that historically, Club and Organization budgets were allocated by Student Government. The process as is stands requires a club to apply for funding based on an event by event basis. Clubs and Organizations will grow in the future and after review of the process it appears Student Government's current allocation process may not efficiently meet the needs of both clubs and Student Government's. A proposal has been made that ASI would create a budget allocation committee comprised of five students, three University employees and an ASI staff representative. The committee would hear the requests of all clubs and request an annual budget to the ASI Board. Mr. Booker opened the floor to discussion, allocating spots of 2 minutes per speaker.

    i. Ms. Coville specified that the financial person for the ASI or the ASI Board Treasurer should be on the committee.
    ii. Mr. Schallert read a statement prepared by Student Government Senator Douglas Whitesell. See appendix 1.
    iii. Mr. Schallert specified that Student Government (SG) is ready now more than ever to except budget cuts.
    iv. His concern is that SG has accountability to students and clubs and organizations. SG has many checks and balances for removal of members if need be that ASI does not. The proposed committee, comprised of CI Administrators, would change the dynamic and hinder student voices.
    v. Dr. Adams takes offense to the statement that Administration would somehow take over. In no way will Administration overpower students and counter the culture that is trying to be built at this University.
    vi. Mr. Schallert apologizes if he misspoke; he specified his concern would change the dynamic of the student board.
    vii. Dr. Evans Taylor specified that this is to ensure consistency
    viii. Mr. Lebioda specified that the clubs and organizations are here for a learning experience; CI is to give them real world experience in leadership, participation, and budgeting etc. This process is to mirror how entities request for funding. Mr. Lebioda believes that the committee make-up is something the Board can discuss. Mr. Lebioda specified that if students do not speak up then it falls onto developing students as leaders. One of the things we want to provide is historical information; having two staff members would be beneficial because it would allow follow through. Last year, Student Government only requested half of what they received in their club budget account from ASI due to the lack of requests from Clubs.
    ix. Ms. Lockwood believes it will give the clubs more opportunity to grow and be held more accountable. There are clubs that don't have much involvement or activities, and she feels that this will make clubs more active.
    x. Ms Pollack would like to know the timeline of implementation. Dr. Evans Taylor specified that it is a long process, looks like a 12 week process. There may be double work for the students. We are asking that we implement the 2010/2011 budget, and have it be in place for July 1st. The process ideally should start in October.
    xi. Mr. Lebioda specified that all ASI budgets will eventually be due a lot sooner.
    xii. Ms. Coville is concerned that it is being done too early. There are students who are new in their leadership roles, and it is ambitious to ask students to create a budget so early in their position. If the process is set in place, there needs to be an understanding that this is

a huge transition and the Board should be forgiving of mistakes. We should have money available for miscalculations.

    xiii.  Ms. Leal, Director of Finance specified that Student Government is working in conjunction with the SEAL center to create budget workshops. These workshops will take place next week. As it stands, Student Government will allow event by event requests with the possibility of creating a semester budget. For the Spring semester, clubs will have to submit a semester budget.

    xiv.  Ms. Klein specified her concerns that she anticipates due to her expertise as an employee of the SEAL Center. The year long budget will put a burden on presidents, and since the SEAL Center is understaffed this process seems ambitious.

  C.  **ASI Bylaws:** Mr. Kevin Schallert specified that the ASI bylaws state that ASI should have an ASI President. He recommends the bylaws be amended.

    i.  Ms. Coville requests that a student sub-committee be formed.

  D.  **Welcome Bag**: Mr. Richard Wagner: the CCC provides a welcome bag that is geared to new students. We are planning for 2010 and would like the board's input if it's a good idea.

    i.  Ms. Lockwood stated that she really loved the bags that were provided.

    ii.  A quick survey was passed around to the board that would specify the style of the bag. Backpack, market bag, and zip bag (gym bag) were some ideas.

  E.  **Gifting Yearbooks:** Ms. Farnell stated that she has many boxes of old yearbooks and plans to give them to departments to advertise the book. The question came up if the books belong to ASI or the Nautical, Ms. Farnell is asking permission if that is an acceptable use for the books. The consensus of the board was to distribute at will to the CSUCI departments.

  F.  **ASI Stole:** Ms. Eva Klein: Last year, a few students tried to start the ASI Stole tradition. Ms. Pollack and Ms. Klein have created a process for receipt of the stole. They are requesting feedback at this point. See Appendix 2

    i.  Mr. Booker recommends that the proposal state two years not two consecutive years.

    ii.  Ms. Pollack specified that students wanted an appeal's process, though she has a concern with implementing this process because it is an Honor Stole. She would also like to see all applicants be checked through the Judicial Office.

    iii.  Mr. Schallert specified that the GPA requirement is high due to the fact one can be an outstanding student leader with an average GPA of 2.5.

    iv.  Mr. Lebioda specified that he believes the 3.0 is realistic because all leaders are students first.

    v.  Ms. Coville recommends coordinating with the University to obtain clarity and collaboration.

    vi.  Ms. Lockwood specifies that the requirements are not conducive to transfer students; she suggests that an appointment should instead come from the entity leaders.

    vii.  Ms. Coville suggests that we have clear criteria in place that way if a student meets the criteria then they automatically get it.

    viii.  Mr. Schallert feels that the 3.0 GPA is an awkward threshold because it doesn't constitute honors.

    ix.  Mr. Lebioda clarified that it is a scholarship worthy GPA

9. **Entity Reports:**

  A.  **Student Programming Board:** October is a big month for SPB. On Friday October 2, they are having super skate at skating plus in Ventura, Saturday October 3rd Bash at the Beach is co-sponsored with recreation and housing, and Rocky Horror and Talent Show are also coming up. They have submitted a proposal to their first choice which is Flogging Molly for the Annual Picnic. Extended an invitation to the board to attend Hands Across CI.

  B.  **Student Government:** Over the month SG has adhered to their mission of advocating and serving the students.

  C.  **CI View:** First printed issue, continuing online is better than expected. They have developed a detailed report provided by Google analytics which proves they are doing really well. Also they are trying to get a couple more writers.

  D.  **Nautical:**

**F.** **Community Relations**: Mr. Wagner mentioned that he met with Dr. Evans Taylor and Ms. Wamba regarding the Dolphin Discount Program; they have started the process early and he is excited to continue on the process.

10. **Adjournment:** 9:27 AM

The next meeting is scheduled for Thursday, December 3, 2009 at 8:00 a.m. Bell Tower West room 1188.

**APPROVED:** Associated Students of California State University, Channel Islands


_____ _____

Jeremy Booker, ASI Board Chairperson                                                Date

Respectfully Submitted, Christine Thompson, ASI Board Secretary

**Appendix 1**

My name is Doug Whitesell and I am a Student Government Senator and chair of the Senate Internal Affairs Committee. I am also a senior at the University, earning dual degrees in Computer Science and Political Science, and have been involved in the Computer Science Club since my first semester.

At Tuesday's Senate meeting on September 29, 2009, Senate was informed of, and elected to discuss, proposed changes to how Associated Students, Incorporated will allocate club funding. Senate has already taken up the issue of procedures and policies for club funding in this academic year. At our first regular meeting this year, I introduced and Senate enacted Senate Bill 10-01, describing how clubs may request funds from Student Government for their events and activities. The bill was designed to give clubs, and Student Government, the greatest possible flexibility in handling club appropriations requests. In my time both as a club member and as a Senator I've found that our club funding process works very well and provides a considerable amount of flexibility for both Student Government and for student clubs. SB10-01 represents a codification of our process. The idea of semester-long budgets being required is not reflected in the enacted text as it would reduce Senate's and clubs' ability to handle unforeseen circumstances. Also, our current understanding of the Romero Open Meetings Act reduces the amount of time for approval of funding. Previously, our interpretation required at least two weeks' time for Senate to discuss, consider, and enact funding. It is now our understanding that only one week in Senate is required. Senate is also granted oversight over the use of club funds: the Director of Finance must release funding records upon request of any member of Senate or to members of the public. With these changes Student Government is ready—now, more than ever—to handle club-funding decisions.

Senate also held an informal discussion about club funding priorities on September 22nd, 2009. For what was discussed, please consult our minutes for that meeting. While Senate did not adopt any official resolution stating funding priorities for Academic Year 2009-2010, the minutes reflect that Senate is prepared to handle funding.

Student Government is an organization that is very, very directly accountable to students and very visible to students. As a Senator, the public may elect to express their displeasure and recall my colleagues or myself. The executive branch faces similar public accountability. Lastly, we have a judicial branch where students can bring their grievances—for instance, if they believe funds were appropriated in violation of SB10-01 or our Bylaws—and have them resolved. Senate in particular and Student Government overall can be very easily held to account for funding decisions.

At present, I am generally opposed to the proposed funding changes. However, I am more than willing to work with ASI and SEAL on improving the funding process. I would also like to have a Board representative—besides our President—come to Senate and further elaborate why the Board may relieve us of funding responsibility so that our deliberations on the issue may be better enlightened. In all, however, I firmly believe that the current decision-making process for club funding is the best, most transparent, visible, accessible and accountable process available for our students.

Thank you for your time.

**Appendix 2**

ASI Stole Proposal
*Respectfully Submitted by Eva Klein & Lauren Pollack*

*The purpose of the ASI stole is to recognize graduating seniors who have dedicated their leadership to ASI while achieving excellence in academic performance.*

Possible Names:
- ASI Honor Stole
- ASI Stole of Distinction

Eligibility:
The following requirements must be achieved in order to be eligible:

1) Applicant has held either an elected or appointed position within ASI for a minimum of two (2) consecutive years.
2) Applicant has earned a 3.0 grade point average at the time of ASI stole application submission.
3) Applicant has applied for graduation.

Product:



In order to maintain uniformity, all stoles should look the same. Above is a draft version of the proposed stole.

Process:
- Eligible students will apply through the registrar's office.
- Application will include general information as well as a reflective essay component.
- Applications will be sent to a committee consisting of various individuals representing a wide variety of campus entities. The committee will review applications to determine stole recipients.
- The committee will also select one applicant who represents the "ASI Senior Student Leader of the Year" whose stole will have a silver bar indicating this achievement.

Distribution/ Funding:
- Stoles will be distributed at the annual Student Leadership Awards.
- Funding will come from the ASI budget as recommended by Dr. Sawyer.
  - After doing online research, we found that blank stoles can be purchased online for as little as $5.00 per stole (minimum 25 stoles). Embroidery costs vary but research indicated that cost would be rather minimal.