



Board of Directors Meeting Minutes

Date: Thursday, October 18, 2018
 Time: 3:15- 5:45 pm
 Location: Housing & Residential Life Phase II Conference Room
 Attendees: Board of Directors & General Public
 Type of Meeting: Special

I. Organizational Items:

- a. Call to order by: Chair Nia Johnson, A.S.I. President @ 3:19
- b. Roll Call:

Nia Johnson	<i>President</i>	Excused Absent
Jacquelyn Acosta	<i>Vice President for Academic Governance</i>	Present
Aaron Castaneda	<i>Vice President for Finance</i>	Present
Veronica Garcia-Martinez	<i>Vice President for External Affairs and Advancement</i>	Present
Rashad Freeman	<i>College of Health and Human Services Rep.</i>	Excused Tardy Present @4:18pm
Jocelyn Vargas	<i>College of Health and Human Services Rep.</i>	Present
Christopher Koo	<i>College of Business & Economics Rep.</i>	Excused Tardy, Tardy Present @4:54pm
Jacob Isai Amaya	<i>College of Arts and Letters Rep.</i>	Present
Raul Rodriguez	<i>Charter College of Education Rep.</i>	Present
Smitkumar Patel	<i>College of Engineering, Comp. Science & Technology Rep</i>	Excused Absent
Edgar Chavez	<i>College of Engineering, Comp. Science & Technology Rep.</i>	Present
Fritza Plasencia	<i>College of Natural & Social Sciences Rep.</i>	Excused Absent
Davona Watson	<i>College of Natural & Social Sciences Rep.</i>	Present
Nataly Aviles	<i>Community Affairs Representative at Large</i>	Present
Krystal Rubio	<i>Campus Affairs Representative At Large</i>	Present
Nia Allen	<i>Chief Justice</i>	Present
Dr. Jennifer Miller	<i>University President's Designee</i>	Excused Absent
Marcus Rodriguez	<i>Director of Government Affairs & Leadership Programs</i>	Present
Dena Florez	<i>Office Manager of Administration & Services – RS</i>	Present
Guests of the Gallery		

- c. Adoption of Agenda: **Thursday, October 18, 2018 2:40**

Discussion:

Offered By:	Isai Amaya	Seconded by:	Veronica Garcia-Martinez		
Motion to Conesus the informational item @5:00 PM. approves the Agenda of Thursday October 4, 2018. Motion received ALL votes and passed.					
All in Favor	ALL	Opposed	0	Abstained	0
Motion: Passed					

Offered By:	Veronica Garcia-Martinez	Seconded by:	Jocelyn Vargas		
Motion to approve the informational item A. Motion received ALL votes and passed.					

All in Favor	ALL	Opposed	0	Abstained	0	Motion: Passed
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d. Approval of Minutes (action): **October 4, 2018**

 **Discussion:**

- Veronica Garcia-Martinez: I want to point out a clerical error. For informational item letter D, it said all in favor it said say all.
- Raul Rodriguez: In mine is said unexcused tardy but it's unexcused absent.
- Nia Allen: it doesn't say anything.

Offered By:	Veronica Garcia-Martinez	Seconded by:	Edgar Chavez			
Motion to approve the adoption of the minutes for Thursday, October 4, 2018 Motion received ALL votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

II. Public Forum:

- a. **This time is allotted to members of the public to address the board.**

III. Action Items:

- a. **Appointment for Vacant ASI and Campus Committee Positions** - The Board will appoint individuals to the following vacant ASI and student committee positions.

1. ASI Board of Director Appointment(s)

a. 2 Minutes speech: **Secretary/Treasurer**

- David San: I believe you guys already know me. At that time I'm in the finance committee and I enjoy and learned many thing and procedure. I believe I'm a great candidate because I have experience with sectary and treasure therefore I believe I'm pretty good at organization stuff. With the sectary position I have done many project with computer. I have a good knowledge with deadline with paper and money as a sectary treasure.

b. Questions:

- Jocelyn Vargas: how would you hold people accountable with submitting paper work in ASI?
- David San: this goes back to the sectary of hours in high school, what I did is my creating a system and I would met up with them. If they do fall behind I tell them to join next year.
- Raul Rodriguez: I have question about availability, we have board meeting on Thursday and it seem that you are not availability at that time. How would you deal with that?
- David San: I am availability for Board meeting, I might have mistyped that.
- Jacquelyn Acosta: BOD end at 5:45 and you put your availability end at 5:00.
- David San: well sorry, I have a class at 6:30, Yes I can make it to bod all full time.
- Jacquelyn Acosta: seeing that we are at the end of the semester, how are you feeling putting in 45 hours each week? Are you willing to committee time as sectary treasure. Are you willing to committee to overtime.
- David San: I'm pretty use to do that position. I do stay quit a lot of time. I went out of my way to help a professor to help finish grading from 5:00-11:00.

c. Discussion:

- Aaron Castaneda: Nia was the one who interview David and Nia said she do recommend David san as sectary/treasure. He does have the optional to

hold people with accountable for their action. He do have past experience with sectary and Treasure which makes him qualified and his availability time is set for his position. He is committee to ASI, lastly he is agree with the job listed under the position.

- Dena Florez: Being as right now, I am doing the Bi-Weekly and state of affair, I well be happily to bring David up to speed in doing the jobs.
- Raul Rodriguez: he well doing this for the rest of the year.

Offered By:	Jacquelyn Acosta	Seconded by:	Jocelyn Vargas			
Motion to appoint David San as Secretary/Treasurer. Motion received ALL votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

a. 2 Minutes speech: **College of Arts and Letters.**

- Selene Castillo: Hello, I was a pervious a college of art and letter rep. I'm back here for my graduate. I was really involved towards the end of the semester. I enjoy adverting for the students. ASI is very helpful to see what is out there. One day when I get my degree I hope Aaron Castaneda to give a hand for those who need it.

b. Questions:

- Jocelyn Vargas: What new ideas do you have for this coming ASI?
- Selene Castillo: Last semester I didn't get to finish one of my idea, one thing I talked to the chair is that student weren't able to register because they couldn't get their finical aid yet. I would like to get in connected with grad student with international student to help their college road easier.
- Veronica Garcia-Martinez: what do you think some of the issue?
- Selene Castillo: well I was talking-to Isaya that that in USC student gather instrument. To connect they want all the student to get out there. So to connect our art college to the other is that student are not connecting.

c. Discussion:

- Aaron Castaneda: Selene was interview my Isai,
- Isai Amaya: so, I did the interview, I do want to give my recommendation. When I spoke to her about the repressive for the art. She is very aware of what she's getting into. She was able to state some problem about the department. Something she mention is that not enough connection. She mention about the instrument get stolen. She went in dept with all the problem and very knowledge.
- Jocelyn Vargas: I would recommend her, last year I got to work with Selene she does state her option with discussion item with have. Selene was already there to table and tell them what ASI is able. I think she very committee.
- Davona Watson: Were you able to talk to her bale any event.
- Isai Amaya: she did mention the Mariachi band need to come out event to help art and letter student to come out. She did mention about the event should be outside. She mention that she had an amazing relationship with her mentor and resources as well. Her availability time wouldn't effect any meeting as well.

Offered By:	Jocelyn Vargas	Seconded by:	Krystal Rubio			
Motion to appoint Selene Castillo as College of Arts and Letters Rep. Motion received ALL votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

2. Cabinet of Commissioner Appointment(s): **Spirit Commissioner**

a. Discussion:

- Jacquelyn Acosta: we need to do a better job on letting them know
- Jocelyn Vargas: I agree for future applicant.

Offered By:	Jocelyn Vargas	Seconded by:	Jacquelyn Acosta			
Motion to postpone the spirit commissioner appointment. Motion received ALL votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

3. Internal Committee Appointment(s): **Environmental Policy Committee Member.**

a. Discussion:

- Javier Moro: Amber needs to finish one semester; as for David Isalah Andalon have experience with working with other student leaders. I think he would be a great candidate for the environment. As for Marlene as well, in middle school she was student environment academy.

b. Questions:

- Raul Rodriguez: For her availability day would she be able to make it in those meeting.
- Javier Moro: yes her availability date is set. We have a 10:30 meeting date.
- Jocelyn Vargas: Is this the same person.
- Javier Moro: Oh yeah, this is not the David Garcia form last year.
- Jacob Isai Amaya: I do want to give my recommendation to her because again she does give 100% in everything she does.
- Davona Watson: which one is the student that needs to complete a year?
- Javier Moro: Amber.

Offered By:	Jocelyn Vargas	Seconded by:	Jacquelyn Acosta			
Motion to appoint David Garcia and Marlene Millan Osuna as Environmental Policy Committee Member, Motion received votes and passed						
All in Favor	8	Opposed	1	Abstained	0	Motion: Passed

a. Speech: **ASI Alternative Funding and Referendum Ad Hoc Committee.**

- David San: I've attended some Ad Hoc committee meeting. I didn't really have an idea what this was until I attended I understood more about the policy and were we are going with it.

b. Questions:

- Jocelyn Vargas: So, does this affect his position?
- Aaron Castaneda: he well move position. He doesn't lose any seats.

c. Discussion:

Offered By:	Jocelyn Vargas	Seconded by:	Veronica Garcia-Martinez
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Motion to appoint David San as ASI Alternative Funding and Referendum Ad Hoc Committee. Motion received ALL votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

a. Speech: **Lobby Corp Member**

- Daniel Isaiah Andalon: In my generation, helping was always a part of our family. I've private the church. I've been involved in youth of Los Angeles providing them tutor and leadership. We made a film in the beginning of our organization. I've patriciate in the Christmas parade. We have local artist where original artist to come out.

Offered By:	Jacquelyn Acosta	Seconded by:	Davona Watson			
Motion to postponed State Lobby Corp Officer to the next BOD. Motion received ALL votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

4. University Wide Committee Appointment(s):

- Jacquelyn Acosta: I appoint David san and moa manson. As for Krystal I couldn't appoint her because I didn't received anything for her so therefore i can't appoint her.
- Marcus Rodriguez: You all did revised and email about the process. Jacky serving is an honors.

b. **Policy Amendments** - The Board will take action on the following policy amendments recommended by the Bylaws Committee.

1. Policy 204 Funding Guidelines

- Aaron Castaneda: We talk about the proposal. We'll have one every year and we don't' allowed future funding only current budget. We tried to look back and see the guideline and we decided to get rid of it. We do not fund material or equipment. We don't offer outside campus funding/event. Page 4, after the funding gets approve the award letter is being made. The award letter is used to confirm.

Offered By:	Nataly Aviles	Seconded by:	Jacquelyn Acosta			
Motion to pass Policy 204 Funding Guidelines. Motion received votes and passed						
All in Favor	8	Opposed	0	Abstained	1	Motion: Passed

2. Direct Funding Allocation Guidelines 2018-2019

- Aaron Castaneda: this is more for wat we fund. This is our primary document e give to clubs and orgs. Page 1 talks about the guideline such as hospitably. We calculate the estimate how much people are coming to Cal State LA. We got rid of appetizer. We clarify a few items. ASI have funding for specific speaker for certificate and awards. We do not fud scholarship. As for marketing we raise the price for our sweatshirts. Flyers we raised price to 10 cents for black and white 75 cent for color flyers. The next thing on here is mechanic needs to have an ASI logo on there. We are sponsoring the materials, so it must be there.
- Davona Watson: would there be an item you want to see the design?

- Aaron Castaneda: yes, a week before the sub-committee funding meeting. As for travel funding. We do not fund regulation, but we fund hostel and transpiration. Last one, ASI fund have discounted tickets.
- Edgar: If they are understated. Let say request over the estimate then we give them the most exact.
- Jocelyn Vargas: what is the reason why for funding for food is different?
- Aaron Castaneda: we fund for food all, but admission fee is 50%.

Offered By:	Jocelyn Vargas	Seconded by:	Edgar Chavez			
Motion to pass Direct Funding Allocation Guidelines 2018-2019. Motion received all votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

3. Policy 004 Elections Committee COP

- Aaron Castaneda: we did not print out, but it got approve by the by law.

Offered By:	Jocelyn Vargas	Seconded by:	Veronica Garcia-Martinez			
Motion to postponed Policy 004 Elections Committee COP to the next meeting Motion received all votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

4. Policy 216 Contracts and Procurement

- Aaron Castaneda: these are all new policy.
- Dena Florez: the purpose is that these policies is so that we may make purchase stuff for ASI purposes. Pricing cards, ASI went through internal audit. There were things we wen t over like purchase cards. We went over on how we used purchase cards and when to use it. When we issue the care, the person needs to sign the policy. If you do not use the card correctly we will take the card back. If there's any Freud toward to the organization well be as to get the card back. If there's ticket for horror night, we can't just send them out we put them into the raffle. Then we went over the prohibited purchases, we well approve what was purchase. When we make a purchase for example smart and final. The race needs to have a vender recipe and quantity order and description. What did I purchase the food for, the meeting the agenda? We have the right to renew for example thousand pins we may renew it and used the same things. We have a ASI policy where we keep files for four years. Every year we get rid of a file and starts a new one.

Offered By:	Rashad Freeman	Seconded by:	Jacob Isai Amaya			
Motion to approve Policy 216 Contracts and Procurement. Motion received all votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

5. Policy 222 ASI Ticket Program

- Aaron Castaneda: It rename by the ticket program. There used to be two policies, so we merge it. Dena will summarize
- Dena Florez: this policy is downsizing. We want to make it like a policy rather than a process. We go into the purpose for ASI discounted tickets. This reference shows signature. You will see through the policy. Cashier have this safe room and our lock box is here. Vender agreement must be sign by ASI executive directory. The purchases for resale we sell prepaid ticket or an

online ticket such as Horror night and online SeaWorld. As for Six flag we pay them money for what we sell. Ticket do expire, and we return the unsold tickets and we get refund. Professional tickets we used to sell Lakers tickets and clippers. You have to pick games and what we do is save it and tape it down and keep it and we have to turn in a return form. We can give away some tickets as well such as CSSA.

- Jocelyn Vargas: going back to the event, is there a time where you want us to let you know when we give out the ticket?
- Dena Florez: I would like a day before the event, so we may log it in so that we have it ready.
- Marcus Rodriguez: let's go 48 hours before, submit the paper work three months ahead so we may get it done.
- Dena Florez: just a suggestion if we give out ticket it's better tog I've out a prepaid ticket.

Offered By:	Veronica Garcia-Martinez	Seconded by:	Krystal Rubio			
Motion to approve Policy 222 ASI Ticket Program and the removal Policy 223. Motion received all votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

a. **ASI Alternative Break Service Learning Project** - The Board reviewed and take action on the agreements, procedures, and budgets associated with the program.

- Marcus Rodriguez: We are looking at a program where student is able to go out and take a break. And also, we looked at who will separate the group of students. We'd ask staff and they have no problem leaving their job to help out in this program. I kind of want to wrap that all up that student come in. As for the monthly meeting we'll try to do it the last event we have. We want to state social media campaign and ASI well go fund me. When we get 6 students to sign up it open up the space for faculty. In addition, the more trips we do we get point such as finical value. With our point we want to turn it in the scholarship.

Offered By:	Rashad Freeman	Seconded by:	Jacquelyn Acosta			
Motion to approve policy of alternative break learning project budget. Motion received all votes and passed						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

IV. Special Presentation:

a. **Rebecca Palmer will update the Board on Housing developments and provide context for future projects.**

- Rebecca Ramirez: Hi everyone, so I brought some picture of the new building. I'll send it to Marcus and he may send it out. So, it's really cool. May you introduce yourself.
- (Everyone Introduce themselves)
- Rebecca Ramirez: I really appreciate you all to have me here. I well be showing the new update. Some of you may or may not know but we are building a new faculty and it cost \$200 million building. It is every large and most experience. For 200 students to live on campus. It takes two years to construct. First floor will have administration office. It'll have health and wellness area and also foot wash. There will be class room for student area. We well have faculty in the resident program. Which is for faculty to live on campus. There will be three resident area. What the faculty need is to just work with us and be there to advocated for student. But one of the thing you all can do is spread the word about what the building is about. This is the first time cl stat else

become a resident's campus. Due to data, student who live on campus have a high GPA and graduate on time. Student who live on campus will be able to stay and get to know the campus more without worrying about.

- Raul Rodriguez: first, is there going to be library where student can be there to study, or what type of security?
- Rebecca Ramirez: We'll have a sign in. each floor will have a neighborhood/community. Each high rise will have two individual community to have a big lodge. There will be room to reserved.
- Davona Watson: it was more about the structure of the hall,
- Rebecca Ramirez: We'll have more living learning community for engineering and etc.
- Veronica Garcia-Martinez: well the faculty resident be living near the dorm.
- Rebecca Ramirez: they'll have their events and there will be dining where they may have a lot of people. The purpose is to bring different faculty down to have a meeting.
- Raul Rodriguez: one thing I have is that student who lived on campus should they have lack of resources.
- Rebecca Ramirez: a meal plan in that building is mandatory because they don't have a kitchen.
- Raul Rodriguez: at a cost?
- Rebecca Ramirez: yes, I don't know the cost. But again, your financial aid package well gives you the money for the meal
- Davona Watson: does this effect the rate of housing.
- Rebecca Ramirez: yes, the rate was actually sustainable. And actually, Dominguez hills housing rate drop. As for CSULA housing have a bigger space for Dominguez hills.

V. Information:

- a. **2019 General Election Timeline** - The Board will be informed on the 2019 General Election Timeline developed by the Elections and Orientation Commissioner.
 - Jessal Salas: We are talking about timeline of ASI member. ASI need to understand the committee for all ASI member. We just want to make a couple of changes with the date.
 - Raul Rodriguez: I saw in the ASI that we are starting with the election, in my experience I was encouraging to be an ASI member. I get a constantly reminder. Can we make more than one announcement student to see such as bi-weekly bases. I feel if student is constantly asked they will be encourage.
 - Jessal Salas: you are right, I have been doing talking and we been going out together student, the hard part is that this is a commute school and we're trying to do our best. It takes a little bit of time.
 - Jacquelyn Acosta: That what I'm doing with academic faculty, I think only ASI can branch out so much. We may get student to sign up, but they don't really. It's more of faculty to get the word out because again they see who the leaders are.
 - Aaron Castaneda: ASI ED position has been vacated personnel decision due to privacy laws this cannot be discussed.
- b. **Mid-Year Evaluations** - The Board will be reminded of the deadline for Mid-Year Evaluations.
 - Aaron Castaneda: Nia said mention to not send it through email due to the fact that it public.
 - Raul Rodriguez: the website is down so how would we get access to it.
 - Aaron Castaneda: we send it.
 - Marcus Rodriguez: please check it right the password well gets reset.
 - Aaron Castaneda: go to the front desk we'll have it print out.

- c. **Responses to Internal Audit** - ASI management will present the managerial responses for the Internal Audit conducted by the University.
 - Marcus Rodriguez: had given me the entire audit, so what you have here is that we are following ASI policy and the CSULA policy. we know ASI is going well. We have here is a guideline for recommendation for all our findings. The process started about June. There was a load of questions. Every policy that you revised is like what we are looking at. I want to go to the recommendation on page 15.
- d. **Referendum status** - The Board were informed on the status of our ASI Referendum and petition currently being conducted
 - Aaron Castaneda: you all been giving a calendar for our deadlines and date. The Ad Hoc committee is meeting tomorrow.

VI. Discussion:

- a. **Presidents Priority Issue List** - The Board will discuss the President's Priority Issue List in anticipation for Pizza with the President on October 26.

VII. Reports:

- a. ASI President: **Nia Johnson**
- b. ASI Vice President for Administration: **Jesus Mora**
- c. ASI Vice President for Finance: **Aaron Castaneda**
- d. ASI Vice President for Academic Governance: **Jacquelyn Acosta**
- e. ASI Vice President for External Affairs and Advancement: **Veronica Garcia-Martinez**
- f. ASI Secretary/ Treasurer: **Jennifer Martell**
- g. ASI Chief Justice: **Nia Allen**
- h. ASI Board of Directors
- i. ASI Staff: **Intef W. Weser and Marcus Rodriguez**
- j. University Designee: **Dr. Jennifer Miller, Dean of Students**

VIII. Adjournment: Adjourn by Aaron Castaneda at 5:46 pm

CERTIFICATION

Official Minutes taken for the ASI Board of Directors Meeting of the Associated Students, Inc., Cal State Los Angeles held on October 18, 2018 in the: U-SU Board Room, 303 and were approved by consensus by the A.S.I. Board of Director Committee on Thursday, November 1, 2018. Prepared by:

Dena Florez- Recording Secretary

David San- Secretary/Treasurer