



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 @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, @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**

Offered By:	Isai Amaya	Seconded by:	Veronica Garcia-Martinez
Consensus to make the 2019 General Election Timeline for a time certain @5:00 PM. – Consensus reached.			
Motion to approve the Agenda of Thursday October 18, 2018 with said changes.			
All in Favor	ALL	Opposed	0
Abstained	0	Motion:	Passed

Offered By:	Veronica Garcia-Martinez	Seconded by:	Jocelyn Vargas			
Motion to add Information Item A – Board will be notified of transition in management.						
All in Favor	ALL	Opposed	0	Abstained	0	Motion: Passed

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: On mine is said unexcused tardy but it should be unexcused absent.
- Nia Allen: On mine it doesn't say anything.

Offered By:	Veronica Garcia-Martinez	Seconded by:	Edgar Chavez			
Motion to approve the minutes for Thursday, October 4, 2018						
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 all 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 being a Secretary and Treasurer. I am a computer science major and I have held positions within my club. Overall I have a good knowledge of dealing with paperwork and money as Secretary/Treasurer.

b. Questions:

- Jocelyn Vargas: How would you hold people accountable with submitting paper work in ASI?
- David San: This goes back to when I was a secretary in high school, what I did was create a system where we would track the club member hours and if someone was falling behind, I would meet up with them and remind them if they didn't keep up with their hours they would be removed from the club.
- Raul Rodriguez: I have a question about availability, we have board meetings on Thursday's and it seems that you are not availability at that time. How would you deal with that?
- David San: I am availability for board meetings, I might have mistyped that.
- Jacquelyn Acosta: BOD end at 5:45 and you put your availability ends at 5:00.
- David San: I have a class at 6:30, Yes I can attend the BOD in its entirety.
- Jacquelyn Acosta: Seeing that we are at the end of the semester, how do you feel about putting in 45 hours each week? Are you willing to commit to this time as Secretary Treasurer? Are you willing to commit to overtime.

- David San: I'm pretty use to doing this position. I do stay quite 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 interviewed David and Nia said she does recommend David San as Secretary/Treasurer. He does have the option to hold people accountable for submitting their work. He does have past experience as a secretary and treasurer which makes him qualified and his availability time is set for his position. He is committed to ASI, lastly he has agreed with the job description listed under the position.
 - Dena Florez: Right now, I am collecting the Bi-Weekly and State of Affairs, I will be happy to bring David up to speed in doing the jobs.
 - Raul Rodriguez: He will be in the position for the rest of the year.

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

a. **College of Arts and Letters.**

- Selene Castillo: Hello, I was a previous a College of Arts and Letter Representative. I'm back here for my graduate degree. I was really involved. I enjoy advocating for the students. ASI is very helpful to see what is out there. One day when I get my degree I hope to apply what I have learned to help others.

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 ideas. One thing I talked to the chair about is that students were not able to register because they could not get their financial aid on time. I would like to connected with grad students and with international students to help their college road easier.
- Veronica Garcia-Martinez: What do you think some of the issues that are coming out of the College of Arts and Letters?
- Selene Castillo: I was talking to Isai that the problems in the college remain the same. One is the music students getting their instruments stolen because they do not have a safe place to keep their instruments. We would like other colleges to connect with our Arts and Letters college.

c. Discussion:

- Aaron Castaneda: Selene was interview by Isai.
- Isai Amaya: I did interview Selene and I do want to give my recommendation. When I spoke to her about the representative for the Arts and Letters College. She is very aware of what she's getting into. She was able to state some problem about the department. Something she mentioned is that there is not enough connection. She mention about the instruments getting stolen. She went in depth with all the problems and is very knowledge.
- Jocelyn Vargas: I would recommend her, last year I got to work with Selene. She does state her opinion and is open to discussion. Selene was already there to table and tell people what ASI was all about. I think she very committed.
- Davona Watson: Were you able to talk to her about any events?

- Isai Amaya: She did mention about bringing a Mariachi and Jazz band to campus. She also mentioned about helping students in the college get their work showcased outside. She mention that she had an amazing relationship with her mentor and resources as well. Her availability time wouldn't affect any meeting as well.

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

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

a. Discussion:

- Javier Moro: Amber will not be able to be appointed, as she needs to finish one semester. David I give my recommendation as he has experience working with other student leaders. I think he would be a great candidate for the Environmental Policy Committee. Marlene is very passionate about the environment and I feel she would be a great candidate. In middle school she was very involved with her Environmental Science Academy.

b. Questions:

- Raul Rodriguez: For her availability day would she be able to make it in those meeting.
- Javier Moro: Yes, her availability time is set. We meet at 10:30am.
- Jocelyn Vargas: With regards to David Garcia, 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 Marlene, 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 to the Environmental Policy Committee						
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 have an idea of what the referendum is and what we want for ASI. At first, I wasn't sure of where ASI funding comes from until I attended. I now have a good idea of what the referendum is and how it will help ASI.
- b. Questions:
 - Jocelyn Vargas: So, does this affect his position?
 - Aaron Castaneda: He will move into this position. He doesn't lose any seats.
- c. Discussion:

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

a. Speech: **Lobby Corp Member**

- Daniel Isaiah Andalon: For as long as I can remember, I have always been involved in civic engagement within my family. Through my parents/grandparents, I participated in church foodbanks. I have gone with my dad to his meetings and have met leaders and one day it just clicked and I ended up doing my own thing. I have been involved with various organizations in my community. I've been involved in a nonprofit youth organization of Los Angeles providing them tutor and leadership skills through the arts. We made a film in the beginning of our organization and won an award for best film. Another organization I have participated in was involved with the Christmas parade announcing the floats. We have had local artist come out and display their artwork and engage the community through the arts. Overall, I have a passion for being involved in the community and being able to serve.

Offered By:	Jacquelyn Acosta	Seconded by:	Davona Watson			
Motion to postpone State Lobby Corp Officer to the next BOD.						
All in Favor	9	Opposed	0	Abstained	0	Motion: Passed

4. University Wide Committee Appointment(s):

- Jacquelyn Acosta: I appoint David San to the Student Fee Advisory Committee along with Nia and Aaron. As for Krystal I couldn't appoint her because I didn't received anything for her so therefore I can't appoint her without a formal application.
- Marcus Rodriguez: You may have all received an email regarding the honorary degrees for all 23 CSU campuses. Provost Lynn Mahoney reached out to ASI and Jackie will be the representative for our campus. She has a great working relationship with our provost.

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: The Finance Committee recommended Policy 204. This policy outlines our funding procedures and guidelines. The items in color show the recommended edits so everyone can follow along. *(Aaron reviewed the changes with the BOD).*

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

2. Direct Funding Allocation Guidelines 2018-2019

- Aaron Castaneda: Direct Funding Allocation Guidelines this is more of what we approve for funding at our Funding Sub-Committee. This is our primary document we give to clubs and orgs so there is no confusion as to what we can and cannot ask for. The items in color are the edits so everyone can follow along. *(Aaron reviewed the document and informed the board of the edits).*
- Davona Watson: Would there be a certain time 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 registration, however we fund hotel and transportation.
- Edgar: Regarding Cal State LA students attending events, if they are understated and they 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, however if there is an admission charge, we only cover 50% of the food charge.

Offered By:	Jocelyn Vargas	Seconded by:	Edgar Chavez			
Motion to pass Direct Funding Allocation Guidelines 2018-2019.						
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 was approved at Bylaws.

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

4. Policy 216 Contracts and Procurement

- Aaron Castaneda: These are all brand new policies. Dena to summarize each of the areas.
- Dena Florez: The purpose of Policy 216 - Contracts and Procurement is to provide a guideline for the use of our purchase card and for securing contracts. ASI went through internal audit and the audit findings revealed we needed to strengthen areas in our procurement and contracts such as how we issue our purchase cards,

responsibilities of the cardholder, and other areas as outlined. Contracts must be accompanied by three bids, insurance, and we must provide detail on how the selected contract was awarded. The edits are included in color so we can follow along. *(Dena reviewed the policy with the board)*

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

5. Policy 222 ASI Ticket Program

- Aaron Castaneda: This policy was renamed ASI Ticket Program. There used to be two policies, so we merge it into one. Dena will summarize
- Dena Florez: Our ticket program was another finding in the internal audit. The policy has been revised to be more of a policy rather than a process. The policy covers the purpose of the program. It also references the related policies that apply and indicates the different types of programs we offer (prepaid, consignment, online) and how they are processed.
- Jocelyn Vargas: When offering tickets as event prizes, is there a time you want us to let you know when we need the tickets?
- Dena Florez: I would like at least a day before the event, so we may log it in and have it ready.
- Marcus Rodriguez: Let's go 48 hours before.
- Dena Florez: Just a suggestion if we give out tickets it's better to give out prepaid tickets.

Offered By:	Veronica Garcia-Martinez	Seconded by:	Krystal Rubio			
Motion to approve Policy 222 ASI Ticket Program and the removal Policy 223.						
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: What we are looking at is what we utilize for Alternative Break. Again, some of these policies are in reference to the internal audit concerning Alternative Break. We are doing a good job, we can always do better job. The program covers areas cited in the internal audit. *(Marcus reviewed the amended Alternative Break Service Learning Project program with the BOD)*

Offered By:	Rashad Freeman	Seconded by:	Jacquelyn Acosta			
Motion to approve all the agreements, procedures and budgets associated with Alternative Break Learning Project.						
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. I would like for each of you to introduce yourself (*the board went around the table and introduced themselves*).
- Rebecca Ramirez: I really appreciate you all inviting me here. I will be showing the new update. Some of you may or may not know but we are building a new facility and it will cost \$200 million dollars. It is very large and most expensive and it will house 200 students to live on campus. It takes two years to construct. First floor will have administration office. It will have health and wellness area. There will be classrooms for student study. We will have faculty residential program. Which is for faculty to live on campus. There will be three resident areas. What the faculty needs to do is just work with us and be there to advocated for student. One of the things you all can do is spread the word about what the building is about. This is the first time Cal State LA becomes a residential campus. Data provided indicates students 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.
- Raul Rodriguez: Is there going to be library where student can be there to study? Also what type of security?
- Rebecca Ramirez: We will have a sign in and each floor will have a neighborhood/community. Each high rise will have two individual community to have a big lodge.
- Davona Watson: My question is more about the structure of the hall,
- Rebecca Ramirez: We will have more living learning community for engineering and etc.
- Veronica Garcia-Martinez: Will the faculty resident be living near the dorm.
- Rebecca Ramirez: They will have their events and there will be dinning 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 seen 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: Will it be at a cost?
- Rebecca Ramirez: Yes, but I don't know the cost. But again, your financial aid package will give you the money for the meal
- Davona Watson: How does this affect the rate of housing?
- Rebecca Ramirez: Yes, the rate was actually sustainable. Actually, Dominguez Hills housing rate dropped. As for CSULA housing, we have a bigger space than Dominguez hills.

V. Information:

- a. The board will notified of the transition in management. Today I am sure the Board is aware, the current position of the Executive Director has been vacated through a decision made by Personnel. Due to the sensitivity of the material, questions and comments cannot be discussed here at the board to protect the employee due to privacy laws. Therefore that is all we can say on the matter.
- b. **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 Elections. The purpose of the timeline and providing dates is so those applying to run can get an understanding of the commitment

required to be an ASI member. We just want to make a couple of changes with the date. (*Jessal reviewed the timeline with the Board*).

- Raul Rodriguez: Thank you for coming. In my experience, I was encouraged to become an ASI member and I received constant reminders. Can we make more than one announcement to students like on a bi-weekly basis? I feel if students are constantly asked they will be encouraged.
- Jessal Salas: Yes, you are right, I have been talking to students. The hard part is that we are a commuter school and we're trying to do our best. It takes a little bit of time.
- Jacquelyn Acosta: That's 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 know what is involved. It's more of faculty to get the word out because again they see who the leaders are.

c. **Mid-Year Evaluations** - The Board will be reminded of the deadline for Mid-Year Evaluations.

- Aaron Castaneda: Nia said to not send your evaluation response through email due to the fact that it is confidential.
- Raul Rodriguez: The website is down so how would we get access to it?
- Aaron Castaneda: We can send it to you.
- Marcus Rodriguez: Please check with IT to get your password reset.
- Aaron Castaneda: You can also go to the front desk and we will have copies.

d. **Responses to Internal Audit** - ASI management will present the managerial responses for the Internal Audit conducted by the University.

- Marcus Rodriguez: (*Marcus provided a copy of the entire audit along with the management responses and reviewed them with the board*). Aaron has done a great job briefing you all on what the findings of the internal audit were. As we go through the process, know that ASI is on the up and up and we want to make sure the University was comfortable making sure we are following ASI policies and CSU policies and Cal State LA. The audit revealed that we fell short on a couple things and that is ok because what they did was highlight some areas of growth for us. I would like to re-emphasize the seriousness of an audit and the springboard that it can put us into when it comes to the areas of best practices and a sustainable business model. We know that ASI is functioning well, but we can function extremely well based on these recommendations. (*Marcus reviewed with the board the entire audit along with the explanations of the management responses*).

e. **Referendum status** - The Board were informed on the status of our ASI Referendum and petition currently being conducted

- Aaron Castaneda: You all have been given a calendar of our deadlines and dates. 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: Housing Phase II Conference Room 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