



# Board of Directors Meeting

## Minutes

Date: Thursday, October 17, 2019

Time: 3:15-5:45pm

Location: Board Room U-SU 303

Attendees: Board of Directors & General Public

Type of Meeting: General

### I. Organizational Items:

a. **Call to order** by: Chair Teady Ochoa, ASI Vice President 3:15 PM

#### b. Roll Call:

Aaron Castaneda	<i>President</i>	Excused Absence
Teady Ochoa	<i>Vice President for Administration</i>	Present
Christopher Koo	<i>Vice President for Finance</i>	Present
Joceline Rivera Jimenez	<i>Vice President for External Affairs and Advancement</i>	Present
Jacquelyn Acosta	<i>VP for Academic Governance</i>	Present
David San	<i>Secretary Treasure-Rep-At-Large</i>	Present
Nadine Gostantian	<i>College of Health and Human Services Rep.</i>	Present
Jocelyn Vargas	<i>College of Health and Human Services Rep.</i>	Present
Kayla Misa	<i>College of Business &amp; Economics Rep.</i>	Present
Jorge Salazar	<i>College of Business and Economics Rep</i>	Present
	<i>College of Arts and Letters Rep.</i>	
	<i>College of Arts and Letters Rep.</i>	
Kyle Misa	<i>College of Engineering, Comp. Science &amp; Technology Rep</i>	Present
Ameya Ingale	<i>College of Engineering, Comp. Science &amp; Technology Rep.</i>	Unexcused Tardy (arrived at 3:15pm)
Sathya Raminani	<i>College of Natural &amp; Social Sciences Rep.</i>	Present
Anna Nguyen	<i>College of Natural &amp; Social Sciences Rep.</i>	Unexcused Absence
Pandian Rajaram	<i>Civic Engagement Officer</i>	Present
Matiana Parra	<i>Diversity and Inclusion Officer</i>	Present
Alexander Berry	<i>Chief Justice</i>	Present
Dr. Jennifer Miller	<i>University President's Designee</i>	Present
Christopher Johnson	<i>Staff Support Director</i>	Excused Absence
Damarea Parker	<i>Senior Coordinator of Student Engagement &amp; Outreach</i>	Present
Dena Florez	<i>Office Manager of Administration &amp; Services – RS</i>	Present
Guests of the Gallery		

### c. Adoption of Agenda: Thursday, October 17, 2019

- ❖ Discussion:
  - None

<b>Offered By:</b>	Jacquelyn Acosta	<b>Seconded by:</b>	Pandian Rajaram
Motion to approve the agenda for Thursday			
Consensus to approve the agenda for Thursday, October 17- Consensus reached			
<b>All in Favor</b>	All	<b>Opposed</b>	0
<b>Abstained</b>	0	<b>Motion:</b>	Passed

### d. Approval of Minutes: Thursday, October 3, 2019

- ❖ Discussion: None.

<b>Offered By:</b> Christopher Koo	<b>Seconded by:</b> Joceline Rivera Jimenez					
Motion to approve the minutes for Thursday, October 3, 2019.						
<b>All in Favor</b>	All	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> Passed

## II. Public Forum:

- a. This time is allotted for the public to address the Board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.

➤ None.

## III. Special Presentations:

- a. Janet Dial, Vice President for University Advancement (TIME CERTAIN - 3:30pm): The board will listen to a presentation by VP Janet Dial for latest developments in University Advancement.
- Janet: I've met some of you, but for those of you who I have not met, I am Janet Dial the Vice President for University Advancement and I'm really delighted to have this opportunity to talk with you today and bring you up to date with the campaign for Cal State LA. I would like all of the students at CSULA to know what we are doing in university advancements, so I thought it would be a good opportunity. I would like to come back periodically just to update ASI about what we are doing. You do have two representatives on our foundation board of trustees and you have one representative of the alumni association. So for those of you that don't know, we launched CSULA's first ever comprehensive fund raising campaign in April 2018. Most colleges and universities are in comprehensive fundraising campaigns raising millions of dollars mainly to support the university strategic plan, the initiatives, the academic programs that we have. They range anywhere from \$10 million to \$6 billion campaign. So we are somewhere in between. *Janet talks about the campaign goals and its progress so far.* I wanted to give you an idea about University Advancement because I think sometimes people don't know who we are or what we do, so this is our vision statement. We have three kind of arms in advancement. One of them being fundraising, one of them is alumni relations, and then we also have our lobbying and government relations. *Janet explains the three different types of advancement and how they are relevant.* The university strategic plan has the four pillars. An inclusive campus, student success, academic distinction, and engagement service for the public good. If something doesn't fall into those four pillars, we won't engage with it. *Janet explains lobbying and government relations.* I've been here at CSULA for about 5 years and when I arrived here we didn't talk very much about fund raising. We have the call center that employs about 25 students to call and ask for donations. We also started the chance to give program. We ask every student that's graduating from CSULA during their graduation year to consider a gift of \$20.20, like their graduation year. We would like any amount, just maximum participation. You're still counted in the donor count the same as everyone else. We like the participation and it's a fun event at commencement. *Janet speaks more about different ways that they have done fund raising.* When we talk about all 23 of the Cal State campuses, we are divided up into three fundraising groups. We were group one and then the chancellor called letting us know we were ready to move up to group 2. There are very few of us in group 2. I'm really proud of this achievement. An endowment is a pool of money that is almost all donor based. *Janet explains what an endowment is. The rest of Janet's presentation is confidential information.*
  - Damarea: If someone is donating from a corporate account, do you take a portion of the fees?
  - Janet: If someone establishes an endowment, we have a 5% administrative fee which helps to manage the account. We outsource the investment of that endowment, we don't manage it. Morgan Stanley is our external investment manager, so we have to pay them. But for someone just writing a check, there is no fee.

- Damarea: So, similar platforms like GoFundMe, is there something like that for the students? If they wanted to raise some funds to go somewhere?
- Janet: Yes, we don't necessarily endorse go fund me because we can't control where that money goes. There is also no way to receive a paper stating that it is a tax write off unlike when you make a donation to the university. It's better if you have a student organization that would like to do fundraising, we can assist you with doing that.
- Dena: So when we're talking about how students can write checks, if staff would like to donate on a monthly basis can that be set up?
- Janet: Yes, it takes a while but we can set it up. If you would like me to bring additional forms to do so, I can do that.

**IV. Action Items:**

- a. ASI Appointed Positions: The Board will consider action on appointing candidates to open ASI positions.
  - 1. **Personnel Committee– Pandian and Ameya**
    - Teady: They both seem very knowledgeable. They both have experience within the committee with employees and interviewing people. They will be a great addition to the committee as well as bring in more perspectives.
  - 2. **Strategic Planning Committee –Nadine**
    - David: I give her my recommendation. She's mentioned that she has had experience with evaluations from her experience through ITS. So, I believe she has some insights into evaluating events and programs.
- b. ASI Internal Committee Appointments: The Board will consider action on appointing candidates to open ASI internal committee positions.
- c. University Committee Appointments: The Board will consider action on appointing candidates to open external university committee positions
  - Jacquelyn: So, I have two university appointments. One is for Ameya, he has been appointed to his college IRA. I also appointed a student, Paul, into the student educational equity advisory committee. We do need a third student for the student fee advisory committee. I do know Aaron and Chris are mandated to sit on it, but we need one more student to sit on it. The meeting is on October 31, from 1-3PM.

<b>Offered By:</b>	Jacquelyn Acosta	<b>Seconded by:</b>	Christopher Koo			
Motion to appoint Ameya and Pandian to Personnel Committee						
<b>All in Favor</b>	All	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> Passed

<b>Offered By:</b>	Ameya Ingale	<b>Seconded by:</b>	Sathya Raminani			
Motion to appoint Nadine to Strategic Planning Committee						
<b>All in Favor</b>	All	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> Passed

**V. Information Items:**

- a. **ASI Referendum:** The ASI Vice President for Finance will present information on the ASI Referendum to the board.
  - Christopher: So I know the word "referendum" has been thrown around in the office a couple times and you might be wondering what exactly it may be. I just wanted to take this time to make sure that I inform the board on what exactly referendum is. My presentation will go over what is referendum, what is the current referendum, why we are holding one, and what is the progress on it. According to CSU policy every single time someone wants to change a type of fee, for example fees to ASI or fees to the USU, a referendum must be held. This is essentially a place for the students to vote on this concern and it has to go through a specific process. If the student's vote in favor of this, it goes to the president and the fee advisory committee to sign off on it and it is up to them. Usually there is no reason to say no to a referendum that the students have voted in favor of.

If you want to check out more on the specific policies, you can check them out over there. For our current referendum, every student pays \$33.75 a year. About half each semester. The proposal is that we increase that amount by HEPI, higher education price index. Over the next 10 years, assuming an average 2% a year increase, the fee would increase to \$65.52 per student. Assuming a very unusual 4% would increase the fee to \$79.60. In order to get the referendum up to the ballot this year, we have to get 10% of the student population to sign off on the petition that they want to have it go to a vote. We do currently have a petition on GET available for you to sign. So if you sign yes, you are not saying yes to an increase, you're saying yes I want this to go to a vote. We are holding this referendum because ASI has not had an increase in student fees in over 20 years. We actually have the lowest student fee out of any other ASI in the CSU's. Many others have theirs in the hundreds. That would be nice to have, but we're not asking for that. We're taking it a little slower. Also the new circumstances with enrollment with impaction will reduce our budget by a significant amount. We currently can't fit any super large events, like if we were to have a concert it would cost a significant amount of money that we wouldn't be able to handle currently with our current budget. We have so many other priorities. As of September 23, we got an email from the registrar. Last year we collected signatures and we ran those names through the registrar to see how many of them are still students. About 1,097 of them are still eligible and those will still count. We're looking to get around 2,700 which is 10% of our student population. Once we finish that, we'll be able to fully start the campaign. One specific thing that I want to bring up is that it cannot be a yes campaign. We're simply going to be stating the facts about referendum, what it will be used for, and how much it will go up. We will not be saying "please vote for this."

- Nadine: It's not currently on GET is it?
- Christopher: I believe it is. It should be under Cal State LA elections.
- Jacquelyn: I know I raised this concern before, but I find it hard to advocate for referendum when we already have trouble exhausting our full funds. We're already having the discussion about how we're going to allocate our excess funds from last year. So for me I find it difficult to want to increase. I know it's not too much of an increase and we have to deal with impaction, but it's still \$167,000 excess. If we were exhausted every year consistently, maybe then I would be more of an advocate but that's not the case.
- Alex: What's the rationale behind not having it? Is our goal simply to lay out the facts while asking them to make a choice for themselves? Or are we as an organization ultimately trying to kind of push for the increase?
- Jenn Miller: This started a long time ago and I think the reality is different now than when it started. This was before a lot of things happened and this was started by another group, so that's for you to decide. Your role is to facilitate a process for the students to decide, not to tell them what to decide.
- Dena: As Jenn mentioned, this has already been in the work several administrations back. Jackie does bring up a valid point that we have a surplus of funds, but should we move forward with this it will not happen until Fall '20. ASI would not have access to these funds until Fall '21 because we work on a trailer system. Right now one of the biggest things which we've faced is the minimum wage with the students. That is going to go up again next year because ASI functions on LA county rates. Next year, minimum wage will be up to \$15.75 for us. Plus we have our additional costs. Costs go up about 2% each year. My point is, since we're not collecting until 2021 and we have a 2,000 student impaction, losing 2,000 students is about a \$100,000 cut on your budget. This is also a unique year for ASI, so we'll look at it next June and see where that lands there. This is a very unique year that we have that surplus.
- Jacquelyn: If that's the case, then I don't think we should be advertising it as more services if it's going to be used more to cover administrative. I just don't think it's ethically right to go out and tell students it's because we want to do more events. We haven't even done anything this semester and it doesn't feel right to advocate when we haven't even done anything this semester. I understand that there are administrative costs going up, but I don't feel comfortable going out saying we're going to be doing all of these things when we aren't doing anything right now.

- Dena: That is very true. I think operational costs is one of those things that is covered on there, but the other thing is club funding. We want to increase their cap and we are the second largest advocates for club funding where each club can get \$3000 per semester but it's on a first come first serve basis. So we want to raise that cap for them because we want the clubs to get out there and do more things. That is one of the line items.
- Alex: If you've already responded to the referendum, it's probably not on GET. I just checked and I responded to the referendum last year.
- Damarea: Operational costs are up there, but as an organization we do fund a certain amount of things on campus. Nothing is free and no matter what somebody is going to be paying somewhere. In order to do that, if you look at other campuses, a lot of their budgets pay for operational costs and they have other events because they have the funding. Since we are in a position to fund and give opportunities, we have to be strategic about how we say "okay, these are the services we offer." So you want to think about what we offer to students and how we allocate funds for it. If you want concerts the bare minimum is generally \$65,000, but those resources can be allocated to other areas so it's really up to what you guys want. Just some food for thought.
- Jorge: So the increase is going to be according to the index?
- Christopher: It's really unusual for it to go anywhere above 2-3%, it usually stays around that level. It would be a little over a dollar.
- David: So it sounds like we want to promote transparency and making sure we give out the right information. My question is do you know who, where, how, you would go to to change your response to the referendum?
- Christopher: So we are going to have a meeting for the alternative funding committee if there are any edits to be made, just to go over it once more and go over our final plans. If anyone has any genuine questions or concerns, please talk to me. We've basically already completed the designs. We've all been working hard.
- Nadine: If we do propose this, are there going to be specifics about where we are going to increase? Cause students will ask.
- Christopher: That's mostly determined year to year. The budget is determined every quarter. It will be up to each administration what they want to spend the money on. I personally have my own agenda of what I want to spend money on. I value club funding, but that will be up to each administration. We only have one specific allocation, but other than that it is generally up to the administration.
- Jenn: You actually have a policy for ASI that another administration made saying that ASI still had flexibility even after students asked for specific things from referendum. So I think you need to look at that policy if it's important to you.

**VI. Reports:**

**a. ASI President: Aaron Castaneda**

- *Not present. Excused absence.*

**b. ASI Vice President for Administration: Teady Ochoa**

- Teady Ochoa: Regarding midyear evaluations, I did see lots of brown envelopes so I'm glad. If you have not submitted your evaluation, it would be greatly appreciated that you look back at your email. Other than that, there are things that the commissioners are working on. The eagles take flight resource, we're planning pink game, and then the harvest festival.

**c. ASI Vice President for Finance: Christopher Koo**

- Christopher Koo: So what I've been working on for the past couple weeks is getting the 309. Still looking for proposals if you guys have any ideas on any big plans to spend, I recommend that you talk to me and schedule a meeting so that we can start talking about what exactly we can do with some of our extra cash. That's basically been one of my biggest things. I've also been working on some policy, working on some edits, furthering discussions with CSI regarding presence.

- Alex: I just wanted to ask, is there a specific form we need for requesting writing a proposal, or do we just show up and talk to you?
- Christopher: You can just submit a proposal to me. A proposal essentially lists out the reasons why ASI should spend money on this and estimates on around how much it would cost. I do recommend that you talk to me first, just so I can hammer out the details with you.
- Alex: One more thing. I just wanted to let you know and let everyone else know that I am continuing work on cleaning up some finance policy too. So I'll meet with you going forward to make sure that we aren't doing twice the necessary amount of work. I'll send what I've done thus far to you by the end of this week.

d. ASI Vice President for Academic Governance: **Jacquelyn Acosta**

- Jacquelyn Acosta: I'm continuing my resolution for getting feminine hygiene products on campus. I know that's been a big conversation for so long. I know San Marcos doesn't have a resolution, but when we traveled there for CSSA, it was interesting to see how their system worked. In every bathroom they had free feminine products and it was just so neatly done. When we went to Monterey Bay, in their bathrooms they had little baskets of hygiene products, mouth wash, tooth paste, which was interesting. Sometimes students don't feel comfortable going to the food pantry, so having that accessible in the bathroom helps maybe to be more comfortable. A huge conversation that's happening with different CSU's is we're trying to model a policy that's done at Sac State about ICE and border patrol visiting campus. I know we can't stop them, but at least maybe limit how much they can visit. So that's a resolution that we are working on right now. Also collaborating with different CSUs to see what that policy looks like. *Jacquelyn explains how she wants to try to model the policy and implement it.* I'm also working on permits for parking. I've done a lot of research. I'm meeting with Aaron November 7, for open deliberation. Right now our grad senators are working on a thesis defense workshop which is awesome. Definitely want to brag about Isai having an excellent turn out at his personal statement writing workshop. We got a lot of good feedback from students and they actually want another one next semester. We might be looking into doing it once a semester. Meredith and Kyle are working on a senator round table to create more of an open dialogue for students that don't feel comfortable to come to more bureaucratic spaces. *Jacquelyn discusses how she is looking at the trends of student representation throughout the years.*

e. ASI Vice President for External Affairs and Advancement: **Joceline Rivera Jimenez**

- Joceline Rivera Jimenez: I'm working on working with the student communities. There's some difficulties with that. I would like the students to meet before spring semester because there is some events that Matiana and Panda want to work together on. *Joceline explains how she wants to have students involved in certain events and the services that they will be provided.* There are lots of student advocates that want to get involved but don't know where to go. I'm also looking into the CSU's mental health committee if anyone is interested. The purpose is to talk about many issues that other campuses have regarding mental health. That committee's goal is to provide as many resources and work with other organizations. It is a volunteer position, but you get to address a lot of mental health issues. The first meeting day is in December after finals. The chancellor's office is organizing this.

f. ASI Secretary/ Treasurer: **David San**

- David San: I've been working on this excel sheet to keep track of which positions sit in which committee and it should be done by the end of the week. Just so we have more continuity on which placards we need, which spots are already taken, and making sure we are filling up our committees as needed. In strategic planning, I'm really trying to go over whatever programs or events we've had so that we can get evaluations. I'll pass that on to a committee once we get that. I'm also trying to get reviews or re-evaluations on events we've already had going on. This recent strategic planning committee we talked about the state of affairs and transition folders and trying to make them better. I'd like to get feedback from others later on.

g. ASI Board of Directors:

➤ Alex: A few broad things. The service hours proposal I've prepared a package of amendments of various codes that basically make in enforceable and functional. That would include a new policy that would shift us away from specific hours and more towards performing specific acts of service. That comes along with a lot of amendments to committee codes and make sure they're compliant with everything. A legislative procedure package that would formally separate the types of legislation into three types. Those are policies which are meant to be long term goals and principles for the organization. Changes to policy would have to go through the board of directors. Guidelines, which are the most transient of the three standards have to be modified either on a year to year basis or even more frequently. Those are maintained by individual positions. Those would include a variety of things formalizing the way we pass legislation through the board of directors, that separation of the three types to make it easier to change the way we do things. That's the basic outline of the legislative procedure package. Also going through bylaws on the 23<sup>rd</sup>, going through those position descriptions. Basically it's a way to make sure that everybody knows what their job is, how to do it and those things can be easily changed by execs and people who handle direct reports. Transition binder policy & procedure I'd like to get started on for the next strategic planning committee, I'll be working on David with that. Club funding procedure separation is what I mentioned earlier. I'm using this as a testing ground for further policy and procedure separation. Basically there's one club funding policy sheet which covers all of the binding policy and then the rest are procedures or guidelines. That's a model I would like to deploy with the rest of the administrative manual by the end of the year. Lastly, the administrative section of the administrative manual has been assigned to associate justices to complete for procedure separation using the club funding modification. Those are the major things, a lot of those are very short term and you probably won't see the result of these things until the end of the semester. This is kind of the mid semester legislative push to make sure that these initiatives don't lose momentum as we go forward into the spring semester.

**h. Staff Support Director: Christopher Johnson**

➤ *Not present. Excused absence.*

**i. University Designee: Dr. Jennifer Miller, Dean of Students**

- Dr. Jennifer Miller: I know it's a hectic time of year so, take care of yourselves, take care of fellow stressed out students. Let me know if there is anything that is broken or needs to be fixed. We want to know so that we can get things fixed for students and not add extra stress. There is a work order on my website that anyone can submit if you see something. Please do submit forms because sometimes students just walk by and they never do anything about it and we won't know unless someone submits a form.
- Jacquelyn: So I've been having trouble getting in contact with OSD. I'll call and email and get nothing in return. That's been getting frustrating.
- Jenn: You can send it to me and I'll try to contact them.
- Matiana: So where can you find the work orders?
- Jenn: On the facilities website or on mine. It depends on how you search it.

**VII. Adjournment:**

<b>Offered By:</b>	Christopher Koo	<b>Seconded by:</b>	Joceline Rivera Jimenez			
Motion to adjourn the meeting at 4:43PM. Consensus to adjourn the meeting at - Consensus reached.						
<b>All in Favor</b>	All	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> Passed

CERTIFICATION

Official Minutes taken for the ASI Board of Directors Meeting of the Associated Students, Inc., Cal State Los Angeles held on September 19, 2019 in the: U-SU Board Room, 303 and were approved by consensus by the A.S.I. Board of Director Committee on Thursday, October 03, 2019. Prepared by:

DocuSigned by:

*Dena Florez*

Dena Florez- Recording Secretary

DocuSigned by:

*David San*

David San- Secretary/Treasurer