

Minutes of the Associated Students of California State University, Channel Islands, Inc. Board Meeting May 7, 2009

The Associated Students of California State University, Channel Islands, Inc. met on Thursday, May 7, 2009 at 8am in the California State University, Bell Tower West Room 1188.

Members Present: Lauren Pollack, Eva Klein, Missy Jarnagin, Chelsee Bente, Richard Wagner, Miguela Benoit, Melody Mattingly, Dr. Donald Rodriguez, Edwin Lebioda, Alexandra Mitchell, Dr. Wm. Gregory Sawyer, Jeremy Booker, Michelle Black

Members Absent:

Members of the Public Present: Christine Thompson, Stephanie Bracamontes, Dana Lockwood, Korri Faria, Amanda Van Noy, Elysse Farnell

1. **Call to Order:** The meeting was called to order at 8:20 AM by Madam Chair, Ms. Chelsee Bente
2. **Approval of Minutes** – Ms. Bente calls for the approval of the minutes for the following meetings April 2; Mr. Wagner moves to approve the motion Ms. Klein seconds.
3. **Public Forum** – Upon calling for open forum discussion, Ms. Fanell brought to the board the issue of making the yearbook in book form, staying with the yearbook's original plan and not making it electronic. Madame Chair suggests that we talk about this issue during the Salary Task force agenda item.
4. **Financial Reports-** Ms. Bracamontes reporting for that for March there are no exceptions, expenses are coming in, and tax return have been filed. The audit entrance exam occurred this morning (May 7, 2009), Ms. Bracamontes will be forwarding the notes. Ms. Jarnagin stated that the only changes made for the budget's future is the bond payment is slightly less than expected. As stated before, we want to make sure we are keeping track of our individual budgets. Ms. Jarnagin will be sending the ASI Budget for President Rush's approval.
5. **Audit Entrance- due to schedule miscommunications, the audit entrance interview was done in a different location with Dr. Wm. Gregory Sawyer, Joanne Coville, Missy Jarnagin, Jeremy Booker, Michelle Black, Eva Klein, Migueala Benoit, and Stephanie Bracamontes. The following audit entrance minutes are respectfully submitted by Ms. Bracamontes. All members met up with the rest of the Board in BTW 1188.**

The meeting was called to order at 7:45 a.m.

Scope of Audit for 2009

Ms. Jarnagin introduced Mr. Vasin and Ms. Coville began with formalities. Mr. Vasin then took over the meeting and covered his agenda. Mr. Vasin explained this was a full scope audit in accordance with GAAP (Generally Accepted Accounting Principles).

Audit Risk Areas – Risk Management Systems

Mr. Vasin noted that he would be testing for controls on risk in the area of Risk Management Systems. Mr. Vasin will test the risk management systems ASI has in place in the event of a crisis.

Ms. Coville explained the risk plan was integrated with the campus which had various plans for these events.

Timing of Audit Field Work and Final Audit Report

Mr. Vasin noted the interim field work for the audit will commence at the end of May and testing of June transactions will occur during the audit period. The final report is due to the Chancellor's Office by September 30.

Note subsequent to the Entrance Conference the Chancellors Office confirmed the due date to be September 29.

Audit Committee Expectations

At this point Mr. Vasin asked the board members if they have special interests they would like him to review. None were noted.

New SASs and Impact on 2009 Audit

Mr. Vasin explained how staff had to be aware of Generally Accepted Accounting Principles and have the ability to prepare their own financial statements. Mr. Vasin explained this has never been the case at this campus, and staff was quite capable.

Audit Team and Client Interface Issues

Mr. Vasin stated the Audit Team in place is the same team in place last year. He noted he had no conflicts or issues with management.

FASB V. GASB

Ms. Coville began the discussion; she stated before she arrived to the campus ASI was a FASB organization. After review of FASB reporting changes, it was determined that FASB was not the correct reporting relationship and GASB was the appropriate classification. Mr. Vasin supported this review.

6. Subcommittee Updates-

A. Student Union Update: Madame Chair: went through the group 2 budget and had to cut ASI requests substantially. Stated that the second floor will be unfurnished and will move some furniture from the Hub. It will be up to the board in future years to make sure that the Union is updated when the Board has the funds to do so. The main goal was to maintain the bottom floor's budget to keep that "wow" factor, as promised to the students.

Ms. Jarnagin stated that Finance is getting ready to make a bulk order for class rooms so please let Finance know if the Union needs more computers. We have to continue to build reserves so that we can have money to pay for unforeseeable expenses.

7. Outstanding Business-

Funding Task Force- Elyse Farnell brought to the board's attention to reconsider having the 2009/2010 yearbook electronic. Ms. Farnell offered to cut her salary for next year to make up for cost savings.

Ms. Benoit summarized the survey and stated the yearbook didn't do as well as she would have hoped. She feels that there is a lot they could do with the online format. Ms. Benoit also suggests that the students be surveyed next year after the online format goes out to see if the yearbook was able to serve the students in the capacity underlined by their mission.

Dr. Sawyer, cautions the change to electronic format because the book has been nationally recognized and the change in format would be taking the printable format off table; it is harder to take something off then to put it back on and so he wouldn't like to see some ideas regarding the obtaining funding or sustainability for the book.

Ms. Jarnagin stated that it is difficult because it is the money that we are losing vs. what is coming in from the book.

Mr. Booker suggests bundling the yearbook into enrollment costs for all students; the idea presented was to check or uncheck a box if you would or wouldn't like the yearbook. It would provide more opportunities for purchase.

Mr. Lebioda, if we look at the trends what yearbooks are nationally, most publishers don't do colleges because colleges don't generally sell yearbooks. We have to look at if its just our college or is it across the board that colleges don't sell the book. What is the award criteria, could we make the book electronic and have one book submitted for publication? Most of your advertisement is going to sell depending on how many books were sold.

Ms. Pollack reminds the board that if it is an electronic format people could print a copy if they wish. Ms. Pollack would rather have it electronically because the social aspects are different from high school versus college; students don't know as many people.

Dr. Rodriguez stated that in academic affairs when they are reviewing year end reports one can click on every year electronically. Dr. Rodriguez suggests we look into applying this to the yearbook it may be something that everyone would like to see.

Dr. Sawyer stated that one thing that he would like the Board to think about in the future is how we can advise and encourage groups rather than make a quick judgment for or against. As a board, we need to be more deliberative and come up with alternatives and suggestions. There are a lot of good minds around this table that can come up with ideas and suggestions.

Mr. Wagner suggests that if the intent of the Board is to advise, then we will need time to think about issues and get back to the board.

Ms. Bente suggests that we establish a sub-committee. Ms. Bente suggests the book sales are mostly due to marketing; after speaking with other individual she discovered that each college is successful for different reasons, and we have to tap into the reasons and draws of why CSUCI is unique.

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

A. Sustainability Task Force- The recommendation from the salary task force is that the board bring all Presidents and Editor-in-Chief's salary to equal pay. We recommend that each entity leader make \$10 an hour, 20 hours a week and this should be revisited should the current economic conditions change in future years.

Mr. Lebioda stated that the task force looked at each position description and made sure they were of equal responsibility. The board needs to make a motion to allocate the difference as well as make it constant throughout the years.

Ms. Mitchell stated that the reasoning behind this decision has nothing to do with the money but the idea that all the entity heads are equal. We need to make sure we are holding true to this ideal with everything that we do, as not to cause any inconsistencies. Ms. Mitchell made sure it was understood that the board is not setting a precedence that raises pay every year but was done out of principle.

There was a motion to take money from our ASI board fund and allocate any differences to the individual entities. As well as the Chief of each entity be paid an equal amount. Ed Lebioda motions to take the salaries of the head of each ASI entity and have them have consistent pay at \$10 an hour and in order to make that consistent make a one time budget transfer from the ASI Board miscellaneous account. Ms. Pollack seconds. Motion passes with unanimous consent.

B. Budget Allocation- Ms. Thompson has asked that the ASI entities revise their allocated budget so Ms. Bracamontes can input it into the QuickBooks Software.

C. Core Values

1. Student Centered
2. Education
3. Innovation
4. Collaboration
5. Communication
6. Leadership
7. Espirit de Corps

Ms. Bente wanted to bring these values to the to the board for discussion to set a precedence for next year's board members; Ms. Bente request the board narrow the list down to three or five.

Dr. Sawyer stated something that was missing is integrity; the board deals with a lot of money and there can be serious repercussions if a member does something inappropriately, therefore, integrity is so important for this board.

Ms. Bente adds integrity to the list and agrees to write brief definitions for each core value and send it to the board for review.

Dr. Sawyer states that core values are simply what we need to exist when there is truly nothing else; the list needs to be short because it is the most meaningful values to us. Dr. Sawyer suggests the board be sent the list and choose their top three, the list can then be collaborated and everyone's top three choices will be our top three values.

D. Executive Director:

Dr. Sawyer would like feedback from the board, in terms of what you liked as a board. As a board one of the things we are looking for is a person that will display the core values that were discussed, someone that is committed to our

mission, has the ability to lead, engage the board, be responsible to the board, etc. What does the board feel about each candidate I'm going to look at all suggestions but would mainly appreciate the opinion of the Board. Also talked about Ms. Thompson's position description and changes that the Board needs to think about for next year due to the fact she will be serving in a management capacity.

Ms. Bente requests, due to discussing matters of personnel, that the meeting conduct under a "closed session".

Motion to have a closed session. Motion passes.

Motion to move back into open session

E. Alpha Nu Eta:

Ms. Thompson explains the recent situation with the club Alpha Nu Eta. In the year 2006 there was a misappropriation of travel funds that were suppose to be expensed from their IRA account instead of their ASI account. Because of the misappropriation, the club is now in the red. There has been a request that ASI do a one time bail-out of situations, in hopes that more education can be provided to clubs and organizations describing how each account works.

Ms. Mattingly stated that this is an opportunity that the Board can take to educate everyone.

Ms. Jarnagin stated that this is important to review your monthly statements. The board agrees unanimously that they will help Alpha Nu Eta with this one time request.

F. ASI Logo- Ms. Bente has sent out the graphic standards manual and requests that the board make tracked changes so they can make a collaborative decision.

E. Board Recognition

Alexandra Mitchell- recognized Dr. Rodriguez for the 2009 Maximus award.

Ms. Bente thanks Doctor sawyer for being a founding board member and presented him with a ASI Founders Plaque.

Ms. Thompson recognizes Madame Chair, Ms. Chelsea Bente for being such a wonderful asset to the Board this year and a great leader for ASI in general.

The board was given 2008-2009 board pens.

A. Entity Reports-

SPB will be creating an annual report.

9. Adjournment- 9:40AM

The next meeting is scheduled for Thursday, June 4, 2009 at 8:00 a.m. Bell Tower West room 1188.

APPROVED: Associated Students of California State University, Channel Islands

Chelsea Bente, ASI Board Chairperson

Date

Respectfully Submitted, Christine Thompson, ASI Board Secretary