

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino

BOARD OF DIRECTORS

MINUTES

MARCH 17, 2020

The meeting was called to order by the President, Adonis Galarza at 12:01 p.m.

Present: Adonis Galarza, Helen Martinez, Kristy Robles, Mark Sanchez, Yomara Donis, Jonathan Lowell (Zoom), Marvin Macharia (Zoom), Nathaly Ramos (Zoom), Marilyn Lua (Zoom), Suany Echevarria, Doris Egbo (Zoom), Jesse Felix (Zoom), Dr. Angela Horner (Zoom) and Dr. Paz Oliverez (Zoom).

Absent: Angelica Agudo (unexcused).

Guests: Alfredo Barcenas, Daisy Ramos and Yvette Relles-Powell.

APPROVAL OF THE MINUTES:

M/S Donis/Lowell: To approve the minutes of March 10th. Passed unanimously.

M/S Echevarria/Donis: To table the minutes of March 13th. Passed unanimously.

REPORTS:

Student at Large: Ms. Egbo stated that she is working on her open forum.

Natural Sciences: Mr. Macharia stated that his open forum was a success.

President's Representative: Dr. Oliverez stated that communication will be issued to students from Administration this afternoon. She encouraged the Board and students to check their emails and social media.

Faculty Representative: Dr. Horner reported that she and faculty have been working diligently to move everything online.

Vice President of Finance: Ms. Robles stated that she will be working with Mr. Felix on the ASI Budget for next year.

Executive Vice President: Ms. Martinez stated that Committee meetings have been moved online. She suggested that the Board check with the Chair of their Committee's to ensure that meetings will be conducted.

Executive Director: Mr. Felix reported that the office is working diligently on a telecommuting policy should the campus change directions.

President: Mr. Galarza announced that Yingtai Xu submitted her Letter of Resignation and will no longer serve as the student-at-large BoD representative.

ADOPTION OF AGENDA:

M/S Felix/Donis: To remove BD 45-20 from the agenda. Passed.

M/S Donis/Echevarria: To adopt the agenda as amended. Passed.

OLD BUSINESS:

BD 37-20 M/S Felix/Donis: Approval of ASI Business Continuity Policy. (Second Reading)

Mr. Barcenas presented the following recommendations made by legal counsel:

Section 3 (d):

To strike the following:

Continuity of Operations Discretionary Plan (COODP) – Continuity of Operations Discretionary Plan (COODP) – A discretionary action taken by the Business Continuity Coordinator, Business Continuity Planning Committee or designee to ensure continued performance of, at a minimum, essential functions in the event of no campus closures, but a risk is identified. This is accomplished through the development of provisions for alternative facilities, personnel, resources, interoperable communications, and vital records.

Replace with Section 3 (d):

Health Emergency Plan. Health Emergency Plan – An effort within departments to ensure continued performance of, at a minimum, essential functions during a public health emergency as declared by state or local government officials and the California State University system. This is accomplished through the development of plans, comprehensive procedures, and provisions for alternative facilities, personnel, resources, interoperable communications, and vital records.

Section 2, Subsection A (1):

“Under this policy, the role of Business Continuity Coordinator shall be assigned to the Executive Director of ASI who serves as the R risk and B business M manager for the corporation.”

Mr. Felix explained that the purpose of this policy is to maintain ongoing operations that ensure the continuity of essential functions during or following a catastrophic event. It provides guidance for the development and implementation of a business continuity plan using models such as the Continuity of Operations (COOP) plans and guidelines promulgated by the California Office of Emergency Services (OES).

M/S Donis/Felix: To approve the amendments presented by Mr. Barcenas. Passed (11/00/00).

NEW BUSINESS:

BD 44-20 M/S M/S Donis/Felix: Permission to transfer \$112,450.00 from Unrestricted Net Assets to A.S. Productions - Programs and Publicity (660839-RN001-A6200) to fund artist, staging and production costs for Coyote Fest on May 29th.

M/S: Felix/Egbo: To amend the item to read, “Permission to transfer \$112,450.00 from Unrestricted Net Assets to A.S. Productions - Programs and Publicity (660839-RN001-A6200) to fund artist, staging and

production costs for an end of the year event should conditions allow.” Passed (11/00/00).

Mr. Macharia suggested setting aside extra funds for an R&B or a Hip-Hop artist.

M/S: Felix/Ramos: To amend the item to read, “Permission to transfer \$117,450.00 from Unrestricted Net Assets to A.S. Productions - Programs and Publicity (660839-RN001-A6200) to fund artist, staging and production costs for an end of the year event should conditions allow with \$5,000.00 to be utilized to fund a Hip-Hop or R&B artist.” Passed (8/00/3).

Discussion followed by questions from the Board.

M/S: Donis/Macharia: To approve BD 44-20 as amended. Passed (8/0/3).

BD 46-20 M/S Donis/Lowell: Approval of ASI Communications and Documentation Policy. (First Reading)

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to establish procedures for ASI electronic communication usage and record keeping in accordance with the Chancellor's Office Executive Order 1031 entitled "Systemwide Records/Information Retention and Disposition Schedules Implementation" and Executive Order 999 "Illegal Electronic File Sharing and Protection of Electronic Copyrighted Material." ASI has established the following guidelines for all members of ASI for use of its technology and communications networks, including the internet and e-mail, in an appropriate, ethical and professional manner.

Mr. Galarza suggested that the Board email Mr. Barcenas or Ms. Donis should they have any changes to add to the policy.

Discussion closed.

BD 47-20 M/S Felix/Egbo: Approval to re-instate Doris Egbo as the student-at-large representative to the ASI Board of Directors per Article III, Section 9, Subsection B as stated in the ASI Bylaws.

Ms. Egbo explained that she missed meetings due to the loss of her grandmother. She explained that her grades are slipping, and she missed the last meeting to catch up on assignments.

Mr. Galarza recommend that Ms. Egbo leave the meeting or stay connected on Zoom to hear the verdict.

Ms. Egbo stated that she will mute the conversation.

Mr. Galarza stated that according to the ASI Bylaws, any Board member who fails or ceases to meet any required qualification in effect at the beginning of the Board member’s current term of office may be removed.

Ms. Echevarria stated that she is sorry for Ms. Egbo’s loss, however, a seat at the table is a privilege and Board members should take full responsibility.

Mr. Macharia echoed Ms. Echevarria's words. He added that the position is not their right and it does not mean that they deserve the position they are in.

Ms. Donis stated that she is sorry for Ms. Egbo's loss, however, there are priorities set for being a BoD and they have not been met since last December.

Ms. Ramos stated that Ms. Egbo mentioned that her GPA is slipping and this may cause her trouble to continue being the student-at-large representative.

Mr. Felix stated that individuals never know what people are going through and appreciates that the Board is holding each other accountable.

Failed (0/6/4).

MOTION TO ADJOURN

Meeting adjourned at 12:52 p.m.

A handwritten signature in black ink, appearing to read 'Helen Martinez', written over a horizontal line.

Helen Martinez
Executive Vice President