

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino

BOARD OF DIRECTORS

MINUTES

MAY 16, 2017

The meeting was called to order by the President, Alejandro Gutierrez at 12:16 p.m.

Present: Alejandro Gutierrez, Quin Kochman, Jesse Felix, Andrea Davalos, Georgette Helo, Theodore Fiawoo, Jodi Buckley, Dr. Brian Haynes, Atoshi Khosru, Michael Kampbell, Sean Maulding, Andre Harrington, Thomas Robles and Dr. Alysson Satterlund.

Absent: Connor Dickson (class conflict), Donal Martinez (excused) and Dr. Kathie Pelletier (excused).

Guests: Davina Lindsey, Dena Chester, Del Anderson and Lisa Iannolo.

APPROVAL OF THE MINUTES:

The minutes of May 9th were approved.

REPORTS:

College of Business and Public Administration: Ms. Davalos stated the online survey in regards to the Jack Brown endowment is now closed.

Student-at-Large: Mr. Fiawoo stated he has met with the Alcohol, Tobacco and Other Drugs (ATOD) Committee and discussed taking more initiatives to support students, faculty and staff on critical health.

Executive Vice President: Ms. Kochman stated they have cancelled the on-campus interviews with the Senior Programming Associate and will be doing second interviews via zoom. The ASI Transition retreat will be held on June 2nd-3rd.

President: Mr. Gutierrez stated he sent a survey out via email to the student body to receive feedback on the new 24 hour study area in the library. The Branding Committee wants to meet with the ASI team on Thursday at 12 p.m. Please notify him if you will be able to attend by the end of today. The Adult Re-entry Center will be hosting a Labor Trafficking and Modern Slavery webinar on May 18th from 4p.m. – 5p.m.

ADOPTION OF AGENDA:

M/S Felix/Robles: To place BD 47-17 at the top of the agenda. Passed.

The agenda was adopted as amended.

NEW BUSINESS:

BD 47-17 M/S Harrington/Khosru: Presentation on the Cost Allocation Plan.

Background: Under Executive Order 1000 the University charges back Auxiliaries such as ASI,

SMSU, DHRE and Recreation and Wellness. The methodology of these charge backs will be explained by members of the Budget Office staff.

Mr. Gutierrez introduced Davina Lindsey, Dena Chester, Del Anderson and Lisa Iannolo from their respected departments.

Ms. Lindsey from the Budget Office gave an overview on their cost allocation plan and the process.

The cost allocation plan has been developed to comply with CSU Executive Order 1000 which states that costs earned by the CSU Operating Fund for services, products, and facilities provided to other CSU funds and to auxiliary organizations are properly and consistently recovered with cash and/or a documented exchange of value. Allowable direct costs incurred by the CSU Operating Fund shall be allocated and recovered based on actual costs earned. There are different methodologies available for allocating costs that a university might use; the methodologies used result in a justifiable distribution of costs as determined by the campus CFO. CSUSB ensures that services, products, and facilities provided to its auxiliaries and enterprises are evaluated so that costs will be recovered through a rational and documented system based on consistent methods.

Discussion followed with questions from the Board.

Discussion closed.

OLD BUSINESS:

BD 42-17 M/S Robles/Davalos: Revision of the ASI Box Office Policy and Procedures. (Second Reading)

Mr. Felix proposed the following changes to the ASI Box Office Policy and Procedures.

Page 1:

(Purpose):

To add "policies and".

To strike "and procedures".

Section 1(b):

To strike "ASI Assistant Director" and replace with "ASI Administrative Coordinator".

Section 1(c):

To add "unless otherwise authorized by the Executive Director".

To strike "Under a new program to increase alumni participation, the Office of Alumni Affairs will drop the requirement for alumni to pay dues to be a member of the Alumni Association. With this

restriction lifted, the Office of Alumni Affairs will issue Alumni Association cards to any CSUSB graduate who requests a card. Because there are over 70,000 alumni, and there is the potential of so many additional patrons, the ASI Board of Directors authorized a pilot program (per BD 16-12, March 6, 2012) to determine if the ASI Box Office can support the additional alumni without being detrimental to the needs of currently enrolled students. The pilot program will begin with the implementation of this policy and will last until June 30, 2013, unless circumstances require that ASI discontinue the program and contact the Office of Alumni Affairs for an adjustment to the program or its discontinuation. The ASI Box office will include in its daily count of patrons a new category for alumni so that management can keep track of the impact of ticket sales to alumni”.

To add “on-campus events only”.

To strike “and may not purchase more than four (4) tickets within a twenty four hour period” and replace with “with restrictions designated through the ticket for sale contract”.

To strike “ASI Assistant Director” and replace with “ASI Administrative Coordinator”.

Page 2:

Section 1(e):

To add “in writing”.

Section 1(f):

To strike “If the ASI Executive Director cannot be notified, then the ASI Assistant Director should be notified”.

To strike all of subsection 1(g).

Page 3:

Section 2a(1):

To add “Harkins”.

To strike “San Diego Zoo”, “The Los Angeles Clippers” and “The Mighty Ducks”.

Section 2a(2):

To strike “Leadership and Development (SLD)” and replace with “Office of Student Engagement”.

Section 2b:

To strike “Where possible, the ASI Box Office should charge a reasonable surcharge for the

distribution of tickets. This surcharge will help to offset the costs for ASI Box Office operations. If the entity will not authorize a surcharge and, in the judgment of the Management Assistant, the event/activity is worthwhile, then the ASI Box Office may offer them for sale at cost. As a guideline, the surcharge should not exceed 10% of the sale value” and replace with “The ASI Box Office will only accept for sale tickets”.

Page 4:

To strike all of subsection 2b(2).

To strike all of subsection 2b(4).

Section 2c:

To strike “ASI will not distribute “Complimentary tickets Complimentary tickets will be distributed by the vendor, and not through the Box Office” and replace with “If any complimentary tickets are to be distributed by the ASI Box Office, the complimentary ticket numbers must be indicated on the Acceptance of Tickets Sale Contract and the policy for ticket distribution must be given to the ASI Box Office by the entity in writing”.

Section 2d:

To add “in writing”.

Section 2e:

To add “Tickets bought from the ASI Box Office may not be exchanged or refunded”.

To strike all of subsection 2f.

To add a whole new section after section 2, turning section 3 into section 4.

To add:

3. Change Fund

a. The ASI Box Office change must amount to a total \$225.00 at all times. \$100.00 is allotted per shift for immediate register functioning. \$125.00 is used to replenish the register fund when deemed necessary.

b. Change fund procedures must be in compliance with CSUSB campus Cash Handling Policy.

To strike “and in accordance with ICSUAM 31.02.10”.

Page 5:

To strike section 4b(2):

Section 4e:

To strike "Any tickets which are lent to a non-ASI entity for sales, or originally signed in to the ASI Box Office which are subsequently released from its custody, whether for on or off- campus sales, shall be signed out via a properly completed Ticket Responsibility Contract. All unsold tickets and sales money shall be returned to the accountable ASI entity in an expedient manner, also documented by the Ticket Responsibility Contract" and replace with "The ASI Box Office will not lend any tickets to non ASI entities for sales".

Section 4d(2):

To add "the method of payment, the customer type (student, staff and faculty, or alumni)".

To add "the amount of tickets being purchased".

Page 6:

Section 4e:

To strike "Funds over \$400.00 will be kept in the ASI safe until courier service can be arranged. See paragraph 4d above for specifics".

Section 4f:

To strike "traveler's check".

Section 4f(4):

To strike "If an individual's name appears on the list of returned checks provided by the University, The Foundation (or any list provided by a reputable source) of people who have written checks which were subsequently returned, then that individual's check will not be accepted. Should the individual's credit be restored with the University or The Foundation, then the individual must provide a letter from The Foundation Accounting Office stating that their credit has been restored" and replace with "If CSUSB Student Financial Services (SFS) receives a dishonored check (returned check) notification from the bank, then SFS will contract ASI and ask that ASI contract Payor, and attempt to collect from the Payor. There is also a fee associated with returned checks, and SFS will ask ASI to contact the Payor, and attempt to collect the fee from the Payor. If ASI can't get in touch with, and recover the returned check debts from the Payor, then the amount of the dishonored check and the associated fee may be passed onto ASI".

Section 4g:

To add "may be purchased with permission by the ASI Executive Director".
To strike "traveler's check".

To add "ASI Box Office employees will not allow the purchaser to break down the purchase cost into two personal checks in order to circumvent the \$260.00 limit".

Page 7:

Section 5a:

To strike "count out and initial their page of the "Reconciliation Book" form. The incoming employee will re-accomplish the ticket and cash count verifying the totals and initial on the same page" and replace with "count the change fund, count the tickets, reconcile their shift total and fill out the "Daily ASI Box Office Shift Reconciliation Form" or "Break reconciliation Form". The incoming employees will verify the money and ticket count and fill out a new "Daily ASI Box Office Shift Reconciliation Form" or confirm the "Break Reconciliation Form"".

Section 5b:

To strike "Shift Change Book" and replace with "Daily ASI Box Office Reconciliation Form".

Section 5d:

To strike "following criteria: the ASI Box Office will accumulate collections until they amount to \$10,000.00 in cash or \$15,000.00 in cash, checks, or money orders whichever occurs first" and replace with "criteria stated in the CSUSB campus Cash Handling Policy".

Section 5e:

To strike "prepare the reconciliation and a deposit slip and notify the Bursar's Office by fax or telephone that courier service is required" and replace with "the Management Assistant will complete the reconciliation procedure to be verified by the ASI Administrative Coordinator and Executive Director. Following approval the Management Assistant will prepare the deposit slip and notify the Bursar's Office by telephone that courier service is required".

Section 6a:

To strike "SLD or the Residential Life Office" and replace with "OSE or the Department of Housing and Residential Education".

Page 8:

To strike section 6a(4):

To strike section 6a(5):

Section 6a(6):

To strike "ASI Assistant Director" and replace with "ASI Administrative Coordinator".

To strike section 6a(7).

Discussion followed with question from the Board.

M/S Buckley/Maulding: To amend the policy to correct grammatical errors. Passed.

M/S Robles/Harrington: To table BD 42-17 until next meeting. Passed (12/0/1).

BD 43-17 M/S Robles/Maulding: Revision of the Grade Policy and Procedures. (Second Reading)

Mr. Gutierrez explained that there was only one change made to the Grade Policy and Procedures on page one.

Page 1:

Section 1 (paragraph 2):

To add "maintain a 2.75 grade point average (GPA) in California State University San Bernardino's cumulative work".

M/S Buckley/Harrington: To add an asterisk after "2.75" and add the statement "*3.0 GPA for graduate students" at the bottom of the page. This will appear throughout the document.

Discussion followed with questions from the Board.

Vote on motion as amended passed (12/0/1).

NEW BUSINESS:

BD 46-17 Robles/Fiawoo: M/S Review and approval of the ASI 2017-18 annual budget. (First Reading)

Mr. Felix gave a review of the ASI 2017-18 annual budgets. It is estimated that there will be 20,000 students attending in the fall, 19,000 in the winter, 18,100 in the spring and 3,600 in the summer. There is about \$17,000.00 in funds for scholarships. One of the errors on the annual budget is that the budget does not incorporate funding for the minimum wage increase for next year on January 1st. The budget for elections will start in January as opposed to later in the year to ensure that there is enough time to have more purposeful campaigning for elections and to hopefully increase the percent of voters. Next year there will be one programmer, one programming assistant and six howl squad

members as opposed to one programmer and seven howl squad members. The equipment line item has been decreased by \$5,000.00, the Transition Dinner has been increased by \$6,000.00 and ASI Donations has decreased by \$10,000.00.

Discussion followed with questions from the Board.

Discussion closed.

BD 48-17 M/S Robles/Felix: Permission to use \$1,260.00 from Unrestricted Net Assets for incoming Executive Officer training. The account to be charged will be A.S. Corporate Personnel –Interns/Howl Squad/Advocates (601303-RN001-A4100-20115).

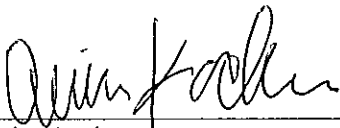
Mr. Gutierrez explained they will be hiring the incoming Executive Officers now so that the current officers can guide them through the transition process.

Discussion followed with questions from the Board. Passed (10/0/3).

ANNOUNCEMENTS:

Mr. Gutierrez recognized Mr. Felix and Mr. Barcenas for all their hard work and dedication in ASI. There was an email sent out to the student body in regards to applications now being accepted for the SMSU Board of Directors.

MOTION TO ADJOURN



Quin Kochman
Executive Vice President