

**ASSOCIATED STUDENTS, INC.**  
**California State University, San Bernardino**

**BOARD OF DIRECTORS**

**MINUTES**

**JANUARY 28, 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, Marvin Macharia, Marilyn Lua, Yingtai Xu (late), Doris Egbo, Suany Echevarria, Jonathan Lowell (Zoom), Jesse Felix, Dr. Paz Oliverrez and Dr. Angela Horner.

Absent: Doris Egbo (excused) and Miao Zhang (unexcused).

Guests: Faika Lore, Jeanette Hazelwood, Melchorz Sevillano, Grace Munyiu, Joann Rutland, April Wing, Lt. Joe Heming, Chief Nina Jamsen and Clare Weber.

**APPROVAL OF THE MINUTES:**

M/S Donis/Lowell: To approve the minutes of January 21<sup>st</sup>. Passed unanimously.

The minutes of January 21, 2020 were approved.

**REPORTS:**

*Housing:* Ms. Lua reported that the ASI Vacancy Committee will conduct interviews on January 31<sup>st</sup> from 2:00 p.m. to 5:00 p.m.

*Palm Desert Campus:* Mr. Lowell reported that he met with Thomas Sekayan to discuss the food truck program for PDC.

*Vice President of Finance:* Ms. Robles reported that she was a part of the sustainability Talk Show with the Coyote Radio. Ms. Robles stated that The Sustainability Committee will meet on January 30<sup>th</sup> from 2:00 p.m. to 3:00 p.m. A CAB Workshop will be held on January 30<sup>th</sup> from 4:00 p.m. to 5:00 p.m. in SMSU Room 207/208.

*Executive Vice President:* Ms. Martinez reported that she attended the Campus Dining Advisory Committee meeting on January 22<sup>nd</sup> regarding the Coyote Commons enhancements and future tabling opportunities. The supplier presentations will be held on February 24<sup>th</sup>-28<sup>th</sup>. The companies invited for these presentations are Aramark, Aladdin, Chartwells Higher Ed, and Sodexo to learn how they run campus food programs and target the San Bernardino student population. She and Ms. Robles are a part of the Women's Leadership Conference Committee. They are involved in the planning process and sitting on various sub-committees. She encouraged the Board to reach out to her if they are interested in attending the February 2<sup>nd</sup> meeting from 11:00 a.m. to 12:00 p.m.

*President:* Mr. Galarza reported that he attended CSSA to discuss legislation.

*Executive Director:* Mr. Felix stated that his reports are in his binder if Board members are interested in reviewing them.

**ADOPTION OF AGENDA:**

M/S Felix/Donis: To vote on adoption of agenda. Passed unanimously.

The agenda was adopted.

**GUEST SPEAKERS:**

Clare Weber, Deputy Provost and Vice Provost of Academic Programs requested student input for the reaccreditation process. Ms. Martinez and Ms. Donis are the student representatives sitting on the WASC Senior College and University Commission Committee. Student input can be emailed to [wscuc@csusb.edu](mailto:wscuc@csusb.edu). A questionnaire was given to the Board. A Town Hall will be held at the end of Spring term.

The University Police Department gave a presentation on the services they provide. The team was introduced and their roles were stated. The Annual Security Report (ASR) and Fire Safety Report contain applicable policies and procedures regarding security and fire safety along with statistical data from the previous calendar year and the two preceding calendar years. At CSUSB, the Annual Security Report is prepared by the University Police Department (UPD). The LiveSafe app provides students, faculty and staff with a direct connection to CSUSB University Police so that everyone can easily communicate all their safety needs; the easy-to-use features help students stay safe every day. The Campus Emergency Operation program is a pipeline for students. The department does not receive state funding; the department receives their money from the sales of permits and citations. All fines and revenue can only be used to promote alternative transportation.

Ms. Donis expressed her concern with parking services issuing citations without a warning and citations being mailed. Grace Munyiu will meet with Ms. Donis to discuss such issues. Ms. Lua inquired into what is done to spread awareness regarding safety concerns to Housing students. April Wing explained that there has been direct communication with Jon Merchant, Director of Housing and that the department provides yearly training to student leaders and resident assistants. Dr. Horner explained that less information is given to faculty and residents in Housing. Ms. Lua suggested an information workshop for Housing residents. Mr. Lowell explained a situation where a student lost her parking permit and there was no response from the department. Mr. Galarza expressed his concerns with the process of retrieving lost permits and the lack of response from the department. Ms. Munyiu explained that the Policy states once the permit is lost, the student must replace it, however, there are alternatives.

Mr. Sanchez left the meeting.

Ms. Xu left the meeting.

**NEW BUSINESS:**

**BD 08-20 M/S Felix/Donis: Discussion of 2018 Exempt Organization return and Annual Tax Report.**

Mr. Felix stated that there were three errors found in the tax return and encouraged the Board to review the report.

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M/S Felix/Donis: To table BD 08-20 until next week's meeting. Passed unanimously.

**BD 09-20 M/S Donis/Lua: Appointment of two Board of Director representatives to the ASI Resource Committee.**

Mr. Felix nominated Mr. Galarza to sit on the Committee. Ms. Donis seconded the nomination. The nomination was accepted.

Ms. Echevarria nominated herself to sit on the Committee. Mr. Felix seconded the nomination.

Passed unanimously.

**BD 10-20 M/S Felix/Donis: Appointment of Chair of the ASI Resource Committee.**

Mr. Felix nominated Mr. Sanchez as Chair. Ms. Donis seconded the nomination.

Mr. Sanchez was not there to accept his nomination.

M/S Felix/Echevarria: To table BD 10-20 until next week's meeting. Passed unanimously.

**BD 11-20 M/S Donis/Echevarria: Discussion of Professional Development Funds Utilization.**

Mr. Galarza explained that there are allocations for professional development in the Board members' positions. He asked for the Board's feedback regarding the utilization of funds.

Mr. Felix explained that funds are set aside for Professional Development. The funds are not utilized to self-serve but to serve the students.

Mr. Macharia inquired into the limitations of the funds.

Ms. Echevarria suggested having a breakdown of the use of funds.

Mr. Felix explained that CSSA, HACU and CHESS are good examples of utilizing the funds to develop leadership skills in order to lead and serve all students.

Ms. Donis suggested having the Board attend leadership conferences as a group to serve students.

Ms. Robles explained that the funds can also be used for speaker fees.

M/S Felix/Donis: To table BD 11-20 until next week's meeting. Passed unanimously.

**BD 12-20 M/S /: Discussion of 2019-20 ASI Class Gift.**

M/S Donis/Lowell: To table BD 12-20 until next week's meeting. Passed unanimously.

**ANNOUNCEMENTS:**

Dr. Oliverez announced that “Tea with the VP” will be held on January 29<sup>th</sup> in the College of Extended and Global Education from 11:00 a.m. to 12:30 p.m.

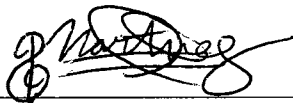
Ms. Martinez announced that Ms. Zhang provided her with tickets for the Chinese New Year’s event to be distributed to anyone interested in attending; please contact her if planning to attend.

Ms. Lua announced that a Q2S information session will be held on January 29<sup>th</sup> from 12:30 p.m. to 1:30 p.m. in the SMSU Theater.

Mr. Felix encouraged the Board to attend ASI Programs and events to show their support for the ASI staff.

**MOTION TO ADJOURN**

Meeting adjourned at 1:54 p.m.



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Helen Martinez  
Executive Vice President