

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

**BOARD OF DIRECTORS**

**MINUTES**

**MAY 19, 2020**

The meeting was called to order by the President, Adonis Galarza at 12:02 p.m.

Present: Adonis Galarza, Helen Martinez, Kristy Robles, Mark Sanchez, Yomara Donis, Marvin Macharia, Nathaly Ramos, Jonathan Lowell, Sharon Tewari, Marilyn Lua, Angelica Agudo, Suany Echevarria, Jesse Felix, Dr. Angela Horner and Dr. Paz Oliverez.

Guests: Alfredo Barcenas, Jenna Archuleta, Kevin Tercero, Pam Langford, Crystal Wymer-Lucero, Robert Nava and Michael Arteaga.

(The above listed were present via Zoom)

**APPROVAL OF THE MINUTES:**

The minutes of May 12<sup>th</sup> were approved.

**REPORTS:**

*Housing:* Ms. Lua stated that she met with Mr. Gonzalez and Ms. Keyner to discuss a program for housing. She attended the Fireside Chat on May 15<sup>th</sup>.

*Palm Desert Campus:* Mr. Lowell stated that he met with the Dean of PDC.

*International:* Ms. Tewari stated that she hosted an open forum.

*Faculty Representative:* Dr. Horner stated that the faculty is concerned with budgets.

*Vice President of Finance:* Ms. Robles stated that the Finance Committee passed the Club Allocation Budget Policy and \$15,000.00 to allocate to clubs and organization. These items will be on next week's BoD agenda for approval.

*Executive Director:* Mr. Felix stated that his reports can be found in Microsoft Teams if Board members are interested in reviewing them.

*President:* Mr. Galarza stated that the Fireside Chat was a success.

**ADOPTION OF AGENDA:**

M/S Oliverez/Felix: To add a Time Certain for BD 74-20 at 1:00 p.m. Passed (12/0/0).

The agenda was adopted as amended.

**NEW BUSINESS:**

**BD 66-20 M/S Donis/Lua: Revision of the ASI Financial Policy and Procedures. (First Reading)**

Ms. Robles briefly reviewed the changes to the policy. She recommended that the Board review the policy and give any feedback at next week's second reading.

Discussion closed.

**BD 67-20 M/S Donis/Felix: Revision of the ASI Reimbursement Policy. (First Reading)**

Ms. Donis recommended that the Board review the policy and give any feedback at next week's second reading. She referred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to authorize the reimbursement of funds to ASI students and staff who attend ASI off-campus retreats, meetings, etc. for expenses incurred for items such as lodging and food. He briefly reviewed the changes to the policy.

Discussion closed.

**BD 68-20 M/S Donis/Lowell: Revision of the ASI Board of Directors Incentives Policy. (First Reading)**

Ms. Donis recommended that the Board review the policy and give any feedback at next week's second reading. She referred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to compensate the Directors for the time and energy required to actively serve as a student leader. He explained that some of the language was revised.

Discussion closed.

**BD 69-20 M/S Donis/Echevarria: Revision of the ASI Hospitality Policy. First Reading)**

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to establish guidelines and procedures for funds utilized in respect to hospitality accounts to employees, students, donors, guests, visitors, and volunteers for the purpose of business meetings, corporate functions, and occasions that promote the mission of ASI either in association with the California State University or independently. He briefly reviewed the changes made to the policy.

*Section 1, Subsection a:*

To strike: "Section 1301.00 of the Integrated CSU Administrative Manual" and replace with "CSU Hospitality Policy".

The following Subsection was added:

*Section 3, Subsection d(i):*

“Auxiliary Organization funds may be used to pay for formal awards and service recognition, entertainment services, gifts, membership in social organizations and promotional items to the extent these purchases are not restricted by other applicable laws, regulations, or funding source agreements.”

Discussion closed.

**BD 70-20 M/S Donis/Felix: Revision of the ASI Policy and Procedures Governing Travel and Allowances. (First Reading)**

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to provide reimbursement guidelines for the necessary out-of-pocket expenses incurred due to travel on official ASI business. He recommended that the Board review the policy and give any feedback at next week’s second reading. He explained that some of the language was revised.

Discussion closed.

**BD 71-20 M/S Donis/Felix: Revision of the ASI Reserves Policy. (First Reading)**

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to establish the necessary reserve funds to meet unexpected financial contingencies and maintain the financial solvency of ASI. He recommended that the Board review the policy and give any feedback at next week’s second reading. He briefly reviewed the changes made to the policy.

*Section 1, Background:*

To strike: “ paragraph 8.1.1 of the “Compilation of Policies and Procedures for California State University Auxiliary Organizations” provides for” and replace with “California Education Code (89904 – 89905)”.

Discussion closed.

**BD 72-20 M/S Donis/Felix: Revision of the ASI Student Research and Travel Policy. (First Reading)**

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated the purpose of this policy is to outline overall ASI criteria and procedures for requesting and administering ASI funds set aside to support research and travel by graduate and undergraduate CSUSB students. He explained that some of the language was revised.

Ms. Donis briefly reviewed the changes made to the policy. She explained that first year students at CSUSB are eligible to apply to receive these funds, however, this is not so for transfer students. Therefore, changes were made to the policy to allow transfer students eligibility to apply to receive these funds.

Discussion followed with questions from the Board.

Mr. Galarza recommended that the Board review the policy and give any feedback at next week's second reading.

Discussion closed.

**BD 73-20 M/S Donis/Echevarria: Revision of the ASI Bylaws. (First Reading)**

Ms. Donis asked the Board to review the Bylaws and provide revisions, if necessary, to the next meeting. She explained that some of the language was revised. She deferred to Mr. Barcenas.

Mr. Barcenas reviewed the following changes:

*Article IV, Section 1, Subsection D(1b):*

To strike: "entitled to a supplemental scholarship to be indexed against the in-state fees designated and/or revised by the California State University Chancellor's Office. The supplemental scholarship only applies to the Fall, Winter and Spring quarters/semesters of the elected executive officer's term of office. This scholarship may not be applied to past or future fees."

*Article IV, Section 2, Subsection B(1):*

To strike: "Have the authority to create and appoint up to one (1) non-elected Special Advisor position with ASI BoD approval. This appointed advisor shall serve at the pleasure of the ASI President."

*Article IV, Section 3, Subsection A(2b):*

To add: "This responsibility shall be completed in a report to the ASI BoD on a bi-weekly basis."

**Time Certain: BD 74-20 (1:00 p.m.)**

**BD 74-20 M/S Felix/Donis: Discussion of Graduation Gifts.**

Mr. Felix deferred to Mr. Nava.

Robert Nava, Vice President & Executive Director for CSUSB Philanthropic Foundation explained that Alumni Relations will honor all graduating CSUSB students.

Ms. Donis stated that a lapel pin would be the most appropriate gift, preferably with the University seal.

Discussion followed with questions from the Board.

Mr. Nava explained that according to the University Branding protocol, the University seal is primarily used for presidential letterhead and official presidential events. He explained that this will be the beginning of a tradition for graduating CSUSB students.

Ms. Agudo stated that a keychain as a graduation gift is not as memorable as a lapel pin.

Mr. Felix stated that building traditions are important, however, the Board should be cautious since they cannot speak for next year's Board to continue the tradition.

Discussion ensued.

Ms. Wymer-Lucero stated that Alumni Relations is committed to have a long-term partnership with ASI.

Mr. Nava suggested that a Board member partner with Ms. Wymer-Lucero to create a design for the lapel pin. He stated that if the Board chooses the lapel pin, he will make it happen.

Mr. Macharia, Mr. Galarza and Ms. Donis will partner with Ms. Wymer-Lucero to create a design for the pin.

Discussion closed.

**BD 73-20: Continued:**

*Article VI, Section 3, Subsection b(4):*

To add: "a minimum of one student who is taking a majority of their courses at the Palm Desert Campus."

*Article IX, Section 5, Subsection A:*

To strike: "All agenda items shall be submitted to the Chair of the ASI BoD."

*Article IX, Section 7, Subsection B(3):*

To strike: "Approval of resolutions of the ASI Board of Directors (one reading will suffice for resolutions as determined by a majority vote of the filled positions present at the meeting should the BoD feel that circumstances warrant only one reading)".

Mr. Felix recommended adding a diversity and equity student representative as well as a club and organization student representative to the BoD.

Discussion followed with questions from the Board.

Discussion closed.

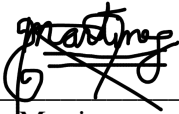
**ANNOUNCEMENTS:**

Ms. Lua announced that the Women's Leadership conference will be held on May 22<sup>nd</sup> from 8:30 a.m. to 12:30 p.m.

Mr. Galarza announced that the Jackeline Cacho show will be held on May 20<sup>th</sup> on Facebook live.

**MOTION TO ADJOURN**

Meeting adjourned at 2:01 p.m.

A handwritten signature in black ink, appearing to read "Helen Martinez", is written over a horizontal line. The signature is stylized and somewhat cursive.

Helen Martinez  
Executive Vice President