

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino

BOARD OF DIRECTORS

MINUTES

MAY 5, 2020

The meeting was called to order by the Vice President, Helen Martinez at 12:07 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 and Lisa Root.

(The above listed were present via Zoom)

APPROVAL OF THE MINUTES:

M/S Donis/Felix: To approve the minutes of April 21st. Passed unanimously.

REPORTS:

Housing: Ms. Lua stated that she hosted an open forum on April 30th at 6:00 p.m. in collaboration with “Cocinando con Helen.”

International: Ms. Tewari stated that she is planning an open forum.

Graduate: Ms. Agudo stated that she is the co-chair for the VETI Committee.

College of Arts and Letters: Ms. Echevarria stated that the new Dean of College of Arts and Letters has been selected.

College of Business and Administration: Ms. Donis stated she will be a speaker at the Career Center’s “Launch Your Career for Graduating Seniors” on May 21st at 12:00 p.m. She is planning on having an open forum.

President’s Representative: Dr. Oliverez stated that the Women’s Leadership Conference will be held on May 22nd. Tea with The VP will be held on May 13th from 9:00 a.m. to 10:00 a.m.

Vice President of Finance: Ms. Robles stated that the IRA Committee meeting will be held on May 8th to review proposals.

Executive Vice President: Ms. Martinez stated that an email was sent to all students on April 29th regarding a campus survey on Sexual Violence and Harassment and reminded the Board to complete it.

Executive Director: Mr. Felix stated that Ms. Hammond and Mr. Galarza will be attending CSSA virtually.

President: Mr. Galarza stated that he met with President Morales to discuss ASI elections, Fall 2020 Semester, and to schedule a fireside chat. He met with Dr. Oliverrez to discuss an Undocumented Student Communication grant. He attended the ASI Scholarship Committee meeting.

ADOPTION OF AGENDA:

M/S Donis/Felix: To amend the agenda to add the following item:

BD 64-20: Discussion of Fall 2020 Operations and Instructions. Passed (12/0/0).

The agenda was adopted as amended.

NEW BUSINESS:

BD 57-20 M/S Donis/Lowell: Review and approval of the ASI 2020-2021 annual budget. (First Reading)

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

Ms. Robles explained the estimated funds available to ASI and the estimated expenses. Each line item of the budget was presented and explained.

Mr. Felix stated that cuts were made within the budget function in travel and development and were placed in corporation, travel and development. A 10% shortfall in enrollment was budgeted. If there is a shortfall in enrollment, the plan of action is to ask BoD to allocate funds from reserves to sustain the organization. Minimum wage was taken into consideration and an allocation was made for a wage increase for all entry level positions. Investment earnings were budgeted conservatively.

Discussion followed with questions from the Board.

Ms. Martinez stated that this item will be brought to the Board next week for its second reading.

Discussion closed.

BD 58-20 M/S Felix/Donis: Permission to transfer \$30,000.00 from Unallocated Reserves to ASI Donations (660723 RN001 A4700) to be used to fund the COVID-19 Emergency Grant.

Mr. Felix deferred to Ms. Root.

Ms. Root stated that the CARES Act funding is intended to be available for all students but will likely not be disbursed until mid-May. The COVID-19 Emergency Grant is sponsored by the CSUSB CARE Team and Basic Needs and made possible through the generous support of donors. She explained that the emergency grant will assist students who have immediate unmet needs and those funds are being disbursed to students within 3-5 business days.

M/S Sanchez/Macharia: To amend the amount to transfer from \$30,000.00 to \$50,000.00. Passed

(11/0/1).

Discussion followed with questions from the Board.

Ms. Echevarria inquired if these funds are available to all students including international and undocumented students.

Ms. Root stated that all enrolled students including undocumented and international students can receive these funds. Donations were given to fund these grants from state and local grants.

Mr. Lowell inquired why the original request was increased to \$30,000.00.

Ms. Robles stated that during the Finance Committee meeting, \$10,000.00 was requested, however, those funds were expected to be depleted due to the high volume of applicants they have received. Therefore, the Finance Committee decided to increase the amount to \$30,000.00.

Mr. Macharia inquired whether students must be enrolled in summer courses to apply for this grant.

Ms. Root stated that enrollment is a criterion.

Ms. Lua inquired how students' Financial aid will be impacted by this grant.

Ms. Root stated that any amount which students receive over \$50.00 must be reported to Financial Aid and they will determine whether it impacts their financial aid.

Mr. Sanchez recommended that ASI create its own emergency grant to help aid students.

Vote on motion as amended passed (11/0/1).

BD 59-20 M/S Donis/Felix: Revision of the ASI Corporate Credit Policy. (First Reading)

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to establish the authorizations, procedures, and guidelines under which an ASI corporate credit card is utilized.

The following subsection was added:

Section 6, Subsection h:

“The Authorized Representative Card will not be used as a default method of payment on any travel service or subscription (Examples being Lyft, Postmates, and Uber).”

Discussion followed with questions from the Board.

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

Discussion closed.

BD 60-20 M/S Donis/Echevarria: Revision of the ASI Conflict of Interest Policy. (First Reading)

Ms. Donis deferred to Mr. Barcenas

Mr. Barcenas stated that the purpose of this policy is to define a procedure that will act as a safeguard against a conflict of interest that might occur in the future between Associated Students, Incorporated (ASI) personnel, or program and an external entity. He explained that some of the language was revised.

BD 61-20 M/S Donis/Lua: Revision of the ASI Appointment Policy. (First Reading)

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to establish procedural requirements for appointments such as committees, special advisor positions, and other related positions serving ASI.

Discussion followed with questions from the Board.

BD 62-20 M/S Donis/Felix: Revision of the ASI Grade Policy and Procedures. (First Reading)

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated that the purpose of this policy is to describe the Associated Students, Incorporated (ASI) practices in determining grade point eligibility, unit load, and residency requirements in compliance with CSU Chancellor's Office policy entitled "Minimum Academic Qualifications for Student Office Holders", ASI bylaws, and ASI personnel policy for those seeking or holding office or employment with ASI. This policy specifies the procedures for notifying those concerned, correcting grade errors, and requesting special consideration. The policy also specifies the consequences of not meeting or maintaining the requirements. He recommended that the Board review the policy and give any feedback at next week's second reading.

Discussion followed by questions from the Board.

BD 63-20 M/S Donis/Felix: Revision of the ASI Bidding Policy. (First Reading)

Ms. Donis deferred to Mr. Barcenas.

Mr. Barcenas stated the purpose of this policy is to establish a threshold dollar amount for purchasing products/services which will require ASI to enter into a formal bidding process.

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

BD 64-20 M/S Oliverez/Felix: Discussion of the Fall 2020 Operations and Instructions.

Dr. Oliverez requested additional input regarding Fall Semester 2020. She stated that an invitation to meet with President Morales and cabinet on Monday at 12:30 p.m. This meeting will be focused on the student experience during the spring quarter in efforts to receive input on how to best prepare for Fall 2020.

Mr. Macharia stated that it has been difficult conducting labs due to the current situation.

Ms. Echevarria stated that there have been incidents where professors are not allowing enough class time for students to take an exam.

Dr. Horner proposed that these incidents be brought to the Faculty Senate. All online exams must allow at least the same time as it would be allowed during in-person lecture meetings.

Ms. Agudo stated that some professors are only conducting office hours for an hour without any instructions.

Dr. Horner stated that Faculty should hold office hours where students can synchronously interact with them with for at least 2 hours per week.

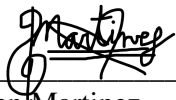
Ms. Martinez will be emailing the Board a google link that enables access for everyone to share any recommendations to be made during the Faculty Senate meetings.

Ms. Oliverez stated that there will be another opportunity for the Board to provide feedback.

Discussion closed.

MOTION TO ADJOURN

Meeting adjourned at 1:57 p.m.



Helen Martinez
Executive Vice President