

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

**BOARD OF DIRECTORS  
AGENDA**

June 5, 2018  
12:00 p.m.

Santos Manuel Student Union  
Board Room – 219

Call to Order

Roll Call

Approval of Minutes

Reports: Executive Officers, BOD Reps., Activities, BOD Committees, AS Committees, Campus Committees.

Adoption of Agenda

Open Forum (5 minutes/speaker)

Guest Speaker: Victoria Argot, Program Administrative Coordinator

**OLD BUSINESS:**

**BD 31-18** Revision of the Club Allocation Budget Policy. (Action) (Finance Committee)  
(Third Reading)

**NEW BUSINESS:**

**BD 34-18** Permission to use \$10,000.00 from ASI Donations (660723-RN001-A4700) for SMSU Fourplex Smart System. (Action) (Finance Committee)

**BD 35-18** Permission to use \$15,000.00 from Grant & Service Programs – ASI Donations (660723-RN001-A4700) to help provide internships for 15 students for the “Stand Up for San Bernardino” program. (Action) (Finance Committee)

**BD 36-18** Permission to use \$25,000.00 from Grant & Service Programs – ASI Donations (660723-RN001-A4700) to support 10 students to attend the 2018 HACU Conference and 40 students to attend the Pre-Conference. (Action) (Finance Committee)

ANNOUNCEMENTS

ADJOURNMENT

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

**BOARD OF DIRECTORS**

**MINUTES**

**JUNE 5, 2018**

The meeting was called to order by the President, Andrea Davalos at 12:00 p.m.

Present: Andrea Davalos, Prince Ogidikpe, Jessie Felix, Helen Martinez, Dr. Alysso Satterlund, Austin Sibole, Heather Carrasco, Janneth Milian, Dr. Angela Horner, Diane Nguyen, Bilal Azhand, Brittany Resendez, Saxxie Tran, Dr. Brian Haynes (late) and Ruihan He.

Absent: Daniel Rodriguez (unexcused) and Connor Dickson (class conflict).

Guests: Naveena Bellam, Ernesto Saucedo, Yera Nanan, Beth Jaworski, Guadalupe Saldiva, Jennifer Carhart, Valentina Felix, Officer Eddie McCloud, Victoria Argot, Lorraine Nunez, Anthony Roberson, Roman Lopez and Edgar Astorga.

**APPROVAL OF THE MINUTES:**

The minutes of May 29<sup>th</sup> were approved.

**REPORTS:**

*Executive Vice President:* Mr. Ogidikpe stated that he has begun to meet with his successor to show him some of his duties as the Executive Vice President. Next week he will be attending the Panetta Institute for student leadership training. Mr. Ogidikpe recognized Mr. Reyes hard work on the ASI Transition Dinner which will be held tonight at 6 p.m.

*President:* Ms. Davalos expressed her appreciation to the BOD for their hard work and dedication this year.

*Executive Director:* Mr. Felix stated that there will be a transition retreat for the incoming Board from June 18<sup>th</sup>-20<sup>th</sup>. University Hour will take place twice per week for 50 minutes at a time.

*Student-At-Large:* Mr. Sibole stated that there have been three on-campus interviews for the Veterans Success Center Executive Director. The Student Veterans Graduation Ceremony will be held this Friday at 6 p.m. The Campus Safety Walk will be held tomorrow at 8 p.m.

*College of Natural Sciences:* Ms. Tran stated that the open forum for College of Natural Sciences held last Thursday was a success.

*Graduate:* Ms. Carrasco recognized the Board for their hard work and dedication. The open forum for Graduate Studies held last week was a success.

*College of Arts & Letters:* Ms. Martinez stated that there are four different meal plans for residents to choose from ranging from \$350.00 - \$600.00.

**ADOPTION OF AGENDA:**

Mr. Felix mentioned that BD 35-18 and BD 36-18 will be coming out of the ASI Donations account as a donation to the campus; this should be taken into consideration when discussing these items.

The agenda was adopted.

**GUEST SPEAKER:**

Ms. Argot, Programming Administrative Coordinator of Student Assistance in Learning (SAIL), gave a presentation on the SAIL program. The SAIL program is a TRIO Student Support Services grant which has served nearly 5,000 students at CSUSB. An eligible applicant is one who is a current or incoming CSUSB undergraduate student. SAILS's open enrollment period for eligible new students occurs annually; it begins July 1<sup>st</sup> and closes when the program reaches 375 new and continuing participants. Interested students are asked to submit an online SAIL pre-application form that is available on SAIL's website: <http://www.csusb.edu/sail>.

**OLD BUSINESS:**

**BD 31-18 M/S Sibole/Azhand: Revision of the Club Allocation Budget Policy. (Third Reading)**

Ms. Martinez explained that there is no correlation between the quarterly and annual cap.

*Page 5: Section 3(1) subsection C(5):*

M/S Carrasco/Nguyen: To remove, "In addition, no more than 50% of attendees shall be graduating seniors". Passed (8/0/3).

*Page 8: Section 3 subsection 10:*

M/S Resendez/Tran: To amend the line item to read, "All clubs/organizations are eligible for (2) revenue generating events other than charity events per academic year but no more than one per quarter/semester". Passed (12/0/0).

Discussion followed with questions from the Board.

M/S Nguyen/Carrasco: To table BD 31-18 until the next Board meeting. Passed (9/0/2).

**NEW BUSINESS:**

**BD 34-18 M/S Azhand/Sibole: Permission to use \$10,000.00 from ASI Donations (660723-RN001-A4700) for SMSU Fourplex Smart System.**

Mr. Lopez, A.V. Specialist of the Santos Manuel Student Union (SMSU), explained that the funds will go towards permanent screens and projectors to accommodate meetings and events held in the FourPlex. Smart carts are currently being used which are bulky and inconvenient.

Dr. Satterlund recommended that this item be brought to the SMSU Board.

Discussion followed with questions from the Board.

Failed (0/6/4).

**BD 35-18 Azhand/Martinez: Permission to use \$15,000.00 from Grant & Service Programs – ASI Donations (660723-RN001-A4700) to help provide internships for 15 students for the “Stand Up for San Bernardino” program.**

Ms. Saldivar, the Career Center Internship Specialist, explained that Stand Up for San Bernardino launched in 2015. This program was created by President Morales in response to the city’s bankruptcy and is aimed towards addressing the social and economic needs of San Bernardino. These funds will go towards internships that will benefit students’ careers for future job opportunities. In order to be eligible for these internships, students must be enrolled in an internship course and must have a 2.5 G.P.A for undergraduate students and a 3.0 G.P.A for graduate students. The \$15,000.00 will provide funding for fifteen students over the summer.

Discussion followed with questions from the Board.

Passed (11/0/1).

**BD 36-18 M/S Haynes/Azhand: Permission to use \$25,000.00 from Grant & Service Programs – ASI Donations (660723-RN001-A4700) to support 10 students to attend the 2018 HACU Conference and 40 students to attend the Pre-Conference.**

A representative from the Career Center stated that HACU, the Hispanic Association for Colleges and Universities, promotes internships globally. Students are given the opportunity to attend the annual HACU Conference and network with many federal and private industries. The goal is for students to explore different opportunities from a global perspective and hopefully obtain an internship or job after graduation. She explained that last year they were able to take 39 students to the conference and their goal this year is to take 40 students.

The requirements in order for students to obtain the opportunity to attend the conference were presented.

Discussion followed with questions from the Board.

Passed (9/0/2).

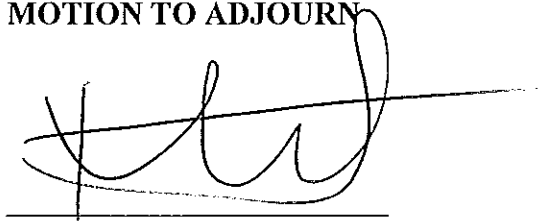
**ANNOUNCEMENTS:**

Ms. Carrasco encouraged the Board to use the Student Assistance in Learning (SAIL) Program as it helped her during her undergraduate career.

Dr. Satterlund announced that Coyote Fest will be held this Friday at 8 p.m.

Dr. Haynes encouraged the Board to take a tour of the new housing and dining facilities.

**MOTION TO ADJOURN**

A handwritten signature in black ink, appearing to read 'Prince Ogidikpe', written over a horizontal line. The signature is stylized and cursive.

Prince Ogidikpe  
Executive Vice President

ASSOCIATED STUDENTS, INC.  
BOARD OF DIRECTORS MEETING

June 5, 2018

SIGN IN SHEET FOR BOARD OF DIRECTORS

(Please Print)

FIRST AND LAST NAME

PRINCE OGIDIKPE

Helen MARTINEZ

Janneth milian

Bilal Azhand

Austin Sibole

ANGELA HORNER

Ruihan He

Saxxie Tran

Diane Nguyen

Heather Caccas

Alysson Satterlund

Brianne Resender

Andrea DONALOS

Jesse Felix

ASSOCIATED STUDENTS, INC.  
BOARD OF DIRECTORS MEETING

June 5, 2018

SIGN IN SHEET FOR GUESTS  
(Please Print)

FIRST AND LAST NAME

Naveena Bellam

Ernest Sauer

Vera Manan

Beth Jaworski

Guadalupe Saldivar

Jennifer Carhart

Valentina Felix

Eddie McCloud

Victoria Angot

Lorraine Nunez

Anthony Roberson

Roman G. Lopez

Rafael Astorja Edgar Astorja

## Elections Debrief:

### Online voting:

- Saves a lot of money, especially if Qualtrics is used and not Big Pulse (no poll workers)
- Should keep polls open longer, maybe 3 days to 1 week to get a larger voter turnout
- There should be students out engaging and promoting elections around campus with the budget that was used for poll workers
- Redirect the end of the ballot to the Elections website (Qualtrics)
- The Qualtrics account should be set to close at midnight and anyone who is still in the process of voting should not be allowed to submit after the time of close
- Look into adding videos to the Qualtrics so students can view videos of the candidates before voting

### Marketing:

- Video campaigns (like commercials) on social media should be introduced
  - Campaigns should be posted on all social media and on the monitors around school
- Signage with candidate pictures and information should be in every college
- Call to action to run for each college
- Sustainability – Posters should be able to be reused. Blank spaces that can be switched out each year?
- Pre-planned communication schedule: # social media posts, different social media campaigns, emails (who will send, when it will be sent, how many will be sent overall)
- More purposive Howl Grant promotion – Starting early
- ASI should have a budget to give a certain number of flyers to each candidate. Will change in the policy for 2018-2019.
- The elections website worked well; and we received a lot of traffic looking at the website during the actual voting days. The website should be created earlier next year and be advertised better. The QR codes on the flyers worked well.

### Events:

- Multiple debates, more fun events like 'Connect with the Candidates'
- Move the debate to a better area like the event center or outside in the SMSU lobby
- More online debates as well to be added to the website or social media
- An event to pitch the Howl Grant info to clubs and organizations – Tips for success, encouraging tabling, hard work to raise the most money
- Events for the week of the runoff in case there is a runoff (Always plan for a runoff)

### Debate:

- Should make more debates so that only 1 does not run too long
- Setup was great
- It was a good idea to have pizza and promo items for attendees as well as Knott's and Movie tickets in the opportunity drawing
- It was a great idea to live stream and record the debate to post on the elections website



Elections Committee:

- Should meet in person or discuss over the phone so that there is an actual discussion
- All violation situations added into a binder for future election committees to look back on?
- Committee should help with the post elections report that would also be included into the "legacy" binder

Lead time:

- Reach out to records, IT, and IR early
  - Student id, email, college/major, multiple majors
- Discuss FERPA early
  - FERPA students need a different email that is sent out

Policy changes:

- Elections Policy should be passed before the new elections coordinator starts in January
- Include IT into the policy – what is their role? Sending out the survey, load the contacts that come from IR
- Qualtrics – The polls will be closed at 12:00 a.m. exactly and any ballot open at 12 cannot be submitted after the polls close
- Each elections coordinator needs to give a post-elections report with recommendations for the next year and create a timeline for the following year
- No sending emails through Blackboard (for candidates)
- Committee cannot meet solely through email, there needs to be a conversation in person or over the phone
- Allot so many flyers/promotional items to each candidate from ASI with the disclaimer on it
- Look at the Run-off and Special election section – What happens if there is a tie?

**Quote** 3/30/2018  
**Project Number: AB# 28588**

**Rooms 215 & 218- AV systems**

Rod Wilske

**Ship To:**

**California State U, San Bernardino**  
Jessica Madrigal  
5500 University Pkwy.  
San Bernardino, CA 92407

Tel: 909-537-5242

California State University -San Bernardino,  
Santos Manuel Student Union  
Room: Classroom 215 & 218

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Services Coordinator  
Santos Manuel Student Union at CSUSB  
California State University, San Bernardino  
5500 University Parkway San Bernardino, CA 92407  
Office (909) 537-5242  
jmadrigal@csusb.edu  
www.studentunion.csusb.edu

**Scope of work**

- \* Provide and Install (1) 4000 Lumens WXGA Video Projector- mount from ceiling
- \* Provide and Install (1) Ceiling Tile Projector mount
- \* Provide and Install (1) Electric 123" Diagonal Wall mounted projection screen with additional 12" of Black drop
- \* Provide and Install (1) Wall Plate with HDM/VGA Inputs
- \* Provide and Install (1) Wall Control Panel - Media Link Plus With lockable wall box cover
- \* Provide and Install (2) Flat Field 2x2 ceiling tile speakers
- \* Provide and Install (1) Audio Amplifier
- \* Provide Electrical work for both Projector and Screen

Mfr-Part No.	Qty	Description	Unit Price	Extended
<b>PROJECTOR</b>				
EPSON-V11H861020	2	EPSON PowerLite 109W Projector, WXGA 4000 lumens	723.86	1,447.72
Chief-KITES006	2	KIT, RPMAU, CMS440, CMS006	258.85	517.70
<b>PROJECTION SCREEN</b>				
DA-LITE- 20892LC	2	COSMO 123D 65X104NPA MW 12"TOTAL BLACK DROP AT	996.71	1,993.42
<b>AV INPUTS</b>				
Extron-60-1371-21	2	One-Gang Wallplate with Computer Video, HDMI, and Stereo Audio Connectors - White	47.06	94.12
LIBERTY- HD-700-50	2	50' HDMI CABLE	69.41	138.82
LIBERTY-E-VGAMAM-M-50	2	50' Liberty Premium Molded VGA with PC Ste	64.71	129.42
<b>CONTROL</b>				
Extron-60-1469-03	2	MediaLink Plus Controller	700.00	1,400.00



Extron-26-518-01	2	Universal Projector Control Cable: 9-pin D Female to Bare Wires - 50' (15.2 m)	32.94	65.88
FSR-WB-PS3G	2	3 Gang Locking Cover w/ Window	126.88	253.76
Extron-70-775-01	2	12V, 1A Power Supply on Captive Screw Screw	52.94	105.88
AUDIO				
Extron-42-141-03	2	Full-Range Flat Field Speakers with 2 x 2 Low Profile Enclosure and 70/100 V Transformer, Pair	294.12	588.24
Extron-60-1449-01	2	Mono 70 V Amplifier - 60 Watts	288.24	576.48
Extron-26-627-50	2	Speaker Cable: Pre-cut Two Conductor 18 AWG - Plenum - 50' (15.2 m)	22.35	44.70
Extron-26-571-03	2	Mini Stereo Audio Cable: 3.5 mm Stereo Mini Male to Male - 6' (1.8 m)	3.53	7.06
Extron-70-739-12	2	1U, 1/2 Rack Width Pole Mount Kit	47.06	94.12
DNG-MISC	1	Electrical Parts	250.00	250.00
DNG-MISC	1	Miscellaneous Parts	375.00	375.00
<b>Equipment Sub-Total</b>				<b>8,082.32</b>
<b>Electrical Sub Total</b>				<b>1,040.00</b>
<b>Installation Sub-Total</b>				<b>1,376.24</b>

### Pricing Summary

This Quote is Valid for 30 Days.

Shipping & Handling: \$282.88  
CA Local Tax \$646.59

**Lump Sum Project Total: \$11,428.03**

DNG PWC/DIR # 1000001928

DIR PROJECT ID # \_\_\_\_\_



**Terms**

**Net 30**

**Sign Criteria / Assumptions:**

**1. Conduits/Electrical Work:**

- \* All conduit is usable and free of obstructions
- \* Conduit, backboxes and sleeves provided by others
- \* 110 VAC outlets and circuits not included
- \* Core drilling not included, unless otherwise noted
- \* Power Supplies, surge suppressors, UPS not included
- \* Site shall be accessible during scheduled work hours

**2. Pricing:**

- \* All Pricing is confidential

**3. Quality Assurance:**

- \* All cabling complies with EIA-TIA 568/569B Standards
- \* All work shall comply with applicable Building Codes
- \* Changes to contract must be approved in writing

**System Maintenance Offerings:**

Ask about DNG's other comprehensive *Preventative Maintenance and Support Services* programs intended to supplement manufacturer's limited equipment warranties, provide ongoing technical support, prioritized emergency site response repairs, and periodic system training sessions. All of these recurring preventative maintenance features will help protect your AV system and financial investment. Please take advantage of these programs and contact your Account Manager or DNG's Service Group for coverage options -

**Basic Maintenance Package:** Preventative Maintenance Visit, System Status Reports, Help Desk Support, Emergency Response Priority, User Refresh Training, Extended Equipment Warranty, Labor, Free Shipping and Supplies Discounts.

**Notice to Proceed**

This document may serve as a Notice to Proceed to Digital Networks Group (DNG) in advance of a customary Purchase Order or Contract. Alternatively, this document may serve as a formal Purchase Order to DNG only in the event the Customer does not or cannot generate a formal Purchase Order or Contract to DNG. In either event, this agreement creates a binding contract between Digital Networks Group and the Customer. By signing this document the Customer is approving DNG to procure materials and to provide the installation services as specified without reservation, and the customer agrees to pay the Total Project Cost within the terms stated above. DNG is acting in good faith that the individual signing this document on behalf of the Customer is duly authorized to enter into this binding agreement.

**Cancellation:** If for any reason the customer provides a written Notice of Cancellation to terminate a portion of this project or the entire project, the customer agrees to pay DNG for pro-rated services rendered and products purchased and received which may not be returned to the factory, or in the event product may be returned, the customer agrees to pay DNG applicable vendor restocking charges up to the date of cancellation.

Account Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Customer: \_\_\_\_\_ Date: \_\_\_\_\_

