

Minutes of the Associated Students of California State University, Channel Islands, Inc. Board Meeting August 7, 2008

The Associated Students of California State University, Channel Islands, Inc. met on Thursday, July 1, 2008 at 8am in the California State University, Channel Islands University Hall Training Room.

Members Present: Dr. Gregory Sawyer, Ed Lebioda, Richard Wagner, Chelsee Bente, Alexandra Mitchell, Ronnie Sullivan, Missy Jarnagin, Dr. Donald Rodriguez, Melody Mattingly, Jeremy Booker.

Members Absent: Miguela Benoit

Members of the Public Present: Stephanie Bracamontes, Christine Thompson.

1. Call to Order: The meeting was called to order at 8:01 AM by Ms. Chelsee Bente.

2. Approval of Minutes – The minutes of the meeting were approved with Mr. Richard Wagner making the motion and Mr. Ed Lebioda seconding the motion. The motion passed unanimously.

3. Public Forum – Upon calling for open forum discussion, and there being none, the meeting continued.

4. Financial Reports- Ms. Bracamontes presented the financial statements. She stated that the month of June has a big draft because they are in the middle of year end. Ms. Bracamontes gave a handout to the board and asked them to look over the last page, which she stated that the numbers will be changing because they are still working on accruals and they will be posting them up as soon as possible.

5. Subcommittee Updates-

A. Student Union Update- Ms. Chelsee Bente addressed the ground breaking of the student union. Ms. Bente will meet with students regarding the furniture that will be picked out for the student union. Mr. Lebioda mention that they have to relocate the steam lines that go through the building. They will be shutting the lines down next week yet it is a major source for housing and islands café. Mr. Lebioda will bring the board a project schedule by next meeting. Ms. Jarnagin mentions administrative wise, they need to find out the interesting facts about who owns the building. The campus owns it so they will be paying all the debts. They are working with the chancellor's office to get ASI on the record as the owner and the debtor. Mr. Richard Wagner asked what difference it would make. Ms. Jarnagin stated that it wouldn't make a difference because they have an operating agreement with ASI and Ms. Joanne Coville will sign all authority over to ASI but the debt and operation will be on the campus' books. The food services will be contracted by ASI as a sublease not the University. In reality it is still ASI's responsibility to pay all debts and be responsible for all liabilities that may arise. Mr. Lebioda mentioned the ground breaking ceremony for the student union stating the Vice President of Student Affairs, Dr. Sawyer, has asked the board to decide on a date. The suggested dates for the ground breaking of the student union were August 24, the Sunday before school, during the first week of school as a part of welcome week, or put it off until family weekend. The general consensus agreed that Monday wasn't the best time. Mr. Lebioda mentioned that many families will be here because of move in yet the first week of school makes more sense. Ms. Bente mentioned that this is the students' building so the more students the better. The board agreed that the first week of school was the ideal time to do the ground breaking of the student union but will leave it to a sub-committee to decide. The student union is scheduled for completion in fall 2009. Mr. Lebioda stated that the board needs to get together to discuss food services at the student union. Ms. Bente will coordinate the group of students.

6. Outstanding Business- Upon calling for outstanding business, and there being none, the meeting continued.

7. New Business: To consider and act upon such others matters as properly come before the meeting.

A. Vacant Board Position- Applications will be sent out by next week.

B. Vasin Audit Entrance Conference- Ms. Jarnagin introduced the owner of Vasin who is Roland and the audit has been started so we will now proceed with the entrance conference. Brief introductions were made for the entrance conference. The purpose of today's meeting falls within the duty of the auditor of CSU auxiliaries to establish contact with the audit committee. The purpose of the entrance conference is to establish scope of the audit process. The scope of the audit has two primary elements: general accepting audit standards, which require understanding of the organization being audited, identifying internal control, and paying attention to the chancellor's regulations for auxiliaries for CSU. Assist with risk management assessment response in aspect of organizations. Management succession, board succession, disaster recovery plan, etc; anything that would interfere with CSU mission and checks and balances are put into place. ASI may want to look at these areas and follow up on a later date when reviewed to see if it's being effective, it is a relatively new process. Work will be done in two different phases: the accounting process and the final work on reports due to the Chancellor. Ms. Jarnagin was asked when draft will be turned in and Ms. Bracamontes stated that they will shoot for mid September so they can have time to put it in a package on schedule. They also want to submit any special areas audit committee would like to look at. The board was asked if there were any concerns or special areas, the general consensus was no. One of the outfalls of the special rules and new process is for the most part organizations are required to be self-sufficient so they are focusing on helping auxiliary in becoming this way. In terms of the auditing they will have the same people that worked on it last year, work on it this year as well. Roland asked if there were any questions or concerns, seeing none, he gives his thanks and states he is looking forward to his exit conference. It was mentioned that a special meeting would have to be set up. Mr. Wagner requested that we not have a separate meeting. Ms. Jarnagin will check if we are required to do the exit conference before they sign off, if it is the case ASI does have to do a special meeting. Mr. Wagner made a suggestion, that there is a meeting on the 28th of August with outside people at 5:30 which will be a way to get "friend raising". If the ground breaking is scheduled for that Thursday we may get good feedback.

C. Banking Resolution- Ms. Bracamontes mentioned that there must be a banking resolution to change the authorized signatures. Everyone stays the same but Ms. Jarnagin was added as an authorized signature. Ms. Thompson will hold the original with the ASI paperwork and will make finance two copies.

D. Campus Strategic Budget Committee- Ms. Jarnagin stated that they are in the process of forming the 08-09 strategic budget committee which will help the campus do the 09-10 fiscal budget. Has two positions, one president of the student body and the other is recommended by ASI. There will be two meetings in the fall and January through April the meeting will be once a week and in May they will meet a couple times. The meeting schedule is tentative. Each division has to present on that budget. Ms. Mitchell will contact Ms. Jarnagin when she recommends a student for that position.

E. ASI Website- Ms. Bente stated that the ASI website is really outdated and students have asked about the lack of information and style. Ms. Bente wants to update current website and see if we can investigate other options such as: additional websites, maybe extra help, hiring etc. so that can help with the updates. Mr. Lebioda pointed out that we must make sure that the pages are compliant.

Ms. Bente mentioned with the strategic plan, they have decided to have an open forum in the fall with students, faculty, staff, and community members to discuss what ASI sees in there future, what we are currently doing, and what we want to achieve. They are currently working on a mission statement and will have it available soon. The goal is to have the draft by January 30th. Mr. Wagner wants to involve the community members because they don't understand. There was a question on the survey being done for the yearbook and Ms. Benoit put it on hold because the yearbook was due, she will be sending it out shortly.

9. Entity Reports

A. Student Government- Ms. Mitchell reported that there is Student Government training at the end of August and also helping with students moving in on Friday. Student Government will be passing out t-shirts for the pride campaign to kick off the new year. Hoping to work on Wednesdays being spirit days.

- B. CI View-** CI View is currently looking for staff.
- C. The Nautical-** Ms. Benoit reported that the final was given to her advisor and in the VP's hands. She is working on other options of printing, maybe a website that does print by order. On the website the yearbook would not get the same quality yet it will cost a lot less. The online format is also an option, yet if IT were to do it, it would be expensive and time consuming. PDF online works with the software and uploads it. It can put sound visual and automation and it can also tell a link which is a good source for advertisement and it is also less costly. The only concern is the membership agreements. The yearbook DVD could upload and load to a CD Rom yet doesn't do justice for the campus because it is not tech savvy. Ms. Benoit want to bring these options to the board so she can bring it back to her team. Ms. Jarnagin stated that Tim Anderson, the manager at the copy center in the town center would be the main contact for negotiating a price. The Boards concerns is the sustainability of the PDF version online and you must have a DVD or download option.
- D. SPB-** SPB is currently in training.

10. Adjournment: There being no additional business for the ASI Board, the meeting was adjourned at 9:03 a.m.

The next meeting is scheduled for Thursday, September 4, 2008 at 8:00 a.m. in the University Training Room.

APPROVED: Associated Students of California State University, Channel Islands

Chelsee Bente, ASI Board Chairperson

Date

Respectfully Submitted, Deanne Ellison, ASI Board Secretary