

BOARD OF CONTROL MINUTES

Meeting #17

December 7, 2017

1. CALL TO ORDER

Treasurer Jonathan Wanless called the meeting to order at 2:00pm.

2. ROLL CALL

Voting Members Present

Jonathan Wanless (ASI Treasurer)
Joseph Nino (ASI President)
Courtney Yamagiwa (ASI Senate Representative)
Brian Sath (ASI Vice President Designee)

Voting Members Absent

Sharon Taylor (CSULB President Designee)
Thulani Ngazimbi (ASI Senate Representative)

Non-voting Members Present

Martiz Ware (ASI Executive Director Designee)
Piya Bose (Student Affairs Representative) (Ar @ 2:02pm)

Non-voting Members Absent

Guest

Richard Haller (ASI Executive Director)
Alec Colchico (IPCDC Director)

3. ADDITIONS/CORRECTIONS TO THE AGENDA

(M) (S) to approve Board of Control (BOC) Agenda, Meeting #17, December 7, 2017

VOTE ON THE MOTION

PASSES with unanimous consent

4. COMMENTS

- A. Comments from the Gallery
There were none.
- B. Comments from the Board
There were none.

5. APPROVAL OF MINUTES

A. Board of Control Meeting #16, November 30, 2017

(M) Yamagiwa (S) Nino to approve Board of Control (BOC), Meeting #16, November 30, 2017

VOTE ON THE MOTION

PASSES with unanimous consent

B. Sub-committees

1. ASI Media Board of Trustees (ASIMBOT), Meeting #3, November 3, 2017

(M) Nino (S) Sath to approve ASI Media Board of Trustees (ASIMBOT), Meeting #3, November 3, 2017

VOTE ON THE MOTION

PASSES with unanimous consent

6. STATUS OF FUNDS SUMMARY

Treasurer Wanless reported:

FA'17 Summary

Current Year Unallocated Fund (CYUF): \$1,968

Student Travel Fund (STF): \$1

Student Research Grant (SRG): \$10,297
Athletic Facility Fee Waivers: \$5,000
University Student Union (USU) Waivers: \$5,167
Carpenter Performing Arts Center (CPAC) Waivers: 1
Post Season Sports Fund: \$25,000

7. GRANT APPLICATION HEARINGS

A. Current Year Unallocated Fund (CYUF)

1) Action Item: Grant: Cambodian Student Society – Bong & P'oun Mentorship and Alumni Night

Tem presented this recurring event that aims to supplement and enhance students' academic preparation or development. This event pairs current CSS members with new members for mentorship and networking opportunities. Tem clarified that because of a conflict in the schedule with the USU Ballrooms, they have decided to move this event off campus.

Yamagiwa asked if they would consider moving their event to be earlier in the day so that it would be during regular business hours. Tem said that they had considered this but they realized that a lot of alumni have full time jobs, and they want as many people as possible to attend this event.

Haller asked Bose if, for liability and risk management purposes, would it be prudent to fund an event that is held off campus. Bose believes that this is something that could be held off campus, but they would definitely recommend checking with risk management.

Yamagiwa asked if they are even able to fund an off campus event, per policy. Wanless stated that they usually do not, but it is at the discretion of the board.

Tem stated that they were told if the ballrooms had to stay open after hours, the staffing would be \$402 and there was no guarantee that the USU would stay open for them.

Haller stated that the event is on Friday, December 22nd, which has usually been a day that the campus is closed.

Nino pointed out that the grant should have been allocated in period 1.

Yamagiwa asked Haller if they have allowed it in the past to hold an event off campus. Haller stated that they have funded events in the past, but they do not believe that it has been at someone's residence.

Yamagiwa voiced their opposition to the request, and advised that if the board allows an organization to be funded for an off campus event, especially a residence, it is opening a "can of worms" that could be difficult to enforce in the future.

Nino understands Yamagiwa's concern, but believes that the organization has made the effort to have the event on campus; however, the alternative available USU Ballroom times do not fit with their preferred schedule.

Yamagiwa voiced concern to if ASI would be responsible or liable for any incident at a residential, off-campus event. Haller and Ware agreed that they would most likely not be responsible or liable if anything were to happen.

Bose would like to check in with risk management to see if this kind of event would be allowed and asked if they could make a stipulation for approval based on the answer from risk management.

Total Program Expense: \$1,075

Requested: \$575

(M) Nino (S) Sath to approve \$575 from CYUF to Cambodian Student Society – Bong & P'oun Mentorship and Alumni Night, pending approval from risk management

VOTE ON THE MOTION

PASSES 3-1-0

- 2) Action Item: Travel Grant: Alpha Kappa Psi – Principled Business Leadership Institute Conference
Alejo presented this event will take 35 students to the Principled Business Leadership Institute in San Francisco. Students will partake in a leadership conference with seminars and classes based around improving marketing, finance, and communication skills as well as an opportunity to network with likeminded individuals and employers.

Wanless pointed out that the policy states that they are able to fund conference fees for \$75 per person, for up to 10 students. Haller answered that as long as the organization is covering up to 30% of the travel costs and are competing, then they really don't have to worry about how many students are going.

Haller informed the board that if they were to rollbacks now, they would be rolling back \$44,611. Not all of this is going to rollback and some of it might have been spent already and the organizations have not turned in their receipts yet, but they just wanted to let the board know.

Nino believes that if they committed initially to share the cost of \$5000, then they should be held accountable for that and the stress of funding this should not be put on the board.

Ware agrees and believes that this fund isn't meant to fully fund any event or organization.

Nino believes that, because the organization agreed to contribute \$5,000 a fair amount that the board could help them out with is \$2,406.

Total Program Expense: \$7,406

Organization's Share of Cost: \$2,222

Requested: \$5,184

(M) Nino (S) Yamagiwa to approve \$2,406 from Spring CYUF to Alpha Kappa Psi – Principled Business Leadership Institute Conference

VOTE ON THE MOTION

PASSES 4-0-0

- 3) Action Item: Travel Grant: Kappa Psi Epsilon – Kappa Psi Epsilon Winter Conference
Sydney presented this travel grant that will have 6 participants travel to San Francisco. This conference provides discussion and information that is exchanged between each of the five chapters. There will also be workshops and seminars that encourage academic excellent and professional development.

Nino asked how they would able to fund this application since they are not going to be competing at this event. Haller explained that they are able to fund the conference fees up to \$75 per person, for 10 people. If they are not competing, they are not usually funded for transportation and lodging costs.

Total Program Expense: \$956

Organization's Share of Cost: \$287

Requested: \$669

(M) Nino (S) Yamagiwa to approve \$210 from CYUF to Kappa Psi Epsilon – Kappa Psi Epsilon Winter Conference

VOTE ON THE MOTION

PASSES 4-0-0

B. Student Travel Fund (STF)

There were none.

C. Student Research Fund (SRF)

There were none.

D. Facility Fee Waiver

1) Action Item: National Pan-Hellenic Council (NPHC) – Step Show

Student Life and Development Advisor Maleta Wilson presented on behalf of this organization. This recurring event, now in its twentieth year, will have an old school theme and will involve nine black Greek letter organizations and crowds from the local community, as well as other cities.

Haller pointed out that, unlike the Carpenter Performing Arts Center, ASI does not have an agreement with The Pyramid. Approval of this fee waiver does not guarantee that the fees will be waived, and the decision is ultimately up to them.

Wanless pointed out that they believe there is another show on the same day. Wilson clarified that the Spring Concert is that Friday, so they are trying to split the costs of production.

Haller explained that Wanless would have to reach out to coordinators at The Pyramid with a memo to request that they waive the facility fee for this event.

Facility Fee Waiver Requested: The Pyramid - \$5,500

(M) Nino (S) Yamagiwa to approve The Pyramid Facility Fee Waiver for the National Pan-Hellenic Council (NPHC) – Step Show, pending approval from the Pyramid

VOTE ON THE MOTION

PASSES 4-0-0

8. UNFINISHED CORPORATE BUSINESS

There was none.

9. NEW CORPORATE BUSINESS

A. 17-18 Capital Project Requests

Haller outlined these requests and stated that in 2014, they modified the policy on reserves. They are now obligated to include in their operating budget an amount of money for capital outlay.

Capital outlay is the purchase of fixed assets such as equipment that exceeds a value of \$500 and has a useful life of 3 years or more; or a capital project, which is typically a building improvement. They are required to set aside an amount that is at least equivalent to the prior year's equivalent depreciation.

The policy also states that they would include any deferred maintenance of facilities. Any money that is left over at the end of the year would be put into a reserve for capital outlay, and this money could only be used for those purchases.

Haller put out a call for proposals so that all areas that were interested in applying for funding could do so by submitting requests to him. They then compile these requests and present them to the Board of Control for their review and approval.

Haller recommended fully funding security upgrades, partially funding façade upgrades \$84,000, and not funding landscaping and lighting upgrades. Total for these recommendations is \$154,139. They believe that these are the items that are necessary and fall within the budget.

1. IPCDC Security Upgrades \$70,139
2. IPCDC Exterior Upgrades – Façade repairs, painting, fence screens, lighting \$383,570
3. IPCDC Landscaping Upgrades \$355,316
4. IPCDC LED Lighting Upgrades \$29,013

(M) Nino (S) Yamagiwa to approve the 17-18 Capital Project Requests, IPCDC Security Upgrades and IPCDC Exterior Upgrades for deck replacement in the amount of \$154,139

VOTE ON THE MOTION

PASSES 4-0-0

B. 17-18 Capital Purchase Requests (Fixed Assets)

Haller recommended that they fund the items #2 through 4 because they feel that these are at the top of the priority list and are under budget.

Yamagiwa does not believe that it would be prudent to fund item #4 because it is such a large amount and feels that it would be self-serving if they were to approve this.

Nino stated that they would not feel comfortable approving item #3 because they feel that this amount is excessive for one single computer and believes that this item is unnecessary. They also do not believe that any of the other items are a priority at this point in time, except for item #2.

Wanless agrees and feels that they do not need this kind of equipment for what they do and they could have found the same quality equipment for much less.

1. Recycling Center Buyback Booth \$27,598
2. Recycling Center Office Trailer LED Lighting \$5,083
3. ASI Communications 27" iMac with Retina 5K display \$6,730
4. Government Affairs Office furniture replacement \$70,000

(M) Nino (S) Sath to approve \$5,083 for the 17-18 Capital Purchase Requests (Fixed Assets) for the Recycling Center Office Trailer LED Lighting

VOTE ON THE MOTION

PASSES 4-0-0

C. 17-18 Non-Capital Purchase Requests (Equipment)

Haller recommended funding items #2-5,7, and 8. Haller does not recommend funding item #1 because the garden ground lease is unlikely to be renewed. Haller does not recommend funding item #6 because Physical Planning and Facilities Management (PPFM) did not vet this project.

Haller also pointed out that the rest of the requests were for 22 West Media and that these items were all necessary in order for them to continue to improve the quality of their content.

1. Grow Beach University Garden Tuffshed \$1,286
2. 22 West Magazine Multi-Media Kit \$3,038
3. 22 West Magazine iMac 27" \$2,849
4. 22 West Radio Electrovoice RE-20 Microphones \$1,104
5. 22 West Video iMac 27" \$2,849
6. Recycling Center Hydration Station \$2,154
7. 22 West Radio iMac 21.5" \$1,515
8. 22 West Radio Yellow Tec Microphone/Monitor Arms \$3,550

(M) Nino (S) Sath to approve the 17-18 Non-Capital Purchase Requests (Equipment) items #2-5, 7, and 8 in the amount of \$14,905

VOTE ON THE MOTION

PASSES 4-0-0

10. REPORTS

A. Treasurer

Treasurer Wanless reported the following:

- Thanked members of the board for their time and service this semester and is looking forward to next semester.

B. Senate Representative

Senator Yamagiwa reported the following:

- Tabled ASI Stands Resolution indefinitely; they will be sending it to the Social Justice and Equity Committee
- Passed a bylaw amendment for ASI Media Board of Trustees
- Passed a resolution for commemorating Dr. Jean Caveness
- Reconsidered a resolution for the Football exploratory committee; however, it failed

C. Executive Director

Designee Ware reported the following:

- Had an exit conference for the audit for IPCDC. They ended the year with a surplus of about \$38,000
- Presented the Preliminary Period 1 Grant Utilization Report: Outlines organizations that were awarded funds that were supposed to be spent by November 30th and was not spent.
- Once the month of November is officially closed, Haller will run an official report to see if any other expenses made it through before the runoff and they will have a more accurate number for rollbacks.
- Haller believes that they will have about \$20,000 that rollbacks and will be moved to the Spring semester
 - Yamagiwa asked if they have been informed of the deadlines to use their funds
 - Haller explained that these dates are a part of their fiscal certification training and they emailed all SLD Advisors so that they can let organizations know.

11. VOLUNTARY CLOSING COMMENTS

Sath thanked all the members of the board for the opportunity to sit in on the board and wishes everyone luck during the spring semester.

Haller stated that they would be holding another training event before the spring semester so that they can get any questions answered before next semester's meetings start.

Ware commended the board on their hard work this semester and appreciated the conversation and discussions that they had and believes that they did a great job making some tough decisions.

12. ADJOURNMENT

Without objection, Treasurer Wanless adjourned the meeting at 3:56pm.