

BOARD OF CONTROL MINUTES

Meeting #26
March 22, 2018

1. CALL TO ORDER

President Nino called the meeting to order at 2:00pm.

2. ROLL CALL

Voting Members Present

Yasmin Elasmr (ASI Treasurer Designee)
Joseph Nino (ASI President)
Sofia Musman (ASI Vice President)
Lauren Rhea (ASI Senate Representative)
Surajit Roy (Faculty Rep) (Ar @2:04pm)

Voting Members Absent

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

Non-voting Members Present

Martiz Ware (ASI Executive Director Designee)
Piya Bose (Student Affairs Representative)

Non-voting Members Absent

Guests

Richard Haller (ASI Executive Director)

3. ADDITIONS/CORRECTIONS TO THE AGENDA

Nino moved to approve Board of Control (BOC) Agenda, Meeting #26, March 22, 2018

VOTE ON THE MOTION

PASSES with unanimous consent

4. COMMENTS

A. Comments from the Gallery

There were none.

B. Comments from the Board

Bose provided the board with some information on the upcoming post-season sports teams/events that are going to come before BOC:

- Crew team is going to Sacramento in April
- Archery Team is going to Florida in May
- Women's Rugby Men's Lacrosse, Women's Lacrosse post-season events will be confirmed in the first week of April
- Men's Soccer will be confirmed by April 21st

5. APPROVAL OF MINUTES

A. Board of Control Meeting #25, March 15, 2018

Nino moved to approve Board of Control (BOC) Minutes, Meeting #25, March 15, 2018

VOTE ON THE MOTION

PASSES with unanimous consent

B. Sub-committees

1) Human Resources Management Committee (HRMC) Minutes, Meeting #7, February 23, 2018

(M) Musman (S) Elasmr to approve Human Resources Management Committee (HRMC) Minutes, Meeting #7, February 23, 2018

VOTE ON THE MOTION

PASSES 4-0-0

- 2) Isabel Patterson Child Development Center Board of Trustees (IPCDC BOT) Minutes, Meeting #5, February 16, 2018

(M) Musman (S) Elasmr to approve Isabel Patterson Child Development Center Board of Trustees (IPCDC BOT) Minutes, Meeting #5, February 16, 2018

VOTE ON THE MOTION

PASSES 4-0-0

6. STATUS OF FUNDS SUMMARY

Treasurer Wanless reported:

SP18 Summary

Current Year Unallocated Fund (CYUF): \$7,177

Student Travel Fund (STF): \$4,917

Student Research Grant (SRG): \$0

Athletic Facility Fee Waivers: \$5,000

University Student Union (USU) Waivers: \$2,417

Carpenter Performing Arts Center (CPAC) Waivers: 0

Post Season Sports Fund: \$25,000

Haller provided the board with information on potential rollbacks. They are currently at \$23,038, but they predict that this could go down as much as \$10,000.

7. GRANT APPLICATION HEARINGS

A. Current Year Unallocated Fund (CYUF)

- 1) Grant Application: Black Business Student Association – Black Business Expo

Whitehurst presented on this new event that aims to showcase black businesses to connect the community and students and educate students on the importance of black owned businesses in the community. They will be providing traditional African American food and will have performances from the National Pan-Hellenic Council.

Rhea informed the board that they would be abstaining from this vote because they are a co-president for this board.

Total Program Expense: \$1,035

Requested: \$435

(M) Elasmr (S) Musman to approve \$435 from CYUF to Grant Application: Black Business Student Association – Black Business Expo

VOTE ON THE MOTION

PASSES 4-0-1

- 2) Grant Application: Marine Biology Student Association – Spring 2018 Scuba Diving Certification

Langland presented on this recurring event that aims to develop students' professional or career-related skills. This event has been going on for the past 7 years and helps students complete SCUBA and Open Water Certification, which is an important tool in conducting research in the marine biology field.

Bose informed the board that they followed up with their SLD advisor, and they informed them that they have received funding through the spring grant allocation process. They have previously received up to \$800 for this certification program. The SLD advisor also informed this organization that the board had previously denied funding to another certification program, so they were not guaranteed any funding.

Elasmr suggested funding \$75 of each person's certification costs, as opposed to the \$150 per person requested.

Total Program Expense: \$3,575

Requested: \$1,950

(M) Elasmar (S) Musman to approve \$975 from CYUF to Grant Application: Marine Biology Student Association – Spring 2018 Scuba Diving Certification

VOTE ON THE MOTION

PASSES 5-0-0

3) Grant Application: Social Cultural Analysis Education – Emerging Scholars in Social Justice

Per this organization’s request, this item is tabled until the next BOC meeting

4) Program Change Amendment: Asian Graduate Student Association

a. Chicano/Latino Studies Student Association

(M) Elasmar (S) Musman to approve Program Change Amendment: Asian Graduate Student Association to Chicano/Latino Studies Student Association

VOTE ON THE MOTION

PASSES 5-0-0

b. French Club

(M) Nino (S) Elasmar to approve Program Change Amendment: Asian Graduate Student Association to French Club

VOTE ON THE MOTION

PASSES 5-0-0

B. Student Travel Fund (STF)

1) Jada Augustine – 2018 National Black Association for Speech Language & Hearing Convention

Augustine is traveling to Washington, D.C. to present their research on Speech and Language Pathology. They feel that the university will benefit because a minority student will be presenting at a huge conference whose purpose is to uplift young minority students.

Requested: \$400 (airfare & conference fees)

*\$400 maximum award

(M) Musman (S) Elasmar to approve \$400 from STF to Jada Augustine – 2018 National Black Association for Speech Language & Hearing Convention

VOTE ON THE MOTION

PASSES 5-0-0

2) Western Psychological Association Conference

a. Nichole Freiborg

Freiborg will be attending the WPA Conference in Portland, Oregon to present their research that reflects the work they have been doing within their lab as a research assistant. They hope to use this conference to boost their CV, gain experience in their field of research, and be a positive representation of the kind of research that is being done at CSULB.

Requested: \$313 (airfare & conference fees)

*\$400 maximum award

(M) Musman (S) Elasmar to approve \$313 from STF to Nichole Freiborg – Western Psychological Association Conference

VOTE ON THE MOTION

PASSES 5-0-0

b. Jessica Pugel (co-author)

Pugel will be traveling to Portland, Oregon to present their research at the WPA Conference. They hope to use this experience to gain exposure from some of the graduate schools, which will be in attendance as well as further develop their presentation skills.

Requested: \$295 (airfare & conference fees)
*\$400 maximum award

(M) Musman (S) Nino to approve \$295 from STF to Jessica Pugel – Western Psychological Association Conference

VOTE ON THE MOTION

PASSES 5-0-0

- 3) Andrew Heistand – Eastern Communication Association (ECA) 2018
Heistand will be traveling to Pittsburg, PA to attend and present their research at the ECA conference. They feel that attending this prestigious conference will reflect positively on them, their department, and the university. They also hope to network with other professionals in the field.

Requested: \$400 (airfare & conference fees)
*\$400 maximum award

(M) Elasmr (S) Musman to approve \$400 from STF to Andrew Heistand – Eastern Communication Association (ECA) 2018

VOTE ON THE MOTION

PASSES 5-0-0

- 4) National Conference on Undergraduate Research (NCUR)

- a. Andrea Dominguez

Requested: \$400 (airfare & conference fees)
*\$400 maximum award

(M) Musman (S) Rhea to approve \$400 from STF to Andrea Dominguez – National Conference on Undergraduate Research (NCUR)

VOTE ON THE MOTION

PASSES 5-0-0

- b. Nolan Havig

Requested: \$400 (airfare & conference fees)
*\$400 maximum award

(M) Elasmr (S) Musman to approve \$400 from STF to Nolan Havig – National Conference on Undergraduate Research (NCUR)

VOTE ON THE MOTION

PASSES 5-0-0

- c. Daniella Hernandez

Requested: \$400 (airfare & conference fees)
*\$400 maximum award

(M) Musman (S) Rhea to approve \$400 from STF to Daniella Hernandez – National Conference on Undergraduate Research (NCUR)

VOTE ON THE MOTION

PASSES 5-0-0

- d. Ethen Maciel

Requested: \$400 (airfare & conference fees)
*\$400 maximum award

(M) Elasmr (S) Nino to approve \$400 from STF to Ethen Maciel – National Conference on Undergraduate Research

VOTE ON THE MOTION

PASSES 5-0-0

- e. Stephanie Quintanar
Requested: \$400 (airfare & conference fees)
*\$400 maximum award

(M) Musman (S) Nino to approve \$400 from STF to Stephanie Quintanar – National Conference on Undergraduate Research (NCUR)

VOTE ON THE MOTION

PASSES 5-0-0

- f. Jennifer Solorazano
Requested: \$400 (airfare & conference fees)
*\$400 maximum award

(M) Musman (S) Nino to approve \$400 from STF to Jennifer Solorazano – National Conference on Undergraduate Research (NCUR)

VOTE ON THE MOTION

PASSES 5-0-0

- C. Student Research Fund (SRF)
There were none.

- D. Facility Fee Waiver
There were none.

8. UNFINISHED CORPORATE BUSINESS

There was none.

9. NEW CORPORATE BUSINESS

- A. Budget Adjustment: Club Sports TC 2:15pm

- 1. Sailing Team

Transfer from Post Season Sport's Fund to Sailing for Regional Regatta in Hawaii.

Decrease Budget Amount Post Season Sport's Fund: \$2,000

Increase Budget Amount Sailing Team: \$2,000

(M) Musman (S) Rhea to approve Budget Adjustment: Club Sports – Sailing Team for \$2,000 from Post Season Sport's Fund

VOTE ON THE MOTION

PASSES 5-0-0

- 2. Ski & Snowboard

Transfer from Post Season Sport's Fund to Ski & Snowboard Team so they can travel to Collegiate Nationals in Lake Placid, NY.

Decrease Budget Amount Post Season Sport's Fund: \$4,500

Increase Budget Amount Ski & Snowboard Team: \$4,500

(M) Musman (S) Roy to approve Budget Adjustment: Club Sports – Ski & Snowboard for \$4,500 form Post Season Sport's Fund

VOTE ON THE MOTION

PASSES 5-0-0

- B. 2018-19 ASI Operating Budget TC 3:30pm

Haller informed the board that they are budgeted for \$4,709,191 and the budget requests total \$4,912,278. So they are \$203,000 over budget. They will hear all of the departments' requests/proposals and will then vote on the amounts they wish to allocate.

Elasmar asked if they would be doing the deliberations now or during a closed session. Haller stated that they would have to discuss this in an open meeting. They recommended that they look at revenue to make sure that everyone's revenue estimates are accurate. For example, they believe the IPCDC's revenue estimates are low. They also suggested looking at student assistant staffing with the minimum wage increase and the reduction in head count, so this is not the time to add hours or positions.

Ware added that they are low because projections for enrollment are low and they just don't want to see departments or events be hindered because of these projections. They believe that there are so many cuts that they can make, but the need to consider how these will affect ASI as a whole. Also reminded the board that they do have access to reserves for the things that really shouldn't be cut for the good of the students.

Haller informed the board that they could use the reserve for shortfall in current enrollment, which is currently at \$468,871. However, they could not in good conscience advise the board to take \$200,000 of it to cover the overages in the budget proposals. They also have \$637,000 in retained earnings, but \$500,000 of that is pledged for Other-Post Employment Benefits.

Nino asked Haller if they think the overages in the budget proposals are coming from an increase in student assistant hours or the creation of new positions. Haller explained that if they kept the same number of student positions and the same hours as last year, even with the minimum wage increase, they should only see an increase of about 4.5-5%. Some departments fall within that range, while others are at 19% and up. The question is whether or not they can afford this at this time.

Ware added that they have also seen a significant rise in benefits, which has also increased the budgets needed for employees.

Haller informed the board that they can come back to the board with targeted decreases after having worked with each department to see where they can make cuts in their budgets.

Nino asked all departments to take into consideration that they are over by \$200,000 and work with Haller to see where they can make deductions so that they can work with the budget they have allotted for next year. They will make a final decision for budget allocations at the next BOC meeting on April 5th.

Elasmar asked about the policy regarding Capital Outlay that says they cannot change their budget. Also asked about the contracts for University Athletics and asked if they could reduce the funding for this since it does not go directly to students and suggested using those funds for a scholarship program.

Haller explained that for Capital Outlay, they would just suspend the policy and make any changes to the budget proposal that way.

(M) Nino (S) Elasmar to approve 2018-19 ASI Operating Budget (1st Reading)

VOTE ON THE MOTION

PASSES 4-0-0

1. Beach Pride Events

The purpose of Beach Pride Events is to coordinate and promote Associated Students and Beach Pride throughout the CSULB campus. Beach Pride Events is the programming entity of the ASI and is charged with providing quality programs for students and the campus community. Beach Pride Events educates students, faculty, staff and guests on the opportunities within the ASI.

2. Business Office

The Business Office provides accounting and financial reporting services for the University Student Union, Recycling Center, Student Recreation Center, Child Development Center, and other ASI programs and departments. It monitors the operating budgets for all of the ASI programs and departments. It also serves

as a bank for all of the University's student organizations as well as providing disbursement services for those organizations.

3. Capital Outlay

Haller presented. As a condition of the recently approved ASI fee increase referendum, ASI has adopted a policy to budget adequately for the acquisition, repair, and replacement of capital assets. To accomplish this, ASI will include in its annual operating budget a capital expenditures allocation. This allocation will be funded in an amount no less than the estimated depreciation expense for the coming fiscal year. The Capital Expenditure Planning Process will be initiated each year by the Office of the Executive Director in a memo to the division Directors that contains instructions for the capital budgeting process. The memo will request that each Director solicit, review, and prioritize initial capital budget requests for those departments that fall under his/her responsibility.

4. Communications

Ahumada presented for Associated Students, Inc. (ASI) Communications, which is a department working to enhance communication throughout the organization and with the CSULB community. ASI Communications oversees and directs ASI's marketing, public relations, design, writing and website efforts. To do this, we work with each of ASI's seven major departments to assist with their communication needs. Our number one priority is to make sure that students, then faculty, staff and general campus community, can easily access information about ASI news, programs and events.

Haller added that they have to consider the minimum wage increase and that this is going to contribute to an increase in their request for funds.

5. Development Office

Limon presented. The Associated Students Development Office is responsible for the planning and implementation of fundraising activities to benefit AS programs and services. It seeks funds to strengthen existing AS programs such as Student Government, University Student Union, Isabel Patterson Child Development Center, CSULB Recycling Center, Student Recreation and Wellness Center, and Student Media.

6. Executive Director's Office

Haller presented. As the senior staff member of the Associated Students, Incorporated the Executive Director is responsible for the overall financial, programmatic and administrative management of the corporation. The Executive Director serves as the organization's chief administrative and operating officer and heads its professional staff.

7. Government Affairs

San Miguel presented. Associated Students Government facilitates development and successful involvement of students governing a nonprofit corporation serving CSULB students. This is accomplished by providing professional leadership development, historical perspective, and administrative guidance while serving with continuity in an organization driven by annual turnover of student leaders. Our goal is to be the opportunity of choice for students seeking to enhance their university education through extracurricular activities, explore and develop their leadership abilities, and serve their fellow students.

8. Human Resources Office

The Human Resources Department provides centralized support to ASI, its students, staff and student governance. They work with employees and management as a liaison between all involved to keep the company running smoothly. They assess and revise all part-time/full-time position descriptions as well as accomplish ASI's equal opportunity staffing objectives by recruiting, interviewing, and evaluating candidates for all part- or full-time positions as well as conducting background verifications for full-time staff. They are responsible for ensuring ASI's pay scale complies with ever-changing State and Federal laws and regulations, as well as administering the performance evaluation system.

9. Information Technology
Ware presented on behalf of this department. ASI Information Technology is responsible for providing all computer users within the ASI access to department computers. Information Technology is responsible for computer acquisition, installation of operating systems, installation of application software, and defensive measures against virus and cracking attacks. We are responsible for providing support for all ASI Databases, all video and audio systems, and computer systems. We provide solution storage in partnership with ITS for software media and ensure licensing compliance throughout the organization. ASI Information Technology is also responsible for providing a disaster recovery plan that meets the needs of ASI. ASI Information Technology acts as a consultant to all division departments on technical matters, and as a liaison to the campus technology team.
10. Isabel Patterson Child Development Center
Haller presented on behalf of this department. The IPCDC provides access and opportunity for CSULB student parents. Services include affordable childcare, parent education, employment for CSULB students, & a developmentally appropriate high quality program for infants, toddlers, preschool and school age children.
11. Other Post-Employment Benefits
The Other Post Employment Benefits program provides for the payment of medical and dental insurance benefits for retired staff hired before January 1, 2013 at which time ASI eliminated this benefit due to escalating costs.
12. Recycling Center
ASI Recycling facilitates recycling and sustainability operations for CSULB and the surrounding communities. The program fosters student involvement in environmental issues while providing convenient options for recycling on campus. Student employees learn valuable resource management skills while developing other skills in operational management and customer service.
13. Student Media
Lemos presented. Student Media is comprised of three services: 22 West Radio, 22 West Video and 22 West Magazine. All three services are student run and advised by a faculty advisor and coordinated by a full-time ASI staff member. Training, education, practicum and hands-on experience in all three media platforms; radio, television and publication, both off and online. In addition to daily, weekly and bi-weekly production, a full schedule of extra curricular workshops provides a practical learning environment for students, staff, faculty, alumni and community volunteers. Five internships are available each semester, all for class credit.
14. Student Organization Support
Haller presented. Associated Students is committed to the development and preservation of a vibrant student community, and believes firmly that student clubs and organization play a vital role in that effort. Although not formally organized as a "department" of Associated Students, services for student organizations have been aggregated here for budget presentation purposes. Services include grants of financial assistance for student organization programs and activities, as well as budget reserves to fund new requests or augment existing grants.
15. Student Support Services
Haller presented. A substantial portion of income derived from mandatory student fees is returned to the student body in various forms of financial assistance. Although not formally organized as a "department" of Associated Students, these efforts have been combined for budget presentation purposes to provide a clearer picture of ASI's contributions to educational access and student retention. Including the Athletic Scholarship program housed under Athletics, the Associated Students provides over \$400,000 in financial assistance to students in the form of scholarships, book grants, and travel subsidies.

16. University Athletics

Long Beach State University Athletics supports our teams which represent California State University, Long Beach in 19 National Collegiate Athletic Association (NCAA) Division I sports. Most of LBSU's teams compete primarily in the Big West Conference. Men's Water Polo competes in the Golden Coast Conference, while our Men's & Women's Indoor Track and Field compete in the Mountain Pacific Sports Federation (MPSF), which includes Pac 12 Conference and Mountain West Conference schools. Over 350 student-athletes are provided the opportunity to participate in Intercollegiate Athletics.

10. REPORTS

A. Treasurer

There was none.

B. Senate Representative

Senator Rhea reported the following:

- Passed 2nd & 3rd Reading: Commemoration of the 10th Anniversary for the Bob Cole Music Conservatory

C. Executive Director

Haller reported the following:

- ASI Scholarship – They are now up to 24 readers for the scholarships, but there are still at 860 applications.

11. VOLUNTARY CLOSING COMMENTS

Nino asked board members to keep an eye out for an email regarding the scholarship review process and make sure you complete these by the deadline.

12. ADJOURNMENT

Without objection, President Nino adjourned the meeting at 4:26pm.