

BOARD OF CONTROL (BOC) MINUTES (FINAL)
Meeting #30
April 14, 2020

1. CALL TO ORDER

Chair Daniel Galindo called the meeting to order at 3:34pm.

2. ROLL CALL

Voting Members Present

Lizbeth Velasquez, ASI President
Leen Almahdi ASI Vice President
Daniel Galindo, ASI Treasurer
Daniella Hernandez, ASI Senate Representative
Sumaiyah Hossain, ASI Senate Representative
Tracey Richardson, CSULB President's Designee

Voting Members Absent

Dr. Surajit Roy, CSULB Faculty Representative

Non-voting Members Present

Trace Camacho, CSULB Student Affairs Representative's Designee
Dr. Miles Nevin, ASI Executive Director

Staff Present

Martiz Ware

3. PUBLIC COMMENTS

There were none.

4. APPROVAL OF AGENDA

(M) Galindo (S) Hossain to approve Board of Control (BOC) Agenda, Meeting #30, April 14, 2020

VOTE ON THE MOTION

PASSES 6-0-0

5. APPROVAL OF MINUTES

A. Action Item: Board of Control Minutes, Meeting #29, April 7, 2020, as amended

(M) Galindo (S) Hernandez to approve Board of Control Minutes, Meeting #29, April 7, 2020

- Richardson: Item #5: right hand voting member column - change from "present" to "absent"

VOTE ON THE MOTION

PASSES 6-0-0

6. STATUS OF FUNDS SUMMARY

Spring 2020 Summary

Current Year Unallocated Fund (CYUF): \$17333

Student Travel Fund (STF): \$5794

Student Research Fund (SRF): \$8805

University Student Union (USU) Facility Rental Waivers: 1 used

Carpenter Performing Arts Center (CPAC) Facility Rental Waivers: 3 used

Pyramid Facility Rental Waivers: 4 used

Athletic Facility Fee Waivers: None have been used

Post Season Sports Fund: \$18500

7. GRANT APPLICATION HEARINGS

There were none.

8. NEW BUSINESS

A. Information Item: 2020-21 ASI Consolidated Operating Budget Proposal

Nevin presented the following ASI Recycling Center information:

- Center's history, services, student employment, service to the university, and commitment to supporting the ASI mission to sustainability
- Over the past seven years the center has operated at a &75000 loss
- Staffing has been a challenge and frequently draws from other ASI departments
- Center's equipment hasn't been upgraded and malfunctions daily
- ASI programs are to serve students, however on a typical day, the majority of the 100 clients were community members
- After careful assessment and deliberation, the ASI Executives and executive management recommend closing the Center and transitioning the sustainability program funds to another meaningful sustainability project/program such as SustainU and Grow Beach!
- Voiced importance of retaining budget for Center's student assistant positions so that there's research and development to re-envision what our sustainability model is moving forward; Committed to finding new positions for Center's returning employees

Galindo: agreed that now is the time to rethink sustainability focus, as they received a question at today's Take a Sec with an Exec regarding where the recycling center fits into ASI's sustainability mission.

Nevin provided the following additional budget information:

- Continuing to receive enrollment updates from the university
- Initial enrollment projections remain high for CSULB
- 70% of ASI budget is based on enrollment
- ASI is anticipating entering into new fiscal year with a relatively status quo budget; however, due to the evolving economic uncertainty, the current budget framework will continue to be evaluated for any needed budget adjustments

B. Information Item: ASI Fiscal Policy Revisions

Nevin presented the following fiscal policy high-level changes:

Eliminating Due to Redundancy or Being Obsolete

- Capital Expenditures
- Legal Representation
- Payment Card Processing
- Fiscal Improprieties
- Sales of Goods and Services

New (due to consolidation)

- Information Systems (Information Assets, Information Security, Mobile Services Devices)
- Cash Handling and Management (Cash Handling, Cash Management, Theme Park Ticket Sales)
- Accounting (Accounting, AP, AR)
- Hospitality (Hospitality, Gifts and Awards for Employees and Non-employees)

- Policy on Revenues (Revenues, Mandatory Student Fees)

Other Name Changes

- Policy on Endowments becomes Policy on Development Activities
- Policy on Travel Expenses becomes Policy on Travel

Other Changes and Notes

- Risk Management: updated insurance requirement rates, updated provisions on Hold Harmless to contractors/contracts; added references to IPCDC/SRWS/Intramural Sports programs; clarified that RM program covers activities both on and off campus
- Accounting: aligned IPCDCD collection practices with ASBO; clarifying internal controls; eliminating old processes; updated financial statement review and responsibility; eliminated Sales Commissions
- Procurement: moved \$1,000 to \$5,000 the minimum level of expense authorized by Budget Area Administrators; on Purchase Orders, Budget Area Administrators can approve expenses up to \$10,000 from \$5,000; lots of clean up on credit card/procurement card programs; competitive bidding required on contracts over \$50,000 instead of \$10,000; sole source exceptions increased up to \$10,000 from \$5,000
- Revenues: eliminated 3-year budget forecasting; added language that funding decisions are viewpoint neutral
- Student Organization Grants: updated and strengthened Viewpoint Neutrality language
- Student Travel Fund: clarified confusing and limiting intro statement
- Travel: updated hotel and flight rates; clarified authorized modes of travel to and from airports; eliminated section that said \$1 claims are not applicable.

Richardson recommended the following:

- Accounting Policy
 - page 6: recommended not listing a hard year-end closing date, in the instance that the report is needed prior to a locked-in listed date; suggested changing it to be in compliance with the needs of the CSU
 - page 21: cash advance reconciliation report form needs to be added (report form is referenced to on page 12
Ware: cash advance reconciliation form is no longer used.
Richardson: that portion needs to be removed.

C. Information Item: 2020-2021 Executive Director Performance Evaluation

- Galindo: Per Human Resources Management Director Debbie Gammage the last ASI Executive Director Performance Evaluation was conducted in 2005

Closed session of meeting is pursuant with California Education Code – EDC § 89307 (8)(D)

D. Action Item: 2020-2021 Executive Director Performance Evaluation

9. REPORTS

A. Information Item: ASI Treasurer

- Spring Grant Allocation: have requested statements, with a deadline of this Friday, 5pm, from all new program applications and recurring program applications that have adjusted budgets
- Conducting transition one-on-ones with 2020-21 Treasurer-elect Andrade
- Take a Sec with an Exec was held today via Instagram Live; next Take a Sec on April 21st, 12pm

B. Information Item: ASI Senate Representative

Hossain

Last meeting

- Passed resolutions, 3rd reading: #17 (Socially responsible investing Uyghur, Taiwan, Hong Kong), #18 (Dissolve HRMC), 19 (SJEC to Ad Hoc Committee)
- Passed resolutions, 2nd reading: #20 (Academic Eligibility of Officers), 21 (ASI Officers), #22 (Executive Officer Elect Duties), #23 (Duties of Treasurer)
- Passed resolution, 1st reading: #24 (Opposition to Plus/Minus Grading)

C. Information Item: ASI Executive Director

- Financials:
 - Completed FEMA application last week for the CSU and University in order to recuperate losses and additional expenses incurred from pandemic
 - Completed Payroll Protection Program application through the Small Business Association (a provision of the CARES Act) to request a low interest/forgivable loan for payroll costs
 - Working with ADP to back-end changes in payroll system, in order to benefit from exceptions on payroll taxes, available through the CARES Act for the next 12 weeks
 - Identifying additional local grant funding for the Beach Pantry
- Staff are connecting via Zoon; a few staff coming in for essential business
- Completed financial analysis on student payroll, and will be sending a message out today that ASI will be extending student payroll through May 15th

10. CLOSING COMMENTS

Camacho: College council cover sheets are due tomorrow; College of the Arts is having difficulty contacting council members, so theirs might be submitted a little late; college council allocations receive three reviews (college council, Student Life and Development advisor, and Camacho) before being submitted to ASI Treasurer.

Ware: received two inquiries for Student Travel Fund canceled flight reimbursements; recommended reimbursement rather than voucher since travel is specific to academic research presentation and not leisure travel.

11. ADJOURNMENT

Without objection, Chair Daniel Galindo adjourned the meeting at pm.