

Associated Students, Inc.  
California State University, Long Beach

**BOARD OF CONTROL (BOC) MINUTES (FINAL)**  
**Meeting #24**  
February 16, 2021

**1. CALL TO ORDER**

Chair Adriana Andrade called the meeting to order at 3:30 p.m.

**2. ROLL CALL**

Voting Members Present

Omar Prudencio Gonzalez, ASI President (Depart 4 p.m.)

Maythe Alderete Gonzalez ASI Vice President

Adriana Andrade, ASI Treasurer

Manolo Cruz, ASI Senate Representative

Jesus Gonzalez, ASI Senate Representative

Maricela Correa, CSULB Faculty Representative

Kristina Randig, CSULB President's Designee

Non-voting Members Present

Dr. Trace Camacho, CSULB Student Affairs Representative's Designee

Dr. Miles Nevin, ASI Executive Director

Staff

Martiz Ware

**3. PUBLIC COMMENTS**

There were none.

**4. APPROVAL OF AGENDA**

**Gonzalez (MOTION) Cruz (SECOND) to approve Board of Control (BOC) Agenda, Meeting #24, February 16, 2021**

**VOTE ON THE MOTION**

**PASSES 7-0-0**  
**Approve-Oppose-Abstain**

**5. APPROVAL OF MINUTES**

A. Action Item: Board of Control Minutes, Meeting #23, February 9, 2021

**Gonzalez (MOTION) Cruz (SECOND) to approve Board of Control (BOC) Minutes, Meeting #23, February 9, 2021**

**VOTE ON THE MOTION**

**PASSES 7-0-0**  
**Approve-Oppose-Abstain**

**6. STATUS OF FUNDS SUMMARY**

Spring 2021 Summary

- Current Year Unallocated Fund (CYUF): \$40,780
- Student Research Fund (SRF): \$20,610
- Student Travel Fund (STF): \$25,000

**7. NEW BUSINESS**

A. Information Item: Auxiliary Shared Services - Consultants from Chazey Partners  
Board of Control (BOC) Minutes, Meeting #24, February 16, 2021

### Project Scope and Status

- CSULB is looking for a consulting partner to perform a comprehensive efficiency and infrastructure alignment assessment and plan to deliver high quality, non-core activities for the CSULB Auxiliaries: The Forty Niner Shops, Associated Students, Inc., and Research Foundation
- This assessment will focus on five key support functions: Human Resources, Finance, Facilities, Information Technology and Campus Printing and Copying Centers, Providing recommendations and a plan for implementation for CSULB to meet its goals of delivering efficient, sustainable, high-quality and resilient services.

### Shared Services Objectives

- Improving long term financial viability of Auxiliary Services
- Gaining efficiencies across the three auxiliary organizations while providing dep expertise, service excellence, and continuous improvement
- Reducing expense by gaining economies of scale and redirect cost savings to the core mission
- Allowing auxiliaries to focus on mission critical activities, such as serving students
- Increasing process efficiency and standardization
- Consolidating risk by creating consistent policies and compliance
- Improving customer responsiveness and service through deeper expertise and ability to back up staff during leaves/vacancy
- Potentially increasing Auxiliary Service availability to support a 24/7 campus
- Furthering Beach 2030 goal of building a resilient University

### Chazey's Approach

#### Baseline and Benchmark - 2 Weeks

- Deliver detailed project plan for phase
- Develop FAQs and sample communications for phase
- Mobilize team and kick-off project
- Evaluate and document current service agreements and contracts
- Interview key stakeholders
- Conduct the Activity Based Analysis

#### Opportunity Assessment - 4 Weeks

- Conduct current state workshops
- Complete Activity Based Analysis
- Complete stakeholder analysis
- Assess high-level technology landscape, including annual cost of current systems and maintenance
- Assess governance and client engagement
- Develop Opportunity Matrix with improvement opportunities
- Complete Assessment Report and Recommendations and present to leadership

#### Implementation Plan – 4 Weeks

- Recommend To-Be high-level operating model and organizational design
- Recommend performance measurement framework, including KPIs and reporting
- Finalize technology assessment, including options for centralized technology
- Develop financial business case
- Develop change management plan and training framework
- Develop high-level implementation plan and governance framework
- Present implementation plan to leadership

#### Stakeholder Interviews

#### Activity Based Analysis (ABA)

#### Process Workshops

Business Case Content

B. Current Year Unallocated Fund (CYUF)

1) Action Item: Program Grant: Cultural Greek Council – A Night to Forget

**Gonzalez (M) Cruz (S) to approve \$1500 from CYUF spring 2021 to Program Grant: Cultural Greek Council – A Night to Forget**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

**Approve-Oppose-Abstain**

2) Action Item: Program Grant: Society of Asian Scientists and Engineers (SASE) – SASE National Conference

Nevin: funding request is actually for a travel.

Board agreed to accept the program grant form as a travel grant.

Camacho: travel waivers need to be submitted.

**Gonzalez (M) Cruz (S) to approve \$200 from CYUF spring 2021 to Travel Grant: Society of Asian Scientists and Engineers (SASE) – SASE National Conference, pending submission of travel waivers**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

**Approve-Oppose-Abstain**

C. Information Item Policy on Student Travel Fund (1<sup>st</sup> Reading)

Andrade reviewed the following revisions:

- Method of Payment: travel fund awards will be issued directly to students with proof that travel expenses were incurred by the student

Discussion ensued regarding student receiving other funding.

D. Information Item: Policy on Student Research Fund (1<sup>st</sup> Reading)

The Associated Students, Incorporated (ASI) has established the Student Research Fund (SRF) to support:

- Student Research, Scholarly and Creative Activity Projects;
- Research-related Professional Development; and
- Publication of Student Research Findings

The fund has been provided to support and encourage student research, scholarship and creative activity under the guidance of sponsoring faculty members. Grants awarded from this fund are not intended to cover the entire cost of a research project; they are intended to assist a student's research efforts. ASI grant funds cannot be used to support the development or publication of a thesis or dissertation. Both graduate and undergraduate students in CSULB degree and certificate programs are invited to apply to the ASI Board of Control for the purposes outlined below. Research projects must be related to the student's academic degree in progress. Grants cannot be awarded for projects already completed, nor will they be awarded to augment a grant previously awarded unless the grant is needed for an unanticipated or underestimated research expense. In order to avoid the appearance of taxable compensation, research grants will be awarded on a reimbursement basis or in the form of direct payments to vendors and suppliers.

- Student Research Projects
- Research-Related Professional Development
- Publication of Research

- Note: Thesis/dissertation production and submission costs are not eligible for funding

Discussion ensued regarding the distinction that a thesis/dissertation is a requirement to graduate, and that the SRF provides an additional opportunity for student engagement.

Discussion ensued regarding funding print production and publishing fees.

- Eligibility
- Amount of Award
  - Note: up to \$700
- Application Guidelines
- Notification
- Reporting Requirement

Discussion ensued regarding:

## 8. REPORTS

### A. Information Item: ASI Treasurer

- Financial Empowerment Workshop – How to Know Your Credit and Negotiate a Car Purchase: Friday, February 19<sup>th</sup>, 2-3pm; event flyer available
- Working on Student Research Fund Policy
- Met with Student Life and Development advisors to discuss Program Grant application and the promotional items line item

### B. Information Item: ASI Senate Representative

Gonzalez

Last meeting

- Approved Consent Calendar
- Approved resolution on ASI Outreach Initiative on its 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Reading
- Reports: ASI President; Academic Affairs Officer; College Senators; ASI Executive Director; Dean of Students

### C. Information Item: ASI Executive Director

- Human Resource updates
  - Final offer has been sent to the SRWC Fitness and Wellness Coordinator finalist
  - Close to interviewing for Web and Application Developer
- ASI Repopulation updates
  - IPCDC: limited re-opening on April 1<sup>st</sup> of 1 infant/toddler classroom and both preschool classrooms
  - SRWC outdoor aquatics limited re-opening in mid-April

## 9. CLOSING COMMENTS

There were none.

## 10. ADJOURNMENT

**Without objection**, Chair Adriana Andrade adjourned the meeting at 4:45 p.m.