

**Call to Order:** Brandon Demers calls the meeting to order at 5:02pm

**Attendance:** Brandon Demers (ASI President), Maria Marquez (Vice President), Michelle Nungaray (College of Arts, Humanities, and Social Science), Merril Mathew (College of Science), Katie Jaycox (Graduates), Kylie Carpenter (Executive Assistant), Dr. Karen Koner (Faculty Representative), and Cesar Rumayor (ASI/USU Executive Director), Akia Buford (Athletics), Mishaye Venerable (Diversity), Matthew Lopez Phillips (Dean of Students), J. Gilberto Acuna (At Large), and Nancy Medina (Environment) Katie Rotan (ASI Leadership & Student Government Manager),

**Absent:** Alessandra Ramirez (Student Organizations)

**Tardy:** None

**Guests:** Amanda Nelson, Aimee Tatum, Cara Kiely, Dr. Susan Espinoza, Stephanie Hubbard and Josh Edrington,

**Points Total:** : 6 Permanent Points for Student Organizations, 4 Permanent Points for College of Business, and 7 Permanent Points for At-Large, 3 Permanent Points for Environment

**Approval of Agenda:**

Motion to approve made by Gilbert/ seconded Nancy

Motion passes 11-0-0 at 5:04 pm

**Approval of Minutes:**

Motion to approve made by Gilbert/ seconded by Katie

Motion passes 11-0-0 at 5:04 pm

**Open Forum:** None

**Announcements and Presentations:**

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- a. CSSA Report - Harbir Atwal, *ASI Student Government Coordinator* \ Harbir was unable to attend the meeting, so Maria who also attended CSSA, gave the report. Maria reported that CSSA is creating a campaign called the Basic Needs Campaign in which they want to bring awareness of the basic needs of students, and focus on the problems students are facing (food insecurity, housing insecurity, and mental health). CSSA is asking the CSU system to focus more on these student needs. Also, CSSA discussed the possible tuition increase of \$280 per year. SQE is creating a rally outside of capital during Spring Break, on April 4<sup>th</sup>, to help prevent this tuition increase. She will be sending out a link for the Board Members who are interested to sign up. CSSA is also discussing about creating a partnership with SQE to help tackle problems in the CSU together to help students. Also, with the recent school shootings, they want to focus on what each individual CSU is doing to help prevent and raise awareness for this crisis. Katie included that CFA is also going to participating at the rally as well. Dean

Mathew has some concerns about meshing SQE and student government, and if it would be best for the students.

b. Update on New Student Orientation - Stephanie Hubbard and Josh Edrington, *Student Leadership and Development*

Stephanie and Josh began their presentation by explaining that SLD is currently creating an overnight orientation for incoming freshman and recreating orientation for transfer students. They passed out a draft of both orientation agendas for the coming NSOs. For the new freshman NSO they would like to have 4 days of 400 students and divide the separate days by college. June 25-26 will be the College of Science students and the 28-29 will be the College of Art, Humanities, and Social Sciences. July 9-10 and July 12-13 will be the College of Business, the College of Education, Kinesiology, and Social work, and the undeclared students. For transfer students, they will not be divided into colleges and will remain open to all transfer students. Orientation will be held in the Fitzpatrick Arena instead of holding NSO in the event center. This program is wanting to highlight student engagement, to help build a sense of belongingness. Josh and Stephanie reviewed the agendas of both the transfer and freshman orientations. The models of both of the orientations will be able to grow and develop each year, seeing what works and what does not. Stephanie explained that unfortunately these mandatory orientations will be costing the students money, which will be only \$75, however this is one of the cheapest overnight orientations through all CSU's. Freshman and transfers are required to attend orientation and more specifically the orientation they are assigned to. Some exceptions to this would be if a student is from out of the country/state. They want to keep orientation mandatory in order to build the sense of community and campus pride. Nancy asked why there aren't overnight orientations for transfer students. Stephanie responded that best practices have shown that transfer students have not needed the same experiences as first year students because they have already had some college experience. Michelle asked what will be going on for first year freshman's parents. Josh responded that there will be a concurrent first year parent orientation on a separate part of campus, with a max of two guests per student, for \$35 each. Cesar asked if there was an overnight option for parents of first year students. Stephanie replied that they were still in the process of working out an agreement with Holiday Inn, to charge for the same amount for the parents as the students. Also, Stephanie has been speaking to housing about setting up family rooms, in which families agree to stay in dorms together. They are hoping to finalize the family plans by the end of the week. They are hoping to include a workshop with parents and possibly incorporating a downtown with the family event. Maria asked parking be provided for the students at orientation because there had been a problem at last summer's NSO. Josh replied that for first year's orientations, parking will be provided at housing to drop off their things. For transfer ordinations, parking will be available in lot 8 and 11. Brandon asked if University Police Department could allow free parking campus wide for orientations. Stephanie responded that they could see if that is possible, but also providing specific parking lots allows students to be directed to the correct area.

Cesar agreed that the parking problems from previous orientations had been brought up from students, and ASI found that signs for lots seemed to be very small and non-direct, and parking would be better off as free all across campus. Dean Mathew stated that better directions and signage would also work to help students park and walk to the correct areas. Brandon showed concern that the Title IX training was not long enough at orientations. Stephanie found that the requirement for discussion at orientation is 15 minutes, including UPD in the discussion. Nancy asked how many NSO leaders they will be hiring for this orientation. Stephanie responded that they will be hiring 32-35 student directors. Nancy asked when they will be hiring NSO directors. Stephanie replied that they will be opening applications up for NSO directors at the end of March, and want to focus on creating lasting relationships between incoming students and their NSO directors. Only half of the leaders will be staying over the night with the first year student. Cesar asked if there will still be a student leadership retreat. Josh and Stephanie responded that they are not taking care of it, but they are planning to still do the retreat. Lastly, Stephanie said that one of her goals is to also incorporate a Welcome Week during the first week of class and create a partnership with ASI/USU.

**Action Items:**

- a. Approval of the ASI 2016-2017 Tax Returns – Form 990 – Amanda Nelson, *Business and Finance*

Amanda Nelson introduced herself to the Board. She explained that her position is the University Control, in which she oversees the four auxiliary groups on campus. Additionally she introduced Aimee Tatum and Cara Kiely who oversee ASI's tax returns explicitly. When reviewing the tax returns she explained to the Board that the organization files an informational return rather than a tax return because ASI is a non-profit organization. This section reviews the revenues and the expenses of the organization. She reviewed page 9 with the Board, where there are more detailed explanations of the revenues that come from the University student fees, programming, and investments. Amanda then presents the expenditures of the organization. She elaborated that a big portion of the organization's money was spent on wages, payroll taxes, and employee benefits. Along with marketing and rent. She explained that the expenditures on these forms, also line up with the Financial Audit as well. She included the balance sheet. Also included in this packet is California Form 199, which she explains is the same information, but online in California's specific presentation. Lastly, she explains the attorney general registration that has ASI remain a non-profit organization in the state of California. Approval of this packet would be approving all three documents. On page 7 and 8, some the Board of Director part of the organization were not supposed to be on the document because at the time of that this document was reviewed, those Board Members had not yet been elected in that fiscal year. Cesar explained that there is some revision that needs to be made with the names of the Directors, but these edits do not affect the tax returns.

- i. Motion to approve pending the amendments made by Gilbert/ seconded by Michelle
- ii. Motion passes 10-0-0 at 5:13 pm

**Discussion:**

a. Warrior Food Pantry

Katie Rotan presented to the Board a summary and statics of the use of the Warrior Food Pantry. Marketing of the relocation of the food pantry is being posted, but there has been discussion on moving the Warrior Food Pantry once more. Last semester the food pantry receive 2,004 items of donations from staff, faculty, and students. Also, financial and support services have been donating to the pantry weekly. The homecoming Stan Skate event also gave donations to the pantry as an entry to the event. From November to the end of February, there was not a grocery shopping trip. Katie would like to create another donation drive to continue staking up food in the pantry. Use of the pantry has been increasing with the marketing of the pantry and the length it has remained open. Maria followed up that though there does not seem to be much of a barrier for students to come into Housing for the Warrior Food Pantry, and there have been concerns for residents feeling unsafe and also it loses confidentiality for the student using the pantry. With that said, there has been a discussion on relocating the pantry into the Student Services building and having the Peer Health Educators help work the pantry. Cesar explained that at the meeting that discussed the relocation, the question was where the Warrior Food Pantry best located. Nancy asked if there was any consideration in creating a partnership with Chartwell's to offer a hot free meal to some of the students that use the food pantry. Dean Mathew stated that if a student does not have a place to live or somewhere to cook their food, he can provide up to a week of free housing food cards for those students. There are a number of different resources that he can provide for students in need. Vice President Espinoza discussed creating workshops for cooking through the food pantry. Akia asked if putting the Warrior Food Pantry in Student Services is a temporary solution until the new Union is up. Cesar responded that it is still up for discussion, but as of now it is a short term plan. Also, Akia asked if the food pantry is going to be getting a refrigerator and a freezer with the new location. Dean Mathew responded that it has been budgeted to provide these new services in the relocation. He continued that by looking at the rest of the similar pantries through the CSU system, being able to see the best practices that have been most beneficial to students.

b. Library Renovation Follow Up

Brandon discussed that at the last meeting there had been an overwhelming position from the Board that inclusively they do not want to have an Event Center, classrooms, or a café in the new Library renovation. The Board agreed that they would like to create either a memo or a resolution stating what the students do or do not want to see in the Library renovation. Members seemed to agree that instead of a classroom or an Event Center, they would prefer more studying areas. Additionally, instead of a café, the Board

discussed having a 24/7 space with some food. Brandon discussed this with President Junn, in which she explained why she felt that this services would suit well with the new Library. She wanted the Board to be informed on some information in regards to what the Members were planning on putting on the resolution, prior to creating it. At the one on one with President Junn she explained that classroom space may be a necessity, because with the increasing population of students there needs to be more classroom space without any new buildings being planned. Also, the event space could be used for speakers to come talk to students as a lecture hall, similar to how other new Libraries are getting this type of space. Lastly, with the café, there have been a number of studies that have shown that productivity increases with students having food and coffee available. She wants the Board to be well informed, prior to creating the resolution. Nancy responded that she felt creating a resolution would help because most students do not feel that the points President Junn made are being conveyed. She asked how we would inform students about the necessities are of these areas. Mishaye asked if the event space and classroom space can be utilized as a study area when not in use. Brandon responded that both President Junn and Dean Rodriguez visualize creating all spaces in the library as an additional space for studying. Katie agreed that the classrooms are a great idea because in a committee she sits on, they are looking into creating more active learning classroom, and this is renovation can provide space for those classrooms. Also, Graduate Consul has been discussing on creating a resolution on providing more classroom time and space to have an earlier class for Graduate students. Brandon wanted to bring up to the Board creating a memo rather than a resolution to help facilitate a discussion with the Library Renovation committee and President Junn, to give a better understanding towards the renovation. Dean Mathew agreed that the Board needs to be on the same page on how space is being used and alternatives to some of the rooms/areas. Merrill and Cesar also agreed stating that it may be best to consider having those in charge of the renovation, come back to the Board and present again on what will be taking place in the new Library and seeing the possible floor plans. Additionally, Cesar mentioned creating a priority order to show what the students feel maybe most important to them in the library. The Board agreed that there needs to be an additional presentation given to them, in order to receive more elaborate discussions on what is going on in the Library. At this next presentation, the Board would like to see more floor plans and a physical idea of what needs are being met for students.

c. Microwave Locations.

During the inventory sales, Maria found that with the closing of Pops and the Union left students without a microwave. Additionally, the Library took out the microwave in their location as well. She found in the Art department there is some space for a microwave. Also, she sent out a Tweet from the ASI page seeing where students might want a microwave place and the students responded in the Library and Main Dining. Though there is a microwave in MSR, most students do not know of it. She would like to email Vice President Hayden, proposing USU donating money to provide additional microwaves on campus. Akia asked about providing a microwave with the new food

pantry. Dean Mathew responded that, if there is a space for a food demonstration area, they will provide one in there. Maria stated that she would like to create a way to inform students of where microwaves and where new ones may be placed. Katie mentioned possibly including where vending machines are. Cesar responded that for now both ASI and USU want to market and focus on the microwave, but we could propose to the University is a problem.

**Director Reports:**

- a. At Large (*Gilbert Acuna*):
  - a. Gilbert reported that he was able to speak with Dean Harrison about continuing the Graduation Reception at Stockton, and concluded that he would only be okay with doing the receptions separately per department. Also Dean Harrison discussed how he would like to meet with the ASI Board.
- a. Athletics (*Akia Buford*):
  - a. Akia reported that she has met several of the candidates for the new SAC position, but the committee has yet to choose someone.
- b. Graduates (*Katie Jaycox*):
  - a. Katie reported History Club will be holding an event in the FDC called Food, Water, and Labor in the Central Valley where UC Davis professor, Mario Siefuentes, will be coming to speak to students her club for Cesar Chaves the weekend prior to Cesar Chaves day on March 23<sup>rd</sup> from 7:00PM-9:00PM. Lastly the.
- c. Business (*Sandra Lezama*):
  - a. Sandra reported that Meet the Firms is going to be this week on Thursday from 5:30PM-7:00PM in the Fitzpatrick Arena, and that volunteer opportunity is still open.
- d. Residential Life (*Vacant*): None
- e. Stockton Center (*Vacant*): None
- f. Student Clubs, & Organizations (*Alessandra Ramirez*): Absent.
- g. Arts, Humanities, and Social Sciences (*Michelle Nungaray*):
  - a. Michelle reported that she has begun advertising her event.
- h. Science (*Merril Matthew*):
  - a. Merrill informed the Board during the time that the Library extended their hours, during finals, they had a range of 70 to 100 students past the average hours. With

that said, it is something the Library is considering continuing for springs' Finals Week.

- i. Education, Kinesiology, and Social Work (*Vacant*): None
- j. Environment (*Nancy Medina*): None
- k. Diversity (*Mishaye Venerable*):
  - a. Mishaye informed to the Board that there has been a lot of progress on finding the new Diversity Director position. They are planning to hire someone by April. Additionally there will be Racial and Diversity Development in the Diversity Center from 3:00PM-4:00PM.
- l. Dean of Students (*Matthew Lopez Phillips*):
  - a. Dean Mathews reported that there will be a Career Fair tomorrow, February 28<sup>th</sup> for students to come meet professionals. Also he has been in contact with the Dean of the Stockton Center as well.
- m. Faculty Member (*Dr. Karen Koner*): None.

#### **Executive Reports:**

- b. President: *Brandon Demers*
  - i. Brandon informed the Board that next Tuesday will be the One on One the Mayor Event in South Dining from 5:30PM-7:00PM. This event was created by the new Government Relations Coordinator, in which the Warrior Lobby team will be there and will be bringing 2 students. He asked that the Board bring at least one student with them, and dress in business casual. At the Meet your Deans event there were 40 students that came. Also, he will be serving as Elections Chair. The vacant positions of Board Members are still looking to be filled. By the next agenda, he would like to possibly have approval for the new Director. Lastly, he asked the Members to turn in their Priority Registration signatures.
- c. Vice President: *Maria Marquez*
  - i. Maria reminded the Board to check their emails and their mailboxes in the suites. Also, if Directors are planning to do an event, she asks they submit their proposals to her as soon as possible.

#### **Other Reports:**

- d. Executive Director; *Cesar Rumayor*:
  - i. Cesar allotted some of his time to Katie. Katie reminded the Board of the Ellen (Degeneres) and Cheerios, One Million Acts of Good, Event. Chartwells and ASI/USU volunteers will be packing 300 snack boxes, 150

will be donated to the Warrior Food Pantry and 150 to a local charity. Cesar reminded the Board that if they are wanting to return, they need to submit their application for the Director position. Also he asks that Members help recruit for additional applicants, with applications due March 26<sup>th</sup>.

**Closing Comments:**

**Adjournment:**

Dean Mathew motions to adjourn, seconded by Nancy. Demers adjourns the meeting at 7:54pm

Minutes approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Brandon Demers, President

Minutes prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
Kylie Carpenter, Executive Assistant

