

**Call to Order:** Brandon Demers calls the meeting to order at 4:02pm

**Attendance:** Brandon Demers (ASI President), Cesar Rumayor (ASI/USU Executive Director), Maria Marquez (Vice President), Michelle Nungaray (Director-Arts, Humanities & Social Sciences/ Secretary), Matthew Phillips (Dean of Students) Kylie Carpenter (ASI Executive Assistant), Mishaye Venerable (Director-Diversity), Jimmye Absood (College of Education, Kineslogy and Social Work), Alessandra Ramirez (Director-Student Organizations), Sandra Lezama (Director-College of Business), Emma Roots (Director-Residential Life), Merril Mathew (Director – College of Science), J. Gilberto Acuna (Director-At Large), Nancy Medina (Director-Environmental)

**Absent:** NONE

**Guests:** Katie Jaycox, Harbir Atwal

**Points Total:** NONE

**Approval of Agenda:**

Motion to amend made by Jimmye/ seconded by Emma  
Motion passes 11-0-0 at 4:05 pm

**Approval of Minutes:** NONE TO APPROVE

**Open Forum:** NONE

**Announcements and Presentations:** NONE

**Action Items:**

- a) Approval of MOU for Administrative Management, Accounting and Financial Systems
  - a. Cesar explains what MOU (Memorandum of Understanding) is to the Board of Directors (BOD), that it is an official agreement between two different parties. As an auxiliary we have to offset anything that the University pays for. Cesar gave examples of how we pay for certain services. Cesar also explain what the auxiliary office management was. He stated that the University is responsible for ASI and that there is an oversight, outside of himself. Cesar explained how the budget for each service is less than it last year by \$5,000, because we picked up more duties rather than paying for them. Our next year's budget will include a +\$5,000. Brandon then asked about why we pay for the University Police Department (UPD) and what their services are for us. Cesar explained that all programs on campus (Housing, Student Recreational Center, Health Center), all pay for UPD services.
    - i. Motion to table to the following meeting by Jimmye/ seconded by Gilbert
    - ii. Motion passes 11-0-0 at 4:10pm

b) Approval of ASI Operating Agreement

a. Cesar explains how this agreement only happens every five to ten years. He explained that these agreements talk about why ASI exist and what ASI does as an axillary for the University, and that we will abide with the all of the policies and the procedures created by the Chancellors office. We would only change this agreement before the ten year mark would be if we changed why we exist on campus.

- i. Motion by Jimmye/seconded by Emma
- ii. Motion passes 11-0-0 at 4:14pm

c) Approval of the revised ASI/USU Position Title & Salary Range for Full Time Staff

a. Cesar explains that we allow the public to be able to see the salary of the full time staff of ASI and USU. He explained that changes to the salaries are based off the price of living going up. We try to match what the University pays their staff for the same type of work based off of the classification created by the University. Cesar stated that we are out of budget for our ASI programs advisor, who is currently making less money than the revised classification. If this motion is approved then it will be bumping up the salary of this position. This will impact our budget, but Cesar does not foresee causing any problems to the budget.

- i. Motion by Mishaye/ seconded by Jimmye
- ii. Motion passes 11-0-0 at 4:20pm

d) Approval of the ASI Student Government & Leadership Manager Job Description and Classification

a. Cesar explains to BOD that every time we hire or appoint a new staff position there needs to be board approval. With us transitioning into the housing office, some new positions were created and merged in order to have another management position. This positions specifically is only a two year job, but once we move back into the new Student Union (in 2019) we will go back and rehire all old positions. Mishaye asked why we needed create a new positions after letting other positions go. Cesar explained that because of the functional merge (between ASI and Union), creating this new merged position allows us to save money while also delegating work to be given to this new staff position. Cesar gave examples of events that would be assigned to this position, showing that currently there is no one assign these duties to. Jimmye asked how this will affect

our budget. Cesar explained that it will affect our budget, but it will only affect it less than \$10,000. This position was already included into our current budget. Nancy asked if this position would be in charge of duties such as the food pantry. Cesar agree that this new position would be doing the oversight of the food pantry. Mishaye asked if in 2019 when all old positions are rehired if it will be the old staff members. Cesar explained that no jobs are guaranteed back, but he is open to hiring prior staff members. Brandon explained that if this motion is approved, it will allow ASI to then start searching for someone to fill this position.

- i. Motion by Jimmye/ seconded by Emma
- ii. Motion passes 11-0-0 at 4:33pm

e) Approval of Katie Jaycox as the ASI Board of Director for Graduates

- a. Brandon explained to the board that she has already applied for the position and that he is recommending her for this position. Katie explained that when attending Chico State she was a part of the multicultural organization. She explained that in this position she sat on a committee and allocated funds for multicultural events. Due to this she states that she is familiar with Roberts's Rules of Order and working with a team. Also at Chico State she was a lead cat facilitator, which she explained is a program that creates opportunities for freshmen to become student leaders through ASI. At our University she served on the lobby core chair for a year and then became Vice-Chair in her last year. She stated that she is currently in her last year of graduate school at our University, with her masters in history with a focus on migration. Katie mentions if she gets approved for this position one of her initiatives would be to create more opportunities for graduate students to take up leadership positions. She stated that she has been in contact with Fresno States graduate leadership programs to get some ideas. Also in this position she would like to create a mentoring program between graduate students and senior undergraduate students who are planning to go into graduate school. Lastly, she would also like to increase Teaching Assistant (TA) positions for graduate students, by convincing the BOD for graduate students to offer TA positions by creating a course and giving students units for being in these positions. After sending Katie out for deliberation among the board, Brandon spoke on her behalf. Brandon stated that he has worked with her on a lobbying team and that he feels she is passionate about whatever she does, especially with large scale government opportunities.

- i. Motion by Nancy/ seconded by Gilbert
- ii. Motion passes 11-0-0 at 4:39pm

**Discussion: NONE**

**Director Reports:**

- a) Executive Reports
  - a. Brandon reports that he will be sending out emails about the working planning group that was discussed in the prior meeting. In the email there will be times for meetings. This working group will be providing student input on a specific part of the University's strategic plan.
  - b. Maria announces those who will be attending CSUNITY will be herself, Harbir, Michelle, Mishaye, Katie, Alessandra, Emma, and Sabrina from the Union. She informed the board that she will be sending out emails to those attending with the details about this event. Maria also discussed summer retreat being held on August 14<sup>th</sup> through August 16<sup>th</sup>. She will be emailing out more information for this event as well when the time gets closer.
- b) Other Reports
  - a. Cesar thanked the board for their eagerness to learn. He reminded the board to ask questions during training and to give feedback. Alessandra asked what happened when a motion was not unanimous what would the proceeded then be. Cesar responded to her question informing her that next training will include Roberts Rules of Order and this question will be covered then. He also stated that if it's not unanimous it is either majority vote or two-thirds vote. Brandon then state that in the previous year it was only one or two times that votes were not unanimous. Brandon then reminded them that it is okay to disagree with the rest of the board at times.

**Closing Comments:**

- Merrill has agreed to sit on the Library Renovations Committee
- Everyone will be sitting on eventually sitting on intern committees, and Maria will be emailing the board with information on the committees
- Nancy let the board know that she is currently sitting on the Smoke-Tobacco Free Committee. She stated that the University will be going tobacco free as of September 1, 2017. She is currently the only person sitting on the committee with the voice of the students. She asked the board to give her ideas on how to inform the students of the University about what this committee is doing. Maria suggested bring social media into this and creating flyers to but up all over campus, or to reach out to local radio station. Brandon also mention that there may be an opportunity to create a small campaign that can involve ASI. He let her know that Nancy can always reach out to himself, Cesar, or Maria to keep ASI in the loop. Cesar told Nancy that the students might asked why tobacco free instead of just smoke free and how tobacco free is a better option and to let the committee know that this may be a question.

**Adjournment:**

Jimmye motions to adjourn, seconded by Emma. Demers adjourns the meeting at 4:51pm

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

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