

Call to Order: Maria Marquez calls the meeting to orders at 5:19 PM.

Attendance: Maria Marquez (President), Michelle Nungaray (Vice President), Cesar Rumayor (ASI/USU Executive Director), Alessandra Ramirez (Student Organizations), Andrea Sandoval (Residential Life), Katie Rotan (Leadership & Student ASI Government Manager), Monique Bravo (Environment), Rosa Martinez (College of Education, Kinesiology, and Social Work), Sandra Lezama (College of Business), and Teresa Serna (Executive Assistant), Akia Walker (Athletics), Alec Austin (At Large), Matthew Lopez Phillips (Dean of Students), MiShaye Venerable (Secretary/Diversity), Kassandra Lopez (College of Science), Braden Palma (College of Arts, Humanities, and Social Sciences)

Absent: None

Tardy: None

Guests: Vice President Oliverrez, Amy Tatum, and Bobby Lacore

Point Totals: 4 Permanent Points for the Director for the College of Business, 4 Permanent Points for the Director for the College of Science

Approval of Agenda:

Motion to approve made by Akia/seconded by Alec

Motion passes 13-0-0

Approval of Minutes:

Motion to approve minutes for September 4, 2018 made by Alec/seconded by Kassandra

Motion passes 13-0-0

Open Forum:

Action Items:

- a. Approval of the ASI Financial Audit (Time Certain 5:15pm)
Maria explained that this audit happens yearly. She then introduced Amy Tatum and called Bobby Lacore to discuss the financial statements of ASI. He then explained the details of the Financial Statement Audit that the organization went through recently. He explained the report for the Board of the Directors and explained why the audit is done so that the members could have a better understanding. He then explained that Associated Students is one of four auxiliaries on Stan State. Also, that all auxiliaries on campus put together one large financial statement for the entirety for the California State system. He explained that this audit is required by the Chancellor's office and that it is also a key role of the Board Members as it is their duty to discuss the audit and that they should read and understand polices and bylaws as well. He explained the importance of what would happen if a Board member was not recording finances and how they could be held personally accountable. He stated that they work with management to provide their opinion on the financial statements. He also

explained that there are estimated in the financial statements and that they look for the activity throughout the year. He then stated that there was one uncorrected mistake and that there was a page with a formal letter that there were not any material witnesses identified. Then he went on to talk about how there was one correction to the financial statement. He also discussed that in association with the Student Union, ASI came to an agreement to contribute \$850,000 for future use of the space and that there was just a reclassification of how it should be presented. He also stated that the uncorrected mistake isn't something that they felt needed to be corrected. He then showed that they gave the board four years of information including the \$850,000 transaction. He then stated that the summary was significantly bigger of expenses because of the contribution to the Student Union. He then went over the financial statements in detail and went over the independent auditor's report. Lacore then went into detail as to how the statements stated what cash was in the bank account as well as whatever cash that went out to the clubs. Mishaye then asked what he meant about the student union would be a contribution rather than a benefit. Cesar then responded that part of the discussion was the difference between the business perspective and accountant perspective. He explained that it had a lot to do with how everything was recorded and presented. Mishaye then asked for clarification on the clubs and organizations fund. Cesar then responded that the Chancellor's mandate is now within the ASI financial. Also, that it is seen under ASI funding. Tatum then explained that there used to be one account where payments would go in and out as to now where every club and organization will have their own account for money. Dean Matthew then ask if Cesar was still a partner with the building with the contribution to it. Cesar then responded he is. Cesar explained that they were more of a partner where ASI felt the Union needed a new building and thye felt they had enough reserves to be able to contribute so that student fees did not have to increase so much.

- i. Motion to discuss by Mishaye/seconded by Braden
- ii. Motion passes 13-0-0

Announcements and Presentations:

- a. ASI Board of Directors Initiative Fund – Katie Rotan

Katie talked about the final policy and how it is the funds that are allocated for the board of directors. She explained the directions of distributions and guidelines for how to receive access to these funds. She then gave some examples of what past directors have done with the money, for example, Alessandra's contest to raffle off some table clothes to clubs and organizations and Michelle's short film festival. She explained that all funded programs must benefit the board member's initiative as well as it must be held on campus. She also explained how to request money and that she will be the go to person to request this fund. She stated that during this request meeting she will be discussing the details with the board member. Once the form is submitted the member wil be put on the agenda and will then present to the board in order to be voted on for approval. She stated that there is a total of \$4,000 for the fund and that it is first come first serve. She then explained the form describing the funds requested and the details of

the event. She then explained the line item form where the board members would put everything that is going to be spent to narrow down the amount of actual money being needed. Katie then discussed what would happen once the board approves the request and then explained that the board member would schedule another meeting with her in order to submit the necessary paperwork. She also explained requisition forms and the process of requesting the money to buy things for the event. She also stated it is a good idea to keep the board members updated during director reports and to ask for assistance from the board members as well. She then discussed the process of submitting an evaluation form for once the event is completed. She also went into detail for what are some things that would be important to have on record in the form. She then stated that she will be passing back a copy of the worksheet titled SMART that each board member filled out at the summer retreat in order to continue brainstorming ideas. Cesar then stated that it takes a while for ASI to get progress for initiatives just because of risk management and the other technicalities so he advised the board to really put some thought into any ideas the board members may have.

Maria then passed the gavel to Mishaye at 5:51pm

b. University Wide Committees – Michelle Nungaray

Michelle showed the board an excel sheet of all of the University wide committees and stated that herself, Maria, and Cesar assigned the board members committees to sit on. She stated that she will be emailing the excel spreadsheet to the board and also emphasized how important it is to use their student voices and that it is also important to be dressed nicely so that faculty can take them seriously. Mishaye then asked who has met with a committee which Michelle responded so far only her and Maria. Cesar then stated that new committees show up every year. He stated that they stated they appointed based on availability and took into account of the level of difficulty of each committee and the importance of asking questions if there are confusions.

Discussion:

a. Student Study Space Ideas

Cesar reiterated the situation about the library closing during a six month period of time that the Student Center will also still not be opened and asked the board for their thoughts on any places that they felt would be good ideas to start using specific spaces as possibly areas to put tables for students to study. Alessandra then suggested that there is a big space where the PACE office used to be in MSR and that it is typically empty. Sandra then suggested that possibly putting up the schedule of each classroom so that a student could check what's times classes were empty in and looking at the possibility of using them while empty. Alec then suggested possibly putting more seating space under trees so that people could sit outside more often. Mishaye then asked if Alec had any outdoor location suggestions. He then responded the large field by housing and near the ponds. Dean Matthew then suggested using the atrium downstairs in MSR and adding more tables. He also asked if it were possible to rent additional surge space. He then stated that MSR 130 would be transformed into a computer lab and stated that there are some division one schools that put up tents that are very heavy duty in order to create more study space and office space and

suggested once the library is back it could then be used to expand workout space. Cassandra stated that there used to be study spaces in storage rooms when she was in the program for elevate then bringing that back would possibly be good ideas. Cesar asked if the MSR basement would work in which Cassandra responded that it would. Monique suggested that the Academic Success Center has a room with just a bunch of chairs that could be used. Alec then suggested a "Checkout chair system" where students could check out chairs and take them anywhere on campus to study. Braden then suggested adding some additional chairs downstairs to take away from only coming to MSR for just professional paperwork and business. Sandra then suggested putting hammocks outside. Alessandra then suggested that there is a lot of lobby space in DBH that is not being used as well as Naraghi. Akia then stated that it would be a good idea to advertise various study areas because many students are not aware of the various locations that are available to students without having to make a reservation especially rooms that are of different majors than the buildings. She also suggested if other departments, for example, the honors building for access to their study spaces for the time being as well as possibly main dining. Cesar then stated that during the meeting he attended with the executives, they stated that most students study from 12pm-4pm and most of the executives stated that that is typically the time that students go to hangout and asked if the board agreed. The board then responded that they agree because it is also a place to get away from the sun and heat especially for commuters. Cassandra then suggested the possibility of asking to put more chairs and tables outdoors. Cesar then asked if the conference space was actually a conference room or a group study space. Akia then answered that there is a variety of both that are actually labelled group study space or conference room. Braden then stated that he believes students do in fact use the library during 12pm-4pm to study and that during the evening it actually is not that hard to find seating rather than it is more difficult during the day. Alessandra then stated the idea of putting tables in front of the benches on the side of the bookstore. Michelle reminded the board to keep in mind the six-month period would be during the fall when it is cold. Dean Matthew then suggested using the Faculty Development Center during the times that the staff are not occupying it. Andrea then stated the possibility of opening up the housing tutoring nights to the public and that she also uses the floor in MSR where the mailing room is located. Akia then suggested if there is a way to request that the computer labs stay open longer in Naraghi and maybe opening up the student athlete study area. Monique then suggested putting chairs and desks in the mailing room in MSR to make it more efficient. Akia also suggested possibly opening up lecture halls when they are not being used. Mishaye then suggested creating the possibility of requesting to use conference rooms and study spaces. She also stated the possibility of having a time extension for the buildings. Cesar then stated that some administrators have suggested possibility giving up the conference rooms for students and start using offices if meetings must take place. He then asked the board if as students, would people use tents. He also stated that it is against fire marshal to place anymore seating in the lobby of MSR. Vice President Oliverez then expressed that she has seen

students sitting outside of main dining in direct sunlight and to stay open of the tenting idea because there is a lot of outside space that could potentially be tented. Alessandra suggested that possibility of putting the tent in the quad similar to during New Student Orientation because she feels students would utilize it because it is a major passage way on campus. Kassandra then stated that she agreed with Alessandra and stated her main concerns were connectivity and power sources for phones and laptops. Akia then stated that she feels as though once it is actually put there then she feels students would actually use it rather than asking beforehand where they would be somewhat uncertain. She also agreed to place it in the quad because it is close to the library so it would not be out of the way for students. Braden then stated he liked the tenting idea but suggested possibly getting tents with clear place as walls especially when it is cold. He also stated that it may not be the best idea to place it in the quad because it wouldn't be very appealing to the eye for those looking at campus. He also suggested placing it on the grass in front of the Health Center. Alec then asked if the tents would be up for just the six-month period where there would not be a library in combination of a student center or would it be there for longer. Cesar then responded that he is hoping that it will be there for longer just because there is 10,000 students and the University Student Center is not going to be able to hold that many students. He stated that he hopes it is more of a discussion about two years rather than just the six-months. Michelle then stated that the issue with putting the tents in the quad would be that that is where students reserve areas for events and where Warrior Wednesday takes place. Sandra then stated that the type of tent that is purchased is what would set her decision because she does not feel the idea sounds as appealing with the idea of breakaway chairs and the white tent. Braden the suggested next to the health center where the new students take their orientation photo. Dean Matthew then stated that the drainage would be an issue there when it starts to rain. Alessandra then suggested the study space by the Art and Music building where there are tables and chairs and the vending machines that many students do not use. Monique then stated that umbrellas would be good for the tables that are already outside. Cesar then suggested solar panel coverings for the tables in which Monique replied her suggestion of possibly getting white umbrellas so they could reflect light back. Mishaye then agreed that the outdoor tents that would be able to feel as though you are inside actual building would be beneficial. Alessandra then stated that even with the heat clubs and organizations study outside at their booths even though it is hot or cold so she feels they would utilize it anyway.

b. Wifi Improvement Areas

Cesar stated that the new Chief Information Officer came and asked the students how they would increase wifi on this university and so they brought it to the board so that they could bring it up to OIT to make some improvements. Kassandra stated that before the meeting, walking from parking lot 11 to MSR she had to wait until she got inside to actually get service on her laptop. Dean Matthew then stated that the Wifi connection should begin around the edges of campus so that it isn't very spotty. He then stated that there should be stable connection when student are walking from

building to building. He also stated that housing is also having a problem with their WIFI connection especially because many students are using more electronics. Alessandra then stated that sometimes she does work outside of DBH and in her car and the wifi is spotty. She also stated that even in the big lecture halls the wifi is spotty especially in DBH 166 and 167 as well as C102 in Bizzini. Andrea then stated that housing wifi is very bad especially when students in housing have to go to the library to get good wifi or they are taking a test and the wifi drops. Dean Matthew then suggested possibly adding something like a tower that could increase the wifi connection significantly. Monique also stated that walking in between buildings loses not only wifi connection but even service. Alec suggested that a large focus should be going in between areas especially because the wifi is so strong in the library and main dining and bizzini however walking inbetween is where connection drops. Alessandra then suggested the quad and that some of the reserved study rooms are also very slow when it comes to wifi. Mishaye then stated that there are locations like DBH 103 and Bizzini 105 where the wifi is poor and she also doesn't get any service. She also stated that it would be good to look into providing wifi where those tents are going to located if they decide to move forward.

Director Reports:

Executive Reports

a. Secretary: *Mishaye Venerable:*

Mishaye stated that tomorrow she will be meeting with Dean Matthew in search of a diversity center faculty temporary position and eventually in the search of a new diversity center director.

Vice President: *Michelle Nungaray*

Michelle stated that there is a career fair going on and stated that she will be emailing it out. She also emphasized that it is a big opportunity for those looking for jobs. She then talked about the Jcpenney event going on from 8am-12pm at the Modesto Mall where students will receive 40% off of business attire. She also stated that she has partnered with Andrea for the bike share initiative seeing that students living in housing will be using it most. She then announced that the psychological services temporary space being located in the temporary space for five years. She then reminded the board of StanFest and Warriors downtown.

b. President: *Maria Marquez: Absent*

Other Reports:

a. Interim Leadership & Student Government Manager: *Katie Rotan:*

Katie stated that they will be sending out an email for the board member photos. She also stated that they will be scheduling the group photo for Warrior Wisdom and then on Septmebr 25 the board membres will be going to Taco 'bout it so they will also be taking headshots that day as well. She reminded the board that Warriors explore Downtown will be next week from

4pm-8pm and that they are partnering with housing and athletics for Titus to be there. She also stated they will be giving out free shirts to the first 100 people as well as Turlock Transit will be providing free transportation until 9pm that night for students attending the event. She then read a message from Kylie stating that she would like the board to respond to her email regarding the Meet the Board posts on Instagram so that they can consistently continue to post on Instagram for the students to get to know a little bit about the board members.

b. Executive Director: *Cesar Rumayor*:

Cesar stated that part of the email received with the agenda included a portion in which the board members were asked to respond to the email stating that they have received the email. He also stated that only the executives and Alessandra replied to the email. He reiterated to the board that it is important for the members to read the emails and respond if necessary because that is how ASI as well as the committees will be communicating with them. He also discussed the ASI Handbook to help them with words that they may not know for certain. He also emphasized the importance of asking questions if they are uncertain. He then reminded the board that all members must follow the Dress Code Policy especially because the board approved it. He then stated that ASI and Union are seeking volunteers for the StanFest Carnivals and reminded them that StanFest concert tickets are available until Friday before the concert and they are \$5 for students.

Closing Comments:

Sandra stated that the College of Business is having their Meet the Firms Night and it is on September 27 from 5:30pm-7:30pm and they need volunteers from 5pm-7pm. Braden stated the deadline is tomorrow for the UPD Citizens Academy and that it can be picked up at UPD.

Adjournment:

Dean Matthew motions to adjourn, seconded by Kassandra. Approved by consensus. Venerable adjourns the meeting at 7:10 PM.

Minutes approved by: _____ Date: _____

Maria Marquez, President

Minutes prepared by: _____ Date: _____

Teresa Serna, Executive Assistant