

**BOARD OF CONTROL MINUTES**

**Meeting #31**

May 2, 2017

**1. CALL TO ORDER**

Treasurer Giovanni Smith called the meeting to order at 2:01 pm.

**2. ROLL CALL**

Voting Members Present

Giovanni Smith (ASI Treasurer)  
Daniel Gomez (ASI President Designee) (Dp @ 3:47pm)  
Logan Vournas (ASI Vice President) (Dp @ 3:40pm)  
Samuel Kim (ASI Senate Representative)  
Adriana Rincon (ASI Senate Representative)  
David Stout (CSULB Faculty Representative)

Voting Members Absent

Sharon Taylor (CSULB President Designee)

Non-voting Members Present

Richard Haller (ASI Executive Director)  
Brett Waterfield (SLD Representative) (Ar @ 2:27pm)

Non-voting Members Absent

**3. ADDITIONS/CORRECTIONS TO THE AGENDA**

Treasurer Smith requested the following:

- Items #8-F and #9-B: discuss these items of business first

**(M) Rincon (S) Kim to approve Board of Control (BOC) Agenda, Meeting #31, May 2, 2017, as amended**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

**4. COMMENTS**

A. Comments from the Gallery

There were none.

B. Comments from the Board

There were none.

**5. APPROVAL OF MINUTES**

A. Board of Control Meeting #30, April 25, 2017

**(M) Kim (S) Rincon to approve Board of Control (BOC), Meeting #30, April 25, 2017**

**VOTE ON THE MOTION**

**PASSES 5-0-1**

B. Sub-committees

There were none.

**6. STATUS OF FUNDS SUMMARY**

Treasurer Giovanni reported:

SP17 Summary

Current Year Unallocated Fund (CYUF): \$1,202.00 → \$4,075.00

Student Travel Fund (STF): -\$322.00 → \$1,421.00

Student Research Grant (SRG): \$0

Athletic Facility Fee Waivers: \$4,294 → \$0  
University Student Union (USU) Waivers: \$1,922.00  
Carpenter Performing Arts Center (CPAC) Waivers: 0  
Post Season Sports Fund \$2,568.00

**\*Amounts stated above are pending the approval of Item #9-B: Budget Transfer from Athletic Facility Fee Waivers to CYUF and Student Travel Fund\***

## **7. GRANT APPLICATION HEARINGS**

### **A. Student Travel Fund (STF)**

#### **1) Alexandra Gomez – Western Psychological Association Conference**

Gomez will be traveling April 27-29, 2017 to Sacramento, CA to present, network with field professionals, and attend workshops, symposiums, and paper sessions that will help further strengthen their knowledge in the field of Psychology.

Treasurer Smith recommended that this student be allocated \$296, as this would cover the cost of the conference fee and half of the mileage costs for this student.

Requested: \$400 (mileage & conference fees)

\*\$400 maximum award

**(M) Smith (S) Rincon to approve \$296 from STF to Alexandra Gomez - Western Psychological Association Conference**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

#### **2) Sophia Guthrie – Southwestern Anthropological Association Annual Conference**

Guthrie is traveling to San Jose, CA to present about the benefits of DACA for undocumented students. Guthrie hopes this presentation will bring light to this issue and the importance of DACA for students across the nation.

Sen. Rincon pointed out that the student used the incorrect mileage rate for their calculations.

Treasurer Smith stated that this had been corrected and the allocation amount that is recommended is \$236, as this will cover the conference fee and half of the mileage for this trip.

Requested: \$163 (mileage & conference fees)

\*\$400 maximum award

**(M) Smith (S) Rincon to approve \$236.00 from STF to Sophia Guthrie - Southwestern Anthropological Association Annual Conference**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

#### **3) Jessica Lee – Society of Wetland Scientists (SWS) Conference**

Lee will be traveling June 3-9, 2017 to San Juan, Puerto Rico to present on Master's thesis research. Lee plans to attend presentations and discussions and network with field professionals.

Requested: \$500 (airfare & conference fees)

\*\$500 maximum award

**(M) Smith (S) Vournas to approve \$452 from STF to Jessica Lee - Society of Wetland Scientists (SWS) Conference**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

- 4) Travis Thompson – Graphics Processing Unit (GPU) Technology Conference  
Thompson will travel May 8-9, 2017 to San Jose, CA to present recent advancements of simulation techniques that have been developed by Dr. Andreas Bill’s computational condensed matter theory group at CSULB. Thompson also hopes to use this opportunity to network and exchange ideas with colleagues.

Requested: \$115 (airfare fees)  
\*\$400 maximum award

**(M) Smith (S) Rincon to approve \$115 from STF to Travis Thompson - Graphics Processing Unit (GPU) Technology Conference**  
**VOTE ON THE MOTION** **PASSES 6-0-0**

B. Current Year Unallocated Fund (CYUF)

- 1) Grant Application: Association of Professionals in Student Affairs – Order of the Pines Ceremony  
Lachman presented this recurring event will be May 22, 2017, at The Pointe. The annual ceremony aims to promote or recognize academic performance or excellence and will celebrate students graduating from the Master’s of Science in Counseling and Student Development in Higher Education (SDHE) program.

Sen. Rincon recommended that the board cover the campus facility charges, which would amount to \$800.

**\*\*VP Vournas stepped out\*\***

Total Program Expense: \$4,305  
Requested: \$810

**(M) Rincon (S) Kim to approve \$800 from CYUF to Grant Application: Association of Professionals in Student Affairs – Order of the Pines Ceremony**  
**VOTE ON THE MOTION** **PASSES 5-0-0**

- 2) Grant Application: School Counseling Student Association –2017 Hooding Ceremony  
This recurring event is going to take place on May 22, 2017. The Hooding Ceremony will be a private and tailored event for the graduates of the College of Education Graduate program. These students’ accomplishments will be recognized and will allow students’ families, friends, and faculty to take part in the celebration.

Sen. Rincon recommended that organization be allocated \$350, which will cover the photographer and the campus facility charge.

Total Program Expense: \$1,320  
Requested: \$699

**(M) Rincon (S) Kim to approve \$350 from CYUF to Grant Application: School Counseling Student Association – 2017 Hooding Ceremony**  
**VOTE ON THE MOTION** **PASSES 4-0-1**

**\*\*VP Vournas returned\*\***

- 3) Grant Augmentation: American Institute of Aeronautics and Astronautics – Design, Build, Fly  
No organization representative was present. This item was tabled indefinitely

- 4) Grant Augmentation: Long Beach State Men's Club Soccer – WCSA National Showcase, Temecula  
Maldonado presented send 24 team members will compete in Nationals to Temecula for a nationals showcase competition. Funds requested would be used to cover the costs of transportation and lodging as well as food for the players while they stay at a house that is going to be rented for the duration of the trip.

Original A.S. Subsidy: \$8,000

Additional Funds Requested: \$1,200

Revised A.S. Subsidy: \$9,200

**(M) Smith (S) Gomez to approve \$1,200 from Post Season Sports Fund: Long Beach State Men's Club Soccer – WCSA National Showcase, Temecula**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

- 5) Travel Grant Application: Society of Petroleum Engineers – SPE Western Regional Meeting  
No organization representative was present. This item was tabled indefinitely.

- C. Student Research Fund (SRF)  
There were none.

## **8. OLD CORPORATE BUSINESS**

- A. Grant Evaluation Criteria for 2017-18 Student Organization Grants  
Haller stated that attempting to create a policy using these criteria within the next week may not be realistic and recommended that this item be tabled until next year's board.

Haller explained that there doesn't seem to be a need to establish an elaborate evaluation process and summarized the observations that he made:

- College councils have submitted their applications and are all within budget. So they would not need to have actual hearings; they could just be added onto the agenda and voted on in a first reading
- At-large organizations requested \$335,397 while there is \$250,000 to allocate to these organizations. Even if they were all funded straight across the board using a pro rata rate, every organization still receive a substantial amount of money
- Pro rata method uses a mathematical calculation that would take the funds available for allocation and assign an amount based on the amount requested by each organization

Vournas agreed that this policy is something that should be decided on by next year's board.

**(M) Smith (S) Rincon to table Grant Evaluation Criteria for 2017-18 Student Organization Grants to next year's board**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

- B. Policy on Procurement, proposed revisions (2<sup>nd</sup> Reading)  
Haller offered suggestions for this policy and explained that the procurement policy pertains to the purchase of commodities and services and explained that Sen. Rincon's provision on travel should be moved to the policy on Business Travel.

Waterfield asked for clarification on this point and if they would just leave the procurement policy as is.

Haller confirmed that that is correct; the procurement policy would essentially stay the same once Sen. Rincon's provision on travel was moved to the Business Travel policy.

Haller recommended that this item be tabled permanently and that Sen. Rincon's revision should be moved the Business Travel policy and added to next week's agenda.

**(M) Vournas (S) Rincon to table this Policy on Procurement permanently, conditional upon the transfer of Sen. Rincon's provision from Procurement to Business Travel**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

**\*\*VP Vournas stepped out\*\***

C. Policy on Student Organization Grants, proposed revisions (2<sup>nd</sup> Reading)

Haller recommended that the revisions be addressed and voted on one at a time.

Sen. Rincon explained that they have noticed that some students do need opportunities for development of their social and business etiquette.

Haller explained that this stipulation already seems to exist in the policy under Section 880, which requires programs that develop professional or career related skills but they could add a statement that says "including those that promote social and business etiquette."

**(M) Smith (S) Rincon to approve Policy on Student Organization Grants, proposed revisions in Section 880**

**VOTE ON THE MOTION**

**PASSES 5-0-0**

Section 3.3: This policy states that the CYUF applications must be submitted no later than 3 weeks before the program date.

**(M) Smith (S) Rincon to approve Policy on Student Organization Grants, proposed revisions in Section 3.3**

**VOTE ON THE MOTION**

**PASSES 5-0-0**

Section 5.2: Permissible purchases

Sen. Rincon explained that the issue of food and drink has been a contentious one over the past academic year and one that has been brought up over and over again. A provision was made to allow organizations to request 15% of funds for food and drink.

Treasurer Smith asked what Sen. Gomez's position was on this policy.

Sen. Gomez concurred with Sen. Rincon and stated that they had heard the same kinds of requests and complaints regarding the food policy.

Sen. Kim agreed that they should fund food, but that it should be audited and the way that organizations should be monitored carefully.

Treasurer Smith explained that they had heard from multiple students and other senators agreed that food should not be funded because it would allow for even greater misuse of funds allocated.

Sen. Gomez understands Treasurer Smith's concern, but also explained how important having food is for these organizations' events, as most of them are around either lunch or dinner time.

Waterfield was not sure where the misinformation about organizations misusing funds came from, but agreed with Sen. Gomez that food and drink are a pretty integral part of an organization's draw to their event.

**\*\*VP Vournas returned\*\***

Vournas' concern was the wording of "light refreshments" or "snacks" and how this is very vague and open to interpretation. The recommendation was to just say whether or not food was allowed, as opposed to limiting it to a certain kind of food.

Waterfield agreed and didn't believe it was realistic to specify the kind of food an organization is allowed to purchase, but agrees with allowing a percentage of funds to be used for food.

Treasurer Smith believes that if this policy is approved, that there would need to be a need for a hospitality form to be filled out that delineates how the funds were used and submitted along with the receipts and forms that are needed for funds disbursement.

Waterfield suggested having students sign in or swiping their ID cards so that ASI knows how many people were present at their event and this would justify the food purchased as well as the amount requested.

Sen. Gomez explained that at his community college, they would have students in government positions attend events to make sure that they did have food or the items that they were being funded for.

Haller recommended that the words "snack" and "light refreshments" be taken out of the policy.

**(M) Smith (S) Rincon to approve Policy on Student Organization Grants, proposed revisions in Section 5.2, with the striking of "light" and "snack" from #4  
VOTE ON THE MOTION**

**PASSES 6-0-0**

Section 5.3: Prohibitive Purchases

**(M) Smith (S) Rincon to approve Policy on Student Organization Grants, proposed revisions in Section 5.3  
VOTE ON THE MOTION**

**PASSES 6-0-0**

**\*\*VP Vournas departed\*\***

Section 6.1: Location

**(M) Smith (S) Rincon to retain Policy on Student Organization Grants, Section 6.1, as is  
VOTE ON THE MOTION**

**PASSES 5-0-0**

Section 8.1: Allotment Schedule Amendments

**(M) Smith (S) Rincon to approve Policy on Student Organization Grants, proposed revisions in Section 8.1  
VOTE ON THE MOTION**

**PASSES 5-0-0**

Section 9.0: Reimbursement Procedures Policy

Waterfield inquired as to what this process would look like and who would be responsible for creating the "Post Event" survey.

Sen. Rincon explained that this form was used in the past and already exists and a copy of this form would be submitted to the board for review.

Sen. Rincon believes that this should be a requirement for all programs.

Haller suggested postponing this policy on the "Post Event Assessment Report" and to move "Procedures" under the allowable purchases section.

**(M) Smith (S) Rincon to postpone the Policy on Post Event Assessment Report in Section 9.0, and to move the "Procedures" to the "Allowable Purchases" section**

**VOTE ON THE MOTION**

**PASSES 5-0-0**

**D. Policy on Student Research Fund (SRF), proposed revisions (2<sup>nd</sup> Reading)**

Treasurer Smith summarized the revisions of this policy:

- Removal of the publication of student research/findings
- Removal of printing, duplication, and binding costs of research
- Removal of publication of research
- Amount allowable was changed from \$1,000 to \$750
- A reporting requirement was also added into the policy

Treasurer Smith suggested changing the \$750 allowable amount to \$700.

**(M) Smith (S) Rincon to approve Policy on Student Research Fund (SRF), proposed revisions (2<sup>nd</sup> Reading)**

**VOTE ON THE MOTION**

**PASSES 4-0-0**

**E. Policy on Student Travel Fund (STF), proposed revisions (2<sup>nd</sup> Reading)**

\*This item was postponed due to lack of quorum

**F. Exception to Policy Request: Saudi Student Assn. – Culture Night (reimbursement)**

Treasurer Smith explained that the reason why this organization was denied was because they were given multiple opportunities to submit the proper paperwork for funds disbursement, and this organization consistently failed to meet the proper deadlines. Treasurer Smith also explained that the organization stated that they had a representative that was fiscally certified, even though the lack of a fiscally certified representative was given as the reason why they failed to submit proper documentation.

Vournas stated that the student presented their exception request to the board at last week's meeting.

Haller stated that he had recommended the request be an agenda item for the board to vote on, as the student has the right to appeal to the board.

**\*\*No action was taken on this item\*\***

**9. NEW CORPORATE BUSINESS**

**A. 2017-18 Spring Grant Allocations: Club Sports**

\*This item was postponed due to lack of quorum

**B. Budget Transfer from Athletic Facility Fee Waivers to CYUF and Student Travel Fund**

Treasurer Smith made a motion to allocate \$1,421 from Athletic Facility Fee Waivers fund to Student Travel Fund. This amount should cover the Student Travel Fund applications that were requested at today's meeting and cover the negative balance that was in that account.

**(M) Smith (S) Rincon to approve Budget Transfer of \$1,421.00 from Athletic Facility Fee Waivers to Student Travel Fund**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

**(M) Smith (S) Rincon to approve Budget Transfer of \$2,873.00 from Athletic Facility Fee Waivers to CYUF**

**VOTE ON THE MOTION**

**PASSES 6-0-0**

**C. Request for Proposals (RFP) for Business Banking Services**

\*This item was postponed due to lack of quorum

D. Budget Adjustment Form: Beach Pride – ASI Big Concert

**M) Gomez (S) Rincon to approve the Budget Adjustment Form: Beach Pride –ASI Big Concert**

**VOTE ON THE MOTION**

**PASSES 5-0-0**

## **10. REPORTS**

A. Treasurer

Treasurer Smith reported the following:

- Will be meeting with organizations that need to be met with for Spring Allocation Grants

B. Senate Representative

Senator reported the following:

- Sen. Rincon stated that the 3<sup>rd</sup> reading of the ASI Reorganization passed at last week's Senate meeting
- Advertising for the appointed positions was posted on Monday. Senate is looking for a Chief Officer, Cabinet, and At-Large Senators
- The 2<sup>nd</sup> Reading for the Budget was tabled at last week's meeting, but will be considered at this week's meeting

C. Executive Director

Haller reported the following:

- Has been working on budgets and the grant application process
- Regarding the RFP for banking, one thing that needs to be considered is that there are no armored car carrier fees because Wells Fargo is on campus so that is something to be considered at next week's discussion

## **11. VOLUNTARY CLOSING COMMENTS**

There were none.

## **12. ADJOURNMENT**

**Without objection**, Treasurer Smith adjourned the meeting at 4:03pm.