

BOARD OF CONTROL MINUTES

Meeting #32

May 9, 2017

1. CALL TO ORDER

Chair Pro Temp Kim called the meeting to order at 2:01pm.

2. ROLL CALL

Voting Members Present

Giovanni Smith (ASI Treasurer) (Ar @ 2:04pm)
Daniel Gomez (ASI President Designee) (Dp @ 3:30pm)
Jonathan Wanless (ASI Vice President Designee)
Samuel Kim (ASI Senate Representative)
Adriana Rincon (ASI Senate Representative)
David Stout (CSULB Faculty Representative)
Sharon Taylor (CSULB President Designee)

Voting Members Absent

Non-voting Members Present

Richard Haller (ASI Executive Director)
Brett Waterfield (SLD Representative)

Non-voting Members Absent

3. ADDITIONS/CORRECTIONS TO THE AGENDA

- Item #9-L: Sen. Rincon requested a time certain of 2:15pm, per Treasurer Smith's request
- Item #9-J: Haller requested a time certain of 3:15pm

(M) Rincon (S) Gomez to approve Board of Control (BOC) Agenda, Meeting #32, May 9, 2017, as amended

VOTE ON THE MOTION

PASSES 5-0-0

4. COMMENTS

A. Comments from the Gallery

Members of the Rowing Team requested the opportunity to ask for funds from the post-season sports fund in order to be able to attend a post-season race in Gainesville. The team had not applied for post season funding because they just found out that they qualified.

Haller explained that the board is not legally able to take action on items that are not on the agenda.

Treasurer Smith offered Treasurer-Elect Wanless to be in contact with this organization to help them resolve this issue.

B. Comments from the Board

Haller shared a thank you note from the Film Club that was funded for a trip to North Carolina.

5. APPROVAL OF MINUTES

A. Board of Control Meeting #31, May 2, 2017

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

VOTE ON THE MOTION

PASSES 6-0-0

B. Sub-committees

There were none.

6. STATUS OF FUNDS SUMMARY

Treasurer Giovanni reported:

SP17 Summary

Current Year Unallocated Fund (CYUF): \$2,925

Student Travel Fund (STF): \$0

Student Research Grant (SRG): \$0

Athletic Facility Fee Waivers: \$0

University Student Union (USU) Waivers: \$1,922

Carpenter Performing Arts Center (CPAC) Waivers: 0

Post Season Sports Fund: \$1,368

7. GRANT APPLICATION HEARINGS

A. Student Travel Fund (STF)

There were none.

B. Current Year Unallocated Fund (CYUF)

There were none.

C. Student Research Fund (SRF)

There were none.

8. OLD CORPORATE BUSINESS

A. Policy on Student Travel Fund (STF), proposed revisions, (2nd & 3rd reading)

Sen. Rincon summarized the proposed revisions as follows:

- Section 3.0: Distribution of Funds – States that students must seek reimbursement from organization grants no later than the end of the fiscal year, June 30th. Students who seek reimbursement after this date will forfeit their funds.
- Section 4.0: Application – In order to coincide with the BOC Working Rules, this section was changed to say that Grant Applications must be filled out and submitted to ASI Treasurer's office no later than 3 weeks before the proposed date of departure.
- Section 7.0: Provisions to CA Assembly Bill 1887 – This bill prohibits a state agency from approving a request for state-funded or state-sponsored travel to any state that has enacted a law that voids or repeals existing state or local protections against discrimination on the basis of sexual orientation, gender identity, or gender expression or has enacted law that authorizes or reflects discrimination against same-sex couples or their families on the basis of sexual orientation, gender identity, or gender expression.

Treasurer Smith stated that regarding Section 3.0, June 30th seems like a long time to allow students to come seek reimbursement. By them waiting, it is harder to keep track of what is actually being used.

(M) Kim (S) Gomez to approve Policy on Student Travel Fund (STF), proposed revisions, (2nd & 3rd reading)
VOTE ON THE MOTION **PASSES 6-0-0**

9. NEW CORPORATE BUSINESS

A. Policy on Travel Expenses and Allowances, proposed revisions

Haller explained that there was an added revision in Section 1.1: Prohibitive Travel and that is based on Assembly Bill 1887.

(M) Rincon (S) Kim to approve Policy on Travel Expenses and Allowances, proposed revisions
VOTE ON THE MOTION **PASSES 6-0-0**

B. 2017-18 Spring Grant Allocations: Club Sports & Recreation

Rita Hayes introduced Becca and Travis who have been working evaluate the budgets for competitive clubs for previous year in order to create their request for Spring Allocations.

Hayes explained that for organizations that do not travel, they are allocated funds for events such as Week of Welcome tabling.

Hayes also discussed the success of the concussion program and thanked the PT grad students for their work during these workshops.

**(M) Rincon (S) Kim to approve 2017-18 Spring Grant Allocations: Club Sports & Recreation
VOTE ON THE MOTION**

PASSES 6-0-0

C. 2017-18 Spring Allocations, College Councils (1st Reading)

1. College of the Arts (COTA)

Haller explained that the college had \$5,982 remaining and asked the board what they believe they should do with this surplus of funds.

Waterfield recommended that this application be approved with the provision that the remaining \$5,982 be held as a restricted expense.

**(M) Kim (S) Rincon to approve 2017-18 Spring Grant Allocations: College of the Arts (COTA) (1st Reading)
with the provision that the remaining \$5,982 be held as a restricted expense**

VOTE ON THE MOTION

PASSES 6-0-0

2. College of Business Administration (CBA)

Haller pointed out that there were quite a few mixers, but recommended that the applications be looked at carefully at the second reading to make sure that food was not included in these applications.

(M) (S) to approve 2017-18 Spring Grant Allocations: College of Business Administration (CBA) (1st Reading)

VOTE ON THE MOTION

PASSES 6-0-0

3. College of Education (CEDU)

(M) Rincon (S) Gomez to approve 2017-18 Spring Grant Allocations: College of Educations (CEDU), 1st Reading

VOTE ON THE MOTION

PASSES 6-0-0

4. College of Engineering (CENG)

(M) Rincon (S) Kim to approve 2017-18 Spring Grant Allocations: College of the Engineering (CENG) (1st Reading)

VOTE ON THE MOTION

PASSES 6-0-0

5. College of Health & Human Services (CHHS)

(M) Smith (S) Gomez to approve 2017-18 Spring Grant Allocations: College of Health & Human Services (CHHS) (1st Reading)

VOTE ON THE MOTION

PASSES 6-0-0

6. College of Liberal Arts (CLA)

(M) Smith (S) Rincon to approve 2017-18 Spring Grant Allocations: College of Liberal Arts (CLA) (1st Reading)

VOTE ON THE MOTION

PASSES 6-0-0

7. College of Natural Science & Mathematics (CNSM)
(M) Smith (S) Rincon to approve 2017-18 Spring Grant Allocations: College of Natural Science & Mathematics (CNSM) (1st Reading)
VOTE ON THE MOTION **PASSES 6-0-0**

D. 2017-18 Spring Grant Allocations, Greek Council

This item was not voted on. Per Haller, this item is a part of At-Large Grant Allocations, Item #9-D

E. 2017-18 Spring Grant Allocations, At-Large, 1st Reading

Sen. Rincon pointed out that the ticket and sales information for the Black Consciousness Conference event looked a bit skewed. Sen. Rincon explained that the numbers did not seem like they were right and seemed like the columns should be switched. Haller stated that the pro rata allocation would be \$25,984 for these applications.

Sen. Kim asked if the attendance would correlate with the amount allocated. Haller explained that yes, the larger the number of people you are impacting, the larger allocation they would get.

Haller recommended that next year's board look at these applications with a bit more scrutiny next year, especially for those organizations that have multiple events planned for next year.

Waterfield concurred, especially when considering the ratio of money requested compared to the amount of students being affected by these events.

(M) Gomez (S) Smith to approve 2017-18 Spring Grant Allocations, At-Large (1st Reading)
VOTE ON THE MOTION **PASSES 6-0-0**

****President Elect Gomez departed; Sen. Kim stepped out****

F. Budget Adjustment: Club Sports – Boxing Club

Haller explained that this is just a moving of funds from the Restricted Expense fund to the Boxing Club to cover the ATC/concussion payment.

(M) Smith (S) Rincon to approve Budget Adjustment: Club Sports – Boxing Club
VOTE ON THE MOTION **PASSES 4-0-0**

****Sen. Kim returned****

G. Department Budget Adjustment – Isabel Patterson Child Development Center (IPCDC)

Haller clarified that when the budget was prepared last year, it was understood that Rhonda would be retiring but they would be retained on a contractual basis, so \$15,000 was set-aside for this.

It was later discovered that we could not have retirees on our payroll; they must be paid as bona fide independent contractors. Rhonda has been working as an independent contractor for the IPCDC, and funds must be moved to cover this expense in the amount of \$11,250.

These funds are currently in Part Time Payroll and must be moved, through an internal line item transfer, to Contracts.

(M) Smith (S) Rincon to approve Department Budget Adjustment – Isabel Patterson Child Development Center (IPCDC)
VOTE ON THE MOTION **PASSES 4-0-1**

H. Fixed Asset Disposals – Assets #385 and #386

Haller explicated that every 3 years, a physical inventory is done of all property that is worth \$5,000 or more. If something still has book value, then it has to come before the board for approval so that the board is aware of the residual value of the items upon disposal.

The first item is and the second item is foam floor covering for the Club Sports gym and was traded in during a remodel, which still had residual value of \$134.77.

The second item was ICare software for the IPCDC and still had a remaining value of \$314.17.

(M) Wanless (S) Kim to approve Fixed Asset Disposals – Assets #385 and #386

VOTE ON THE MOTION

PASSES 5-0-0

I. Fiscal Certification for Student Life & Development (SLD) Advisors

Treasurer Smith spoke on this item and stated that he believes that SLD Advisors should also go through fiscal certification training on a yearly basis, just like student organization representatives do.

Haler also recommended that he be the one to conduct the fiscal certifications for SLD advisors and that Treasurer-Elect Wanless be present so that he may see how the certifications are run and to gain some insight into some of the questions that may be asked.

(M) Smith (S) Rincon to approve Fiscal Certification for Student Life & Development (SLD) Advisors

VOTE ON THE MOTION

PASSES 5-0-0

J. IRS 990 Return Filing

Haller summarized the return filing for the board for the 2015-16 year

- Tax exempt organization
- Prepared by Aldrich CPAS and Advisors, LLP
- Governing body and management – Explains how we are managed and how the governing body operates
- Only required to report employees that make \$100,000 or more
- Endowment fund with the 49er Foundation and Stuart Farber Scholarship

(M) Gomez (S) Kim to approve IRS 990 Return Filing

VOTE ON THE MOTION

PASSES 6-0-0

K. Request for Proposals (RFP), Business Banking Services

Haller explained this item is something that should be carefully considered, according to Martez Ware. The points for consideration are as follows:

- Wells Fargo is in a long term lease with the university until 2028
- Wells Fargo is the only full service bank on campus and it is a huge convenience having them on campus
- Because it is on site, the university does not have to pay an armored car courier service. This something that would cost the university about \$6,000 per year, which does not include a fuel surcharge that is usually associated with armored car couriers
- Current credit card services would need to be switched over. All of our current credit card machines are leased, and still have 2 years left on those leases and costs would be incurred for early terminations
- ACH payments to all vendors, including payroll would have to be transferred over as well

Waterfield also pointed out that it is convenient for students that receive reimbursement checks to walk over to Wells Fargo to cash those checks.

Treasurer Smith concurred that there were a lot of things that need to be considered before any action is taken.

Sen. Rincon recommended that they are hopefully able to find a bank that not only fulfills the university's needs, but also has a procurement card and credit card services in order to have all services consolidated into one entity.

Haller agreed and let the board know that having a procurement card is definitely a feasible option with Wells Fargo.

Sen. Kim also pointed out the controversy and scrutiny that Wells Fargo has been under recently, and that it should also be considered.

L. Policy on Sustainability (1st Reading)

Daniel Pierce discussed the different elements of the policy on sustainability and that they hope to have a living document that is flexible and able to change with the needs of the university. The document includes items such as:

- Campus-wide sustainability commitments and definitions on what they hope sustainability means to ASI
- Reducing water consumption
- Incorporating LED lighting
- Facilities design and sustainable building operations
- Pre assessments to create goals that fall in line with this policy as well as tracking to see how these changes are doing
- Education for staff on sustainability that ranges from executive levels employees all the way down to hourly employees
- Food servicing and packaging: Trying to get vendors to transition to zero-waste and are using compostable materials
- Zero-waste goal for 2020: Looking to get recycling and composting at the SWRC and IPCDC
- Environmental preferable purchasing: This would cover everything from paper, office supplies, vendor materials, and trying to get rid of plastic water bottles
- Clean energy: Continuing to improve this in accordance to the University's clean standards

Sen. Rincon asked if there was a possibility that ASI could work with the senator of community engagement in order to have to practicum and internship and research opportunities. Haller said that they have worked with this organization before and that it is definitely something that is possible.

Haller thanked and commended those that have worked on this policy and offered up some suggestions about the wording of the document and recommended that the board approve this as a 1st reading so that it may be revised a bit before it's final approval.

Lee Johnson stated that this policy has been a work in progress for about 5 years, and that he hopes that the board does not take this to a second reading.

Treasurer Smith explained that the reason why this going to go for a second reading is because he would like Haller and the incoming board to be able to have a chance to comb through this policy and have them make the final decision on this policy.

Haller pointed out that the intent of reviewing the policy was not to change anything, but the purpose of a second reading was to give other members of the board more time to look this policy over more carefully.

Sen. Gomez asked if this policy had to be seen by the Board of Directors before approval. Haller confirmed that yes; this would have to go before the Board of Directors.

Johnson stated an understanding of the points made by Haller and Treasurer Smith, and reiterated that this has been an especially long process so there is a sense of urgency from those that have been working to develop this policy.

(M) Rincon (S) Smith to approve Policy on Sustainability (1st reading)
VOTE ON THE MOTION

PASSES 6-0-0

10. REPORTS

A. Treasurer

Treasurer Smith reported the following:

- Thanked all members of the board for all of their work and help throughout the year and will be working with Treasurer Elect Wanless to help with the onboarding process

B. Senate Representative

Senator reported the following:

- Sen. Rincon stated that the last meeting for Senate is tomorrow, 5/10, and they will be having the final reading of the consolidated budget
- Sen. Kim thanked the members of the board and stated that it was a pleasure working with everyone. He also wished everyone luck in finals and in the future
- Sen. Rincon also thanked the board for the opportunity to serve on the board and stated that this experience reinforced certain aspects of financial management and thanked Sen. Kim for his diligence in looking over all of the applications and packets. Thanked Treasurer Smith and Mr. Haller for their direction and support

C. Executive Director

Haller reported the following:

- Thanked the members of the board for all of their hard work and wished everyone good luck on finals and in all future endeavors. He is looking forward to working with incoming members of the board and hopes that the meeting time will be moved back to 3:30 next year.

11. VOLUNTARY CLOSING COMMENTS

There were none.

12. ADJOURNMENT

Without objection, Treasurer Smith adjourned the meeting at 3:58pm.