

BOARD OF CONTROL MINUTES

Meeting #22

February 22, 2018

1. CALL TO ORDER

Treasurer Jonathan Wanless called the meeting to order at 2:02pm.

2. ROLL CALL

Voting Members Present

Jonathan Wanless (ASI Treasurer)
Joseph Nino (ASI President)
Sofia Musman (ASI Vice President)
Thulani Ngazimbi (ASI Senate Representative)
Lauren Rhea (ASI Senate Representative)
Surajit Roy (Faculty Rep)

Voting Members Absent

Elaine Kist (CSULB President Designee)

Non-voting Members Present

Martiz Ware (ASI Executive Director Designee)
Piya Bose (Student Affairs Representative)

Non-voting Members Absent

Guests

Richard Haller (ASI Executive Director)

3. ADDITIONS/CORRECTIONS TO THE AGENDA

Treasurer Wanless requested the following:

- Add Item #9-A: Presentation Item: Valerie Kelsey – ASI Scholarships

(M) Wanless (S) Nino to approve Board of Control (BOC) Agenda, Meeting #22, February 22, 2018, 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. Action Item: Board of Control Minutes, Meeting #21, February 15, 2018

(M) Musman (S) Ngazimbi to approve Board of Control (BOC) Minutes, Meeting #21, February 15, 2018

VOTE ON THE MOTION

PASSES 6-0-0

B. Sub-committees

There were none.

6. STATUS OF FUNDS SUMMARY

Treasurer Wanless reported:

SP18 Summary

Current Year Unallocated Fund (CYUF): \$19,504
Student Travel Fund (STF): \$9,210
Student Research Grant (SRG): \$2,597
Athletic Facility Fee Waivers: \$5,000
University Student Union (USU) Waivers: \$2,777
Carpenter Performing Arts Center (CPAC) Waivers: 1
Post Season Sports Fund: \$25,000

7. GRANT APPLICATION HEARINGS

A. Current Year Unallocated Fund (CYUF)

- 1) Action Item: Grant Application: Future Underrepresented Educated Leaders (FUEL) – Coming Out of the Shadows

Bergamo presented on this new event that aims to promote awareness and understanding of specific cultures. This event will allow students from the undocumented community to heal and come “out of the shadows” through messages expressing their victories, grievances, and experiences of being undocumented on the back of t-shirts.

Total Program Expense: \$527
Requested: \$367

(M) Nino (S) Ngazimbi to approve \$367 from CYUF to Grant Application: Future Underrepresented Educated Leaders (FUEL) – Coming Out of the Shadows
VOTE ON THE MOTION **PASSES 6-0-0**

- 2) Action Item: Grant Application: Graduate Studio Art Association – Painting with an Artist: Chris Troutman
Gasio presented on this recurring event designed to introduce figurative contemporary painters to a successful figurative and practicing artist. Chris Troutman, a CSULB alumnus, will be teaching a drawing course with an emphasis on skills and technique to provide beginning students with the formal tools necessary to develop individual content in advance level courses.

Total Program Expense: \$500
Requested: \$250

(M) Musman (S) Nino to approve \$250 from CYUF to Grant Application: Graduate Studio Art Association – Painting with an Artist: Chris Troutman
VOTE ON THE MOTION **PASSES 6-0-0**

- 3) Action Item: Travel Grant Application: American Marketing Association – 40th Annual International Collegiate Conference

Lopez presented on this travel grant that hopes to send 35 students to the 40th Annual International Collegiate Conference for the American Marketing Association in New Orleans, LA. CSULB AMA will be competing in 4 competitions at this conference.

Ngazimbi asked if the students themselves are offsetting any costs for this travel. Also asked if what the conference fees for each student were. Lopez answered that their members do pay for their own food and airfare. They are estimating about \$12,000 to be out of pocket. The conference fees ranged from \$250-300 because some members are national members so they get the \$250 discount price, all others must pay \$300.

Ngazimbi asked for clarification regarding what the transportation costs would cover. Lopez clarified that transportation costs refers to the airfare, and participants would cover ground transportation once they are in New Orleans.

Roy asked how they select the number of students that are able to attend this conference. Lopez stated that they don't select; it is open to all of their members so whoever is interested in going may do so. They usually range from about 35-40 members.

Wanless pointed out that, per policy, the maximum they could cover for conference fees is \$75 per student for up to 10 students, totaling \$750.

Nino added that this is a recurring event, so this application should have gone through the Spring Allocation process so they should look into that for next year. Lopez stated that the previous board forgot to apply during the Spring Grant Allocation process.

Nino informed Lopez that because the request was so high, there would be no way for them to fully fund this event.

Ngazimbi asked if there was any leeway in the policy where it states that they can only pay for \$75 of the conference fees for 10 students. Haller stated that while that is what it says in the policy, that is not what is always done in practice with this form. Their bottom line is that they have to provide 30% of the total costs.

Ware added that they could only pay up to \$150 per room. So for this application, to cover the costs of 9 rooms, it would be \$1,350.

Wanless suggested reaching out to Student Life and Development for additional funding. Lopez said that they did talk to an SLD advisor about that, and they directed them to BOC.

Rhea asked if all of the students attending would be competing. Lopez said that they would all be competing.

Ware asked if the hotel is the same location where the conference is going to be held at, since the hotel fee seems a bit high. Lopez answered that they are not staying at the same hotel that the conference is being held at.

Nino asked if they had any documentation that provided detailed estimates or summaries of the costs associated for the hotel, conference fees, and transportation. Lopez added that the numbers on the application are estimations, and they estimated "up" per their advisor's suggestion. They stated that even an allocation of \$5,000 would be a huge help.

Nino directed Lopez to apply during the Spring Allocation so they don't have to go through this again.

Total Program Expense: \$38,800

Requested: \$26,800

(M) Nino (S) Ngazimbi to approve \$5,000 from CYUF to Grant Application: American Marketing Association – 40th Annual International Collegiate Conference

VOTE ON THE MOTION

PASSES 6-0-0

B. Student Travel Fund (STF)

1) Action Item: Alec Sixta – Academy of Religion Western Conference

Treasurer Wanless will reach out to this student for clarification on their application before next week's meeting

(M) Wanless (S) Nino to table this item until next week pending Treasurer Wanless' correspondence with the student

VOTE ON THE MOTION

PASSES 6-0-0

2) Action Item: American Society for Neurochemistry (ANS)

a. Sumer Bermani (co-author)

Bermani will be traveling to Riverside to conduct a poster presentation and the ASN conference with coauthor Micah Feri. They will also be attending other poster sessions and lectures.

Haller pointed out that the mileage rate would need to be updated to 53.5 cents/mile.

Nino asked the board if they are going to be paying for mileage for each of the 4 days of the conference, or just one way there and one way back. Also asked Bermani if they would be carpooling with Feri. Bermani answered that their schedules are different, so they would be traveling separately.

Requested: \$240 (mileage & conference fees)

*\$400 maximum award

(M) Nino (S) Ngazimbi to approve \$240 from STF to Sumer Berman – American Society for Neurochemistry

VOTE ON THE MOTION

PASSES 6-0-0

b. Micah Feri (co-author)

Feri will be traveling to Riverside to conduct a poster presentation and the ASN conference with coauthor, Sumer Bermani. They will also be attending other poster sessions and lectures.

Requested: \$314 (mileage & conference fees)

*\$400 maximum award

(M) Nino (S) Ngazimbi to approve \$300 from STF to Micah Feri – American Society for Neurochemistry

VOTE ON THE MOTION

PASSES 6-0-0

3) Action Item: American Society for Neurochemistry

a. Claire Carlson (co-author)

Carlson will be traveling to Riverside to conduct a poster presentation and the ASN conference with coauthor, Timbora Chuon. They will also be attending other poster sessions and lectures.

Carlson added that they also have a different schedule from Chuon, so they would have to travel separately.

Requested: \$240 (mileage & conference fees)

*\$400 maximum award

(M) Nino (S) Ngazimbi to approve \$240 from STF to Claire Carlson – American Society for Neurochemistry

VOTE ON THE MOTION

PASSES 6-0-0

b. Timbora Chuon (co-author)

Chuon will be traveling to Riverside to conduct a poster presentation and the ASN conference with coauthor, Claire Carlson. They will also be attending other poster sessions and lectures.

Requested: \$215 (mileage & conference fees)

*\$400 maximum award

(M) Wanless (S) Musman to approve \$215 from STF to Timbora Chuon – American Society for Neurochemistry

VOTE ON THE MOTION

PASSES 6-0-0

C. Student Research Fund (SRF)

1) Action Item: Esperanza Aceves – Food is a Right

Aceves is conducting research that aims to examine the perceptions of food insecure students related to utilizing food access programs directed at student food insecurity and hopes to improve understanding of the most and least beneficial aspects of campus food programming, usefulness, transparency, and feeling of dignity as they receive help. Funds requested will be used for books, software, digital voice recorder, gift cards for participants, and transcription services.

Nino does not know if books are something that this fund is meant to cover.

Haller added that her application states that her thesis committee recommended that they acquire those books.

Rhea questioned the software's monthly fee since they are requesting 6 months worth of monthly fees.

Nino suggested that they might have a minimum 6-month term for the software.

Wanless pointed out that their research is set to continue until July 1, 2018.

Haller added that their application is dated February 18th, so that would cover the 6 months.

Musman pointed out that while they understand that this research is incredibly important, they are not meant to fully fund applications.

Ngazimbi opined that food insecurity is a pertinent issue and more and more people are struggling with it. They hope that by fully funding this application, they hope to establish the importance of funding this kind of research, since it could directly fund basic needs programs on campus.

Wanless suggested not funding the books, and making it an even \$2,000.

Requested: \$2,084

(M) Ngazimbi (S) Roy to approve \$2,084 from SRF to Esperanza Aceves – Food is a Right

VOTE ON THE MOTION

PASSES 4-0-2

D. Facility Fee Waiver

There was none.

8. UNFINISHED CORPORATE BUSINESS

There was none.

9. NEW CORPORATE BUSINESS

A. Valerie Kelsey – ASI Scholarships

Kelsey presented there's been a record number of applications submitted this year. Kelsey has spoken to Lindsay San Miguel on the ways they can reduce the number of applications that must be reviewed; such as, possibly raising the minimum GPA, look at the class level, etc.

Since this is a financial need based scholarship, they may look at Pell eligible students and use that to help cut the number of applications. Currently, they are trying to get the applications down to around 40-50 per reviewer and the rubric is about 3-5 questions.

Musman asked how many people sit on each committee. Haller clarified that it is just the voting members of this board, so it would be 7.

Musman does not believe that even if they add more people, it is going to make that big of a difference in easing the burden of the review process. Thinks they should take into consideration that it is a financial need based scholarship.

Haller pointed out that this was just the ASI general scholarship; they would also have to review the undocumented student and international student scholarships.

Bose offered to help the board review a number of the applications.

Kelsey said they would send them some potential numbers based on some threshold scenarios or specifications that could help them decide what kinds of

Nino stated that next week would be the 1st, so they should have a decision made by next week's meeting. They also don't think they should filter out students' applications; they owe it to all of the students who applied to hear their stories and give them a fair shot. The best approach would be to recruit as many people as possible to help in this process.

Haller believes that they could get Senators and representatives from USUBOT that are willing to participate in the review process, provided that it is not 60 applications per people.

Bose agrees and thinks that they could recruit some employees to help as well.

Haller added that looking at the lower GPAs and neediest students, as well as those students that are close to graduating would be a good place to start in prioritizing the applications.

Nino agrees that it would be easier if they did filter some out, but they do not feel comfortable doing that. If they could get more people to help with the review process, that would be great. They feel that students have a story to tell, so they should listen to them.

Roy asked if it would be considered a conflict of interest if they have students that applied for these scholarships. Kelsey answered that it is a blind review. If they were to come across an application that they believed was identifiable as one of their students, they would have to remain impartial.

Haller suggested getting a committee of at least 20 people as that would give them 50 applications each, and would make the review process much more feasible.

10. REPORTS

A. Treasurer

Treasurer Wanless reported the following:

- Only major changes to the Spring Grant Application is the Food and Drink section under program support

Haller added that they made the following changes as well:

- A section that asks if the event is a recurring program
- If total Food and Drink exceeds the 15% allowable, you would receive an error message

- If the organization has not raised the required 30% of the total costs, they would receive an “Insufficient Revenue” message
- If they are requesting more than 70% of the total program amount, they will receive a message that says “Amount Requested Too High”
- Program purpose definitions have been expanded
 - Nino suggested including a policy on how much/if they fund for handbills or other paper marketing materials and this would allow them to be in line with their move towards sustainability
 - Haller added that right now, their policy has flyers/handbills as allowable purchases, but agrees that they should do away with flyers/handbills and suggests keeping this in mind when they are reviewing applications
 - Musman thinks that if they are going to change the policy for student organizations, the same rules should apply for ASI
 - Nino agrees and feels that more organizations have been moving more towards digital marketing, so it should not be an issue
 - Nino questioned what the impact was from allowing students to request funding for food or if this should still be something that is allowed
 - Wanless stated that for some programs, the incentive for people to attend at all was food. For other programs, the only costs they were requesting from ASI was for food, since they were able to get other items donated
 - Nino understands, but they are more concerned with food waste or how effective the process has been regarding reimbursement since they have not heard any feedback
 - Haller said that they received a lot of negative feedback when they took away funding for food
 - Bose added that there have been a lot of conversations regarding the food policy on campus. They are hoping to put together some plans to help keep costs down for student events and programs. They may possibly propose a threshold, that if the food being purchased is below a certain amount, they don’t have to go through on campus vendors

Wanless said that when they are reviewing applications, they should have a rubric/criteria that could help with the process. Presented the board with the following criteria:

- Does the reason for the grant fit the mission statement, which is “Providing opportunities through teaching, research, creative activity, and service?”
- Potential for impact; how many students will be affected by this program or if the funding would help a disenfranchised or underrepresented group
- Has the applicant sought out funding from other sources?
- What is the applicant’s history in regards to funding?
- Has their been a highly funded program with a low turnout?

Nino thinks it is a great idea, but they should look up that kind of information before they start the hearings process. Having a criteria laid out would make this process a lot more time consuming than it already is inherently

Musman asked if they could also look at the summary from last year’s Spring Allocation Grant Process for reference

Haller said they could event go back more years if they wanted to. This would also show how much was funded for each organization from CYUF versus Spring Allocation

Nino would like to have at least 3 years for them to look back on

B. Senate Representative

Senator Ngazimbi reported the following:

- Invocation by Manuel Perez, Director of Career Development Center
- Election of SJEC Student-at-Large, Kathia Viteri
- 1st reading: Resolution for the retirement of Prospector Pete and disassociation from the Gold Rush Era. They decided that they couldn't take the statue down because it was student funded, but they talked about adding a plaque that depicts the other side of history that affected a lot of Native American tribes in the area. Will keep the board updated upon further readings/discussions

C. Executive Director

Haller presented the following:

Spring Allocation Process:

1. Review Grant Application Forms for possible modification.
2. Determine approximate amount of funding available based on funds previously awarded and projected enrollment for the coming academic year.
3. Determine due-dates for:
 - a. At-Large Student Organizations (those not affiliated with a College Council)
 - b. College Councils
4. Determine if Grant Hearing will be mandatory or voluntary. Based on last year's submissions, you would need to set aside time for hearing from 23 student organizations, excluding departmental associations that are heard by their respective College Councils.
5. Schedule hearing dates.
6. Issue and publicize, "Call for Proposals."
7. Accept grant applications up until due date.
8. Collect, sort, and complete grant applications and create summary database for Board of Control use.
9. Determine evaluative criteria. You will undoubtedly receive requests in excess of what you have available. You will need some type of criteria for determining funding preferences. Possibilities include:
 - a. Student organizations' grant utilization history
 - b. Quality of the grant application submitted
 - c. Priority for program objectives based on campus needs and climate
 - i. Promote and awareness and understanding of ideas, customs, arts, languages, and social contributions of specific cultures
 - ii. Aid in the retention and graduation of currently enrolled CSULB students
 - iii. Provide students with opportunities for on-campus social interaction
 - iv. Promote discussion or debate of public issues
 - v. Promote academic performance and excellence
 - vi. Supplement or enhance academic preparation or development
 - vii. Promote students' health and welfare
 - viii. Promote or sponsor public service to the surrounding community
 - ix. Develop professional, or career-related skills, including those that develop social and business etiquette
10. Conduct hearings.
11. Hold deliberations.
12. Post Board of Control Funding Recommendations
13. Submit Board of Control Funding Recommendations to Senate for final approval.

Provided an example of the "Call for Proposals" document and highlighted some changes.

Applications will open Monday, February 26th and the deadline is March 23rd. Hearings will begin on April 27th.

BOC will hold budget deliberations on May 3rd.

Nino suggested having the deliberations on the same day as the hearings, April 27th, since all of the information will be fresh in their minds. Haller said that was fine as long as everyone could commit to that. May 3rd they would be approving that meeting's minutes, and then it could go to Senate for approval the following week.

Last semester, they were 661 students short of their projections; so far this semester they are 700 students short based on projections. This amounts to about \$80,000 short in student fees.

From headcounts, they have noticed that students are taking more units, so there are fewer spaces available for students to enroll in.

This is good news in terms of getting students to graduate sooner and falls in line with the goals of the 2025 Grad Initiative. For those campus entities whose budget is based on headcount, it is problematic as they are seeing a decrease in their budgets.

Nino will find out on March 12th when they will be able to get a more accurate number for current enrollment. Enrollment was so low because they graduated more students than they had originally anticipated. Next year is projected to be a record-breaking year for enrollment.

11. VOLUNTARY CLOSING COMMENTS

There were none.

12. ADJOURNMENT

Without objection, Treasurer Wanless adjourned the meeting at 3:56pm.