

ASSOCIATED STUDENTS BOARD OF DIRECTORS' MEETING

August 28, 2019 3:00 p.m.
Student Union Room 1A, 2nd Floor

MINUTES

I. Call to Order

Vice President Birrer called the meeting to order at 3:06 p.m.

II. Pledge of Allegiance

III. Roll Call

IV. Approval of the Agenda

Vice President Birrer recommended a motion to approve the agenda

M) Director Trang S) Director Nguyen to approve the agenda.

M) Controller Kethepalli S) Director Gallo to remove Items 5, 6 and 7 so Controller Kethepalli has time to meet with the applicants.

Vote: 11-0-0

Motion Carried

Vice President Birrer recognized Director Festejo.

Seeing no further amendments Vice President Birrer called for a vote on the main motion.

Vote: 12-0-0

Motion Carried

V. Approval of the Minutes

Vice President Birrer recommended a motion to approve the minutes.

M) Director Trang S) Director Nguyen to approve the minutes.

Vote: 12-0-0

Motion Carried

VI. Public Forum

VII. Executive Director's Informational Report (4 minutes)

ED Dowell said she sent her report to everyone and wanted to highlight some of the items. The Child Development Center (CDC) has 93 children enrolled out of 110 spots. The Events department has hosted the Roller Rink event and the Spartan Squad Kick-off. The Human Resources department had 80 student assistants attend the Professional Development session. Marketing completed all 16 Freshman Orientation Resource Fairs. There will be a new park and ride in South Campus. Teresa Stuefloten from our CDC has retired after 32 years. She has been working on the External Review and she thanked those who helped out at the Weeks of Welcome Kick-off and the Student Union Open House.

VIII. University Administration's Informational Report (3 minutes)

Dr. Daniels said this has been a busy opening to the semester. We moved in 4,100 students. The Weeks of Welcome of activities will last six weeks with the first tailgate tomorrow. Enrollment is a total of 35,954 which is higher than last year's. The Strategic Enrollment Committee is looking for a student to join and share their experience.

IX. Chief Elections Officer Informational Report (3 minutes)

X. Action Items

A. Old Business

B. New Business

Vice President Birrer recommended a motion to approve the December 2019 and May 2020 Board meeting dates.

M) Director Mustafa **S)** Controller Kethepalli to approve the December 2019 and May 2020 Board meeting dates.

Vice President Birrer said all meeting dates were approved except the December and May dates. The second Wednesday in December is the first day of finals as is the second Wednesday in May. Dead Days are possible so Director Nguyen asked when the meeting would take place, morning or afternoon. ED Dowell said they could decide. Vice President Birrer asked if there were any preferences so Controller Kethepalli said she would like the morning. ED Dowell stated that the Programming Board has a meeting scheduled that afternoon.

Vice President Birrer recommended a motion to approve meetings dates on December 10th and May 12th.

M) Director Mustafa **S)** President Parent to approve meetings dates on December 10th and May 12th.

Vote: 12-0-0

Motion Carried

Vice President Birrer recommended a motion to approve adding Controller Kethepalli on all A.S.-Related Bank of the West Accounts.

M) Director Trang **S)** Director Festejo to approve adding Controller Kethepalli on all A.S.-Related Bank of the West Accounts.

ED Dowell said that since Ms. Kethepalli is the Controller, she needs to be added to the accounts.

Seeing no further discussion Vice President Birrer called for a vote on the motion.

Vote: 12-0-0

Motion Carried

Vice President Birrer recommended a motion to approve SageView as the new 401k Advisors.

M) Director Nguyen **S)** Controller Kethepalli to approve SageView as the new 401k Advisors.

Jim Westbrook, the A.S. Finance Manager, explained that A.S. offers a retirement plan with a matching contribution. He met with Robert Sychr and ED Dowell to review bids submitted for a new advisor because they haven't been happy with the former advisor. Sage View responded well to their inquiries and met with the A.S. staff. The Personnel Committee met and approved them as well.

Seeing no further discussion Vice President Birrer called for a vote on the motion.

Vote: 12-0-0

Motion Carried

Vice President Birrer recommended a motion to approve the appointment of Jim Westbrook, Controller Kethepalli and ED Dowell to authorize ACH payments for vendors and positive pay fraud protection.

M) Director Trang S) Director Mustafa to approve the appointment of Jim Westbrook, Controller Kethepalli and ED Dowell to authorize ACH payments for vendors and positive pay fraud protection.

Mr. Westbrook said the bank requires these appointments. They are currently trying to put a process in place that doesn't need the use of paper.

Seeing no further discussion Vice President Birrer called for a vote on the motion.

Vote: 12-0-0

Motion Carried

Vice President Birrer recommended a motion to approve the fall In-Service dates and the Board Winter Retreat.

M) Director Mustafa S) Controller Kethepalli to approve the fall In-Service dates and the Board Winter Retreat.

Vice President Birrer projected the list of dates for the Board and said the ones in bold were the preferred ones. The approved In-Service date in September will be removed since the Board will be attending the media training instead. Director Nguyen stated that she will not be able to attend the Board Winter retreat if it takes place January 17th to the 19th since she will be studying abroad those days. President Parent then noted that he and Director Delgadillo will be gone the other suggested dates in January because of the CSSA meeting. Controller Kethepalli said she has a conflict on both Fridays in January. ED Dowell said it was critical that everyone attend since they will be discussing the budget. Controller Kethepalli suggested the retreat be recorded for anyone who can't attend. Vice President Birrer read off the dates to be approved as:

September – cancelled

October 5th

November 2nd

December 7th

Board Winter Retreat on January 17th to 19th

Director Roque commented that training for Resident Advisors is January 9th to the 19th. President Parent said he is going to see if they can miss the last few days. Director Gallo said they had the retreat the weekend after they returned to school last year. ED Dowell said they can't wait that long because of the Budget Development. Director Nguyen asked about doing it earlier in January, but ED Dowell said she will be attending the AOA Conference and some of the Board members won't want to return to the campus that early during Winter Break.

Seeing no further discussion Vice President Birrer called for a vote on the stated dates.

Vote: 12-0-0

Motion Carried

Vice President Birrer called upon those that attended the CSUnity Conference to talk about their experience. Director Nguyen said five of the Directors went and she learned a lot about strategies other campuses use. Director Delgadillo said some campuses offer free feminine products so she would like to look into having it here. Director Nguyen added that CSU Fullerton has recyclable trash cans. They also discussed mental health and would like to see how we could get more counselors here. Director Kaur said she listened to sessions on having more polling locations and affordable learning. They also had a conversation with Juan Garcia regarding the Initiative 2025. Director Sario said she felt pride that our campus was the first one to have an Associated Students. Director Nguyen stated that some of the other campuses want to collaborate with us. Director Gallo said it was nice to meet other campus representatives and talk about programming ideas. ED Dowell thanked those that went to CSUnity and was proud of their preparation prior to talking to the Trustees.

XI. Executive Officer Reports (4 minutes each)

A. President

President Parent said he spoke at most of the Freshman and Transfer Orientations. He will meet with President Papazian this week if anyone has any issues they would like him to discuss with her. Our Faculty Trustee, Remy Sabalius, has been reinstated and there is a new Student Trustee from San Diego State University. There is a Campus Climate Assessment group that he is working with to get a feel on how things are going. He is working on the Disability Awareness Fair with Director Mustafa and Director Trang.

1. Personnel Committee

B. Vice President

Vice President Birrer attended the Personnel Committee meeting and served on the search committee to hire the new Director of the Student Union. He thanked those who helped with the Board Bootcamp. He attended the Professional Standards Committee on August 26th and they are every other week.

1. A.S. 55

C. Controller

Controller Kethepalli said she worked on approving student organization funding over the summer and is now hosting trainings with Ms. Riggins for student organizations which is a great way to bring awareness to A.S.

1. Finance Committee

XII. Directors' Reports (3 minutes each)

A. Director of Academic Affairs

Director Kaur attended the first Curriculum and Research Committee meeting where they discussed that the University is in compliance with 1061; that they want to pass the 4+1 model and general education guidelines. She brought up about affordable learning solutions. She worked some Freshmen and Transfer Orientation Resource Fairs during the summer. Her first meeting will take place on September 4th. She will be unable to attend the Faculty Diversity University Committee so she needs someone who can go in her place.

B. Director of Business Affairs

Director Sario is working on the schedule for her Operations Committee and getting Student-at-Large. She has served on the search committee for the Associate

Executive Director and hopes to have someone hired soon. She enjoyed the Board Bootcamp.

1. Audit Committee
2. Operations Committee

C. Director of Co-Curricular Affairs

Director Festejo said the Homecoming Royalty application is live now and she is working on putting the selection committee together. The Foodie Fest went well, but it was hot. They are looking into alternative locations for the Haunted House since the A.S. House won't be available. The first Programming Board meeting will be on Tuesday.

1. Programming Board

D. Director of Community and Outreach Affairs

Director Nguyen said there are four videos still to be completed and she hopes to have it out by mid-September. She met with Marko Molenhoff regarding the ECRT and being the student representative. She is unable to serve so she offered the opportunity to the other Board members. She met with ED Dowell about her goals and met with Edilbert Signey, the Marketing Coordinator, regarding social media posts.

E. Director of Intercultural Affairs

Director Mustafa said she is emailing her liaisons and has met with one of them. Since the Chief of Police is new, she may be interested in starting a Student Advisory Board in case any Board members were interested. She has reached out to the Chief Diversity Officer, but has not heard back. She will soon begin work on adding the Spartan Community Fund to the Bylaws.

G. Director of Internal Affairs

Director Gallo said her first meeting is September 4th and is looking to appoint new members. The Organization and Government Committee had their first meeting and she listed the items they discussed.

1. Internal Affairs Committee

H. Director of Legislative Affairs

Director Delgadillo said the first Lobby Corps meeting will take place on September 4th. She attended the Academic Senate training and the California State Student Association (CSSA) meetings over the summer. A former Lobby Corps Student-at-Large, Shivam Patel, applied for the Northern California Engagement Officer, but lost to a student from East Bay.

1. Lobby Corps

I. Director of Student Resource Affairs

Director Trang said she is recruiting students for the Campus Life Affairs Committee. She has been contacting liaisons to meet and has set a meeting with Kell Fujimoto.

J. Director of Student Rights and Responsibilities

Director Roque said he attended the Board Retreat, the Bootcamp and tabled at the Weeks of Welcome Kick-Off. He will meet soon with the head of Student Conduct and Ethical Development and the Ombudsperson.

K. Director of Sustainability Affairs

Director Carrera said her first meetings will begin next week and has plans to meet with Spartan Eats representatives. She's planning for Vegetarian Month in October and a Green Fest.

XIII. Ad Hoc Committees

XIV. Closed Session

Vice President Birrer recommended a motion to enter Closed Session.

M) Director Trang S) Controller Kethepalli to enter Closed Session.

Vote: 12-0-0

Motion Carried

Vice President Birrer invited ED Dowell to stay for the meeting

Vice President Birrer recommended a motion to exit Closed Session.

M) Director Sario S) Director Trang to exit Closed Session.

Vote: 12-0-0

Motion Carried

Vice President Birrer stated that the Board approved the item they discussed.

XV. Announcements

Director Nguyen said she met with the University Library Board about publishing papers written by professors for scientific research so she suggested they let their professors know. ED Dowell passed out parliamentary procedure cheat sheets and a list of important dates for them as students.

XVI. Adjournment

Vice President Birrer recommended a motion to adjourn the meeting.

M) Director Kaur S) Director Carrera to adjourn the meeting.

Vote: 12-0-0

Motion Carried

Meeting adjourned at 4:21 p.m.



Zachary Birrer, Chair
A.S. Board of Directors

9 / 6 / 2019

Date