

ASSOCIATED STUDENTS OF CALIFORNIA STATE UNIVERSITY, CHICO
BOARD OF DIRECTORS MEETING MINUTES

Wednesday, February 7, 2018

3:30 p.m.

BMU 205

Members Present: Alisha Sharma, Taylor Rogers, Danie O'Donnell, Karla Camacho, Teddy Delorenzo, Robbi Stivers

Members Absent: Zach Scott (excused), Milton Lang

Others Present: David Buckley, Shar Krater (recording), Jamie Clyde, Thang Ho, Susan Jennings, Curtis Sicheneder, Kristin Chelotti, Jon Slaughter, Nan Timmons, Katrina Robertson

- I. **CALL TO ORDER** – The Chair, Sharma, called the meeting to order at 3:30 p.m.
- II. **AGENDA** – Sharma added as new Info. Item D. – Pay increase recommendation for part-time employees.
Motion to approve the revised 2/7/18 agenda (O'Donnell/Camacho) 6/0/0 MSC.
- III. **MINUTES** – Minutes of the 1/24/18 regular meeting. **Motion to approve minutes of the 1/24/18 regular meetings, as presented (Camacho/O'Donnell) 6-0-0 MSC.**
- IV. **ANNOUNCEMENTS** – None
- V. **STANDING COMMITTEE REPORTS** – Action items forwarded to the Board of Directors from the standing committees stand approved unless overturned by a 2/3 + 1 Board action.
 - A. Government Affairs Committee – Sharma reviewed the items with the Board. Mark Stemen's Geography 440 class made their first presentation for the proposed ballot item. The applications for the EVP vacancy closed and we will be reviewing the applicants and scheduling interviews.
 1. GAC Actions of 1/29/18
 - a. Approved the 1/29/18 agenda.
 - b. Approved the Consent Agenda
2017-18 Revisions to Associated Students Corporate Codes
 - 1) Revenue Sharing Policy.
 - 2) Activity Fee Programmatic Eligibility Policy.
 - 3) Revisions, including title change from Activity Fee Capital Expenditure Council Code, to Activity Fee Capital Expenditure Committee Code.
 - 4) Revisions including title change from Initial Review Board (IRB) Code, to Initial Review Committee (IRC) Code.
 - c. Approved revisions to Associated Students Corporate Codes – Legislative Affairs Committee Code.
 2. GAC Actions of 2/5/18
 - a. Approved the 2/5/18 agenda.
 - b. Approved Minutes of the 1/22/18 and 1/29/18 regular meetings.
 - c. Approved the Consent Agenda
Revisions to Associated Students Corporate Codes
 - 1) Community Affairs Council Code.
Confirmation of appointment to Diversity Affairs Council (DAC)
 - 2) Commissioner of Diversity Affairs Appointment: Chantal Narez
Confirmation of appointment to Event Funding Allocation Council (EFAC)
 - 3) Commissioner of Student Organizations and Programs Appointment: Michelle Mechelhoff
 - d. Approved DAC allocation in the amount of \$3,460 for speaker support during the Undocu Week' event by the Leaders Educating for the Advancement of Dreamers (L.E.A.D.) to be held 2/26/18 in BMU 203, as presented.
 - B. Bell Memorial Union Committee – Sharma reviewed the items with the Board in Scott's absence. Clyde stated that they are reviewing the BMU and WREC Facility Master Plan which will then be presented to the Board.
 1. BMUC Actions of 2/6/18
 - a. Approved the 2/6/18 agenda.
 - b. Approved Minutes of the 1/23/18 regular meeting.
 - c. Approved the Consent Agenda
Revisions to Associated Students Corporate Codes
 - 1) BMU Aesthetics Policy.

- 2) BMU Flag Policy.
 - 3) Key and Card Swipe System Policy.
 - 4) Rainbow Warehouse-Use Policy.
 - 5) Sustainability Fund Allocation Policy.
- C. Associated Students Businesses Committee – Rogers informed that Clyde reviewed the Dining Facility Plan with the committee. He thanked Stivers for approving the addition of another vending machine at the University Farm. He is creating a draft policy for how they will be distributing the bookstore scholarships.
- 1. ASBC Actions of 1/29/18
 - a. Approved the 1/29/18 agenda.
 - b. Approved Minutes of the 11/27/17 regular meeting.

VI. BUSINESS

- A. Action Item: Approval of Revisions to Associated Students Corporate Codes – Borrowing between AS Funds Policy. **Motion to approve Revisions to Associated Students Corporate Codes – Borrowing between AS Funds Policy, as presented (O'Donnell/Rogers).** Jennings reviewed the policy and noted that these are primarily clean-up changes. **6-0-0 MSC.**
- B. Information Item: Revisions to Associated Students Corporate Codes. Slaughter reviewed suggested revisions with the Board.
- 1) Legislative Affairs Committee Code – This was approved by GAC at their 1/29/18 meeting.
 - 2) Conflict of Interest Policy – Senators have been added to this policy.
- C. Information Item: Report on COLA Percentage – The Cost of Living Calculation was distributed and Jennings said as part of the AS annual budget cycle and as directed by the Salary and Wage Increases Policy, No. 570, the cost of living adjustment (COLA) calculation is based upon 25% each of certain annual index increases for the past calendar year. She reviewed the four areas used to compute the percentage and noted the calculated COLA using calendar year 2017 indices was 3.125%. Discussion was held.
- D. Information Item: Pay increase recommendation for part-time employees – Jennings reviewed the current non-benefitted, part-time employees and how their pay rate was previously calculated. She said historically that when part-time employees were hired, department managers determined the pay rate for each position based on factors specific to their department; the pay rate wasn't specifically tied to the levels of responsibility that drive our career pay grades. Jennings said it is felt that our part-time employees should be paid within our career pay grades and the staff directors would like to remedy this situation. The level of responsibility for each part-time position was evaluated and the corresponding career pay grade was determined. Six employees were identified as currently being paid below their corresponding career pay grade minimum. It was recommended to the Board that these six part-time employees receive a pay increase to bring them up to the minimum of their corresponding career pay grade. Estimated annual cost of the recommended pay increase is \$9,000. Delorenzo asked for clarification in regards to who this impacts and what the anticipated impact would be and discussion was held. Jennings said the recommended pay increase would be effective 2/1/18 and will be included in the 2017-18 revised budget.
- E. Information Item: 12/31/17 Activity Fee Fund Budget vs. Actual – Sharma noted a benchmark of 50%. Total revenues were at 68.70% which she said means Activity Fee is doing exceptionally well. Total expenses were at 42.71% with a net increase (decrease) of -1088.46%.
- F. Information Item: 12/31/17 Combined Student Union and WREC/AO Summary Income and Expenses Statement – Clyde reviewed the financials, noting that 41.72% of their budget has been expended and 50.28% was generated. She said they have three unfilled positions and their programming dollars are down with those vacancies.
- G. Information Item: 12/31/17 Wildcat Store Financials – Rogers reviewed, noting income at \$79,018. He said there was a net decrease for the month but we had an increase overall year to date.
- H. Information Item: 12/31/17 Dining Services Financials – Rogers reviewed, noting revenue was at \$285,081 which was 6% less than budget. Total operating expenses \$288,193 (9.7%) less than budget and net income \$160,512 (123.6%) more than budget.

- I. Information Item: 12/31/17 Corporate Services Budget to Actual Income and Expenses – Jennings reviewed the quarterly report, noting a total of 49.40% income generated. Total expenses generated were at 53.38%.
- J. Information Item: 12/31/17 Activity Fee, Student Union, Auxiliary Activities and Corporate Services Fund Capital Expenditures Reports – Jennings explained the report and reviewed each area with the Board.
- K. Information Item: Review of Investments – Quarter ending 12/31/17
 - 1) Local Agency Investment Fund and Certificates of Deposit – Jennings reviewed, noting that LAIF had a total net interest earned of \$40,976. CD's had net interest earned of \$9,124.
 - 2) Board Designated Fund – Jennings reviewed, noting \$9,020 of interest earned as of 12/31/17.
- L. Director of University Affairs Report – Camacho reported that CSSA was held in Dominguez Hills. She said Chancellor White spoke during the plenary meeting regarding the state budget for the CSU. The Board of Trustees will vote on the potential tuition increase in May. She said at CSSA they passed one shared governance resolution and a resolution regarding sexual misconduct on campuses and how CSSA hopes universities will treat that. They also took stances on a couple of pieces of legislature. Camacho said Sacramento State expressed interest in working with us on an Advocacy Day in Sacramento separate from the CSU and CSSA Advocacy Days. • Camacho said Student Academic Senate met on Friday with a presentation on Blackboard Learn Ally tool. She explained that the campus is looking to promote to students the use of this resource. • Camacho said SAS also discussed revisions to the proposed resolution regarding legitimate honor societies and hopes it will be passed this week. • Camacho said CFAC was held today. She also noted that Abbie Page has asked her to start attending the IOC meetings.
- M. Director of Legislative Affairs Report – O'Donnell said that the CSSA Legislative Affairs group is focusing on student civic engagement. Her committee is focusing on student voter registration drives this semester and will be tabling in the gauntlet. • O'Donnell said she will be attending the CSU Advocacy Day on 3/7/18 in Sacramento with President Hutchinson.
- N. University Vice Presidents' Report – Stivers said President Hutchinson unveiled the picture of the new Physical Sciences building at the State of the University address. He said they've had a good response to it and there has been a big focus on designing the building to make sure that it's identifiable as a University building, incorporating some of the elements of the campus into this building. He said the building was designed from both an aesthetics standpoint as well as an efficiency standpoint. Stivers said during the design process there were some misunderstandings about its efficiency. He said lab buildings in particular are hard to make efficient because of their particular requirements. He noted that it will meet all minimal standards relative to greenhouse gas emissions as well as energy efficiency. He said in addition to this, they also have targets that will be even more efficient than the basic baseline standards of the efficiencies for greenhouse gasses and energy. In addition, there's a stretch target that they're trying to achieve as well. He said next on their list is a new Business building. He also said that the infrastructure that they don't see below ground is critical, and explained. Camacho asked about the current Physical Sciences building. Stivers said he was informed that recently the Seismic Review Board might grant access to the building for some teaching, and a variety of purposes. • Standardized campus branding was explained by Stivers as well as an update regarding the creek that flows through campus. He said his goals over the next five years are much needed changes to the campus both below and above ground.
- O. Executive Director's Report – Buckley reported that the compensation study will be built into next year's budget. He said a study was done three years ago, and a couple of positions may be re-classed in the next few months but the majority of positions were taken care of during the last study. He said adjustments will be made as necessary following next year's comp study. • Buckley said the AS Strategic Plan should be reviewed and compared to the University Strategic Plan before we start making major changes to ours. • Buckley said the advisory measure that will be brought forward by Mark Stemen's Geography class on February 13 will follow an established process. He said our policy states that we have 10 days once provided the language to review and revise. He explained that Sharma and Dr. Lang will both make appointments to a three-person committee, including a student appointed from the class. The committee will review the language and revise to be succinct and not confusing. Once the committee finalizes the language, it is then provided to our attorney, Jeff Carter, for his review to assure it does not violate any trustee policies, etc. It will then come back to the Board for ratification. He said the Board doesn't have the ability to change the language. The class will then go out and obtain student signatures to place this item on the April ballot. Sharma said March 16 is the final day to turn in the required signatures to place the advisory measure on the ballot. Buckley reminded everyone that this is an advisory measure and we often do not have control over the proposed item. • Buckley said he and Clyde met with Mike Guzzi, the FMS

director, and other folks on campus regarding a warehouse project that they're going to be working on at their site. He said they wanted to know if the AS and others would be interested in partnering with them at this site. Our square footage needs will be provided to them and then will see if it's possible to move forward with this. He noted the proximity to campus would be good, especially for our students. Stivers echoed the need for a warehouse site on the campus due to the age of the current FMS warehouse and other issues with the current site. • Buckley said our Financial Services Office provided the accounting services for Research Foundation and University Foundation for many years. When they moved their accounting services in July of 2015, we contracted with them to continue providing IT support. He said he received notice recently that they've made the decision that they will be going their own way with their IT support. This means a loss of approximately \$106,000/year to the AS IT budget which will have a large impact on our budget.

- P. President's Report – Sharma said the CFAC meeting was held today and the potential tuition increase and the budget were reviewed. Dr. Milton Lang and others will be attending the 2/19/18 Government Affairs Committee meeting to discuss the alternative consultation process that President Hutchinson is taking in regards to possibly raising campus fees. She said they're seeking our input for this and GAC will be voting on this as well as coming up with a statement over the next couple of weeks. President Hutchinson is also going to other student groups such as Student Academic Senate, and this will go out to campus on 2/15/18. She said the Board of Trustees will be making decisions in May if the Governor does not change the CSU budget that he provided. Discussions are being held regarding scheduling a date for faculty and students to go to Sacramento the first week of April for more advocacy efforts against the Governor's budget. • Sharma said the unveiling of the Wildcat Statue will officially be held 4/19/18. • Sharma said Slaughter, Krater, Scott and she have been working on the spring officer transition process. She said they're also working with Buckley regarding the fall training. • Sharma said First Year Experience put on a Keep Chico Lit rally regarding work on lighting in Chico.

VII. ANNOUNCEMENTS – None

VIII. PUBLIC OPINION – Limited to three minutes per speaker, five minutes for entire topic – None

- IX. **CLOSED SESSION** – Pursuant to Education Code Section 89307 (c) (1): Personnel Matters. The Board went in to Closed Session at 4:28 p.m. The Board came out of Closed Session at 4:55 p.m. Sharma stated that no action was taken during Closed Session.

X. ADJOURNMENT – The Chair, Sharma, adjourned the meeting at 4:55 p.m.