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

Friday, May 14, 2021

10:30 a.m.

Via Zoom

Members Present: Bre Holbert, Austin Lopic, Ann Sherman, Anthony Ruiz, Tracy Butts, Anita Barker, Kaylee Biedermann

Members Absent: Ella Snyder (unexcused)

Others Present: Jamie Clyde, Karen Bang (recording), Jon Slaughter, Susan Jennings, Hugh Hammond, Sarah Fenton, Leah Railey, Thang Ho, Curtis Sicheneder, Tom Rider, Katrina Robertson, Eliza Miller, Anna Paladini, Duncan Young, Kristin Chelotti, Shar Krater, Jaycob Arbogast, Lauren Lathrop, Donna Deems, Olivia Russo, Karina Vazquez

- I. CALL TO ORDER** – The Chair, Holbert, called the meeting to order at 10:34 a.m.
- II. MECHOOPDA LAND RECOGNITION** – The meeting was started with the reading of the Mechoopda Land Recognition statement.
- III. AGENDA** – Approval of the 5/14/21 regular meeting agenda. **Motion to approve the 5/14/21 regular meeting agenda (Biedermann/Lopic) 7-0-0 MSC.**
- IV. APPROVAL OF MINUTES** – None
- V. ANNOUNCEMENTS** – Slaughter wished Lopic a Happy Friday! Lopic congratulated the graduating seniors. Ruiz said never take no for an answer, there's always a way out of things. He said he had an issue with a grading policy but through various resources was able to get it excused.
- VI. PUBLIC OPINION** – Limited to items on the agenda, three minutes per speaker, five minutes for entire topic – None.
- VII. 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 – Holbert reviewed the items discussed at the meeting.
 1. GAC Actions of 5/12/21
 - a. Approved the 5/12/21 regular meeting agenda.
 - b. Approved Minutes of the regular meeting of 4/21/21.
 - B. Bell Memorial Union Committee – Biedermann reviewed the items approved at the last BMUC meeting.
 1. BMUC Actions of 5/10/21
 - a. Approved the 5/10/21 regular meeting agenda.
 - b. Approved revisions to Associated Students Corporate Codes – Sustainability Program Fund Allocation Committee Code, as presented.
 - c. Approved waiving room charges for blood drives to be held – no more than a maximum of one blood drive per month, not to exceed two days for no charge, within the school calendar year and held during regular hours of operation.
 - d. Approved increasing previously approved budget of \$38,000 by \$60,000 for the Variable Speed Drive project, for a total revised cost of \$98,000, as presented.
 - C. Associated Students Businesses Committee – Lopic reviewed the items approved by ASBC.
 1. ASBC Actions of 5/10/21
 - a. Approved the 5/10/21 regular meeting agenda.
 - b. Approved Minutes of the regular meeting of 4/19/21.
- VIII. BUSINESS**
 - A. Action Item: Approval of four year extension of Follett contract from July 1 2020 to June 30, 2024. **Motion to approve four year extension of Follett contract from July 1, 2020 to June 30, 2024, as presented (Biedermann/Lopic).** Clyde said the contract would be extended for four years (we're already in year 2020-21), commission being reduced down by 2% and have lost the minimum guarantee of 90% from the year's prior commission, which is the most significant piece of this. She said when campus is once again at full capacity,

the minimum guarantee and commission will be renegotiated. She said it's imperative that we finish this piece of it and move on so we can get paid for last year's minimum guarantee of \$172,000. Clyde recommended the Board take this deal but noted that it's not sustainable the way it's set up and can't look like this for the next three years. She said this will buy us time to look at other options for next year. Sherman said it's quite possible that the AS would be eligible for Higher Education Emergency Relief Fund (HEERF) money, which Clyde said would be wonderful. Clyde said right now we're losing money, but we're willing to sign this contract as it's a good partnership and also don't want to take away the ability for students to obtain books during a pandemic. She said the loss for the AS is huge and is being paid for out of reserves – reserves were discussed. Due to Time Certain of 10:45 a.m. for Closed Session, Holbert said the Board would come back to this item after Closed Session - Item IX.

Jennings said if the AS is able to receive some of the HEERF funds that Sherman was referring to, that would help to offset the loss that we've experienced this fiscal year and potentially into next year depending on how that money is allocated, which would help with the reserves and the bottom line losses. Young questioned how well the contract is defined regarding being renegotiated once we're out of COVID. Clyde said it's very vague and either party still has the ability to get out of the contract via a 90 day written notice. She said we were very purposeful about not changing any of the contract terms. Clyde and Jennings noted that there have been bookstore issues for quite some time due to the drop in textbook sales because of online textbook sales. **7-0-0 MSC.**

- B. Action Item: Approval of revisions to Associated Students Corporate Codes – Records Retention Policy. **Motion to approve revisions to Associated Students Corporate Codes – Records Retention Policy, as presented (Biedermann/Lapic).** Jennings said she, Bang and Ho worked on revisions to this policy regarding retention of electronic documents vs. paper documents. She said electronic documents were not previously listed as a primary way for storing documents. In addition, original paper documents were required to be kept for items such as waivers and contracts. Research was done and some of the language from campus policy was used regarding allowing for storage of electronic documents that included original signature documents. Jennings said Jeff Carter, the AS attorney, reviewed the revisions and suggested changes for Section IV. – Amendments, in order to align with our AS Bylaws by requiring a majority of votes of the Board members at meetings. Jennings reviewed the revisions with the Board and noted this will also allow for less storage of paper documents. Slaughter said the Amendments section language offered by Carter complements the Bylaws and clarifies how many members are needed at a particular meeting in order to reach majority vote. He said he and Bang will be updating the Corporate Codes over the summer and requested that rather than bring all of them back to the Board for approval regarding the Amendments section revisions, that he and Bang can go forward with these revisions; the Board agreed with this request. **7-0-0 MSC.**
- C. Action Item: Approval of proposed revision to Student Pay Grade 4. **Motion to approve revision to Student Pay Grade 4, as presented (Biedermann/Lapic) 7-0-0 MSC.**

IX. **Time Certain – 10:45 a.m. – CLOSED SESSION:** Pursuant to Education Code Section 89307(b)(4): Pending Litigation. The Board went into Closed Session at 10:50 a.m. and came out of Closed Session at 11:23 a.m. Holbert announced that no Action was taken during Closed Session.

X. **BUSINESS (Cont'd.)**

- D. Information Item: Revisions to Associated Students Human Resources Policy #455 – Recruitment for Career Positions – Railey explained that the staff directors discussed modifying this policy and agreed to eliminate the internal recruitment process. They are recommending that moving forward, current employees who are interested in a position that becomes vacant would apply and compete with external candidates. She said this would help improve diversity of our applicant pool, and therefore, our staff, and help select the most qualified person for the position. Railey said a student Board member would continue to be involved in recruitments for Associate Director positions and above, but not for all career recruitments. Lapic asked why student Board members were originally included in all career recruitments and Railey said in order to enhance the educational experience for student Board members. Jennings said logistically they have run into some issues because we do a lot of hiring and replacing of staff and trying to include students is difficult to do in practice. Clyde also noted that during summer time students are not available. Railey said this revision would also add the requirement for the Avoiding Bias in Hiring training for those who participate in the search process. Sherman said there should be opportunities for in-house staff to move up and create a career path for them, and also have the opportunity to bring in fresh ideas and diversity by opening the position. She said it makes sense to look for the best candidate and suggested that if over time we find that everyone is coming from outside, that

could cause problems because current staff feel there are no opportunities here and leave. She suggested looking at this over time and modifying if necessary.

- E. Discussion Item: Student Management Investment Fund (SMIF) – Arbogast provided a FAQ for this item and said the idea is to set up a student run investment fund. The students would choose investments for the AS. Arbogast said the funds would still be AS funds, similar to LAIF and CD's. He said the plan is that students would make investment decisions and own those investments on behalf of the AS and that they're open to whatever works best for the AS. Arbogast said all investments have risk and the downside to LAIF and CD's is that there are inflation risks and that over the long term you have less buying power. Arbogast said that although LAIF and CD's won't lose money, things cost a lot more, and end up costing faster than the investment is returning. He said they plan on outpacing inflation with our returns. **Motion to limit debate to two minutes in the interest of time due to time needed for the rest of the agenda (Lapic/Biedermann) 6-0-1 MSC.** Holbert questioned what the Board would do in terms of engaging with this. Arbogast said the AS has LAIF, CD's and Board Designated Funds and the Board could decide to take some portion from any one of those, or from each, and put that into investments in stocks and possibly bonds. Sherman asked how much money they're looking for and Arbogast said \$1 million. He said the range is \$½ million to \$4 million. Arbogast said he recognizes the concern of \$1 million being a large number and said they could do this in phases to show that they know what they're doing. Holbert said this would need to be discussed by the new Board next year. Clyde said over the summer she and Jennings would be exploring what other schools are doing, and he would have to re-present to the new incoming Board this fall, as they don't meet over the summer.
- F. Discussion Item: 3/31/21 Activity Fee Fund Budget vs. Actual – Slaughter provided a quick review, and noted that Activity Fee is good and in a very favorable position moving toward the end of the year.
- G. Information Item: Revisions to Associated Students Human Resources Policy #455 – Recruitment for Career Positions - Clyde asked that this item, which was discussed earlier in the meeting, be moved to Action today, otherwise it will have to wait until fall to be approved. **Motion to suspend the rules to make this an Action Item (Lapic/Biedermann) 7-0-0 MSC. Motion to approve Action Item G. - Approval of revisions to the Associated Students Human Resources Policy #445 – Recruitment for Career Positions (Lapic/Biedermann) 7-0-0 MSC. Motion to extend the meeting for 15 minutes (Lapic/Biedermann) 7-0-0 MSC. Motion to approve revisions to Associated Students Human Resources Policy #445 – Recruitment for Career Positions (Biedermann/Lapic) 7-0-0 MSC.**
- H. Discussion Item: 3/31/21 Combined Student Union and WREC/AO Summary Income and Expense Statement – There were no questions.
- I. Discussion Item: 3/31/21 Dining Services Financials – There were no questions.
- J. Discussion Item: 3/31/21 AS Wildcat Store Financials – There were no questions.
- K. Discussion Item: 3/31/21 Follett Wildcat Store Financials – There were no questions.
- L. Discussion Item: 3/31/21 Corporate Services Budget vs. Actual Income and Expenses – There were no questions.
- M. Director of University Affairs Report – Absent
- N. Director of Legislative Affairs Report – Ruiz did not have a report.
- O. University Vice Presidents' Report – Sherman said 600+ people attended the recent COVID vaccination event on campus. Another one to be held June 1. She said they are looking at the return to campus; however, CDC changed guidelines yesterday regarding masking for those who have been vaccinated. The California Department of Public Health is meeting on May 20, and she said we may see updated guidelines from that meeting. Sherman said they are also looking at vaccination requirements for the fall for faculty/staff/students. • Sherman said the Governor's May revise came out this morning. She said the RFP for HEERF 3 money is now posted on the COVID website along with the other HEERF information. Approximately \$27 million for students and about \$30 million for campus. She said they'll see how they could provide funds for lost revenue, including the AS, noting it has to be spent within a year. Sherman reminded everyone to get their COVID vaccination. • Barker said she had the opportunity yesterday to see the inside of the Health Center and said it's absolutely beautiful. She said she's excited for students to see that space and said FMS did a great job.

- P. Faculty Representative Report – Dr. Butts said on Tuesday this week the Deans congratulated the graduates that were at Academic Senate. She said grades are due May 26. On behalf of faculty and colleagues, Dr. Butts congratulated those graduating and also thanked them on dealing with a tough year. She said this past year has helped her and others to see the importance of being creative and innovative.
- Q. Executive Director's Report – Clyde said a capital expenditure was approved for \$190,000 for painting of the BMU; however, FMS has let them know that it will be \$233,000. She said she would reach out to Young regarding an Executive Order for this item so that the building can be painted before students return. • Clyde said that over the past year, due to COVID, it has been hard for staff to take time off when there has been so much pivoting. She said this has put a lot of stress on many, many career staff, and didn't give them the ability to take vacation. Clyde said she approved a temporary increase of their vacation cap by 60 hours through 9/1/22 so they don't lose their accruals during this time. She noted that on the flip side, we need them rested and to take time off. • Clyde said as she looks back on all that happened this past year, that it has been an interesting year and the jobs we have now are not what we signed up for. She said like Dr. Butts, she has a renewed sense of purpose. She said working with the students is an amazing sense of purpose and she can't imagine doing this job without all of them. She thanked them for stepping up and being the leaders that they've been this whole year. Clyde said Holbert has been a wonderful President, thanked Sherman who has been a huge student advocate, and said Dr. Butts was our first choice for this Board, and she has not disappointed. She said Barker was asked to join the Board and without hesitation jumped in and is a huge student advocate both outside and for the AS. Clyde said she reached out to Hammond about having our last meetings this week being in-person and he, Fenton and Bang made this happen. She noted the immense amount of work by the Directors and Associate Directors over the past year and thanked them for their support. Clyde said this is Jennings's last year; she has been such a backbone here at the AS and no matter what has happened this year, she knew that Jennings had a handle on the financial aspect. She said Jennings's shoes will be hard to fill and she's absolutely amazing.
- R. President's Report – **Motion to extend the meeting for 10 minutes (Biedermann/Lapic) 7-0-0 MSC.** Holbert said a lot of people asked her if she was upset about being President during this past year. She said she never missed out on anything even though she didn't get to see people in person. She said she felt emotionally and spiritually connected and was thankful for everyone.
- XI. CLOSED SESSION:** Pursuant to Education Code Section 89307(c)(1): Evaluation of Executive Director. The Board went into Closed Session at 12:17 p.m. and came out of Closed Session at 12:24 p.m. Holbert announced that no Action was taken during Closed Session.
- XII. OFFICER TRANSITION** – The new Board members were welcomed to the Board.
- XIII. ANNOUNCEMENTS** – Young congratulated the graduates.
- XIV. PUBLIC OPINION** – Limited to three minutes per speaker, five minutes for entire topic – Bang thanked the Board members and staff. Lapic thanked the outgoing Board members, noting it has been great to know and work with everyone. Krater congratulated the graduates and welcomed the new students.
- XV. ADJOURNMENT** – The Chair, Young, adjourned the meeting at 12:29 p.m.