

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

Friday, April 16, 2021

10:30 a.m.

Via Zoom

Members Present: Bre Holbert, Austin Lopic, Tracy Butts, Ella Snyder, Kaylee Biedermann, Ann Sherman

Members Absent: Anthony Ruiz (excused), Sandy Parsons-Ellis

Others Present: Jamie Clyde, Karen Bang (recording), Jon Slaughter, Thang Ho, Susan Jennings, Hugh Hammond, Shar Krater, Leah Railey, Katie Peterson, Tom Rider, Katrina Robertson, Curtis Sicheneder, Duncan Young, Eliza Miller, Kristin Chelotti, Keith Crawford, Teresa Clements, Ed Walden, Lauren Lathrop

- I. **CALL TO ORDER** – The Chair, Holbert, called the meeting to order at 10:33 a.m.
- II. **MECHOOPDA LAND RECOGNITION** – The meeting was started with the reading of the Mechoopda Land Recognition statement.
 - I. **AGENDA** – Approval of the 4/16/21 regular meeting agenda. **Motion to approve the 4/16/21 regular meeting agenda (Lopic/Biedermann) 6-0-0 MSC.**
 - II. **APPROVAL OF MINUTES** – Minutes of the 3/26/21 regular Board meeting. **Motion to approve Minutes of the 3/26/21 regular Board meeting, as presented (Biedermann/Lopic) 6-0-0 MSC.**
- III. **ANNOUNCEMENTS** – Lopic said Happy Friday. Biedermann said the new graduation schedule is up and reminded students to review it as many of the dates were moved from what was originally posted. Graduation gowns were discussed. Lopic said the California Stimulus payment that was passed in February or March is starting to roll out for those that qualify for it. Sherman reminded everyone that the stimulus money for students went out last Thursday and Friday, mostly via direct deposit to accounts. She requested spreading the word to remind those that received checks, to make sure they cash them.
- IV. **PUBLIC OPINION** – Limited to items on the agenda, three minutes per speaker, five minutes for entire topic – 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 – Holbert noted the items approved.
 1. GAC Actions of 4/7/21
 - a. Approved the 4/7/21 regular meeting agenda.
 - b. Approved Minutes of the regular meeting of 3/24/21.
 - B. Bell Memorial Union Committee – Biedermann said the Sustainability Fund Allocation Committee meets today.
 1. BMUC Actions of 4/5/21
 - a. Approved the 4/5/21 regular meeting agenda.
 - b. Approved Minutes of the regular meeting of 3/22/21.
 - C. Associated Students Businesses Committee – Lopic said ASBC has been reviewing their budget. He provided information to the Board regarding the CRRSA Act Funds Distribution Process.
 1. ASBC Actions of 4/5/21
 - a. Approved the 4/5/21 regular meeting agenda.
 - b. Approved Minutes of the regular meeting of 3/22/21.
 2. ASBC Actions of 4/12/21
 - a. Approved the 4/12/21 regular meeting agenda.

VI. BUSINESS

- A. Consent Agenda – *All items listed under the Consent Agenda are considered to be routine and are enacted by one motion without discussion. A member of the committee who desires a separate discussion of any item may pull that item from the Consent Agenda.*

Revisions to Associated Students Corporate Codes

1. Social Justice and Equity Committee Code – effective beginning the 2021-22 elected Officer term.
2. Hospitality Expenses Policy – Sherman questioned the intent behind this policy. Holbert said the policy needs to be more specific to assure gifts are given out correctly; in addition, clean-up changes were made. Sherman said they've had a lot of issues with campus expense reports regarding hospitality and wants this policy to be aligned between the auxiliaries and the University, so no one person or group can manipulate them to their personal advantage. It was noted that we are maintaining ethical standards and always keep in mind the fact that we need to follow both good fiduciary practice for those entrusting us with their fees and that we're abiding by the IRS regulations with regard to reportable income. Krater said they reviewed the policy in regards to IRS guidelines and being in line with Chico State. She also pulled approximately 10 Hospitality Policies from other campuses and reviewed them. She said it wasn't always clear in our policy what we could and couldn't do. She said we are in line with Chico State and about 80% aligned with other campuses she reviewed. Clyde said this was an old policy, so it was more of a tightening up of it.

Revisions to Associated Students Human Resources Policy

1. Holidays and Scheduling – Policy #720.

Motion to approve the Consent Agenda, as presented (Lapic/Biedermann) 6-0-0 MSC.

- B. Action Item: Approval of revisions to Restated Bylaws of Associated Students of California State University, Chico – Graduate student unit requirements for elected positions. Biedermann said she thought this was going to be discussed further today, before approving, as she had wanted to see what other campuses are doing with their policies. Holbert said it wasn't necessarily assigned to one person to look at other campuses. Slaughter clarified that these revisions don't add anything, but further clarify the qualifications for graduate students. He noted they've always been able to run for positions, it was just rather unclear regarding the unit requirements. Snyder said these revisions are clearer and equitable; specifying the requirements for grad students. Discussion was held regarding the requirement of six units earned at Chico State. Slaughter said they don't have to be graduate units, that this is speaking to a grad student who is coming in that didn't do their undergraduate work at Chico State. He said they need to have at least six units in order to file. Upon further discussion, Slaughter said he could rewrite some of the language and bring it back for the Board's approval.

Motion to postpone approval of revisions to Restated Bylaws of Associated Students of California State University, Chico – Graduate student unit requirements for elected positions (Snyder/Biedermann) 6-0-0 MSC.

- C. Action Item: Approval of Compensation Plan. **Motion to approve Compensation Plan, as presented (Biedermann/Lapic).** – Clyde said she included a memo in the Board packet that explains this item. **6-0-0 MSC.**
- D. Information Item: Review of Associated Students Budget – estimated results 2020-21 and proposed budget 2021-22 – Jennings provided an overview of the budget, noting they used a conservative annualized headcount of 14,500 to build the Activity Fee and Student Union budgets. She said the AS Dining budget was built based on the assumption of 1,000 on campus residents using the Sutter facility, along with service to a small number of students living in University Village. Jennings reviewed the All Areas Summary and Pay Schedule, noting an updated pay schedule will be provided when the finalized budget is presented. She provided an overview of the budget for the following: Capital Expenditures, Activity Fee Fund, Dining Services, including Retail Dining and Residential

Dining Plans, Wildcat Store, BMU, and Wildcat Recreation Center. Jennings provided a summary of Net Asset Reserves for Activity Fee, Dining Services, Wildcat Store and the Student Union Fund. She also provided a summary of the Corporate Services Fund and Area Reimbursements. Sherman asked if the AS is anticipating any HERFF II funding reimbursements for lost revenue and Jennings said they are hoping so, but did not budget for them. Sherman asked if the AS is still planning to increase the numbers listed for housing and Jennings said the bottom line for all areas will be affected by the increased number of students. Sherman asked if potential work study for students has been built in to the budget yet, and Jennings said it has not.

- E. Information Item: Revisions to Associated Students Human Resources Policy – Compensation Policy, Policy # 331 – Railey said this policy hasn't been updated in 17 years and is restrictive in terms of guidance to conduct a full salary compensation analysis every three years. She said these revisions are being proposed in order to allow for more flexibility and utilize compensation best practices, access data differently and also commission comp studies as needed. In addition, it's being proposed to change the name of the current policy from Commissioning Comparability Study Policy to Compensation Policy.
- F. Discussion Item: 2/28/21 Activity Fee Fund Budget vs. Actual – Slaughter said there was an accounting change earlier this year which required a different reporting protocol and explained the changes to the monthly report. Slaughter noted a Benchmark of 67% for February and said they were below 67% in all areas and doing very well.
- G. Discussion Item: 2/28/21 Combined Student Union and WREC/AO Summary Income and Expense Statement – Biedermann said the Student Union expensed 37.55% of the approved annual budget and generated 74.41% of projected income. Holbert asked for clarification regarding the training aspect and Sicheneder said this is professional development, which is below normal because professional staff haven't gone to conferences due to COVID.
- H. Discussion Item: 2/28/21 Dining Services Financials – Lopic reviewed the Dining Services Executive Summary with the Board, noting Income at \$209,547, Net Income at \$1,637.
- I. Discussion Item: 2/28/21 AS Wildcat Store Financials – Lopic said Income was at \$18,972, Net Decrease of (\$46,672) for the month, Commission Income at \$226,125 YTD.
- J. Discussion Item: 2/28/21 Follett Wildcat Store Financials – Lopic said Textbooks for the first time all year, was up 10% due in large part to the shift in the start of school to one week later. Overall, the total store was down 65% for the month of February. He said store hours are now Monday through Friday from 12 to 4 p.m. (previously closed on Fridays).
- K. Director of University Affairs Report – Snyder said another Academic Senate meeting is being added due to the number of items they have to finish before year-end.
- L. Director of Legislative Affairs Report – Absent
- M. University Vice Presidents' Report – Sherman reminded everyone that students can get their COVID vaccine shots. She said there has been a lot of discussion about vaccination requirements for this fall, especially for Housing and Athletics, as well as possibly campus. They are also discussing testing requirements if vaccination proof is not available. • Sherman said planning for the future Butte Hall has begun and explained that they will be taking down the old Physical Science building, and building the new Butte Hall in that location, incorporating some of Bidwell Bowl, which is falling apart. She said they want to reimagine that space and incorporate the creek and the Children's Park in order to make a beautiful corridor through campus. She said there are a lot of opportunities to participate in this process and they need student voices for this project. • Sherman said they are watching carefully to see what's happening with enrollment, and state funding. They are working on

how many classes will be in person, and on-line and are trying to find a blend, focusing on mission and purpose of providing a great experience for students and serving the citizens of the north state. Holbert said she just found out that two students per dorm room will be allowed. Sherman said this is due to CDC guidelines changing. Snyder said if anyone is interested in advocating for in-person opportunities on campus, they can contact Rick Ford. Sherman said she has pointed out to Ford that he's only considering very traditional types of students coming out of high school; the demographics of those students are decreasing and campus enrollment has declined every year for five years. She said he thinks 100% of students being on campus will drive enrollment, which Sherman disagrees with and said it is very closed to social justice. She said we need to have a blend to allow students to receive classes wherever they find themselves.

N. Faculty Representative Report – Dr. Butts had no report.

O. Executive Director's Report – Clyde said we get audited by Aldrich CPA, and approval has been received from the committee to extend their contract for three years. • Clyde said we're working diligently on how we're returning people back to work in person. She said the AS HR Department will come in with a phased approach for hiring. A lot of staff were laid off last year; they are now bringing more of our people back, and recruiting for unfilled positions. Clyde said positions were also lost along the way and it was decided not to fill at the time due to lower activity on campus but now that we're coming back to campus, will now need to recruit to provide those services again. She said during this time they took the opportunity to right-size our organization; positions that were laid off, looked at lower numbers and headcount and thought about positions we need moving forward. Some of the positions that were reduced down are not being backfilled. Clyde said nearly 20 professional staff need to be hired in the next six months. She said some of the student staff that were laid off are being given first right of refusal for being rehired, although many don't want to come back due to unemployment, living at home, etc. She said there have been a lot of interesting challenges in the HR world and they have prioritized how we need to bring back career and student staff. She said all of our services will be offered by August 1. • Clyde thanked Jennings for her preparation of the huge AS budget, which she said is months of work for her and her team. • Clyde said she has asked Sicheneder to step in as Interim Associate Executive Director, noting he has been an amazing asset on this team. She noted that per policy, they will be recruiting externally for this position in the next few months. Holbert expressed appreciation for everyone's hard work. Dr. Butts said she has been hearing from a lot of people about how well Holbert handled Monday's Zoom bombing during the task force meeting and thanked her for the way she stood up and handled herself, and spoke on behalf of the students. Holbert said it helped to see what Dr. Butts had emailed out and thanked her for her courage. Other members agreed.

P. President's Report – Holbert said Dr. Kendi is coming to speak on April 21 at 5:30 p.m. regarding the Book in Common – How to be an Antiracist. She and Dr. Jackson are moderating.

VII. ANNOUNCEMENTS – Lathrop updated the Board regarding graduation regalia.

VIII. PUBLIC OPINION – Limited to three minutes per speaker, five minutes for entire topic – Railey thanked the Board on behalf of our current and future staff for passing the compensation proposal today. She also thanked Clyde for her leadership and creative thinking, and Jennings for all of her hard work as well. Clyde congratulated Young on his upcoming AS President position.

IX. ADJOURNMENT – The Chair, Holbert, adjourned the meeting at 12:07 p.m.