

BOARD OF DIRECTORS

This meeting was facilitated both in-person and via an online Zoom format, consistent with the Governor's Executive Order N-1-22, suspending certain open meeting law restrictions

Wednesday, April 20, 2022

2:30 p.m.

BMU 205

Members Present: Duncan Young, Taryn Burns, Austin Lopic, James Lawrence, Tracy Butts, Melvin Quezada Haro, Kiley Kirkpatrick, Tom Rios, Ann Sherman

Members Absent: None

Others Present: Jamie Clyde, Karen Bang (recording), Jon Slaughter, Tom Rider, Hugh Hammond, Katrina Robertson, Leah Railey, Curtis Sicheneder, Shar Krater, Lauren Lathrop, Thang Ho, Sarah Wilson, Teresa Clements, Kristin Chelotti

- I. **CALL TO ORDER** – The Chair, Young, called the meeting to order at 2:34 p.m.
- II. **MECHOOPDA LAND RECOGNITION** – The meeting was started with the reading of the Mechoopda Land Recognition Statement.
- III. **AGENDA** – Approval of the 4/20/22 regular meeting agenda. **Motion to approve the 4/20/22 regular meeting agenda (Lopic/Burns) 7-0-0 MSC.**
- IV. **APPROVAL OF MINUTES** – Minutes of the 4/6/22 regular Board meeting. **Motion to approve the minutes of the 4/6/22 regular Board meeting, as presented (Lopic/Burns) 7-0-0 MSC.**
- V. **ANNOUNCEMENTS** – Lopic said Happy Wednesday. Kirkpatrick said there is now a Cal Fresh office on campus, located in the Basic Needs Office, SSC 196 (Rios joined the meeting at 2:36 p.m.).
- 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 – Burns said she's planning the end of the year banquet and will be sending out a form for people to vote for superlative awards.
 1. GAC Actions of 4/13/22
 - a. Approved the 4/13/22 regular meeting agenda.
 - b. Approved the 3/9/22 regular meeting minutes.
 - B. Associated Students Facilities Committee – Kirkpatrick reviewed the various items approved and noted the Student Union budget was approved this morning, as well as the SFAC projects. She explained that they left a \$50,000 buffer in SFAC reserves in case there's a future project that could use an extra \$50,000.
 1. ASFC Actions of 4/13/22 -
 - a. Approved the 4/13/22 regular meeting agenda.
 - b. Approved the 3/30/22 Special meeting minutes.
 2. ASFC Actions of 4/20/22
 - a. Approved the 4/20/22 regular meeting agenda.
 - b. Approved the Student Union Budget (including Capital Expenditures), estimated results 2021-22 and proposed budget 2022-23, as presented.
 - c. Special Sustainability Fund Allocation Committee (SFAC) Report – 4/13/22
 - Approved the 4/13/22 Special meeting agenda.
 - Approved Minutes of the 11/17/21 Special meeting.The following projects were approved to proceed to funding allocation deliberation:
 - 1) Eco 3 Go Project.
 - 2) Creek Clean-up Supplies Project.
 - 3) Student Forest Therapy Initiative Project.
 - 4) Native Bee Artificial Nests Project.

- 5) Living Roof for the Bell Memorial Union Project.
 - 6) Marketplace Dishmachine Zero-Waste Project – Water, Natural Gas, Landfill Waste Reduction Project.
 - 7) Solar Agrivoltaics System at the University Farm Project.
 - The following projects under \$5,000 were approved for funding:
 - 1) Creek Clean-up Supplies Project for \$2,639.
 - 2) Student Forest Therapy Initiative Project for \$4,999.
 - 3) Native Bee Artificial Nests Project for \$4,999.
 - The following projects over \$5,000 were approved at SFAC, pending additional approval by ASFC.
 - 1) Eco 3 Go Project for \$33,120.
 - 2) Living Roof for the Bell Memorial Union Project for \$258,000.
 - 3) Marketplace Dishmachine Zero-Waste Project – Water, Natural Gas, Landfill Waste Reduction in the revised amount of \$126,000.
 - 4) Solar Agrivoltaics System at the University Farm Project in the revised amount of \$172,000.
 - d. Approved funding the Eco 3 Go Project for \$33,120.
 - e. Approved funding the Living Roof for the Bell Memorial Union Project for \$258,000.
 - f. Approved funding the Marketplace Dishmachine Zero-Waste Project – Water, Natural Gas, Landfill Waste Reduction Project for \$126,000.
 - g. Approved funding the Solar Agrivoltaics System at the University Farm Project for \$172,000.
- C. Associated Students Businesses Committee – Lopic noted their budget was approved.
- 1. ASBC Actions of 4/11/22
 - a. Approved the 4/11/22 regular meeting agenda.
 - 2. ASBC Actions of 4/18/22
 - b. Approved the 4/18/22 regular meeting agenda.
 - c. Approved the Associated Students Auxiliary Businesses Budget – Dining Services (including Capital Expenditures), estimated results 2021-22 and proposed budget 2022-23, as presented.

VIII. BUSINESS

- A. Action Item: Approval of new policy for Associated Students Corporate Codes – Associated Students Social Media Policy - Slaughter noted that per Sherman's suggestion at the last Board meeting, guideline information was added to the policy. **Motion to approve new policy for Associated Students Corporate Codes – Associated Students Social Media Policy, as presented (Lopic/Burns) 8-0-0 MSC.**
- B. Action Item: Approval of revisions to Associated Students Corporate Codes – Publicity and Advertising Policy, including title change to Marketing and Publicity Policy – Slaughter said this updates the policy name and removes mention of the EVP's need to review items as they now go to the Marketing Department for approval. **Motion to approve revisions to Associated Students Corporate Codes – Publicity and Advertising Policy, including title change to Marketing and Publicity Policy, as presented (Lopic/Burns) 8-0-0 MSC.**
- C. Action Item: Approval of revisions to Associated Students Human Resources Policy – Administrative Time Off (Exempt Status) Policy, Policy No. 505, including title change to Bonus Time Off Policy, Policy No. 505 – Railey said per the Board's suggestion, she changed the title to Bonus Time Off Policy (Sherman joined the meeting at 2:46 p.m.). **Motion to approve revisions to Associated Students Human Resources Policy – Administrative Time Off (Exempt Status) Policy, Policy No. 505, including title change to Bonus Time Off Policy, Policy No. 505, as presented (Kirkpatrick/Lawrence) 8-0-1 MSC.**
- D. Action Item: Approval of revisions to Associated Students Human Resources Policy – Time Off for School Activities, Policy No. 755 – Clyde said it was questioned at the previous Board meeting about coverage for parents if an employee has an adult child with a disability. She said instead of trying to come up with all-inclusive language, that any exceptions to this policy would go to the Executive Director for approval. Rios said this policy is very forward thinking and expressed appreciation for the revisions, especially the delineation of the word "parent." **Motion to approve revisions to Associated Students Human Resources Policy – Time Off for School Activities, Policy No. 755, as presented (Lopic/Burns) 9-0-0 MSC.**
- E. Information Item: Review of Associated Students Budget (including Pay Schedule), estimated results 2021-22 and proposed budget 2022-23 – Robertson provided an overview of the budget, noting a conservative head count of 13,500 was used to build the Activity Fee and Student Union budgets. She explained that reserves will be used to balance the operational budgets in order to remain committed to creating and successfully delivering

exceptional programs and services under the current circumstances. Robertson said the proposed Pay Schedule is included in the budget packet for approval as required by CalPERS, the AS retirement provider. Capital Expenditures were next reviewed and she reviewed the major highlights for each area. Regarding the Activity Fee Fund, she said it is being proposed that Activity Fee use \$552,135 of excess reserves to fully fund planned allocations during 2022-23. Potentially, \$74,391 in reserves may be needed for 2021-22. She said the CDL's CCAMPIS Grant ends 9/30/22 so that will reduce their annual program income by approximately \$200,000. They have applied for a new grant but it has not been approved yet. Robertson reviewed the Auxiliary Activities Fund, starting with Dining Services. They are expected to have \$0 available for reserves in 2022-23. The Wildcat Store was next reviewed and for 2021-22 an estimated net decrease of (\$196,528) is expected. For Proposed 2022-23, an estimated net decrease of (\$270,730) is projected. Robertson next reviewed the Student Union Fund, explaining that it includes both the BMU and the WREC and noted for 2022-23 an estimated net increase of \$149,813 is projected. Net Asset Reserves for each area were next reviewed. Regarding the Corporate Services Fund and Area Reimbursements, Robertson said this includes: Financial Services, Administration, Human Resources, Information Technology and Corporate Insurance. She said these cost centers are reimbursed by the AS areas to achieve a net \$0 bottom line result. Robertson next reviewed Area Reimbursements, noting they identify the allocated costs charged between budgeted areas of the AS. Clyde said the numbers can be overwhelming and spoke to the philosophy of the budget. She said the overall large picture of what they're seeing is that we're budgeting into the reserves. She explained that over the last two years they have had challenges, the head count decreased and expenses increased. Clyde said a series of layoffs were done before this Board, knowing that we'd be going into more challenging times. She said some people were brought back, but they did not fill all positions as we have to right-size due to lower head count. Positions have been decreased for both student and career staff; however, minimum wage and insurance have increased. She said the head count could increase and they've also budgeted with all positions staffed which never happens. Clyde said they have been good stewards of student dollars and have saved for a rainy day, which we're in right now and which will continue for a while. She said using reserves buys us time to make more changes if worse case scenario is more realistic. Sherman expressed agreement with Clyde regarding the budget.

Kirkpatrick questioned the pay schedule pay grade minimum and maximum and Clyde said this schedule shows a range but the minimum was also adjusted to \$18/hour. She said this causes the issue that new employees could be making the same amount of money as those that have been here for a length of time and said the compression issue still needs to be dealt with. Sherman said it's important to hope for the best but plan for the worst. She said the numbers being presented are hopefully a realistic scenario and possibly we won't meet those numbers and also there have been notable increases in insurance, food, energy and a lot of uncertainties. Sherman explained that the Board can approve the budget but it's just our plan and it's possible our reality may be different from the plan one way or the other. Lawrence questioned how CPI increases are adjusted each year and Clyde said we're tied to our CPI and that she works with Sherman and the University President on this each year. Sherman provided further information regarding the CPI, noting it was discussed extensively at Cabinet this year. Regarding debt on the buildings, Young asked if it would be possible to use some of the large amount of the reserves in the ASFC fund to do a big payoff. Sherman said there are system wide revenue bonds for funds for buildings and if interested in doing a payoff, would have to look at the schedule. She also noted that depending on what the interest rates are you might not want to refinance your debt as interest rates are increasing. Reserves were discussed and Sherman said the rule of thumb is to have three to six months of operational funds available. Clyde said having the reserves that we do, we're in as good a position as we can be and if the new CCAMPIS grant is approved that would be another \$200,000 for the budget. Young asked if there is another way to invest reserves in order to get a higher return on them. Robertson said they're invested per the Investment Policy and with higher returns comes risk. She noted that the AS is careful to not invest student dollars in risky funds.

- F. Information Item: 2022 Associated Students We Wills – Slaughter said last year the Strategic Plan and Priorities were approved, which include the We Wills, which states how we as an organization will meet the strategic priorities that were approved: sustainability, diversity, wellness and service. He said they planned for an Encore meeting with all staff to workshop generating statements; however, had to cancel the meeting due to COVID restrictions. He said they instead designed a survey that went out to all staff in order to solicit comments regarding how staff feel that we as an organization can achieve these priorities and how they as an individual/department can do so. He next reviewed the We Wills for each strategic priority. Slaughter said the next step is that in August when the staff reconnects for CORE, they will workshop in person more departmental goals and set priorities. Clyde said this has been a process that the AS had done long before she started here. She said the last couple of years difference is the use of all of our staff which takes a little longer and noted the only way we can move forward is if there's buy-in and everyone is on the same page for this. She said everyone knows the shared values, knows what they stand for, and works on them. Lopic questioned the

response rate to the survey and Slaughter said a bit more than 10% of the staff responded. Young asked if student employees were included and Slaughter said no, just career staff. Slaughter said hopefully starting this fall, active committees will be set up related to the core priorities and they would assure they have student employee participation. Clyde said in terms of deciding the core values, there was 100% of all the employees involved at a staff meeting. Lopic asked if it was an optional survey for staff to take and if they were paid to take it. Clyde said it was optional and that staff responded during work hours. Regarding the Diversity We Will, Burns questioned if, "Recognize and incorporate non-Christian beliefs into organizational operations" would feel discriminatory to non-Christians. She suggested using multiple or diverse beliefs. Slaughter said he could edit that item and to let him know of any other comments. Young asked if some sort of reporting mechanism would be set up. Slaughter said it's a living document and the document is ongoing. Clyde said these are brought back to the committees and will be specific to each committee.

- IX. DIRECTOR OF UNIVERSITY AFFAIRS REPORT** – Lawrence said last Friday SAS passed a resolution calling for an increase in student representation on University Academic Senate and that it was sent to President Hutchinson and the Senate Chair. He said the Resolution specifically calls for all student senators or their appointed designees to sit on University Academic Senate for more fair representation of all colleges and a bigger student voice. He said it was also requested that the AS President sit on the Academic Senate Executive Committee. • Lawrence said it has been requested that two more students sit on the Curriculum Advisory Board; the AS President or designee, and a student at large that SAS is to appoint. • Lawrence said Academic Senate is tomorrow and updated regarding items to be discussed at the meeting (Sherman left the meeting at 3:40 p.m.).
- X. DIRECTOR OF SOCIAL JUSTICE AND EQUITY REPORT** – Quezada Haro said the CCLC reached out to him for a funding source and he needs to speak with them regarding what they have in mind. Young suggested including Burns in that conversation as the AS has already given them substantial funds.
- XI. UNIVERSITY VICE PRESIDENTS' REPORTS** – Rios said the five year anniversary of the DREAM Center is being celebrated today. • Rios said there will be a lot of changes in the Division of Student Affairs for the next academic year. He said the VP for Student Affairs should be appointed soon, Juanita Motley was promoted to the Associate VP for Student Support Programs and Kentiner David was appointed as the new Director of the Financial Aid and Scholarship Office. He said there are also currently three searches happening: the Associate VP for Student Engagement and Retention Programs, Dean of Students, and Executive Director of University Housing.
- XII. FACULTY REPRESENTATIVE REPORT** – Butts said she did not have a report.
- XIII. EXECUTIVE DIRECTOR REPORT** – Clyde said she is on the committees for three large recruitments currently happening as the AS is tied to each of those positions in different ways. She said she has met some great candidates, is excited to see what the final selection is, and feels especially good about the VP for Student Affairs search. • Clyde announced that Curtis Sicheneder is the new Associate Executive Director, noting she is excited to have him in this position.
- XIV. CHAIR REPORT** – Young said there is not enough time to do a proper search for proposals for the Board Designated Fund, so he will be writing a memo to make a formal recommendation to the next Board regarding the search, recommending they move forward in the fall. • Young said the solar proposal he has been working on was approved for \$172,000 by SFAC and he may encourage outside partners to become involved in the project. • Young acknowledged Krystal Alvarez, the new AS President, for attending today's meeting.
- XV. ANNOUNCEMENTS** – Lopic said 30 more days until graduation.
- XVI. PUBLIC OPINION** – None
- XVII. ADJOURNMENT** – The Chair, Young, adjourned the meeting at 3:51 p.m.