

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, May 11, 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, Curtis Sicheneder, Thang Ho, Shar Krater, Keith Crawford, Windy Van Dam, Eliza Miller, Katie Peterson, Leah Railey, Matthew Kelekian, Krystal Alvarez, Michelle Davis, Autumn Alaniz-Wiggins

- 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 5/11/22 regular meeting agenda. **Motion to approve the 5/11/22 regular meeting agenda (Burns/Lopic) 8-0-0 MSC.**
- IV. **APPROVAL OF MINUTES** – Minutes of the 5/4/22 Special Board meeting. **Motion to approve the minutes of the 5/4/22 Special Board meeting, as presented (Lopic/Burns) 8-0-0 MSC.**
- V. **ANNOUNCEMENTS** – Lopic said Happy Wednesday (Sherman joined the meeting at 2:36 p.m.). Quezada Haro reminded about the Diversity event this Saturday from 12 to 2 p.m. at Colusa Hall. Lopic updated regarding the student grad regalia pickup dates.
- 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 – No meetings held.
 - B. Associated Students Facilities Committee – Kirkpatrick said their last meeting was held this morning and she transitioned to Michelle Davis, the new AS VPF&S.
 1. ASFC Actions of 5/11/22
 - a. Approved the 5/11/22 regular meeting agenda.
 - b. Approved the 4/20/22 and 4/27/22 regular meeting minutes.
 - C. Associated Students Businesses Committee – Lopic said their last meeting was held Monday and he transitioned to Vice Chair, Stacie Corona.
 1. ASBC Actions of 5/9/22
 - a. Approved the 5/9/22 regular meeting agenda.
 - b. Approved the 5/2/22 regular meeting minutes.
- VIII. **BUSINESS**
 - A. Action Item: Approval of purchase of Concur software; one-time setup fee not to exceed \$11,500 and annual fee not to exceed \$30,000 – Robertson said she reached out to the various areas of the AS as well as the Financial Services Office (FSO) staff regarding how much time would be saved for each check request and credit card transaction with this new software. She said approximately 15 minutes would be saved for each transaction, totaling about 3,000 hours per year saved across the corporation. In addition, time would be saved by not having to physically drop paperwork off at the FSO. Robertson said for travel requests, they would save

approximately an hour for each, and approximately 450 travel requests are done in a typical year. She said FSO would save about 520 hours and wouldn't have to hire a part-time position. **Motion to approve purchase of Concur software; one-time setup fee not to exceed \$11,500 and annual fee not to exceed \$30,000, as presented (Lapic/Burns) 9-0-0 MSC.**

- B. Action Item: Approval of the appointment of Johnathan C. Montes as the Vice President of Business and Finance for academic year 2022-23. **Motion to approve the appointment of Johnathan C. Montes as the Vice President of Business and Finance for academic year 2022-23, as presented (Burns/Lawrence).** Alvarez said the committee reviewed four candidates, and Johnathan Montes seemed to be the best fit for this position. **8-0-1 MSC.**
- C. Discussion Item: 3/31/22 Activity Fee Fund Budget vs. Actual – Slaughter said the March benchmark is 75% and Total Expenses in all areas are well under the benchmark at 71.47%. He said the Activity Fee fund is performing well, as it has been all year. He thanked all programming areas for keeping their expenses in line and said Activity Fee should end up in a very good position going into next year.
- D. Discussion Item: 3/31/22 Combined Student Union and WREC/AO Summary Income and Expense Statement – Kirkpatrick said the Student Union expensed 57.95% of the approved annual budget and generated 46.93% of projected income. She provided an overview of the financials.
- E. Discussion Item: 3/31/22 Dining Services Financials – Lapic reviewed, noting March Income at \$725,568 and YTD Net Income at \$135,010. Other Operating Expenses for March were at \$143,513.
- F. Discussion Item: 3/31/22 AS Wildcat Store Financials – Lapic said Income was at \$156,763 with a Net Increase of \$88,312 for the month and YTD Commission Income at \$353,322.
- G. Discussion Item: 3/31/22 Follett Wildcat Store Financials – Lapic provided an overview and noted \$6,909 income in textbooks which he said is unusual for this time of year. He said students delayed purchasing textbooks until they confirmed whether or not they were needed for courses. Overall, he said they ended the month at \$173,757 which was +163% to last year. Sherman said they've talked with Follett about programs to allow students to get their textbooks at the beginning of the semester, either as part of a student fee or some kind of a program that would enable them to get textbooks as well as supplemental materials. She asked what this group's thoughts were on this subject. Sherman said a number of our sister campuses have programs like this although some type of fee is usually involved so have been reluctant to explore that. She said if students aren't getting their books until exam time, it's problematic. Young said he would personally not make that recommendation because many of our students wait to purchase textbooks until deemed necessary as not all courses fully utilize their textbooks. He said creating a fee would probably create more total textbook purchases and increase the overall cost to our students. Clyde said there is an opt out option which is a service that students could utilize that would cost them less. If they were a "wait and see" type of student, she said they'd still have the same ability to opt out. Quezada Haro said he's heard that it's working on other campuses and questioned how they'd consolidate the differences in prices for various textbooks if raising student fees as they'd have to distribute equitably. Clyde said it can be done based on per class or on a whole class, such as a freshman class. She said it can also be done based on particular classes and there are a lot of different ways to dice it up. She said it could be done similar to Activity Fee and Union fees. Clyde said a student that is taking chemistry vs. a student that is majoring in some art style classes would have differences and there would be equity built in that way; it could be based on sections, classes or grade levels. Lapic said he's not a big fan of adding a more consolidated fee to spread out across campus and suggested perhaps using other software that can be utilized with a one-time per semester subscription cost, although noting there are issues with these as well. Lawrence said he had three different subscriptions at \$150/each so did not agree with Lapic unless it could be consolidated to one subscription. Young said with academic freedom, it wouldn't work with one subscription service. Burns said as an example, for students in the HFA College who may use materials in the art area instead of textbooks, it wouldn't be very equitable unless materials are included and said she leans against it. Sherman said sometimes materials are included. Young said a lot of students he has spoken to very intentionally wait to purchase textbooks until they know it's necessary. Dr. Butts said HFA will say here's the book we're using but it can be purchased anywhere. Further discussion was held and Young said if this is something the Board is interested in pursuing, it would be good to do a survey to see how many students are doing it because of money concerns, and if so, that might be a good reason to implement a fee. He said if they're just waiting to purchase textbooks, it might not be necessary (Sherman left the meeting at 3:02 p.m.). Clyde said she's happy to bring in Follett next year to help answer questions, noting this has been discussed at ASBC. She said she would set up something for next year's Board to continue the conversation.

- H. Discussion Item: 3/31/22 Corporate Services Budget vs. Actual Income and Expenses – Robertson reviewed the report with the Board, noting Income at 75%, expenses at 70%. She said Corporate insurance is billed once a year and has already been fully paid for the year.
- I. Discussion Item: Associated Students Executive Order 2022-03 – Young said this EO enabled Clyde to pass an offer on to a very highly qualified candidate that had applied to another position; however, no employee was hired. Clyde said the Director of Programming position was offered to an Associate Executive Director candidate but she decided not to accept. Young said students were involved in the hiring process and were also consulted regarding the EO.
- J. Discussion Item: Review of Investments – Quarter ending 3/31/22
1. Local Agency Investment Fund and Certificates of Deposit – Lopic reviewed with the Board and noted the annualized return on investment was 0.32%. He suggested looking into I bonds and Robertson said she would check into them.
 2. Board Designated Fund – Lopic reviewed with the Board, noting interest earned in the third quarter of \$1,184.
- K. Discussion Item: 3/31/22 Activity Fee, Student Union, Auxiliary Activities and Corporate Services Fund Capital Expenditure Reports – Robertson reviewed the third quarter reports for each area with the Board.
- IX. DIRECTOR OF UNIVERSITY AFFAIRS REPORT** – Lawrence said their final SAS meeting was held last week and they covered a modality survey from Dr. Millard. He said they were asked to send the survey out to all of their student contacts as well as faculty that might be interested in distributing. Lawrence said they solidified some new appointments for next year.
- X. DIRECTOR OF SOCIAL JUSTICE AND EQUITY REPORT** – Quezada Haro said his successor was introduced at their event planning meeting. He said their end goal is to bring diversification in to the AS.
- XI. UNIVERSITY VICE PRESIDENTS' REPORTS** – Dr. Rios questioned how many of the student Board members were graduating and it was noted that five of the six are. He wished them well and said he enjoyed the conversations and the contributions the student board members make to this campus. Dr. Rios said although there are still a couple of searches in Student Affairs to wrap up, he is excited for Chico State and their new, young leadership. Lopic thanked him for joining the Board this past year and the valuable input that he provided. Young said often times we can dwell on all the things that go bad and thanked Dr. Rios for reminding them how great the University is doing.
- XII. FACULTY REPRESENTATIVE REPORT** – Dr. Butts thanked the student Board members for hanging in there and seeing this crazy year through, as well as allowing us to accompany them on their academic journey. She wished the graduates well and said she hopes they stay in touch.
- XIII. EXECUTIVE DIRECTOR REPORT** – Clyde commented about the bravery of coming back on to campus and said there's no rule book on how to be a leader, and we know that they're students first and foremost. She said we were the first in the CSU system to come back during the middle of a pandemic, which is scary, and the way that they represented themselves set the tone for the rest of the students and noted she was very impressed with them. She said last year's final meetings were done in person and that was the first time a lot of people had come on campus at all. Clyde said she remembered feeling that we couldn't let an entire year go by without providing our students the experience of coming on campus and being in person for meetings. She said this year we started with students coming back to campus and holding their meetings and appreciated their effort in doing so. She said this year has been tough on everyone and that working with the students continues to give her energy. Clyde said she gets to be part of their journey and it's the most rewarding part of the job for her; keeping her fulfilled and passionate about being here.
- XIV. CHAIR REPORT** – Young thanked everyone for a great year. He said it was really good getting to know everyone, and also getting to see how much work people put in on the back end to make everything happen on campus. He said he's glad to see the successor team is here and ready to get started (Sherman rejoined the meeting at 3:26 p.m.).
- XV. CLOSED SESSION: Pursuant to Education Code 89307(c) (1) – Evaluation of Executive Director** – The Board went into Closed Session at 3:27 p.m. and returned to Open Session at 4:03 p.m. Young reported the following actions were taken during Closed Session: **Motion to suspend HR Policy 486 as it relates to the evaluation of the Executive Director due to a lack of time caused by continued difficulties caused by the pandemic this past**

year (Burns/Quezada Haro) 9-0-0 MSC. He said they recommended that HR Policy 486 be picked up again as of March 1, 2023 and that the Board believes that Clyde has done an exemplary job. **Motion to suspend requirement in HR Policy 486 to review the Executive Director's contract without a performance evaluation (Burns/Lapic) 9-0-0 MSC. Motion to approve the contract with two primary changes from its current status; the first of which is changing it from a three-year contract to a five-year contract; and changing it from a majority vote to remove the Executive Director, to a 2/3+1 vote requirement for removal of the Executive Director (Kirkpatrick/Lapic) 9-0-0 MSC.** Young explained that this was done due to inequities between Clyde's predecessor's contract and her current contract. **Motion to extend the meeting to 4:15 p.m. (Burns/Lapic) 9-0-0 MSC** was also approved during Closed Session. Clyde said she appreciated the two changes that were made.

- XVI. TRANSITION** – Young welcomed Alvarez, the new AS President, to the table. Davis, the new VP of Facilities and Services, and Alaniz-Wiggins, the new Director of Social Justice and Equity were also welcomed to the table.
- XVII. ANNOUNCEMENTS** – Lapic said last Happy Wednesday to the Board.
- XVIII. PUBLIC OPINION** – Young said they all did amazing, and also that it wasn't a difficult decision to extend Clyde's contract and they appreciate her continued service to students. Kirkpatrick thanked all the staff, especially Bang and Hammond, for their efforts. Quezada Haro said this semester's teachers were a lot stricter than they usually are.
- XIX. ADJOURNMENT** – The Chair, Young, adjourned the meeting at 4:10 p.m.