

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

**Wednesday, March 28, 2018**

**3:30 p.m.**

**BMU 205**

**Members Present:** Alisha Sharma, Taylor Rogers, Karla Camacho, Teddy Delorenzo, Milton Lang, Zach Scott

**Members Absent:** Robbi Stivers, Danie O'Donnell

**Others Present:** David Buckley, Karen Bang (recording), Jamie Clyde, Thang Ho, Shar Krater, Susan Jennings, Curtis Sicheneder, Leah Railey, Jon Slaughter, Nan Timmons, Katrina Robertson

- I. **CALL TO ORDER** – The meeting was called to order at 3:41 p.m. by the Chair, Sharma.
- II. **AGENDA** – **Motion to approve the 3/28/18 agenda (Camacho/Scott) 6/0/0 MSC.**
- III. **MINUTES** – Minutes of the 2/21/18 regular meeting. **Motion to approve minutes of the 2/21/18 regular meetings, as presented (Scott/Camacho) 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.
    1. GAC Actions of 2/26/18
      - a. Approved the 2/26/18 agenda.
      - b. Approved EFAC allocation in the amount of \$313 for the 'Business Concept Competition' event by the Chico Entrepreneurial Association to be held 4/5/18 from 6 to 9 p.m. in Colusa 100 A and B, as presented.
      - c. Approved DAC allocation in the revised amount of \$1,251 for the Reading and Presentation of ME: *Multicultural Echoes* Literary Magazine Event by Phi Sigma Iota to be held 4/3/18 in Arts 112, as presented.
      - d. Approved EFAC allocation in the revised amount of \$2,466 for the 'Biz Talks' event by Delta Sigma Pi to be held on 4/4/18 in PAC 144, as presented.
    2. GAC Actions of 3/5/18
      - a. Approved the 3/5/18 agenda.
      - b. Approved Minutes of the 2/12/18 and 2/19/18 regular meetings.
      - c. Approved Resolution for Legitimate Honor Societies at Chico State, as presented.
      - d. Approved Resolution for Student Academic Senate Commitment to Student Philanthropy Council (SPC) Certification, as presented.
    3. GAC Actions of 3/12/18
      - a. Approved the 3/12/18 agenda.
      - b. Approved Minutes of the 2/26/18 regular meeting.
    4. GAC Actions of 3/26/18
      - a. Approved the 3/26/18 agenda.
      - b. Approved Minutes of the 3/12/18 regular meeting.
      - c. Approved DAC allocation in the amount of \$1,766.25 for the 'Kids Carnival' event by Upsilon Kappa Delta to be held 4/21/18 in Trinity Commons.
      - d. Approved that a recognized club or organization must receive a minimum of \$50 in total pledges during the annual AS General Election in order to activate a Revenue Sharing Account for the following academic year, as presented.
  - B. Bell Memorial Union Committee – Scott reviewed the items with the Board. He said the SFAC meeting will be held on April 13 at 2 p.m.
    1. BMUC Actions of 3/6/18
      - a. Approved the 3/6/18 agenda.
      - b. Approved Minutes of the 2/20/18 regular meeting.
    2. BMUC Actions of 3/27/18
      - a. Approved the 3/27/18 agenda.
      - b. Approved Minutes of the 3/6/18 regular meeting.
      - c. Approved revisions to Associated Students Corporate Codes – Smoking Policy, as presented.

- d. Approved Facility Master Plan, as presented.
- C. Associated Students Businesses Committee – Rogers reviewed with the Board and noted that the 3/26/18 ASBC meeting was cancelled. Pepsi was at Trinity Commons yesterday with promotional items. The Dining Director position is currently open.
  - 1. ASBC Actions of 2/26/18
    - a. Approved the 2/26/18 agenda.
    - b. Approved Minutes of the 2/12/18 regular meeting.
  - 2. ASBC Actions of 3/12/18
    - a. Approved the 3/12/18 agenda.
    - b. Approved Minutes of the 2/26/18 regular meeting.
    - c. Approved the Consent Agenda – 2017-18 Revisions to Associated Students Corporate Codes
      - 1) AS Bookstore Performance Standards Policy.
      - 2) Business Enterprises Advertising Policy.
      - 3) Complimentary Textbook Policy.
  - 3. ~~ASBC Actions of 3/26/18~~
    - a. ~~Approved the 3/26/18 agenda.~~
    - b. ~~Approved Minutes of the 3/12/18 regular meeting.~~

## VI. BUSINESS

- A. Action Item: Approval of revisions to Associated Students Corporate Codes – Signature Policy. **Motion to approve revisions to Associated Students Corporate Codes – Signature Policy, as presented (Scott/Rogers) 6-0-0 MSC.**
- B. Information Item: Spring 2018 Ballot – Timmons reviewed the 2018 ballot with the Board, noting that names of candidates aren't included at this time. She said the sample ballot will be posted two weeks prior to the election. Regarding the impact statement, Delorenzo expressed concern that it appears to be misdirected. She said part of what the Board struggles with yearly is that there is not a policy on what an impact statement should be and because they cannot regulate it, they have no control over it. She requested meeting to develop a generalized guideline for impact statements. Sharma said the Board needs to be comfortable with all items presented to them. Buckley said the challenge for next year's Board is that they'll struggle with the language that is directing this impact statement and will have to decide if they want to encourage the University regarding this item.
- C. Information Item: Funding Executive Order 2018-01 – Sharma said due to cancellation of a previous Board meeting, this Funding Executive Order was prepared and sent out to the Board.
- D. Information Item: Associated Students Short-Term Loan Fund held by University Foundation – Jennings said in 1977 the AS contributed \$10,000 to the University Foundation (UF) to fund a short-term loan program for students in need of books. In 1990, terms of the agreement were modified to allow funds to also be used for general purposes when deemed necessary. She said the funds, with a current balance of \$32,000, are held by UF but the campus administers the funds. Jennings said she and Buckley were recently requested to move the funds in the book short-term loan fund in to a consolidated general-purpose short-term loan fund. She said they are in favor of this but wanted the Board to be aware of this request. The Board was in favor of them moving forward with this item.
- E. Information Item: Research Foundation cancellation of IT Services Contract – Buckley said that in 2015 the Research Foundation (RF) notified us that they wanted to move away from the financial services that we provided to them. He said this was done; however, they were still on our software program. Buckley said there was an agreement that they would pay the AS approximately \$100,000 annually for support for the software that we were both using. He explained that RF is now going with their own software so they will no longer be contracting with the AS. Buckley said Ho will be reducing operating costs to a bare minimum and will be eliminating student employment, although there will still be a \$50,000 to \$60,000 loss. Delorenzo asked if this affects our software costs and Buckley said it would not because RF stayed on the old system, which our IT supported.
- F. Information Item: Recruitment and Retention Options and Opportunities presented by Jamie Clyde and Leah Railey – Buckley said in recent years the AS has had challenges with recruitments as well as employee retention. He said he and Sharma discussed these problems, and Clyde and Railey were

requested to meet with all the AS part-time and full-time employees to obtain their feedback. He noted that some of the items presented today will not have a financial impact to the corporation, and that some will as they move forward. Railey said they met with nearly all of the 105 employees via 15+ meetings to discuss recruitment challenges, and how to maximize retention efforts. Staff were encouraged to freely share their ideas, suggestions and questions about policies, processes, benefits, or other general thoughts. Railey said it was a good, upbeat experience and every meeting was positive. Railey reviewed the result of Compensation discussions as well as Professional Development discussions. Clyde reviewed the Recruitment/Retention findings as well as Flexibility findings. Railey reviewed Benefits findings and said every group was interested in free WREC memberships. She also explained the multiple deduction schedules for those who work less than 12 months per year. She said another item that was discussed was the fact that at the CDL, there are no private restrooms for staff; all restrooms are exterior to the building, can be used by outsiders as well, and are filthy. Railey said she and Clyde were surprised to hear this and currently don't know what the solution would be for this. Clyde said they were able to answer many questions and explain a lot of information via these meetings. She reviewed Action Already Taken: 10% employee discount now available at Sutter, better coordination of summer employment opportunities for those departments that have availability and where the budget allows, lunch break flexibility, health benefits (four payroll deductions schedules), and bulk uniform purchasing. It was noted that the AS staff directors are continuing to evaluate the priorities and will bring forth a recommendation(s) to the Board. • Lang asked about the climate from employees and Railey said people seem to be generally satisfied, although there are frustrations. She said overall, it felt positive. Clyde said it was positive in just reaching out to people and going to their location during their hours to show that they are being listened to. She noted that it's important that some sort of action be taken as a result of these meetings, to show the directors heard and are following up. Buckley said it helps that employees know that this information is being reported to the Board. Delorenzo questioned feedback from employees regarding the recruitments issue and Clyde said this was discussed, although this isn't a one-time problem. Camacho asked if there is a plan in place to hold these meetings regularly and Clyde said Railey would like to do this yearly. She said they hope to take action on a couple of items this year, and explained that things change yearly so it's important to talk with staff. Lang suggested developing short-term goals, and then longer goals, so that when the next group comes in, they can see what has been done short-term. Rogers asked if card swipe access could be put on restroom doors at AJH and Buckley said Clyde could discuss this with Mike Guzzi of FMS. It was agreed that this issue needs to be addressed immediately. Delorenzo asked how the results of all the meetings would be shared with staff. Clyde said they would like to give the resulting list to all AS employees, along with questions that may have been asked during the meetings. She said staff will receive everything, and then the plan that goes along with this; however, they wanted to present to the Board first. Railey said she would like to see this presented to staff in person, instead of just emailed. The Board members thanked Railey and Clyde for their good work on this project. • Buckley said one of the items that came up a lot during sessions was free/reduced cost WREC memberships. He said the Board made a decision regarding this a number of years ago and if the current Board is interested in bringing this back, they need to let him know. Sharma said WREC memberships was something that the Board had voted on in the past and she would want consensus from this Board to see if they even want to discuss this further. Buckley said the decision regarding free employee WREC memberships was discussed by the Board around 2010. He said the reason why the Board voted no regarding free memberships was that the Board agreed that students are paying a fee and that employees should not be able to get it for free. Camacho asked if faculty pays, and Buckley said University faculty and staff pay more than AS staff do. Rogers asked about discounted rates for employees as an option and Buckley said this can be discussed but the Board previously turned down this suggestion as well. Delorenzo said it's worth revisiting even if for just a discount. Consensus of the Board was that this should be brought back for discussion.

- G. Information Item: Revisions to Associated Students Corporate Codes – Climate Neutral Policy – Clyde explained the suggested revision to the policy.
- H. Information Item: Plastic Water bottles – Sharma said this is regarding not banning plastic water bottles on campus and conversations she has had with students at AS Sustainability regarding looking at ways to continue being sustainable. She said further conversations will be held and this will then be brought back to the Board.
- I. Information Item: 1/31/18 Activity Fee Fund Budget vs. Actual – Sharma said the benchmark for January was 58%. She said revenues are doing well. Other Expenses at 37%, Total Expenses at 49.45%. Net decrease at -2191.84%.

- J. Information Item: 1/31/18 BMU and WREC/AO Combined Budget vs. Actual Summary – Scott reviewed with the Board. Student Union expensed 49.45% of the approved annual budget and generated 52.51% of the projected income.
- K. Information Item: 1/31/18 Wildcat Store Financials – Rogers reviewed, noting Income at \$225,397, Expenses and Transfers at \$84,101, Net Increase (Decrease) at \$120,241 for the month and Commission at \$700,099 YTD.
- L. Information Item: 1/31/18 Dining Services Financials – Rogers provided an overview, noting Revenue at 4.5% less than budget, Total Operating Expenses at 8.7% less than budget, and Net Income at 283.3% more than budget.
- M. Information Item: 2/28/18 Follett Wildcat Store Financials – Rogers reviewed the February financials, noting General Books at positive 37%, General Merchandise at positive 3%, Total at negative 15%. He said Clinique has been removed from the store and more clothing has been placed in that area.
- N. Director of University Affairs Report – Camacho reported that Student Academic Senate will not be held this Friday due to the holiday. She explained that since submitting her report for the agenda packet that she was contacted by [fwd.us](http://fwd.us) and they'll be working with her and Michael Pratt to do a campaign for DACA and Dream students. Camacho will be attending CSSA in Long Beach the weekend of April 6.
- O. Director of Legislative Affairs Report – Absent
- P. University Vice Presidents' Report – Lang welcomed everyone back from spring break. He said plans are being made for a Celebration of Life on April 9 for the student that recently passed away. • Lang said Open Forums will be held on April 3 at Colusa at 5:30 p.m. and at the UHUB on April 4 at 6 p.m. • Lang said another student passed away today. He said reminders will be sent out for counseling and support services for students/faculty/staff. He reminded everyone to support each other and to let him know of any suggestions for other areas to support. Delorenzo thanked those that staffed tables at Butte Hall, which she said was helpful for everyone this week. Lang said they have gotten very positive feedback regarding this. He said they are creating a theme about taking care of one another as we move forward.
- Q. Executive Director's Report – Buckley said that in the midst of tragedies, it's interesting to see how the community comes together. He said AS staff stepped up and helped out at the WREC and the BMU, as well as behind the scenes. He noted that it's good that campus is talking about what they can do to help others. • Buckley said the AS will be overseeing the April 25-26 voting process for the campus for the proposed fee increases. He also noted that regarding the unfunded liability with CalPERS, they are getting closer to paying off this debt. In addition, Jennings has been talking with the actuary regarding post-retirement health. Buckley said a tentative offer has been made for the marketing position.
- R. President's Report – Sharma said there has been a lot of positive feedback regarding the way that the campus has responded to the recent tragedy. She thanked AS staff for their help during this time. Sharma said students signed a big thank you card for the Student Affairs staff and presented it to them before Spring Break. • Sharma said on April 4 hundreds of students/faculty/staff, as part of CFA funded advocacy efforts, will go to Sacramento to rally for advocating for a fully funded CSU. • Sharma said she has been part of many conversations regarding the upcoming Cesar Chavez Day Holiday and has sent out an email regarding it. She noted that Cats in the Community will be held this Friday and approximately 119 students have signed up for this event so far. • Sharma said AS elections are in full swing, and their office is a neutral zone. She is working with the marketing coordinator and other officers regarding the upcoming proposed fee adjustment vote. Sharma said the wildcat statue unveiling will be held April 19.

**VII. ANNOUNCEMENTS** – None

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

**IX. ADJOURNMENT** – The meeting was adjourned at 4:58 p.m. by the Chair, Sharma.