

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

Friday, February 14, 2020

12 p.m.

BMU 205

Members Present: Teddy Delorenzo, Alejandro Alfaro Ramirez, Anthony Ruiz, Kaylee Biedermann, Chris Taverite, Bre Holbert, Ann Sherman

Members Absent: Trevor Guthrie (excused), Sandy Parsons-Ellis

Others Present: Jamie Clyde, Karen Bang (recording), Thang Ho, Shar Krater, Jon Slaughter, Leah Railey, Katrina Robertson, Tom Rider, Curtis Sicheneder, Katie Peterson, Lauren Lathrop, Robert Bowman

I. CALL TO ORDER – The Vice-Chair, Ruiz, called the meeting to order at 12 p.m.

II. AGENDA – **Motion to approve the 2/14/20 agenda (Biedermann/Taverite) 6/0/0 MSC.**

III. APPROVAL OF MINUTES – Minutes of the regular meeting of 1/31/20. **Motion to approve the minutes of the regular meeting of 1/31/20, as presented (Biedermann/Taverite) 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 – Ruiz reviewed the items with the Board.

1. GAC Actions of 2/3/20 meeting

- a. Approved the 2/3/20 revised meeting agenda.
- b. Approved Minutes of the 1/27/20 regular meeting (attached).
- c. Approved Consent Agenda:
2019-20 Associated Students Committee/Council Appointments
Confirmation of appointment to Diversity Affairs Council (DAC)
- Commissioner of Diversity Affairs Appointment: Abigail Jeans
- d. Approved revisions to Associated Students Corporate Codes – Sustainability Affairs Council Code, as presented.

2. GAC Actions of 2/10/20 meeting

- a. Approved the 2/10/20 meeting agenda.
- b. Approved Minutes of the 2/3/20 regular meeting.
- c. Approved Consent Agenda:
2019-20 Associated Students Committee/Council Appointments
Confirmation of appointments to Diversity Affairs Council (DAC)
- Commissioner of Diversity Affairs Appointment: Viluth Phimmasouk
- Executive Vice President Appointment: Mireya Garcia
- d. Approved DAC allocation by EFAC allocation for \$4,000 for the 'Undocuweek' event by Leaders Educating for the Advancement of Dreamers (L.E.A.D.) to be held 2/24/20 to 2/28/20 in various rooms at various times in the BMU, as presented.
- e. Approved EFAC allocation for the revised amount of \$880 for the '19th Annual English Graduate Student Council Symposium' event by the English Graduate Student Council (E.G.S.C.) to be held 3/5/20 from 5:30 p.m. – 8:30 p.m. in various rooms in ARTS and Zingg Recital Hall, as presented.

B. Bell Memorial Union Committee – Biedermann reviewed the approved items. She will be hosting a BMUC networking event from 12:30 to 2:30 p.m. in BMU 210 on Wednesday, February 19 (Sherman joined the meeting at 12:04 p.m.).

1. BMUC Actions of 2/5/20

- a. Approved the 2/5/20 revised agenda.
- b. Approved Minutes of the 1/22/20 regular meeting.

C. Associated Students Businesses Committee – No meetings held. Taverite said their next meeting would be on February 17.

VI. BUSINESS

- A. Action Item: Approval of language cleanup changes to Restated Bylaws of Associated Students of California State University, Chico. **Motion to approve language cleanup changes to Restated Bylaws of Associated Students of California State University, Chico, as presented (Taverrite/Holbert) 7-0-0 MSC.**
- B. Information Item: 12/31/19 BMU and WREC/AO Combined Budget vs. Actual Summary – Biedermann reviewed the December financials, noting the Student Union has expensed 40.47% of the approved annual budget and generated 50.95% of projected income.
- C. Information Item: Funding Executive Order 2020-01 – Ruiz explained that EFAC did not have quorum, so this Funding Executive Order was prepared for the February 27 New Music Symposium event.
- D. Information Item: Review of Investments – Quarter ending 12/31/19 – Jennings reviewed the quarterly reports with the Board.
1. Local Agency Investment Fund and Certificates of Deposit.
 2. Board Designated Fund.
- E. Information Item: 12/31/19 Activity Fee, Student Union, Auxiliary Activities and Corporate Services Fund Capital Expenditure Report – Jennings reviewed the second quarter reports, noting items purchased by each area.
- F. Information Item: Chico State Wildcat Bookstore – Clyde said as has been discussed previously, the Follett contract, which was extended for one year, expires on June 30. She explained that the AS self-operated until 2014. Due to a trend of losing money, a full Request for Proposal (RFP) regarding contracting the bookstore out was done. She said that Barnes & Noble and Follett responded to the RFP, and Follett won. She explained that what Follett projected did not match what we projected, noting a decline in sales. She said she talked with Follett staff last week further about what it looks like moving forward and has requested information regarding where other campuses are in the CSU system that Follett runs bookstores for (Follett operates 14 of the 23 bookstores in the CSU system). She said across the board, bookstores are seeing a decline nationally, although ours is declining more. She said that Follett did not have a bookstore director here for a few months last summer, and they have been requesting we go with Follett Discover. She thanked Sherman for her assistance moving this forward. Clyde said she has also talked with Follett staff and Ho and is hopeful we'll have a good solid chance at bringing in the software systems they'd like us to bring in. It was explained that Discover is a software suite, assists with compliance issues and affordable learning, and would cause an increase in sales. Clyde said we have one of the lowest adoptions in the CSU, which is also a challenge. Sherman said faculty are supposed to be turning in their materials requests in a timely manner; however, they're not getting their bookstore orders in, which causes problems with the bookstore not knowing what books to buy back, etc. She said that a group has been convened to work on how to improve the adoption process right now. Lathrop said we were at a 4% adoption rate, which is alarming. Clyde reviewed the financials with the Board, noting a full financial analysis will be done by Jennings when the January numbers have been received from Follett.

Sherman said if faculty do not turn in their book requests, books are not available for students to buy. She said the contract could be extended for one year or longer, we could go out for a RFP process, or we could self-operate. Clyde said self-operating is not something they will be recommending. She said if we look to extend, will need to decide for how long, and this can affect the financial piece Follett gives back to the AS. She said Follett is still interested in working with us. Discussion was held. Clyde said the bookstore went through a major industry change when Amazon came into the market. She said Follett has far more expertise than what the AS does and has buying power at levels than we would never be able to manage. She said we cannot compete on the level that Follett or Barnes & Noble can. Clyde said that although we are currently sustaining, bringing dollars to the bottom line, next year we would potentially be at a breakeven point. Clyde said if they renew with Follett, they plan to tie the agreement to technology. Sherman said she put together a meeting recently that included 17 people comprised of faculty, Follett staff, Clyde, IT people, Academic Senate and Student Affairs folks in order to discuss what needs to happen. Clyde is leading the workgroup regarding what is going to happen with the bookstore agreement. The Second workgroup is working on how to increase faculty adoptions right now for this fall. The third workgroup is working on compliance issues and accessibility technologies. The fourth workgroup is working on affordable learning regarding long-term materials possibly being cheaper and/or free. They are also looking at how to get our technology up to speed to be able to link into with Follett. She said the four groups would reconvene in two weeks. Delorenzo suggested not self-operating, noting she would like to see us move beyond a one-year contract so that Follett knows that we are committed to Sherman's four groups having success, and would give us a long-term vision. As a faculty member, she said faculty don't do anything unless someone requires it. She said they need to appeal to faculty to make students' lives better. Delorenzo expressed appreciation that the Provost's Office is getting involved as adoptions would drive the

success for the bookstore. Clyde said they would bring this back to the next Board meeting as an Action item, with the financial pieces.

- G. Information Item: Phase 2 of Compensation Plan – Clyde said Phase 1 was Employer Group coming in and doing a compensation study last year. She said they looked at ranges, made some adjustments, and made some individual adjustments. Clyde said in Phase 2 they are looking at eight employees (career and part-time) that do not make \$15/hour. She explained that in 2017 the campus started paying all of their employees a minimum of \$15/hour. Clyde noted minimum wage continues to rise and recommended making adjustments to bring these employees up to \$15/hour. Cost for this year would be \$5,452. She said next year they would be continuing and including a 3% increase – the whole move would cost \$22,176.
- H. Director of University Affairs Report – Alfaro Ramirez said that at GAC he is currently discussing increasing Senator pay because they only make \$3,000/year vs. Commissioners who make \$6,000/year. He said at Academic Senate yesterday Student Academic Senate and Academic Senate approved a joint Statement of Support in Service for and with Students of Color. He said once approved at GAC and reported to the Board, it will become official.
- I. Director of Legislative Affairs Report – Holbert said Cocoa Mix and Politics would be held next Tuesday from 12 to 2 p.m.
- J. University Vice Presidents' Reports – Sherman said they have been working on the bookstore issue as well as working on the campus buildings. She said the new Science building will be ready this summer and they are starting to plan actual moves from the old Physical Sciences building, then Butte will be renovated, and then Glenn Hall. Due to these moves, there is a scheduling task force regarding scheduling demands during these changes, especially Butte Hall. Sherman said they are proposing changes to scheduling conventions because there is a high proportion of classes between 12 and 2 p.m. on Tuesdays and Thursdays. A pilot program for fall 2021 is being proposed to spread out classroom schedules for the benefit of students rather than benefit of faculty.
- K. Executive Director's Report – Clyde said an All Staff Meeting was held on January 6; the first time all career staff had an opportunity to discuss who we are and what we're about. She said the entire organization did a SWOT analysis. She noted that she and Railey also did Happy Talks (retention and recruitment talks) with all the employees previously. Employee Experiences was a survey that she created a few months before coming into this role. (Alfaro Ramirez left the meeting at 12:56 p.m.). Railey discussed Comp Study results with the staff at the All Staff Meeting. Employee Surveys were also done. Clyde said she has created 11 committees in the organization to focus on items that surveys identified, and via the SWOT analysis. They will be creating smart goals, which will align with strategic goals of the campus. Clyde said her priorities for spring are the bookstore contract, compression and IRP, healthcare, values and strategic priorities and social media policies.
- L. President's Report – Absent.

VII. ANNOUNCEMENTS – None

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

IX. ADJOURNMENT – The Vice-Chair, Ruiz, adjourned the meeting at 12:58 p.m.