



Executive Committee Minutes 16-02

July 20, 2015 at 1:00 pm – 2:00 pm
 USU 3700

ASI Executive Committee 2015-2016

Tiffany Boyd
 President & CEO

Bianca Garcia
 Executive Vice President

Jamaela Johnson
 VP of Student & University Affairs

Advisors
 Rodger D'Andreas
 Executive Director

Deb Fritsvold
 Manager of Operations

Ashley Fennell
 Government Affairs Coordinator

| ITEM | SUBJECT | PRESENTER |
|-------------------|---|-------------------------------|
| 01 | Call to Order The meeting was called to order at 1:11pm. | Tiffany Boyd ASI President |
| 02 | Roll Call Present: Tiffany Boyd, Bianca Garcia, Jamaela Johnson, Rodger D'Andreas, Deb Fritsvold, Ashley Fennell | Tiffany Boyd ASI President |
| 03 | Recognition of Guests Robert Aiello-Hauser (Arrived at 1:15pm) | Tiffany Boyd ASI President |
| 04 Action | Approval of Agenda Deb noted the following changes to the agenda: Meeting should be noted as 15-02 rather than 15-01. For Action 09, recommended adding Deb Fritsvold as co-presenter. Bianca – Motion to approve agenda with amended changes. Jamaela -2 nd Motion Carries | Tiffany Boyd ASI President |
| 05 Action | Approval of Minutes Bianca – Motion to approve minutes. Jamaela -2 nd Motion Carries | Tiffany Boyd ASI President |
| 06 Information | Open Forum No one present for Open Forum. | Tiffany Boyd ASI President |
| 07 Information | Reports Tiffany: Participated in Orientation. Met with VP Lorena Meza; discussion initiated by Tiffany included the possibilities of moving to online scheduling of appointments with SHCS and direct deposit for student employees. Also met with Jane Cross in Payroll Services. Tiffany has requested a meeting with Travis Gregory, AVP for Human Resources & Payroll Services. Bianca: Attended Joint Audit Committee; received information regarding audit timeline and process. Attended July CSSA plenary in Long Beach; Received information about SIF and responsibilities of CSSA versus the campus in educating students about the fee. Received information about the College Dream Blog; hope to initiate with our Board so they can share their stories about coming to college. Also received Roberts Rules of Order training. Shared that Prop 30 will be expiring next year, which will impact funding to CSU. Jamaela: Attended Diversity Advisory Council Committee; drafted a Vision Statement. Attended July CSSA plenary in Long Beach; very productive in learning about the structure and work of CSSA. CSUSM did not get the bid for hosting January 2016 CSSA plenary; however, we were selected to host CSUnity in August 2016. Additional conversations will be forthcoming. Ashley: Finalizing Board and Committee meeting schedules and trainings for AY 2015-16. Rodger: Will be out of office 7/22 – 8/04/15 on vacation; Will return on 8/05 to accompany Execs to CSUnity in Chico. | Tiffany Boyd ASI President |

| | | |
|-------------------|--|---|
| | <p>Deb: Office reconfigurations for Exec space will occur this week. Deb will put in a work order for anything that needs to be hung on the walls. This is a busy time for annual financial audit; much of the work is being done via email. Working with Ashley on changes to Student Organization Banking forms/processes being required by the Chancellor's Office. ASI will have to continue using gift cards for Student Emergency Fund, as cash is not an option through the CSUSM Cashier's Office.</p> | |
| 08 Action | <p>Corporate Reserves Policy The Corporate Reserves Policy has been revised to more accurately reflect the availability of data. (Fiscal Impact: None) Deb reviewed the purpose of the Corporate Reserves policy and various categories of Reserves. Recommended changes to the policy (Section D) to accurately reflect timeline of ASI's receipt of the audited financials for the prior fiscal year. Bianca inquired about roll-over into the ASI operating budget at end of fiscal year versus funds being moved into Corporate Reserves. Clarified that all funds remaining in the master budget as of June 30th of each fiscal year are moved into Corporate Reserves. Jamaela – Motion to approve changes to the policy. Bianca -2nd Motion Carries</p> | Deb Fritsvold Manager of Operations |
| 09 Action | <p>Purchase of Sit-Stand Purchase of sit stand out of ASI Reserves for ASI Professional Staff member. (Fiscal Impact: TBD) Robert discussed findings of the ergonomic assessment completed by Risk Management on Abraham Monzon, Assistant Director of the ASI Community Centers. Among the recommendations was the purchase of a Sit-Stand option while working at their desk. Tiffany expressed interest in a Sit-Stand option for the President's office. Deb recommended that we package requests for furniture, copiers, computers, etc. and bring as a future agenda item to Executive Committee. Rodger agreed, and also suggested that these types of purchases are an appropriate use of Corporate Reserves and should not require a lengthy or complex process, especially when the cost is not substantial. The estimate provided by Planning, Design, and Construction for the purchase and installation of the Sit-Stand for Abraham Monzon is \$936. Bianca – Motion to approve purchase of the Sit-Stand Jamaela -2nd Motion Carries</p> <p>At the will of the Chair, the meeting was extended to 2:05pm.</p> | Robert Aiello- Hauser Director, ASI Community Centers Deb Fritsvold Manager of Operations |
| 10 Information | <p>Announcements Tiffany shared that she working a revised schedule this week, but she will be in the office. Jamaela reminded the Execs and Advisors that the open forums for the finalists for the Sexual Violence Advocate and Educator continue this afternoon and on Friday morning.</p> | Tiffany Boyd ASI President |
| 11 Information | <p>Adjournment The meeting was adjourned at 2:05pm.</p> | Tiffany Boyd ASI President |

I, Bianca Garcia, Executive Vice President, hereby certify that the above Minutes were approved by the Executive Committee of Associated Students, Inc., at a regularly scheduled meeting held on August 17, 2015 at CSUSM, San Marcos, CA.

Bianca Garcia

8/18/15

Executive Vice President

Date