



Executive Committee Agenda 15-06
 December 11, 2015 at 9:00 am – 10:00 am
 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 9:07am.	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 No guests were present.	Tiffany Boyd ASI President
04 Action	Approval of Agenda Rodger asked that Action Item 05 be tabled until the next meeting, as the minutes from last week's meeting have not yet been completed. Motion to approve the agenda with amended change – Bianca 2 nd – Jamaela Motion carries.	Tiffany Boyd ASI President
05 Action	Approval of Minutes This item was tabled until the next Executive Committee meeting.	Tiffany Boyd ASI President
06 Information	Open Forum No one present for open forum.	Tiffany Boyd ASI President
07 Action	Cash Handling Policy Additions and updating of the Cash Handling Policy to reflect current usage of cash handling. Fiscal Impact: None Deb reviewed changes to the Cash Handling Policy. Additional minor changes were incorporated. Motion to approve changes to Cash Handling Policy – Bianca 2 nd – Jamaela Motion carries.	Deb Fritsvold Manager of Operations
08 Action	Risk Management Policy Delineated insurance and risk management procedures in place in a Risk Management Policy. Deb reviewed the new Risk Management Policy. Additional minor changes were incorporated. Fiscal Impact: none Motion to approve Risk Management Policy, with amended changes – Jamaela 2 nd – Bianca Motion carries.	Deb Fritsvold Manager of Operations
09 Action	Reserve Transfer In order to purchase computers, as approved by the Executive Committee on December 4, 2015, transfer \$45,000 from Working Capital to Capital Equipment Reserve. In order to bring Planned Future Growth up to required amount, transfer \$7,700 from Working Capital to Planned Growth. Fiscal Impact: No On 11/04/15, the Executive Committee reviewed the state of ASI Corporate Reserves. At that time, it was noted that there was a deficit of \$7,700 in the Planned Future Growth category, but that Accounting had stated that this was a non-consequential amount in the overall picture of the Reserves. On 12/04/15, the Executive Committee approved the purchase of 21 computers from Reserves in the projected amount of \$31,400. At this time, the transfers noted above are	Deb Fritsvold Manager of Operations

	<p>recommended to adjust Reserve balances in each category accordingly. Motion to approve Reserve Transfers – Bianca 2nd – Jamaela Motion carries.</p>	
10 Presentation	<p>ASI Programming Philosophies Review the chart developed by ASI Programming Team describing the programming philosophy, focus areas of programs, and hallmark programs and events for each ASI entity Fiscal Impact: none Rodger presented a draft of ASI programming philosophies and programs developed the ASI Programming Team, in response to the deliverable requested by VP Meza subsequent to the Executive Committee meeting with her and the Executive Director on 11/04/15. The Executive Committee recommended two additions to the Board of Directors: Voter Education and Registration, and the ASI Scholarship. Additionally, it was recommended that Women’s Empowerment and Leadership be among the areas of focus for the Gender Equity Center (GEC). It was also noted that the GEC has an area of focus of Trans* Education & Advocacy, but Transgender Day of Remembrance is listed as an LGBTQA Pride Center program. Rodger will work with the ASI Programming Team in January to further refine this chart.</p>	Rodger D’Andreas Executive Director
11 Action	<p>UARSC Compensation Administration Guidelines UARSC approved wage increase guidelines authorizing two percent increase for UARSC regular employees effective 7/01/15. These guidelines are intended to ensure that UARSC staff receive equitable wage increases to those received by state employees. State employees, including the ASI Executive Director, already received two percent increases in July 2015. Fiscal Impact: \$5,870 annually in wages At the will of the Chair, the meeting was extended to 10:15am. Our employer, UARSC, approved 2% increases to UARSC regular employees effective July 2015, pending approval by the appropriate supervisors and/or Boards. The Executive Director made a decision not to pursue this item at that time until additional information could be gathered. Subsequently, all staff and faculty employed by the CSU, including the Executive Director, have received a 2% increase. Aside from the Executive Director, however, the remaining seven ASI staff are UARSC employees. Using the salary of an Assistant Director as an example, Rodger illustrated that the difference per paycheck for the employee will only be \$37.50 before taxes. Discussion centered on concerns about where the funds would come from; Rodger noted that there are currently areas of the ASI budget where funds are not be utilized in the amounts allocated (e.g., utilities), which could likely absorb this minimal cost of \$5,870. Further discussion centered on issues of fairness and equity, given that state employees who perform similar functions to ASI staff have already a 2% increase almost six months ago. Motion to approve the 2% increase retroactive to 7/01/15 – Bianca 2nd – Jamaela Motion carries.</p>	Rodger D’Andreas Executive Director
12 Information	<p>Reports In the interest of time, this item was tabled to the Board of Directors meeting later today.</p>	Tiffany Boyd ASI President
13 Information	<p>Announcements In the interest of time, this item was tabled to the Board of Directors meeting later today.</p>	Tiffany Boyd ASI President
14 Action	<p>Adjournment The meeting was adjourned at 10:15am.</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 meeting held on January 11, 2016.

Bianca Garcia

Executive Vice President

1/20/16

Date