



Board of Directors 2017/2018

- Louis Adamsel
President & CEO
- Rex Andrade
Executive Vice President
- Yomira Zamora
VP of Student & University Affairs
- Anna Rapada
Chair and Chief of Staff
- Matthew Richard
CoBA Representative
- Noah Henwood
CoBA Representative
- AJ Vega
CHABSS Representative
- London Mays- Humphrey
CHABSS Representative
- Savana Doudar
CHABSS Representative
- Kevin Palomino
CHABSS Representative
- Meghan Aparri
CEHHS Representative
- Jenna Hernandez
CEHHS Representative
- Alejandro Lopez
CSM Representative
- Vacant
CSM Representative
- Joshua Foronda
Student Representative-at-Large for Diversity & Inclusion
- Kimberly Anderson
Student Representative-at-Large for Sustainability
- Cassie Wolff
Veterans Student Representative
- Advisors**
- Annie Macias
Interim Executive Director
- Ashley Fennell
Asst. Director, Government Affairs & Initiatives
- Standing Invitees**
- Lori Brockett
Alumni Association Representative
- TBD
Academic Senate Representative
- Lorena Checa
President's Designee
- Katy Rees
University CFO Designee

ASI Board of Directors Agenda 18-04

Friday, November 3rd, 2017 at 2:30pm

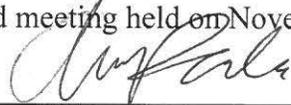
USU 2310 A & B

Posted: Tuesday, October 31st at 12:00 pm

ITEM	SUBJECT	PRESENTER
01	Call to Order The meeting was called to order at 2:37pm	Anna Rapada Chair & Chief of Staff
02	Roll Call Present: Louis, Rex, Yomira, Anna, Matt, Noah, London, Savana, Kevin, Meghan, Jenna, Alejandro, Joshua, Kimberly, Cassie, Annie, Ashley, Lori, Marion, Lorena Absent: AJ, Katy	Anna Rapada Chair & Chief of Staff
03	Recognition of Guests Juliana Goodlaw- Morris, Mimi Ford, Kristin Gazallo	Anna Rapada Chair & Chief of Staff
04 Action	Approval of Agenda London motioned to approve the agenda Noah-2 nd Motion Carries	Anna Rapada Chair & Chief of Staff
05 Action	Approval of Minutes Anna noted Savana's name was misspelled as "Savanna" in roll call Cassie motioned to approve the minutes with amended change Meghan-2 nd Motion Carries	Anna Rapada Chair & Chief of Staff
06 Information	Open Forum None	Anna Rapada Chair & Chief of Staff
07 Action	Joint Audit Committee Charge Description: The Joint Audit Committee oversees internal financial control practices for all auxiliaries at CSUSM. The Board will review and approve the Joint Audit Committee charge. Fiscal Impact: None Annie reviewed that the updates are related to the auxiliary corporation name change from University Auxiliary and Research Services Corporation (UARSC) to CSUSM Corporation along with other minor clean-up of the document. The committee still has the same charge and membership. Louis motioned to approve the joint audit committee charge Rex-2 nd Motion Carries	Annie Macias Interim Executive Director
08 Presentation	Update on CSUSM Sustainability Efforts Description: The Sustainability Manager will be giving the Board of Directors an update on CSUSM sustainability status and goals. Fiscal Impact: None Presenter showed sustainability video that can be found on the campus website at https://www.csusm.edu/sustainability/index.html She also reviewed a report CSUSM submitted to the Sustainability Tracking, Assessment & Rating System (STARS), which is a self-reporting website for colleges and universities to measure their sustainability performance. CSUSM has a silver rating with a 51.16 score. The reviewed report can be found at https://www.stars.aashe.org/institutions/california-state-university-san-marcos-ca/report/2017-06-30/ Juliana noted a project operated by Campus Recreation at CSUSM that is getting recognized nationally. This program is a carbon off-set program that gives funds to the sustainability student organizations for travel accumulated by Campus Recreation's Outdoor Adventure	Juliana Goodlaw-Morris Sustainability Manager

	<p>Programs. She also noted goals of moving from silver to gold through peer-to-peer education as well as events and programming. She is asking for help to reach this goal. She mentioned that in January 2018, the CSU Board of Trustees will meet to review where the campuses are at in meeting their goals. Lorena wondered if the campus would be scored by campus or by area and what is holistic or equal to what similar campuses are doing.</p> <p>Matt wondered about our CSUSM building going “net zero”, which means the buildings produce enough energy to operate themselves.</p> <p>Juliana mentioned that is a distant goal for the future because it is costly and the campus has contracts with energy providers. She went on to discuss the need to focus on increasing alternative transportation, increasing solar use on campus, decreasing food and paper waste, changes to campus in regards to composting, decreasing the amount of what the campus sends to the landfill, and increasing the use of reusable water bottles, silverware, etc.</p> <p>Committee members asked what else can be done and how they can help. She mentioned support and the need for the student voice to lead these efforts. She also mentioned students talking to professors about paper waste and the use of paper. She also mentioned gratitude for the ASI Sustainability Projects Committee. She echoed the need for the student voice in these efforts on campus.</p> <p>Jenna mentioned including sustainability in the curriculum and in orientation. She believed it should be a mandatory training.</p> <p>Lorena wondered about a campus checklist of how to “green” our offices and our events. Ashley will send list of sustainable projects and places to purchase recycled and upcycled products.</p>	
09 Information	<p>Reports See attached for student reports</p> <p>Ashley mentioned that at the most recent Cougar Pantry distribution they served 207 students. She also mentioned working on food rescue from events. This will assist the sustainability and food insecurity goals. She also mentioned an email was just sent out from Student Affairs regarding the opening of the Dreamer Resource Space and well as identified the coordinator of the space. She mentioned working on the grand opening event of the 24/5 space in the library. She encouraged all BOD members to be there and maybe lead an activity since this was a student led initiative.</p> <p>Annie reviewed the governing documents projects. She also mentioned the Cougar Pantry has construction dates: 12/18/2017-1/19/2018. She also mentioned working on the all ASI training scheduled for 1/17/18. She also mentioned that Dawn will be moving to a full-time position with CSUSM Corporation. Natalie will be taking over work with the student organization starting 11/14/17.</p>	Anna Rapada Chair & Chief of Staff
10 Information	<p>Announcements Kim - new position as a sustainability ambassador Jenna - nutrition kick event on 11/8 during u-hour Yomira – transitions collective open mic night on 11/20 from 5-8pm Louis – commit to office hours so your BOD mentor knows when they will be able to meet with you</p>	Anna Rapada Chair & Chief of Staff
11 Action	<p>Adjournment London motioned to adjourn Matt-2nd Meeting was adjourned at 3:35pm</p>	Anna Rapada Chair & Chief of Staff

I, Anna Rapada, 17/18 ASI Chair & Chief of Staff, hereby certify that the above minutes were approved by the Board of Directors of Associated Students, Inc., at a regularly scheduled meeting held on November 17, 2017



Anna Rapada

11/27/17

Date

**California State University San Marcos Corporation
California State University San Marcos Foundation
California State University Associated Students Inc.**

Joint Audit Committee Charge

Background and Purpose

The Joint Audit Committee (“the JAC”) oversees internal financial control practices, corporate compliance activities, and outside auditors for the Boards of Directors of the California State University San Marcos Corporation (“CSUSM Corporation”), the California State University San Marcos Foundation (“Foundation”) and Associated Students Inc. of California State University San Marcos (“ASI”) respectively. JAC has been formed by formal action of each Board to gain time and effort efficiencies, reduce audit costs and take advantage of common audit attributes.

Delegation of Authority and Responsibility

The respective Boards authorize JAC to:

- Review and assess the adequacy of the JAC charge statement and recommend changes to the respective Boards for joint approval.
- Participate in the selection or discharge of the external auditor.
- Review policies and procedures as needed for the purpose of assuring the adequacy of internal controls and financial operating procedures.
- Review the annual audited financial statements with the independent audit firm, including any issues encountered in conducting the audit and make a recommendation to the respective Boards.
- Review the annual exempt organization returns (IRS Forms 990/990T), prepared by the independent audit firm in conjunction with the annual financial audit and make recommendations to the respective Boards.
- Review and discuss any management letter or any communication letters provided by the outside auditor and responses provided by management.
- Report to the respective auxiliary Boards and make recommendations to the Boards periodically on matters within the Charge Statement.
- Call closed meetings to discuss with independent audit firm representatives or any member of management of the participating organizations as may be required under circumstances within the Charge Statement.
- Report to any or all of the respective Boards as circumstances may require, such matters as conflict of interest, private inurement or other insider transactions, the use of the organization’s funds for illegal

payment, and any other questionable practices that may come to the attention of JAC.

- Inform the respective Boards of developments in accounting principles that will affect the auxiliaries, as well as relevant rulings by the IRS and other regulatory bodies.

Audit Committee Membership

The JAC will be composed of at least five members: Two (2) Board members appointed from and by each respective Board. Board chairs and treasurers (including CFOs) may not serve on the JAC.

The JAC may include additional respective Board members or persons who are non-Board members, as the JAC may determine. Each Board shall appoint JAC members for terms specified by each participating organization.

The JAC Chair shall be a CSUSM Corporation Board member appointed by the CSUSM Corporation Board Chair. The JAC Chair may not serve simultaneously as a finance committee member of an appointing Board.

No JAC member shall be a member of a finance committee of respective Board. The JAC will not include members of a participating organization or University staff, although staff members are permitted to attend meetings.

Meetings

JAC meetings shall be conducted consistent with the open meeting law requirements of the respective Boards. The JAC may adopt implementing meeting procedures.

A quorum will consist of 50% of the total JAC membership.

The JAC will meet at least three times each fiscal year: prior to audit work beginning, to receive the annual financial audit reports and to review tax returns. Additional meetings will be held as required.

At the end of each meeting, time will be provided in which the Committee may converse separately with audit firm representatives without the presence of staff.

Approvals:

By CSUSM Corporation: Board Meeting Minute Action on: September 14, 2017

By CSU San Marcos Foundation: Board Meeting Minute Action on: _____.

By Associated Student, Inc. of CSU San Marcos: Board Meeting Minute Action on: _____.

Approved at the Board of Directors Meeting 091417

Revision to make name change and other updates **8/30/17**

Revision to remove UCorp only effective 8/12/14 on **01/20/16**

Revision for UARSC/ASI only approved by JAC Committee on 08/13/13, effective date tbd

Revision approved by JAC Committee on **08/13/13**

Revision approved by the CSUSM Foundation (philanthropic) Board of Directors on **6/9/10**

Revision approved by the UARSC Board of Directors on **5/27/10**

Revision approved by the ASI Board of Directors on **5/24/10**

Revision approved by the San Marcos University Corporation Board of Directors on **4/14/10**

Revision approved by the UARSC Board of Directors on **3/25/10**

Revision approved by the new CSUSM Foundation (philanthropic) Board of Directors on **3/12/10**

Name change revision only (CSUSM Foundation to UARSC) **7/09**

Revision approved by the CSUSM Foundation (UARSC) Board of Directors on **8/24/0** Revision approved by the San Marcos University Corporation Board of Directors on **7/12/06**

Approved by the CSUSM Foundation (UARSC) Board of Directors on **5/26/05**

Approved by the San Marcos University Corporation Board of Directors on **4/20/05**

11/3/17 Reports

Name *	Jenna Hernandez
Position on Board *	CEHHS Rep
News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *	none
Updates on your ASI and University Committees *	Update in MPP Review committee of Dean Eisenbach: currently scheduling interviews.
Upcoming Events and New Initiatives/Collaborations *	Nutrition event – November 8th – collab with soccer
Areas of concern related to your position and its constituents. *	none

Name *	Savana Doudar
Position on Board *	CHABSS Representative
News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *	Held a coffee cart last week. Handed out free donuts and coffee, also got students to complete a three question survey asking what their biggest struggle on campus is. Met with Leo Melena and discussed a future Class Fair event for next semester.

Updates on your ASI and University Committees * Attended the SAC meeting last week really interesting conversation we discussed the different student centers and their purposes. Really interested to see how we promote student center awareness.

Upcoming Events and New Initiatives/Collaborations * Tabling at the major and minor fair this upcoming Thursday to increase ASI visibility and interact with our constituents.

Areas of concern related to your position and its constituents. * N/A!

Name * Noah Henwood

Position on Board * CoBA Representative

News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) * Met four times for various TEDxCSUSM rehearsals and meetings.

Updates on your ASI and University Committees * Underwent some valuable conversation during last week's SAC meeting

Upcoming Events and New Initiatives/Collaborations * TEDxCSUSM: November 4, 2017 11:00 a.m. – 4:00 p.m.
CoBA Tabling in Markstein Lobby: November 9, 2017 7:30 – 8:30 a.m.

Areas of concern related to your position and its constituents. * N/A

Name *	Kimberly Anderson
Position on Board *	Student at large for sustainability
News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *	Applications are now closed for the sustainability project funding. We only had one application submitted. One less cup campaign starts on November 29th
Updates on your ASI and University Committees *	The sustainability projects committee will be meeting in November where we will be reviewing the application we received and we must figure out where we will allocate left over funds.
Upcoming Events and New Initiatives/Collaborations *	One less cup campaign
Areas of concern related to your position and its constituents. *	None

Name *	Alex Vega
Position on Board *	CHABSS Representative
News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *	Savanna and I conducted a survey and collected information from 78 students around campus. It was a coffee cart and we had donuts incentive to fill out the survey. This survey helped us hear some of the main issues students are facing so we can have them written down and decide on the best strategy to overcome those obstacles.

Updates on your ASI and University Committees *

TPAC: We are going over a 25 point plan for future of technology at csusm.

APC: We are reviewing and updating the IRB forms for csusm so they can match the regulations that have been made to the federal laws of participation in psychological experiments.

Upcoming Events and New Initiatives/Collaborations *

We will be tabling at the Major and Minor fair this upcoming Thursday on 11/2/17 in order to interact with the students that we are serving for. Here we will be able to update students on CHABSS updates and the classes that it has to offer.

Areas of concern related to your position and its constituents. *

None as of right now.

Name *

Alejandro Lopez

Position on Board *

CSM Rep

News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *

Dr. Justin Perron agreed to be the professional staff for the ASI Science Show Nov 27, 2017 with that we can move forward with the ping pong balls demo. Also finally in contact with some of the orgs in the CSM college physics society, biotech society, american chemistry society also been showing face in the math lab and STEM center.

Updates on your ASI and University Committees *

Extensions on three A forms until further hearing on the topic of passing a Master of Science degree program in Clinical Counseling. We will be having the head of department come into next week's meeting to explain her situation and take a final voting.

Upcoming Events and New Initiatives/Collaborations *	ASI Science Show Nov 27, 2017
Areas of concern related to your position and its constituents. *	Submitted a design in time to design team and haven't really heard anything back other than that no concerns.
Name *	Cassie Wolff
Position on Board *	Veterans Student Representative
News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *	For my first event, Meet Your ASI Rep on 10/26 during U-hour, I found that there are students who still are unaware of the Cougar Pantry and the 24/5 Space. This was a great opportunity to inform the student Veterans of ASI initiatives.
Updates on your ASI and University Committees *	<p>NCHEA: Plan to require an Articulation officer at future meetings is becoming more of a possibility.</p> <p>VADESC: Veteran housing ideas have been brought to Dr. Reily (Veterans Director) and she began to push a survey to receive feedback from potential Veteran students. Housing will be priced at or below BAH</p> <p>Elections Committee: Discussing the changes to the code in which will impact future voting methods and the theme for next ASI elections</p> <p>Teaching Innovation & Excellence Award Committee: Meeting is not until 11/3 at 8am</p>
Upcoming Events and New Initiatives/Collaborations *	<p>11/08 Unity Flag day</p> <p>11/15 SVO + collaborating with Transitions Collectives for Transition Talks</p> <p>11/22 Cougar Thanksgiving Lunch</p>

Areas of concern related to your position and its constituents. *

A few Veteran students feel as if I am not adequately equipped to serve their needs due to me not being a Veteran. Most aren't aware of my perspective to the lifestyle therefore, my next goal as a Veterans Rep. is to increase awareness of the assistance I can provide.

Name *

Yomira Zamora

Position on Board *

VP Student and University Affairs

News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *

Collaborating with Transitions collective club to advocate for Project Rebound. Planning a visit to Long Beach to check out their PR center. Met with Dr. Joe-Joe on how to start the process on campus
Establishing Lobby Corps Team and meetings.
Finalizing Logistics for our ASI News channel
Advocacy Training at San Jose

Updates on your ASI and University Committees *

GEC- list of solutions for LOTER with Pros and Cons
Academic Senate- Also discussing LOTER and having a special meeting Nov. 15 just for LOTER.
CSSA- Sonoma meeting got cancelled due to fires so November at SLO meeting will be extended to cover subject matters from October.

Upcoming Events and New Initiatives/Collaborations *

First Lobby Corps meeting Nov. 7 we will be discussing a "Letters to your Representatives" event
Collaboration with Transitions Collective Nov 20 on a open mic night/spoken word on the impacts of the criminal legal system.

Areas of concern related to your position and its constituents. *

n/a

Name *

Anna Rapada

Position on Board *

Chair and Chief of Staff

News: Highlights and successes related to your position (i.e. meetings, past events, new campus/community partners) *

Committee meetings: PRC for Dean Morningstar and Outstanding Lecturer Awards

BOD study hours: Jenna, Cassie, Yomira attended the first study hours in the library. Hoping to plan more next week to fit more people's schedule

2nd part of the World Cafe: incorporating work and collaboration from the first WC to the second one, this time it is focused on curriculum

Updates on your ASI and University Committees *

Initial meeting for PRC for Dean of Morningstar

Reviewing the dossiers for the Faculty Awards Committee

Upcoming Events and New Initiatives/Collaborations *

ASI Showcase Townhall planning of logistics date moved to Spring semester

Areas of concern related to your position and its constituents. *

Student reps should meet with faculty members in addition to meeting with dean and department chairs. Let students know about information we learn in BOD!!!