

Associated Students, Inc.
California Polytechnic State University
BOARD OF DIRECTORS

#17-01 ASI/UU Summer Board Meeting Minutes

Friday, August 19, 2016

1:00 p.m. University Union 212A

Voting Members Present:

Riley Nilsen- Chair of the Board

John D'Ambrosio - Vice Chair / College of Engineering

Haley Warner / College of Agriculture, Food and Environmental Sciences

Tyler Lee - College of Architecture and Environmental Design (conference)

Rita Elfarissi - College of Liberal Arts (conference)

Lexie Bonestroo - College of Science and Mathematics (conference)

Voting Members Absent:

Alice Read- Orfalea College of Business

Non-Voting Members Present:

Jana Colombini- ASI President

Kaelan Sobouti - Chair of the University Union Advisory Board

Anthony Haddad - Chief of Staff

Marcy Maloney - ASI Executive Director

Tracy Watson - Board of Directors Assistant

Lindsey Lee - Board of Directors Advisor

Non-Voting Members Absent

Guests:

Carol Brizendine - ASI Assistant Director, Business Services

Dwayne Brummett - ASI Associate Executive Director

- I. **Call to Order: Meeting #17-01 was called to order at 1:00 p.m.**
- II. **Flag Salute**
- III. **Letters & Roll Call**
 - A. **None**
- IV. **Open Forum**
 - A. **None**
- V. **Approval of Minutes**
 - i. **Motion #1 (D'Ambrosio / Bonestroo) "Move to amend the minutes in Section F, Subsection 6 by removing Haley Warner and inserting Riley Nilsen."**
 - ii. **Motion passed unanimous voice vote**

iii. **Motion #2 (D'Ambrosio / Bonestroo) "Move to approve the minutes from meeting #16-16, May 25, 2016."**

iv. **Motion passed unanimous voice vote.**

VI. Leaders Reports

A. Chair of the Board – Riley Nilsen

i. Riley reported that the officer team and Student Government staff attended a retreat to discuss goals and build relationships.

B. ASI President –Jana Colombini

- i. Jana reported that she attended the Panetta Institute for Public Policy to learn more about public service.
- ii. She stated that she also attended the California State Student Association conferences in June and July. She explained that CSSA is an organization that lobbies for the entire California State University system and its students.
- iii. Jana stated that she has been meeting with Cal Poly administration and city personnel.
- iv. She reported that the Leadership Team has been planning for fall quarter events.

C. ASI Chief of Staff –Anthony Haddad

- i. Anthony announced the 2016-17 ASI Executive Cabinet as follows:
 - a) Shane Gillard – Secretary of Development
 - b) Isamar Hernandez – Secretary of Diversity and Inclusivity
 - c) Madison Meredith – Secretary of University Affairs
 - d) Daryush Shahid – Secretary of Public Relations
 - e) Kayla Bakhshi – Secretary of Campus Safety
 - f) Brett Raffish – Secretary of Community Relations
 - g) Johanna Cogen – Secretary of Student Life
 - h) Shelby Thomas – Secretary of Sustainability & Transportation
- ii. He stated that he has been conducting phone calls with members to start creating fall projects. He stated that there are many projects for fall quarter and he is excited to work with the other two branches.

D. Chair of UUAB –Kaelan Sobouti

- i. Kaelan introduced his Vice Chair, Kate Granlund. He stated that they have been meeting regularly to identify and enhance the structure of the UUAB for the upcoming year. They have been familiarizing themselves, with the campus climate by meeting with various campus personnel who work closely with UUAB. He is excited to strengthen these partnerships.
- ii. He announced that the Leadership Team will be traveling to Southern California visiting campuses to better understand their Student Government structure and operations. He stated that they are looking forward to learning about how the schools' Associated Students work to create better experiences for their campus.

VII. Executive Directors Report –Marcy Maloney

- i. Marcy introduced Carol Brizendine to give the Human Resources Staff report which is normally given at the Business & Finance Committee meeting.
- ii. Carol reported on the following staff updates:

- a) New Hires
 - (1) Dora Mountain, Coordinator – Communications and Public Relations 8/1/16
 - (2) Nick Leyden, Coordinator – Facility Operations (RS) 7/27/16
 - (3) Matt Eaton, Coordinator – Outdoor Recreation has accepted our offer of employment with a start date of 9/13/16
 - (4) Offer for a Temporary Teacher pending background checks.
- b) Separations
 - (1) Jasmine Kassabian – temporary Teacher; last day 8/26/16
 - (2) Derek Wright – Coordinator – Outdoor Recreation; last day 6/24/16
 - (3) Hyunjong Choi – Temporary IT Programmer; last day 7/29/16
- c) Current Employee Changes
 - (1) Rec Center Facilities
 - (a) Robyn Claborn, Assistant Director – Facility Operations (RS) now supervises all full-time Building Service Workers and Maintenance Technicians at the Recreation Center.
 - (b) Nick Leyden, Coordinator – Facility Operations (RS) supervises all student Facility Supervisors and Building Services Assistants at the Recreation Center.
 - (2) Event Management
 - (a) Jennifer Von Der Lohe’s focus has been shifted to provide client contact support for all ASI Event Management needs. Jennifer will retain oversight and supervision of the Sports Complex and the student Field Supervisors. Her title has been changed to Coordinator – Event Logistics.
 - (3) University Union Facilities
 - (a) Daren Connor’s focus has shifted and he now supervises all full-time Building Service Workers, Maintenance Technicians, student Facility Supervisors, and student Building Services Assistants in the University Union. His title has been changed to Assistant Director – Facility Operations (UU).
 - (4) Recreational Sports
 - (a) Staley Pearl, Coordinator – Aquatics and Safety has expanded her focus to include a global responsibility for the implementation of the ASI Safety Program.
 - (5) University Union Programs
 - (a) Marcy Maloney, Executive Director now supervises Michelle Crawford, Assistant Director – ASI Programs and Government Affairs in order to have a direct link to Student Government support, marketing, public relations, and organizational communications functions.
 - (b) Missi Allison-Bullock, Coordinator – ASI Programs has assumed the responsibility for management and oversight of the Craft Center.
 - (6) Student Government Support
 - (a) Michelle Crawford, Assistant Director – ASI Programs and Government Affairs now supervises Lindsey Lee, Coordinator –

Government Affairs, and Tracy Watson, Administrative Assistant and has expanded her involvement in the area of Student Government support.

(7) Business Services

- (a) Dwayne Brummett, Associate Executive Director now supervises Greg Avakian, Director – Recreational Sports and Josh D’Acquisto, Coordinator – Rose Float Program and provides oversight of the Recreational Sports and Rose Float programs.
- (b) Carol Brizendine, Assistant Director – Business Services now supervises Anthony Colvard, Coordinator – Information Technology and provides oversight of the Information Technology Department.

d) Retirements

- (1) Hoss Sedghi, Coordinator – Facility Operations (RS) will be retiring in September.
- (2) Patty Greig, Associate Director – Children’s Programs will be reducing her hours at the Children’s Center and will officially retire in December.
- (3) Combined the two have over 60 years of service with ASI.

e) Recruitments

- (1) Associate Teacher - Children's Programs (Internal Posting); position closes 8/19/16
- (2) Coordinator - Children's Programs (Internal Posting); position closes 8/19/16
- (3) Information Technology - Programmer - 3 year temporary; position open until filled

iii. Marcy reported that ASI has entered into a contract with a company to identify ASI’s core values, and branding. They will also review ASI’s vision and mission statements.

iv. She gave an update on facility projects including a tile project, new wood benches and work on one of the fitness rooms at the Recreation Center. Other updates included the outdoor deck around the University Union, a new shed, and remodeled classroom at the Children’s Center.

v. Marcy stated that the Director and Assistant Directors participated in an off campus retreat to discuss the Strategic Plan.

vi. She reported that ASI’s main focus this year is communication. She will hold brown bag lunches for full time staff to discuss ongoing topics.

VIII. Old Business

A. None

IX. New Business

A. Ratification of Haley Warner

i. Motion #3 (D’Ambrosio/Elfarissi) “Move to ratify Haley Warner to fill the vacancy in the College of Agriculture, Food and Environmental Sciences.”

ii. Riley stated that this requires a 2/3rd vote.

iii. Motion passed unanimous voice vote.

iv. Haley asked to seek recognition at 1:19 p.m. and was recognized.

B. Resolution #17-01 Resolution Fixing Associated Students, Inc. Contribution Under the Public Employees' Medical and Hospital Care Act."

- i. Carol Brizendine, Assistant Director of Business Services, presented the ASI Medical Insurance Contributions Proposal for 2017. She stated that ASI makes a conscientious effort to only bring time sensitive items to the Summer Board. The Board must review this during summer so that it can be presented to the staff during open enrollment occurring in early September.
- ii. ASI's philosophy is to provide employee medical benefits with little or no-cost to the employee. She explained what CalPERS is and that last year, the health insurance premium rates spiked by an average of 17% and ASI implemented an employee contribution for the lowest cost plans in order to offset the rate increases. She stated that the outlook for 2017 brings ASI a unique opportunity to capitalize on the addition of a new HMO option available in San Luis Obispo County. United Healthcare HMO will now be included as an option for the 2017 year and provides the same level of coverage as the existing HMO's. This new provider will allow ASI to offer one HMO option and one PPO option for no cost.
- iii. This proposal is to maintain employer group medical contributions for single coverage and employee plus one coverage and increase employer group medical contributions by \$6.00/month for family coverage. The set employer rates would be \$634 for employee, \$1,269 for employee plus one, and \$1,648 for a family.
- iv. Carol added that after adjusting the maximum employer contribution, ASI will experience an overall decrease of approximately 11.1% in healthcare contributions as compared to the budgeted amounts. She stated that this is a projected net budgetary savings of approximately \$46,000 for the 2016-17 fiscal year and an overall savings of \$92,000 for the 2017 plan year.
- v. **Motion #1 (Warner/Bonestroo) "Move to approve Resolution #17-01 Resolution fixing Associated Students, Inc. contribution under the Public Employees' Medical and Hospital Care Act."**
- vi. Riley asked for a roll call vote to accommodate our conferencing members.
- vii. **Motion passed with 6 votes in the affirmative.**

x. **Announcements**

xI. **Adjournment -Meeting adjourned at 1:41 p.m.**

CERTIFIED As the true and correct copy, in witness thereof, I have set my hand and seal of the Associated Students, Inc. this ___ day of ___ 2016.

ADOPTED at the regular meeting of the Board of Directors by *Unanimous/Majority vote* on _____, 2016.

ASI Secretary

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