

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

#21-02 ASI/UU Summer Board Meeting Minutes

September 11, 2020, 11:00 a.m.

Zoom Meeting

<https://calpoly.zoom.us/j/99086417982?pwd=TnU0S1F5cmYxUzdBQW54V2dYb0RyQT09&from=msft>

Voting Members Present:

Perla Estrada – College of Science & Mathematics

Alan Faz – College of Engineering, Vice Chair

Diana Fierro Gonzalez – College of Architecture & Environmental Design

Tom Lee – Orfalea College of Business

Jordy Roth – College of Liberal Arts

Suhjey Rosas – College of Agriculture, Food & Environmental Sciences

Voting Members Absent:

None

Non-Voting Members Present:

Tess Loarie - Chair of the Board

Shayna Lynch – ASI President

Cole Dorris – Chair, University Union Advisory Board

Elizabeth Roseman – Chief of Staff (arrived at 4 p.m.)

Marcy Maloney - ASI Executive Director

Lindsey Lee – Board of Directors’ Advisor

Tracy Watson - Board of Directors’ Assistant

Non-Voting Members Absent

Guests:

Michelle Crawford – Director, University Union

Dwayne Brummett – Associate Executive Director

Carol Brizendine – Director, Business Services

- I. **Call to Order: Meeting #21-02 was called to order at 11:02 a.m.**
- II. **Flag Salute**
 - A. Tess stated that due to the virtual nature of the meeting, it makes it difficult to salute the flag.
- III. **Letters & Roll Call**
 - A. None
 - B. Roll call was taken and with six members present, quorum was met.

IV. Open Forum

- A. None

V. Approval of Minutes

A. Approval of minutes from meeting #20-01, July 31, 2020

- i. **Motion #1 (Faz/Rosas) “Move to amend the agenda to approve the minutes from meeting #21-01, July 31, 2020.”**
 - a) Motion requires a 2/3 vote and passed unanimous roll call vote.
- ii. **Motion #2 (Roth/Fierro Gonzalez) “Move to approve the minutes from meeting #21-01, July 31, 2020.”**
 - a) Motion passed unanimous roll call vote.

VI. Leaders Reports

A. Chair of the Board – Tess Loarie

- i. Full report submitted.
- ii. Tess reported that all standing committee chairs have been appointed.
- iii. She stated that the first full Board meeting will be held on September 23, 2020 and special guests will include University President, Jeffrey D. Armstrong and Senior Vice President for Administration and Finance, Cynthia Vizcaíno Villa.

B. ASI President –Shayna Lynch

- i. Full report submitted.
- ii. Shayna announced that the ASI Dreamer Scholarships have been allocated, by a committee, to five recipients for a total of \$4,500.

C. ASI Chief of Staff – Elizabeth Roseman

- i. Full report submitted.
- ii. Shayna encouraged members to share the Flex Your Right link and get involved in the street team.

D. Chair of UUAB – Cole Dorris

- i. Cole reported that the Student Government Program Review is to assess our Student Government with the national CAS standards. An action plan is being developed.

VII. Executive Directors Report –Marcy Maloney

- A. Full report submitted.
- B. Marcy reported the Cal Poly Access app is now available for easy access to the Recreation Center. She stated that the pool, rock wall, and exercise equipment is available on a reservation basis.
- C. She reported that 200 student employees are back on staff.
- D. ASI staff is working with the Emergency Operations Center (EOC) to distribute personal protective equipment (PPE) to off campus students.

VIII. Old Business

- A. None

IX. New Business

- A. Action Item: Accept the 2019-2020 Annual Audited Financial Statements and Independent Auditor's Report**
- i. Dwayne Brummett, Associate Executive Director, presented the Annual Audited Financial Statement and Report, stating that it is the responsibility of the Board of Directors to accept the report as a formal record for the organization. He stated that the report is required by the California State University system annually. He stated that the report is a snapshot in time from July 1, 2019 through June 30, 2020 and examines ASI's books and procedures. Dwayne reviewed the document in detail and stated that the auditor's summary report shows the opinion that all documentation was presented fairly in all material aspects. He explained that due to time constrictions with the CSU, the document needs to be accepted by the summer board but will be reviewed by the full board in the fall.
 - ii. Motion #2 (Roth/Fierro Gonzalez) "Move to accept the 2019-2020 Annual Audited Financial Statements and Independent Auditor's Report."
 - iii. Motion passed by unanimous roll call vote.
- B. Action Item: Approve and Adopt ASI Publicly Available Pay Schedule effective 1/1/16**
- i. Carol Brizendine, Director of Business Services, explained that the CalPERS Office of Audit Services conducted an Employer Compliance Review and found that ASI was unable to provide documentation to demonstrate the pay schedule in effect February 3, 2018 was approved by the governing body. Therefore, payrates for employees of ASI did not meet the definition of payrate and cannot be used to calculate retirement benefits. For all other years under examination, ASI was found to be in compliance. She stated that in order to correct this compliance audit observation, CalPERS Office of Audit Services is requiring all prior ASI Pay schedules from January 1, 2016 to present be approved and adopted by the ASI Board of Directors.
 - ii. Motion #3 (Roth/Lee) "Move to approve and adopt ASI Publicly Available Pay Schedule effective 1/1/16."
 - iii. Motion passed unanimous roll call vote.
- C. Action Item: Approve and Adopt ASI Publicly Available Pay Schedule effective 1/1/17**
- i. Motion #4 (Lee/Estrada) "Move to approve and adopt ASI Publicly Available Pay Schedule effective 1/1/17."
 - ii. Motion passed unanimous roll call vote.
- D. Action Item: Approve and Adopt ASI Publicly Available Pay Schedule effective 2/3/18**
- i. Motion #5 (Fierro Gonzalez/Lee) "Move to approve and adopt ASI Publicly Available Pay Schedule effective 2/3/18."
 - ii. Motion passed unanimous roll call vote.
- E. Action Item: Approve and Adopt ASI Publicly Available Pay Schedule effective 2/1/19**
- i. Motion #6 (Estrada/Lee) "Move to approve and adopt ASI Publicly Available Pay Schedule effective 2/1/19."
 - ii. Motion passed unanimous roll call vote.
- F. Action Item: Approve and Adopt ASI Publicly Available Pay Schedule effective 12/28/19**
- i. Motion #7 (Roth/Estrada) "Move to approve and adopt ASI Publicly Available Pay Schedule effective 12/28/19."

ii. Motion passed unanimous roll call vote.

x. **Announcements**

A. Announcements were made.

xii. **Adjournment**

A. Meeting adjourned at 12:14 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 ___ 2020.

ASI Secretary

ADOPTED at the regular meeting of the Board of Directors by *Unanimous/Majority vote* on _____, 2020.

ASI Secretary