ASI
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ASI Executive Committee 2015-2016

Tiffaney Boyd
President & CEO

Bianca Garcia
Executive Vice President

Jamaela Johnson
VP of Student & University Affairs

<u>Advisors</u>
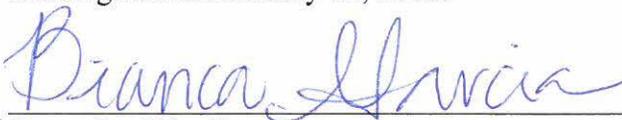Rodger D'Andreas
Executive Director

Deb Fritsvold
Manager of Operations

Ashley Fennell
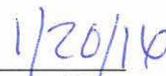*Government Affairs Coordinator*

Executive Committee Minutes 15-05
December 4, 2015 at 12:00 pm – 1:00 pm
USU 3700

ITEM	SUBJECT	PRESENTER
01	**Call to Order** The meeting was called to order at 12:00pm.	Tiffaney Boyd ASI President
02	**Roll Call** Present: Tiffaney Boyd, Bianca Garcia, Jamaela Johnson, Rodger D'Andreas, Deb Fritsvold, Ashley Fennell.	Tiffaney Boyd ASI President
03	**Recognition of Guests** No guests were present.	Tiffaney Boyd ASI President
04 **Action**	**Approval of Agenda** Nick Duarte from IITS is unable to attend today. Remove him as a presenter for Action 07. Motion to approve the agenda with amended change – Bianca 2nd – Jamaela Motion carries.	Tiffaney Boyd ASI President
05 **Action**	**Approval of Minutes** Motion to approve the minutes of the 11/14/15 meeting – Jamaela 2nd – Bianca Motion carries.	Tiffaney Boyd ASI President
06 **Information**	**Open Forum** No one present for open forum.	Tiffaney Boyd ASI President
07 **Action**	**Computer Purchasing** 21 computers that are going off of the four year warranty this spring, look at transferring funds from Reserves. Tabled at last Exec meeting Fiscal Impact: $31,400 IITS has recommended that computers be replaced every four years for security purposes and compliance with University practices. Reviewed options: (1) waiting to replace computers when they break; (2) replacing computers through the CSUSM refresh program; and (3) replacing current computers through Reserve funding. Discussion centered on ensuring that the computers remain current for security purposes, following IITS recommendations of replacing every four years rather than waiting for them to break. Further discussion centered on relative cost of options (2) and (3) – Using the CSUSM refresh program would cost $59,500 over 4 years, which would need to be allocated in the annual operating budget. Purchasing computers from Reserves would cost $31,400 for the initial purchase, with an additional $6,300 allocated each year for maintenance and upkeep from the annual operating budget, with a total cost of $56,600. Motion to purchase computers from Reserves – Bianca 2nd – Jamaela Motion carries.	Deb Fritsvold Manager of Operations
08 **Discussion**	**Student Emergency Fund** Discussion on funding for Student Emergency Fund Fiscal Impact: none Bianca discussed the depletion of current Student Emergency Funds (SEF), in part secondary to the expansion of the Cougar Care Network. Within her budget line for student activities, Bianca intends to transfer $3,000 from ALF to SEF. May also consider changing the scope of SEF to focus more on food insecurity among students, pending further discussion with the SEF committee.	Bianca Garcia Executive Vice President

09 Action	**Fixed Asset Policy** The Fixed Assets, Property and Equipment Policy needs to a minor change as recommended by the University Accounting Department Fiscal Impact: No Deb reviewed minor change to the Fixed Asset Policy. Motion to approve changes to Fixed Asset Policy – Bianca 2nd – Jamaela Motion carries.	Deb Fritsvold Manager of Operations
10 Action	**Authorized Signatures Policy** Authorized Signatures Policy updated to reflect changes in titles and deletion of positions no longer in use. Fiscal Impact: none Deb reviewed minor changes secondary to changes in organization infrastructure and titles, both among professional staff and executive officers. Motion to approve changes to Authorized Signatures Policy – Bianca 2nd – Jamaela Motion carries.	Deb Fritsvold Manager of Operations
11 Discussion	**Code 404** Discussion on the creation of a Code 404 regarding the "Design Team" Fiscal Impact: No Currently, the Design Team does not have a Code of Governance. Previously, a Code existed for the Marketing Team. Ashley will locate the former Marketing Team Code as a baseline for developing a Design Team Code. Tiffaney and Ashley will work on edits to the former Code, consulting with Ahmbra as the professional staff who oversees this area.	Tiffaney Boyd ASI President
12 Information	**Reports** Bianca – No report, in the interest of time. Rodger – No report, in the interest of time. Tiffaney – Attended lunch with the Executive Vice Chancellor; participated in the UCorp Board meeting, where UVA rates were increased. Tiffaney noted that she was the only person on the Board who voted against the rate increase. Jamaela – Convening a work group to focus on voter registration programs and education. Deb – Working on gathering documents and deliverables for the CSU audit beginning on January 25, 2016. Documents are due mid-January. Ashley – Working with SLL on implementation of Policy 1401 regarding student organization cash handling; served on Task Force for regarding policies for placement of banners in the USU.	Tiffaney Boyd ASI President
13 Information	**Announcements** No announcements.	Tiffaney Boyd ASI President
14 Action	**Adjournment** The meeting was adjourned at 12:58pm.	Tiffaney 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   1/20/16

Executive Vice President   Date