

**ASSOCIATED STUDENTS  
CALIFORNIA STATE UNIVERSITY, LONG BEACH  
THE SENATE/BOARD OF DIRECTORS  
ORDER OF BUSINESS**

**Date/Time:** Meeting #22 Wednesday February 8, 2006 at 3:30 p.m.  
**Location:** Dr. Stuart L. Farber Senate Chambers, USU-217  
**Chair/Office:** Vice President Hironao Okahana, USU-311

- I. CALL TO ORDER**
- II. INVOCATION**
- III. ROLL CALL**
- IV. APPROVAL OF THE AGENDA**
- V. APPROVAL OF THE MINUTES FROM THE LAST MEETING**
- VI. PUBLIC COMMENTS:** *Public comments is intended as a time for any member of the public to address the Senate on any issues affecting the Associated Students of California State University, Long Beach.*
- VII. REPORT FROM THE CHAIR:** *Distributed at the Senate Chambers*
- VIII. REPORTS FROM SENATORS:** *Distributed at the Senate Chambers*
- IX. CONSENT AGENDA**
  - A. APPROVAL OF MINUTES FROM SUBSIDIARY BOARDS
    - 1) BOARD OF CONTROL, MEETING #22 DATED JANUARY 31, 2006
- X. BUSINESS REFERRED TO THE SENATE**
  - A. BOD-BOC-2006-09 "RESOLUTION APPROVING REVISIONS TO POLICY ON BANKING"
- XI. INTRODUCTION OF NEW BUSINESS**
  - A. B.AMDT. #2006-05 "EO 969 COMPLIANCE ACT" (OKAHANA)
  - B. BOD-2006-03 "ELECTION OF SENATE REPRESENTATIVES TO CERTAIN BOARDS AND COMMITTEES"
- XII. SPECIAL ORDER BUSINESS**
  - A. REPORT FROM THE PRESIDENT OF THE ASSOCIATED STUDENTS
  - B. REPORT FROM THE TREASURER OF THE ASSOCIATED STUDENTS
- XIII. ADDITIONAL STATEMENTS**
- XVI. ADJOURNMENT**

**Please turn page over**

**Distribution:** [Agenda and all \* attachments: Senators (20), J. Caveness, H. Okahana, W. Dick]  
[Agenda and all attachments: K. Hincson, R. Haller, D. Edwards, Daily 49er, , LB Union M. Hostetler, E. Novack, Recording Secretary]  
[Agenda and attachment A: S. Katz, J. Latter, A. Spruill, C. Fong, J. Pollock, Posting Board (2), Z. Tinoco, R. Godina]  
[Agenda and Attachment A via email: M. Barnes, S. Cicero, K.Courtney, , K. Daro K. French/University Archives, A. Gebru, D. Grimmett, R. Hayes, J. Klaus, L. Labrador, R. Lara,, R. Marikos, C. Menard, A. Nazarian-Peters, K. Poen/Academic Senate, J. Trapper, V. Kerbs, B. Waterfield, B. Young]

**Associated Students Incorporated  
California State University, Long Beach**

**SENATE MINUTES  
Meeting #21  
Wednesday, February 1, 2006**

**1. Call to Order**

Vice President Okahana called the meeting to order at 3:30pm. He asked for a moment of silence in memory of Coretta Scott King.

**2. Invocation**

Invocation was led by Kim Hinckson, the Asst. Director of Student Involvement & Leadership.

**3. ROLL CALL**

Present

Voting Members Absent

Mr. Brian Campos  
Ms. Elaine Chau (Ar @ 3:50pm)  
Mr. Kenneth Cooper  
Ms. Naomi Cruz  
Mr. Guido D'Onofrio  
Mr. Mike Emenhiser  
Ms. Elisa Herrera  
Mr. Aminul Km  
Mr. Juancarlos Mariano  
Ms. Shelena McClinton  
Ms. Shefali Mistry (Ar @ 4:05pm)  
Ms. Sandra Olmedo (Ar @ 3:40pm)  
Ms. Zion Redie (Dp @ 5:30pm)  
Mr. William Sanchez  
Ms. Shauntel Smith  
Ms. Ashley Mara Stanton (Dp @ 5:30pm)  
Mr. Clint Sylvestre  
Ms. Jessica Vieira  
Mr. Kory Witt  
Mr. Hironao Okahana (Dp @ 5:30pm)

Non-Voting Present

Dr. Jeane Caveness

Non-Voting Absent

Dr. Wayne Dick

**4. Approval of the Agenda**

Without objection the *agenda was approved*.

**5. Approval of the Minutes from the last meeting**

(M) D'Onofrio (S) Emenhiser to approve Senate Minutes #20 dated Wednesday, January 25, 2006.

**VOTE ON THE MOTION**

**PASSES 14-0-3**

**6. Public Comments**

Ms. Africa Howard talked about the life of Coretta Scott King's and asked for a moment of silence in her memory.

Justice Andrew Brooks stated that he wanted the Senate to confirm the nominee for Chief Justice and the other two associated justices on the agenda.

Mr. Jeb Sprague read an article in the paper about the Togva and Acjacheman sacred land of Puvungna land at CSULB. The article stated that Vice President Okahana takes no stand on this issue as to whether or not CSULB should build on the land or preserve the land. He was interested in hearing Dr. Alexander's position on the issue.

**7. Chair's Report**

The Chairs report was distributed, please see attachment.

**8. Reports from Senators**

Reports from Senators were distributed please see attachment.

**9. Consent Agenda**

A. Approval of Minutes from the Subsidiary Boards

1) Board of Control, Meeting #21, dated January 24, 2006

2) University Student Union Board of Trustees Minutes, Meeting #5 dated November 9, 2005.

C. Concurrence for New Student Organization

1) BOD-SLD-2006-10 "Pagan Alliance"

2) BOD-SLD-2006-11 "Stand up for Kids"

(M) Sanchez (S) Cooper to approve the consent agenda.

**VOTE ON THE MOTION**

**PASSES 17-0-2**

**10. Business Referred to the Senate**

A. BOD-BOC-2006-05 "Resolution approving establishing Policy on Diversity" (M) Vieira (S) Redie

Mr. Emehiser explained the policy to the Board and responded to various questions.

**VOTE ON THE MOTION**

**PASSES 18-0-2**

B. BOD-BOC-2006-08 "Resolution approving establishing Policy on Transparency" (M) Emehiser (S) Vieira

**VOTE ON THE MOTION**

**PASSES 18-0-2**

C. BOD-2006-02 "Election Calendar and polling locations" (M)Vieira (S) Redie

Mr. Emehiser explained the policy to the Board and responded to various questions.

**VOTE ON THE MOTION**

**PASSES 18-0-2**

**11. Executive Business Referred to the Senate**

A. PN#2006-31 Confirmation of Appointment of Nicholas Esmel Mokhlessin to be Chief Justice of the Associated Students, term expires on May 26, 2006.

Mr. Mokhlessin gave background information about his past and his major, which is political science. His biggest goal for Judiciary is to finish workshops of rules and regulations so there is continuity for the following year.

(M)Vieira (S) McClinton to approve the confirmation of Nicholas Mokhlessin as AS Chief Justice.

**VOTE ON THE MOTION**

**PASSES 16-0-3**

B. PN#2006-32 Confirmation of Appointment of Trevon Williams to be Associate Justice of the Associated Students, Designation B

(M) Km (S) Herrera to approve Trevon Williams to be Associate Justice of the Associated Students.

**VOTE ON THE MOTION**

**PASSES 17-0-3**

C. PN#2006-33 Confirmation of Appointment of Joey Edwards to be Associated Justice of the Associated Students, Designation D

Mr. Edwards told the Board that he found out about the position through the Political Science Department. Also he told the Board what classes he took that would benefit him for the job.

Senator Herrera stated that she was concerned that all 3 Justices were from the same major and there would not be much diversity in their opinions. She asked that the Senate consider other applications from other disciplines on the campus.

Both Senators Vieira and Mc Clinton disagreed, stating that Political Science majors all have different opinions on the same issue and they did not feel it would hinder Mr. Edward and the other Justices.

(M) Vieira (S) McClinton to approve Joey Edwards to be Associated Justice of the Associated Students.

**VOTE ON MOTION**

**PASSES 11-2-7**

D. PN#2206-34 Confirmation of Appointment of Monique Henley to be Administrator of the Associated Students.

Mr. Emehiser stated that Ms. Henley is an excellent candidate and he would take it a personal offense if anyone voted against her.

(M) Vieira (S) Sanchez to approve Monique Henley to be Administrator position of the Associated Students.

**VOTE ON MOTION**

**PASSES 15-0-2**

## **12. Special Order Business**

A. Report from the President of the Associated Students

1. *Cabinet Update*

The cabinet had their first meeting of the semester today 2/1/06 and were pleased to welcome Mr. Haller to the meeting. He will be sitting in and providing assistance to the cabinet members.

The individual cabinet members are currently working on each of their agendas for the semester and will begin executing new projects after Week of Welcome and Homecoming.

2. *GRTO (Government Recruitment and Training Officer)*

Mr. Joe Baclig the Government Recruitment and Training Officer has been busy over the break "revamping" the Beach Team program for the Spring. There is now a form available for anyone in ASI to fill out to get assistance from the Beach Team members. Over 50 students returned this semester that are eager to become more involved with ASI.

3. *Mayoral Debate*

The debate is only 5 days away (2/6/06). Mr. Godina and other Execs have been working hard to contact professors and students as well as community members to attend. The President encouraged the Senate to inform their constituents of this wonderful event which is FREE for everyone!

4. *10% Off Tuesdays*

The first 10% Off Tuesday was yesterday (1/31/06) and as expected there were a few bumps in the road, but we are anticipating that next week run smoothly. This is a wonderful program and unfortunately not that many students are aware of it. Once again she urged the Senate to take the stamp cards and pass them out to classmates and constituents. Additionally, she asked for any suggestions to better promoting the program.

5. *Water Bottle Contest*

The 49er Shops and ASI have once again paired up to bring a contest to our students. We are currently working on a Special Edition Water Bottle Contest to design a 2006 Graduation H2O Bottle. The contest will launch February 13. More details are forthcoming.

6. *CSSA / CHESS*

This past weekend VP Okahana, Zahra Billoo, and the President attended CSSA at San Diego State. CSSA passed an Anti-Homophobia Resolution that was presented today to the CSU Board of Trustees. The Special Edition Newspaper is moving along smoothly with 19 campuses now participating. CHESS is around the corner and Zahra is working hard to recruit new students to attend. The President highly encouraged those who have not attended to take advantage of this opportunity and apply. CSULB will be taking 25 students this year (more than any school) and applications are due February. 15. Please see Zahra if anyone is interested in applying.

7. *CALPIRG Program*

Last week, the President had a meeting with a representative from CALPIRG'S New Voters Project. They have selected CSULB as one of the two CSU campuses that will be included in this project. They will be providing Long Beach State with a Coordinator who will specifically be organizing students at Long Beach. They will be planning for a huge voter registration, education, and mobilization effort. The President asked their representative to present to the Senate in a few weeks.

8. *Appointments and Open Positions*

The following AS positions are open (please help promote these opportunities to classmates): Community Service Commissioner, Public Relations Commissioner, 3 Associate Justice seats, Academic Senate seat, and Secretary for Campus Diversity. There is also a seat open for Senator for Health and Human Services (this seat is appointed by the college council). Interviews will begin following Week of Welcome.

9. *Reminders*

Tonight at 7:30 Men's Volleyball vs. UCSB; Friday at 6:30 Men's Baseball vs. USC; ASI 50<sup>th</sup> Anniversary Tuesday, February 21<sup>st</sup> ; CSU Student Trustee applications due February 22<sup>nd</sup>; Feb. 7-9 Week of Welcome; Feb 11 - HOMECOMING!

B. Report from the Executive Director of the Associated Students

1. Update on Strategic Planning

The Child Development Center Board of Trustees approved the CDC's planning documents at their meeting in January.

2. Legislative Update

California Code of Regulations, Section 41301, Standards for Student Conduct

At their November meeting, the CSU Trustees approved a comprehensive revision of the Standards for Student Conduct. Overall, the regulation is much clearer and provides better definition of what constitutes unacceptable student behavior. Some items of interest include:

- Furnishing false information to a university official, faculty member, or campus police can result in disciplinary action
- ...so can misrepresenting one's self to be an authorized agent of an auxiliary organization
- ...so can unauthorized entry into, presence in, use of, or misuse of University property
- ...so can public intoxication at a university related activity

The Code applies to applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. It further applies to conduct that threatens the safety and security of the campus community, or substantially disrupts the functions or operation of the University regardless of whether the conduct occurs on or off campus.

Executive Order 966 – Alcohol Sales and Advertising Policy

After last weeks' Senate discussion the Director shared a few clarifications regarding this recent Executive Order:

- EO 966 does NOT ban the sale of alcohol on CSU campuses. It DOES ban the sale of alcohol at “any athletic events held in university owned or operated facilities”.
- EO 966 does NOT prohibit advertising of alcoholic beverages. Advertising is permissible, but must comply with guidelines consistent with the “Guidelines for Beverage Alcohol Marketing” distributed by the National Inter-Association Task Force on Alcohol Issues.
- EO 966 *encourages* student newspaper publications to follow the guidelines for advertising alcoholic beverages, but does not require them to do so.

Executive Order 969 – Student Activities

Executive Order 969 has been issued in response to a recent system-wide audit of student activities conducted by the CSU Office of University Auditor. A full copy of the audit report can be found at [http://www.calstate.edu/audit/Audit\\_Reports/student\\_activities/index.shtml](http://www.calstate.edu/audit/Audit_Reports/student_activities/index.shtml). The Order is effective immediately. Among its provisions are the following:

- Each campus must “assess student organizations and activities program biennially. The review must include an assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the university”.
- Non-students (community, alumni, students from other colleges) can constitute no more than 20% of a student organization's membership. This can be waived by the Vice President for Student Services or designee
- Employees of auxiliary organizations cannot serve as “university advisors” to officially recognized student organizations.
- Campuses cannot delegate the process of approving or managing student organizations or their activities. Specifically, auxiliary organizations may not engage in managing student organizations or approving their activities. This in effect relieves A.S. of its duty to grant recognition to student organizations.
- Auxiliary organizations cannot provide funds or facilities to student organizations that are not currently recognized by the campus.
- EO 969 clarifies the university's authority for off-campus behavior that includes students who are members of club and organizations, consistent with CCR, Title 5, Section 41301.

3. Financial Update

Financial reports for the month ending December 31, show that AS posted an operating surplus of \$111,014. This is \$190,666 greater than anticipated. AS generated 102% of its projected income, but only spent 94% of its budgeted expenses.

AS increased its cash flow by \$251,746 for the month of December bringing ASI's year-to-date cash and cash equivalents to \$1,531,375.

For the same time period, the University Student Union posted a loss of (\$112,016), which was 226.10% higher than the (\$49,543.09) loss projected. The negative variance results from the USU not yet receiving funds that are due from the university to finance capital outlay projects.

USU's cash flow decreased by \$322,167) for the month of December. USU's year-to-date cash and cash equivalents stand at \$1,206, 968.

4. Miscellaneous

Policy on Student Shared Governance

Before commencing any further work on the Draft Policy on Student Shared Governance, Vice President Okahana has asked that we first draft a Policy on ASI Shared Governance. He has provided a draft, however, he encouraged the Senate to work with VP Okahana and Senator Mariano on the student shared governance policy.

5. Policy Development Update

Just to give you an idea on the policy work that is being done, below is a list of all the policies that I am working on:

- 1) Accident Treatment and Reporting, including First Aid
- 2) Accounting, General, including accrual basis, chart of accounts, depreciation method, financial reporting, fiscal year, fund accounting, fund balances, general ledger, investment valuation
- 3) Accounts Payable
- 4) Advertising and Promotions
- 5) Audit
- 6) Budget
- 7) Building Aesthetics, including art collection
- 8) Building Standards (LEEDS)
- 9) Cash Disbursements
- 10) Cash Handling
- 11) Computing Resources
- 12) Conflict of Interest
- 13) Corporate Governance, including relationship to University, legislative authority, executive authority, judicial authority, and role of the Executive Director (completed)
- 14) Cost Allocation
- 15) Critical Incidents
- 16) Emergencies
- 17) Employee Leaves
- 18) Employee Safety
- 19) Employment
- 20) Equipment and Machinery Safety
- 21) Human Resources Management
- 22) Internal Controls, including management controls
- 23) Liabilities
- 24) Materials Handling
- 25) Office Operations
- 26) Organizational Communications

- 27) Payroll
- 28) Reserves
- 29) Revenue
- 30) Staffing, including cutbacks and reductions in force, position classification, position control
- 31) Strategic Planning
- 32) Student Media
- 33) Student Programming, including staff involvement in student programs, athletic facility fee waivers, ticket sales, co-sponsorships
- 34) Vehicle Use, including use of electric cart
- 35) Visual Communications, including publication standards
- 36) Whistleblower Protection
- 37) Work Environment, including ergonomics

Again, it's not that these policies don't exist, for the most part they do. However, they are scattered throughout numerous publications, are outdated, and/or are not in the current policy format. Mr. Haller added that if any Senator was interested or perhaps have a class project on any of the above topics, he would welcome their input or assistance.

6. 2006-2007 Budget Challenges

Associated Students is entering the 2006-2007 budget process with a budget shortfall of \$175,000. This is the combined result of three cost increases:

- 1) The 3.65% compensation increase contained in the Governor's budget for the CSU. If ASI continues its policy of matching these increases for its employees, payroll costs will increase by \$45,093
- 2) The employer contribution rate for Public Employees Retirement has increased to 11.977%. Accommodating this expense in the operating budget will result in additional expense of \$82,601.
- 3) The proposed minimum wage increase of \$0.50 per hour will require an additional \$46,921.

This is just a heads-up that we will be facing difficult choices during the budgeting process.

7. Grant Application Forms

Grant Application forms and instructions for the 2006-2007 year are now available on-line at [http://www.csulb.edu/divisions/students2/ASI/ASI\\_Forms/](http://www.csulb.edu/divisions/students2/ASI/ASI_Forms/).

C. Hearing on S.Res. #2006-16 "Protection of the Togva and Acjacheman sacred land of Puvungna at California State University, Long Beach- Dr. F. King Alexander, President of the University- Time Certain 4:00 PM

President Alexander stated that he would find out more information about the sacred land, before he will through an agenda at the Senate. The resolution could go into summer because President Alexander will not rush this issue.

**13. Additional Statements**

Mr. Witt stated that the next (CHHS) College Of Health & Human Services Council meeting will be on Monday, February 13 at 12:30 PM in USU 305. At the meeting, the College Council will elect the Senate Representative for Health and Human Services. He also requested that if any Senators knew anyone interested in the position to contact him as soon as possible. The candidate must be in the CHHS major.

Ms. Olmedo recommended that for the elections signs be placed in the parking lots and to send an e-mail out to as many students as possible, so students will know about the elections.

Ms. Hinckson said that there are still three Justice positions available and urged the Senate to get the word out. She also asked that the Senate welcome their new recording secretary Ms. Amy Hoekstra.

**16. Adjournment**

Without objection, the Chair Pro-temp moved that the Senate stands adjourned at 6:06pm.

**RECORDED BY:**

\_\_\_\_\_  
Amy Hoekstra  
Recording Secretary

**APPROVED BY:**

\_\_\_\_\_  
Hironao Okahana  
ASI Vice President

\_\_\_\_\_  
Jamie Pollock  
ASI President

Dated: \_\_\_\_\_

\_\_\_\_\_  
Dr. Michael Hostetler  
Associate Vice President for Student Services/  
Dean of Students

Dated: \_\_\_\_\_

**VETO OR WAIVED WITH VETO:**

**DATED:**

\_\_\_\_\_

\_\_\_\_\_

**Associated Students Incorporated  
California State University, Long Beach**

**BOARD OF CONTROL MINUTES  
Meeting # 22  
Tuesday, January 31, 2006**

**1. CALL TO ORDER**

Treasurer Tinoco called the meeting to order at 3:30pm.

**2. ROLL CALL**

Voting Members Present

Jamie Pollock  
Hironao Okahana(Ar@4:43pm)  
Joe Latter(Ar@3:35pm)  
Zaira Tinoco  
William Moore  
Guido D'Onofrio  
Mike Emenhiser

Voting Members Absent

Non-Voting Present

Richard Haller(Ar@3:35pm)  
Brett Waterfield (Ar @3:37pm)

Non-Voting Absent

**3. ADDITIONS/CORRECTIONS TO THE AGENDA**

There were none.

**4. A. Announcement from the Gallery**

There were none.

**B. Announcement from the Board**

There were none.

**5. APPROVAL OF THE MINUTES**

A. BOC Minutes, Meeting #20, dated January 17, 2006

(M) Emenhiser (S) Pollock to approve BOC Minutes # 21 dated January 24, 2006

**VOTE ON THE MOTION**

**PASSES**

**2-0-3**

**7. STUDENT TRAVEL APPLICATIONS**

There were none.

**8. REPORTS**

**A. Treasurer's Report**

Treasurer Tinoco informed the Board that the remaining balance for CYUF Spring 2006 is \$14,219 and \$4,223 remaining for the Spring 2006 Student Travel Fund as of January 31, 2006.

**B. Senate Representative's Report**

Senator Emenhiser informed the Board that Senate meetings would be ending at 5:30pm because Vice President Hironao Okahana has class at 5:30pm.

## 6. CURRENT YEAR UNALLOCATED FUND

### A. Miss CSULB Pageant-Sigma Pi Fraternity(Justin Todoroff)-Grant Application

(M)Pollock (S) Moore to hear the Sigma Pi application that was tabled and place it back on the agenda.

#### VOTE ON THE MOTION

PASSES

3-0-1

Justin Todoroff stated that he spoke with Treasurer Tinoco and decided to re-approach the Board with more information on his event. He stated that it was reported to him that the Board was not too fond of Miss CSULB Pageant. He continued to say that Sigma Pi annually holds Miss Greek pageant which includes all 7 of the social Greek organizations. Justin reported that he does expect that there will be 750 plus audience members. He told the Board that the \$7,000 was for the use of the Carpenter Center. He stated that without the financial support of the AS, Sigma Pi will have to charge about \$22 per person, but with financial support they can charge about \$5-\$7 and they will be able to have 750 people in attendance versus if they charge \$22 because they will get much less. Justin admitted to the Board that without the AS he did not see them being able to put on the event because it would be a financial challenge. Justin concluded by saying that Sigma Pi Fraternity members have served in many different AS positions and served the AS well and they would like to get the same support they have given.

Treasurer Tinoco stated that AS funds grant applications for an organization's events based on their benefits to students and the event's ability to unify the student body, and not on individual merits.

Justin stated that he did feel the pageant could unify the students.

Mr. Joe Latter stated he was unsure on what the contestants would have to do when participating and was wondering where the proceeds were going. Justin responded by telling the Board the pageant would be run like most pageants with two question and answer segments, talent segment, and evening gown segment. Justin ended by stating the proceeds would be going to scholarships and the Red Cross.

Mr. Joe Latter asked why AS should do this fund for scholarships if they have their own scholarship program and Justin responded by saying that the money won't be going only toward the scholarships, but improving student unity as well.

Mr. Joe Latter asked if the student organizations were going to be encouraged to ask someone to represent their organization in the pageant and Justin said they would all be invited to participate.

Mr. Haller stated that the estimates were off because it stated the expected audience count was 500 and then somewhere else it stated 750 people. Justin answered by saying that he wrote a number without thought when he put 500 people, but he could get 750 people.

Mr. Haller stated that \$5 is inexpensive and he does not feel the community and staff should pay the same price and Justin stated he could iron out the price in that area.

Mr. Haller asked if he thought a lot of staff would be in attendance and Justin said he was unsure.

Senator Emenhiser asked who the judges for this event would be and Justin stated that Jeff Klaus, the Principle from Mater Day, Katherine Courtney from SLD, and President Alexander.

Mr. Moore stated that the faculty, as a whole, would not support the Miss CSULB Pageant. He stated that he voted to bring it back to the agenda so the fraternity would get an answer. He stated that he would vote no on this event because the event does not fulfill the aspirations and goals of the AS. In his opinion, the staff and faculty would not approve this event. \$7,000 is half the money AS has to distribute from their total Spring budget of \$14,000. He added that it is not necessary since AS has their own scholarship program.

Mr. Waterfield asked what the total cost of the event was going to be and Justin stated it would be anywhere between \$12,000-\$14,000. Mr. Waterfield asked if he was unsure and Justin said yes, but \$12,000 would be the bare minimum.

Justin then requested from the Board a roll call vote.

*Without objection Treasurer Tinoco moved the Board into a five minute recess.*

Mr. Waterfield asked how much scholarship money was going to be given and Justin stated that it was going to be about \$750. Mr. Waterfield asked if the scholarship money was part of the expenses and Justin said in the end it would but not coming from Sigma Pi upfront.

(M)Moore (S)Latter to not approve Sigma Pi's grant application for Miss CSULB Pageant in the amount of \$7,000 from CYUF Spring 2006.

**VOTE ON THE MOTION**

**PASSES**

**4-0-2**

**9. OLD CORPORATE BUSINESS**

A. Program review of the Associated Students, Incorporated

Mr. Haller stated that he had nothing for the meeting at the moment.

*Without objection Treasurer Tinoco moved to item 10A.*

**10. NEW CORPORATE BUSINESS**

A. Capital Outlay Budget Requests

Mr. Haller stated that \$123,000 available for Capital Outlay and that he sent out paperwork to the different ASI/USU Departments during the break. He stated that the Departments that are asking for funds were at the meeting today so they could talk about their capital outlay requests. He said they would present their needed purchases and what would happen if it was not funded.

Mr. Moore asked if it was a multi-year or calendar year fund and Mr. Haller stated it was for the calendar year.

Mr. Moore asked if Mr. Haller asked them what their priorities were and Mr. Haller said he thought about that after he had given out the paperwork, but they could do it during their presentation.

Senator Emenhiser asked if the Board got a Grading Criteria Sheet and Mr. Haller stated they should have one in the packet, but if not he could arrange to get them one during the presentation.

President Pollock asked if the Board could chose to grant part of the amount the departments are asking for and Mr. Haller said in some cases you can and in others it is not possible, but said just ask the presenters.

1. Beach Pride

Chance Decker stated that they needed funding for the Carpet Bond Foam floor covering, because it is used quite often and there are ripples in the floor that cause tripping hazards. The room is used frequently and is in bad shape. He also stated that the floor is a high risk because you are not aware of where the spring floor ends and begins. KPE will be responsible for repainting the room.

Mr. Moore asked if the KPE Department went before the Lottery Council with a request and Chance said he was unsure if it did.

Senator Emenhiser asked why AS should give \$7,000 when the other parties who are helping are only giving about \$2,000 and Chance stated that they are going where the money is available. He stated that the others who are contributing have other priorities and will use it regardless of it being safe or not. However, Chance stated that many AS students are using the facility and for them he wants the area to be safe.

Senator Emehiser asked if the funding could be given over a period of time and Chance said it should have been replaced with other replacements a long time ago. He ended by saying that KPE will close the room if it becomes a liability because they can do it and they have before.

Mr. Waterfield asked how often AS uses the facilities and Chance told him that AS uses it quite often and it is also used on the weekend.

Chance spoke on his next request for an Electric Cart Storage Cage because nothing can be left in the cart without the worry it will be ripped off. In addition, the cart is damaged and littered where it is parked and unprotected.

Mr. Waterfield asked why the life span of the storage is only at 2.5 years and Chance stated he was unsure, but that it might be as long as they would want it there. Mr. Waterfield asked where it would be located and Chance said it would be in the same spot just moved back a little bit and they have already worked it out with the Union.

Senator Emehiser asked how big it would be and Chance said he was unsure, but probably just big enough for the cart to get in and out. Senator Emehiser asked if it might fit two carts and Chance said probably not but he was unsure.

## 2. Business Office

Mr. Daniel Khin informed the Board that the funds were needed to upgrade the mass software. He stated that they have been holding back for a long time and it is highly needed.

Mr. Moore asked why it was not part of the operation budget and Mr. Khin stated that it was there but was cut.

Mr. Haller asked if the \$6,900 was for the software and Mr. Khin said no that it was for the implementation costs. Mr. Haller asked how they received the software for free and Mr. Khin stated that they did not receive it for free and that they bought it and just have not had the funds to install the programs.

Mr. Waterfield asked about how long they have had the programs and Mr. Khin said they have had it for a long time.

## 3. Child Development Center

Rhonda Marikos reviewed her Department's priorities. She started with the cubbies for pre-school children because they were installed in 1974 and are old and worn out. The new cubbies will also allow for more spaces and have \$3,000 toward the purchase. Next, is the Vinyl Floor in the two adult bathrooms where the floor is cracked and damaged causing a trip hazard and for that they have \$1,500 toward the purchase. Following was the steel case furniture for the center office because all their furniture has been handed down from the campus and for this they need \$27,000. Floor cabinet and counter for staff was next needing the funds of \$4,500 so the daytime staff could have a designated area. Carpet for the central office is the next priority needing \$3,000. Their 6<sup>th</sup> priority is interior painting for Infant/Toddler Center which requires the funding of \$2,000. Next is the floor cabinet and counter for parent sign-in area which would also include vital information for parents and would need \$3,500. Lastly, is the storage lockers for student staff so they will have a secure place for their belongings and the funds needed for this is \$4,000.

Mr. Joe Latter asked how they arrived at each of the costs and Rhonda informed him that they got the cost prices through estimates.

Mr. Waterfield asked if the restrooms were for parents, staff, and the public and Rhonda responded with yes.

President Pollock stated that the amount being requested is \$136,598.

#### 4. K-Beach

Dave Edwards stated that the Kbeach mixer, where everything attaches to, is outdated and that is their priority. The next priority is the light towers and would help with evening programs that have to be done outside and near the track and field area. He further stated that Recreation Sports Advisory Board requested it.

Mr. Latter stated that the Facilities Department is not fond of portable light towers and in the past people wanted to donate them and they had to turn them down. Dave Edwards explained that they did not have support for permanent lights. Mr. Latter stated that he would like to see them touch bases with the Facilities Department before he votes.

Mr. Moore asked where they would be used and Mr. Edwards informed the Board that they would be used around the track.

Mr. Waterfield asked Dave Edwards to ask the Facilities Department on problem solving help and Dave Edwards said that he would and stated that the lights truly had to do with access between AS and Recreation Sports and people who try to rent the space. He stated that the problem occurs when people want to rent they pay money and most the time it means they get priority when it comes to usage of inside facilities.

Next, Dave Edwards talked about the need for a new Women's Person Vespoli Racing Boat and stated the cost of the boat is \$30,000 and they are only asking for \$10,000 of the cost.

Senator Emenhiser asked if they needed one or two and Mr. Edwards stated that they were trying to purchase one.

Mr. Waterfield asked if the men and women boats were built differently and Mr. Edwards stated they were and stated that was fifth on the priority list. Next, he spoke about the need for an equipment storage closet so that a more permanent storage closet for equipment will be in place. Following, was the need for a 2005 Taylor-Dunn model ET150-48 Electruck to help ease operations.

Mr. Latter asked if the truck would be replacing something and Mr. Edwards said it would be. Following, Mr. Latter asked if they would get any money for trade in and Mr. Edwards stated that the truck is in bad shape.

Mr. Moore asked why it was so low on the priority list if it adds to revenue and Mr. Edwards stated that it does not bring in much revenue, but definitely has great value.

Next Dave Edwards talked about the need for newspaper stands and how they would remove and replace the existing newspaper stands in various locations with a style that can accommodate multiple publications and stated that this has been approved by the Facilities Department. Following, is the Xerox Phaser 7300DN Laser Print which would have a life span of about 10 years and the cost meets the Fixed Assests criteria.

B. Policy on Revenues

Mr. Haller reviewed the policy for the Board. He stated that the purpose of the revision is to expand the policy and show what methods are used to obtain revenue and what happens with reoccurring revenue. Discussion ensued.

Senator Emehiser asked for an explanation on Section 1.1 User fees and charges. Mr. Haller stated that they were fees for individual services provided that don't benefit the entire student body and should not be the burden the of AS general fund fee. One example of this was childcare, only those that need the service pay the cost.

Senator Emehiser asked for a list of fees that benefit individual students. Mr. Haller stated that it would be an exhausting list but some other examples were : CDC, candy counter, bowling lanes, etc.

Dr. Moore stated that periodically, fee revenues should be reviewing services provided for good cost accounting. He added that the Benefit Principle is to see what activities benefit some students vs the entire student body.

Mr. Latter stated that the University sets fees so that they are self supporting to the cost of the service. He agreed that subsidizing students is acceptable however, there should be a good policy in place.

Senator Emehiser asked how are fees currently assessed. Mr. Haller stated fees are assessed by Department Managers and they are imbedded into the budget annually. He added that he would like for Department budgets to be based on prior year actions, for example student media states they will have a \$40K revenue and they typically generate \$10K.

Senator Emehiser added that he does not want the Corporation to raise fees on a whim and each Department should present a case as to why their service needs a fee increase.

Dr. Moore asked that Department include the fee changes in their budget process so the Board can see it.

Mr. Waterfield asked about section 3.1.1 and requested that they funds stay in CYUF.

(M) Emehiser (S)D'Onofrio to accept the policy as a first reading and have it on the agenda next week.

**VOTE ON THE MOTION**

**PASSES**

**5-0-1**

C. CPAC Memorandum of Understanding

President Pollock explained the Memorandum of Understanding as necessary for continuity between ASI and Carpenters Center. Both her and Ms. Hinckson have been meeting with Mr. Lesnik of CPAC and she was pleased with the Memorandum.

Mr. Waterfield asked that item #4 regarding faculty and staff attendance be verified.

Treasurer Tinoco asked for the addition of a contact person who receives the fee waivers.

President Pollock thanked the Board for their input.

*Without objection, Treasurer Tinoco moved back to item 8C Executive Director's Report.*

8. C. Executive Director's Report

Mr. Haller reviewed the handout of the Treasurer's Financial Summary.

He reviewed the AS Statement of Operations and stated that a major problem area was the Student Media Division. Kbeach had overspent their budget and they had not made any of their projected revenue.

Mr. Haller updated the Board on the enrollment numbers for Spring 2006 that are currently 31,761 which is a lot lower than AS had budgeted. However, late registration should field a few more students. Dr. Moore stated that student loans were being cut tremendously and this could be affecting enrollment.

Mr. Haller reported that a new Executive Order #969 had been passed by the Chancellor's Office that would affect student activities for the CSU campuses. It required that Universities formally assess student organizations every other year; it prohibits chartering/recognition of student organization by AS; it states that student off campus behaviors will be reviewed by the University and students can be subjected to judicial discipline. Lastly, the Executive Order requires Intramural insurance for club sports.

Treasurer Tinoco asked if Mr. Haller or anyone else was contacted before this Order was approved and he stated that he was contacted for one issue only. She added that clearly shared governance was not followed and students had little input.

Mr. Waterfield stated that the Executive Order was brought about due to the accumulation of problems that were occurring state wide that was evident in the CSU audit.

Lastly, Mr. Haller reported on the budget challenges for the upcoming years.

11. **Voluntary Closing Comments**

Vice President Okahana stated that Provost Gary Reichard had been appointed as the Executive VP in the Chancellor's Office as of February 10<sup>th</sup>, 2006

12. **Adjournment**

Without objection, the Chair moved that the Senate stands adjourned at 5:45pm.

**RECORDED BY:**

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Nadine Henley  
Student Assistant

**APPROVED BY:**

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Zaira Tinoco  
ASI Treasurer

**ASSOCIATED STUDENTS  
OF  
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: BOD-BOC-2006-09  
Title: **“Approval of Revisions to Policy on Banking”**  
Date submitted: January 24, 2006  
Status: Placed on the Agenda for February 8, 2006

Resolved, that the Associated Students Senate approves proposed revisions to **Policy on Banking** as presented by the Board of Control.

###

# Banking

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## Purpose

Pursuant to Section 42403 of Title 5 of the California Code of Regulations, all funds and money collected by or on behalf of a student body organization, except funds and money collected from commercial services, shall be deposited in trust by the chief fiscal officer of the campus in accordance with procedures approved by an appropriate officer of the student body organization. ASI's Policy on Bank Accounts articulates the means by which the Associated Students, Incorporated complies with this regulation as well as other banking procedures of the university and the California State University system.

## Policy Statement

It is the policy of the Associated Students, Incorporated that any funds handled on behalf of the corporation or its programs be administered through banks accounts established in the name of the Associated Students, Incorporated or the CSULB Foundation. All bank accounts established in the name of the Associated Students, Incorporated shall be authorized in advance by the

Associate Vice President for Financial Management. No program, function, or activity conducted under the auspices of ASI may establish or maintain an off-campus bank account without the prior authorization of ASI and the prior approval of the Associate Vice President for Financial Management.

## Who Should Know This Policy

- |  |  |  |
|--|--|--|
| <input checked="" type="checkbox"/> Budget Area Administrators | <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Management Personnel       | <input checked="" type="checkbox"/> Program Advisors           | <input type="checkbox"/> Staff                       |
| <input checked="" type="checkbox"/> Supervisors                | <input type="checkbox"/> Volunteers                            |  |

## Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
Chief fiscal officer of the campus	The CSULB Associate Vice President for Financial Management
Federally insured	Insured by the Federal Deposit Insurance Corporation (FDIC)
Nonproductive funds	Funds not needed for payment of current operating costs or other expenses. Also referred to as surplus funds or idle funds.
<u>Rush checks</u>	<u>Checks requiring signature within the same business day</u>

## Regulations

### 1.0 Bank Accounts

ASI shall maintain its accounts in financial institutions that are federally insured. All funds received by ASI shall be deposited at a minimum of twice weekly. All nonproductive funds shall be invested in accordance with the investment policy established by the board. The ASI Controller shall serve as the corporation's primary contact person for all banking relationships.

#### 1.1 Check Signing Authority

Only those Individuals holding the following University titles or equivalent positions shall be authorized to sign checks drawn on ASI bank accounts:

- Vice President for Administration and Finance
- Associate Vice President for Financial Management
- University Bursar
- University Controller

All ~~A/P and payroll~~ checks over \$2,000 shall require two signatures. In addition, any checks payable to any one of the above-named persons shall be signed by someone other than the payee.

## 1.2 Claim Schedules

Authorized check signers shall authorize disbursements only upon receipt of a Claim Schedule reviewed and signed by one of the following officers AND one of the following staff members. This will include review for the existence of proper supporting documentation such as a purchase order and evidence of the receipts of the goods and services.

### 1.1.1 Authorized Officers

Signatures shall be sought from the individuals listed below in the following order of preference. The ASI Business Office shall make every reasonable effort to honor this order of preference. Deviations in the order shall only occur in the case of rush checks. In all such cases, the Treasurer must be provided 24 business hours to review the claim schedule before the checks can be released.

- 1<sup>st</sup> - A.S. Treasurer
- 2<sup>nd</sup> - A.S. President
- 3<sup>rd</sup> - A.S. Vice President
- 4<sup>th</sup> - Executive Director

### 1.1.2 Authorized Staff Members

- Controller
- ~~Director, Associated Students~~Associate Executive Director
- ~~Director, University Student Union~~

## 2.0 Student Organization Bank Accounts

Under current university regulations, student organizations (other than sport and recreation Clubs) are allowed to maintain off campus accounts with commercial banks ~~or savings and loan associations~~. In order to be eligible for ASI funding, student organizations must indicate the existence of such an account through submission of a Financial Disclosure Statement during the annual budget process. This disclosure shall indicate the name and address of the bank and the account number.

### 2.1 Relationship to the Associated Students and CSULB

Neither the name of the University nor the Associated Students may be used in conjunction with an off-campus account. The bank must be made aware that such an account is not the responsibility of the University or the Associated Students but is the sole responsibility of the organization and/or its officers. Vendors accepting checks from such an account should also be made aware that neither the University nor the Associated Students accepts responsibility for any payment made from that account.

## 2.2 Deposits to Off-Campus Accounts

Only non-ASI funds may be deposited or held in an off-campus account. ASI funds or monies generated through an activity supported by ASI funds shall not be deposited to an off-campus account. Any funds generated by using ASI funds as support must be accounted for and maintained by the Associated Students and must be deposited to an organization's account in the Business Office.

## 2.3 Use of Off-Campus Funds

Expenditures from off-campus accounts need not be in accordance with ASI ~~Fiscal P~~ policy.

## 2.4 Required Signatures

No fewer than three signatories ~~are~~ shall be required, with no fewer than two signatures being required to access ~~any~~ funds in the account. ~~One of the required signatures may be that of the advisor. The other~~ All signatories must be ~~that of a~~ current officers of the organization as indicated on the Organization Registration Card on file with the Office of Student Life and Development.

## 2.5 Check Configuration

All checks shall be printed with the name of the organization or affiliate and shall have space for two required signatures.

## ~~2.6 Bank Statements~~

~~Copies of all off-campus bank statements of student organizations must be provided to the Business Office. The ASI Accounting Supervisor shall periodically review the statements and shall have authority to demand any other banking documents necessary for verifying policy compliance.~~

## 2.7 Confidentiality

~~The activities within an off-campus account shall be held confidential by the Business Office unless the activity in the account constitutes a violation of this policy.~~ The activity in the account or the balance in the account shall not be used to make allocation decisions during the annual budget process.

## 2.8 Non-Compliance

Failure to adhere to any of the policies regarding off-campus accounts may result in termination of funding and/or recognition.

## 3.0 Periodic Review

The ASI Controller, in collaboration with the University Office of Internal Auditing Services shall periodically conduct an examination of local banking institutions to determine the existence of any unauthorized bank accounts established in the name of the Associated Students, Incorporated or opened using ASI's tax identification number. Appropriate corrective action shall be taken if any such bank accounts are discovered.

**Forms**

The following forms are to be used in the execution of this policy.

<b>Form Name</b>	<b>Purpose</b>	<b>Responsible Office</b>	<b>Approved By</b>	<b>Timeline for Submission</b>
Claim Schedule	To request the authorization of disbursements from an ASI checking account	Business Office	An authorized officer of the corporation as defined in this policy AND An authorized staff member as defined in this policy	Must be submitted with the check(s) for which signature is requested.
Financial Disclosure Statement	To disclose the existence of an off-campus bank account maintained by a student organization applying for ASI grants	Treasurer's Office	Student organization officers and the group's Student Life and Development advisor	Must be submitted in conjunction with the Grant Application requesting ASI funds.

**ASSOCIATED STUDENTS  
OF  
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**Number:** Bylaws Amendment #2006-05  
**Title:** E.O. 969 Compliance Act  
**Sponsored by:** Vice President Hironao Okahana  
**Date submitted:** February 1, 2006  
**Status:** Placed on the Agenda for February 8, 2006

*Be it enacted by the Associated Students Senate that following articles be stricken from the Bylaws of the Associated Students in compliance with Executive Order 969 from the Chancellor of the California State University.*

*Further, in accordance with Chapter I.VIII.3.C, referral to the students' vote for Chapter I amendment will be waived.*

**Chapter I., Article I., Section 7., Paragraph D.**

Charter all locally organized student groups except those governed by the university Pan Hellenic Council, Interfraternity Council, and/or Black Greek Letter Council.

**Chapter II., Article I., Section 1., Paragraph A., Item 4.**

Charter all locally organized student groups, except social and fraternities and sororities, student academic departmental associations, honor societies and coordinating councils.

**Chapter II., Article VIII. Student Organizations**

Section 1. Classification of Associated Students Organization  
Organizations of the Associated Students shall be:

A. Local Organizations

Student groups that are locally organized and are recognized by the AS Senate and the university.

B. Chapters of National Organizations

Student groups that are chartered by a national organization and are recognized by the AS Senate and the university.

C. Councils of Residence Units for Undergraduates (Housing Six or More Students, Approved by the University Housing Office)

These shall automatically be given all privileges of student organizations and be subject to the responsibilities extended to local student organizations and to the continuing approval of the AS Senate and the Vice President for Student Services.

Section 2. Charters

A. Permission to Conduct Activities

A charter shall grant permission to conduct activities on the university campus with the support of the university Office of Student Services (i.e., some records and clerical support, as established by the university and subject to the restrictions set forth by the office).

B. Activities Limited

The condition of the charter shall limit the activities of the organization as stated in the constitution and/or bylaws of the organization.

Section 3. Powers of the Associated Students over Student Organizations

A. Organizations Exempt from AS Authority

The AS Senate shall have the authority to adopt policies governing student organizations except those chapters of university fraternities or sororities governed by the University Inter-Fraternity Council, the National Panhellenic Council, or the Black Greek Letter Council.

B. AS Judiciary and Recognized Student Organizations

The AS Judiciary shall have the authority to take disciplinary actions, including suspension or revocation of charter privileges, against any AS recognized student organization, subject to the approval of the Vice President for Student Services.

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**ASSOCIATED STUDENTS  
OF  
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Number: BOD-2006-03  
Title: **“Election of Senate Representatives to Certain Boards  
and Committees”**  
Date submitted: February 3, 2006  
Status: Placed on the Agenda for February 8, 2006

Resolved, that the Associated Students Senate elect (*A Member of the Senate*) as  
Senate Representative to the Board of Control; and be it further

Resolved, that the Associated Students Senate elect (*A Member of the Senate*) as  
Senate Representative to the Campus Planning Committee.

###