Board of Directors Meeting Minutes for June 10, 2010

I. Call to Order: President Beig calls the ASI Special BOD Meeting to order at 9:18 am.

* indicates member present at start of meeting roll call

II. Roll Call

Members Present
* Mohammed Beig
  Emily Wirt
* Rafae Khan
  Samantha Andres
* Stephanie James
* Marissa Deherrera
* Melissa Grottka
* Thomas Candelario
  Christopher Prado
* Jennifer Case
* Nandini Alice Premmanisakul
* Bob Williams (ex-officio)
  Marguerite Hinrichs
* Stan Hebert (ex-officio)
  Debby De Angelis (ex-officio)
  Robert Lara (ex-officio)
  Bobby Rogers (ex-officio)

Absent Members
Rohan Dixit
Sezy Aydin
Joc Tafoya
Ylva Sandberg
Kate Shaheed (ex-officio)
Henry Reichman (ex-officio)

Guests
Chris Caldwell
Korteeii Taylor Glass
Krista Smith
Lokesh Vijayakumar
Brady Landry

III. Consent Calendar

A. Approval of Agenda

Motion: (Khan) to approve the agenda.
Amendment 1: (Candelario) to amend the agenda; to strike off Agenda item VII. "Swearing In Ceremony".
Amendment 1 Carries.
Main Motion Carries as Amended.
Note: Bobby Rogers walks in at 9:29 am.

B. Approval of the Minutes of June 2, 2010

Motion: (Khan) to approve the minutes of June 2, 2010.
Motion Carries.

IV. Public Comment: none

V. Special Presentation: none

VI. Action Item: 2010-11 ASI Budget
Chair Beig yields the floor to ED Williams who distributes documents of the entire budget to the entire board; as well as giving a detailed review along with an electronic presentation of the ASI Budget. Following were the highlights of the discussion:

- Fee Revenue Projection for ASI/UU/REC: points out the various fees in the following order; ASI = $43 + UU = $55 + REC = $60; thus, a current total of $158, further emphasizing the fee driven mode of an ASI.
- 2009-2010 annual projection for student enrollment is 42,740 and the annual projection for 2010-2011 is 36,110; we are anticipating a 9.5% reduction in enrollment and thereby a 9.5% reduction in revenue.
- We are primarily a fee driven operation although we receive income from our leases with Aramark, Patelco, etc.
- Reviews in detail the fee revenue projection and mentions that it is an indication of what we are facing as far as trying to make cuts.
- Summarizes the ASI Master Budget.
- Fee return for the year 2009-2010 is $1,720,000.00 but we have received $1,638,000.00 from the University and next year this amount will reduce to $1,608,933.00.
- Health Insurance administration is the income that we receive from the sale of insurance to students. But we only receive a handling fee and lots of the dollars go to the Insurance Company.
- Budgeted $374,000.00 in 2009-10 for Programming Department and mentions that he along with Stoll has been looking at the possibility of charging more for participation of shows.
- Discusses the miscellaneous income.
- ECEC User fees are the fees that parents pay to use the center; but the state contract administration is no longer part of the budget.
- ED Williams then focuses on the expenses and mentions that salaries and wages are jumping from $475,000.00 to $564,309.00 due to hiring of new students at Concord, free classes; and does not include a raise.
- 37% benefits for full time staff and 25% benefits and taxes for students.
- Legal services - $5,000.00.
- General Operating expenses; also highlights printing/publicity, conferences and travel, insurance for coverage and activities; and does not include insurance for the building.
- Stipends and Scholarship is $142,400.00.
- Discusses the programming dollars for Concord Campus and this does not include salaries.
- Equipment purchases and facilities & utilities.
- Prior year expenses are expenses that came in after the close of the fiscal year, hence, not a part of this fiscal year.

ED Williams proceeds by giving a detailed review along with an electronic presentation of the University Union Budget. Following were the highlights of the discussion:

- Reviews and explains the University Union Budget as the Fund Sources, the Total Fund Sources and Fund Uses are highlighted.
- UU Budget: follows the above review and explanation process.
We are budgeted for $2,200,000.00 for 2009-2010 as fee return and we have received so far $1,820,000.00 and for the year 2010-2011 this amount has been dropped to $1,571,422.00.

- Received $125,000.00 as Food Service Vendor Commission for 2010-2011.
- Discusses the Lease Revenue and room rentals.
- Game room drops to $8000.00.
- Reviews the Fund Uses; salaries and wages dropped from $896,869.00 to $712,158.00.
- Discusses Benefits, Fees and General Operations.
- Maintenance and Repair dropped from $182,875.00 to $118,000.00.
- Programming includes events at the Diversity Center headed by AED Lara.
- Equipment expenses have dropped from $18,000.00 to $15,000.00.
- In Capital Equipment and Improvements, $465,000.00 was budgeted in 2009-2010 and in 2010-2011 we have budgeted $12,500.00.
- Discusses the Diversity Center Budget and Concord Campus.

**ED Williams** proceeds by giving a detailed review along with an electronic presentation of the Recreation/Wellness Budget. Following were the highlights of the discussion:

- In 2009-2010, we budgeted $207,800.00
- Discusses the Fund Sources which include User Fees, Room Rental, etc.
- Reviews in detail the Fund Uses which include Salaries, Benefits, Fees, General Operating Expenses, etc.

**Speaker's List:** Beig, Candelario, Rogers, Khan, Lara, Wirt and Williams.

**Motion:** (Andres) to approve the ASI 2010-2011 ASI Budget.

**Motion Carries with one Abstain from Candelario.**

President Beig welcomes VP of PEMSA, Linda Dalton.

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**VII. Information Item – Amortization Policy**

President Beig yields the floor to **ED Williams** who does a quick review on the Amortization Policy. It is just an information item and **ED Williams** mentions that the Board does not have to approve or disapprove it. **ED Williams** presents the changes to the policy. This policy coincides with that of the CSU System.

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**XIII. Round Table Remarks:**

- **Hebert:** congratulations to all Board members who will be participating in the Commencement Ceremony. Hope you have your stoles and will be wearing them proudly.
- **Rogers:** makes a correction to the minutes of June 2, 2010 and changes the sixth bullet point under Action Item: Meal Plan in Pioneer Heights to read “Aramark stands to make $1,794,000.00”.
- **Deherrera:** had a great year with everyone and looking forward to another eventful year.
- **Wirt:** please submit your ED Review by tomorrow.
- **Williams:** congratulations to all who are elected to office and welcome aboard to our new Board members; hope to see all of our new Board members on June 26, 2010 for the ASI BOD Transition meeting. ASI Retreat is generally held in fall and again in Feb
in Winter quarter; as we must be prepared for. Please inform ASI Board Administrator, Parker of your summer plans.

- **Beig:** congratulations to the newly elected Board members and graduates. Mentions that he will contact all the new Board members for the Retreat. Pizza with the University President after the meeting.
- **Parker:** welcome to the newly elected Board members and congratulations to the returning members. Distributes Conflict of Interest and W9 forms to the 2010-2011 Board members with the request for an immediate submission of these documents.

**XI. Adjournment:**

Motion: (Wirt) to adjourn the meeting at 10:44 am.
Motion Carries.

Minutes Reviewed by:

ASI BOD President

Name: Mo Shahid Beig

Minutes Approved on:
06/26/2010

Date

**Note:** Pizza with President Qayoumi follows; Drs. Dalton and Sawyer were in attendance as well.