Board of Directors Meeting Minutes for March 14th, 2012

I. Call to Order: President Prado calls meeting to order at **12:07pm.**

II. Roll Call

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Absent Members</th>
<th>Guests</th>
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<tr>
<td>Chris Prado</td>
<td>Martin Castillo</td>
<td>Chidinima Igboegwu</td>
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<td>Chris Caldwell</td>
<td>Marguerite Hinrichs</td>
<td>Linda Dalton</td>
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<td>Siddharth Menon</td>
<td>D. McKinney</td>
<td>Lil Parker</td>
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<td>Mark Allen T. Laluan</td>
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<td>Lyla Pehrson</td>
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<td>Humberto Rosas</td>
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<td>Derek Volk</td>
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<td>Chirna Ford</td>
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<td>Cesar Lafarga</td>
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<td>Jessica Stone</td>
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<td>Corrie Christine</td>
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<td>Melanie Sutrathada</td>
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<td>Courtney Symonds</td>
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<td>Tenaya Davis</td>
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<td>Stan Hebert</td>
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<td>Randy Saffold</td>
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<td>Debbi De Angelis</td>
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<td>Mike Mahoney</td>
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<td>Parris Moore</td>
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III. Action Item - Approval of the Agenda

Motion: (Symonds) to amend the agenda.

Amendment I: to add an action item of the approval of Lobby Corps members to the agenda.

Motion Carries.

Motion: (Pehrson) to reconsider the motion on the table regarding the action item of the approval of legislative affairs appointments for committee members

Motion Carries.

Motion: (Sutrathada) to approve the agenda as it stands

Motion Carries.

Motion: (Laluan) to reconsider the approval of the agenda

Motion Carries.

Motion: (Pehrson) to approve the agenda

Motion: (Symonds) to amend the agenda

Amendment I: (Symonds) to add an action item for the Director of Legislative Affairs appointment to add two members to the Lobby Corps.
Amendment II: (Lahuan) to change item IX from a discussion item to an action item.
Amendment III: (Moore) to add an information item for information on the budget and financial statements

Sutrathada states she would like to add a discussion item on the Board’s reflections and duties as to what we need to improve on and what we have done poorly, as well as no Concord meetings. This is more pressing than Board reports. We’ve given numerous Board reports, but we haven’t discussed what we all can do together as opposed to individually. President Prado states he is in favor of discussing that item casually, but there is a personal meeting. We can broach a simple question about this in the roundtable remarks. Davis states that she agrees with Sutrathada in terms of the Concord meetings as well as retreats; those are two big things that we’ve been failing on right now, especially since those are things we need to get done each quarter as a Board. We haven’t done that it the past and it needs to be addressed. President Prado states that EVP Caldwell has a proportion on the agenda that he will address retreat and other personnel issues. The discussion might be more appropriate to address in that section. EVP Caldwell states it can be addressed in the Board reports since it relates to that. I’ll speak on Board retreat. We were supposed to have one this quarter, but with the timing and finals coming up; it just wasn’t feasible. We plan to have it the first weekend after we get back from spring break. President Prado states we will discuss this on the discussion item of Board Reports.

Motion: (Menon) to approve the agenda as amended
Motion Carries as Amended. 14:56

IV. Public Comment

Public Comment is intended as a time for any member of the public to address the Board on any issues affecting ASI and/or the California State University, East Bay.

Chidinma Igboegwu reports about her trip to the United Nations. Last year, in June, I asked for funding for my trip to the United Nations. I participated in a summer internship program. My experience was phenomenal. The trip helped shape my goals and aspirations for the future. Being there opened so many doors; I met so many people from different schools. I also got to meet people from the World Health Organization, UNICEF and U.S. Aid. I had the opportunity to help people as well as ask questions and give opinions and sometimes offered my advice to people. It was very wonderful. That’s the meaning of true education; when students can go into parts of the world and influence other students. Before my trip I thought about how important it would be for me to get funding. Most of the time when students come to the ASI office, they ask for funding. When students ask for funding it shows their determination. I hope you guys will continue to support our students and recognize the need for financially assisting students. The story of my trip was also published in the school newspaper. It was great to enlighten other students about my experience. 18:30
V. **Action Item** – Accepting applications for Committee positions during the ASI General Elections

The committee will be informed on allowing students to simultaneously apply for Committee positions during ASI general elections.

President **Prado** states that the idea of the notion behind it is to have a pool of applications for the fall quarter so that anybody in a specific position will be able to pull from those and start to assemble their committee from that. President **Prado** yields the floor to VP **Menon** to speak about the discussion item. VP **Menon** states that instead of waiting until the fall to open the lines up and essentially have the committees up and running by week five or six; we can open it up at the same time as the general elections since we have 1500-1800 students who vote. We can give them the opportunity to consider being part of the student government while they vote. It would make more sense to have that database of candidates who are interested ready in the spring and in the summer the chairs can contact them to see if they are interested.

**Motion:** (Menon) to allow students of the campus community to apply for committee positions during the ASI general elections starting from 2012-2013.

**Hebert** states this is something that ASI can do from a Board position. Students interested in positions will have their qualifications reviewed for their eligibility in the spring, and we’ll look at it again in the later quarter. The gain is that we will know who is interested and we can gather that information.

**Motion Carries.** 22:12

VI. **Action Item** – Resolution to Adopt Audit Charter Committee Policy.

President **Prado** yields the floor to VP **Pehrson** to speak about the policies.

VP **Pehrson** states she will go over the resolutions. The first resolution is the audit charter policy. We needed to have an audit charter committee policy in place to have a committee review the audit. This is a resolution to adopt the policy in which I wrote comprises for the audit charter committee. Our legal counsel has already reviewed it, and we’ve also taken this as a discussion item through the Executive Committee. ED **Saffold** states that the next three items that will be discussed are audit findings that did not have policies. It’s not that we don’t follow policies; these are just things that need to be satisfied by adoption. They are enforced, but we need to formally adopt them. The recommendation that came back from legal counsel stated that we can adopt these policies, but there are two things missing. Every document that we adopt from this point forward should have a document title and an approval date. If we have a resolution adopting a policy, it will cover us from the legal perspective.

We already have these policies and we follow them, we just don’t have the ability to adjust them since we are using the university’s polices. We are adopting the resolutions to the policies that we already have. VP **Pehrson** states the format would have been changed, but the documents just recently came back from the legal counsel, therefore we have to adopt this with the amendment of adding a title. We will present the final document with the date approved and the title. The specific title will include the internal affairs committee and the year.

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The resolutions will be numbered so that they are more easily accessible when we have them online. VP Menon asks ED Saffold to cover the section regarding the VP of Finance reporting responsibilities. Annually, we are required to have the VP of Finance give a complete run down of all ASI funding and finances. We need one meeting to give full time to the VP of Finance to run this organization through last year’s financial courts, and to also do a projection of how we are doing on the current year. I suggest that we give the VP of Finance an opportunity in the spring to go through last year’s audit report as well as the projection of our finances for the future.

Motion: (Pehrson) to approve adoption the resolution audit charter committee policy.

Motion: (Caldwell) to amend the audit charter committee policy

Amendment I: to reflect “Associated Students” instead of “Associate”

Motion Carries as Amended. 36:09

VII. Action Item – Resolution to Adopt Procurement Card.
President Prado yields the floor to VP Pehrson. VP Pehrson states that the procurement card is used to purchase things for ASI. It’s not a travel card and will not count towards travel. We’ve taken the Cal State East Bay from the actual college and adopted it, as well as change it to fit with ASI because we can purchase things that the college cannot purchase.

Motion: (Pehrson) to adopt the resolution for the Procurement Card policy.

VP Menon asks ED Saffold to confirm who the authority lead is for this. ED Saffold states the authority lead for this card is Chantal Ebarle and Rita Peth within University Accounting. This is what gives us access to the university card system. The university gives the authority of the card that we are using for our P-card system. Director Ford asks for some clarity as to if the card can be used to purchase outside food because there has been problems regarding that. ED Saffold states that there was confusion about how we asked to use the P-card on what we were going to purchase. When we use the P-card to purchase things, we need to make it clear that we are spending ASI dollars. The amount of restriction changes when we spend ASI dollars. The ultimate authority for use of the card goes to the University.

Motion Carries. 36:15

VIII. Action Item – Resolution to Adopt Travel Policy.
VP Pehrson states what the current policy is for the travel card. We have been following this policy; it’s now put into words. It gives us guidelines on how much you can spend on breakfast, lunch, and dinner. It informs us on what we’re allowed to spend the money on when we are traveling.

Motion: (Pehrson) to adopt the travel card policy resolution.

Motion Carries. 37:41

IX. DISCUSSION ITEM – Resolution against 2015 CSSA Stability Plan
VP, External Affairs Mark Laluan will inform the board about 2015 Stability Plan Resolution.

President Prado states that this adjusts the multiple concerns that we have about the process in which a potential stability fee that is looking to make more stable registration funding to the CSSA. Currently, we pay dues for each student to the CSSA and that ac-
counts for our registration and participation in the CSSA. They want to make a more sustainable stable way for funding where there wouldn’t be voluntarily membership from each twenty-three CSU Campuses. They are trying to lobby the Chancellors office for a one dollar to two dollar fee upon each student in order to make sure that they have automatic membership from each campus every year. We’re trying to circumvent that process so that we can always consider whether we want to continue to maintain our membership through the CSSA. VP Laluan states the non-operative clauses gives a background of the current situation; what the one to two dollar fee is. I outlined what happened at CSSA meetings. The fee and other issues are debatable. In summation, this would give us a foundation to move forward. The resolutions were suggested by a member from CSU Fullerton in which I had a vigorous discussion on this topic at CSSA Chico. It was his suggestion that each of us would go back to our Board of Directors and student bodies to get opinions. It would create a select committee of the students and the Board or student-at-large can address this issue and lobby CSSA to stop their efforts. It would also send a strong message to CSSA that they cannot circumvent campus by campus referendums and go directly to the chancellor’s office to implement this fee. Schools such as Cal State East Bay, Cal Poly, and others are willing address the executive committee of CSSA to tell them that as an organization, your job is to fight against fees and remain a forum for a discussion between various CSU campus ASI’s, and to not have these over-arching bodies such as apolitical action committee or all these forms of independent funding. If there are any questions; I’d like to answer those concerns. Lil Parker asks who composed this resolution.

President Prado states that it was done here by the external affairs. Director Moore mentions section two of the resolution about the affiliation with CSSA. VP Laluan states that the decision of whether or not to be a part of CSSA will go to the Board of Directors. What is would say to CSSA is that we would be putting all of our cards on the table, and if CSSA continues along this path for implementing this fee without having a campus by campus referendum we will be reconsidering our relationship with CSSA. If the fees are directly taken from each of the campus; CSSA might become an over-arching multi-campus student government. There is no guarantee that the representatives will be taken just from the ASI members. That would remain a forum of discussion for the campuses. Now, under their proposal the fee would be coming from directly the students, and in the long term it would open up an opportunity for them to draw in the students directly. VP Menon states it is wrong for something that stands for students to go through the chancellor’s office and try to work some type of secretive network to get this passed. I like the idea of having a team go from CSU East Bay, and it would also be great to include the president to go along with this. We have a united front and we can address them from an East Bay side that we are going to accept this. Once it goes to the chancellor’s office, we should try to work with the administration to try to get their support and use their connections with the chancellor’s office to tell them how the students really feel. Sutrathada states that another reason to support this resolution is because they have refused to give us a sealing for this. They want to take one to two dollars from all the students however;
it does not say it will stop at two dollars. If we implement this, the numbers may increase; there is no sealing. President Prado states that he is in full support of this resolution presented. They are making current arrangements to travel to CSU Fullerton this weekend to quickly do justice. VP Laluan states that he highly recommends for this to be a Board effort. Director Sutrathada states that this is not the first time a CSU campus has withdrawn from CSSA; it has happened in the past.

Motion: (Pehrson) to approve the resolution against the 2015 CSSA Stability Plan.

Motion: (Menon) to amend the resolution

Amendment I: correct typos and grammar errors

Amendment II: to include a section on the recipients

Amendment III: to include the proper format for the time and date

ED Saffold states when this moved to be approved it needs to include a proper title changes.

Hebert states there is a great amount of detail in the last section, but I'm not sure if that language should be added to the resolution.

VP Laluan states it is a matter of precision of what the committee does. The select committee has a very specific role. The decision would still have to go back to the Board.

VP Pehrson states that Hebert’s point of view is a procedural item, and it does not need to be included in the resolution. Resolutions are for stating your stance and how you will move forward with that stance. VP Menon asks if it would be illegal to add that type of language. VP Pehrson states that it makes are more powerful when you take a resolved action and state how it will be carried out.

VP Laluan states that his hesitation is if a mandate is given, and it end ups going in the wrong direction. I want to be precise with what this group is allowed to do, how it’s allowed to do it, and the proper mandate foundation procedures from there. I would strongly support the resolution to pass with that type of language included.

One Abstain.

Motion Carries. 51:42

X. Information Item – (Time Certain 1:00pm) Strategic Planning Update for Cal State East Bay

Linda C. Dalton, Vice President for Planning, Enrollment Management and Student Affairs will brief the board on the updated Strategic Plan.

President Prado yields the floor to Linda Dalton to present her presentation to the Board.

Linda Dalton states that strategic planning is an important way for any university to think clearly about what our role is. This is an opportunity to update our strategic planning that we've been doing here at Cal State East Bay for the past several years. We will focus in on a discussion about making changes or additions to the CSUEB Mission Statement and restating the seven mandates. There will listening sessions that were geared to students for to give their feedback and interpretations on what we have been doing with these mandates over the past five years. I will share the observations about that and suggestions as to where we might go with this. Hopefully there will be internal discussion within your committees be
cause there is time to have additional feedback. I’m going to talk a little about the history and changes, and I want to focus on the timeline of the initial information that was presented to the University’s Planning Assessment and Budget Committee. There is time in the spring quarter to talk about the ideas with all of the university constituencies.

The following information was presented in the PowerPoint presentation:

- Strategic Planning from 2004-2011 and 2006-2011
- Continuous Strategic planning from 2011-present
- CSUEB Mission Expanded (handout)
- Updates and changes of Seven Mandates
- Mandates and the connection with Institutional Learning Outcomes

*Refer to PowerPoint presentation and handout for detailed information

President Prado states the Dr. Dalton is going around with the different campus constituencies from the executive academic senate. It is appropriate to inform the Board and get the first viewing of the updated university plans and proposals.

Director Davis refers to the first page of the handout about the mission of CSUEB and states that from insight and interaction with the students on campus, not many students knew what the mission statement was and what it encompasses as a whole. When this is revised and updated, it should be pushed towards the students so they can become familiar with it. It’s important to know where you are from and that is ultimately going to express something when students go into the workforce. Students can incorporate the mission with who they are as a person. The mission encompasses all aspects of the students and the university. We should really work on pushing that towards the students so that they can recognize and understand it. VP Menon states he is glad that the mission is being expanded. I want to ask the general question of how does the university produce mandates like these, and how does it affect the thinking process? Also, I would like to hear Chair Mahoney’s thoughts from the faculty side. Lind Dalton states that mandates are values of things that we care intensely about, but when we make decisions, they are based on achieving those values. We would develop things called dashboard measures. We measure our achievement by generating things on campus; how we allocate our budget is also an important aspect of our achievement. It has been said that the budget is the manifestation of a strategic plan. ED Saffold asks Linda Dalton on what her perspective is of the role of an Associated Student. Linda Dalton states that we wouldn’t have a university if it wasn’t for students; that’s really fundamental. I view the student government as an organized way to get information back and forth between faculty, administration, and students as well hear the student’s opinions, interests, and concerns. Without an organization, it would be hard to do this. ASI is the organized voice of the students. ASI also supports specific mandates. Director Moore states several notes on Inclusive campus community and campus pride. I work for PEMSA, and a repeated issue that I see students struggle with after they have been accepted in the university is that they have nowhere

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to get advising for their major or advice on what classes to take. There needs to be advising made available for those students. Chair Mahoney states he was Provost for three years on this campus and it was a great process; there was a good academic plan. The executive committee spoke about the multicultural and inclusive part. Something that was not included in that discussion was the part about LGBT; it needs to be a part of that. Diversity is more than just multiculturalism. International students are a part of that as well. We need to include all of these things in the mission statement. I think that the institutional learning outcomes are absolutely essential for students. The learning institutional learning outcomes are what transforms you into an adult and brings career opportunities.

We had the term STEM Focused for the past years which was based on the former president and it was taken in a negative way by people. Not everything we do is about STEM, but when our new president came in, she changed the term to STEM Infused. I think it’s a much better term. There are aspects of STEM that are in different fields of majors. VP Laluan states that STEM Infused sounds better than STEM focused. I am wondering if there is anything in the mandates that speak to humanities and there role in this university. ED Saffold states that sections of the ILO’s are not being seen. The top headers of the mandate are being read instead. Director Davis states that she has been interacting with Sharon Green who has been taking over the ILO’s for the past year. It’s great to finally see it come out here, and I hope that you all support and continue to interact with this process because there has been a lot of work put into it and it is expressive of our students. I want to commend the success of the ILO’s thus far. VP Menon comments VP Labuan’s discussion on humanities. When looking at the ILO, it does say that you would work critically and apply analytical reasoning; we need to have that spoken on more often.

XI. Discussion Item – Board Members Reports

EVP, Christopher Caldwell will brief the ASI Board on a new process for submitting board reports. EVP Caldwell states that there have been concerns about Board reports and accountability. I’m looking on trying to have Board reports presented at Board meetings. There would be a few reports every meeting which means reports would have to be submitted more often than now. A few Board members raised interest about overlooking what everyone is doing more often. This is what we’re going to move to do. To start off the process, we will have the members of the executive committee submit their reports, and we will go over them at the next Board meeting. I will go over everything I have done this past quarter at the next Board meeting. With the retreat, there were conflicts with the dates and times for this quarter. I am looking to have the retreat on the weekend when we come back from spring break. It will take place on campus and be held all day from 8am-4pm. We will cover many topics and work on team building. We will also add a community service component to it as well; it’s something we can do as a team. Director Davis states to keep in mind that the proposed date for retreat is Easter weekend; therefore maybe it can be moved to the following weekend.

EVP Caldwell states that the retreat will take place on a Saturday; it’s a one day retreat and
will not take place all weekend. Director Davis states that many people are with their families on Easter. EVP Caldwell proposed the weekend of the 14th of April. Hebert states that is the Welcome Day of the university. ED Saffold states that his recommendation on the Board reports is that you don’t give the full report; they will be sent out prior to the meeting. Highlights of the reports will then be presented during the meetings. There are two problems with the retreat.

I’ve watched Caldwell’s emails and the rate responses from this Board, and you guys are not responsive to Caldwell, Prado, and Pehrson. The Executive Committee sends that information to the Board and the Board takes three to four days. There were no responses for requested dates and times. This makes it difficult for your leadership. We are possibly working a little backwards. It is the role of the VP of the Executive Committee to utilize their staff more and work with the Board to have better strategic planning. VP Pehrson states that she wants to remind everyone that we serving the students and it is important to continuously strive to do our best. It’s important to be diligent on this. We should try to inspire each other to go towards something that is better than what you are already doing. Leadership is about continuously inspiring others. I feel like we have not been interacting with one another and it’s important to have mutual respect for one another when we communicate. In terms of the Board reports, I would like to see a set format. Director Davis states that herself a few members have not received emails regarding the retreat which could be the reason why no one is responding. EVP Caldwell states that he did not say he sent out emails; he mentioned information about retreat in past meetings. Director Davis states that many of did not know what the potential dates were. EVP Caldwell states that the proposed dates for retreat are April 7th and April 14th. The for sure date would be April 14th. I will send an email to re-confirm that along with the agenda as to what we will be doing and what will be talked about. Director Ford states that we need to come together to talk to one another and encourage one another. We should try to set a date where everyone could get together. ED Saffold mentions that there people speaking on Welcome Day. VP Menon states that there should be options as to which dates are best for people, and to pick a date that a majority of people can attend. Director Lafarga asks if the meetings for next quarter will be going to take place on the same days and times. President Prado confirms that meetings will take place on the same days and times. ED Saffold states that he strongly advises that the Board keep their regular schedule. EVP Caldwell states he will send out an email about the two proposed dates for retreat and the Board can choose which one they would prefer. 1:42:54

XII. **Action Item** – Lobby Corp Committee Appointments
Director Symonds states that there are two open positions for the Lobby Corp. I would like to appoint two of my Legislative Affairs members to those positions. Jerry Chang and Sita Ream-Rao have both showed interest in those positions for the Lobby Corps.

Motion: (Laluan) to approve the committee chairs recommendations

**Motion Carries.** 1:44:13
XIII. **Information Item – Budget and Financial Statements**

VP Menon states that there will be one session next quarter where we will be going through the numbers and what is planned for the future. President Prado mentions that a proposal has been brought to the A2E2 committee about the bookstore providing every single freshman with all the materials they will need. This is a relevant issue for the Board to formulate an opinion on. Each freshman will have to pay $205.00. I am still getting information from various sources on this. VP Laluan states that he and External Affairs would be glad to collect polls and data on student opinion. Chair Mahoney states that the price may be driven down. It would be real great for students to have all their books. I believe that the price is high, but hopefully something will work out. Director Ford states that Chris Brown had stated that there will be no budging on the price. We’re trying to see if we can duke that out, but $205.00 is quite a lot of money. President Prado states that this information will be presented at the A2E2 meeting and people are welcome to go and voice their opinions on the issue. I will send out an email to invite everyone to be present. There is power in numbers and there is power in perspectives. ED Saffold suggests that members of the A2E2 committee be invited to address this to the Board. 1:46:52

XIV. **Roundtable Remarks**

Menon: Have a good spring break

Davis: being a part of a team, we are divided right now. That’s not very helpful when we are representing the student’s. I think we need to come together as a team. As a team you’re supposed to be together. Also, I am working on coming up with a template for position binders. I think it is something that we should give a try. The binder will state what your job is, what the agenda looks like, how many people are in your committee, and it will include the by-laws. It will be your binder, but you will pass it off to the next person who comes in. It’s something simple, and it’s going to help the efficiency for the next year. ED Saffold addresses Davis and states that he will be working with the Executive Committee to set up an ASI 101 course so that anyone who applies for a position will be informed on what the Board is.

Prado: have a good spring break and good luck with finals.

XV. **Adjournment**

Motion: () to adjourn meeting at 2:03pm. Motion Carries.

Minutes Reviewed and Approved By/On:

ASI PRESIDENT

Name: Christopher Prado

04-04-12

Date

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