Board of Directors Meeting Minutes for May 9th, 2012

I. Call to Order: President Prado calls meeting to order at 12:05pm.

*indicates member present at the start of the meeting

II. Roll Call

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Absent Members</th>
<th>Guests</th>
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<tbody>
<tr>
<td>*Chris Prado</td>
<td>Cesar Lafarga</td>
<td>Jerry Chang</td>
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<td>*Chris Caldwell</td>
<td>Jessaca Stone</td>
<td>Krista Smith</td>
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<td>*Siddharth Menon</td>
<td>Corrie Christine</td>
<td>Jonathan Stoll</td>
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<td>*Mark Allen T. Laluan</td>
<td>Martin Castillo</td>
<td>Mohammed Salman</td>
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<td>*Lyla Pehrson</td>
<td>Debby De Angelis</td>
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<td>*Humberto Rosas</td>
<td>D. Mckinney</td>
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<td>*Derek Volk</td>
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<td>*Chinna Ford</td>
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<td>*Melanie Sutraphada</td>
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<td>*Courtney Symonds</td>
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<td>*Tenaya Davis</td>
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<td>*Parris Moore</td>
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<td>*Stan Hebert</td>
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<td>*Randy Saffold</td>
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<td>*Marguerite Hinrichs</td>
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<td>*Mike Mahoney</td>
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III. Action Item - Approval of the Agenda

Motion: (Sutraphada) to approve the agenda.
Motion: (Pehrson) to amend the agenda.
Amendment I: to add a discussion item on the Fiscal Reserves Policy.
Motion: (Symonds) to amend the agenda.
Amendment II: to add an action item to approve a member for Legislative Affairs.
Motion: (Sutraphada) to make a friendly amendment to the agenda.
Amendment III: to change the room number from UU311 to room 307ABC.
Amendment Carries.
Motion Carries as Amended.

IV. Action Item - Approval of the May 2nd, 2012 Minutes

Motion: (Pehrson) to approve the May 2nd, 2012 Minutes.
Motion Carries.
V. 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.

VI. Action Item – Budget Presentation and Board Approval

The Associated Students Inc., Department Chairs will present their fiscal budgets for the upcoming year to the ASI Board of Directors.

President Prado yields the floor to ED Saffold.

ED Saffold states the board will review each departmental budget in detail. Based on what we spent this year; it will reflect our budget for next year. We need to determine whether or not the things we spent reflected the interest of the students. I think we did an excellent job with our programing through ASI presents. Unfortunately, because of the $500,000 deficit we didn’t get an opportunity to really look into expanding fitness or outdoor adventures. When we did the initial budgets, most of the budgets showed a decrease in their overall budget request, but in the end we were about $468,000 over budget for last year’s request. We’ve gone back to the budget statement and reviewed a few things. We are projecting a year end of 3.6 million. We are still seemingly over budget by 4.55%.

The campus has to approve our budget, and it’s based on how much money we are getting in the University Union bucket and ASI bucket. OPEB which stands for Other Post Employment Retirement Benefit is something that we did not deal with last year. With OPEB being $350,000, we are only requesting $4,134,697 which is well under. In the end we’re $140,000 less than what we requested last year. Hopefully we can be more efficient in doing more with that budget. ED Saffold presents to the board two more board budget sheets and explains the important aspects of the amounts and information stated on each sheet. He then yields the floor to the Department Chairs to present their fiscal budgets for the upcoming year. 5:46-18:35

Krista Smith presents the following for the Recreation and Wellness Budget to the board:

- RAW Administration Budget consists of:
  - Amounts for Salaries of full-time staff
  - A request for an additional full time professional responsible for fitness programming
  - Supplies and Services
  - CSI Software and Support for member management and program management
  - ASI RAW Employee uniforms
  - First Aid supplies for staff and participants
  - Music copying right licensing fee. ASI Recreation accounts for 33% of that fee. Helps cover the cost to operate primarily to play the Sirius Satellite in the RAW.
  - Waste Management—the utility fee that ASI covers
  - Merchant Account Fees: credit card transactions and what it costs to process payroll

"Students working for Students!"
Travel in-state: to travel by car for all trips, additional trip to include rental car, trips to Sacramento and Chico with meals included.

Out of state travel: to take place in Las Vegas for regional and national conference. Plan to take professional staff and students in a total of 8 participants. Professional staff covered for meals for full day. Students are covered for a portion of meals to help maximize the opportunity for more students to attend.

Reimbursement for full-time staff under the Communications and the Law and Administration Budget.

No equipment budgeted for RAW Administration

Insurance is found under the Executive Director’s budget and the UU Operations budget.

We have an institutional membership which gives a complimentary staff membership with an additional two professional memberships assuming we’re able to include a full time staff. Included 5 NIRSA memberships for students

Significant cost in Certify and Maintain Certification for all 100+ student employees

Teach and lead all of the CPR, First Aid and AED certification courses for ASI Recreation employees to maintain certification and it save the corporation a great deal of dollar

Hospitality includes food for team meetings

Students did not receive a raise last year and will not be receiving one for this year.

There is no projected income for RAW Administration. It’s reflective in the appropriate program budgets.

**RAW Outdoor budget:**

- In outdoor there is one salary for a Graduate Assistant at $20,000 for the year
- Program supplies include food and trip. Transportation for three big trips. Will provide a charter vehicle for students participating on trips. The plan is to subsidize these trips for more students to attend. If groups of participants grow, the rate decreases.
- Under 5K we have a lump sum of $10,000
- Have been working with Mark Weisbecker to create an equipment start-up package. If a GA is hired, that person will be able to get the equipment ordered right away.
- Opportunities for two professionals or students to gain Wilderness First Responder Training.

**RAW Operations budget:**

- For Operations there is a budget for academic and non-academic hours. There are ten members on that team to meet needs of building operation...
- For Supplies and Services, we're working on purchasing software tablets.
- No income projected for operations

- RAW Member Services budget:
  - Approximately thirteen team members during the academic period
  - Added an additional position for a Member Service Supervisor. Will be responsible for many outreach activities, registration quarterly events, and summer orientation.
  - A request for a member signature pad and receipt printer for third sales station of front desk
  - Small requests for counter displays and beautifications for presentation
  - Promotions include Jump Start event, Staff and Faculty Appreciation Days, Club Raw, Registration Parties as incentives for students, Orientations, and giveaways
  - Department has projected income for $45,000. Are responsible primarily for membership sales which is why dollar amount is allocated
  - $40,000 for non-matriculating students, university employees and student sponsored guests
  - Projected revenue for summer conference groups and summer community member if fee structure is set in place.

- RAW Intramural sports budget:
  - To add a GA component to accelerate the production and participation rates of the program
  - One Assistant Coordinator for intramural sports
  - One Event Supervisor responsible for coordinating specialized events within intramurals
  - New Organizational Structure with hopes to launch in the fall
  - Request for specialized shirts and equipment
  - League supplies to maintain program
  - Jerseys
  - Small fee to for teams who do not want to generate own team jersey
  - League champion shirts and all sport team champion shirts
  - Food and prizes for tournaments and tournament champions
  - Starting new program within intramural sports that will require specialized equipment
  - Having an in-house production component

"Students working for Students!"
- Professional Staff Development as an assistance program for students to go out and achieve professional development in areas of recreation. Available in intramural sports for coaching positions or officiating certifications, available in fitness for group fitness certifications, and available in fitness center for training certifications. A total of six all together for $250 each.

- RAW Game Zone Budget:
  - Operate 40 hours a week
  - Very small salary budget
  - Do not operate during non-academic hours
  - Cleaning supplies specialized for equipment
  - New video games and controllers
  - Billiard Supplies
  - For advertising and promotion a program called Ultimate Gamer was created which is an intramural sports league for video gamers
  - Equipment requests for an additional game console, a television, an air hockey table or more big equipment into the game room based on an assessment later in the quarter
  - Projected income for department is very low

- RAW Fitness classes budget:
  - Twenty classes per quarter
  - Classes offered in the summer
  - Fitness Equipment
  - Opportunity to offer new classes and flexibility to order new equipment to support new class program and format
  - Assistant opportunities for two student instructors to receive group fitness certifications
  - Generate about $1,200 per quarter

- RAW Fitness Center Budget:
  - Assistant Coordinator for fitness center with a team of 18 members
  - Specialized custodial needs
  - Minor equipment, tools, and upholstery to maintain quality of current equipment in RAW
  - Promotional program
  - Contracted components to maintain operations with various equipment
  - Dynamic media – Sirius Satellite Radio
  - Fitness Center Team requests for new items

"Students working for Students!"
Mohammed Salman presents the ASI Operations budget and states the following:

- Salaries:
  - Operations Staff includes eight full-time staff and two operations specialists
  - Looking to bring on part-time positions
  - Student staff and custodians

- Supplies and Services:
  - Office expenses for reservations
  - Custodial Supplies
  - Updated Uniforms
  - Parts for ASI Equipment
  - Contracts – Dish Network
  - Payroll fees and Paychex
  - In-state travel and out-of-state travel for conferences
  - For communications there are now two cell phones in use
  - Requests for coat racks for large events and vacuums
  - Staging and lighting
  - Portable stages for events
  - Property insurance for University Union facilities
  - Request for dance floor

Jonathan Stoll presents the ASI Programs Budget and states the following:

- ASI Presents Budget includes the following:
  - One full-time staff member and four program assistants
  - Programs council
  - Four ASI presents staff and two Diversity Center Staff
  - Miscellaneous office expenses, advertisements, and dances
  - Security
  - Payroll fees
  - Retreat planned for Programs Council Staff
  - NACA Conference trip
  - Training and professional development
  - Springfest event
  - Comedy shows
Freshman Orientation

- Supplies and Services:
  - Priority will be for Diversity Center
  - Revamping Diversity Center in terms of having more space
  - Engaging student organizations with the decoration of the Diversity Center by providing a small budget for them to incorporate cultural decorations
  - Recruiting for La Familia Program
  - Cross promotions for events
  - Spring break trips 1:04:11-1:15:30

ED Saffold states that he will go over the Marketing budget and states the following:

- Salaries:
  - Four graphic designers
  - Two video producers
  - One photographer
  - Volunteer for the Street Team

- Supplies and services:
  - Reduction in supplies
  - More digital marketing, social media marketing, and marketing
  - More barcoding and QR scans to direct people to information

- Decrease in Publicity and Printing

- Increase in advertising and promotions include the following:
  - Digital pieces
  - More Facebook Ads

- Contracts:
  - Contracts with vendors to provide support for outsourcing
  - Banners and major publications

- Fees:
  - Paychex

- In-state travel
  - One to two conferences
  - Trips to San Francisco and the Silicon Valley

- Communications:
  - Same cell phones as other department staff

- Equipment:
  - Replacement equipment
  - Updating computers and software 1:15:45-1:19:20
ED Saffold presents the IT budget and states the following:

- **Salaries:**
  - Three Student Assistants
- **Supplies and Services:**
  - Updated software equipment
- **Contracts:**
  - No contractual obligations
- **Fees include the following:**
  - Fees towards Paychex
- **Travel in-state:**
  - Computer-related conference
  - Major IT conference in Las Vegas
- **Communications:**
  - Same cell phone as other departmental staff
- **Equipment:**
  - Amount set aside for hardware
- **Staff Development:**
  - Amount set aside to attended both conferences
  - Bring speakers in to train students to do more and help train staff with equipment 1/19/21 – 1/21/23

ED Saffold presents the Government budget and states the major points as the following:

- **Salaries include the following:**
  - Received in forms of stipends
  - Specialized directors
- **Supplies and services:**
  - Cut out substantially on purchases
  - We buy with purpose
- **Publicity and Printing:**
  - Business cards for board members
- **Fees including the following:**
  - Fees to Paychex
  - Payroll
- **Travel in-state:**
  - Minor reductions
  - Rotate in taking people to conferences
- Travel out-of-state include:
  o Great reduction
  o Primary trip to Washington D.C.
- Communications:
  o President, EVP, and VP of Finance to carry cell phones
- Scholarships:
  o Similar amount in scholarships as last year
- Staff Development:
  o Specialized consultants to work with the board
  o Strategic planning and initiatives
  o Stipends go towards committees
- Clubs and organizations:
  o Don’t want to make reductions
  o Clubs will be able to request full funding
- Membership and Subscriptions
  o Paying membership and subscriptions
- Special events:
  o Slight increase
  o Every member of the board to have $400 allocated in a global budget for specialized board initiatives 121:24-1:24:01

ED Saffold presents the Capital Improvement Budget and states the following:
- Replacement of chairs and tables in Old University Union
- Projects $6,000 for staging and lighting
- Dance floor for rental at approximately $30,000
- Portable event stage for special events and student groups/orgs at $12,500
- Re-charging stations for cell phones and electronic devices on at least two locations
- Network point of sales systems for the University Union buildings.
- Field lighting for sports
- Proposed cost for board and org sync

The board discusses their thoughts and concerns for improving the board and org syncing.

Motion: (Laluan) to split the org sync line item from the rest of the discussion on the ASI budget and Capital Budget.
Motion: (Menon) to make a friendly amendment to the motion.
Amendment I: for the motion to state that the board will approve of this action item.
VP Laluan states that he withdraws his motion for pending approval of the budget for the 16th. 
President Prado states that this action item of the budget presentations for the board approval will be chaired for the next board meeting. 
The Fiscal reserves policy will also be tabled due to insufficient amount of time left for meeting. We will quickly move to approve the Legislative Affairs committee for their new member. 1:21:02-1:37:05

VII. Action Item – Approval of Legislative Affairs Committee Member 
Motion: (Menon) to appoint Pablo Benavente to the Legislative Affairs Committee. 
Motion Carries. 1:37:06-1:37:36

VIII. Roundtable Remarks
Pehrson: For the banquet, we are proposing June 4th. It's a Monday. I want to get a feel of who can or can't make that date. 
We're trying to get it on a Monday so we can go off campus. 
Hebert: There was a message request from the Senator Boxer's Office that was forwarded to Courtney Symonds. There looking for students to speak on the issue of the increase funding proposed for subsidized Stafford loans. 
So they need students who might be able to appear at a press conference with her on Friday between 11am-12pm. The second is an invitation from our President Morishita for the board to join him for lunch for a more detailed conversation.

IX. Adjournment
Motion: () to adjourn meeting at 2:05pm. 
Motion Carries. 

Minutes Reviewed By: 
ASI PRESIDENT 
Name: Christopher Prado 

05-16-12 
Date: