Board of Directors Meeting Minutes for May 16th, 2012

I. Call to Order: President Prado calls meeting to order at 12:03 pm.

*indicates members present at the start of the meeting

II. Roll Call

Members Present
*Chris Prado
*Chris Caldwell
*Siddharth Menon
*Lyla Pehrson
*Humerto Rosas
*Derek Volk
*Chinna Ford
*Cesar Lafarga
*Jessica Stone
*Corrie Christine
*Melanie Sutratbada
*Courtney Symonds
*Tenya Davis
*Parris Moore
*Stan Hebert
*Randy Saffold

Absent Members
Mark Allen T. Laiuan
Martin Castillo
Debbie De Angelis
Marguerite Hinrichs
Mike Mahoney
D. McKinney

Guests
Margaret Daniel
Michelle Xiong
Andrae Macapinlae
Marissa Parry
Debbie Brothwell
Darrell Hayden

III. Action Item - Approval of the Agenda
Motion: (Symonds) to amend the agenda.
Amendment I: to add an action item for the Elections Committee appointment
Amendment II: to add and action item to adopt the Vacation Buyout Resolution Policy
Motion: (Menon) to make a friendly amendment to the agenda.
Amendment III: to add an action item for the approval of a proposal to have a sub-committee for the College of Directors.
VP Pehrson states that it concerns her to have this as an action item due to the fact that it has never been discussed before.
President Prado states that he feels the same degree of concern as VP Pehrson when it hasn’t been proposed or discussed by the board.
Amendment Carries.
Motion Carries as Amended.

IV. Action Item - Approval of the May 9th, 2012 Minutes
Motion: (Menon) to approve the May 9th, 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.
Michelle Xiong introduces herself to the board as a member of the Political Science Club. Michelle states that the club will be having a rally for the Middle Class Scholarship at 12:30pm and at 1:30; there will be student forum. President Prado states that this event is a great voluntary opportunity to support higher education. Andre Macapinlac states that he hopes the board can come join the event. 5:07-6:21

VI. Discussion Item – (Time Certain: 12:15pm) Debbie Brothwell and Darrell Haydon will update the Board on the Budget.
ED Saffold states we have buckets of money that come from three fees; the ASI fee, the Student fee, and the University fee. I want to talk about our position as to what is effective and what we need to do to. ED Saffold presents the budget and states the following:
ASI Funding consists of:
- Projected Enrollment Drop: -1%
- 2012-12 Student Fee Income Projection: $1,800,195
- Other Income: $117,425
- Fixed Fees & debt service: N/A
- Transferred fee for service from UU & RAW to ASI: $1,683,220

UU/RAW Funding consists of:
- Projected Enrollment Drop: -1%
- 2012-13 Student Fee Income Projection: $4,430,375
- Other Income: $620,557
- Fixed Fees & debt service: $3,367,712
- Transferred fee for service from UU & RAW to ASI: -$1,683,220

Total Available funds for 2012-13:
- $3,600,840
- Draft budget proposal: $4,127,000
- Necessary Cuts: -$526,160

ED Saffold states that he wants the board to look at what are the core functions of what ASI needs and has to do. This will give me guidance as I work with VP Menon and the Finance committee to bring the budget down to something that is more manageable. ED Saffold lists the following as core functions of ASI:
- Advocacy
- Finding and communication the student voice and shared governance
- Participating in shared governance and participating on committees
• Lobbying and interactions with local and state politicians as well as CSSA and CHESS
• Creating vibrant campus diligence throughout events and actives
• Wellness, helping students maintain healthy spirits and less stress
• Providing Support Services such as health insurance, BART tickets, discounted movie tickets, and academic support etc.
• Providing Facilities and Operations
• Coordinators, Room reservations, and room set-ups
• Event planning
• Providing Custodial Maintenance Services
• Repairing furniture and equipment
• Promoting Diversity and social justice issues as well as promoting awareness
• Sustainability and environmental issues
• Collaborative partnering within university departments
• Providing scholarships
• Student organization funding

ED Saffold runs the board through a five minute exercise and discussion to list the functions they feel are the most important things that ASI does. ED Saffold states that the purpose of this exercise was to bring more sense as to where the board wants to go with the budget. Director Moore states that it would be good for the board to know beforehand if there are cuts made that affect jobs in order to know the depth of what we are doing with the budget.

ED Saffold states that the board has to prioritize the things they do and the decisions that are made. There are going to be tough decisions; some of them may involve people and some of them may involve programs and funding, but when it comes to scholarships, we need to determine whether or not we should be giving them out when ASI has hundreds and thousands of dollars that are unclaimed each year. If anyone has suggestions or comments as to the budget proposal and the priorities of ASI are reviewed, please forward them to me by email. We will be working hard this week to try and get this done so that we can bring something to the finance committee and the board. Our intention is to have a budget that is passable by this board by our next meeting on May 30th, 2012.

VP Menon states that the university gives out tons of scholarships, and he would propose giving the college directors a structure where they can pull whatever their department is bringing in and essentially be the forefront of making sure people apply to scholarships. Maybe we can take the money that we stipend off for scholarships and try to see if that gets us one step closer to not cutting jobs out.

Director Ford states that given the time that we are in right now, scholarships are very important to students and even though the university gives out scholarships, it is even more important that we give them out as well.

VP Menon states that we are going to have to make a difficult decision to decide whether
we are going to eliminate a specific job or provide a student with funds for school.

Director Moore states that she believes that having a person that has been a vital part in ASI is more important; however, I do think that the scholarships that ASI provide are different in the qualifications that we have from the university scholarships and that’s why they are so vital and important because we recognize those working parents and book scholarships which are things that the university doesn’t look at. If we are going to take those funds away, I believe that it’s critically important as a part of our shared governance that we find a way for our directors of our colleges to possibly diversify how student scholarships are allocated in order for that money to still be used the same way we would have used it.

President Prado states that the battle between choosing individual scholarships and negotiating necessary cuts should not be decided upon just yet.

Director Symonds states that she believes that the scholarships are important, but it is very important to look at keeping the academic support services. I don’t know of other places on campus that provide the things that the academic support services provide such as the discounted movie tickets and scantrons and things along those lines. It is one of the few services that students actually know about and it operates in a way that we can give back to the students. We need to consider this when we look at what needs to be cut or eliminated.

VP Pehrson states that we do not necessarily choose one thing over the other, but I hope that ED Saffold gives us the numbers when considering cutting jobs and what those jobs are going to be and what those people are going to be doing. The numbers are always going to be looked at, but as a board we are advocates for the students, and if this is going to directly affect student services which is what we provide, we need to look at the global stance of what we are trying to do and what kind of services we are providing our students with. We really need to look at the services we are providing towards students and what kind of priorities will be reflected in the budget.

ED Saffold states that the board will be the ones to approve the final budget. I am making recommendations and I am including the priorities of ASI. If the board makes a decision that their priorities are different, there is only an amount of $3.6 million of programming in the shared corporation of ASI that we have to work with.

I want to work with the board to help make a difference in how we go upon this. My goal is to try to convince you to do it in a way that’s fiscally responsible, but ultimately it is the board’s decision.

Director Lafarga addresses VP Pehrson and states that if she personally does not like the proposal of ED Saffold she should address it as something that needs to be considered. ED Saffold works for us and it is our decision to act upon the things he proposes. You just need to work with him.

VP Menon suggests bringing in the university administrators into the discussion to get their perspective and input and their opinions regarding the Jerry Brown budget situation. Things are not looking nice; we were projected at 9 billion, and now it is closer to 16 billion. Also, with the whole enrollment issue, how likely is it that we can possibly get away with this conflict or get hit with the effect.
Debbie Brothwell states that the university is looking at about $10 million. There is always a debate between problematic cuts and prorates. Program cuts are always harder, but usually better. Your contingencies are your reserves. They are not huge. We are at 5% and then all the sudden we are at 3%; that’s a lot of money. When you are hearing about the budget reductions that we are getting at the state level, it comes from state funding. If we go down in enrollment, we lose the 60% that students are paying. One of the strategies the university is looking at doing is talking in terms of base funding or permanent funding which is guaranteed that it is ongoing. A budget reduction would be a hit to that. We also have one-time funding. If you get to the end of the year of permanent funding, by the end of that, you’re going to have money left over which will roll over to the next year. We would now have savings from the year before. So as an entity I would have my permanent money and my one-time money. What one-time money allows you to do with your money is it gives you time for your planning. The university’s plan is to take their one-time money to buy a year before they implement their permanent reduction. They are talking about trying to go for $15 million, and to not cut just because they need to. If you cut more, you will have the resources to apply to where your priorities are. During the year, they are not going to wait; they are going to implement problematic review. Budget reductions are never easy. There are multiple factors in which you have to look at.

President Prado states that on Friday there will be an Executive Committee meeting in which where these things will be discussed and anyone from the board can attend. In my perspective, at the end of the day, the lives of individuals are on the line and that’s what is at stake. I will persuasively argue to the best of my ability at the next Executive or Personnel meeting on the service discussion that is being talked about as of right now.

Director Sutrathada states that we tend to get heated on this type of discussion because we care, but it’s also important to be respectable not only between us but also towards ED Saffold. We have hired him for a reason and he is our employee. We all have experience, but collectively our experience does not equate to ED Saffold’s experience. He has the best interest of the students in heart as well. It’s important to recognize and be respectful of that. We are not above anyone else, we are here to help.

If we disagree and argue with one another, it does not help the situation. There is a lot of information here that we weren’t aware of and being that it is our first time discussing it, I understand that we will get heated at times. If you have concerns please address them with ED Saffold so that we don’t waste each other’s times for getting more accomplished.

Darrell Hayden states that there is a structure in which we will work through these issues. The board is the perfect organization and setting to work through the difficult challenges of trying to figure out how to prioritize and what the trade-offs are based on the different decisions. There needs to be confidence amongst your selves in order to work through this. Not everyone will get what they want out of this process, but we will still be working together to come up with the best solutions to make a positive impact for next year and future years to come. 20:20-1:04:31

VII. Discussion Item – Fiscal Reserve Policy
ED Saffold will update the board on the fiscal reserve policy.
ED Saffold states that due to the economy and what we’ve had left over for the past years, ASI has not been contributing to our reserves as we’re supposed to. Our audit shows that we are not reserving our money properly. As a result, we have to take another look at our reserve policy. I have a proposal as to how we can go about doing that. Currently, we have about $1.9 million not physically set aside as a reserves as it’s supposed to be. We also have the post-employment benefit tags that we’ve spoken to in the past and that needs to be accounted for in the reserve. We were told by our accounting team that our reserve is too complicated and that we’ve split it up into too many little things. We need to look at how we would revise it. I am proposing that we set up a reserve policy that would set aside $2 million dollars for capital improvement, $2 million for occurring operations, $2.84 million which is our obligation to satisfy our post-retirement benefits, and then and undesignated reserve of at least $600,000. One of the problems with our current reserve policy is that because we state that we have a certain amount of money at the end of every year, we don’t fund that reserve and we get a ding in our audit report. I’m proposing that we actually put in a percentage of getting residual funds, therefore; if there are no residual funds, we’re not going to receive an audit report ding for not actually being able to contribute to our reserves. This is our proposal for how we would contribute to that; 10% for capital improvement, 50% for operations, 10% recommended funding level, and 30% for our undesignated reserve. In that way, we can continue to fund as we need to over time as opposed to having to put in reserves and have something left when we contribute to reserves. We are always supposed to have something left over to put into reserves. As we look at our budget, we should make sure that something is left over. ASI should not be budgeting to zero, although we may have to at some point due to economic times.

We should always be budgeting to have a positive residual so that we can fund portions of our reserves. We are no longer looking at the other post-employment benefits. We have to put those funds away even if our reserve policy did not say we will specifically put away a certain amount. We would still get dinged for not satisfying what was directed by our actuary. We actually budgeted that into the budget and there is a fixed amount that always goes to OPEB; it is mandatory that we contribute to it. We will bring this up as an action item at the next board meeting.

VIII. Action Item- Resolution to adopt Vacation Buyout

VP Pehrson states that this item has been brought up as a discussion and it has also been taken through Internal Affairs and we have created this buyout policy. The policy states that if employees have an accrued amount of vacation time over a certain amount over eighty hours they can essentially cash that out at certain times in the year. It is your own money, but at this time we cannot offer raises or bonuses. This will be an option that they’ll have around Christmas time or whenever they have that extra money. VP Pehrson presents the Vacation Buyout and states the following:

- Each year employees are given vacation time accrued on a monthly basis.

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In December, employees are given the option to buy out a portion of their vacation. If an employee has accrued more than 80 hours, they are eligible to take up 50% of their hours in pay in lieu of vacation time. Employees are only eligible for this option if they have a minimum of 80 hours of accrued vacation time. Taking the full 50% is not mandatory.

VP Pehrson states the following as an example of the Vacation Buyout:

- If you have 80 hours in the bank, you can take out 40 hours in vacation buyout leaving 40 hours. If you have 120 hours in the bank, you can take out 60 hours of buyout leaving 60 hours.

VP Menon asks what would happen if someone chooses not to go with this. VP Pehrson states that there is no penalty if they choose not to do this and it is totally optional. ED Saffold states that there is a cap, and we will maintain the cap of how much vacation time you can actually accrue. The reason why it is loaded to 50% is because we don't want them to be able to take everything up to forty hours because overtime we will reduce that liability all at once. VP Pehrson states that you can accrue a certain amount of hours; you can only get to a certain point until you have to start taking vacation. Director Moore asks if the hours accumulate over each year or would a person start fresh every year. ED Saffold states that it does accumulate from year to year. We do not have a "use it or lose policy" that is annually based. VP Pehrson continues to explain the vacation buyout and states the following:

- The need to adopt the Vacation Buyout policy was proposed by the Executive Director as a means to reduce fiscal liability on the ASU accounting books.
- Due to the economy, ASI is not able to provide bonuses or raises to staff for the holidays and this policy gives staff an option to use vacation in this manner.
- Therefore, let it be that the Vacation Buyout, as defined by the document created and reviewed by the Internal Affairs committee entitled "IA2012 - 4 Vacation Buyout Policy" be enacted by the ASI Board of Directors.

Motion: (Surathada) to adopt the Vacation Buyout Resolution.
Motion Carries. 12:38-19:22

IX. Action Item - Elections committee appointment
President Prado states that Mark Weisbecker has requested an appointment to the elections committee. There is another member in which the chair of the committee would like to add.
Motion: (Davis) to approve Silvia Solorio to the Elections committee.
Motion Carries. 1:06:01-1:07:01

X. Action Item - Committee formation proposal for Directors of Colleges
President Prado yields the floor the VP Menon to speak about this item.
VP Menon states that he has spoken with all of the college directors of this year, and it

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seems as if there is no structured environment where everyone can work together or work collaboratively. My idea is to have a committee of the four college directors for themselves. They can create tasks to address the important actions that need to be taken. These tasks will include working on scholarships from each of their colleges as well as take the lead to make sure that these scholarships are promoted within ASI and that the word of the scholarships gets out. Another task would consist of the committee working together to produce a report of the things that are happening within their college departments and release that information to the board or to the public. If the college directors were to host an event, the four of them can work together. Chairs of this committee can also rotate for the meetings that are held so that everyone understands the process.

President Prado states that he is not really in favor of creating more bureaucracy when there doesn’t need to be more but maybe adding all of the college directors to the external affairs discussion when they meet regularly would be better for the situation we are in right now. Director Ford states that many of the tasks that VP Menon mentioned are already tasks in which the colleges of directors are working on with external affairs in terms of scholarships. The college directors can continue to meet with external affairs to discuss the things that are going on.

VP Menon states that the only reason why he had suggested this was because not everyone is going to be present in External Affairs and it depends on how the agenda is set by the chair.

External Affairs have many projects that they want to get done through the year, and chances are that the college directors won’t really have a chance to bring points up. The creation of this committee would allow things to come together in a neater environment where they can actually sit down together and work together.

Director Rosas states that it does help them the directors come together, but in his opinion it’s more important to meet with the dean because the department has the dean’s support and really important to get engaged with the dean than anything else. I don’t think a separate committee should be required, but it doesn’t change the fact that you still have to work on your own. If the directors feel as if there needs to be a meeting, then it should be a decision to have one when they feel there needs to be one.

Director Volk states that there is no point in having a committee because the work of the directors is already being done.

Director Lafargue states that having a committee is a good idea. Sometimes you may need that push in order to plan events. If you are in a situation in which you have to meet with somebody, having the committee would be convenient. Even if there is no need for the committee, the directors should still get together to plan meetings for every quarter or something along those lines.

Director Ford states that it is not at all a bad idea and that she likes Director Rosas idea of meeting with the dean or a department. The directors should come together at times to find the right balance as well since there are people who end up doing the majority of the work in some situations.
Hebert states that the college directors make sure that every academic area within the university is represented on the ASI board. They make sure that there is an avenue for students in all of our academic areas to have at least one person from a specific college to guide them. It’s also a good idea to collaborate with the board and any other task groups that you may see as important.

Director Rosas states that just by meeting here at board meetings; is a time for the directors to speak on the things they are working on and have experienced.

VP Menon withdraws his motion to have a separate committee for the college of directors due to fact that a majority of the board feels that it is not necessary. **1:07:05-1:16:54**

**XI. Roundtable Remarks**

Ford: The Diversity Center is having a big discussion on overcoming racism and it is happening today at 2:00pm.

Davis: Just to give you guys and update, this Friday I am going to send out an email about binders and about the general idea of what needs to be seen. Next week I’ll have my binder produced if anyone wants to use it as a reference point. Check the email on Friday; it will just be a general idea of what you should do have in the binders such as guidelines or any other information that may be needed.

Volk: Tomorrow if you have time, the Community Policy Advisory Board will be meeting from 3pm-4pm.

They have one meeting a quarter, and there next meeting will be in August. If anyone has time, come out. Also, the Journey to Success is this Saturday from 7:30am-1:30pm. They still need volunteers from students.

Hebert: The board has agreed on to have lunch with president Morishita on May 23rd. it will be in the president’s conference room. It’s a two hour block because he really wants to have something that’s not just a meeting. He wants to be able to have more conversation about issues and maybe hear his perspectives on anything that might come up in the meeting. It will be from 12pm-2pm. If you are not able to make it there by that time, it will still be fine. Just come when you can. It’s going to be a pretty active day and I urge you all to come. Some people have already RSVP’d, but please make sure you do so with Sneh.

Sutrathada: Springfest is this Saturday. We all get a free ticket from Jonathan Stoll as well as a complimentary ticket. You can pick them up at the will call in Robinson Hall. I would really like you guys to be there. It’s going to be fun.

Pehrson: I just want to say that I do feel passionately about this; it isn’t anything personal against Randy or against anyone. I just want to really look at this from all sides and really have a good perspective about what we are doing. These are choices that are going to be affecting people. I have a strong personality, and I am aware of that. I don’t want to sugarcoat everything I’m saying. Sorry if you don’t feel comfortable.

Davis: In relation to athletics, dodge ball for Make a Wish Foundation is going to take place on May 23rd. I will have a sign-up sheet and I hope that you guys sign up. Even if you
don’t sign up you can donate $5.00. We also have a student athlete who is on the soccer team has been affected by Make a Wish Foundation e. She had been diagnosed with Leukemia.

**Symonds:** I want to invite and encourage everyone to attend the Middle Class Scholarship event tomorrow. There is a rally at 12:30pm and an awesome forum at 1:30pm. Call me if you have questions. Tell all your friends.

**Menon:** I just want to ask Randy a question. What about the ASI banquet? ED **Saffold** states that he’ll address it in his remarks as well as scholarships too.

**Saffold:** President **Prado** pointed something out to me. The chancellor was just roasted about a week ago on youtube.com for having meals that cost $33 a piece and the banquets we are proposing is $30 a person. I really think that in this economy for us to open ourselves to that level of scrutiny is a mistake. If one person finds out about what is happening over there and posts the similarity of the two, for what the chancellor was slayed for, there is a possibility that it would put us in the same situation. Sneh and Lil are working to try and prepare an alternative proposal to look at doing something lower. It’s something to really think about. Another thing is that because of the delay of ASI Scholarships and the feedback I just received, the question is do we really have time to actually do these? This is something that we have to do, but can we do it well in the two weeks that we left? We can discuss this further in the executive committee meeting on Friday.

**Sutrathada:** the banquet is not just for the board, it’s for all the people within ASI and we need to thank them for their work. That’s what builds a team spirit. I think we need it. We don’t have to spend a lot of money, but I think it’s important to thank the people who have worked for ASI.

**Menon:** we can do something as simple as going to Kokyo Buffet for sushi, as long as everyone is okay there. We don’t have to have a staff wait there until were gone to clean up.

**Prado:** today was diversity day on campus. There were a lot of students, staff, and faculty members; it was a packed room. There was a speaker and a workshop that was held. **Hebert** states that one of the feature items was a presentation from the PEMSA division and it feature nine students speaking about their experiences, definitions, and descriptions of diversity. It also included two members of our board of directors. Director **Christine** and Director **Lafarga** were a part of that. Part of the reason why we did it is to make sure that we get an understanding of how our students see these exercises of diversity.

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**XII. Adjournment**

Motion: () to adjourn meeting at 1:30pm.

Minutes Reviewed By:

**ASI PRESIDENT**

Name: Christopher Prado

5/30/12

Date: