Board of Directors Meeting Minutes for October 26th, 2011

I. Call to Order: ASI EVP/Chief of Staff Caldwell calls the ASI BOD Meeting to order at 12:06 pm.

* indicates member present at start of meeting roll call

II. Roll Call

Members Present
*Chris Caldwell
*Siddharth Menon
*Mark A. Laluan
*Lyla Pehrson
*Humberto Rosas
*Derek Volk
*Chinna Ford
*Cesar Lafarga
*Jesseca Stone
*Frank M. Quintana
*Tenaya Davis
*Melanie Sutrathada
*Tenaya Davis
*Randy Saffold
*Martin Castillo
*Debby De Angelis
*Mike Mahoney

Absent Members
Chris Prado
Stan Hebert
Marguerite Hinrichs
Kate Shaheed

Guests
Krista Smith
Lil Brown Parker
Pritesh Rajvaldy

Note: ED Saffold walks in at 12:08pm.
Note: Dr. Dalton walked in at 1:04pm

III. Action Item-Approval of Agenda

Motion: (Laluan) to approve the Agenda.
Motion Carries.

IV. Action Item -Approval of June 15, 2011 Minutes that was previously tabled and Approval of October 12, 2011 Minutes.

Motion: (Laluan) to approve the June 15, 2011 Minutes.

Amendment I: (Sutrathada) to amend the minutes to reflect the following changes:

- To list Mike Mahoney as present.
- To list Diane Rush Woods and Debby De Angelis as absent.
- To change the wording under “Call to Order” to read “ASI BOD members who were sworn in at the ASI End of Year banquet.”

Amendment I Carries.
Main Motion Carries as Amended.
Motion: (Laluan) to approve the October 12, 2011 Minutes.
Motion Carries.

V. Public Comment - none
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. Information Item - ASI Operating Agreement between the University and the ASI
The board will be updated on the approval of the Operating Agreement and the Resolution in support of the Operating Agreement passed by the Executive Committee on October 19th, 2011. EVP Caldwell yields the floor to ED Saffold. Following were the highlights of the discussion:

- We were able to approve the execution of the Operating Agreement in the last week’s Executive Committee meeting. It then went to the President’s office which was executed with a signature and then it will go to the Chairman’s office so that we have a fully executed Operating Agreement.
- We have gained more than what we have lost. We have lost room 2006 where lots of our equipment rentals were being stored; the area that we knew that we are going to lose is the kitchen area in the new UU where we are storing tables and chairs. It is basically going to Foundation who will be providing it to Aramark as office space.
- Now we know that we do not own these buildings; we are aware of which areas in the RAW, old UU and New UU we are responsible for. We have all our areas designated by square footage. One of the benefits is that in the prior arrangement it was not clear who is supposed to be paying PG&E for the entire building and we were paying all of it. If we exceeded $5,000.00 then Aramark was supposed to pay us back some amount. In the new arrangement where we have new separate lease agreements with each of the entities of the building; we are no longer responsible for paying the PG &E bill for the entire building. The PG&E bill will now be distributed on per square footage based on the percentage of the space that we are designated.
- For those areas that are not designated as ASI areas and we still continue to do cleaning and maintenance. We need to do a re-charge back or we get a credit back for those spaces like the student health offices in the RAW and Student Life and Leadership.
- Facilities that are in charge of doing the Preventative maintenance for the facility will now need to come to us as of March with a pre-proposed plan of what is the maintenance that they are proposing with cost estimates so that we can budget for the upcoming year and look at what we are doing with our reserves.
- Although we have lost some spaces, we now need to do things differently. All in all it’s a good Operating Agreement.
- Now that we are part of the University’s operating agreement, it now covers us having IT Infrastructure. We have never had this before and now we are officially on
the University’s network with a shared drive so that we don’t have the issue of data loss without data recovery.

- We will now create a new revenue stream around light and stage rentals for student groups, community groups and FAC staff. We can look at adjusting Finance policies to fund these rentals so students can get more service and use out of funds instead of less.
- We do get to do our own custodial but we do not get to do our own repair on our own property equipment. So Shawn will be revising his job description.
- EVP Caldwell requests ED Saffold to touch on the Resolution.
- ED Saffold states that ASI has a document that states signature authority i.e. who can sign for whom. What we did not have was who could sign for what. This summer we updated that document to explain who has the ability to sign for what types of ASI business transactions. ED Saffold has been given permission to execute the new Operating Agreement from CSUEB. What we also needed was permission to adopt the Operating Agreement as it stood, because of the timeline of the audit that was going to be done on the same day. The Executive Committee meets to sign a resolution giving me the authority to execute the actual document.
- Sutrathada inquires if for all the times that Aramark has not paid the PG&E bills is ASI going to be reimbursed. ED Saffold answers by stating that the way the contract was written it stated that if it exceeded a certain amount but we couldn’t prove that it actually did exceed that amount. But going forward we know how we are going to deal with such situations.
- Davis asks how it applies to paying for capital equipment like the new RAW sound system. ED Saffold explains that anything we attach to the building we have to put in work orders for facilities in order to attach it to the building.
- Smith: inquires who is now responsible for budgeting capital equipment in the building, does it come out of the ASI Operating budget and as part of the RAW fee or is it something that the University budgets and plans for and dictates. ED Saffold explains that ASI is still responsible for creating the UU Budget as well as ASI Budget. There are still two buckets – the ASI bucket and the UU bucket. The responsibility of facilities and the campus is to come to us in March and tell us what the projects are so that ASI can help prioritize the projects and access whether or not we do have funds to do that.

VII. Information Item - Audit briefing

The Board will be updated on the preliminary findings of the 2011 ASI Audit

EVP Caldwell yields the floor to ED Saffold who highlights the following:

- We are annually supposed to have one financial meeting where we go over the complete financial state of the organization. Will be working with VP of Finance to schedule that meeting. When the Chancellor’s audit is complete we will do one session on what is the financial state of the organization.
• We have about 12-13 findings in the audit, most of them revolve around the idea that we need better financial control. A lot of the findings were related to past management fails that were not done.

• There were a couple of things on cash handling that came out. For the RAW Center, ASI will be moving to a cashless environment where we will be using bay cards instead of cash. We will be having a replenishment station placed in the new UU building.

• We had issues of reconciliation with our equipment. We have tagged them correctly over the last three years; it’s just that we weren’t checking whether the tagged stuff is where it’s supposed to be.

• Another finding is revolved with how we deal with travel, working with VP Pehrson in adopting the University’s travel policy and making some modifications to it.

• Another finding was how we were storing our cash receipts and counts. Six of the findings have already been resolved during field work. Two more have already been fixed before we got the final budget approved. Also we had a ballot operating agreement to approve and deliver during field work.

• Revisions to Bylaws on July 18th were not sent to the Chancellor’s office in a timely fashion. Usually Bylaws are sent within 30 days.

• Those are some of the highlights; we will be giving details of the full audit soon. Some issues on payroll but basically issues related to accounting are expected to be solved by using University Accounting. That is what the audit team told Brad Wells, Interim CFO.

• We get six months to resolve on any of the budget findings.

• Laluan inquires in regards to the bay bucks, what sort of purchases are we moving towards. ED Saffold states that we plan to encourage bay card usage on campus so we are not charged for the actual installation of the replenishment station on campus.

• EVP Caldwell comments that it is important for the ED to inform the board on audit findings and thanks him for bringing these items to the board. Transparency is the key in translating those results to students.

VIII. Information Item-New ASI Applications
The Board will be updated on the status of both Committee and Board applications.

EVP Caldwell highlights the following:

• Working with Pritesh and Garvin to have the Committee and Board applications ready and upload them online.

• Deadline for Committee application is October 31, 2011. We would want the students to type on the form. We will be sending out mass email to students through student life.

• Advises Board members to actively seek members that you want in your respective committees and spread the word.

• Classroom visits is an effective way of advertising ASI Committee and Board vacancies.
• Informs the Board to keep in mind that it is not only positions for your own respective committees but it is also positions for census for A2E2 committee.

• Mahoney states that we have no students on Fairness committee, would like to see more students in the University-wide committees and know the student perspective on issues like pre-requisite policy and withdrawal policy. Really want to emphasize how important it is to fill these committees. If we don't then the faculty will come in and do whatever they want.

• Davis asks two things: Can people from the Board be on the University Wide committees. Also October 31st, 2011 is a Monday and the current day is a Wednesday that means that students only have Thursday and Friday to complete an application. Is it a conflict of interest if someone that works in the RAW is on the ASI committees? Lyla Pehrson answers that yes it is a conflict of interest.

• EVP Caldwell explains that the deadline is the 31st but the Board will still be accepting applications after that point. We are trying to fill the committees, for the people who submit their applications first they will be given priority but for those applications submitted after the deadline they will still be accepted due to all the committees needing to be filled. Davis asks if there will be an open-ended deadline until committees are filled.

• EVP Caldwell answers yes October 31st, 2011 is the advertised deadline and suggested deadline. But will still be accepting applications after that point.

• Sutrathada states that her comment is in regards to the classroom campaign. We are in the process of getting this together however, the Board is always free to speak at their own classrooms and she will be sending out an email to all the Board Members via Blackboard to send out and disburse to all the classes. That way you can easily reach 500 students because each class holds about 20 students and each Board member has about four classes. Also lets the Board know to check for the emails she’s going to be sending out.

• EVP Caldwell thanks Director Sutrathada and states that the Board will use each other’s creative ideas together to continue to use all avenues that they can.

• Stone asks how we know that the people, who we gave the applications to has submitted them, will the Execs be emailing the Board. I have emailed thirty five people to turn their applications how would I know that they have submitted their applications to the ASI Business office?

• EVP Caldwell states that once the applications are turned into the ASI Business office, every ten individuals that submit their applications is going to be sent to the Judicial Affairs for eligibility check. After we have the results from Judicial Affairs, we can start screening them.

• EVP Caldwell answers Director Stone stating that Sneh has a random list on who turned in the committee application and for what committee they have applied for, Board members can work with her to find out who applied for each committee.

• Laluan wanted to add to what Director Sutrathada said in regards to the classroom campaign. Sneh sent the Board an email about availability and if they are interested
in the campaign, if it’s possible check the email and reply back to the email. It will help us with moving forward.

- **Davis** states to Director Stone that even though you expect 35 people to apply or some that have applied for the committee I think you still should reach out to more students just in case people are not eligible for the committee. You will still have a better standing of people to choose from.

- **ED Saffold** states that he wants to make sure that all the Board members understand something critical. The Board members are doing all the recruiting to get members on the committees. You are all a part of the Join the Committee campaign so it is really up to the committee to go face to face with students to get them involved in applying for the committees. The Board is there to explain the importance of the committees. Students will not get it unless they hear something, all the committee descriptions of what they do are on the applications in which the students can read that portion but it doesn’t speak to impact emotions or show the importance. The Board is needed to talk to friends, getting on your own Facebook pages telling students to join a committee. Our Facebook campaign only reaches 13,500 students we need you guys to help get the word out, Director Sutrathada and Garvin cannot do it all on their own.

- **Ford** states that she’s an assistant in the Student Life and Leadership and she has been printing the applications for the committees and for the director positions. If anyone has a Facebook please get on Student Life and Leadership page and advertise the committee positions due to them having a vast amount of students to deal with.

- **EVP Caldwell** states that he has been working with Student Life and Leadership to make sure the applications has been being sent out via email.

- **Parker** recommends that even though the deadline is the 31st the committee will still continue to receive applications and as you fill committees. The Board can still send out opening for the different committees and external committees that are still open so that the Board will not receive duplicate applications.

- **EVP Caldwell** states all external appointments and university-wide committee appointments are the responsibility of Director Laluan. The applications are being scanned once they are received and the Board can use the question page as the screening process.

- **Mahoney** states that the University-Wide Information Technology IT Committee no longer exists. President Yaqubomi dissolved that committee the previous year also John Charles has left campus, Don Sawyer is the administrator in charge of technology, Susan Correia has retired and Tamra Donnelly has replaced her who is the Academic Coordinator. Like that to be corrected so that students are not contacting people who’s retired.

- **EVP Caldwell** states that the Board of Directors application was pulled together by him; he created a whole separate application because there is a whole different process for the Board of Directors. It is different from the ASI Committee Application the first page asks general information. The qualifications on what it takes to be
IX. Information Item-CSSA October Meeting Update
The Board will be updated on the current initiatives, announcements, and progress of the California State Student Association.
EVP Caldwell states that the last CSSA Meeting was held at Fresno State, President Prado, Director Quintana, and Director Stone attended the meeting along with himself.
EVP Caldwell will be updating the BOD on the CSSA in which he highlights the following:

- A system wide effort to focus on getting students out of college within the traditional timeline of four years.
- There is also a new program that CSSA will be putting on with ASI called the California Student Leadership Conference. They are looking to have a retreat with all the ASI’s from all California State Universities in which everyone will come together. There will be a training held and it would be beneficial for ASI Board Members all over because they will be receiving updated information.
- Legislative timeline on what is CSSA:
  - Looking for as much student participation as possible
  - Making sure each CSU is doing their part by having CSU student’s represented at the capital
  - Spring is a heavy legislative time
  - There was a cut of 2.3 billion from the Federal Pell Grant
  - Part of efforts that Chris Prado and Frank Quintana are in Washington DC to advocate on behalf of all students in regards to the Pell Grant
- President Prado states that he has just gotten out of a meeting with Congress Women and Congress Man spoke to them specifically in regards to the Pell Grant. On a
federal level for the 2012-2013 physical year there are going to be some eligibility requirements along with maximum funding that they are looking to potentially cut. Prado mentions not going to compromise on any of the eligibility changes and continue to be for the maximum Pell Grant being awarded, which is $5,550.00 a year. The CSU system is the largest Pell Grant recipient in the country.

- **Quintana** mentions and emphasizes that CSSA is in support of increase of regulations of for-profit institutions. It tends to be the case that a lot of the students that attend for-profit institution are not well informed of the accreditation of the programs that they get into, offered by these institutions. Take the University of Phoenix, for example. Students take out a lot of loans, and are not informed whether the program that they are into is accredited. By the time the student graduates, the degree itself is not valid, yet still the student has a lot of loans to pay. Therefore, CSSA advocates that is in support of increase in regulations of for-profit institutions. In addition, a lot of other ASI’s are working on writing up resolutions in support of AB 970, the Student Accountability and Transparency Act, which would set an 11 month process prior to any tuition increase being implemented. So that students know about the tuition increase and prepare to make up for the money. This bill does not stop the fee increase. That is all.

- **EVP Caldwell** states that Jessica and he attended the Shared Government Summit at the Fresno State CSSA. It was very good information and informed them on how to work with administration. The summit also informed them about things that were taking place in the whole CSU system for the California state budget.

- **Stone** states that there were some fantastic speakers who spoke at the CSSA. One was Caron Hoist and she works for the company My EDU. This company provides a lot of information to students in regards to education. This company works with the ASI’s as well as the CSSA’s in regards to providing text book affordability, references of teachers and how they are in classrooms, what the work load would be like for each course, surveys, schedulers and calendars that shows students when classes are offered, which friends from Facebook are connected with which courses, it is a free program, and they are a non-profit group. This is something that the ASI at Eastbay should be looking into something worth it in the near future. It doesn’t take very long to get the program started. It generally takes about two weeks to get the program started. There is a way to create a link so that for every student that signs up for an account can provide a donation of a dollar to ASI. The other speaker that spoke at CSSA was Peter Allinson and he works for Wall Street Journal provides newspapers at a minimal cost to ASI and also encouraged to encourage that readership and get those newspapers utilized affiliated to needing to use the newspaper in regards to the classroom.

- **EVP Caldwell** states that the University currently does have a readership program consisting of articles of the Wall Street journal on the University Library Website. My EDU was a great presentation and would like to give information to the Academic Senate and College Directors so that information in regards to My EDU can be distributed. A lot of campuses have a blackboard mobile app. Maybe the Aca-
demic Senate can look into making that available. Push IT’S to try to get something like that done. Something that the BOD can do a little research on.

- **Laluan** states that maybe students can write a letter stating how it will be beneficial.
- **EVP Caldwell** states that the BOD will be regularly having the CSSA Presentations once a month. It will keep the BOD posted on what’s going on at the CSSA’s and also Director Stone will be emailing the CSSA information to Director Sutrathada so that she can post it on the ASI blog.
- **Laluan** asks for information about levying a fee to support CSSA at each CSU campus.
- **EVP Caldwell** states that the mandatory fee for all students was spoken upon briefly there was no action taken therefore nothing progressed. Director Laluan is referring to a fee that CSSA will implement for each student which will be a $1 or $2 fee. Looking to stabilize their revenue so that they know what is coming for the following year.
- **ED Saffold** states that he would like to back up and apologize. He believes something is going on with the connection and the Wi-Fi. Just wanted to make the Board aware of the audit committee appointed by ASI that we couldn’t find any record of, we know who was on it we just couldn’t find any record of it. There will not be a shared audit committee with the foundation; ASI will be having its own. In the process of building a data base for the actions and resolutions that the Board makes so that the auditors can be satisfied. Let’s the Board know to be careful when documents are created, they all need to have names for example, Board of Directors 001, 002. Make sure all documents with policies are numbered. Resolutions will have the numbers as well. Reserved policy was not stated including what we will use reserves for and not use them for so we are not out of compliance.

**X. Roundtable Remarks:**

**Debby De Angelis:** thanks everyone who came out to basketball madness. She states that there was awesome enthusiasm for the rest of the basketball season on Fridays and Saturday nights. Soccer season ends this weekend Tenaya’s senior game is on Sunday. Friday night soccer, Breast Cancer Awareness come out and cheer for the seniors. Saturday night Volleyball is working with the Hayward Schools to put on a Halloween Party.

**Sutrathada:** states that the Board should all be attending events on campus. Just be around on-campus and be an act of their presentation by wearing ASI shirts around campus just because students associate the shirts with people being on the Board.

**Ford:** states that this past week she was a student escort for the grad fair and Saturday will be going to the Undergrad presenting Grad Fair. Yesterday she attended President Morishita listening session only attended for about 30 minutes but it was really nice. Cash for College workshop is coming in January and is inviting the entire BOD to fill out your FASFA early; once she receives more information on that she will be informing the Board. Was supposed to go on the WASP retreat last weekend but no space was validated for the retreat so we didn’t go. WASP Retreat is for keeping our accreditation as a University. There are
different ways to access students learning outcome goals for students. Only campuses should have student representation at the WASP Retreat.

**Laluan:** states that there always annual a voter registration drive that something the BOD should have in mind for students being involved in voting officials can see that students do have a voice. Directors of Colleges please get me your plan in terms of advocacy programs you would like to see happening on campus.

**Stone:** states that CSSA was great moving forward to changing the offices on the concord campus. Our commuter shuttle is going well and we have been encouraging people to continue to ride the shuttle.

**Prado:** states that he wants to make sure to get the largest pool of applications for the committee positions and the Board positions; making the opportunities available by Board members making it aware in their classes that these positions are available.

**Pehrson:** states that there was an intern from Berkley that did contact her in regards to My EDU. I encourage the Board to check out My EDU.com there is an informative video on the website. Also wanted to commend Chris Caldwell for getting all the applications together for the Committees and the BOD positions, it was really time consuming and took a lot of work even though it may not seem like it. I met with ED Saffold this week, prioritizing the audit findings in detail and prioritized policies and procedures.

**Caldwell:** thanks the Board for their great questions and also wants to remind the Board to limit their cell phone usage during the meeting. Everything was covered due dates for ASI applications. Stan Hebert was not able to be present but did give me some announcements he wanted to make. ASI BOD will meet with President Morishita on Wednesday November 9th at noon in the President Conference Room, this is the first floor of the Student Admin building there will be lunch provided then the scheduled board meeting whenever the board can make it back from the meeting with the president. Also, Sue Opp would like to give a presentation on the A2E2 update at the next BOD Meeting which is the same day we meet with the president. The BOD meeting may start late due to the board meeting with the president but as 1:50 approaches the remaining items will be tabled because board members will have to make their way to their individual classes. All the board members will be sent an agenda before the meeting with the president. Each board member can talk about the projects that they are currently working on. Make sure if you have questions for the president have them prepared beforehand, just want the BOD to look as professional as possible. Encourage everyone to be present and on time.

**Volk:** states that the teacher of the day gave him some information about the A2E2 Fee. Starting winter quarter it will be $40.00 then after it will be increasing by 40%.

**ED Saffold:** states that’s very much off that’s not what it’s going to be we will be receiving some information. There will be an official announcement coming from Sue Opp and The Chancellor of CSU’s who will outline what has been approved for A2E2. There will be a link to share with constituents who would like information. He also states that he wants people to understand that ASI hosts the forums but did not create the A2E2 fee.

**EVP Caldwell** states that the A2E2 committee needs student representation on the committee including board members and students-at-large.
Davis: states that she’s trying to focus on getting different aspects of campus to be on the RAW committee, so it can be a different vision of students. Ask the BOD members to attend her last game taking place on Sunday. Hopes everyone continues to push to be a part of the committee.

Lafarga: states that Saturday is science day and is looking to get volunteers if some people would like to come out. Invite your family to come; there will be activities and demonstrations taking place from 11:00am to 4:00pm. Also working on submitting proposal for National Grant I will be emailing the board members that information to see if people are interested.

Dr. Dalton: states that she really wants to enforce how important it is for students to be available for the A2E2 committee. There will be decisions made about how funds will be spent within the parameter of the fee and there will be some general communication coming out just wait for that information don’t spread anything that you may have heard because it may not be 100% true. The initial proposal was for a larger amount of money but it has gotten lowered because of students input. The Board members should wait to get the details until Dr. Opp. comes. Also it was just at an event in which four Cal State East Bay students spoke and I noticed that they said that it’s really easy to spend a lot of time studying because there isn’t much to do in Hayward. There are students from Cal Poly and San Louis Obispo and they are doing a project in which they want to speak to students from CSUEB about what students see that can make the city more. They will be coming Friday November 4th, 2011, if some Board members can be available for a lunch meeting with those students.

ED Saffold: touches briefly on roundtable remarks and states that the roundtable remarks should consist of announcements and reports can be highlighted during this time. These reports are vitally important. Also the Board members should be hearing from me as the Executive Director regularly about what tasks I am doing and how are we spending student money within ASI. Finance committee should be informing the Board every two weeks on the budget. When we travel the information should be brought back to the whole board and make sure the travelers are attending all sessions and is taking very detailed notes. As for traveling it cannot get one week’s notice before a trip is planned, it has to be two weeks’ notice so that the University can cut the check needed for the specific traveling time.

Mahoney: states that the listening session went well the previous day there is another one tomorrow. Direct way to give input with the president, concerns should be brought to his attention about parking. Display for generating electricity plan-very interesting wave of the future. Faculty is way down in ten year tract- down from 360 in 2008 to 298 now due to the budget. Really need to build up the ten-year tract faculty again.
XI. Motion: (Laluan) to adjourn meeting at 1:41pm. 
Motion Carries.

Minutes Reviewed and Approved By/On:

ASI PRESIDENT
Name: Christopher Prado

Date 11/23/2011