Emergency Executive Committee Meeting Minutes for May 21st, 2012

I. Call to Order: President Prado calls meeting to order at 12:09pm

II. Roll Call
Members Present
Christopher Prado
Chris Caldwell
Mark Allen T. Laluan
Lyla Pehrson
Siddharth Menon
Stan Hebert

Absent Members

Guests
Randy Saffold
Dominic Skipper
Heather Harbeck
Kameron Wicks
Zamil Alzamil
Seetha Ream-Rao
Latoya Lea

III. Action Item - Approval of the Agenda
Motion: (Caldwell) to approve the Agenda.
Motion Carries.

IV. Action Item - Approval of the April 27th, 2012 Minutes
Motion: (Caldwell) to approve the minutes of April 27th, 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.
No Public Comment

VI. Emergency Discussion Item - Status of Scholarships
The Executive Committee will discuss the status of scholarships. President Prado yields the floor to ED Saffold who highlights the following when it comes to the status of the scholarships discussion
• Looked into expediting the scholarship process.
• Volunteered to take on some of the work from VP Laluan with his status changing.
• I generated a first draft of the scholarship and forwarded it to the board to get feedback.
• Going over the fundamental timeline for the scholarships and if it is possible
• Garvin has flyers ready for the scholarship campaign
• Every scholarship applies to an individual’s account except for the book scholarship

"Students working for Students!"
President **Prado** indicates that the question on the floor is should we mobilize and move forward with the scholarships.

The committee discusses the decision on moving forward with awarding the scholarships. **VP Pehrson** indicates that the scholarship funds for the year have already been allocated so they should be awarded to students.

**Hebert** mentions that we have an allocated amount, if the fact that these are scholarships to be taken away and you are looking at this point in the year and we still have an amount that is unused you do have the decision that can be made. It is good to consider that instead of awarding it through a variety of quarter's maybe it can be a different kind of way of spending money. If the scholarship is granted now, there is no certain way to determine if a student will be coming back to the University if the scholarships are awarded now for fall.

ED **Saffold** states that there is a fundamental difference on how scholarships will be awarded this year. This year scholarships will be given out based on past performance, if you are awarded money it can come to you in fall, winter, or spring depending on when you enroll. Any funds that go unclaimed will be transferred back to ASI. The only time they would have to prove eligibility is during the time that they take the money.

The committee discusses the issue if the scholarship funds are not distributed this year and the results of that.

ED Saffold indicates that for the following year that funds which are pulled out of the reserves will become a lose-lose situation. If the funds for scholarships are not spent this year, the funds will not be set aside for next year. Once this year is over the books are closed.

**VP Luhn** states as officers of the ASI organization it is our responsibility to leave the organization financially somewhat stable. Indicates that this may jeopardize some people receiving financial aid.

ED **Saffold** mentions that it doesn’t affect a student’s financial aid what happens is that the funds go to the university accounts for students.

President **Prado** states that the scholarships will be distributed but it will be like how the federal government distributes financial aid there is no way to track what exactly the students are spending their funds on.

**EVP Caldwell** states that we as the board cannot oversee the scholarships recipients spending and we are also not here to dictate to them on what to spend their scholarship funds on. The funds are already advocated for scholarships and the board has discussed increasing this amount.

**Dominic Skipper** indicates that if an ASI Scholarship is given out to him, being that he is a financial aid recipient the funds will not directly come to him. It would go to his charges and it would basically eliminate his university scholarship that he receives.

**Latoya Lea** indicates that this is not the case for all financial aid recipients. Some students who receive financial aid doesn’t receive other scholarships or grants in which they only receive loans so this will be beneficial when it comes to cancelling out some of the funds for loans that they were offered.
VP Menon states that it is not in the mission statement for ASI to give out scholarships. ASI is not doing cash positive right now and anything that helps that situation will be beneficial. VP Pehrson indicates that it sucks that ASI has waited so long to get the word out about scholarships but I think it is really late to advertise for the scholarships for the University. Student loans are a reality for a lot of students and if the funds are already allocated they should definitely be distributed.

ED Saffold mentions that he recommends that the committee move on to the next topic. We move on to the question on who would be the person who’s actually going to award them. EVP Caldwell states that he really doesn’t want to push this issue off. If this was a concern in the beginning this should have been brought up then. If the funds aren’t given until the fall there is some time to review and pick the people who qualify for the scholarships. VP Pehrson indicates that she is very disappointed in VP Laluan’s approach due to him never bringing up the issue of not wanting to give away scholarships because of the budget until now. If this was brought up in more timely fashion it would be a more legitimate concern, but now that the ball is rolling and its a few days before the scholarships are supposed to go out, it has put ASI in a really uncomfortable position.

The committee discusses steps on moving forward with the scholarships:

- Scholarships will be advertised starting Tuesday
- There will be a two-week period in which students can apply for scholarship
- ED Saffold mentions that there is nothing wrong with running this until the last day of school because awards won’t be distributed until Fall 2012
- Develop a panel task force to make sure the scholarship recipients are chosen accordingly

The committee discusses the breakdown of the different scholarships:

- More General scholarships
- Academic Scholarship
- Book Scholarship
- Part time Scholarships
- Graduate Scholarships

VP Menon states since there the resources are available to form a task force, when it all said and done helping a student’s debt rather than an organizations debt, I’ll lead towards the student’s debt first.

VP Laluan indicates that he doesn’t see any reason for academic scholarships we really don’t know where the money is going to but I am very much for graduate and book scholarships. If we are talking about administering the scholarships, I don’t see why we would be giving money to financial aid.
Heather Harbeck indicates that she is not a recipient of financial aid and all she receives is loans to pay for school. Yes, the scholarship would go to my university account but it would kick out some of the money that I receive for loans. There is a misconception there when it comes to students receiving scholarships and ASI scholarships would be extremely beneficial to me and a lot of other students.

VII. Emergency Discussion Item- Budget
The Executive Committee will discuss the budget reduction strategy.
President Prado states that there will be a few proposals proposed by the Executive Director and an outlook and background proposed by the university on why we must make these decisions.
ED Saffold shows the committee a document of the budget with the expectation of a 1% drop in enrollment. Always keep in mind next year is an expected 2% drop in enrollment.
ED Saffold highlights a few different recommendations for the budget:

- Short $526,000.00 of what we had recently went through
- Approximately 3.6 million allocated for programming this year
- Projected 500,000 deficit in the budget this year-didn’t actually hit this
- If ASI loses that headcount for next year we have to be just as conservative with funds like we are this year
- Krista Smith found a large number of student assistants to move out of her budget – these were student assistants that were planning on being hired for the upcoming year.
- Overestimated benefits
- Found two FTE’s in regards to custodial that didn’t need to be there
- What was proposed originally was a lot more than now
- For new proposal a specific department will be liquidated significantly
- Programs was treated very harshly
- Administration is being cut in regards to the budget for consulting
- Removed all proposed service contracts that Garvin Tso
- Removed Proposed Recognition awards
- Removed conference travel for admin team and executive director
- Cut admin budget by $32,000.00
- Removal of smart devices
- Removal of all computer training for the professional staff
- Look at cutting the ASI shirts
- Reduce the camera and video equipment
- Garvin’s team has been cut by $33,770
- Programming—all the high profiling for ASI

Students working for Students!
- Programming represents 85% of our public face - this is where the most money is cut $94,000.00
- $65,000.00 in club funding, $5,000.00 in seed money
- Cut Admin budget for paper and pins - Margaret Daniels already have a budget for that
- All RAW Conference travel was cancelled
- Removal of the PA system that was proposed
- Removal of Board Retreat Speakers
- Fewer students receive scantrons
- When it comes to RAW Krista Smith indicated that she would like funds cut from programs that doesn’t exist rather than from programs that she is trying to expand
- Cut the amount in the Outdoor Adventures Programs
- With all the cuts indicated on the document only equals $267,000.00 and some change
- Proposed Positions can be cut - but still well short of initiative

The committee discusses the positives and negatives of the proposed budget:

ED Saffold indicates that we are looking at wherever there is a duplicate of service we can consolidate that

VP Laluan indicates that with this budget recommendation we are cutting all the services that students associate ASI the most.

Symonds indicates that all these cuts to programming and other things that serves students is not right just to save staff.

President Prado indicates that he doesn’t wants to politicize this conversation more than what it already is. This is just a political battle on where ASI priorities are; we are in the most vulnerable position.

ED Saffold indicates that he has no belief and confidence that facilities will clean these buildings better than ASI does.

VP Laluan indicates that he thinks we should draw the line on removing departments. At the end of the day if this committee can’t decide on a budget by June 1st, 2012, ASI will be receiving a budget any way.

ED Saffold states that the budget is due eight weeks before the academic year is complete and we are already two weeks over due. We have had audit findings in the past two years in a row.

VP Laluan states that the board’s input will be very valuable when it comes to making a decision on the budget. We cannot get rid of that public face and that is what this budget will do.
ED Saffold states that if we do not do this we would imbalance the budget. Once the reserves go negative ASI would not last as cooperation so if we would start going into the reserves by 2018-2019. ASI will have to close its doors. ED Saffold stated that there will be around a $500,000.00 deficit but there was a Build America bond given to us in the amount of $244,000.00.

VP Laluan indicates that there is not a structural way to pay off this deficit.

ED Saffold states that the reserves are not for right now but for later.

President Prado states that he feels like he needs to take a stance on this issue. ED Saffold indicates that the stand will not change the money.

ED Saffold indicates that he doesn't know if the budget that is recommended will be approved.

President Prado indicates that this presentation should be prepared for the entire board. Ultimately it would be up to the Board of Directors to approve this budget.

The committee discusses the budget proposals made by the Executive Director.

ED Saffold mentions that after he showed the committee all the recommendations for cuts there still has to be a cut of $62,000.00

VIII. Emergency Action Item- Budget Approval
The Executive Committee will approve the budget.
Tabled

IX. Adjournment
Motion to adjourn meeting at 2:24pm
Motion Carries.

Minutes Reviewed by:
Executive Committee Chair
Name: Christopher Prado

05-29-12
Date: