Executive Committee Meeting Minutes for June 30, 2011

I. Call to Order: President Beig calls meeting to order at 11:51pm.

*indicates member is present at the start of meeting

II. Roll Call

Members Present  |  Absent Members  |  Guests
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* Mohammed Beig  |  Krista Smith  |  
* Rafaë Khan  |  
* Samantha Andres  |  
* Joe Tafoya  |  
* Georgina Arnold  |  
* Randy Saffold (EVP)  |  
* Stan Hebert (Liaison)  |  

III. Consent Calendar

A. Approval of the Agenda

Motion: (Khan) to approve the agenda.
Motion Carries.

B. Approval of Minutes of April 1st, 2010

Motion (Khan) to approve the minutes of April 1st, 2011.
Motion Carries.

IV. Special Presentation: none

V. Action Item – By Law Changes

The committee will review the bylaws for changes to allow compliance with AB 1233. Following were the highlights of the discussion:

- Chair Beig mentions that Attorney has proposed some changes to the By-laws.
- The change is to add a committee called the Advisory committee under Article IX section V.
- The change states that, “The Board may from time to time establish one or more Advisory committee to the Board of Director comprised of no more than five members. The members of the Advisory Committee may consist of
Directors and non-Directors. The Advisory Committee will not exercise authority on the Board to make a decision on behalf of ASI but shall be limited to making recommendations to the BOD or its authorized representatives and to implement decisions and policies of the Board of Directors. Advisory committees shall at all times be subjected to the probations and control of the BOD. There shall be two standing Advisory Committees with non-voting members as follows:

1. Executive Advisory Committee comprising of the ASI ED and the University President’s Designee.
2. Campus Advisory Committee that shall have any of the three faculty representative from Academic Senate, Director of Student Life, Alumni Association Liaison, Athletic Liaison and University Housing Liaison."

- The second proposal is to add the description of the role of a Secretary i.e. to archive the minutes and maintain all the files under the job description of Executive VP.
- **Speaker’s List:** ED Saffold, Khan, Beig

**Motion:** (Khan) to approve the Bylaws.

Motion Carries.

**VI. Action Item: Budget Changes**

The committee will review and approve the changes to the ASI Budget for FYA 2011-12. Following were the highlights of the discussion:

- Chair **Beig** states that the mortgage for RAW is higher than expected and that has put us in a deficit for the next year and following years also.
- In order to solve this problem we have to make some cuts and ED **Saffold** has submitted a proposal for it.
- Chair **Beig** yields the floor to ED **Saffold**.
- ED **Saffold** provides a walkthrough of how we plan to reach the $300,000.00 loss.
- ED **Saffold** states that he got together with the staff and took a look at strategic initiatives and areas of the budget that we can change.
- Had a long discussion with Smith and it turns out that minor adjustment like opening the RAW Center at 7:00 am instead of 6:00 am would help in saving some money.
- Instead of staffing the fitness center with two people, we will only staff with two people during the peak hours. In this way we are able to get a net
VII. Action Item: Job Description Changes
The Committee will review any changes proposed to existing job descriptions of ASI employees. Chair Beig explains that the only change that has been made is to the job description of the assistant to the Board. Following were the proposed changes:
- They will report to the Executive Director but will be directed by the Board President.

Motion: (Tafoya) to approve the job Description Changes.
Motion Carries.

VIII. Action Item: Executive Directors Review Approval
The Committee will review and approve the Executive Director’s Review by the ASI Personnel committee.
- Chair Beig states that he spoke to the Attorney who mentioned that the Board approves the review and the President writes it.
- Speaker’s List: Andres, Beig, Hebert, Khan, and Tafoya.

Motion: (Tafoya) to approve the ED Review.
Motion Carries.
Motion: (Tafoya) to approve the letter and report of ED’s Performance Evaluation.
Motion Carries.

IX. Round Table Remarks:
- Hebert: congratulates the Chair on the meeting.
- Khan: Congratulations to the new Board. Hopefully the new Board is going to have a good and active year.
- Andres: great that we have everything ready for the new Board.
- Saffold: thanks the former Executive Committee. Looking forward to working with the new Board.
- Prado: thanks for laying the foundation and groundwork for ASI so that now we can move forward in the new direction and start tackling student issues.
- Beig: Thanks Hebert for being a great mentor. Thanks Tafoya for all the good work. Thank you Khan, Andres and ED Saffold. Its been a pleasure and glad to hand it over to the new Board. The meeting will be adjourned by Christopher Prado.
savings of $198,000.00 across the year.

- Students are not losing their jobs and new students are not being hired. Eg. When we look at the adventurous program that is one of the strategic initiatives, Smith wouldn’t hire the student assistants we budgeted for. Instead Smith would bring on the professional staff to run that program.
- We identified other reductions of $7,500.00 from the RAW in Equipment.
- Under the special events category we would just scale back what we haven’t planned. They were going to ramp up what they were doing for tournaments and we are cutting back on some of the things that don’t exist yet.
- In the UU budget, we are going to eliminate $11,000.00 worth of equipment. We focused on eliminating video conferencing in at least one of the rooms for the set-ups that we are planning on doing. We increased custodial supplies by $3,000.00.
- The area that was identified within the Board Budget is the Travel for CHESS Conference. We currently take thirty people to CHESS. If we cut the CHESS Budget into half and take only fifteen people we can still have a big impact on the program thereby saving around $4,740.00.
- Another area is the End of Year Banquet. We had increased it earlier to $10,000.00 we are now going to reduce it by $4,000.00. The End of Year Banquet now matches the Winter Banquet i.e. both are now budgeted for $6,000.00. Banquets will now be on campus as opposed to off campus.
- We are going to take $5,000.00 away from Staff Development and Training in the form of Contracted Services and we will reduce Conference travel by $2,000.00.
- Finally we are reducing Consulting Services by an additional $2,260.00. That leaves us $17,500 short.
- We lose several thousand dollars per year with ECEC. Because we are cutting our contract into half, we expect to lose less. We are hoping that the amount less that we lose will cover the difference.
- EVP Khan suggests changing the closing time of RAW on weekdays to 11:00 pm. And on weekends to open at 10:00 am and close at 9:00 pm.
- The committee discusses the possibility of renting the ECEC Building. ED Saffold explains that we probably no longer own that Building and CFCS own 2/3 of the facility.

Motion: (Tafoya) to approve the Budget Changes as proposed by ED Saffold. Motion Carries.
X. Adjournment
Motion (______) to adjourn meeting at _____ pm.
Motion Carries

Minutes Reviewed by:

Executive Committee President
Name: Mohamed Beig/ Christopher Prado

Minutes Approved on:
11/14/2011
Date