Executive Committee Meeting Minutes for September 22\textsuperscript{nd}, 2011

I. Call to Order: Chair Christopher Prado calls meeting to order at \textbf{2:00pm}

*indicates member is present at the start of meeting

II. Roll Call

Members Present Absent Members
*Christopher Prado
*Chris Caldwell
*Siddharth Menon
*Mark Allen T. Laluan
*Lyla Pehrson
*Randy Saffold
Stan Hebert

Frank Quintana

III. Consent Calendar

A. Approval of the Agenda.

Motion: (Laluan) to approve the Agenda.
Amendment I: to include the discussion item on the ASI Mission Statement.
Amendment I Carries.
Motion Carries as Amended.

B. Approval of Minutes of September 19\textsuperscript{th}, 2011

Motion: (Pehrson) to approve the September 19\textsuperscript{th}, 2011 Minutes.
Motion Carries.

IV. 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 State University, East Bay.

No Public Comment

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V. Emergency Action Item – Board Approval of Suggested Budget Cuts and Transmittal Letter Signing.

ASI has been asked to cut an additional $200,000.00 out of the revised budget sent in August. This is a total of $500,000.00 cut as a result of the Debt Service (Mortgage) for the RAW being more than expected.

*Stan Hebert was present at the meeting at 2:18pm

President Prado yields the floor to ED Saffold and President Designee Hebert who highlights the following:

- **Hebert** states that the budget is missing a key element which is the amount associated with the debt service bond that was used to construct the Recreation and Wellness Center. The amount of expenditures that was placed in the budget would cause ASI to be in a deficit and the deficit would have to be covered by increased amount of revenues or expenses would have to be trimmed in order to balance the budget. There are a limited amount of reserves for the short term and the reason why ASI shouldn’t go into reserves is because the operation would not be sustained.

- **Saffold** states that there are additional things that tie into the budget, and was asked to remove a certain amount of the budget for facilities. ASI is looking at an initial deficit of 1.2 million. Went back to the staff and identified $200,000.00 worth of cuts that will be shared.
  - Custodial Staff in the RAW can reduce the budget by $24,000.00, by not hiring a new group of custodians for the RAW.
  - Removing the adventures coordinator position for the RAW saving ASI $64,800.00.
  - Cut down the equipment budget in the amount of $10,000.00.
  - Removed half of the Welcome Orientation Give-a-ways saving ASI $64,800.00.
  - Removed $34,000.00 from UU.
  - Cut $7,000.00 from the Budget in regards to Video Conferencing.
  - Removed $5,000.00 in student salaries.
  - Removing $42,000.00 in custodial staff salaries for the new position.
  - Planning on adding $15,000.00 in additional scholarships, increasing the amount of scholarships that are giving out.

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-Proposed that to speak to John Stoll about cutting programs.
  - Prado asks the committee if $15,000.00 in scholarship funds will be best for the students or $15,000.00 for programming for the students.
  - Current Amount of Scholarships is $30,000.00
  - Lallan states that students are being hurt by the cuts, how would ASI presents run if they lost an additional $15,000.00.
  - The Committee discusses revenue for ASI presents.
  - Pehrson states that John Stoll offers learning opportunities and internships for student’s on-campus and the budget for those specific opportunities should not be taken away.
  - Caldwell states that there should be a minimal impact on John Stoll’s programming.
  
Motion: (Siddharth) to reduce budget from ASI presents $7,500 and $7,500 from scholarships.
1 Abstention from Stan Hebert.
Motion Carries.

VI. Emergency Action Item - Discussion and Approval of the ASI CSU Operating Agreement with University (Missakenly referred to often as MOU).

The Executive Director will outline the major points of the Operating Agreement and ask the Board for conditional approval to sign the document when the final space issue is resolved. ASI was very successful in getting most of what it was asking for in the agreement.

ED Saffold highlights the Operating Agreement:
- In charge of student organization programs, recreation and wellness programs, student union programs, and health services. Generating income revenue by renting out facilities and having scholarships available for students.
- The lease holder of all ASI spaces, this is beneficial because ASI only has to pay for Utilities of its spaces.
- Audit starts September 26th, 2011 supposed to have in place a working budget and a side Operating Agreement.

Motion: (Menon) to approve the content of the proposed Operating Agreement for ASI and giving the Executive Director and ASI President the authority to approve and sign the revised version.
Motion Carries.
VII. Emergency Action Item-Signatory Authority-Descriptive Descriptive Document
ASI Produced a document covering the chain of who can sign for whom (signature authority) but not who can sign for what. This document corrects that situations and helps ensure that the Board, Executive Director, and key staff can sign for the items needed for the ASI business. This document will require a resolution adopting it.
ED Saffold highlights the following:
• The BOD gave a policy on which member can sign for members on the board in their absence but not a policy on who can sign for which type of document.
• Siddharth Menon is the only Board Member who can sign for checks.
• Created a document that went over all of the signature authority.
• Wrote a document that borrowed from the UC Language-the president or designee signs for the Executive Director.
• Legal Documents and Separation of Duties are signed by the President of ASI.
• Signature Authority has to be changed by the President.
• Vice President of Finance or Designee:
  -bank transactions.
  -purchases and relating documents.
  -contracts and agreements
  -any document requiring the Secretary or Treasurer
• Executive Director Designee:
  -CSU Memorandum of Understanding approved by the BOD or Ex Comm.
  -CSU Operating Agreements approved by the BOD or Ex Comm.
  -Operations, related bank transactions and checks for the Organizations
  -The Executive Director should not be signing unless the BOD gives him permission to do so.
  -Budget Transmittal approved by the BOD or Ex Comm.
  -Operations related bank transactions, Vendor Contracts, Invoices, and Signatures before things are thrown out.
  -Key Distribution forms, Signature Authorization forms, and other documents approved by the BOD
• ASI Department heads:
  -Purchase related documents
  -Minor Department MLU’s
  -Invoices

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Operation Vendor Contracts
-Proof of Receiving Equipment
-Artist Contracts
-Agreements
-Other Documents approved by the BOD

Motion: (Menon) to approve the Signatory Agreement contingent on the change in the absence of the ASI VP of Finance the ASI Exec. VP will assume signature authority with the exception of when the ASI President is also away then the VP of Internal Affairs will sign for the VP of Finance.

Motion Carries.

The Board will view a resolution in support of AB 131 that could potentially allow AB 540 students to receive financial aid.

Prado asks if committee members are familiar with AB 131 and reads the act AB 131 to them.
- Governor Brown has until October 9th, 2011 to sign the bill or veto the bill. Going over the bill will provide more credibility and support; the committee will be lobbying on this item tomorrow.
- ED Saffold asks; what level of context will be given to the Board in regards to AB 131?

Motion: (Caldwell) to approve the resolutions of AB131.
1 Abstention from Stan Hebert.
1 Abstention from Mark Laluan.
1 Abstention from Siddharth Menon.

Motion Fails.
- Hebert states that it appears to be a need for an urgent action as it was desired by the members of this body. The resolution has been presented but that doesn’t preclude other types of transmittals that can come from individual members. The timeliness on this and it needs to be sent to appropriate offices in which they need to receive letters of support but doesn’t need to have the same distribution as the resolution.
- President Prado states that despite personal relationship bias to any issue it is the duty of the Board to represent every single student on this campus and there is more than one AB 540 student on the California State University EB Campus.

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• Laluan states that he did abstain because of his relationship with the Newspaper and regardless of our political opinions or connections, when summarizing it should include all sitting members of the Board.

• Menon states that it says ASI and its constituents, are we basing this resolutions item off what the Board feels, or is polling with the students going to be done to get the students opinions on this specific act.

• President Prado states that considering the time constraints on this specific resolution it is not possible and feasible to conduct polling.

• Pehrson states that polling on every resolution will not be feasible and is something that will not follow through.

Motion: (Laluan) to reintroduce Resolution Support of AB 131.
1 Abstention from Stan Hebert.
Motion Carries

Motion: (Laluan) to pass Resolution Support of AB 131.
1 Abstention from Stan Hebert.
Motion Carries.

IX. Discussion Item- Board Compensation Policy Discussion with Lawyer comments.

ED Saffold states that he did not bring a revised copy of the Board Compensation Policy.

Motion: (Pehrson) to table the Discussion Item-Board Compensation Policy to the next Executive Committee Meeting.

Motion Carries.

X. Action Item-ASI Volunteer Workers’ Resolution

Our insurer, CSURMA, has pointed out that we need a resolution from the Board in order for volunteers helping us out can be covered under our insurance and professional liability umbrella.

President Prado states that at the last Executive Committee Meeting the committee went through the resolution. President Prado yields the floor to VP Pehrson who highlights the following:

• This is a resolution regarding the volunteers working under John Stoll and Krista Smith and any other ASI volunteer that deals with workers compensation insurance coverage for all of those volunteers.
- ED Saffold states the resolution brings any volunteer that may be hurt or injured or may cause harm protection. It is a recommendation from the risk management organization making sure volunteers are protected, including a volunteer waiver and this specific document during their act of volunteering.

Motion: (Laluan) to approve the ASI Volunteer Workers’ Resolution
Motion Carries.

XI. Information Item-Review of the ASI Mission Statement
ED Saffold states that the Mission statement was voted on the previous academic year. Dr. Dalton asked for the missions but the grammatical errors were exceeding. There have been two drafts drafted from himself and President and Prado in regards to the Mission Statement. ED Saffold reads the Mission Statement and Vision Statement to the Committee Members and also asks the Board if they are okay with adopting the temporary mission or if they would like to utilize the Mission Statement Currently on the Website. Hebert states that the Mission Statements are very valuable to the Organization.

- Mission Statement
- Vision Statement

XII. Roundtable Remarks
Saffold: states he will be meeting with Mohammed and Jim to try and complete storage place assignments. ASI needs more storage space and will be working that out and an answer will be provided next week in regards to storage space.

Hebert: states that ASI needs to tackle committee assignments, the sooner the better for the assignments to be appointed. Also BOD meetings dates and times are advised to the Ex-officios as soon as possible so that they can feel included as they did in the past.

Laluan: states that the committee applications are coming along and will be out to the committee members Friday for review.

Prado: states that there will be a federal lobbying trip on October 24th to 27th located in Washington DC and Frank will be attending along with himself. The first lobbying trip will be tomorrow and Friday in Sacramento, also commends Frank on his legislative highlights.
XIII. Adjournment

Motion: (Laluan) to adjourn meeting at 3:57pm.
Motion Carries.

Minutes Reviewed by:
Executive Committee Chair
Name: Christopher Prado

Minutes Approved on:
9/22/2011
Date
These are some of the corrections I had to the Executive Board Meeting Minutes:

- I, Director of Legislative Affairs, facilitated the description and the discussion on Resolution in Support of AB 131
  - Edits and recommendations were made by the board.
  - I read the resolution to the board.
  - I described AB 540, AB 131, and mentioned a section of the ASI Mission, and University goals.
    - I described the AB 540 Resolution that the External Affairs Committee approved last year.
  - Motion to amend “ASI and Constituents” made by VP Finance
  - Motion to amend the “recipients” made by VP VP External Affairs

- Resolution PASSES