Executive Committee Meeting Minutes for December 2nd, 2011

I. Call to Order: Chair Christopher Prado calls meeting to order at 12:08 pm

*indicates member is present at the start of meeting

II. Roll Call

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

III. Consent Calendar

Approval of the Agenda.
Motion: (Caldwell) to approve the Agenda.
Motion Carries.

IV. Action Item – Approval of the November 14, 2011 Minutes

Motion: (Menon) to approve the November 14, 2011 Minutes.
Amendment 1: (Caldwell) to amend the Minutes by including the Mark Allen T. Laluan’s name on the Present Members list on the Roll Sheet.
Amendment 1 Carries.
Main Motion Carries as Amended.

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. Emergency Action Item – Preliminary Trial for Finance Policy Improvement.

The Executive Committee will give Siddharth Menon, VP of Finance permission to notify SLLP in tandem with clubs & organizations of a deadline to submit club funding requests for the winter quarter. Following were the highlights of the discussion:

- VP Menon states that the issue that we have facing the Finance Committee is that the clubs and orgs do not stick with the deadline. The results are that they continue to chase, as a result of them chasing other people. Finance Committee helps constraints. We have to really ask ourselves of poor planning and attendance. My plan is to get everyone by a certain date and if it is not done then it is not done. This gives Finance Committee enough time for paperwork. It also helps the clubs to have enough time to assist them with the administrative paperwork.
• **VP Menon** states that it is too late this quarter to inform the clubs. First two weeks of school to turn in requests. The first deadline is week one and the second deadline is week two. The first step for ASI is to inform the clubs and orgs that these steps will be taken.

• EVP **Caldwell** inquires, are you proving any new Policy and Procedures to the clubs & orgs. **VP Menon** replies that there is a handbook that tells them how to plan and market their event.

• Event planning, ideas for fund raising, timeline to submit – all these steps will assist them to be better leaders.

• Chair **Prado** asks if any of the Executive Committee members have been on the student clubs. **VP Laluan** replies that he has been to many events.

• **VP Laluan** states that if there is something wrong in the system it needs to be fixed. Don’t think that the Board is obligated to review every request. It is going to be a transition process, totally not sold on how students clubs are going to react to the change.

• **VP Menon** states that plan will help organize the student club leaders. We are spending money but not sure that we are spending money.

• **ED Saffold** states the goal of getting the earlier deadline allows you to plan properly, those rules constrain. What is the impression of the event what they thought – he said that it was a good idea. Randy states that this policy and procedure will help them facilitate better.

• Chair **Prado** states that the problem that you proposing are that the students are not submitting their requests on time or within the deadline. I think students do not understand the Finance Policy. Not comfortable with having something like this in place when one of the primary sources is that ASI offers funding. I agree that the students need to plan more. It will change the dynamic for which students request funds.

• **ED Saffold** agrees to some degree. What is enough time to properly plan an event and notify the students that the sometime needed is three weeks. We start backing that time up and the most we can cut off of what **VP Menon** is proposing is somewhere between two to three weeks. States that we are realistically looking at how much time do we need to plan an event. If a student turns in a request on Monday, it does not get to **VP Menon** until Wednesday or Thursday (those are the days he will be in ASI office). It won’t even be looked at until next week providing the request has all supporting documents otherwise it will further be delayed. Even that process takes about three weeks before it even got reviewed by the Finance Committee and now it gives us one week to cut a check. If it’s a Wednesday and we have to cut a check it will roll over to the next week. Are we negatively reinforcing behavior that we do not support?

• Chair **Prado** feels that there may be disconnect between our opinion and the reality of the students that have actually been on clubs. This was evident at the Board meeting when two students who have gone through this process.
- VP Menon states that we are really okay funding poorly planned and attended results.
- EVP Caldwell asks what the timeline is. VP Menon replies that if you want to have an event on week 2 – week 4, the deadline is the end of week one. And if you want to have an event on week 4 to the end of the quarter, your deadline will be week 2. Will work with SLLP and send an email by the end of today to let the students know what the proposed changes are. Will also send emails at the end of finals week and on the first day of winter quarter as well.
- VP Laluan asks what about the day of the deadline. If someone submits their request on Tuesday of first week is very different from submitting the request on Friday of first week, it will get reviewed in that order.
- EVP Caldwell suggests including the date of the Finance Committee meeting in the email.
- VP Laluan clarifies we are voting on the information of the trail and we are not changing the Policy. VP Menon states that it is giving him permission to try out the new deadline system without the changing the Policy.
- EVP Caldwell states that students may overlook because of finals week; is two weeks necessary enough time the clubs when they come back and have everything in order.
- VP Menon asks how much time can we afford, if we go with three weeks then students may request for four weeks. EVP Caldwell states that two weeks is better.
- Chair Prado states that for an event clubs are successfully trying to put together all their resources for the event. They need to have meetings and have everyone present just like we do. So it is sort of difficult for them to organize meeting in one week.
- Hebert mentions that under the trials, we should expect complaints. If we allow the committee to work through them, we are going to discover new things that we did not even think of. As they implement the trial period, we have more to talk about. Winter quarter is a lighter quarter for a lot of events.
- VP Laluan moved to amend the timeline to be three weeks just because it’s a new system and it’s not necessarily what you envision but at the same time it will give them maximum time to adapt instead of just trying to force.

**Motion:** (Laluan) to amend the timeline to be three weeks instead of two.

**Motion Carries.**

- VP Menon states that the Policy was not much thought out but we want to give them enough time to plan.
- EVP Caldwell proposes an Amendment to the Motion.
- Amendment: (Caldwell) proposes to have week three be cut off.

**Motion:** (Laluan) to amend VP Menon’s original trial plan.
Motion Carries.

- **Hebert** states that the committee has a lot of flexibility for the clubs in their requests and you have some reasonable constructs to make a decision to allow the trial because they still get to consider or reject based on the quality of their estimates or documentation. They used to take them in the order that they came in, it was first come first served. So it was not a question of merit.

- **EVP Caldwell** proposes an amendment. By the end of week 1, if we want to have an event for week three or four we will have to turn in our paperwork by Friday. That means no events for the first two weeks of school so that when paperwork gets in we can plan, review and cut them the check for week three. And to have papers submitted by the end of week three for events to be held on week 5 through the end of the quarter.

- **Motion:** (Caldwell) is to have two separate deadlines for the upcoming quarter – one at the end of week 1 for events held between week 3 and 4. The other deadline is Friday of week three for events to be held on week five till the end of the quarter. Also send out two emails to inform clubs and organizations and student body of the new deadlines. That is the motion on the table and it is proposed by EVP Caldwell. **Motion Carries.**

- This will be effective beginning of the spring quarter.

- **VP Menon** says if we get down with finals next week and if the clubs already know what they want, you can turn in your requests. Under our current policy, it is first come first served. There is higher chance of getting approved because you are getting looked at first.

- Call to question by VP Laluan.

- Chair **Prado** states that right now there are four voting members and in order for the motion to pass it would need three people to approve it.

Motion Carries.

- Chair **Prado** states that there is no change to the Finance Policy but this is only a trial proposed by VP Menon.

- **ED Saffold** states that the way this is going to work is to require at least a trial modification of the policy. It requires a resolution stating that you are agreeing to change the deadline stated in the Policy to be reevaluating next week.

VII. Roundtable Remarks

- **Laluan:** will be working with College Directors to form pieces of policies or resolutions coming up for next quarter. Just on the trial funding policy changes that we gave a preliminary approval, I would like to stress that my voting favor was under the understanding that this was a trial and personal preference I would like to see this going back to the Board for determination is this working or not.

- **Menon:** Thanks everyone for trying out Funding policy deadline. We will never know if this works out until we try it out. Once this effective in the Students working for Students!
new quarter and once we are at week five or so, I will share the results with the Board. Will be out of country in winter break. Ed Saffold explains the signing authority

- **Caldwell**: makes an announcement that the Personnel Committee meeting is in the Board Room from 2-4:00 pm. Attended the Academic Fairness Hearing Panels. There are two separate parts to it. The first part is the committee and the other part is the Hearing Panel which needs two representations of two faculty members and one student. Went to the first meeting but the things that were talked about were conflicts of interest. Will not be sitting on the committee. We have one student; we need two more students for this committee. Will be attending Chancellor’s office on December 15 and 16, 2011 for Advisory Council Meeting.

- **Prado**: attended two committee meetings. One for Student Success and Achievement Committee chaired by Dr. Dalton. Academic Senate, SCAA, SLLP were there, most of the departments were present and submitting proposals for funding requests to Student Success and Achievement Committee. A Subcommittee will meet on December 14, 2011 to review those requests. Next day I and **Quintana** attended a meeting that talked about student retention on campus in general. They are proposing cultural based housing and overall increase campus life. These are proposed changes they are going to bring to the campus. Thanks Caldwell for organizing the Personnel Committee and the Board applications that we will be reviewing today.

**VIII. Adjournment**

Motion: (Caldwell) to adjourn meeting at **1:18pm**
Motion Carries.

Minutes Reviewed by:
**Executive Committee Chair**
Name: Christopher Prado

Minutes Approved on:
**01/13/12**
Date