Internal Affairs Committee Meeting Minutes for February 10th, 2012

I. Call to order: VP Pehrson calls meeting to order at **8:45am**.

*indicated members present at the start of the meeting

II. Roll Call

<table>
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<tr>
<th>Members Present</th>
<th>Absent Members</th>
<th>Guests</th>
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<tr>
<td>*Lyla Pehrson</td>
<td>Jonathan Stoll</td>
<td>Randy Saffold</td>
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<td>*Courtney Symonds</td>
<td>Marguerite Hinrichs</td>
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<td>*Corrie Christine</td>
<td>Christopher Prado</td>
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<td>*Tenaya Davis</td>
<td>Melanie Sutrathada</td>
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<td>*Stan Hebert</td>
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<td>*Yijia Guo</td>
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<td>*Jamie Piazza</td>
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<td>*Jerry T. Chang</td>
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III. Action Item - Approval of the Agenda

Motion: (Davis) to approve the agenda.

Motion Carries.

IV. Action Item - Approval of January 27th, 2012 Minutes

Motion: (Davis) to approve the **January 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.

VI. Information Item – Audit Committee Charter

VP Pehrson states that she will show the committee the draft she has been working on for the Audit Committee Charter. I used a template for this and added things that are specific to Cal State East Bay. One of the audits pointed out was that we need an audit committee charter policy. This is a time that we’ll go through it. I’ll tell you guys what I’ve added thus far; our title, the purpose, and I have changed the composition of the meeting to fit the specificity of the members. Anyone who knows more specificity about the members is welcome to correct me.

ED Saffold states that you would list the President of PEMSA before you would list the
associate Vice President, and it's not of PEMSA; it's of Student Affairs for Stan's position. We will do one more version of rounds after we go through this when we get the committee's input to finalize, and then make it the action item for the next meeting.

VP Pehrson states she will read the composition were major changes were made. The Audit Committee will consist of at least six members of the Board of Directors and relevant university administrators. The Board of Directors will point committee members and the committee chair.

ED Saffold states that we do not need more than two members of the board. It wouldn't be six. It's not going to be a sub-committee that's proposed by the board per say. The Board is going to ratify this through a resolution adopting this charter.

VP Pehrson states her only concern is that we have more administration than we have Board members. ED Saffold states that is currently what we have. VP Pehrson states I want to make a recommendation that we have a more balanced committee. Hebert states the way it is proposed is that there are six students and three administrators. There are nine people. VP Pehrson states that the original had three and no more than six. We would have the Vice President of PEMSA, the Associate Vice President, which is Stan Hebert, the Vice President of Administration, the Vice President of Finance which is Debbie Brothwell, and the ASI President. ED Saffold states that is currently what the committee is made up of now; that's who's on the committee. The issue that this group was facing was the fact that we have an audit committee; we just don't have a charter saying that it is okay that we have a committee. We could not produce it for the audit report. We are just making a charter that covers the people we have. Hebert states the committee didn't have as many people, and there weren't many opportunities for Board appointments because Debbie Brothwell was a member and Vice President Dalton was appointed by the President. This allows for the PEMSA Vice President as well as me to be and ongoing member of this committee. As each year goes by, there are some consistent members who will continue to serve ASI's interest because the students will change when there is an election. ED Saffold states that if there is concern on balance; I was playing with the idea and I'd ask for some input on including the VP Internal Affairs to also be a part of this committee, but because I don't know the history of this; I don't know why it's just the finance and the president. Hebert states it was just to limit the number of people. ED Saffold asks VP Pehrson if it is in her interest to have no more than five people. VP Pehrson states as it stands now, there are two board members on the committee charter. ED Saffold states I was incorrect; Stan Hebert not currently on it. There are two executive members from the board, and two university officials on the committee. There are four people. VP Pehrson states I just wanted to make sure that we had equal representation as far as the board and that was my only concern. I wanted to make sure that our voices were heard in the committee. ED Saffold suggests not exceeding five committee members. You can say that the audit committee will consist of at least three members, but no more than
five. **VP Pehrson** makes changes to the template as to how many members the Audit Committee will consist of. **VP Pehrson** states that she removed verbiage about committee members being independent and financially literate due to the fact that it is no longer true. I also changed the audit from being four times a year to twice a year. **ED Saffold** states there is a pre-audit and then there is post summary. There is a pre-audit and a post summary for both the internal audit and the external audit. The external audit is every three years. **Hebert** states that the purpose of this audit committee would be to have a group that could meet even on the years we don’t have an audit because next year you will not have an audit. The committee can meet and review the audit findings. **VP Pehrson** questions whether we should do it four times a year or four times a year when there is an audit. **ED Saffold** suggests the committee meets two times a year or as needed. **VP Pehrson** states the responsibilities of the committee will be the same. **ED Saffold** states that these are the basic function of the committee in which we borrowed from another CSU. **VP Pehrson** continues to reads the political verbiage of the policies to the committee. **ED Saffold** gives input to **VP Pehrson** as to what can be edited on the template and suggests that **Pehrson** make it passive to ensure that an evaluation is conducted because it will probably be an evaluation from outside of the committee. We might have a group either on campus or outside campus. **VP Pehrson** then reads over the purpose and gives the overview of what the committee does. **VP Pehrson** states that she and **ED Saffold** will go over this with a fine tooth comb and hammer out any of the smaller things that we need to do. **ED Saffold** suggests that Debbie Brothwell look over the Audit Committee Charter draft before we do our final one, and then we can bring it back as another action item for the next meeting. We’ll probably share it with Debbie Brothwell and Jacqueline Jennings, our legal counsel. **VP Pehrson** states that we’ll need to do a resolution to adopt the Audit Committee Charter.

VII. **Information Item – Travel Policy**

**VP Pehrson** states that the travel policy was created last year and it had a few things that we needed to add to it. I went through it and made some general changes. We will go over it as of right now. I added an objective because it didn’t have one. **VP Pehrson** reads the objective. **VP Pehrson** states that it is a bit wordy. **Davis** states that it is too much of a run-on sentence. **ED Saffold** argues that the objective of this is not necessarily for student travel, but it is travel within Associated Students. You can make it assemble as the purpose of this policy to govern travel within Associated Students, and you can shorten a lot of that. **VP Pehrson** states that she didn’t know if it was necessary that we list all associations. **ED Saffold** confirms that all the associations do not need to be listed. **VP Pehrson** states there is a note that states a request for less use of credit and more use of cash advances. The statement says expenses should be paid through the use of corporate credit cards provided for that purpose. **ED Saffold** states that it needs to be changed from corporate credit cards to corporate travel cards. Our travel card is not our P-card.
That is our preferred method of doing that instead of doing cash advances. We’re trying to move away from that. VP Pehrson continues to read the policy and states that all receipts for all charges shall be turned in to the business office to verify legitimacy and provide a counter check for the travel card bill. Staff or board members who do not have access to corporate travel cards may travel with reimbursement of charges by ASI. ED Saffold suggests VP Pehrson edit that statement to “reimbursement of charges approved by ASI” or “with prior approval”. You can’t just go and buy anything while you’re traveling and expect that it’s going to get reimbursed. VP Pehrson reads section “F” and states that staff and board members shall submit travel information to the executive director and/or to the ASI President for approval. ED Saffold states that the board can approve for travel, but I don’t approve for staff. I would say tag that section so we can go back to it. I don’t want to do that in this group. We’ll have to be very precise with the wording. I would separate board travel and staff travel because there are different ways in which we deal with that. There will be two different perimeters on that. VP Pehrson states that we also need to do a time frame for advance notice because it states that you need to tell the Executive Director or the ASI President that you are traveling, but you can’t request it in a day in advance and reap the benefits of that. ED Saffold suggests that it be no later than two weeks’ notice. We will always want to be within twenty-one days out, minimum. So one month’s notice is the minimum we’d like. The minimum we can react to is about two weeks’ notice where we actually purchase tickets, hotel rooms, and things on those lines, VP Pehrson confirms that one month is preferable. VP Pehrson reads section “H” and states staff and/or board members, when renting cars, will use corporate cards as issued, personal credit cards, etc. I also think we should mention something about the use of passenger busses because of liability. ED Saffold states we’ll have to outlaw in the policy, fifteen passenger vans; which may or may not be done already. Therefore, you’d have to say something about not utilizing fifteen passenger vans. VP Pehrson reads section “B” about personal vehicle use and states that all drivers using their personal vehicle for ASI must submit a copy of their current driver’s licenses and automobile insurance. The point brought is if we have a provision for use of personal vehicle insurance signed. ED Saffold states that we do have a provision, but it still needs to be signed off on. If you’re using a personal vehicle for ASI business; you must have signed a document of personal driver’s permission. Davis asks if people riding in the vehicle have to sign a waiver as well. VP Pehrson confirms that they’ll need to sign a waiver as well. Davis asks if that is going to be specified. VP Pehrson asks for options as to if there needs to be a document with the waiver. ED Saffold states VP Pehrson add that as another requirement that all passengers must sign a travel waiver. VP Pehrson states that the travel expense form needs to be included as well. ED Saffold states that everyone traveling will need to sign a travel expense form to get reimbursed. Not having traveling expense forms was an audit for us. VP Pehrson states that I was also thinking that we don’t have to included “non-reimbursable items” for the reimbursement section of the policy. ED Saffold states that it is specifically there to clarify the items that
will never be reimbursed. **VP Pehrson** states that she removed “Non-ASI related expenses” from the document because she thought that it was redundant. **VP Pehrson** goes on to explain the perimeters on the cost of meals. This also includes tax and tip. I’m not sure if people are aware of that. I traveled with ASI last year, and I’m not sure if the expenses needed to cover tax and tip. **ED Saffold** considers that portion to be re-written to not include tax and tip. **VP Pehrson** revises the statement to not include tax and tip. **VP Pehrson** states that if we could get around not including the tax and tip; we can lower the prices. **ED Saffold** states that our goal is to align our document with the CSU’s travel policies and plans. **VP Pehrson** continues to read the travel policy. We should mention something about the consent form. The statement is pretty wordy, but with the help of Randy; we can pair it down. **ED Saffold** states that we’ll see the resolution come back with that draft so we can adopt the resolution. This committee will make a recommendation to the board to adopt the resolution on travel.

VIII. Information Item – Credit Card Policy

**ED Saffold** states that we are formally adopting the university’s p-card policy with the additional exceptions they have made for us because ASI is a different organization and their exceptions are noted on appendix secondary sheet that will be attached. We’re not changing the universities policy; we are adopting the university’s policy. **VP Person** States that she added verbiage that is specific for ASI. **ED Saffold** states that we don’t need to speak on the whole piece of getting a P-card because people who would only get a P-card if I say they get one. **VP Pehrson** takes the “Submitting an Application form” section out of the policy and states that the “Complete Cardholder Training Program” section in the policy will not change. The “Activating” section will stay the same as well. “Where to locate the forms” will be taken out of the policy. “Using the P-card” section is fine and will still be included in the policy. I can’t change “What you must purchase with the P-card”. That section will have to stay the same because it’s the universities policy. **ED Saffold** states that we can add a sentence towards the end of the first paragraph in the section that can state “with the exceptions of the ASI specific allowed purchases as identified in appendix one” or something along those lines. The “Restricted Transactions” section actually restricts it to Aramark. **ED Saffold** states that is one of the restrictions that will be undone in our other addendum piece. **VP Pehrson** continues to read the policy. We have “Rentals”, “Facilities”, “Recruiting Events”, and “Service Related Purchases”. **ED Saffold** states that those sections will all stay the same. The “Unauthorized use of the P-card” and “Fraudulent Charges’ sections will stay the same. The “Obtaining Goods” will stay the same as well, but instead of it saying “CSU East Bay” it can be changed to “ASI”. The “Obtain Receipts on Invoice” section will stay the same. The “Lost Receipts” section will stay the same. The “Sales tax” section will stay the same. The “Card Rejection” section will stay the same. The “Exceptions to P-card policies and Procedures” section will stay the same. **ED Saffold** states that these will all stay the same and were following all of
this. ASI had to realize that we are using the university’s policy and they have made very few exceptions for us. ED Saffold states that the person for “Contact for Health” is still the same. We can update this as necessary, if positions ever change. VP Pehrson states that she put in the note about the travel card policy. I don’t know if we want to refer to that somewhere in the beginning of this policy. ED Saffold states that this is fine because we’ll know the differences between the travel card and the p-card. The travel card is not a p-card, but its part of the p-card policy. We’ll need to make sure that we are very careful when we write the resolution; to adopt both of them in the resolution. We’re going to do the travel card exceptions along with the P-card policy.

IX. Information Item - Committee Codes Update
VP Pehrson states she wants to update the committee on how the committee codes are going. I believe Davis and ED Saffold received the email regarding the committee codes. Each member that has a committee will need to look through the codes and by-laws of their committee section. They will report back to me if they see any incongruence’s or if there are members on the committee that shouldn’t belong there; we’d need to handle that with the board. We can’t change it without going through the board. We have a week until the deadline and then I’ll start asking people specifically.

X. Information Item - Policy Adjustment Update: Randy Saffold
VP Pehrson yields the floor to ED Saffold to speak about the Policy Adjustment Update. ED Saffold states that we are going through different adjustments with policy within the organization. Or funding policy for student organizations and clubs is one of the things that have been in transition. We have come to some conclusions on what we’re going to be doing with it. I’ve spoken to Debbie Brothwell, and a debate came up between how much of a role Student Life and Leadership should play versus how much role ASI should play in student org funding. Anything related to funds and money that student clubs and organizations have in their account that they fundraised; they will be controlled by Student Life and Leadership. That is a complete change in policy for what ASI had; where we were the accountants and bank keepers for student clubs and organizations. That is no longer true. We were the people that would initiate journal entry transfers when they did expend on their funds; we’d notify the university about what was left in the fund. We no longer do that. Our sole role now is to grant funds to student organizations when they make requests, and our finance committee reviews those. Once those reviews occur, we will generate a master spreadsheet that will get sent over to university accounting where they will then take the money out of the ASI fund for clubs and transfer it into each of the individual club accounts. The cool thing now, that we are struggling to achieve, is to meet on Mondays from 10am-12pm. If we meet from ten to noon, and we approve you by noon; you should have the money in your account by the next morning by 10am to access. That is something that we are really trying to work on to
Speed through and digitize a lot of the process. That is the goal. Once we approve, we give them the money. One other fundamental change is that seed money will no longer be for all clubs and organizations each quarter. We were giving seed money to every club and organization each quarter. We dropped the amount of seed money we gave the clubs and orgs to facilitate the process, which we should have done if we had known what the practice was supposed to be. Beginning in fall of next year or maybe as soon as spring, we will bump the seed money back up to $150.00, and it will only be given to new clubs and orgs so that they have the ability to advertise and get membership. Another resolution that this group will have to adopt is a fundamental change in how we value our assets. When we do our assets depreciation, we’ve been depreciating assets that are as little as $500.00. The audit committee said that we had to unify what we were doing with what the books say. The work it takes to depreciate an asset is a lot of work on the accounting side, and we were depreciating things that were less than $500.00. We were depreciating the small assets incorrectly which resulted in the total error being under $100.00. This was a non-findable item. Moving forward, we need one more resolution to cover us functionally changing how we do that.

XI. Roundtable Remarks

Guo: no comment.

Davis: happy homecoming week everybody. I hope you guys have been coming to a lot of the events at least representing East Bay in a good way. In terms of the Rec and Wellness committee, we have our meeting today at eleven o’ clock. It will be the second meeting that we’ve had. The things we’re working on are getting freshmen involved and signed up in the RAW. Another event that we are working on is getting a hiking event at Mission Peak which is in Fremont. It will be a nice hike. I’ll probably be leading that hike because I’ve hiked it some many times. Look out for information on that. On terms of athletics, I’ll speak on behalf of them. I don’t know if I updated you guys, but my boyfriend Paul and I are still in the contest for the 106.1 KMEL cutest couple contest. We made it to the top fifty out of 700. Voting ends on midnight of February 15th. You can vote once a day every day. If we win, our goal is to take some of the winnings of $500.00 and donate it to the Make a Wish Foundation on behalf of CSU East Bay. Just go out and vote on 106.1 online for Tenaya and Paul, otherwise have a good weekend and enjoy the sun.

Hebert: I just want to echo on the homecoming. We have the parade today starting at 3pm. If you’re not in the parade, cheer it on. The games are at 5:30 and 7:30. And the other games are tomorrow at 5:30 and 7:30.

Saffold: No big updates, wants to thank all the committee members for their participation, and also appreciate you guys going through the tedium. In general, we will not be involving you guys with the policy making; you are more of the approval body. When we make changes we will be bringing them to you. But because we were finishing up some things from last year and specifically because they related to the audit, back to you attention and in the future VP Pehrson and I will work more closely together to form a draft as we did today and make it for your review and comment. Thanks the committee for their patience. But do not make it to some of the events know that I do support you guys.
Pehrson: states that she would like to reiterate ED Saffold’s point, again thanks the committee because it is a tedious process but it is a necessary one. It’s not like people see it and gives us a pat on the back but what we do is really important. Thanks the committee for making it to the meeting this morning will see the committee meeting members in two weeks.

XII. Adjournment
Motion: () to adjourn meeting at 9:45am.
Motion Carries.

Minutes Reviewed by:
Internal Affairs Committee Chair
Name: VP Lyla Pehrson

Minutes approved on:
02/24/12
Date:

[Lyla Pehrson Signature]