Internal Affairs Committee Meeting for Friday May 25th, 2012

I. Call to Order: VP Pehrson calls meeting to order at 8:43am.

*indicates members present at the start of the meeting

II. Roll Call

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Absent Members</th>
<th>Guests</th>
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<tbody>
<tr>
<td>*Lyla Pehrson</td>
<td>Jonathan Stoll</td>
<td>Randy Saffold</td>
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<td>*Corrie Christine</td>
<td>Stan Hebert</td>
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<td>*Tenaya Davis</td>
<td>Marguerite Hinrichs</td>
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<td>*Jamie Piazza</td>
<td>Christopher Prado</td>
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<td>*Jerry T. Chang</td>
<td>Melanie Sutrathada</td>
<td>Yijia Henke</td>
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<td>Courtney Symonds</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 Minutes May 4th, 2012

Motion: (Piazza) to approve the May 4th, 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. Action Item- Education Benefits Policy

VP Pehrson states that she has made final touches and has added verbiage about Community Colleges to the policy. This will be our final review of the policy and we will take action on approving it. VP Pehrson reviews the policy with the committee and states the following:

- Training and Career Development

  The career development program for regular employees of the Associated Students Inc. (ASI) is designed for the systematic growth and development of employees ensuring continued improvement of ability and performance and opportunity.

"Students working for Students!"
- **Courses towards a degree**
  Quarter system: In case of an employee seeking a degree of an accredited four-year university or community college, ASI will pay the mandatory California State University, East Bay (CSUEB) fee or mandatory fees of other institutions up to but not exceeding those outlined in the current CSUEB catalog. Employees are eligible for up to eight units per quarter for two quarters annually. ASI may grant the employees time off from work to take four units per quarter on company time if courses are deemed job related.
  Semester System: In case of an employee seeking a degree from an accredited four-year university or community college, ASI will pay the mandatory fees of other institutions up to but not exceeding equivalent costs of those outlined in the current CSUEB catalog for two quarters annually. ASI may grant the employees time off from work to take three units per semester on company time if the courses are deemed job related.

- **Career Development Program**
  As part of the Career Development Program, employees are encouraged to take job related courses, regardless of whether they are seeking a college degree. In order for the employee to qualify for taking courses towards a degree through the Career Development Program, the following conditions must be met:
  1. Must have successfully completed their first six months of continuous regular employment and be an employee of good standing
  2. The employee’s Supervisor and the Executive Director must approve the program to ensure that the department where the employee’s assigned is not adversely affected.
  3. The employee must be admissible to a university or community college before it is stated that they must be of junior standing.

- **Courses related to the job**
  ASI will pay a portion of the mandatory fees from colleges not to exceed the equivalent of those outlined in the current CSUEB catalog for four units per quarter or three units per semester, providing the authorization of the employee supervisor. Approved job related courses may be taken on company time. Employees desiring to enroll in courses that are neither job-related nor part of a career development plan may not be granted time off with pay, although the Supervisor may approve vacation time or leave without the pay.
  ASI will not pay application fees, penalty fees or charges for books and materials. A grade of C or higher must be obtained in order for the course fee to be reimbursed. If the class is only offered as credit/no credit, credit must be received to be reimbursed. All allowances are to be approved by the Executive Director.
Other Considerations
Supervisors and coordination with the Executive Director will arrange for specialized training necessary for ASI employees to immediately increase their effectiveness/job knowledge. This may be accomplished internally through instructional manuals, audio or visual products, external or in-house instructors, professional meetings and conferences and job related campus meetings.

ASI employees are entitled by state law to literacy education assistants. Literacy assistants will be provided to any ASI employee that expresses a desire for support. Enrollment and participation as an adult in adult literacy education programs must take place on non-company time. Any employee previously enrolled in an approved program prior to the adoption of this policy will be grandfathered through.

Motion: (Chang) to approve the IA 2012-6 Associated Students Education Benefits Policy.
Motion Carries. 3:10-20:16

VII.

Information Item- Jonathan Stoll
VP Pehrson states that Jonathan Stoll is out of town but she has spoken to him about this information item. VP Pehrson states that Stoll had stated that ASI Presents has really slowed down since Springfest had happened. He did not have much to report. ED Saffold states that on Jonathan Stoll’s behalf, he gave a directive to change the music a contract with DJ’s to include a penalty clause for playing inappropriate music across the noon hour. There were several complaints about the music being played. The DJ did sign a clause stating that he would play radio edited music of songs, but he apparently decided to take a request from a student and he thought that he could scratch the profanity out, but he was unsuccessful at doing so. He breached his contract; therefore, I’ve asked Jonathan to ban that DJ and in the future to look into developing a policy that holds back a portion of payment in which you would have two checks; one for attendance and one for censoring music. If that team cannot manage who they hire, we may have to move to having no DJs and only playing a playlist from an iPod. Once a DJ is here, you have no control over what they plan to play. VP Pehrson asks if the policy would relate to feature artists such as the ones who performed at Springfest. ED Saffold states that the same would apply. VP Pehrson states that there are radio edit versions of every song. ED Saffold states that the artist would have to sing the edited version. Artists won’t get on the stage until they receive their check. The incentive would be to cut them $1,000 or less and give them the last thousand when they get off the stage. The artists of Springfest weren’t
bad; they each had about once song that was inappropriate. The DJ in between the sets was worse than artists on the stage; I've told Jonathan that it has to be controlled. My prediction and an idea of cost savings might be to eliminate DJs in between sets and play music instead. **VP Pehrson** states that she enjoyed the hosts more than the DJs in between sets of artists, so maybe there can be background music and hosts instead. **ED Saffold** states that the board should continue to be aware of this, but Jonathan will be the one to handle it all. We have already written it into contracts; we just need to finalize it now. There is no penalty associated with it; therefore there has to be some kind of penalty that needs to be created. **ED Saffold** brings up the success of Springfest and states that the concert could have been more financially successful if we had more tools, people, and the inside places to get out and do those things. **Piazza** states that most of the attendance is from people who don’t attend East Bay. **ED Saffold** states that as an extra point made for Jonathan would be to tighten down on the appropriateness and language of events. Springfest was supposed to be an “all ages” event, but it was not that type of show. **VP Pehrson** states that these are legitimate concerns that have been brought up. I definitely think we should bring it to the board’s attention to make sure that it doesn’t get lost.

**20:50-35:25**

**VIII. Roundtable Remarks**

**Davis:** My committee has been working very hard on many different things. We have a meeting today at 10:30. For athletics, we had the dodge ball tournament for Make a Wish Foundation. We raised about $250. It was good to see people out there. The athletes are setting up a community service activity today and they will be at a park in Hayward doing some beautification for a special needs facility.

**Chang:** The Technology Job panel is this Tuesday from 12pm-1:30pm. We have will CEO’s, HR’s, VP’s, recruiters, job search specialists, and also an Executive Director from the Ralph Space Systems. They are all on the panel and they will talk about how jobs in the Bay Area are all technology jobs because they’re all tech driven. They will let people know that technology is as highest of all our job career options together. Space for the event is limited and it will be an intimate event. Hopefully everyone can invite some friends. I have flyers posted on the CSUEB Engineering Facebook page. Also, previously at a board meeting, I noticed that a lot of board members weren’t able to attend. I was wondering for next year’s remuneration policy we can think about having the vice chair of the committees be present at the board meetings. **ED Saffold** states that whoever is parliamentarian can recognize a hand in the audience. **Chang** states that to encourage the chairs to be present at the board meetings, maybe they can be compensated for the meetings they attend. **VP Pehrson** states that we can talk about compensation later.

**Saffold:** As you guys know, we are dealing with some budget issues.
Dr. Dalton has made a correction on the President’s statement in the meeting to make sure that we understand that he’s talking about Full Time Equivalency Students (FTEs). When he says the targets are going to be the same; he is not talking about the income money for head count. He is talking about having the same student target of what they are trying to do. Dr. Dalton told me to pass the message that we are still expecting and income drop. I was going to suggest that maybe we looking into cutting committees and what we pay committee members to come to meetings. I may have a discussion about changes within the scenarios for the budget. My other report for internal affairs is that you guys have done a fantastic job this whole year with getting the policies done. My perception is that you’ve passed the last policy that you need to for this year. This group is much more different than what we were able to achieve last year. We actually have real policies that are put onto books, which is fantastic. With that being said, have a great quarter. Working with you guys has been great.

Christine: Aside from the Job Tech Panel; Jerry, good job.

Piazza: I heard from the last board meeting that scantrons were going to be cut? ED Saffold states that it was not proposed that they were going to get cut out completely. VP Pehrson states that it is one of the more highly used aspects of our ASI and I will strongly caution against that.

Pehrson: I think this will be our last internal affairs meeting. Thank you so much for all your work and coming to these meetings so early in the morning on Fridays. You guys have done an awesome job. Randy has been such an inaugural part of internal affairs, and I am going to pass that on to the next internal affairs committee chair as well. Without Randy, my guidance would have been all over the place. That was very crucial to what we’re doing. It’s fortunate and unfortunate that the term is only for one year; you really start to get a hang of it by the end of the year. I’m really proud of the policies that we have come out with; we’ve vetted them through lawyers and they’ve been passed by the board. They are now online. That all I wanted this year; to make this organization more stable and I think we’ve accomplished that.

Thank you.

IX.

Adjournment
Motion: () to adjourn meeting at 9:29am.
Motion Carries.

Minutes Reviewed By:
Internal Affairs Committee Chair
Name: John Erlandson

Minutes Approved On:
11-14-12

Date: