Board of Director’s Meeting
Minutes of May 28, 2014

I. CALL TO ORDER: President Mayol calls meeting to order at **12:07 PM**.

II. ROLL CALL

<table>
<thead>
<tr>
<th>Members Present</th>
<th>Absent Members</th>
<th>Guests</th>
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<tbody>
<tr>
<td>Katrina Mayol</td>
<td>Thamer Fahad Alhthal</td>
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<td>Marie Alexandra R. Ibarra</td>
<td>Gaozong Yang</td>
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<td>Stephanie Luna</td>
<td>Ellen Griffith</td>
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<td>Edward Andreini</td>
<td>Stan Hebert</td>
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<td>Kathy Cutting</td>
<td>Kenrick Ali</td>
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<td>Jordan S. Leopold</td>
<td>Marguerite Hinrichs</td>
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<td>Chris Gallagher</td>
<td>Eileen Barrett</td>
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<td>Raymund Cruz</td>
<td>D. McKinney</td>
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<td>Randy Saffold</td>
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<td>Darrell Bailey</td>
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III. ACTION ITEM - Approval of the Agenda

Motion: (Ibarra) to approve the Agenda.

Motion Carries.

IV. ACTION ITEM - Approval of the **Minutes of May 21, 2014**

Motion: (Andreini) to approve the **Minutes of May 21, 2014**.

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 – Naming Chandra Kohler Acting Associate Executive Director until June 30th, 2014 with Signature Authority

ED Saffold addresses the following:

- Chandra is now an employee of the state but she’s still responsible for the RAW, the center staff, purchasing, and other things. However her title has changed so he wants to make sure that they have something in place in case they get audited.

- He is asking the Board to adopt this action to make sure that Chandra has permission to sign on behalf of ASI and so ASI’s signature authority document is actually true and correct.

Motion: (Leopold) to approve Chandra Kohler, Acting Associate Executive Director until June 30, 2014 with signature authority.
VII. ACTION ITEM – Conflict of Interest Policy Adoption

ED Saffold addresses the following:

- For audit purposes, they have to have more than just the conflict of interest document that the Board signed. They need a policy governing when they’re actually supposed to sign that document, what they do with the documents, and how they are to report a conflict of interest.
- He would like for them to approve this document so it can be sent off for the audit to complete the Chancellor’s audit but with one contingency, that it be modified to also include additional conflict reporting by the Board if the Board finds a conflict in itself. The document talks a lot about conflict with staff and Board but there’s at least one more change that he was asked to add.

Motion: (Leopold) to table the action for the conflict of interest policy until after the resolution in support of the CSU Sustainability Policy.

Motion Carries.

05:56

ED Saffold addresses the following:

- These are the comments from the compliance officer:
  - She likes what they did, it is a good start. They looked at Northridge’s and Stanislaus policies on conflict and they adopted most of the combined policies.
  - Some committees are mentioned on page 1 but they aren’t mentioned on page 2, and she thinks they need to address one more scenario.
  - She made edits to make it more legally acceptable – added filler words. She wants them to fix the vague references.
- He wants them to approve this policy contingent on him working with the compliance officer to complete it properly.
- Reads the policy that he developed for this.
  - WHEREAS, Associated Students Incorporated (ASI) of California State University, East Bay is the recognized voice of over 13,000 students; and
  - WHEREAS, it is the responsibility of the Board to annually review policies and procedures of ASI; and
  - WHEREAS, the recent audit has pointed out that ASI should have a Conflict of Interest policy outlining procedure for completion by Board and designated staff; therefore let it be
  - RESOLVED, that the ASI Board of Directors will adopt the conflict of interest policy document BOD 2014-4, and further be it
  - RESOLVED, that these changes will be coordinated, finalized, and implemented through the Executive Director and shared with the audit team in order to demonstrate compliance.

Motion: (Ibarra) to adopt the conflict of interest policy.

The Board discusses that they’re approving this right now as is because the audit documents
have to be completed in a certain amount of time.

ED Saffold states that after he adopts the changes/suggestions that the compliance officer makes, he will submit to the Board what he submits to the compliance officer. If they approve the resolution, he can bring the actual policy back for them to see once it is completed.

Motion Carries.

33:50

VIII. ACTION ITEM – Resolution on Course Evaluations

President Mayol addresses the following:

• This is the final draft. They just have to decide if they’re going to recommend paper or online evaluations.
• She changed the wording of one of the lines to state: “RESOLVED, that the ASI Board of Directors also requests that students are informed that course evaluations are anonymous, despite having to use their NetID to access the evaluations; and let it be further.”
• ED Saffold states that if the Board doesn’t come to an agreement on this then the resolution ceases. They would take a vote for each recommendation – paper or online.

Motion: (Cruz) to recommend the submissions of course evaluations be all online.

The Board discusses that 6 votes are for approval of the motion and 1 opposed.

Motion Carries.

• President Mayol reads the finalized resolution with the added changes.

Motion: (Ibarra) to approve the resolution on course evaluations.

Motion Carries.

15:45

IX. DISCUSSION ITEM – Resolution in Support of the CSU Sustainability Policy proposed by CSSA – Kathy Cutting

Director, Environmental Affairs Cutting addresses the following:

• Shows an example of a resolution that Long Beach did in support of something that CSSA worked on.
• Shows a report that the CSU’s Chancellor’s office put out and explains the report -
  o ED Saffold clarifies that this document is the big sustainability initiative that the Chancellor’s office is pushing which is helping some of the campuses decide to move forward.
  o It is still in draft form but she thought it was supposed to be signed already.
  o Everything everywhere is being looked at because Universities are like small cities and every University has different needs so this document is addressing a wide array of things.
  o She was dismayed that CSU East Bay was only mentioned twice in the whole document – for demolishing Warren Hall (recycling it) and because they had a fuel cell. Other Universities are doing a lot more than East Bay in regards to sustainability. Next year
when the provost office of sustainability gets up and running it will help get East Bay up to speed with other Universities.

- She wanted them to see what their peers were doing and states that there are a lot of school’s that are on board and they’re making a lot of effort. She has faith that CSU East Bay will get there, and hopefully next year’s Director of Environmental Affairs will have partnership with the office of sustainability.

**23:57**

X. **ROUND TABLE REMARKS**

**Saffold:** As a reminder, this Friday from 12-2pm, they have the BBQ honoring ASI’s student staff for all they’ve done for them during the year. He would like for as many Board members to attend as possible and thanks the student staff for all they’ve done. They used to honor the professional staff but were questioned about it so they will just be honoring the students. He further compliments the Board on the support that they’ve shown at ASI events. As they get ready to go into finals, he states that he can’t stress enough, that they are here to get their education first so he wants them to be realistic with their time commitments and make sure that they study.

**Mayol:** As the year is coming to an end, she is creating a self-evaluation form. They were supposed to do the role descriptions but a lot of stuff came up so at minimum she thinks that they can do a self-evaluation form. Just to make sure the next Board receives something and because they want to create the smoothest transition that they can for the incoming Board members. Due to the elections running a little late it will cause them to have a Board meeting the week of finals.

XI. **ADJOURNMENT**

Meeting adjourned at **12:45 PM.**

Minutes Reviewed by: ASI VP of Finance
Name: ThamerFahadAlhathal