Executive Committee Meeting Minutes of August 29, 2013

I. CALL TO ORDER: President Xiong calls meeting to order at 11:09 AM.

II. ROLL CALL
Members Present: Michelle C. Xiong, Erik Pinlac, Thamer Fahad Alhathal, Katrina-Mari Mayol, Marie Alexandra R. Ibarra
Absent Members: Stan Hebert, Randy Saffold
Guests: Jordan S. Leopold

III. ACTION ITEM - Approval of the Agenda
Motion: (Pinlac) to approve the Agenda. Motion Carries.

IV. ACTION ITEM - Approval of the August 21, 2013 and August 15, 2013 Minutes.
Amendment I: (Pinlac) to change the time on August 15, 2013 Minutes from :12 to 1:12 and :40 to 1:40 on Item VI.
Motion Carries as Amended.
Amendment II: (Ibarra) to adopt the August 15, 2013 Minutes meeting start time as 1:02 PM not 1:12 PM.
Motion Carries as Amended.
Motion: (Pinlac) to approve the August 21, 2013 and August 15, 2013 Minutes as Amended.

V. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.
No Public Comment.

VI. ACTION ITEM – Modification of Designation of Signatories Document
President Xiong presents the Signature Authority Resolution to the Committee.
- A part of the resolution states that in the absence of the RAW Director, the Business Manager will be allowed to sign. This is for business to continue to run in the absence of other authorized signatories.
ED Saffold explains why modifications are needed on the Signatories Document:

- In the absence of ED Saffold, the Director of Recreation, Program, and Marketing will be able to sign but this isn’t listed properly in the old document – title needs to be updated from RAW Director.
- Following the Rec and Wellness (RAW) Director would be the Operations Manager who has signature authority but if all of these people are absent then there isn’t a third backup person
- ED Saffold is proposing that they add a fourth signature authority which will be the Business Services Manager.
- Remove non-existing positions (Director of Administrative Assistance).

Motion: (Pinlac) to adopt the Resolution Ex Com 2013-8R to update Signatories authority.
Motion Carries.

22:17

VII. DISCUSSION ITEM- Retreat Agenda
President Xiong and VP Pinlac discuss the agenda for the Fall Retreat

- VP Pinlac states that there’s an Ex Comm session at the retreat. VP Pinlac further addresses the information that the Ex Comm committee needs to present at the fall retreat, during their session, to the rest of the Board members since they have been working during the summer and should have a direction that they would like the Board to move towards.
  - VP Pinlac will send out the agenda via e-mail.

VP Pinlac mentions that they need someone from Leadership to fill in for Eric Velasquez from housing who can’t make it to the retreat due to housing also going on a retreat that weekend. This person needs to be someone that can do team building/team-work exercises with the Board.

- ED Saffold suggests having A’Naja Bass, himself, or someone from Student Life and Leadership.
- President Xiong suggests Corey Gin, Director of LEEP.

President Xiong discusses topics/tasks during the retreat:

- Overview of what the Executive Committee has done over the summer.
- Goals, direction, and expectations for each board member – suggestions will be made from all Board members
- A unified vision

VP Pinlac states that he wants the rest of the Board to feel welcome to attend Ex Comm meetings. VP Pinlac also states that the actual agenda can be planned outside of the meeting. This discussion was to plan the specific session where all the Executive Committee and Board members meet.

30:47
VIII. DISCUSSION ITEM – Board Accountability and Code of Conduct – Erik Pinlac

President Xiong yields the floor to VP Pinlac where he presents a draft of the Board Accountability and Code of Conduct.

- Code of Conduct idea was from CSU Fresno
- Thinks this would serve as a good reminder to the Board

ED Saffold suggests:
- In the beginning of the documents to add, “In addition to CSUEB Code of Conduct, ASI will also require…”
- Must make sure all disciplines and outcomes on Board of Accountability coincide with Code of Conduct, and vice versa.
- The release piece would be mentioned in the bylaws
- Items that refer to ‘Employee Handbook’ should be changed to ‘bylaws’, since ASI board members are not employees.
- Be as explicit as possible on action and cause and not as subjective – it needs to be if you do this, this will happen. Needs to have fairness embedded in structure.
- Run all policies through legal.
- Procedures for following policies need to be explicit.
- Procedures need to be consistent.
- Shouldn’t put anything in place that cannot be enforced

ED Saffold explains that Legal liked the idea of basing the board accountability off of the code of conduct and not the bylaws because members can edit the accountability document without editing the bylaws. Members are adhering to hold themselves accountable rather than the students (since the bylaws are voted on by the students and the code of conduct is voted on by the Board). ED Saffold states that the removal from office is the only thing that shouldn’t be in the Code of Conduct but it can be a part of the bylaws.

The committee discusses whether to keep the ‘removal from office of a Board member’ in the Code of Conduct.

- Made accountability one section of the Code of Conduct

VP Pinlac asks why the Personnel Committee isn’t just the Executive Committee since they consist of the same members. ED Saffold states that this is something he will follow-up with Legal on.

The committee discusses and edits the reduction of stipend section in the Code of Conduct, which is based off of violation.

ED Saffold recommends that the violation consequences shouldn’t be based off of Board meetings because that’s already in the bylaws, but it should be for all other performance issues. ED Saffold states that the consequence for not attending meetings isn’t mentioned in the bylaws, but the thing that should instantly get the Board member removed should be something placed in the bylaws and not the Code of Conduct.

The committee discusses the need for a recall policy inside of the Code of Conduct.

1:10:30
IX. DISCUSSION ITEM – Bylaws and Committee Codes
The committee discusses and edits the name changes in the bylaws that need to match the Articles of Incorporation.
The committee discusses the formatting and structure of the bylaws.
VP Mayol suggests rewording sentences in the bylaws.
The committee continues to edit and reword the bylaws.
President Xiong asks whether or not committee members should take an Oath of Office.
ED Saffold states that committee members could take an Oath but they’re not covered under the bylaws to do so – committee members aren’t elected, they’re appointed.
VP Ibarra mentions an inconsistency in the Oath of Office’s last sentence.
The committee makes the bylaws more consistent and discusses how some changes are blocked from being made on the document. Some corrections need to be manually typed.
President Xiong tables this item to be continued in the next meeting.

1:51:13

X. ROUND TABLE REMARKS
Saffold: Copying machines will be coming in this week and next week. Old copiers with the University tags on them will be relocated. No alarming debris has been found due to the construction but asks the committee members to notify him if they find any debris in their offices. The Board president has been asked to be present during the ribbon cutting of the new space. He will be giving the board updates on the discount program in the next meeting. Offices will be closed on Monday for Labor Day weekend.
Xiong: Wishes the committee members a safe Labor Day weekend and will see them on Tuesday.

XI. ADJOURNMENT
Meeting adjourned at 1:03 PM.

Minutes Reviewed by:
ASI President
Name: Michelle Xiong

Minute Approved on:
9/11/13
Date: