Executive Affairs Committee Meeting Minutes of October 30, 2013

I. CALL TO ORDER: President Xiong calls meeting to order at 12:06 PM.

II. ROLL CALL

Members Present  Absent Members  Guests
Michelle C. Xiong  Stan Hebert  Randy Saffold
Erik Pinlac
Thamer Fahad Alhathal
Katrina-Mari Mayol
Marie Alexandra R. Ibarra

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

IV. ACTION ITEM - Approval of the October 4, 2013 Minutes
President Xiong approves the October 4, 2013 Minutes.

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. DISCUSSION ITEM – Office Hours
President Xiong addresses the following:
- They previously discussed the idea of the Board members putting in 4-6 office hours but she wants to know where they are in this process.
- VP Mayol states that it is difficult for her to do the 4 hours she signed up to have office hours because her schedule is already filled with classes and work.
- The committee discusses the ASI Business Office being open until 7pm on Tuesdays and Thursdays.
- President Xiong states that office hours can be online through things like the ASI Facebook.
- President Xiong tasks EVP Pinlac with reminding the rest of the Board members about filling out the Google document that’s related to the office hours.
- VP Ibarra states that on the Google document she put her hours but also put “and by appointment” in case someone wanted to have office hours over the phone.
- President Xiong states that she wants this information to be public like the agendas are so students will know. Also to put this information on their Facebook, Instagram, Twitter, etc.
• ED Saffold suggests that this year for the poster where they do the pictures of all of the Board, they can also put follow us on Instagram, Facebook, and Twitter.
• VP Mayol states that she talked with Sneh about having office hours in a public place and she received stands that say “Ask me about ASI” and the idea would be people just asking them about ASI in a public setting. They are recommended to do 1 hour per week in a public place.
• President Xiong states that in the winter she wants to do an office hour day that says something like “come have hot chocolate and coffee with your president and asks questions” or with the Board of Directors

08:37

VII. DISCUSSION ITEM – ASI BOD Tabling
President Xiong addresses the following:
• They got a bunch of the coupon books, now they need to distribute them
• She wants them to execute their plans – in the beginning of the year they made plans to table at least once a week but this hasn’t happened and this is something that they need to work on.
  o The committee discusses that this is something External Affairs can work on
• ED Saffold states that with the coupon books they also need to hand out the walking maps and they need to be very vocal with explaining what the walking book is. Also, he wants to make sure they’re still tabling for the filling of the committees because they’re not done with that. He received a message about the Honorary Degree Committee needing a student to sit on the committee – EVP Pinlac stated that he would sit on this committee.
• VP Mayol states that she knows Landon is working on the committee flyers and asks if there’s a way that he can focus on the university wide committees because the university wide committees seem to be the ones they are struggling with the most. Also, to have the focus of the flyers on the more important university wide committees like A2E2.
• VP Ibarra mentions that she has been going to club and org meetings and distributing and informing students about the coupon books and the discount program.

12:23

VIII. DISCUSSION ITEM – Wellness Committee
President Xiong addresses the following:
• She drafted up a Wellness Committee Code
  o Reads this and the committee edits as necessary
  o The committee discusses the bylaws having to be changed for this to be added so it won’t be a standing committee until it goes through referendum in spring of 2014
o ED Saffold states that he doesn’t want ASI to carry on all of the wellness for the entire campus, and he adds that the wellness committee collaborates with other on campus entities for specialized health and wellness programming – he’d rather them be in partnership

o VP Mayol states that her concern with this committee is that she doesn’t want it to be another peer advocate for wellness. President Xiong states that this committee is another way for students to be a part of a health/wellness related committee since other committees like this have discontinued and students may need it to help in their career journey.

o President Xiong further states that the purpose of the Wellness Committee is to always have a student leader that’s concerned with issues of health on the campus

o The committee discusses having this committee start as soon as it passes to become an ad hoc committee in the Board meeting. President Xiong states that the people on this committee would be the same people already on Chris’s committee with the addition of the person from the PAW. The committee discusses that the Wellness Committee can’t seat members yet because it doesn’t exist, they have to wait until after it gets voted on as an ad hoc committee in the Board meeting.

o The committee discusses the nonvoting advisors for the Wellness Committee: one representative from the Rec. and Wellness center and the representative for student health and counseling center will be Jennifer Miranda.

o ED Saffold mentions that some agendas state old business and new business on them and he would be a big supporter of the Board doing this.

25:11

IX. INFORMATION ITEM- Volunteer Policy

President Xiong addresses the following:
- Wants them to get specific bullet points on what the volunteer policy should state
- Thinks the volunteer policy should be named ASI Committee Volunteer Policy
- VP Mayol reads the questions that her and ED Saffold came up with regarding the volunteers:
  o Who can be a volunteer
  o What are the standards of who can be a volunteer
  o What standards are the volunteers held to
  o How are the volunteers removed
  o Who appoints them as a volunteer and how
  o What criteria are used to appoint
  o How long does the appointment last
President Xiong suggests that the appointment lasts for a quarter. The committee discusses whether the appointments should last longer. The committee discusses that they should reappoint the volunteers before they leave for the breaks; at the end of each quarter.

Committee answers questions:
- All currently registered students can be a volunteer
- Timely, completion of assignments, and positive behavior are the standards that the volunteers are held to
- The chair of each committee would have the ability of adding and removing the volunteer(s)
- The role of the volunteers: they can’t vote because they’re considered members of the public, assist the chair and committee members in completing designated assignments and tasks related to ASI projects
- The committee discusses that the criteria for appointing would be different for each chair
- Appointments should last project to project

- ED Saffold shows the members an example of the volunteer policy and waiver
- The committee discusses having volunteers renew their membership as volunteers quarterly
- The committee adds that the volunteers can’t represent ASI to external entities and whether or not this document needs to be ran through legal before implemented
  - ED Saffold states that he will send this to legal to look over

52:27

X. ROUND TABLE REMARKS
Saffold: Is very concerned that they got bumped off of the stadium on Tuesdays for outdoor soccer. They’ve been bumped for an academic course (PE class). He states that they need an alternative solution from the university as to what happens after they get bumped. He will use this as a leverage to hopefully get indoor soccer back for them.

XI. ADJOURNMENT#
Meeting adjourned at 1:02 PM.

Minutes Reviewed by:
ASI President
Name: Michelle Xiong

Minute Approved on:
2/5/14
Date: