

**CALIFORNIA STATE UNIVERSITY, EAST BAY  
ASSOCIATED STUDENTS BOARD OF DIRECTORS**

Minutes of the October 3, 2007 Meeting

I. Call to Order

The third meeting of the ASI BOD 2007-2008 was called to order by President **Dokun** at 5:05 p.m.  
\* indicates member present at start of meeting roll call.

II. Roll Call

Members Present

\* Ola Dokun  
\* Udepto Maheshwari  
\* Noel Perez-Sanchez  
\* Miriam Dorsett  
\* Jennifer Daniels  
\* Robert Toland  
\* Matthew Ecclesiastre  
\* Chathura Mudalige  
\* Nora Daners  
\* Bob Williams (ex-officio)  
\* Stan Hebert (ex-officio)  
\* Dr. Mary Fortune (ex-officio)

Absent

Henry Reichman (ex-officio)

Guests

Jacquelynn M. Jennings  
Dr. S. Redmond  
Sarah Kim  
Alana Battle  
Justin Roth  
Howie Mei  
Tiana Santos  
Frank M. Quintana  
Mallory Etzkom

III. Approval of Agenda: President **Dokun**: asked that before approval of the agenda to please entertain a motion(s) to make necessary changes.

**Motion #1: (Dorsett)** To strike President Council from agenda; under VII.B.3.

**Motion Carries.**

**Main Motion: (Daniel)** To approve the agenda as amended.

**Motion carries unanimously.**

IV. Consent Calendar

A. Approval of the Minutes of September 26<sup>th</sup>, 2007.

**Motion #1: (Daniels)** To amend the Minutes of September 26<sup>th</sup>, 2007 page 5, Item VIII. 4. Officers Report, Daniels, update to verbal report only, no written.

**Motion Carries.**

**Motion #2: (Daners)** To amend the Minutes of September 26<sup>th</sup>, 2007 page 5, Item VIII. 4. Officers Report, Daners, update to verbal report only, no written.

**Motion Carries.**

**Motion #3: (Toland)** To amend the Minutes of September 26<sup>th</sup>, 2007 page 4, Item VII. B. 5, line 4; Motion to limit closed session discussion to 30 minutes by **Dorsett**, not **Toland**.

**Motion Carries.**

**Main Motion:** To approve the minutes of September 26<sup>th</sup>, 2007 as amended.

**Motion carries.**

B. Routine Financial Matters: Executive Director Bob Williams stated that as previously mentioned last meeting, Financial Reports will be submitted once a month; usually after

Financials are received from the University. Probably September financials are expected by next week, with a detailed report in a written format. Meanwhile, a request for today's expenditures (Al Fresco) from our ASI Presents Director is forth coming; to encapsulate in summary form for everyone information and record.

C. Appointments: None.

- V. Special Presentation/Speaker: – Jacquelynne M. Jennings: President **Dokun** introduced and yielded the floor to Ms Jennings as our special speaker and as our BOD Legal Representative.
- Attorney Jennings stated her firm “Lofton & Jennings” deals with litigation; while it’s a good thing she’s here to offer general information; all other times if she or her firm is here means that it is not a good thing.
  - This would mean that someone somewhere in your organization did something that you were not supposed to.
  - On the other hand, the other firm “Epstein, Becker, & Green” represent your organization in employment matters only.
  - Ms Jennings referred the body to the most important handouts distributed that should be read, understood, abided by, and filed in the board retreat binder of information following the ASI BOD Bylaws.
  - There were four documents distributed for board information: (see attached)
    - Standards of Conduct for Board of Directors
    - Nonprofit Public Benefit Corporation Law; Standards of Conduct (Excerpts) 2007
    - California Code of Regulations-Title 5. Education Division 5. Board of Trustees of the California State Universities, Chapter 1, Subchapter 6. Auxiliary Organizations
    - Gloria Romero Open Meetings Act of 2000-Education Code Sections 89305-89307.4.
  - When this organization was formed, a large amount of documents were submitted with required approvals from the IRS and the Attorney Generals Office, which means the Attorney General is always monitoring in a subtle way all 501 © 3 and all tax exempt organizations are involved in.
  - The Attorney General is always brought in as a party when there’s a problem with your organization to make sure that your actions are in accordance with your bylaws.
  - For instance, the Attorney General is involved with any or all 501 © 3 merger approvals.
  - The “Prudent Person Rule” is explained in the general standards of conduct for BODs and all are highly encouraged to read and retain this rule. 1. Must be in “Good Faith”; and 2. In a manner believed to be in the “Best Interest” of the organization (ASI).
  - Following the invitation to submit written questions by Ms Jennings and the promise to reply in writing; followed by a Q & A session, Ms Jennings exit the chambers after being thanked for her time and presentation.
- VI. Public Discussion: President **Dokun** acknowledged and invited members from the public to address the board:
- Dr. Redmond applauded the outstanding efforts of ASI Presents and all those involved to bring forth such a vibrant environment at the Al Fresco event. It truly was impressive to see the large student attendance at the event. In fact, it was an accomplishment of the major mandate of Student Affairs and ASI to create a vibrant campus village.
  - Justin Roth: a CSUEB student invited by Director **Toland** to address the board regarding ATHGO, a proposal to form a “Greener Initiative” for the University with a goal to improve the University Green Tech Movement, which can in turn create future student employment opportunities..... President **Dokun** asked that Mr.

Roth provide the necessary contact information for which the board can indeed follow through with any possible support of the proposed initiative.

- Mallory Etckom: a CSUEB student and Pioneer Heights resident expressed her extreme difficulties, concerns, and frustrations with regards to the parking situations and housing conditions, etc.
- Alana Battle: a CSUEB student and student club member with concerns regarding the parking, housing, cost of housing, housing cleaning issues, needed repairs, plus questions about the Union's building hours of operations, and Al Fresco and the funds used. Following her expressions of concerns Alana was invited by President **Dokun** to join one of the ASI and/or University wide committees. Ms Battle was receptive to the invitation.
- \*\*\*Dr Redmond offered a number of possible parking solutions---short term and long term; as well as directing concerns/suggestions to new parking manager Chris Brown at the following e-address: [chris.brown@csueastbay.edu](mailto:chris.brown@csueastbay.edu)
- \*\*\*\*\*Director **Daniels** offered a temporary parking suggestion for which Dr. Redmond asked her to send her suggestion to the above e-address.

## VII. Action Calendar

### A. New Business:

1. Regular Board Meeting Time Proposal: Wednesdays at 5:15pm: President **Dokun** asked to entertain a motion for this time proposal:

**Motion: (Ecclesiastre)** To move that the regular board meeting time to begin at 5:15pm rather than 5pm to accommodate classes ending at the 5pm time frame.

**Motion Carries.**

2. Bank Access Resolution: An informational item, see attached hand out. E.D. Bob Williams explained that this resolution is actually dealing with the Bank of the West and giving us authorization on check signing, cards, and to be able to move dollars around on the University Union account. While this has been done on the ASI account since the beginning of the fiscal year, it hasn't been done for the University Union. There's currently a rather large amount of money sitting in our checking account with the University Union (losing interest) with no current signature authorization, thus, pending the resolution authorization. President **Dokun** emphasized that the resolution document will return next week as an action item for board approval.

3. Concord Board Meeting Proposal: Wednesday at 5:15pm: President **Dokun** explained that it is mandated per bylaws to have at least one board meeting per quarter at our Concord campus. Therefore, the proposal is being made to have our meeting on Wednesday, October 24, 2007 at 5:15pm for which a motion is requested.

**Motion: (Perez)** To move that the Concord board meeting is on Wednesday, October 24, 2007 at 5:15pm.

**Motion Carries.**

### B. Old Business:

1. ASI Standing Committee Meetings:

➤ Finance Committee Meeting:

**Motion: (Maheshwari)** To approve meeting time for Finance Committee for every Friday at 3:30pm.

**Motion carries.**

- Personnel Committee Meeting:  
**Motion: (Perez)** To approve meeting time for Personnel Committee for every Wednesday at 2:00pm.  
**Motion carries.**
- University Affairs Committee Meeting:  
**Motion: (Perez)** To table the meeting time for University Affairs Committee until next meeting, pending appointment of University Affairs Committee Chair.  
**Motion carries.**

2. Board Performance Evaluation: President Dokun yielded the floor to both VP Perez and Maheshwari to present information on this document.
  - VP Maheshwari distributed a ~~sample~~ self-evaluation form with explanations of how the evaluation form can be utilized.
  - VP Perez proceeded to explain the why's for the evaluation form; plus would like to amend the document by insertion of a rating scale of 1-3-5.
  - Q & A session followed. President **Dokun** later (after a number of request for changes) emphasized to the board that the reason for the document is the intent and not the context of it.

**Motion#1: (Perez)** To approve the document as amended.

**Motion#2: (Daniels)** To amend the document to strike one of the set of check boxes.

**Motion Carries.**

VIII. **Officer Reports** –Preceded Old Business in the order of the agenda:

1. ASI President: President **Dokun**: –no written report, but several verbal announcements of the following:
  - The board's voter registration goal is to register at least 20 per board member; with an overall campus goal or commitment of a total of 800.
  - Per Retreat Goals and deadlines: need to follow up with the need to secure the board's campus wide bulletin boards---signs are being removed/destroyed.
  - Re: the Academic Planning Task Force, meet every Monday at 3:30pm, there's an invitation for anyone interested in working to improve enrollment of courses offered here at CSUEB.....department on immediate interest is the Department of Engineering.
2. Executive VP: EVP **Perez**: gave a lengthy verbal report with the following topics of interest:
  - Interest Form / Committee Applications
  - See email sent to all Chairs Re: University Wide Committees-awaiting replies.
  - Appointments: have received over 20 applications; with a 50% approval of eligibility.
  - Hope to appoint students next week
  - Tabling: no tabling the first week of quarter was done, due to no voter registration forms/applications.
  - Email Clubs and Orgs regarding interest application forms or their respective group?
  - Email request for all board members set fall office hours by Friday to post on-line.
  - Office hours sheets needed for August and September.
  - Fairness Committee meets Monday 2:40pm – 4pm (**Daniels** to attend the meeting).
  - Compensation for Ad HOC Chairs and Co-Chairs, for further discussion.

- F/R opportunity as voter registration for Clubs and Orgs- further discussion.
  - '07-'08 upcoming events and feed backs required.
  - Personnel Committee to meet at 2pm Wednesday next week: New Job descriptions for discussion.
3. VP of Finance: VP **Maheshwari**: no report.
4. Directors Reports:
- **Daners**: Director **Daners** – verbal report, see hand out of written report with points of interest being the Contra Cost Advisory Committee, Fall 2006 total enrollment at the Concord Campus was 1534, will post flyers to advertise when the ASI BOD meeting will be held at the Concord Campus.
  - **Daniels**: Director **Daniels** – verbal report, no written. Met with Dean of College of B&E, would like to attend our board meeting with a presentation regarding the Graduate fee increase and other College of B&E issues. Per **Daniels**, Housing conditions and parking still an issue of grave concern. ASI Presents in need of better marketing and advertising.
  - **Mudalige**: Director **Mudalige** submitted a verbal report, no written report. The past week of ASI Presents events were successful and fun, but lacked attendance of the board members and marketing was minimum. Perhaps the future electronic board will aide in this area. Still have a need to expand and improve communications to all Colleges and constituents. Calling on all Directors of Colleges for inputs, but plan to spearhead this task.
  - **Toland**: Director **Toland** submitted a written report. Point of interest is voter registration, with an outlined plan of action for the voter registration drive.
  - **Ecclesiastre**: Director **Ecclesiastre** verbal report with point of interest concerning parking issues, spoke to the dean about Rec and Wellness, and working on board members photos. Expect a soft copy of a flyer in progress with feedbacks welcomed.
  - **Dorsett**: Director **Dorsett** distributed a hand out of a written report, with verbal applauds to the success of Al Fresco and all those who participated and supported the campus wide event; special props to Dr. Fortune. Invitation to all to attend the ASI Affairs Committee meeting to be held on Friday, October 5, 2007 at 5:30pm, UU 315.
5. Executive Director: E.D. Bob Williams' point of interest are as follows:
- Attended first Al Fresco, looked good; and thanks to all who worked on it.
  - Bulletin Boards update: being repaired.
  - Banners: need to improve ads and marketing with professional look of banners, for based on a survey, over 98% of successful advertising is obtained with banners; contrary to other forms of media advisements.
  - Retreat Notes: welcome inputs and corrections.
  - New UU building elevator has been re-opened and operable.
  - Ground Lease Agreement with the University: has been re-written and will submit to Shawn Bibb for review prior to further routing/distribution.
  - New UU furniture scheduled to arrive by Friday, October 5, 2007 for installation; a prior approval to purchase by the UU BOD, and furniture selected by the former Interim UU E.D, Bettie Little.
  - Will be working with Mo Salman and Dr. Fortune on policy and procedure for clubs and orgs Student Center Space usage.
6. Academic Senate Representative: Professor Reichman absent, no report.

7. CSUEB President or Designee: Associate VP of Student Affairs, Stan Hebert, present with a verbal report highlighting the following:
- Echoes to the congratulations of ASI on the events for the past few weeks and the energies generated around the campus; and yes, it is agreed to have your signature on these kinds of events.
  - Parking Solution(s): there's additional parking made available as early as tomorrow morning on the grassy area south of Warren Hall, with entry through the access road near Lot B onto the Soccer practice field.
  - Last Thursday's survey conveyed that there were no available parking.
  - Inquiry of Committee Applicants eligibility----there will be an A and B list enabling eligibility for various committees, yet, there are bylaw stipulations that must be abided.
  - Voter Registration: staff and faculty are areas of considerations, too.
  - Q & A session followed.

8. **Dr. Mary Fortune:** present, with a verbal report; point of highlight:
- It has been a pleasure to listen to the board sharing the past week of activities.
  - As coordinator of today's Al Fresco's event, it was no need to worry about the various areas of activities, because it went on as scheduled and was handled professionally by those in charge.
  - Pleased with a job well done.
  - SLLP page has been updated; have launched the many faces of student life-the whole programming calendar.
  - Recognition and Renewal underway for 2007-2008.

IX. Closing Remarks: President **Dokun** announced that committee appointments are scheduled at next ASI BOD meeting.

X. Adjournment: @ 7:35pm

Minutes Reviewed by:

ASI BOD President  
Name: Ola Dokun

10/10/07  
Date

Minutes Approved on:

10/10/07  
Date