**Board of Directors Special Meeting Minutes of February 22nd, 2013**

1. CALL TO ORDER – President **Chang** calls the Board of Directors special meeting to order at **9:08am.**
2. ROLL CALL

Members Present Absent Members Guests

Jerry Chang Erik Pinlac Riddhi Sood

Zamil Alzamil Stephanie Flowers

John Erlandson Erin Baca

Michelle Xiong Sarah Kelso

Stephanie Pinkston Erik Olivar

Laurel O’Brien Martin Castillo

Pablo Benavente Debby De Angelis

Seetha Ream-Rao Marguerite Hinrichs

Garrick Sangil Mitch Watnik

Stan Hebert D. McKinney

Randy Saffold Derek Volk

1. ACTION ITEM **- Approval of the Agenda**

**Motion: (Erlandson) to approve the Agenda.**

**Motion carries.**

1. ACTION ITEM **- Approval of the February 13, 2013 Minutes**

**Motion: (Ream-Rao) to approve the February 13, 2013 Minutes.**

**Motion carries.**

1. 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.**

**Riddhi Sood** expresses her gratitude in regards to the visitation and meeting of the CSU Board of Trustee. Furthermore, she is considering applying for the CSU Board of Trustee and would like the support of the board members.

**7:03**

1. ACTION ITEM– **Budget for Industrial Job Panel Event**
* President **Chang** addresses the following:
* Linens have a high cost of ~$2,500 due to the labor involved but they’re hoping to reduce this amount.
* Set of 8 tables, at ~$325, that can seat 10-12 people per table, and the tables will be in their possession for the entire month.
* The vision of the event: This event is a way for ASI to bring students from different majors together to help them prepare for careers. ASI identifies certain sectors where people from different majors might be working together in the future, when they’re out in the industry, and brings these industry leaders to a room to present to students what career readiness means to them. Eight panelists will discuss amongst each other, on stage, what career readiness means to them and what they’re looking for in a student. Then, at lunch, the students will have the opportunity to sit across from these industry leaders and have the chance to experience a professional lunch and get the chance to network and get specifics on what they’re interested in. He hopes that this event will spark students to begin preparing for careers on their own and open up other revenues to other students on campus like having mock interviews which is something that the students did after attending this event last year. He states that he followed up with students that attended this event last year and discovered that a significant amount of them have jobs now and many of them have kept in touch with the panelists that they sat at the tables and networked with. This year ASI is working extremely closely with AACE, Alumni Relations/Association, Student Life and Leadership, and Corporate Relations to bring a diverse group of industry panelists.
* There will be 5 events: in Art Media and Communication, Science and Technology, Business Entrepreneurship, Health and Wellness, and in Public Service and Social Justice.
* They’re doing something different this year, trying to have one in the evening, from 6-8pm.
* In order to get the panelists to reach as many students as possible, he’s hoping to get at least 10 students per panelist, 80 students per session, making it 400 students overall. For the panel session, they will be able to seat ~100-120 students and will be open to the recent alumni.
* Members discuss ways to reduce the cost of linen since they still need to discuss food costs.
* ED **Saffold** states that they could use the tables that they already have, but these tables’ only seat 8 people so this would mean 6 students at each table with the industry leaders, and this would change the caliber of the event.
* President **Chang** addresses the following about the budget for the event:
* The linen cost is something that could possibly be reduced.
* They had decorations in the budget but he doesn’t believe that center pieces would add much value to the event and he’s open to discussion to add other decorations that aren’t too costly.
* No publicity budget. Everything will be e-marketed and by word of mouth through the campus community. Advancement will be talking with the Deans about it and Student Life will be making sure that the clubs and organizations are informed about the event.
* There is a consultant on hand that is volunteering for and has agreed to moderate the sessions for $150/session. This consultant has also worked with them last year for the event.
* He wants the panelists to have the opportunity to meet with each other before the event so the consultant will help with the coordination of this meeting.
* For refreshments and food, the budget ~$5000 total. The food won’t be catered but it will be available as buffet style. They still need to finalize where they’ll be getting the food from.
* For the program itself: Gifts for the panelists ~$800 total, so ~$20 per panelist, they were thinking to give them something with CSU East Bay branded on it. Will also seek donations from campus community for possible gifts to give the panelists.
* Travel budget in case any panelists need to travel, $500 is set aside for that.
* For programs, need a paper program for students to have panelists’ names on it to take with them, this will be ~$0.40 per program.
* Entire budget totals to be $10,075.04

**Motion: (Erlandson) to approve the 2013 Job Panel budget.**

* ED **Saffold** suggests that they put in a “do not exceed” on the budget and a contingency to look at lowering some costs for the budget.
* **Herbert** states that they should be clear and consistent to the panelists on things that they will reimburse them for. He says that paying for parking could be something that they reimburse them for. He also states that the message to all of the speakers should be consistent.
* ED **Saffold** says that the parking will be $46 passes for each panelist.

**Amendment: (Erlandson) to change travel on the budget to travel/parking.**

**Amendment carries.**

* Members discuss ways to reduce the cost of the linen and the options that they have.
* Members discuss arrangement of mixer and how students will be placed at each table with the panelists.

**Motion: (Chang) to adopt the budget with the previous changes to make travel, travel/parking, to add a “do not exceed” to the budget and a contingency to the budget to decrease its costs.**

**Motion carries.**

**34:53**

1. ROUNDTABLE REMARKS

**Ream-Rao**: The lobby core training is a week from today and she would appreciate a strong East Bay presence since they are hosting it. She encourages board members to come out and invite other students that would find it beneficial. She states that five schools will be attending.

**Erlandson**: Requests for board members to send a recap of accomplishments they have done throughout the year, by February 27th so he can share it at the town hall meeting.

**Hebert:** Thanks the board for flexibility regarding Wednesday’s visit by the Chancellor. The plan now is to have a student forum/more intimate chat with the Chancellor.

**Watnik**: A2E2 needs more student members, and asks the board to recommend students to sit on the committee. A2E2 is currently setting up its policy and procedure, and includes a policy where the committee cannot vote unless there is a minimum of 3 voting students.

**Chang** states that they do have board members that are willing to sit for this committee and 2 students-at-large would like to fill these seats as well.

**O’Brien:** Expresses her interest in A2E2.

The board further discusses the eligibility of board members and students at large to sit in A2E2.

**Chang:** Thanks all members for attending this Friday morning meeting and wishes all a good weekend.

**43:16**

1. ADJOURNMENT

Meeting adjourned

Minutes Reviewed by:

 **ASI BOD President \_\_\_**

 **Name: Jerry Chang**

 Minutes Approved on:

 **­03/13 /13**

 **Date:**