**Board of Directors Meeting Minutes for April 4th, 2012**

1. **Call to Order**: ASI President **Prado** calls the ASI BOD Meeting to order at **12:08pm**.

## \* indicates member present at start of meeting roll call

1. **Roll Call**

Members Present Absent Members Guests

\*Chris Prado Jesseca Stone Marissa Parry

\*Chris Caldwell Martin Castillo Zamil Alzamil

\*Siddharth Menon D. McKinney Linda Dalton

\* Mark Allen T. Laluan Elizabeth Ortiz

\*Lyla Pehrson

\*Stan Hebert

\*Humberto Rosas

\*Derek Volk

\*Chinna Ford

\*Cesar Lafarga

\*Corrie Christine

\*Courtney Symonds

\*Parris Moore

Tenaya Davis

\*Melanie Sutrathada

\*Randy Saffold

\*Marguerite Hinrichs

\*Marisa Parry

\*Mike Mahoney

1. **Action Item -** Approval of Agenda

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

**Amendment I: to add the Organ Donor Event Action Item.**

**Amendment 1 Carries.**

**Amendment II: (Pehrson) to move the Emergency Action Item- ASI RAW Freshmen Event to the last item on the Agenda.**

**Amendment II Carries.**

**Motion Carries as Amended.**

1. **Action Item** - Approval of the March 14th, 2012 minutes.

**Motion: (Sutrathada) to approve the March 14th, 2012 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.

No Public Comment.

1. **Emergency Information Item-Average Unit Load Proposal**

Dr. Dalton will discuss proposed changes to registration for students-\* Time Certain: 1:00pm

President **Prado** yields the floor to **Dr. Dalton** in which she highlights the following:

**Dr. Dalton** states that Governor Brown’s budget for the following year is based on voters passing a tax initiative in November. Whatever; tax initiative that is not passed the CSU system will have a reduction of $200,000,000.00. The system offices feels like the plans for the reduction shouldn’t be made in November, but we should start planning now. The CSU campus plans for the reduction is restricting new admissions for the spring quarter/semester for 2013. Many schools are beyond their enrollment targets causing them to result to this. CSUEB will still be accepting students for the winter quarter; this will help the campus maintain their enrollment. Another provision is to put an upper limit on units for the quarter system schools. The amount will be 17 units with the exception of seniors who have applied for graduation and have 150 units or above completed, these students will be able to use the current unit limit also the students that are in the Teacher Credential programs will also have an exception to this rule. We recommended to the Academic Senate that the first enrollment period be limited to 13 units then the second period goes up to 17 units.

**Dr. Dalton** indicates that this decision is not a California State University Eastbay Decision, but it is a CSU System-wide decision. The campus is trying to make this manageable as possible.

The Board discusses with Dr. Dalton why the unit cap came about.

The 17 unit cap will come into effect starting Summer Quarter 2012.

**Dr. Dalton** indicates that this information has to go through the Academic Senate before it can be given out to the students.

Director **Ford** states that this will definitely be hindering a lot of student’s academic progress. I feel like this will have lasting effects on us in the future.

The Board discusses the special circumstances when it comes to the unit cap.

**Dr. Dalton** states that ASI Budget is based on head count not by the amount of units each student is taking. This particular item does not affect ASI.

**ED Saffold** asks **Dr. Dalton** if we can get this information out to the students before two weeks due to the fact that the limit cap is starting next quarter. Students can then add a few more classes this quarter knowing the upcoming changes well in advance. Also what role can ASI do to make students aware of this?

**Dr. Dalton** states that through PEMSA this information can be sent out to students. The college directors can also assist in getting the word out to the students in regards to the unit cap.

**Elizabeth Ortiz** gives the board her situation in regards to her major being in the science field; she asks **Dr. Dalton** if there is a way that it can be accommodated.

**Dr. Dalton** indicates that this can be a challenge due to the exceptions taking place after the first enrollment period. There really isn’t a way under the University Policy that an exception will be made when it comes to the first enrollment period. After the first period you can go to your advisor and raise the unit cap above 17.

**Dr. Dalton** states that she can ask her staff about the unit cap in regards to the majors with classes with 5 units or above and if there can be accommodations.

EVP **Caldwell** states that many of the rules that are coming down from the Chancellor’s Office are catering more to the semester schools.

Director **Davis** states that looking at the possibility of 14 units instead of 13 units. She also stated that there are a lot of the students that will be upset because this will be prolonging them to graduate.

Director **Sutrathada** states that this 17 unit cap should be pushed to at least fall quarter not summer due to this being such short notice.

The board continues to discuss the exceptions.

The board congratulates **Dr. Dalton**.

**48:26-1:22:28**

1. **Emergency Action Item- Committee Appointments**

The board will seek to appoint a member to the Lobby Corps Committee

President **Prado** states that there has been a proposal by The Director of Legislative Affairs, Courtney Symonds to approve committee members for the Lobby Corps Committee

Director **Symonds** indicates that she has not heard back from eligibility, therefore she would like to postpone the approval of the committee members until the next Board of Directors Meeting.

The Emergency Action Item- Committee Appointments will be tabled until the following Board of Directors Meeting.

**4:49-5:19**

1. **Emergency Action Item- Candidate Debate**

President **Prado** yields the floor to The Director of Legislative Affairs, Courtney Symonds who highlights the following:

Director **Symonds** states that the Candidate Debate will be held on Wednesday, April 25th, 2012 from 4pm to 9pm. There will be a reception as well as a tour conducted with the candidates at 4pm. The debate will start at 5pm consisting of four congressional races, two assembly races, and State Senators being invited. A forum will be held if only one candidate from each of the specific races show up. We are also going to be working with student groups to have them submit questions for the candidates to answer this will be sent out a week before the event.

Director **Symonds** indicates that she would need funding for the reception part of the event as well as some other logistics for the event. There will be two moderators one consisting of a faculty member as well as herself.

There will be a couple of students introducing the candidates of the different races.

President **Prado** asks if there is a template or a breakdown for the funding requested for the event.

Director **Symonds** goes through the items that’s needed for the Candidate Debate.

The board discusses the estimates and alternative caterers for some of the food items that are being requested.

VP **Pehrson** states that in regards to the bottled water, the board has to take into consideration environmental issues; another thing is that the quote just for the bottled water is quite expensive.

Director **Christine** states that if bottled waters are used at the event she would like the Environmental Affairs Committee to be involved and show the attendees where to recycle the bottles.

The board decides to further look at water options with Aramark, Lucky, and Costco when it comes to the water bottles.

Director **Symonds** states that she would be willing to change the bottled water into just getting gallons of water.

ED **Saffold** states that Director **Symonds** is basing the event funding amounts on a not to exceed limitation and she would not be shopping for the event before the 20th of April.

VP **Menon** states that for the Candidate Debate event the funding amount is looking at not exceeding $1200.00 but if the police are not necessary then this amount will be cut by $300.00.

ED **Saffold** indicates that Director **Symonds** and he will be looking at the need of police, and once this is complete the revised funding will be forwarded to Stan Hebert to receive further input on the specific details.

Director **Symonds** indicates that a few different clubs will be attending the event and will be distributing candidate and election materials.

**Motion: (Sutrathada) to not exceed $1145.00 for the funding in regards to the Candidate Debate Event.**

**Motion Carries.**

**5:22-23:55**

1. **Emergency Discussion Item- Board Reports**

The Board will receive a brief overview of various board members activity through formal reports.

President **Prado** yields the floor to Executive Vice President **Christopher Caldwell** in which he highlights the following:

EVP **Caldwell** indicates that the executive team will be giving the Board of Directors an update of what they have been participating in and working on this quarter. For the following board meeting the specialized directors will give their formal reports; following the college directors giving their reports.

EVP **Caldwell** presents his formal report to the Board of Directors highlighting the following:

Projects

* Board Member Reviews

-Reviews

-Individual Meetings

* Election Chair Appointments

-Worked with Student Life and Leadership to appoint Elections Committee Chair

-Established with Student Life the next steps for the ASI Elections

* Retreat

-Drafted the agenda and training pieces

* Executive Director Evaluation
* Academic Fairness Committee

-Sat on committee for two months as a student representative for ASI

* Admissions Advisory Counsel

-System-wide Committee for the Chancellors office to evaluate details of the CSU Admissions.

Plans for the Future

-Remuneration Policy

-Work on a Plan for the ASI Referendum

-Work with Paychecks to set up 360 reviews for the next year’s board.

\*ED **Saffold** indicates that the formal reports should be sent out with the agenda, so that people may know ahead of time what questions they have in regards to the reports.

VP **Pehrson** presents her formal report to the Board of Directors highlighting the following:

Projects

* Audit Charter Committee Policy and Resolution
* Procurement Policy and Resolution
* Travel Policy and Resolution
* Volunteer Resolution
* Committee Codes and Bylaws Revision
* Working group

-established meetings outside of regularly scheduled Internal Affairs Meetings

-Communication through Google Docs

-Estimating finish date is beginning of May

-Will be brought and passed before Internal and then moved to be ratified through the BOD

Plans for Future Action

* Depreciation Policy and Resolution
* Remuneration Policy Ratification and Resolution
* Reserve and Budget Policy

VP **Laluan** presents his formal report to the Board of Directors highlighting the following:

* Maintain connections with the A2E2 committee
* On the Foundation talked about the E textbooks
* Focused on Campus Diversity Issues with The Faculty Diversity
* Also looking at things such as students going to departments to get approval on changing their majors
* Really focused on the Stability Fee plan that has been proposed for the past few months
* At CSU Fullerton the Resolution that External Affairs approved and also the BOD was presented, there were very mixed signals from that audience
* External Affairs Committee are looking at scholarships and how to simplify them

-Looking at various departments and colleges to align the proposed system

Future Plans

* Planning on getting a more detailed presentation on what is going on at CSSA as of right now that we can use to address the Stability Fee
* Preparation in transitions’ for next year’s Board of Directors

VP **Menon** presents his formal report to the Board of Directors highlighting the following:

Projects

* The Finance Policy has been updated online

-made the policy a lot more understandable

-Easier to read and given it a better flow

-Improved the Finance Website

-made the ASI logo downloadable on the website for flyers

* Funding Process Deadlines

-Two Simple deadlines

* Finance Committee Operations

-PowerPoint’s with all the information

Future Plans

* Reports to the Board

-Financial Report

-Projections for the Future

* Tools for student orgs. Leaders
* One single handbook
* Make it downloadable
* PowerPoint’s

-with voice over commentary with someone from the Finance Committee

-80% complete

Organizing a Rally for Trevon Martin’s Death

President **Prado** presents his formal report to the Board of Directors highlighting the following:

**Board Report**

-Since my term started I worked closely with our Executive Director, Randy Saffold, Board of Directors, the administration through formal meeting and students through grassroots methods, the main tactic utilized to achieve these goals have been passive, assertive, and moderate political tactics.

In the beginning of the year our Executive Director and I worked closely in negotiating an Operating Agreement between the University and ASI that ensured Aramark began to pay PG&E in our buildings and did not turn one of our rooms in the Union into an office space for their employees. I have worked with the board in trying to change the discourse, the role, and the understanding about how student-government operates on this campus. I have done this since the beginning of the year immediately with the way which our retreat was run. EVP **Caldwell**, Executive Director Saffold, and I formulated a retreat curriculum that knit together project planning, board dynamic and political strategy to achieve goals. This was ever-present in the workshops our Executive Director and I taught on Time Management, Budget Politics, and The Different methods of Advocacy.

President **Prado** briefly highlights the rest of his formal report:

* Working with VP Menon to complete the budget for the following year’s board
* Organizing a Rally for Trevon Martin’s Death
* Continue to be involved with the Candidate Debate Event

**24:00-48:25**

1. **Emergency Information Item- By Laws Amendment Process Overview**

President **Prado** yields the floor to ED **Saffold** who briefs the board on information regarding the bylaws:

ED **Saffold** states that because of the Audit Committee being a standing committee the bylaws have to be changed. So we really don’t have a choice on if we would like to adopt what was recommended from the previous board or not. He also states that he did send a few members of the board an outline of the process of this being done. There is a vote that has to take place but before that is done there has to be a series of meetings held to inform people about the proposed changes taking place. There is a certain percentage of the body that we have to reach. VP **Pehrson** and some of the other directors of committees are working diligently to make sure that the committee codes are not in violation or in opposition of the specific bylaws. We want to make sure to make any of those adjustments quickly so that we can take a draft of what we want to propose and make it a referendum for a vote.

ED **Saffold** states that he has sent the board a draft of the bylaws at the beginning of the year with the proposed changes. He also states that as soon as VP **Pehrson** gets back to him he will be doing an update of those specific bylaws. We need to work quickly to get this process going.

VP **Laluan** recommends that the board finds out what needs to be changed from the Audit Committee first before changes are made to the bylaws. And leave the elimination of board positions to the next year’s board. There were concerns that I had in the previous year how the bylaws were done.

VP **Menon** asks if we are mandated to change all the Board recommendations from the previous year.

ED **Saffold** states that no board can tell any board what to do especially when it comes to the bylaws. If the board from the previous year was working on a strategic plan and there is not really anything in the way to venture away from that plan; the boards will usually stick to the plans if it suits and fits the organization.

VP **Pehrson** states that the lawyers are not coming in telling the board to make all these changes to the bylaws; these are things that need to be done in order for the bylaws to make since. A lot of the changes have to do with the committee codes and making it congruent and not clashing with the bylaws. I do not believe that this is a rush job we have been working on this for months.

Director **Symonds** indicates that if the board is looking at getting rid of specific board positions during this quarter we have to take into consideration elections are approaching.

VP **Menon** mentions that they would have to get together as a board and talk about what can be done specifically.

President **Prado** states that this will be an Informational Item at the next Board of Directors meeting.

ED **Saffold** mentions that the current board is moving things that the last year’s board put on, your decisions that you make now will be effective in 2013.

**1:22:55-1:35:55**

1. **Emergency Action Item- ASI RAW Freshman Event**

Funding for Healthy snacks at the event on April 10th, 2012

President **Prado** yields the floor to The Director of the Recreation and Wellness committee Tenaya Davis.

Director **Davis** states that she has been working on the ASI RAW Event for a significant amount of time. She states that she would be pairing up with the Peer Mentors to put on the event. The event will be hosted at the RAW and it is primarily a Freshmen Event. This is so the freshmen gain awareness of the RAW Center and the Peer Mentors.

Director **Davis** highlights the event:

* Fitness classes at 1:00pm &1:30pm
* Building tours and equipment rentals every thirty minutes
* April 10th 11am to 4pm
* The PAW is providing free massages tutorials and workshops
* Wi Fit
* Nutritional Information
* Promoting the grand re-opening of the Game Zone
* Requesting $150.00 to purchase fruit for the event
* 140 apples and 150 bananas
* The food is open to everyone on campus
* Drawings for prizes

**Motion: (Menon) to approve ASI RAW Freshman Event to not exceed $150.00 for the purchase of fruits.**

**Motion Carries.**

**1:36:00-1:42:47**

1. **Action Item- Organ Donor Event**

Director **Lafarga** states that CSUEB Nursing Student Association reached out to him to help them put on an event. They wanted to reach out to students about being organ donors. They also indicated that they would like to have speakers. The event will start at 10am and end at 3pm. Director Lafarga mentions that this club will be partnering with many other organizations.

Director **Lafarga** briefs the board with the expense break down:

* Estimated cost for food is from $900 to $1200 for 60 people
* Estimated cost for advertising ranges from $300 to $500
* Grand total approximately being $1500.00

Director **Davis** indicates that this amount requested for food in regards to 60 people is quite expensive.

ED **Saffold** wonders why this request is coming directly to the Board of Directors and not to the Finance Committee. I will not recommend that you give them more funds for food than any other club/org.

VP **Menon** states that he believes the main reason for this club approaching the board was for ASI to work with them when it comes to marketing for the event. Using all the different channels that ASI has, on the funding side he indicates that he would like the club to go through the general funding procedure so this can be looked at properly.

VP **Menon** will work with this club on the event at hand.

**1:43:10-1:50:53**

1. **Adjournment**

**Motion: () to adjourn meeting at 2:01pm**

**Motion Carries.**

**Minutes Reviewed and Approved By/On:**

**ASI PRESIDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: Christopher Prado**

**04-18-12\_\_\_\_\_\_**

**Date:**