**Executive Committee Meeting Minutes for July 30th, 2012**

1. Call to Order: President **Chang** calls meeting to order at **4:05pm**
2. Roll Call

Members Present Absent Members Guests

Jerry Chang Randy Saffold

Zamil A. Alzamil

Erik Pinlac

John H. Erlandson

Stephanie Flowers

Stan Hebert

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

**Motion: (Alzamil) to approve the agenda.**

**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. **ACTION ITEM –** ASI Employee Handbook rev Aug 2012

President **Chang** states that the committee will be adopting the ASI Employee Handbook.

**Hebert** mentions that this outlined handbook is the Employee Handbook of the University Foundations and incorporates those specific areas related to Associated Students Inc.

President **Chang** states that there are issues with the mission statement. This mission statement is the one adopted by the previous Board of Directors.

**Motion: (Chang) to adopt CSUEB Employee Manual with the recommendation that the mission statement be revised to match Article II Section B of Articles of Incorporation.**

**Motion Carries.**

23:33

1. **ACTION ITEM –** Scholarship Task Force Recall

President **Chang** states that it has come to his attention that the Executive Committee does not have the authority to create task forces or subcommittees these are only responsibilities of the Board of Directors

**Motion: (Flowers) to resend the scholarship Task Force.**

**Motion Carries.**

27:08

1. **DISCUSSION ITEM** – Committee Codes Revisions

President **Chang** states that this is something that we need the committee to work on. It was discussed previously that this is something that the Executive Committee will be working on.

The Executive Committee can pass resolutions that are recommended by the Board of Directors the Board can also grant the Executive Committee powers so that tasks are complete.

ED **Saffold** recommends that the board grant two specific powers to the Executive Committee: the power to execute any operational contracts during the time periods while the full Board is not present to continue business operations, also to align all vital documentation over the summer period, this will allow the committee to continue to push work forward even when all of the Board is not present.

**Hebert** states that there will be reports that are presented at meetings; there will be resolutions to adopt and be discussed. They will also be discussed but not acted upon; there really shouldn’t be any other things on the agenda for the Executive Committee Meetings.

34:13

1. **ROUND TABLE REMARKS**

**Chang:** thanks all the committee members for attending the meetingon such a short notice**.**

1. **ADJOURNMENT**

**Motion to adjourn meeting at 4:40pm**

**Motion Carries.**

Minutes Reviewed by:

**Executive Committee Chair\_\_\_\_\_\_\_**

**Name: Jerry Chang**

**08-17-12\_\_\_\_**

**Date:**