**Board of Directors Meeting Minutes for December 5th, 2012**

1. **CALL TO ORDER**: EVP **Alzamil** calls the ASI BOD Meeting to order at **12:00pm.**
2. **ROLL CALL**

Members Present Absent Members Guests

Jerry T. Chang Martin Castillo Rebecca Harper

Zamil A. Alzamil Marguerite Hinrichs

Erik Pinlac D. McKinney

Stephanie Flowers

John Erlandson

Erin L. Baca

Sarah Kelso

Michelle C. Xiong

Erik I. Olivar

Stephanie Pinkston

Laurel O’Brien

Pablo Benavente

Seetha Ream-Rao

Derek Volk

Garrick B. Sangil

Stan Hebert

Randy Saffold

Marissa Parry

Mitch Watnik

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

**The Agenda was approved.**

1. ACTION ITEM **- Approval of the November 20th,  2012 Minutes**

**The November 20th, 2012 Minutes were approved.**

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.**

Rebecca **Harper** highlights the following:

* Finished the fitness program inner search and this should be completed by the end of the week
* Looking to have the position filled by the start of the winter quarter

1. ACTION ITEM– **Approval of Resolution to Amend Articles of Incorporation –** John Erlandson

VP **Erlandson** mentions that there were three changes made to Articles of Incorporation:

* There was previously California State University Hayward but has now been changed California State University East Bay
* The dissolution change- meaning what happens if the board suddenly is told that they know longer exist and is told that they are abandoned, what happens to the funds that were delegated to the board where would these funds go
* ED **Saffold** stated that the funds will go to the Chancellor and President of the University instead of the Board of Trustees and President of the University
* The third change was the modification of the Articles of Incorporation for future times the clause that was inserted was the requirement to bring these archives of the Articles of Incorporation
* The Resolution was are presented to the Board of Directors

WHEREAS, the Chancellor’s Office requires an amendment to the dissolution language in Article IX which will now read: “Upon dissolution of the organization, net assets, other than trust funds, shall be distributed to a successor approved by the President of the campus and by the Chancellor, “ and

WHEREAS, a clause needs to be inserted to simplify the amendment process for the future when compliance with state and federal law changes or Chancellor’s Office mandates occur, and

WHEREAS, the name of the organization does not reflect our incorporated status and the name change of the University; therefore be it

RESOLVED, that the Articles will be amended to address these issues as the attached revisions shows, and be it

RESOLVED, that the Executive Director will be tasked with completing all steps necessary to ratify these revisions and get them filed with the State, University, and CSU Office of the Chancellor.

* ED **Saffold** mentions December 31st, 2012 is the deadline the board will be missing this deadline but the board cannot call elections only the Elections Committee can once they are seated
* The voting will not be done until after the quarter break but the questions will be out prior to the quarter break so once they come back they can be ready to vote

**Motion: (Flowers) to adopt the Resolution of Articles of Incorporation.**

**Motion Carries.**

10:35

1. ACTION ITEM **– Approval of Committee Members –** Zamil Alzamil

EVP **Alzamil** states that there are two people that need to be approved for the Environmental Affairs Committee and one person for the University Union Committee

* Director **Sangil** of the University Union highlights **Riddhi Sood** and mentions that she would be a great fit for his committee also because she has a position in the Diversity Center this would prevent overlapping with activities and events and she will be able to keep the committee informed.
* Director **O’Brien** of the Environmental Affairs Committee highlights members who are interested in the Environmental Affairs Committee.

-**Rachel Santos** to be approved as an Environmental Affairs Committee Member

-**David Todorut** to be approved as an Environmental Affairs Committee Member

**Motion: (Benavente) to approve the candidates applying for the Environmental Affairs Committee and University Union committee.**

**Motion Carries.**

15:50

1. INFORMATION ITEM **– Lunar New Year Celebration** – Michelle Xiong

EVP **Alzamil** yields the floor to Director of CLASS **Michelle Xiong** in which she highlights the following:

* During the winter quarter there will be a Lunar New Year Celebration and mentions that she is participating in this event
* The event is Friday February 15th, 2012
* Would like the board to participate in this event

17:05

1. INFORMATION ITEM – **Winter Retreat** – Zamil Alzamil

EVP **Alzamil** mentions that he is seeking more input from the board in regards to speakers or other ideas.

* 4 speakers with 1 more who we still need to confirm
* Taking place Saturday January 12th, 2012 10am to 7pm
* There will be time for all the committees to meet together
* ED **Saffold** mentions that it’s going to be difficult to make this retreat mandatory for the committee members. The stipend is not tied to the amount of the work for the members
* The retreat can be strongly suggested and they can be expected to be there

21:20

1. DISCUSSION ITEM – **Approval of Travel Scholarship** – Stephanie Flowers

EVP **Alzamil** yields the floor VP **Stephanie Flowers** in which she highlights the following:

* A student by the name of **Rebecca Kim** is from Educational Psychology Department contacted VP **Flowers** in regards to the Travel Scholarship
* She and Assistant Professor Dr. Tran will be giving a 90 minute presentation at NASP which is the National Association of School Psychology Convention they are trying to get aligned with NASP so that they can receive more accreditation
* This will help the Educational Psychology department more competitively
* **Rebecca** hasn’t done any fundraising but she is willing to
* Breakdown of the amount requested is provided to the board
* There is $3,000 designated for the year in $1,000.00 increments per student
* ED **Saffold** mentions that the way that the policy was written was to handle the travel not the registration costs
* Usually the biggest barrier is the travel that’s why it is called the travel scholarship it’s not for hotel, registration, or food
* Don’t restrict the policy for just one person
* This scholarship is for extraordinary opportunities
* Director **Benavente** mentions that the funds should be allocated for her travel.

**T**he board still should encourage students to fundraise and support should be given from the psychology department as well

* President **Chang** mentions that he doesn’t notice anything in the policy that restricts this to three students
* Being that this does support the Educational Psychology department he indicates that Educational Psychology clubs can be involved and help fundraise for this convention
* Director **Xiong** mentions that to avoid things like this in the future maybe the board can revise this policy mentioning that students that receive these funds have to give presentations once they return from the trip so that they understand that they need to come back and let the board know what was done
* Director **Ream-Rao** suggests that the presentation and Q&A sessions be recorded so that Rebecca Kim can come back and present it to the Educational Psychology class
* The board further discusses funding Rebecca Kim for the convention

34:27

1. INFORMATION ITEM – **UU Director’s Report** – Garrick Sangil

EVP **Alzamil** yields the floor to the Director **Garrick Sangil** in which he highlights the following**:**

* First University Union meeting was held last week
* The Study Lockdown Event will be held December 10th, 11th, and 12th until 1:30am
* There will be hot cocoa provided as well as coffee from 1pm to 11pm
* The funding was $200 for the three days
* Thanks the board for advertising all on Facebook and in other places
* Sunday Night around 9pm to 10pm there will be midnight breakfast at housing and VP **Pinlac** and Director **Sangil** will be in attendance the board is also welcomed to come as well
* Director **Benavente** enquires if the shuttle services can be extended during finals week

**-**Starbucks will be closing at 10pm during finals week

* ED **Saffold** mentions that it can be extended to 11:30 one extra hour

-three additional shuttle runs have been added ending at 12:10am

38:00

1. INFORMATION ITEM – **VP Finance Report** – Erik Pinlac

EVP **Alzamil** yields the floor to VP **Pinlac** in which he highlights the following:

* Added a sub bullet for coaching fees
* Coach sports have to be recognized by student life and leadership
* Set club funding limits 20,000 in Fall 15,000 in Winter 20,000 in Spring
* **Gary Simon Manalang** has been appointed as the Finance Committee Vice Chair
* Working with Pablo and Garvin in regards to a marketing plan for the funding limits
* Garvin, ED **Saffold**, and VP **Pinlac** presented a presentation to Summer

-the TV’s that are in the RAW and a few new TV’s that will be installed in the University Union will be having a little side sections where advertisements will be scheduled on who will be in the rooms

-Advertising for Internal ASI work

-where the funds will come from for this initiative

* The budget process will be starting soon

-six month adjustment

-analyze budget for the current year

41:03

1. INFORMATION ITEM – **Director of Recreation & Wellness Report** – Derek Volk

EVP **Alzamil** yields the floor to Director **Volk** in which he highlights the following:

* Recently just had four students mention that they would like to volunteer for the RAW Committee
* Set on the Interview Panel for the Fitness Coordinator position
* Working with Coaching Core to have a chapter at CSUEB
* RAW Free Week first week of the Winter Quarter
* RAW Facebook page giveaway
* Coaching Core representatives will be present at the following meeting

43:38

1. INFORMATION ITEM – **Director of Environmental Affairs Report** – Laurie O’Brien

EVP **Alzamil** yields the floor to Director **O’Brien** in which she highlights the following:

* Environmental Affairs Committee is complete and had first informal meeting
* Gave members a rundown of what goals the committee will be working on
* Sustainability Standards
* Getting more Likes on the Facebook Sustainability page
* Sustainability Conferences
* Community Clean-ups
* Scheduling the next meeting the following week and will be appointing the Vice Chair
* Currently going to meetings to appeal the grants
* Director **O’Brien** mentions that she will be registering for a communication class and she was asked if other students as well as herself would like to start an environmental show
* Working with facilities to start a garden on campus
* Working with the RAW to have more hydration stations on campus

48:59

1. INFORMATION ITEM – **Director of Public Relation’s Report** – Pablo Benavente

EVP **Alzamil** yields the floor to Director **Benavente** in which he highlights the following:

* The Instagram page has gained 131 followers
* Facebook Outreach
* With no add on the page there were 22 likes on the page for the whole month
* With the add this generated more likes
* Social Media Campaign

-he mentions that college directors ask the Deans

* **Watnik** asks if Director Benavente has thought about putting the posters in the Dining Commons

-He discusses replacing the Investiture banners with “I am ASI” posters

57:55

1. INFORMATION ITEM – **Director of Legislative Affairs Report** – Seetha Ream-Rao

EVP **Alzamil** yields the floor to Director **Ream-Rao** in which she highlights the following:

* There was a Legislative Affairs Committee meeting scheduled for yesterday but committee members mentioned that they did not receive the email in regards to the time and date of the meeting so the meeting didn’t meet quorum
* She mentions that she attended the Foundation Board Reception

-focus on the state of the East Bay

* ED **Saffold** reminds the board that if the meeting doesn’t meet quorum then ASI business really shouldn’t be discussed, he mentions that there is not a such thing as an informal meeting

-there can be working sessions

1:00:43

1. INFORMATION ITEM – **VP of External Affairs Report** – Stephanie Flowers

EVP **Alzamil** yields the floor to VP **Flowers** in which she highlights the following:

* She mentions that she recently just lost a committee member and is currently looking for another one
* The committee discussed how successful the Meet the Dean Event was
* Approved Riddhi Sood as the Vice Chair
* Discussed the Town Hall and Spirit Scholarship initiatives

1:01:45

1. INFORMATION ITEM – **VP of Internal Affairs Report** – John Erlandson

EVP **Alzamil** yields the floor to VP **Erlandson** in which he highlights the following:

* The Internal Affairs committee has met twice

-went over the ASI Presents Calendar

-additional events that have high priority please let John Stoll know so they can be added to the calendar

* Revision of committee times during winter quarter

-Committee meetings are scheduled to take place from 10:00am to 12:00pm

-office hours on Wednesdays from 2pm to 4pm

* Internal Affairs discussed goals that they would like to accomplish

1:04:41

1. ROUNDTABLE REMARKS

**Chang**: highlights the winter quarter Board of Directors Meeting schedule. The board will need to make the decision on if they are meeting every week or every other week.

**Baca**: mentions that her classes are slowly dwindling down and there are specific times when her classes are being offered. She enquires what she would do in the situation of there being a class that she needs and it’s scheduled the same time as the board meetings.ED **Saffold** states that the meetings for this cooperation are set at a specific time. Part of wanting to serve on the Board of Directors is making sacrifices to be present for the board meetings at the times indicated.

**Saffold:**  mentions that he would like to remind all the board members that on December 12th, 2012 there have to be a Board of Directors Meeting. This is the day that the board has to vote on the PERS Contract on whether or not we will gratify the contract twenty days later. Someone from the board has to be present to chair the meeting but would love for as many members as possible to be present at the meeting. Looking to have two agenda items at this meeting one being PERS and The Travel Scholarship. The whole meeting should be completed in thirty to forty minutes at maximum. There will also be a special staff lunch taking place on the 18th of December; there will be minimal amount of professional staff that day. He also mentions that there will be a half day on the 21st of December usually the governor of California gives the state a half day; members of the board will have key card entry to ASI Business Office until 5pm that day. The building will be shutting down until January we will be on energy abatement. We will not be having people coming in the office during that time. He also highlights that he will be meeting with the college directors to get

the compiled list of the different majors in regards to the upcoming fair so we can move forward with this process. He discusses that there is really not a methodology of verifying that students that are attending the University Wide Committees. Planning to create something online in which they will check-in and list some things that were highlighted in the committees. He will be drafting a letter to the chairs of the University-Wide committees to ensure that people are present.

By January the new website will be launched and it will be consisting of some input from this board.

A leak in the RAW floor is currently being investigated. Contractors will be coming and inspecting the issue. Also ASI wasn’t notified about the construction that is taking place on the second floor of the University Union. There will not be a new service in that spot just a wall off.

**Hebert**: states that he wishing everyone a success in their final examinations. Also in regards to spring quarter graduation the deadline to apply is approaching which is January 22nd, 2012. The regalia being offered at the bookstore are made of recycled material this is in regards to the sustainability approach. The graduation ceremonies will not be by colleges, there will be a ceremony on Friday for those students receiving their Masters, on Saturday starting at 10:00am for those students receiving their undergraduate degree, and on Saturday at 6:00pm for those students at the Concord.

**Watnik**: wishes the Board Happy Holidays. He mentions as noted in yesterday’s Senate meeting one of the Senators is graduating. Elizabeth Ortiz is not here but through the Board he would like to tell her congratulations and thanks her for the service she provided. She has the best attendance by far. He hopes that Ortiz replacement comes from External Affairs Committee.” There has also been some discussion about the new plan of graduation and student input is important. Input can be made to the graduation committee; this is the students’ day. One other note, he mentions that he was coming from the Student Success and Assessment Committee Meeting and there actually is room on the committee for student representation. He further discusses the ASI Board of Directors being involved in the specific committee mentioned. Finally tells the Board good luck on finals.

**Parry:** mentions that there is a Conference Home Opener taking place this Saturday for Men and Women’s basketball. Women will start at 5:30pm and men at 7:30pm taking place in Monterey; invites all the Board members to attend. There is a homecoming meeting in the Oakland/Concord Room on December 13th, 2012 at 1:00pm.

**O’Brien:** updates the Board on the farmers market. Farmer’s Market that is located in downtown Hayward mentions that they would not like to expand to any more locations.

**Benavente:** states that he has emailed the college directors and is looking that they email him back. Also there will be a poster generated for the study lockdown and the extended hours for the shuttle services.

**Ream-Rao**: mentions that at the next Board meeting there will be a gift exchange. If members will not be present she indicates that they let her know.

**Pinlac**: mentions that for study lockdown there needs to be a large number of students present.

The Board further discusses the study lockdown.

**Chang**: asks if there can be an email put together that can go out to the College Deans and then they can send it out to the students who belong to the different colleges.

**Alzamil**: states that he wants to thank Derek Volk for serving on the Fitness Coordinator Committee and good luck on finals.

**Chang**: suggests that the Board thanks all the staff for putting on the ASI Holiday Party.

1. ADJOURNMENT

**Meeting Adjourned at 1:45pm.**

Minutes Reviewed by:

**ASI Executive Vice President/ Chief of Staff**

**Name: Zamil Alzamil**

Minutes Approved on:

**12-12-12**

**Date**