**Executive Affairs Special Committee Meeting Minutes of May 1, 2013**

1. CALL TO ORDER: President **Chang** calls the meeting to order at **12:07.**
2. ROLL CALL

Members Present Absent Members Guests

Jerry Chang Randy Saffold

Zamil A. Alzamil Michelle Xiong

Erik Pinlac Seetha Ream-Rao

John h. Erlandson Pablo Benavente

Stephanie Flowers

Stan Hebert

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

**President Chang approves the agenda.**

1. ACTION ITEM**- Approval of the April 17, 2013 Minutes**

**President Chang approves the April 17, 2013 Minutes.**

1. PUBLIC COMMENT **– Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**

**No Public Comment.**

1. ACTION ITEM**– Responsible Student Representation in University Committees**

**Motion: (Flowers) to adopt the resolution.**

President **Chang** states the language Responsible is used as inform and quality of representation, while providing a natural mentorship through the two year appointment.

Designee **Hebert** mentions this year’s appointment has been successful however, there have been attendance issues. He would like student feedback on the two year appointment.

President **Chang** highlights the following:

* + He is in a two year committee at the Chancellors office.
  + The Board of Trustee set the model for two year appointee.
  + There is no language forcing the two year appointment.
  + Students have the option of resigning at any given point.
  + The previous year’s committee members would help in the recruitment process.
  + The resolution only applies to university committees with one seat.
  + Selection process would be made by university committees or ASI.
  + No specific language in having junior or senior level member.

Designee **Hebert** highlights the following:

* + Appointments vary from committee to committee.
  + Most appointments are made by ASI, A2E2 is an exception.
  + Committee chairs would be content to have a pool of applicants.
  + Two student appointees would bring comfort, and commodity.

President **Chang** states ED **Saffold** will have to adjust and make the proper changes.

The committee discusses the process of document sharing through USB to be most effective.

**Motion Carries.**

**30:25**

1. DISCUSSION ITEM – **Strategic Plan**

President **Chang** yields the floor to VP **Erlandson** where he highlights the following:

* Ask committee members what work they have done throughout the year.
* A summary of the started projects by member, to give to the incoming board.

VP **Alzamil** mentions to create a document to transfer to the incoming board that has the following:

* Welcome packets
* Projects begun
* Updated transition policy

VP **Erlandson** states to address if there will be the new university union application and should be included in the strategic plan expectations.

President **Chang** states this is an appendix for this year’s started and completed projects. Reevaluate the ASI mission statement, input value metrics into each mission statement, and develop a university union mission statement.

VP **Erlandson** states each board member should write their own section to make a collaborative strategic plan.

ED **Saffold** states a strategic plan is a transition piece of every committee’s unfinished work. The set value metrics can be used as a guiding principal for continuity and consistency. Having all board members write a section will result into twelve different visions. He suggests each board member write about their committee assignments and a wish they would like to move forward.

VP **Pinlac** states the plan needs to be centralized to avoid repetition.

President **Chang** suggests the following:

* + Executive committee role is to gather the vision, mission, values and assets.
  + All other committee will have to state their current and past projects, the vision of the future, and the engagement of the various ASI departments to support their mission.

ED **Saffold** states there is a difference between the strategic plan and the implementation plan. Every committee cannot be directly interacting with departments.

President **Chang** states the following:

* + Gather vision, mission, values and assets to a sure they are up to date before the next board meeting.
  + This year they did a good job in accessing resources to value student fees.

Designee **Hebert** mentions town halls should be archived for future boards to access.

President **Chang** asks VP **Erlandson** to keep in contact with all committee chairs to help start the strategic plan.

President **Chang** states an outlinemust be provided from each committee chair by the next board meeting.

**44:51**

1. DISCUSSION ITEM – **Special Election Items (Articles of Incorporation, Bylaws, Referenda)**

ED **Saffold** highlights the following:

* + There is no process for this document and are following the process of San Jose State University.
  + The ballot is digital.
  + He estimates there will be two weeks to finalize the document.
  + Three different changes are being made to the articles, and will be introduced as individual items on the ballot.
  + Bylaws need 500 signatures and articles only need two thirds of the majority board because the entire membership needs to authorize any change.
  + Hopes to have the articles update before elections begin.
  + The elections committee will be tabling to help collect 500 signatures for the bylaws.

President **Chang** asks VP **Flowers** to contact all college directors so they can begin collecting signatures at their biggest lecture halls

**Xiong** states election campaign begins on Monday and voting begins on May 20th.

President **Chang** states he is still interested in having a poll of students supporting a separate fee for CSSA. This would be a recommendation to the President to recommend to CFAC.

ED **Saffold** suggests contacting Linda Dobb before moving forward with anything relating to fees.

President **Chang** states this is a recommendation not an adoption. He states VP **Flowers**, VP **Erlandson**, himself and **Ream-Rao** will work on the language for the referendum and ED **Saffold** will compose the document.

ED **Saffold** mentions to go over the changes proposed by the previous board. He also mentions the proposed bylaw changes are from the 2009-10 board that did not get enacted by the 2010-11, or the 2011-12 board.

ED **Saffold** highlights the following in regards to the proposed changes:

* + The 2009-11 board proposed to change college directors to college senators.
  + Prado’s board did enact on the change of college directors to college senators and when they created the relation policy they noticed the directors and senators have different amount of work.
  + The director of legislative affairs was removed with the assumption external affairs would fulfill those duties.
  + He highlights the various proposed changes by the different boards.
  + There was some debate last year in regards of legislative affairs voting at CSSA with the proxy of the President.

President **Chang** states there is only one voter at CSSA and in the ASI bylaws that voter is the President. He recommends changing the language.

ED **Saffold** continues to highlight the following:

* + Two years ago he proposed to change the Director of Public Relations to Director of Communication.
  + The Director of Communication would be responsible of managing the board’s social media messaging and promoting ASI events.
  + The Director of Public Relations was created after ASI was getting bad publicity.
  + He states a student cannot be an efficient director of public relations without knowing the history of ASI, unless they are a public relations/marketing major.

The committee agrees there is no need of a public relations director.

ED **Saffold** mentions if there is no director of public relations, the VP of Internal, External or Executive VP should have the role of board communication.

President **Chang** mentions the University Union codes need to be revised.

ED **Saffold** highlights the following:

* + Any changes made this year cannot take place till July 1, 2014.
  + He recommends the programming board chair should be the director of the union.
  + The programming board should not be part of bylaws, because the UU committee codes can be revised and adapted to be the programming board beginning on July 1, 2013.
  + There is no need of the UU and RAW committee with the Director of Recreation and Wellness.
  + He further highlights the difference between student run and a student lead.

President **Chang** continues to highlight the following:

* + He feels comfortable removing the Director of Public Relations this year.
  + The involvement of every board member is necessary to supplement the PR push under the guidance of staff.
  + The redundancy this year has caused a lot of conflict.
  + Stating scholarship caused some legal trouble and will be changed by ED **Saffold.**

ED **Saffold** states some of the bylaws existed before there was an Executive Director. He further highlights the process of the board removing a staff member.

The committee discusses run-off elections.

ED **Saffold** highlights:

* + The outgoing board established the incoming board meetings due to a previous board member known to switch the time dates.
  + Having a set board meeting time and date set an expectation.
  + AB1233 removed executive officials out of the document, and all advisory committee members executive officials became non-voting advisory council. The change was made after legal recommendations from a lawyer.
  + If there are any policies out of CSUEB policy compliance, the board is allowed to change with 2/3of votes.
  + Bylaws have their own methodology for amendments.

**1:41:34**

1. DISCUSSION ITEM – **Board Accountability**

President **Chang** highlights the following:

* + The responsibilities and procedures between the board and staff need to be clearer.
  + The board needs to be seen as an advisory and as volunteer.
  + The staff needs to be prepared to support the board with work or guidance as a volunteer.
  + The board has done a great job this year.
  + Manage expectations appropriately.

**1:45:43**

1. DISCUSSION ITEM - **Process for amending officer requirements – Stan Hebert**

**Motion: (Flowers) to table this item.**

**Motion Carries.**

1. ROUND TABLE REMARKS

**Flowers** - states 14 people responded to the student discount program survey. Students want to see discounts at restaurants including: Sushi restaurant, La Pinata, Starbucks and grocery stores. A student mention discounts at Union Landing.

**Saffold -** states Garvin is going to do a Facebook repost to generate more results in one week.

**Chang –** states he is going to schedule an appointment with Kim and Larry to promote the survey.

**Alzamil** - reminds the committee the of the town hall meeting on May 22nd, also to forward any additional material to him or Erlandson.

**Saffold –** states the Concord Campus is working on a deal with a studio to produce discounted fitness passes for concord students.The deal has been cleared through legal and is working on the language change for a waiver. The deal includes access to all fitness classes for $7 either for a month or quarter, he is not sure.

1. ADJOURNMENT

Meeting adjourned at **1:59 p.m.**

Minutes Reviewed by:

**ASI President**

**Name: Jerry Chang**

Minute Approved on:

**5/13/13**

**Date**