**Executive Committee Meeting Minutes for July 25th, 2012**

1. Call to Order: President **Chang** calls meeting to order at **1:06pm.**
2. Roll Call

Members Present Absent Members Guests

Jerry Chang Seetha Ream- Rao

Zamil A. Alzamil Randy Saffold

Erik Pinlac Jon Stoll

John H. Erlandson Krista Smith

Stephanie Flowers Krihna Chochalingn

Stan Hebert Garvin Tso

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

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

**Amendment I: (Erlandson) to insert the Action Item Approval of the July 12th, 2012 Minutes between items three and four.**

**Motion Carries as Amended**

1. **Action Item-** Approval of the July 12th, 2012 and July 18th, 2012

**Motion: () to approve the July 12th, 2012 Minutes and July 18th, 2012 Minutes.**

**Amendment I: (Erlandson) to remove Emergency from the title of the Executive Committee Meeting Minutes of July 12th, 2012.**

**Amendment I Carries.**

 **Motion Carries as Amended.**

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. **INFORMATION ITEM–** Director Presentation – ASI Diversity Center, ASI Presents

President **Chang** yields the floor to Jonathan Stoll who highlights the plans for the upcoming year:

**Jonathan Stoll** indicates that he will be giving the committee a snap shot of what The ASI Diversity Center and ASI Presents does.

* Both departments have experienced change
* ASI Presents for the following year will be labeled as the ASI Street team
* The main focus is providing entertainment on campus to cultivate campus community and fun
* Campus life adds to the retention of students
* Categories

-Concerts Lectures Comedies

-Traditions

-Special Events

* Each category has committee of about 3-5 members with a spear head lead
* Over the summer there is a lot of virtual orientations and trainings
* September and October there will be the ASI Orientation
* CLC has majority of the funds
* Between the Lines are the lecture series
* Generally try to reach out to the campus populations through professors
* “Laugh Your Ass Off” is the comedy series.
* Jonathan Stoll highlights past events
* Diversity Center has been under utilized

-it is being designed and planned for the fall

-Allen Johnson oversees the CLC’s

- Felissitas Medina oversees the special events and traditions

* Diversity Center is broken down into three main initiatives

-Multiculturalism-outreach

-Social Justice-events (tunnel of oppression)

-Service- Launched an alternative Spring Break Program in the previous year, Make a difference Day (Community Service day)

* Stimulate your Mind
* Orgs that Care
* **Hebert** Highlights the day of Service on October 6th, 2012
* ASI presents and the Diversity Center will be open to suggestions in regards to specific speakers
* Highlights a collective approach to things like the November Elections
* ED **Saffold** mentions that it will be important for the board to share their goals and objectives with some of the street team workers so that initiatives are not duplicated.

26:44

1. **INFORMATION ITEM –** Director Presentation – ASI Recreation

President **Chang** yields the floor to **Krista Smith** in which she highlights the following:

**Krista Smith** highlights the PowerPoint slides:

* **Krista Smith** reads the Purpose Statement to the committee
* Comprised of seven departments lead by 9 student coordinators and 1 Graduate Assistant

-Operations- oversee day to day operations

-Member services- front desk students, critical in a number of areas

-Fitness Center- responsible for safety of equipment and students that utilize equipment

-Equipment Rental- sports equipment and hub of towels

-Fitness Classes – responsible for putting on the different fitness classes and hiring

-Intramural Sports- fantastic plan for 2012-2013 overall program leagues

-Game Zone- operates the game room and game cave

* Membership Referral Program

-Every year we hit really high in the fall but we would like to see that number grow every quarter

-coming up with a referral and incentive program, this will be a competition

-setting the scopes really high

* Expanded Intramural leagues, tournaments, and staffing structure.
* Huge marketing and outreach plan will be put together in regards to Intramural.
* In search for two professional staff
* Fitness Coordinator
* Personal Training Program- cost effective
* Marketing of the Equipment Rental Program
* New Fee Structure –Summer Conference Groups, limited in terms to outside community, making connections with the city
* The committee discusses the memberships that may be available to community

46:10

1. **DISCUSSION ITEM –** Values Metrics

President **Chang** highlights the Value Metrics:

* One voice representing the students
	+ Identified values that we can all stand behind
* Collaboration
* Inclusiveness
* Impact
* Continuity or Tradition
* Career Readiness
* Five Values that are in line with the Core Values
* ED **Saffold** mentions that advocacy can be one of those Value Metrics
	+ President **Chang** mentions that advocacy is the vehicle on how we as the board can make these things happen. Value Metrics is something that will be refined as the year progress.
	+ The committee discusses the Value Metrics

59:37

1. **DISCUSSION ITEM –** ASI Message
* The committee discusses the reason for having the ASI Message
* President **Chang** mentions that right at this moment students are not identifying with ASI this makes resources become inaccessible
* **Hebert** states that may be the committee shouldn’t focus on a single message but on many messages that incorporate pioneer pride
* ED **Saffold** highlights the possible ongoing slogan: I am a part of ASI, I am an ASI Pioneer, and I am an ASI Voter.

1:09:50

1. **DISCUSSION ITEM –** ASI Board Fall Retreat

President **Chang** highlights an excel sheet that was set up:

* Past ASI Board Retreat expenses and budget
* $2500.00 is designated for the Fall Retreat Budget of the current academic year
* ED **Saffold** mentions that he will be working with the EVP **Alzamil** to generate the agenda for the ASI Fall Retreat, being that the new board members does not know what they will be trained on
* August 13th, 2012 and August 14, 2012 for the dates of the Retreat

1:20:00

1. **DISCUSSION ITEM –** ASI Employee Handbook rev Aug 2012

President **Chang** yields the floor to ED **Saffold** in which he highlights the following:

* Contracted with Paychecks
* This never made it past draft format
* The Internal Affairs committee of the previous academic year was not able to complete that work before their term was done
* There is a fully functional HR handbook that was previously done for ASI and the Foundations
* The newly passed policies of the year have to be inserted

-new computer use and internet policy

-new vacation policy

-new education policy

* ED **Saffold** mentions that it is important to have this approved by July 30th, 2012 because it has to be sent to the Chancellor’s Office so that we meet our Audit findings.
* ED **Saffold** asks the committee to review the handbook, have suggestions in by Friday, and then adopt Handbook by Monday.

1:28:00

1. **ACTION ITEM –** Committee Code Revisions

President **Chang** highlights the following:

* During the last meeting there were a few suggestions on forming a committee for the committee code revisions

**Motion: (Alzamil) for the committee code revisions to be taken on by the Executive Committee provided that the committee find the section giving them the permission to do so as recommended by ED Saffold.**

**Motion Carries.**

1. **ROUND TABLE REMARKS**

**Chang:** thanks all the committee members for their cooperation in this week’s meeting. Please review the necessary documents; including Bylaws, Articles of the Cooperation, Gloria Romero, and Roberts Rules of Order. Continue to keep in mind the Value Metrics and the ASI Message.

1. **Adjournment**

**Motion to adjourn meeting at 2:42pm.**

**Motion Carries.**

Minutes Reviewed and Approved by:

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

**Name: Jerry Chang**

**08/01/12\_\_\_\_**

**Date:**