**Executive Committee Meeting Minutes for September 5th, 2012**

1. Call to Order: President **Chang** calls meeting to order at **12:13pm.**
2. Roll Call

Members Present Absent Members Guests

Jerry Chang Stephanie Flowers Randy Saffold

Zamil A. Alzamil Stan Hebert Juan Pablo Benavente

Erik Pinlac

John H. Erlandson

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

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

**Amendment I: (Pinlac) to add Information Item Director of PR Report by Pablo Benavente after Public Comment.**

**Amendment I Carries.**

**Motion Carries as Amended.**

1. **ACTION ITEM- Approval of the August 17th, 2012 Minutes.**

**Motion: (Erlandson) to table the approval of August 17th, 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. **INFORMATION ITEM–** Director of Public Relations Report – **Pablo Benavente**

President **Chang** yields the floor to Director **Benavente** who highlights the following initiatives:

* Working on a Calendar for ASI

-Job Opportunities

-Events

-Announcements

-will be linked with the ASI website

* Ways to get more people active on the Facebook page
* Muslim Association Announcements
* City of Hayward Event Announcements
* Greek Life Events
* There can be a link of events in the University Union on the Calendar
* ED **Saffold** mentions to make sure data/ events aren’t duplicated
* Also mentions what will be required from management
* Partner with Student Affairs

-Student Life

-Pioneer Newspaper

18:00

1. **INFORMATION ITEM–** Executive Director’s Report

President **Chang** yields the floor to Executive Director **Randy Saffold** who highlights the following:

* Great Staff Meeting

-Dominated by the HR Representative from the Foundations

-New HR System

-“Sun Life” Life Insurance company

-FSA Accounts

* Closure of the RAW for deep cleaning
* October 12th, 2012 for Presidents Investiture

-RAW Gym Floor will be closed for a week for set-up

* Board Retreat

-Missing Sunday of the Retreat

* Road Trip to Stanford, Sacramento State, UC Davis, and UC Berkley to visit the Recreation Centers

-Goal of this trip is to have team bonding with the RAW Staff

* Group Photo for all ASI Staff and Board Members
* Pritesh has completed the first draft of the voter’s registration

-Forms and documents upload app. coming soon

-The new website is still on its way

-New headcount tracking for usage of ASI services

* Interim Candidate accepted the position
* Starts September 19th, 2012 at the RAW
* Initial candidate for the sports and activity search couldn’t accept the position
* Automatic secondary offer discussion with the committee

37:17

1. **DISCUSSION ITEM** – Telecommuting

President **Chang** yields the floor to Executive Director **Randy Saffold** who discusses telecommuting:

* Commuting patterns are changing and are becoming a bit longer
* Some duties that doesn’t require him to be physically present on campus
* Focus Time

-Memos

-Administrative Documents

-Poring over Documents

-Becoming difficult to accomplish on campus

* One telecommute day out the week as well as flex time

- He indicates that he doesn’t want to burnout just from traffic

* Tuesday or Thursday as a Telecommute day or a flex day
* President **Chang** has concerns about continued effective communication

-come up with a telecommuting policy for Executive Director

-concerns from admin staff in regards to telecommuting

52:19

1. **DISCUSSION ITEM** – Information Database

President **Chang** mentions that there has been some talk about gathering information:

* Capturing Information
* All the information can be used for a better function for ASI
* Should this be a project for one of the committees
* How would we effectively manage information
* ED **Saffold** mentions that Pritesh does have a start for this specific kind of database
* The committee discusses who would set up this database
* Pritesh will coordinate the storage

1:01:52

1. **ACTION ITEM** – Committee Codes

President **Chang** highlights that the committee codes have been distributed to all the committee members.

President **Chang** goes through the committee codes that were distributed and the changes that were made:

* Corrected the language in the Personnel Committee Codes
* Executive Committee is a Steering Committee
* Updated University Union Inc. to ASI
* Cleaning up language in Environmental Affairs Committee Codes
* Operations manager for ASI is the Operations Manager of ASI
* Executive Committee is setting a pilot program
* Finance Committee Codes: changed some of the language and vocabulary
* Explore how we could offer services better to students
* Legislative Affairs Committee Codes: expanded six students-at-large to eight
* ED **Saffold** mentions that changes in the committee codes aren’t recommended in the middle of the year.
* The Committee discusses the clean-up of some of the language in the committee codes

\*See Committee Codes Changes doc.

**Motion: (Erlandson) to approve the committee codes with the exception of the small language changes.**

**Motion Carries.**

1:25:34

1. **ACTION ITEM** – Value Metrics

President **Chang** asks the committee how they feel about the Value Metrics; he opens the floor for discussion:

* ED **Saffold** mentions that there is not a formal document for this but there should be something done and he mentions that he has seen pieces of the Value Metrics

**Motion: (Erlandson) to table Action Item- Value Metrics until the next Executive**

**Committee Meeting.**

**Motion Carries.**

1:31:32

1. **DISCUSSION ITEM –** Goal Integration

President **Chang** highlights the goals are going to be for the following year:

* Organizing Town Hall Meetings
* Multicultural Week
* Battle of Colleges
* 5K Run on campus or around campus
* Farmers Market
* Study Lockdown
* Greek Row
* Job Panels
* Internships
* Employment Database
* Job Panels
* Work Study Abroad
* Tutoring
* Grant and Fundraising
* Funding Process
* The committee continues to read the list of goals
* The list will be sent out to all the committee members in which they can add to the list
* List of all the programs and if they are related to each other
* A lot of this discussion should happen during the retreat
* Strategic Plan developed by the second or third week of school

1:40:45

1. **ROUND TABLE REMARKS**

**Pinlac**: mentions the move in dates for on campus housing and asks if the Executive Committee would like to help out during those dates especially the date the freshman move in which is September 21st, 2012. Other move in dates are the 19th, 22nd, and 23rd.

**Erlandson**: the goals that we set out for the summer, we are pretty much on track, maintain the good relationships with ASI Staff and enjoy the school year coming up.

**Chang:** thanks the Executive Committee members for their hard work, and mentions to look towards an exciting year. Training is three days away; power points should be getting to Stephanie.

1. **Adjournment**

**Motion to adjourn meeting at 1:58pm.**

**Motion Carries.**

Minutes Reviewed by:

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

**Name: Jerry Chang**

**11-02-12**

**Date:**