**Executive Committee Special Meeting Minutes of September 18, 2013**

1. CALL TO ORDER: President **Xiong** calls meeting to order at **12:10 PM.**
2. ROLL CALL

Members Present Absent Members Guests

Michelle C. Xiong Randy Saffold

Erik Pinlac Raymund Cruz

Thamer Fahad Alhathal Chris Gallagher

Katrina-Mari Mayol Jordan S. Leopold

Marie Alexandra R. Ibarra

Stan Hebert

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

**Amendment I: (Pinlac) to add Discussion Item – Spirit Competition headed by the University Union Director after the Information Item – Budget Allocation for ASI Rush Week.**

**Motion Carries as Amended.**

**Amendment II: (Pinlac) to add Information Item – Adopting Policy on Document Retention.**

**Motion Carries as Amended.**

1. ACTION ITEM**- Approval of the September 11, 2013 Minutes**

**President Xiong approves the September 11, 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. INFORMATION ITEM –**Budget Allocation for ASI Rush Week**

President **Xiong** yields the floor to **Cruz** where he highlights the following:

* The event is being planned for October 8-10th
* The purpose of the event is to let students know what ASI is
* The first day will be an information night in the Old University Union where students will be able to mingle with the board members – food will be served
  + Each board member that will be attending will present to the students their role in ASI
    - This will help encourage students to possibly join the ASI committees
  + There will be an icebreaker and a quick vision of ASI
* The second day will be bowling night, which will take place in Fremont at Cloverleaf
  + **Cruz** is thinking that they could pay for the students first game but any extra games, the students would have to pay for themselves
  + Food will be served.
* The third day will be at the RAW Center and will be during the Recreation Madness. The Board members will show students what they can rent from the RAW. The students can either choose whatever game they’d like to play or the Board can pick a game for everyone to play.
* The proposed budget is $300: $100 is for the food during the information night and $200 for the bowling night, but this depends on the number of students that attend the bowling night.

President **Xiong** states that this item will be discussed in the next Ex Comm meeting. President **Xiong** further discusses that the purpose of having an ASI Rush Week is similar to how Greeks and organizations have their Rush Weeks. They want students to know that the ASI Board are students as well, and to mainly allow students the opportunity to get to know the Board members and to understand ASI.

ED **Saffold** states the complexity that having an event off campus entails. ED **Saffold** isn’t sure if ASI’s insurance covers them for off campus events and he doesn’t know if he’s been given enough time to get checks to external vendors. ED **Saffold** states that the timeframe is a little aggressive/early in the year, but he still thinks it’s a great and interesting idea.

VP **Mayol** suggests having a swimming event/party in the kinesiology building, if they’re going to have issues with the bowling night. VP **Mayol** states that there are alternative events to bowling.

VP **Ibarra** suggests utilizing the shuttle system and going to a bowling place in Castro Valley.

ED **Saffold** states that they shouldn’t be transporting students because they don’t have a policy that covers this. ED **Saffold** states that they should be mindful of the students’ mindset during the first two weeks of school.

**12:19**

1. DISCUSSION ITEM – **Spirit Competition**

President **Xiong** yields the floor to **Cruz** and he highlights the following:

* It is the ASI School Spirit Raffle Draw
* This idea was from another CSU – where at the end of each quarter, they do a raffle draw where a student gets a tuition fee for the next quarter. **Cruz** states that this is too much for this school. So, they’ve decided to do something with the same structure, however this raffle would happen monthly, and will allow students to win a parking permit for the next quarter.
* On every Wednesday, of every week, if the student wears a CSUEB top, that is visible – they can go to the ASI office and let them know that they’re wearing it and be entered into the raffle. This will allow students the chance to enter the raffle up to 4 times per raffle.
* This will give students other reasons to go to the ASI business office
* They will pick a winner at the end of each month and the winner will be emailed
* For students that don’t drive to campus or will be graduating, they will have the option to win a gift card
* Estimated expenses will be 8 parking permits; they will begin to market for this beginning in mid-October

President **Xiong** suggests that they modify it to state that if the student goes to an ASI event and they wear school spirit gear. President **Xiong** states that this is a great idea but she believes that it needs better regulation on monitoring the people to be entered into the raffle and expanding it to include attending an ASI event.

VP **Mayol** mentions about pictures and using social media to allow students to be entered into the raffle.

EVP **Pinlac** states that the goal was to get students to interact more with ASI and have them get to know the ASI facilities more, not just to have a spirit competition just for spirit.

**Hebert** states that this is a really good idea, but that the power in a good idea is to know the expected end result. **Hebert** mentions how these are powerful ideas to help build the spirit of CSUEB. **Hebert** states that most students probably wouldn’t recognize the difference between an ASI event from another event on campus.

VP **Mayol** suggests them highlighting one event to have students participate in the spirit competition. This allows them to better regulate the raffle.

**Cruz** suggests allowing the students to have options to either attend the ASI event or to be able to go to the ASI business office if they have class during the event.

**20:19**

1. INFORMATION ITEM – **Adopting Policy on Document Retention**

President **Xiong** yields the floor to ED **Saffold** and he highlights the following:

* In the past, ASI has followed the CSU version of this
* ASI doesn’t currently have its own, but the legal council recommended that they adopt their own
* This will be presented next week for discussion
* ED **Saffold** will be working with VP **Mayol** to have this be her first resolution to adopt
* This will allow them, when they destroy documents, to have documentation as to why they’re destroying that document
* This frees them from a lot of public record related requests
* This will allow them to know what documents they’re supposed to keep; why and when

**22:09**

1. ACTION ITEM**– Adopting Club Funding Changes**

**Amendment III: (Pinlac) to change this Discussion Item to an Action Item.**

**Motion Carries as Amended.**

President **Xiong** yields the floor to VP **Alhathal** and he highlights the following:

* Amounts have been decreased and the flex amount of $200 has been added to the club funding forms
* This form has been redistributed to allow more flexibility for clubs and orgs
* Last year, most of the funding from clubs and orgs was for food and clothing
* The proposed budget for this year is: fall $20,000, winter $22,000, spring $20,000, and summer $0.
* The budget has been increased to allow more access to funds and more flexibility for clubs and orgs

**Motion: (Mayol) to adopt the club funding changes.**

**Motion Carries.**

**27:28**

1. DISCUSSION ITEM– **Associate Director of Programming and Marketing**

President **Xiong** yields the floor to ED **Saffold** and he highlights the following:

* Job description is essentially the same job description that they have for Director of Recreation, Programming, and Marketing. They’ve added the diversity center to this role.
* The goal is to move towards the future of ASI where they hope to have two associates, one over all business services and one over all programming services.
* They aren’t eliminating the Director of Recreation position, they’re just not filling it at this time
* They’re looking to fill this position as opposed to bringing in a Director of RAW
* This is a more executive level position

**29:39**

1. ACTION ITEM **–Adoption of Committee Codes**

President **Xiong** addresses the following:

* Thanks VP **Mayol** for re-typing all of the codes out on a new document
* Committee Codes are now in alphabetical order
* Reads Committee Codes to committee members for verification
* Makes changes as necessary
* Committee discusses the funding for Mr./Mrs. CSUEB and possibly moving this money to fund another event, and whether or not this topic should be in the Committee Codes
  + ED **Saffold** discusses the original purpose of the Mr. /Miss. CSUEB stipend – it being used as a full-ride scholarship for one year that was offered to two students, one male and one female. These two students were to represent ASI throughout the year at various events, interact with clubs/orgs, and help to conduct east bay spirit. ED **Saffold** states that the Mr. /Miss. CSUEB didn’t fail as a program, the problem lied in the Mr. /Miss. CSUEB not being directed well. ED **Saffold** states that the question lies in whether ASI should be in the business of scholarships. Last year, the Board discussed that ASI be able to do stipends such as parking permits, etc. instead of dealing with scholarships.
  + President **Xiong** states that they can leave this in the External Committee Codes and the External Committee can decide later on in the year whether they want to remove it.
  + The committee discusses whether or not this scholarship/stipend can be coordinated with homecoming king and queen and how this scholarship/stipend was intended to promote ASI and school spirit to students.
* Committee discusses whether or not the vice chair of committees should be limited to students and not allowing Board members to be vice chairs.
* Makes changes to edit in the Programming Council
* ED **Saffold** mentions to have VP **Mayol** and EVP **Pinlac** work with Sneh to make sure that all of the non-voting advisory members know that they’re on the committee, and for the advisors to get a copy of the Committee Codes along with the meeting times.
* Makes changes for Legislative Affairs to contain the Lobby Corps Committee and removes Lobby Corps Committee as a standing committee of the Board, to be removed in Winter 2014
* RAW & UU standing committees are intended to be removed and folded into becoming the Programming Council Committee, these committees will officially be removed in Winter 2014

**Motion: (Ibarra) to adopt the Committee Codes**

**Motion Carries.**

**1:16:21**

1. DISCUSSION ITEM **–Code of Conduct Policy**

President **Xiong** yields the floor to EVP **Pinlac** and he highlights the following:

* Changes reflect discussion from last meeting
* ED **Saffold** states that he wants this document to be applicable to Board and committee members
* Most of the language was taken from Fresno States’ ASI Code of Conduct
* Reads the proposed Code of Conduct Policy
* ED **Saffold** states that Legal suggested having the document speak for them
* Committee discusses evaluation of punishments for members and who makes the judgment call on whether someone violated one of the codes
* ED **Saffold** states that right now, having a Code of Conduct in place is a good start and they can continue to work on it and address issues throughout the year
* President **Xiong** tasks the committee to read over the Code of Conduct so they can be prepared for their legal orientation on Monday

**1:30:01**

1. ROUNDTABLEREMARKS  
    **Pinlac**: For the people that drove to the retreat, Sneh is requesting that they map out their miles and provide their license number so they can get their reimbursements as soon as possible

**Cruz**: Science Night at Hayward High will be having a meeting today at 4pm if they’d like to volunteer. Science Night will consist of them going to Hayward High school to teach students about science. It is being put on by one of the engineering clubs.

**Saffold**: There’s been a delay in the construction inspection. They can’t get the inspection until late next week so they may not meet their currently scheduled grand opening date but they will let President **Xiong** know so she can be there for the ribbon cutting ceremony. They are currently behind 2 months in the IT support requests due to the new structuring of the IT and marketing department. They thought they would have a smooth transition to move the IT department into the campus because they thought they were already paying for this but it turns out that they’re only paying for infrastructure. So they will be looking to make this transition next year and he is still looking to move the desktop support out of ASI as soon as possible. When requesting from Marketing, it takes a minimum of 2 weeks for them to produce and this is based off of a template. If they request anything that is a little more complex and requires a whole marketing scheme this requires a minimum of 3-4weeks. If they want a full presentation of the event, this will require 6 weeks. Raymund, Katrina, and Landon will be trained on the marketing system. **Saffold**: Great retreat; and he has sent them the annual report status.

**Mayol**: She’s volunteering this weekend in Oakland through ‘We Connect’ with helping to link people from low income areas to healthcare opportunities and volunteers are still needed; the shift is from 7:30AM-2:30PM.

**Ibarra**: A yoga place that would like to work with the Concord Campus in setting up a discount program has contacted her. **Saffold**: The RAW staff is already working on this.

**Pinlac**: Next Friday they’re planning a visit to the Concord Campus and he invites the rest of the committee to go.

**Leopold**: At the retreat he didn’t get a chance to present his entire Lobby Corp information but he would like to send a lobbying guide to the rest of the Board for their information before the October CSSA. During the October CSSA, they will be having Lobby Corp training that everyone is invited to attend and spectate.

**Hebert**: Al Fresco, the welcome back festival, is Wednesday, October 2nd from 11AM-2PM. ASI is one of the supporters/sponsors of the event, lots of student entertainment, and the big giveaway is a 19” flat screen TV. He will be developing a proposal for a policy to allow new transfer students and some freshmen to be able to participate on ASI and university wide committees during their first quarter or at least within their second quarter for freshmen.

**Xiong**: Monday, convocation is from 8:30AM-11AM and legal training will begin from 1PM-5PM. Tuesday, training from 10AM-3PM.

1. ADJOURNMENT

Meeting adjourned at **1:52PM.**

Minutes Reviewed by:

**ASI President**

**Name: Michelle Xiong**

Minute Approved on:

**10/04/13**

Date: