**Executive Committee Meeting Minutes of October 4, 2013**

1. CALL TO ORDER: President **Xiong** calls meeting to order at **2:06 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

Marie Alexandra R. Ibarra

Stan Hebert

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

**Amendment I: (Mayol) to change meeting room on Agenda from ‘Oakland Room’ to ‘ASI Board Room.’**

**Motion Carries as Amended.**

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

**Motion Carries.**

1. ACTION ITEM**- Approval of the September 18, 2013 Minutes**

**President Xiong approves the September 18, 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.

VI. ACTION ITEM **–Budget Allocation for ASI Rush Week,** Raymund Cruz

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

* This will be a 3 days event;
  + Tuesday, October 8th from 6-9pm at UU307 will be the info night – there will be an ice breaker, dinner, and Board members will present their roles. The room will be setup in panelist style
  + Wednesday, October 9th from 6-8pm at Meiklejohn lawn – this will be paint wars. The first 50 participants will receive a free shirt, snacks will be served
  + Thursday, October 10th, time is TBA – the time will be discussed at the info night. This event is the recreation madness event and its goal is to inform students of what the Recreation and Wellness center provides aside from the major equipment.
* Budget allocation: The first day, food will be provided by China Best and this is totals $227.53. He is expecting 20-30 people including the Board members. For the second day, Wednesday, he is expecting at least 50 people and the cost of everything (shirts, paint, and food (pizza)) is approximately $451.
  + The committee discusses and minimizes the amount of food on the first night
* The committee discusses cleaning of the paint, using towels, and water holes

ED **Saffold** states that the committee isn’t allocated a spend/do not exceed amount, they’re allocated permission to do the event. ED **Saffold** further states that once the Program Council is formed they will be the ones dealing with these types of issues.

**Motion: (Pinlac) to allow the Program Council to put on the ASI Rush Week.**

**Motion Carries.**

**13:13**

1. INFORMATION ITEM –**Audit Review**

President **Xiong** states the following:

* They received a really positive review
* Darrell Haydon will give another report about the audit at the Board meeting
* EVP **Pinlac** states that they had no findings which is good

**14:01**

1. INFORMATION ITEM**– Modification to Reserve Policy**

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

* Anytime they have a policy, they adopt the policy through resolution
* Since they are modifying a policy, it would be a resolution to modify the policy
* The Board will be asked to take on how they will modify this policy
* In the reserve policy, they have several areas that they give money to
  + Other post-employment benefits, which are all the retired employees – a certain amount of money is set aside each year to accommodate this
  + Money is set aside for programming, emergency contingency, and capital equipment
  + The reserve policy is broken down into percentages and what percent ASI will fund
    - One of the reserves goes to capital equipment but as defined by the university, ASI doesn’t have capital equipment. Capital equipment is equipment over $5,000 that goes towards the university unions and things along those lines. ASI doesn’t buy capital equipment for the buildings, the university does.
    - ED **Saffold** informs that they didn’t buy copy machines, they bought a contract with a service provider – this will allow them to swap the machines in years to come when the machines get old
    - Darrell Haydon will present to the Board the idea of moving the capital money in another direction. ED **Saffold** states that right now his suggestion for the money would be for seed money to go towards upcoming programming. Money for running a program never comes out of the reserve, but you can setup and start a program out of the reserve. This will be a discussion during the Board meeting – where do they want to redistribute the capital equipment money.

**18:02**

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

President **Xiong** states that they added the office hour portion to this and yields the floor to EVP **Pinlac** to address the following:

* Changed the font, inserted references to documents that they abide by
* Board members office hours which will be 4-6hrs per week, one hour is recommended to be spent outdoors and each Board member will sign a ‘Letter of Understanding’
  + ED **Saffold** suggests that they say board members are ‘expected’ instead of ‘mandatory’ in terms of the Board members 4-6 office hours. This will mean that the Board members are agreeing to the expectations.
  + The committee discusses posting the Board members office hours so the public can be informed
* He input what would happen if a member violates the Code of Conduct:
  + 1st violation is a written warning, 2nd violation is documentation of incident and a 50% reduction of stipend, 3rd violation is dismissal from BOD so it’s governed by the document instead of the Personnel Committee
  + ED **Saffold** states that the 2nd violation should be a 50% reduction so that it can be equal amongst all parties (committee members and Board members). The reduction would be for the month following the violation.
* The committee discusses the Bylaws mentioning about dismissal of a Board member and whether this applies to the Code of Conduct
* Any appeals will go to the BOD, any violation to the CSUEB Code of Conduct can lead to the ineligibility to serve
* ED **Saffold** states that inside the Code of Conduct it should state a way to amend the Code of Conduct
  + The committee inserts a clause stating how to amend this Code of Conduct and that the Code of Conduct will be reviewed annually

**34:57**

1. INFORMATION ITEM **–Creation of Wellness Committee**

President **Xiong** addresses the following:

* Initially they thought they would take away the Director of Rec & Wellness but with the new direction and the installment of student affairs, they will add the Wellness Committee. It will be chaired by the Wellness Director and will have a more holistic approach
* EVP **Pinlac** states that they don’t need to create a committee, they just need to rename it
* ED **Saffold** states that they can readopt the Committee Codes with the rewriting of the Rec & Wellness Director not being a part of the Programming Council
* The committee discusses ad hoc committees and who approves them
* ED **Saffold** states that the easier thing to do is to make the Wellness Committee an ad hoc committee and to let the Rec & Wellness Director continue to serve on the Programming Council and make the Director of Rec & Wellness the chair of the Wellness Committee; the Director of Rec & Wellness will serve on two committees

**38:15**

1. INFORMATION ITEM**- Creation of ASI Policy Database**

ED **Saffold** states that they have an ASI Policy Database already, every policy created, every resolution, every record that they could find going back to 2006 is in a database and this is actually what is seen on the web. ED **Saffold** states that contracts are included in the database as well.

President **Xiong** mentions about whether or not they have a policy on reviewing policies. ED **Saffold** states that they have a policy on policies that can be rewritten to include the reviewing of policies.

**Hebert** recommends the Board having a cycle where they review policies every 3 years, this is intended to save the incoming Board members from reviewing all of the policies each year

**40:40**

1. INFORMATION ITEM **– Removal of Post Office on Campus**

President **Xiong** mentions the following:

* This information will be addressed at the Board meeting as well
* The post office is no longer located inside the bookstore so the question is what happens now

ED **Saffold** addresses the following:

* They were approached by Darrell Haydon as one of two possible locations that the campus had been thinking about
* The bookstore has decided to no longer run the post office, the reasoning is unclear
* Students, however, still need to mail items so the university is trying to convince the post office to at least place a postal box on campus. The places where the postal box and packages would go have been suggested to either be ASI or housing. ED **Saffold** states that personally he isn’t sure if ASI is in the position to want to hold packages because they are unsure of the volume and the risk of packages disappearing, but he states that he’s certain that ASI can do something to help.
* The question to the members is what do they perceive the needs of students are because now they will have to take their mail off campus

President **Xiong** states that she would like for the members to go home and think of possible solutions for this issue. Housing doesn’t have meters so they can’t mail boxes there but they can pick them up.

ED **Saffold** states that ASI doesn’t have to take this on, but they can help to think of a solution for the campus. ASI’s role is to act as advocates and ask students what they used most at the post office.

EVP **Pinlac** mentions that he’s been to post offices where during afterhours they have an automated machine that does the postage for you and states that this could be an option if the post office is willing to do this.

**48:16**

1. ACTION ITEM **– Board Information Documents,** Erik Pinlac

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

* Getting to Know You form is for the staff to get to know the Board members
* Letter of Understanding – Office hours need to be added onto this item
  + ED **Saffold** suggests to have it state in a public space instead of one hour of outdoor office hours
  + Committee discusses to add ‘check ASI email daily and respond appropriately’ as one of the recommendations
* Office Use Agreement form
  + VP **Ibarra** suggests to specify where the mailboxes are located
  + President **Xiong** reads over the Office Use Agreement and the committee makes changes as necessary

**Motion: (Ibarra) to approve the board information documents**

**Motion Carries.**

**1:04:19**

1. ROUND TABLE REMARKS

**Saffold**: They had their first event and there were some issues with sound. The events were moved from Wednesdays because they were in conflict with the Board meetings. Events are now on Thursdays. They will be working on the sound issues and he is planning to adopt and create an ASI policy on event sound.

**Hebert**: Thanks the ASI Board for their support with Al Fresco.

**Mayol**: She talked with Sneh and was informed that Sneh received a lot of committee applications. Thanks Stan for helping to get the applicants approved. **Hebert** states that they are trying new policies regarding the committee applicants and making some exceptions for some members to serve even though they may be freshmen. These exceptions will be made for the Programming, External, and Legislative Affairs Committees.

**Xiong**: CSSA is this upcoming weekend and asks the committee to get the word out about the Board members attending. Thanks the members for their continued service with tabling and getting the campus aware of the ASI Board.

**Saffold**: Commends the members on getting people seated on committees early; he states that they’ve never seated people as early as this Board has and they’ve never had as many committee applications by the second week of school. He wants External to get a count of the applications that are in and to also get a count of the previous years; this will help them keep statistics on this.

XV. ADJOURNMENT

Meeting adjourned at **3:15 PM.**

Minutes Reviewed by:

**ASI President**

**Name: Michelle C. Xiong**

Minute Approved on:

**10/30/13**

Date: