**Internal Affairs Committee Meeting Minutes for January 27th, 2012**

1. Call to order: VP **Pehrson** calls meeting to order at **8:30am.**

\***Indicates member is present at the start of meeting**

I**I. Roll Call**

Members Present Absent Members Guests

**\***Lyla Pehrson Jonathan Stoll Randy Saffold

\*Courtney Symonds Marguerite Hinrichs

\*Corrie Christine Christopher Prado

\*Tenaya Davis

\*Stan Hebert

\*Yijia Guo

\*Jamie Piazza

\* Jerry T. Chang

\*Melanie Sutrathada

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

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

**Motion carries.**

1. **Action Item-** Approval of Minutes **May 25th , 2011**

**Motion: (Davis) to approve minutes from May 25th, 2011**

**Motion Carries.**

1. **Public Comment – None**

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.

Jerry Chang arrives at 8:40am.

1. **Action Item** – Internal Affairs Appointments: Vice Chair of Internal Affairs

* VP **Pehrson s**tates that the Vice Chair will manage the meeting while she is gone.
* **Davis** states that she talked to **Caldwell** as to how it will be done. **Davis** suggests that if two committee members want to pursue the position of VP, they shall

**Chang asks** what the duties and responsibilities are. **Pehrson** states that the duties are simple, and the VP will fill in for her if she can’t make the meeting. **Davis** adds that VP will basically be her right hand man, and VP will assist the Vice Chair.

* Chang states that he is available for the position of vice chair of Internal Affairs.
* ED **Saffold** suggests that for this appointment someone will need to make a motion to appoint whoever as vice chair.

**Motion: (Davis) to appoint Jerry Chang to be the internal affairs vice chair for this 2012 remainder of the school year.**

**Motion Carries.**

* VP **Pehrson** announces motion approved for appointment of Vice Chair Internal affairs.

1. **Action Item**- **Establish Meeting Time**

* VP **Pehrson** states that after much debate she has chosen the early time of 8:30am. This is the best time that everyone can make.
* VP **Pehrson** seeks a motion to approve the 8:30am meeting time. She states that the meeting will take place every other Friday, unless otherwise specified, at 8:30 am.

**Motion: (Piazza) to approve the meeting time of 8:30 am every other Friday for Internal Meetings.**

**Motion Carries.**

1. **Discussion Item**- **Drafting Audit Charter**

An auditor came to ASI to check out what’s working, or what’s not working in our operations. There are some deficits that need to be fixed, some of which those deficits are internal affairs specific that we need to address.

**Pehrson** yields the floor to ED **Saffold** who highlights the following:

ED **Saffold** states that annually we are audited by AKT. AKT found that we don’t copy of our audit committee charter. Even though we had an audit committee, we could not locate for them the charter that says this is your audit committee. It wasn’t in conjunction because they were doing our accounting at the time, so we assumed that the foundation’s charter and our charter were somehow linked, and that’s not apparently true. We have to draft a charter for the audit committee charging a group of specific people with being the audit committee. Then in that charter, we will list who is in that committee. I am proposing that the new members of that new charter be the Associate Vice President for Student Affairs, the Vice President for PEMSA, and also the deputy Vice President for Accounting Administrating Finance. Those would be the three professional staff that would sit on that. For the board, we would have the Vice President of Finance, as well as the President. I’m proposing that we draft a charter with those five individuals, and then it would

just be pulling a draft of what the charter will look like. I already have an email to Debbie Brothwell and Darrell Haden asking if they have any kind of template for chartering that the CSU is used to, and we would adopt that and move forward. This group would write the resolution and the recommendation for the board to adopt that would say this is the charter that we are formally adopting for our audit committee. The expectation would be that over the next two weeks we would draft that so we have an action item of the next Internal Committee to put that resolution forward.

1. **Discussion Item- Drafting Travel Policy**

The drafting of the travel policy is related to the audit. The deficit lies in our lack of travel policy. ED **Saffold** states that these items are only related in the sense that audit poured these out. The Travel Policy is not related to the charter of the audit committee. VP **Pehrson s**tates that we have another CSU East Bay travel policy that the college uses that she had a possession of as well. ED **Saffold** states that we will be doing a blending of those two policies to get as close to the general travel policies that the university has; taking into account the specific things we often go to and use. After VP **Pehrson** and ED **Saffold** make a first pass through to unify these documents, we’ll see if this group is okay with the changes and suggestions that we made so that we can adopt this. Then again just like the audit committee, a formal resolution adopting this travel policy would need to move forward. We don’t have to travel the same way as the CSU travels, but it would be a good idea. We also need to do a credit card use policy, but we have a specific credit card used to travel. There’s a specific way we travel with the travel card which is a cross between the travel policy and the credit card policy. This would be an addendum to the travel policy because it specifically states how we use the credit card. Although the travel card is a credit card, it’s not our credit card. The documents cover the specific things that you can use the card for when we travel. Things like air fare, lodging, registration, or meals etc. It cannot be used for things like alcohol, cash advances, movie rentals in the hotel, or entertainment. It has to be reconciled completely every month in the people soft system etc. These are things that although it’s related to travel, it’s a blending of travel and credit card. **Davis** asks if at the following items that allowed and prohibited are negotiable. ED **Saffold** states that the items for the card are not negotiable. The card is provided by the university as an experiment. There was no such thing as a travel card, and we are the first group that gets to use it. Therefore it’s the universities travel card, not our travel card so we do not get to say what it can and cannot be used for. **Davis** mentions that maybe there needs to be more things prohibited and things that are prohibited need to be more specific. People may manipulate the system. ED **Saffold** states that the way the

card works is that it’s locked up. You can only use it for the things it says you can use it for. If the item does not fall in the category of things you can use the cared for, it won’t go through as a transaction because it’s physically blocked. We can always put additional restrictions. The card will be under both policies as an addendum item. You can’t expand what you don’t want the card to be used for. Sneh Sharma and Lil Parker can clarify

questions for the travel card purchases. They both possess travel cards for the organization, and then they would refer all of their pieces to accounting.

1. **Discussion Item**– **Drafting Credit Card Policy**

ED **Safford** states that when we moved to the university accounting system, we adopted their P-Card. The card comes with a complete set of things you can and cannot buy. Just like the travel card, the P-Card has blocks and locks. If you violate any of authorized purchased categories, the card blocks itself. It will not go through. The only issue that we had is that we have not formally adopted the university’s policy, so the document is like a synopsis of these is the authorized uses for P-Card. We have to write a resolution to formally adopt the P-Card policy, and that would become ASI’s credit card policy. We can put additional restrictions on the policy, but we can’t add new things that we think we can do. All of the exceptions we need have already been built from this document. We purchase artists that we can use on P-Card, travel items for hotel registration and membership. There are some items that we are allowed to purchase that have been unlocked for us that are still locked for the campus. This is important because the audit found that we had some anomalies. There were purchases that were made during board trips that they could not reconcile. There was no clear policy before they left what they could and couldn’t buy with that card while on business for ASI. That’s what we need to make sure that we’re not doing. We are informing people before they travel what they can and can’t do. There was no specific policy ahead of time. So some of the charges were not clear whether or not they could or could not buy it. Part of the policy has to make sure that we are being cleared on the behavior piece on what’s expected when we travel.

VP **Pehrson** mentions that **Sutrathada** arrived to the meeting 8:50am.

ED **Saffold** clarifies that CFS stands for Chancellors Financial System. Any purchase over one-thousand dollars cannot be put on a card. It has to be through a purchased order, which is a promise to pay because you don’t know exactly what the cost is going to be. It gives better control over large ticket items. The P-Cards have limits. It also minimizes the universities exposure someone going out and purchasing a major ticket item that cost too much money.

**Guo** asks if someone would want to buy something that’s not included in the policy, what action should they take. ED **Saffold** states that there’s always a check request that you can request cash to pay to get an item as opposed to using the card to purchase the item. If there is something that they want to buy on travel that’s not already covered on this, then they probably shouldn’t buy it. We have been very thorough in looking at what one

needs when one is traveling. The P-Card is used for travel advances. The university does not have travel advance. That’s one of the exceptions that ASI does have travel advances. There are certain items that ASI is not going to be responsible for when people travel. You get your registration, hotel, and food. There is nothing more than that other than parking, taxi, and internet. Those are the things you need when you travel.

Anything else is disallowed and you’ll have to get it yourself. If someone had to get an emergency on their own and we deemed it was necessary for business; they can apply for reimbursement after the trip. This doesn’t limit what they can do; it limits everything they can do before they travel. The travel card is only used for travel. P-Cards can be used for many things including portions of travel.

1. **Information Item - Breakfast for Dinner Budget and Event**

VP **Pehrson** states that ASI Breakfast for Dinner Budget is something I would like Internal Affairs to head as something that we can really get students involved in as a way to meet the board and to really push what ASI is onto the students. VP **Pehrson** also states that Marguerite Hinrichs even mentioned that we should have some of our services there; things like scantrons, movie tickets, bus passes, and things we can offer in the multipurpose room. Last year when we had this event it was in the multipurpose room. It was very popular, and it’s essentially serving breakfast for dinner. We had Aramark provide the food last year, and this year I want to keep the cost down a little bit more. Aramark charged fifteen dollars per person, and we had it budgeted for 300-350 people. To keep cost lower, I went to an outside vendor and got a price quote a business called Star Catering. The vendor offered scrambled eggs, salsa and shredded cheese. It’s more of a fancier breakfast. The total would come out to be $4,282 with tax. I brought this to the board, and they weren’t too fond about the price which is understandable since were on a tight budget this year and we have to be aware of what we’re spending. I do think it is really important that we follow through on this project. Marguerite mentioned that other campuses have Breakfast for Dinner every year and it’s a tradition for them. I’d like to see that on our campus. It’s something that students can look forward to every year, and it’s a great way for us to be visible as board members and as committee members. It’s a great way for students to get to know more about ASI as to who we are, what we do, and understand why they pay into it, because many people don’t know. It’s a great way to spread word about ASI. I have talked to the caterer and I’m trying to get the price down to around $2500. So one of the things I would like to see this event have is ASI information tables, but I also want it to be really informal. I want ASI Board Members to be involved and to meet the students. If any of the students have questions or concerns, they can bring it up right there. For marketing, the flyers have been done for last year, and I have been collaborating **Jonathan Stoll**. They can recycle the flyers from last year’s event. I have a reserved room in the multipurpose room, and it will be a week before finals. **Davis** mentions that when they were discussing this event last year we had discussed the whole cartoon idea and cartoon playing and she asks if they will have it this

year. VP **Pehrson** states that there will be cartoon showing this year. The cartoon playing did not work last year because of technical problems. **Saffold** mentions to make sure that the cartoons are politically correct and appropriate. **Herbert** mentions a point on the documents about the students who live in the dorms and already have a meal plan. VP **Pehrson** states that we are not going to be marketing to the students who live on campus, but mainly to the commuters and to people who don’t come to campus as much. Part of our goals is to make this campus friendlier to commuters. One of the audience’s we would target is grad students and students all over campus. Chang asks if we are looking for ways to lowers the cost and is there a deadline. VP **Pehrson** states that more specifics can be talked about after the meeting. I just wanted to let you guys know where we are on this. I need to get this approved from the board. I think $2000-2500 would be approved. The event will take place on the week before finals. **Chang** asks if permission is needed to show cartoons. **Saffold** states that he has talked **Stoll,** and in general, you do. But there are fair uses that protect the university and students groups from running non-profit events. If you were serving the breakfasts, then you would be in trouble. There is some leeway that you have, but talk to **Stoll** about acquiring licenses to do certain things. **Saffold also** mentions that maybe you guys can have linked videos from YouTube since they are already out there.

1. **Information Item- Committee Codes**

VP **Pehrson** states that as ASI members were given two separate committee codes this year. One is outdated and the other one updated, but it is incomplete. It needs to be combined and updated. This is something that my committee (students-at-large) will be working on with me. Executive Committee will be looking at it closely. ED **Saffold** states that some of the specific things that are wrong in the committee code are simple. Things like, there are still references on ex-officio’s but the board no longer has ex- officio’s. So you can’t match up from our bi-laws to the committee codes. Whatever we come up with has to be paired with the bi-laws. The bi-laws and committee codes need to mirror each other.

1. **Roundtable Remarks**

**Guo:** I was thinking about the copyright topic. I don’t really know what exactly going on. If I own a movie, can I bring it here? **Saffold s**tates that if you made the movie yourself and it is your copyright then you can show it at an event, but if you own the movie and bought it then the copy right language probably states that you cannot show it at a public venue. It has to be shown at a private venue or private home.

**Davis:** On behalf of the RAW, I don’t know if you guys went to Free Week or not, but if you did that’s great. Today is the last day. In terms of speaking on behalf of President of the Student Athletics, were going to be doing a canned food drive across for the month of February. You guys should see bins around campus. They majority be in the Old and New Union. So if you guys get a chance, just donate some canned foods. Not only is it a good cause, but you’re going to be representing East Bay campus as well.

**Hebert:** Thanks for bringing the treats. Since External Affairs meets at eleven, if there are any left over, I’m sure they’ll appreciate it.

**Sutrathada:** I’m very excited for Breakfast for Dinner. It is an amazing PR move. Also, it will be something that will take place next year. We can lay down the foundation of what we want to do and accomplish together as the Internal Affairs Committee.

**Chang:** Nice meeting.

**Saffold:** I too, thank you for the snacks even though I’m not going to part take in them. I wanted to point out to this committee that last year this committee took on the role of developing a lot of policy and procedure for this organization based on lacks that were there and the audits that came out. As a group you don’t really know how to write policy yet, but I will be more than willing to work with you. You have to recognize that you hire professional staff through ASI to do that. That’s why I will be working closely with Lyla to do drafts as opposed to you guys having to write them yourselves. Policies that were created in Internal Affairs were valued effort but were so poorly done from a grammar perspective; the board had to vote them all out because they implemented them without running any of them by the lawyer first. We have to modify and adjust. For the next two weeks that’s what I and Lyla will be working on. On the other hand, we are almost done with the brand new personal manual. Since you guys are internal affairs, we have lacked a ratified personal which actually houses a lot of the policies that this group tried to write last year. So it has our vacation policy, benefits policy, all kinds of policies that this group tried to address; they were already done, but no one ever showed Internal Affairs the personal Hiring Management Manual. So a lot of the work they tried to do was done, but they didn’t know. Know that we have Pay Chex validating our policy manuals for student handbooks and employment manual, a lot of the work is already complete. We’ll soon have a ratified employee handbook for students and professional staff with ninety percent of our policy.

**Christine:** I just want to say thank you for the treats. I’d like to maybe talk to you about getting Environmental Affairs to bring their own cup.

**Symonds:** I’m very excited to be here and to be a part of this committee. I have some things planned coming up for the university union committee. We’re going to have some big events. I don’t have specific date’s only tentative dates, but when I have more information I’ll let you guys know.

**Piazza:** No comment.

**Davis:** In terms of bringing your own cup, you might want to look into if there is any hazard with that. If someone is sick and they bring a cup here, there might be an underlying issue behind that. There are rules and regulations about that, so just make sure you’re careful about that.

**Saffold:** To anyone who is going to be working an event, we need to make sure that we pay attention to safe serve protocols.

1. **Adjournment**

**Motion to adjourn meeting at 9.22am**

**Motion Carries**

Minutes Reviewed by:

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

**Name: Lyla Pehrson**

Minutes Approved on

**02/10/12\_\_\_\_**

**Date**