**Internal Affairs Committee Meeting Minutes for February 24th, 2012**

1. Call to order: VP **Pehrson** calls meeting to order at **8:43am.**

\*indicated members present at the start of the meeting

1. **Roll Call**

Members Presents Absent Members Guests

\*Lyla Pehrson Courtney Symonds

\*Stan Hebert Corrie Christine

\*Melanie Sutrathada Jonathan Stoll

\*Yijia Guo Christopher Prado

\*Jamie Piazza Jerry T. Chang

\*Tenaya Davis Marguerite Hinrichs

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

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

**Motion Carries.**

1. **Action Item**- Approval of February 10th, 2012 Minutes

**Motion: (Davis) to approve the February 10th, 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. **Action Item** – Audit Committee Charter Resolution

VP **Pehrson** states that the committee went over the Charter Policy, Travel Policy, and the Credit Card policy in the previous Internal Affairs Committee Meeting. Since then there has been work done with ED **Saffold**, also states that she did not get a chance to speak with Debby in regards to the formation of the committee. There have been three resolutions drafted for the policy that has been worked on.

VP **Pehrson** states that she still needs to put the resolution on the approved letterhead but the content of the resolution should be okay due to it not being too lengthy.

ED **Saffold** states that the preamble gives the information about who we are and being that we are the voice of the students. Move the “We do this” due to there being a little preamble.

VP **Pehrson** reads the Audit Committee Charter Resolution to the committee: stating that she will reformat the parts that ED **Saffold** highlighted.

ED **Saffold** mentions to VP **Pehrson** that the committee doesn’t have to approve the resolutions; the Board of Directors will ultimately be the one reviewing the resolution and deciding on the approval. The committee will just accept the language and discuss the resolution.

**Motion: (Davis) to approve the language Audit Committee Charter Policy Resolution.**

**Motion Carries.**

VP **Pehrson** states that she would be presenting the resolution to the Board at the next Board of Directors Meeting.

1. **Action Item** – Travel Policy Resolution

VP **Pehrson** states that this is the policy that will be adopted due to the audit findings.

ED **Saffold** mentions that the auditor informed ASI on the fact that there needs to be a Travel Policy.

VP **Pehrson** reads the Travel Policy Resolution to the committee, in which ED **Saffold** gives input on a few necessary changes to the language of the resolution.

**Motion: (Piazza) to approve the language of the Travel Policy Resolution**

**Motion Carries.**

1. **Action Item** – Credit Card Policy Resolution

VP **Pehrson** states that she has to make the same changes on this specific resolution as well.

She states that this Policy is in regards to the Procurement Card Policy and VP **Pehrson** reads the policy to the committee members. ED **Saffold** states that the policy will be cleaned up.

**Motion: (Piazza) to approve the Procurement Card Policy as stated.**

**Motion Carries.**

**Hebert** states for VP **Pehrson** to make sure all committee members has a copy of the final draft of the resolution and the policy in advance so that there can be prepared before it goes to the Board of Directors for final review. ED **Saffold** also mentions that VP **Pehrson** forward him a copy of the final policy and resolutions.

1. **Information Item** - Committee Codes Update

VP **Pehrson** states that she is in the process of updating the committee codes so that there is one version present due to the codes being conducive with the bylaws. There has been an email sent out to everyone who is in charge of each individual committee in regards to looking at the bylaws and to look at their codes so that there can be a pulmonary check-up to what they think their committee should be composed of. Most people have already written me back via email in which some changes has already been made.

1. **Information Item** – ASI Employee Manual: Randy Saffold

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

ED **Saffold** states that he will be giving the committee a brief history lesson; stating that

 when he started at Associated Students Incorporated in April of the previous year. Administration had some challenges; there was the finding of the Executive Director, the opening of the RAW Center, and also the merging of ASI and the University Union. And with that merging there was an adoption of personnel handbook, ASI did not cover all the staffing around and there were some issues with that. When this was done there was an employee manual adopted that was not reviewed and accepted by ASI Legal Counsel. The manual that was adopted did not cover The Recreation and Wellness Center, noticing that there was an employee manual and two student handbooks. There can’t be three employee handbooks because there may be contradictions within those books in which this causes a liability. There cannot be all these side manuals there should just be one employee manual. Also all of the policies should be in the employee manual being that this is how you would inform what the policies of the organization are. So the policies will be put into the employee manual as well. ED **Saffold** states that he also will be bringing to the table later is the Education Policy and how reimbursement would be done to the staff who would like to pursue educational opportunities. The current educational policy is strange due to it mentioning that employees who would like to pursue educational opportunities have to be at junior standing and they would only have to attend classes at California State University East Bay. ED **Saffold** states that it is kind of expensive to attend classes at CSUEB and an employee might benefit from just taking a course at local community college. Currently, there is only one ASI staff taking advantage of this policy. But if an employee doesn’t qualify to get into CSUEB and be at junior standing then they will not be able to benefit from this policy. Ed **Saffold** states that he’s looking to modify this specific policy for it to be more like other ASI’s whose employees can take classes at community Colleges and make it so that there is not a time restriction and for now this is just and informational item. I will be coming to the committee later for this to become a discussion item.

1. **Information Item**-Depreciation Resolution

VP **Pehrson** states that she would like to simply inform the committee about the Depreciation Resolution.She mentions that she has received some information from Fe in regards to the Fixed Asset Policies and Procedures so this a part of the audit finding as well. ED **Saffold** states that our audit findings indicates that there needs to be insurance for items over $5000.00 in which we would depreciate it and this is how it would stay in the financial statement. But in actuality in our books we would be depreciating items as low as $250.00. This is a huge waste of time pointed out by the auditor. The financial statements have to

match the policies. So we would write a resolution to make sure that we restate that it will actually be $2500.00 coming closer to what the University does. So anything over $2500.00 will be depreciated as opposed to $5000.00. This will be saving us quite a bit of work in what ASI is doing.

**Hebert** states that for asset, tagging asset, and management. Is it more specific to the tagging device and some of the $250.00 devices still being tagged? ED **Saffold** states that ASI is following the campus procedure, basically receiving a little bit of a freebee. The campus has a group that will come and tag all the assets on the campus. Because we are in the people soft system and the tags are tied to fund codes, accounts, and departments. ASI has solved another audit finding, which indicated that we were not properly looking at our assets. So even though we depreciating $2500.00, specific items that are highly desirable so if the items are tagged and they are doing qualified tags. There will be equipment inventory control.

VP **Pehrson** asks will the policy need to be changed being that it was at $5000.00 and it’s going down to $2500.00. ED **Saffold** states that he does not know where that policy even exists so there has to be a creation of Internal Control Procedures which is necessary. There is also asset that is mentioned in the depreciation policy but it is separate and should be a part of the Internal Control Policy. We will be writing a resolution for this and then present it to the Board of Directors.

1. **Discussion Item**-Formation of working group for ASI Committee Code updating

VP **Pehrson** states that she would like the students at large to be participating in the committee code updating because it is kind of a process. We will be figuring out a time to meet and we will be going over the committee codes in a timely fashion. ED **Saffold** states that this would be considered an act and ASI does not do acts and they should start doing acts. This would be considered an action that ASI would need to adopt. We actually write an act to adopt the committee code.

VP **Pehrson** states that she wants the flash drive with all of the old committee codes wiped out and gotten rid of so that there is not any confusion.

**Hebert** states that this is a real great move and it sounds like there is a consistent format needed so that the codes are simplified and easily understood by the committee members.

VP **Pehrson** states some of the bylaws have more information than the committee code does, and it really should be the bylaws and then the committee codes expanding more.

**Davis** states that in terms of the flash drive, some ideas on this, when you go into a flash drive and then into a folder that has all of the committee codes, when the link is clicked on the person has to scroll down and there is one after another. This is unprofessional; I believe that every committee should have its own tag. ED **Saffold** states that this will be cleaned up but it was easier for the scroll instead of people just clicking.

VP **Pehrson** states that this was pretty much so that it can be best utilized, it’s accessible and that people are actually using them to go to the codes when there needs to be something done.

1. **Roundtable Remarks**

**Davis:** there is an upcoming meeting for the RAW Committee and they will be discussing how they can get enrollment numbers increased. We are also having areas of specifics in which each of them will come give information on what they are doing for the upcoming events; basically there is a master plan.

**Hebert:** states that he has joined the disappointment that many people were feeling when it came to the cancellation of Bay Fest 2012. I have pledges from other members asked, I have their agreement that they will be meeting with other groups, Board Members, and Board Meetings so that we all become fully aware of the issues that face any kind of production. There are over 1000 executive orders but not all of them affect that specific type of event. But we must be in the light with all of these when it comes to events. For example, there are the fire marshal codes, city limits, and the practicality of adjustments. All have to be weighed in to something like this. There was a successful effort by the programming Board and ASI presents so it is congratulations to the cancellation what it looked like one of the biggest events on CSUEB campus. ASI event team should be recognized for such a successful production, hopefully everyone can learn a little bit of recognition like ticket sales, facility limitations. The earlier these items can be addressed, the greater the opportunities for solutions, litigations, and alternatives; so again I join the disappointment. There is a lot of misinformation, it’s important that we all have as much information as possible to be able to share. A lot of opportunity going forward with the way upcoming events will be produced.

**Saffold:** states that he will be meeting with the ASI Presents team at 10:45am to discuss the perspective and slay some of the rumors. Really create a path so that ASI can move forward and not run into this again to make sure that ASI is following all the rules and recognizing all the statutes so that things can be better for the future. Thanks the committee for their accomplishments of 3 core policies directly associated with audit findings. As soon as these are finalized I can get the policies to Jacqueline and then present them to the Board of Directors for approval.

**Piazza:** states that she was present at the protest last night and rather or not that was the correct thing to do but it was coming from the frustration of the students. The ASI Presents team did work hard to put on the event. I think we should learn from this situation and educate our team to make sure we hit all those things and keep tabs on it. I had two friends coming from Southern California to come see the concert but at the same time I think we need more than logistical concerns. ED **Saffold** states that we were not trying to throw ASI Presents under the bus and the programming team. If dialogue continues I may have to give more descriptive information but I am really looking to stay away from that because I do not want to throw students under the bus either.

**Pehrson:** thanks all the committee members for making the meeting, and being organized with the policies and resolutions. See committee members in two weeks if not sooner.

1. Adjournment

**Motion: () to adjourn meeting at \_\_\_\_\_\_\_\_**

**Motion Carries.**

Minutes Reviewed by:

**External Affairs Committee Chair\_\_\_\_\_\_\_\_\_\_**

**Name: VP Lyla Pehrson**

Minutes approved on:

**03-09-12\_\_\_\_\_\_**

**Date:**