**Internal Affairs Committee Meeting Minutes for May 4th, 2012**

1. **Call to order:** Chair **Pehrson** calls meeting to order at **8:35am**

1. **Roll call**

Members Present Absent Members Guests

Lyla Pehrson Corrie Christine Randy Saffold

Courtney Symonds Stan Hebert

Tenaya Davis Marguerite Hinrichs

Jonathan Stoll Jamie Piazza

Melanie Sutrathada Christopher Prado

Yijia Henke

Jerry T. Chang

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

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

**Motion Carries.**

1. **Action Item - Approval of Minutes April 20th, 2012.**

**Motion: (Symonds) to approve the April 20th, 2012.**

**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- Vacation Buyout Resolution and Policy**

Chair **Pehrson** indicates that ED **Saffold** and she have diligently been working on this. Being that we cannot give raises in this economy we are giving employees the advantage of buying out their vacation time, if it is over forty hours in their vacation bank. The pay would be equivalent to their pay per hour.

ED **Saffold** states that this would reduce the liability on ASI. There are some employees who are carrying more than three hundred hours vacation time and this actually looks bad on the books when it comes to an audit. If all the employees decide to take vacation at the same time the organization would take a big hit.

Chair **Pehrson** states that the organization is putting in extra effort to reduce this liability.

**Chang** states that he would like to understand a couple of things when it comes to the impact on the ASI organization financially currently on the books.

ED **Saffold** indicates that he doesn’t have the exact numbers. He would have to meet with Fe. This money is booked no matter what being that it always has to be set aside for the future. The net impact is supposed to be zero.

**Chang** indicates that the buyout would be great if it was 50% every quarter.

Chair **Pehrson** reads over the Vacation Buyout Resolution and Policy:

* Asks committee members what they think of the policy in regards to adding or changing things.

ED **Saffold** indicates that he ran it by the management team and they liked the idea.

Chair **Pehrson** states that it is not mandatory so if the employees don’t want to partake in this policy they would not have to.

ED **Saffold** indicates that they did install a mandatory cap, being they cannot include more than 320 hours.

Chair **Pehrson** indicates once this is passed if passed; the resolution and policy will be brought in front of the board, have a reading, and move as an action item.

**Motion: (Davis) to approve the Vacation Buyout Policy.**

**Motion Carries.**

**Motion: (Davis) to bring the Vacation Buyout Resolution Policy to the Board of Directors.**

**Motion Carries.**

**5:31-16:17**

1. **Action Item- Bylaws Changes**

Chair **Pehrson** indicates that she has changed something’s and highlighting the following:

* Will be changing the name of Director of Public Relations to the Director of Communications
* Also has amended it was a new position when they amended the Bylaws but I have taken that out to update the Bylaws
* Since ED **Saffold** is not a voting member, the person that would go through and validate the Board of Directors Meeting Minutes would be VP of Internal Affairs prior to the meetings.
* Redefined Director of Communications- keep role really general, act as a liaison to the Board of Directors, and act as an interim. Acting as someone that will bridge the gaps of communication with the Board of Directors
* **Chang** suggests that the validating of the minutes should be done by the vice chairs of each committee prior to their committee meetings.
* Chair **Pehrson** indicates that the Bylaws suggest that the personnel committee does all the interviews for all the committees. I believe that it is pertinent for the directors to interview the students that will be on their committees.

**ED Saffold** states that no one states in the Bylaws who accesses parliamentarian. The parliamentarian of a meeting is who is running the meeting.The Executive Vice President should run the Board of Directors Meeting while the ASI President generates the agenda. It works very well when it comes to dictatorship.

**Sutrathada** states that just one person is not in tuned into Robert Rules of Order. More than one person should have the power.

The committee discusses who should be selecting the committee members.

Chair **Pehrson** states that it is a recommendation that is forwarded by the committee chair to the Board of directors. Also mentions that the eligibility requirements should be made clearer in the Bylaws.

The committee discusses some more changes in the Bylaws.

ED **Saffold** highlights that this is the wrong version of the Bylaws that the committee is going over. But suggests to Chair **Pehrson** to keep all of the changes and they would just have to be transferred to the correct version that was sent to the Chancellor’s Office. Everyone in the board was mailed the last revised version of Bylaws. Also Stan Hebert was put on the board, my position was taken off the board, and all of the people under ex-officios were changed to advisors. We kept was the last draft that included the proposed changes that did not get approved. These can’t come into referendum because there is no time.

Chair **Pehrson** states that this can be passed as putting into a new document.

The committee discusses the changes in the Bylaws.

**This action item dies being that it has to be put in a new document.**

 **16:18-45:14**

1. **Information Item- Revisit Education Benefits Policy**

Chair **Pehrson** indicates that she wants to read the semester system portion to the committee members.

Chair **Pehrson** indicates that the board does not need to get into management that is ED **Saffold** position at hand.

Chair **Pehrson** indicates that while reading the policy some of the wording is redundant.

ED **Saffold** mentions that if an employee is taking a class for company purposes it can be during the company’s time, but if it is to benefit themselves it will be during their own time.

The committee discusses rather staff should take classes on or off company’s time. The committee decides to delete the line about the courses being taken on company’s time.

ED **Saffold** states that an employee previously enrolled in an approved program prior to the adoption of the policy will be grandfathered until the end of the program per their hire not to exceed two years.

The committee discusses the wording of the specific Education Benefits Policy.

**Motion: (Davis) to accept the proposition of the Education Benefits Policy with the proposed changes.**

ED **Saffold** indicates that the document is not complete the CSU Fee Waiver portion should not be included in the policy, that was only there to show comparison.

**Amendment I: (Davis) with the changes being made minus the Fee Waiver with the changes of the logo and the policy number.**

**Motion Carries.**

Chair **Pehrson** indicates that she will be bringing this to the Board of Directors for approval.

**45:15-1:13:01**

1. **Information Item- Jonathan Stoll**

Chair **Pehrson** yields the floor to Jonathan **Stoll** who highlights the following:

Jonathan **Stoll** highlights the following when it comes to the upcoming events in Spring Quarter:

* There is a calendar given to the committee for the upcoming events taking place in the Spring Quarter.
* Yesterday there was a Cinco De Mayo Celebration: the Latino Organizations were out giving away food.
* Gum Drops and Lollipops is coming up
* Game Series-competition in which Spring Fest Tickets will be given out
* KMEL promotions for Spring Fest will start on Monday
* Meet and Greet- ASI Board Members will receive a pass for in and out privileges with a complimentary pass for Spring Fest
* There has been 900 tickets sold thus far
* There will be a meeting today related to Spring Fest

**1:13:02-1:15:56**

1. **Roundtable Remarks**

**Saffold:** states that he would like to thank Director **Symonds** and her team for a successful Candidate Debate Event. Also would like to thank VP **Pehrson** for all the hard work that she has been putting forth, in regards to the policies and the bylaws. She would like the committee to read through giving their feedback on the employee handbook, also lets

the committee know that he would like them to empower him to work with the Executive Committee to put this into practice for ASI. There is one more draft coming. Chair **Pehrson** indicates to ED **Saffold** to inform her once there is a final draft for everything.

ED **Saffold** also mentions that as the Internal Affairs Committee many feel that Personnel Committee hasn’t stepped up and provided the discipline and input that they thought they should have provided. I would say that ultimately this committee is the board, there are four people even though it is not necessarily appropriate for the Internal Affairs Committee to deal with Personnel on that level: if there is a discussion that this committee would like to have on (are board members violating policies stated or not being responsible and reading the policies that are put out) this committee can make recommendations to the board for sanctions. This committee is an upward body together. The Personnel Committee Meetings doesn’t have to be called by EVP **Caldwell**. Just make sure everything is put into writing and CC myself and EVP **Caldwell**.

Chair **Pehrson** indicates that this is all about communication.

**Chang**: states that he is really happy to see all the board members representing at this particular meeting. As a student-at-large member, I am interested in what happens at the Board of Directors Meeting. Students does have the right to know what is taking place, I would like people to respect that students does have a voice.

ED **Saffold** states that anything that happens that is personnel related is person

el. If it is disciplinary to a personnel member this goes into a closed session. The discussion was in regards to people that went to CHESS Conference and they felt as if some of the officers that went did not meet all their responsibilities.

Chair **Pehrson** indicates that there will be some clarification on this sooner rather than later.

**Davis:** informs the committee on what a great job they have done at the Candidate Debate Event. Also, awesome job on all the events that are going in Spring Quarter, athletics is holding Senior Day tomorrow.

**Pehrson:** thanks the committee for all their hard work. Also thanks ED **Saffold** for his help with the policies and this will be helping the corporation as a whole in the long run.

1. **Adjournment**

**Motion to adjourn the meeting at 10:11am.**

**Motion Carries.**

 **Minutes Reviewed by:**

 **Internal Affairs Committee Chair**

 **Name: VP Lyla Pehrson**

 Minutes approved on:

**­05-25-12**

**Date:**