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**Board of Directors Meeting Minutes of April 16, 2014**

I. CALL TO ORDER: VP of Finance/EVP **Alhathal** calls meeting to order at **12:03 PM**.

II. ROLL CALL

Members Present

Katrina Mayol  
Thamer Fahad Alhathal  
Marie Alexandra R. Ibarra  
Stephanie Luna  
Gaozong Yang  
Edward Andreini  
Kathy Cutting  
Jordan S. Leopold  
Chris Gallagher  
Raymund Cruz  
Stan Hebert  
Randy Saffold  
Marguerite Hinrichs

Absent Members

Wilson Tran  
Ellen Griffith  
Kenrick Ali  
Darrell Bailey  
Mitch Watnik  
D. McKinney

Guests

HanonLebout  
John Quach  
Corey Gazay  
Chandra Kohler  
Earl Williams  
Joe Nacion  
Mohammed Salman  
Lil Brown-Parker

III. ACTION ITEM - Approval of the Agenda

**Amendment I: (Mayol) to revise the Agenda to state Thamer Alhathal, VP of Finance instead of Katrina Mayol, ASI President.**

**Motion Carries as amended.**

**Amendment II: (Leopold) to change the Discussion item – CSSA report to Discussion item - Update on CSSA SIRFee and he wishes to table the CSSA report until the next meeting.**

**Motion Carries as amended.**

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

**Motion Carries.**

IV. ACTION ITEM - Approval of the Minutes of April 2, 2014

**Approval of the Minutes of April 4, 2014**

**Motion: (Andreini) to approve the Minutes of April 2, 2014.**

**Motion Carries.**

**Motion: (Leopold) to approve the Minutes of April 4, 2014.**

**Motion Carries.**

V. 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.



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**Lil Brown-Parker** questions the Board on whether they fully understand the ramification of everything put before them and if they're ready to make a decision on Friday regarding the budget. She further states that she doesn't need a decision now she would just like for them to think about it.

VI. ACTION ITEM – **Oath of Office** – ASI Director of CLASS  
President **Mayol** helps swear in **Stephanie Luna** as the newly elected ASI Director of CLASS.

**09:14**

VII. ACTION ITEM- **Adopt Volunteer Policy**, Katrina Mayol  
VP of Finance/EVP **Alhathal** yields the floor to President **Mayol** and she addresses the following:

- This was discussed in Ex Comm last quarter and was already approved but they couldn't find the file; this file is the most recent one.
- What they wanted to delete was the statement "the chair may delegate the authority to request or reject volunteers to other committee members."
- For example, at their Dinner with the Director's event, they had people volunteer to take pictures. They would have those people sign this form so they would know that just because they volunteer for ASI, they can't say represent ASI and the form also states that they understand that they won't be paid.
- It was sent out to them beforehand.
- ED **Saffold** questions whether or not the policy was approved in Ex Comm for review by the Board. President **Mayol** clarifies that it was approved in Ex Comm but they couldn't find the file that was approved. ED **Saffold** states that this means that they don't have to readopt it, they recreate it. President **Mayol** further states that they weren't sure which document was approved in Ex Comm so she wanted to make sure there was an extra review.

**Motion: (Ibarra) to adopt the Volunteer Policy.**

**Motion Carries.**

**12:06**

VIII. ACTION ITEM- **Finalization of Travel Policy**

ED **Saffold** addresses the following:

- They made very few changes to the policy. Specifically they wanted to make it very, very clear that they are moving to the preapproval forms. They modified the policy to state that the Executive Director signs off on all of the preapproval slips.
- All student traveler's must do a waiver form but all staff are not required to do a waiver form because the University does not do this and because it's covered under the AORMA C policies for the staff traveler's. So only student's traveling, which includes the Board, will have to fill out the travel waiver before traveling.
- Received clarification from the DMV that for the DMV policy it has to be within the last 18 months.

  
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- The resolution states that they will be adopting the policy as is and that it will appear in their manual for staff and it eliminates any prior travel policy that's been approved by the Board in advance.
- ED **Saffold** will work with HR to finalize the policy to get it put into all of their employee manuals.

**Motion: (Mayol) to adopt the resolution to modify the Travel Policy.**

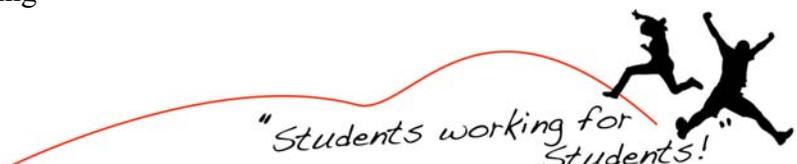
**Motion Carries.**

**16:09**

## IX. ACTION ITEM – **Giving Building Operations to State for 2014-15**

ED **Saffold** addresses the following:

- This is part 3 of a series of presentations on the budget and this one is titled: The Business Continuity Plan.
- Recap of the Problem:
  - They found out that with summer self-support in its current configuration that the ASI budget would go short about \$655,000. Of this, the ASI portion alone is \$173,000, and with Build America Bonds the shortage increases even more.
- Proposed Solutions:
  - To return operations of facilities to CSUEB. With this proposed solution, ASI won't have to absorb the entire \$655,000; they would only have to worry about absorbing the \$172,000 piece.
  - ASI would also help facilities staff move to stateside in any way that they can and after the restructuring ASI would continue its focus on advocacy and student programming.
- Role Changes that the proposed changes could potentially cause within ASI:
  - Would still have the Board.
  - The Executive Director would take on all responsibilities for marketing all programs within the organization working along with the marketing team and students.
  - The Program Coordinator position would be kept.
  - The Budget Analyst position would be kept.
  - The Executive Assistant position would be kept and would start serving a little bit of a role as office manager.
  - The Board Administrator Assistant would be kept as well.
  - The other staff would be proposed to be moved to stateside positions.
  - More detail on the role changes:
    - Board - All Current Advocacy Functions & Advises UU/RAW Program
    - Executive Director/Randy - All ASI Operations & Direct Marketing, Social Media, Web, Video Production
    - Program Coordinator/Marc - All ASI Events, Student Panels & Advises Programming Council
    - Budget Analyst/Doris - Processing, Accounting Contracts, Budget, Cashiers, Filings, Reporting



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- Executive Assistant/Lil - Office Management, Ordering, Special Projects, Administration Support
  - Board Administrator Assistant/Sneh - Board Coordination, Minutes, Scheduling, Project Tracking, Travel, Cabinet Liaison for coordinating Board meetings with CSUEB administration
- Decision Point
    - ASI is being asked to make a decision to modify its current operating agreement to remove facility operations responsibility, to modify stated functions, and to act as advisory Board for UU/RAW.
    - The other choice would be to maintain the status quo. If they maintain the status quo they have to figure out a way to absorb the \$655,000 shortfall, cut programs and terminate staff, and risk breach of operating agreement due to cuts.
    - Projected dollar amounts from removing operations:
      - Total Conservative Revenue Projection - \$1,710,700
      - Total Proposed Cost Recovery Added to Projected Current Expenditure of \$1,459,249 - \$86,647
      - Total Savings Opportunity from this new format - \$251,451
        - This allows them to do more programming for students at CSUEB
    - Director, Legislative Affairs **Leopold** questions which positions are now terminated. ED **Saffold** clarifies that the goal is to have every position have a different job, not within ASI, but on the stateside so no one is terminated in this process. ASI would make every effort to facilitate the moving of staff.
    - Director, CBE **Andreini** questions what the difference is between advising for programming in the RAW/UU opposed to what they're doing now. ED **Saffold** states that currently they tell the staff in these buildings what programs to do but with the change they would share their ideas with the Board regarding the programming that should happen in these buildings. ASI would act as the governing Board in what takes place in those buildings and ASI would inform them on new ideas that they would look at creating in these buildings. It's basically the same relationship that the Board currently has for the most part. They don't have all of the details regarding this. **Hebert** states that there is no change in the influence that ASI has on student input at the University. This is the body that the University looks to for student programming and for the student voice. The people that do the programming within the RAW and University Union will be the same people, their payroll will just change. It's just that the Board will no longer be responsible for the operating agreement that says that the Board is the body that has to provide the budget that determines what is going to be the operating expenses and cost associated with that. **Hebert** further states that on some of the documentation presented it stated remove facilities operations but it's actually a program operation because facilities will continue to be maintained by the University, it is who has the primary responsibility for determining the programs that changes. President **Mayol** states that, from her understanding, ASI would no longer be providing



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the budget for the programs that go on in the buildings but they would still have influence on what types of programs would be carried out. So they aren't the determining factor as to how much money they want to reserve for each event. President **Mayol** further questions what the Build America Bonds are. ED **Saffold** states that they actually found out about the Build America Bonds as they were building the RAW center. It is a program offered on the federal level that gives back money to campus's for specific types of facilities and the RAW qualified for them. They were getting about \$450,000 annually in Build America Bonds but due to a cut in Obama's sequestering this money will become less. VP of External Affairs **Ibarra** questions whether or not the Director of RAW and the Director of UU would sit as advisors on committees that the University would have if the ASI Board are acting as advisors. ED **Saffold** states that this remains to be seen but that he would make a recommendation about who should be sitting as advisory to the ASI Board, and it wouldn't be a bad idea to have someone from these places sit. The programming council would still do programming for ASI and would find out which advocacy efforts are important to students. President **Mayol** asks, for clarification purposes, whether the University's new role would be to operate the buildings such as room reservations, setting up and taking down equipment, and janitorial services. ED **Saffold** clarifies that the Board would act as advisory to advocate for students letting the people in those buildings know what students would like as programs in those buildings. The Board doesn't have the say over the budget but as Stan stated they could still ask to see those budgets and how the professional staff is planning to use them, they can still make suggestions. President **Mayol** further asks what exactly the Program Coordinator does under ASI. ED **Saffold** explains that the Program Coordinator under ASI is still responsible for all ASI events. The Programming Council is still transitioning into its role and this committee won't actually form until around October or early November but school starts in September. So, what's happening on campus while they're waiting for this committee to form? The Special Events Program Coordinator will be creating events and activities during this time period, also they will be working with the Board's Program Coordinator to make sure that they're planning what should happen in the fall. Think of the Special Events team as the professionals that help to get the event done and think of the Program Council as the idea and the volunteers that help the work happen. According to the slide, they will have \$251,000 more to use towards the programming of more events. Director, College of Science **Yang** states that she still doesn't understand and questions whether ASI owns the RAW and University Union buildings. ED **Saffold** clarifies that ASI has a contract with the University. The contract asks ASI to perform a service and the service is that they operate the programs in the buildings. So, ASI operates the moving of tables and chairs, the putting on of events, the opening and closing of the facility, and turning off and on the lights. They're saying that this piece will go from being ASI's responsibility for which ASI has their own operations staff that are responsible for these duties and ASI pays them.

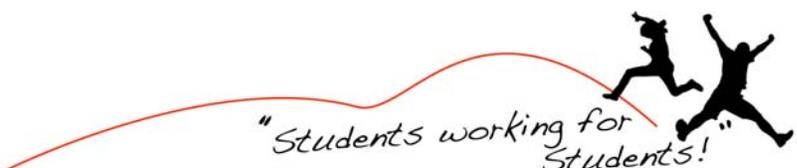


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The University gives ASI \$1.8 million to cover the cost of these employees and these services but because they're going to be cut \$655,000 there's no way for the University to provide them with the entire \$1.8 million. So they have to figure out a way to eliminate \$655,000 worth of things that ASI does and ED **Saffold** states that this would encompass a minimum of three different departments and a minimum of 6 FTE staff. The University is saying that ASI doesn't have the ability to absorb this kind of debt loss and still be whole and functional so they're suggesting that ASI lets the University take back the responsibility of paying the people that run the core services of the building then they'll figure out where to place these people to make sure that ASI isn't absorbing the whole \$452,000 loss from this. ASI still has to absorb the \$172,000 loss for the portion of the ASI fee that they will not potentially receive. The new UU on paper is called the UU expansion and the RAW on paper is called the UU extension and all of these are a part of the UU program; ASI received money from these once all of the light bills, garbage bills, operational bills, and salaries were paid, there was about \$1.83 million left over and ASI would receive this as their fee-for-service for providing the service to the University of operating the programming in those buildings. Director, Legislative Affairs **Leopold** questions how this summer self-support change affects the rest of the University. ED **Saffold** states that any department that's funded by a student fee will be taking a hit; he doesn't have the numbers for how much. ED **Saffold** further explains that although they won't be operating the buildings, they will still have a Director of Recreation and Wellness and a Director of University Union because the ASI government is still responsible for advising and the Board would make the decisions to expand or reduce positions. Director, College of Science **Yang** questions whether there's a guarantee for the staff members that they wouldn't go back down to 0 with their experience or if they can guarantee that the staff would move over to stateside and not get fired. ED **Saffold** states that from what he was told, everyone is in a different position and since there are different bargaining units that the staff would potentially be going into, each person would have to sit down with HR and talk about their individual situation and figure out from there. There's no guarantee that they all will be treated the same but the University is working hard to make sure that they try and take care of the staff as best as possible if the transition happens. There would be about 14 people that would move over to stateside. ED **Saffold** further states that he did have a meeting with the staff and asked them whether they thought that the Board was moving in the right direction with trying to preserve jobs and preserve the core of the ASI student function and they all agreed that yes they did, because if they moved in the other direction ASI would have to try to figure out how to absorb the \$655,000. The campus is allowing them to make this decision. If they don't do this then they'd have to let staff go and cut programs. The Board discusses the self-support summer classes and how they could affect the students. ED **Saffold** states that they've already cut \$1.2 million over the last 3 years out of their operating budget.



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- Next Steps:

- ASI - proposed vote in Friday special meeting, closed session discussion on Friday and if there were more detailed questions the VP of Finance and Administration Brad Wells will be there to discuss it with them.

ED **Saffold** further states that of the three scenarios this is the best one that they've come up with and this one has the best benefit for students and this one also helps the staff.

53:47

X. DISCUSSION ITEM -**Search Committee for VP Student Affairs**, Katrina Mayol

President **Mayol** addresses the following:

- Displays an email from Mitch Watnik discussing the search committee for the VP of Student Affairs.
- Asks the Board if they know someone that's interested or if they're interested to let her know and the committee will meet once everyone is seated and it will be as needed.
- They don't have to decide today.

ED **Saffold** mentions that there are a lot of student leaders on campus and that they should make sure that they're doing their best to get the word out about this available seat.

President **Mayol** asks Hinrichs to advertise this to her student leaders.

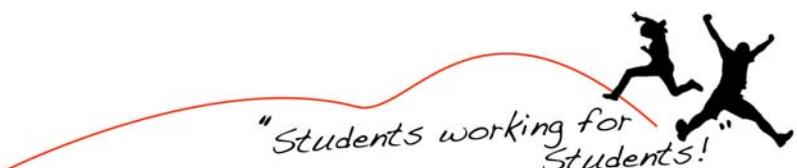
VP of Finance/EVP **Alhathal** states that they can also talk about this during their tabling for the Elections.

57:37

XI. DISCUSSION ITEM – **Update of CSSA SIR Fee**

President **Mayol** addresses the following:

- She and Jordan attended CSSA last weekend and she wanted to inform the Board of the SIR Fee and how it affects them so she printed out handouts regarding its policy.
- SIR Fee stands for: Student Involvement and Representation Fee
- CSSA background:
  - CSSA represents all of the CSU's.
  - The way the schools can participate in CSSA is by paying a membership fee. Every year the membership fee is actually incorporated into their budget for the following year.
  - CSSA wants to create a more sustainable model for themselves and the way that they've decided to do this is, instead of getting membership fees from each individual campus, they want to get the fees from the student themselves.
- This will be a \$2 fee that is implemented twice a year, totaling \$4 and it would be taken directly out their tuition. So, if they saw the breakdown of their fees they would see that fee.
- Why this benefits ASI:
  - Instead of them having to take out money from their budget to become members of CSSA, the students would now pay CSSA directly. This would be an extra \$8,000 that they could keep for their own initiatives.



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- Also, this extra money could allow ASI's to send more students to advocate for issues at CSSA.
- This fee will be written as a voluntary fee so students have the option of opting out of the fee.
- She recommends that everyone reads over this document.
- This past weekend at CSSA there was a very heated discussion because San Jose State provided an amendment to this resolution. Currently, every ASI has the right to opt out of paying CSSA if they fill that it is no longer upholding its mission/purpose. This SIR Fee policy is written in a way that it doesn't include a description stating that if CSSA isn't upholding its mission the students of the school don't have to pay the fee. If this policy is passed as written and ASI decides that they no longer want to be a part of CSSA, the students will still have this fee on their account. The resolution that was added now provides some protection for each campus and it was passed. The amended resolution states that if ASI decides to no longer have representation on CSSA, no fee will be implemented on that school's students.
- In the policy, there is a minimum amount of fees that need to be taken in and if the school goes over the minimum amount, each campus has the right to be reimbursed by CSSA.
- **Hebert** states that from his math this will be a 600% increase in the fee. President **Mayol** states that CSSA's argument for implementing this is that it would provide students more opportunities to advocate for their school and expanded opportunities and equipment; CSSA doesn't have their meetings recorded because they don't have the equipment. Director, Legislative Affairs **Leopold** states that travel is a big issue for CSSA. He is the Lobby Corp officer for CSSA but it isn't in the budget for them to be able to travel to lobby.
- President **Mayol** and Director, Legislative Affairs **Leopold** discuss how although CSSA would be getting a huge increase in their revenue, they do not take over ASI's advocacy efforts because they aren't going to expect CSSA to represent them on a local level.

The Board discusses the reasoning as to why CSSA is implementing this fee: CSSA being cut-off by the Chancellor's Office and CSSA not being at the whim of campus's that may decide to stop funding. ED **Saffold** further states that he encourages them to think about this fee from the perspective that CSSA is the only lobbying body that is approved to represent students to the legislation within the CSU.

**1:15:59**

## XII. ROUND TABLE REMARKS

**Leopold:** At the CSSA meeting this past weekend, all of the campuses are doing a flash banking lobby effort to get more support for the 95 additional funding for the CSU's. On each campus, the Lobby Corps and the Board of Director's and as many students as possible will get together for one hour to call each legislator on the budget subcommittees for the assembly and senate. The students will read off a script saying, "Hey, I'm from CSU East Bay and I request your support for the \$95 million that will help the CSU. Thank you for your time." The effectiveness of this lobby tactic is grassroots oriented and is really easy to do. Every person will be calling at the same time. He sent an email asking when everyone is free to do this and would like them to respond to him.

**Andreini:** Thanks all of them for their support for the Dinner with the Director's Event. He



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received a lot of good input.

**Cutting:** It's her time of year. She's happy to announce that there are four hydration stations being installed today and hopefully they're operational by Tuesday. The KleanKanteen bottles will arrive on Monday. They have refillable water bottles, hydration stations, and a plastic water bottle collection – they have a loop of this is what we should be doing and here is where you can do it. Hebert will be helping with the unveiling of the hydration stations around Tuesday and the festival is shaping up. The event is from 11-2pm on Tuesday and they have 20 tables of student representative. Hopefully her uncle who's a cameraman for NBC will be able to get them on film and on the news.

**Luna:** Many students have approached her about the Speak Up and Grub event and are thankful to the Board for doing this and she thinks that this is something that they should do more often because a lot of students just don't know what's going on.

**Saffold:** Thanks the Board for everything that they're doing – their hard work, diligence, their support and kindness and the new people that were sworn in. Also, he wants to thank Chandra for having to do with the lack of staffing right now and working with him to try and resolve those issues.

**Gallagher:** Next Sunday is the East Bay 5K and he would like more students out there. There's also a team registration.

**Yang:** Was asked to create a student panel for welcoming day and she is trying to create a diverse panel of students in terms of major, gender, and ethnicity. This event is next Saturday from 10-11am.

**Ibarra:** Yesterday she was at the Academic Senate meeting and they discussed the winter online evaluations and they're on the process of forming a resolution on it.

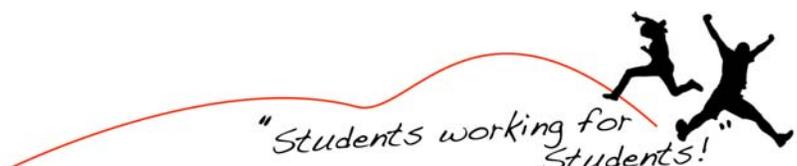
**Saffold:** Mitch Watnik sent a compliment for the Board members that were in attendance at the Academic Senate meeting yesterday; he said that they were eloquent in their speech, directly on point with the points that they brought up, and afterwards the committee senators complimented them on their presentation and for representing the students well.

**Hinrichs:** Tonight at Lassen Hall they will be having a program called Sex and Chocolate from 5-9pm. It's an HIV testing awareness campaign so they will be giving HIV testing and giving tickets for the T for T festival. They have a limited amount of tests in the health center isn't funded to test students on an unlimited basis. They will be doing a social media campaign so if they're not able to get a tests, they can take a picture with a sign that says Know Your Status and they will get a ticket to get a test. They also will be giving tickets to faculty and staff as well. The T for T (Tickets for Testing) festival is from 1-5pm.

**Mayol:** Thanks everyone for their hard work, especially for the Speak Up and Grub event. They have one more dinner on Thursday for the Director of CLASS. She hung up a poster in the Board office about what went well and what they can improve on with the dinners. She really enjoyed the Academic Senate meeting and encourages them to finish off the year strong.

**Leopold:** Encourages the meeting with Senator Corbett event that's happening today.

**Alhathal:** Thanks the Board members and staff for their contributions.



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XIII. ADJOURNMENT

Meeting adjourned at **1:37 PM.**

Minutes Reviewed by:

**ASI VP of Finance/EVP**

**Name: Thamer Fahad Alhathal**

Minutes Approved On:

**4/30/14**

**Date:**

