

ASI Board of Directors Special Meeting Minutes of April 2, 2014

I. CALL TO ORDER: EVP **Mayol** calls meeting to order at **12:04 PM**.

II. ROLL CALL

Members Present

Michelle C. Xiong
Katrina-Mari Mayol
Thamer Fahad Alhathal
Marie Alexandra R. Ibarra
Edward Andreini
Wilson Tran
Kathy Cutting
Chris Gallagher
Raymund Cruz
Randy Saffold
Kenrick Ali
Darrell Bailey
Mitch Watnik

Absent Members

Gaozong Yang
Jordan S. Leopold
Ellen Griffith
Stan Hebert
Marguerite Hinrichs
D. McKinney

Guests

Martin Castillo
Brad Wells
Ahmad Rafah
Chandra Kohler
Margaret C. Daniel
Derek Aitken
Lil Brown-Parker
Doris Lagasca
Stephanie Luna

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

Amendment I: (Ibarra) to add Discussion Item: Dinner with Directors under New Business.

Motion Carries as amended.

Motion: (Alhathal) to approve the agenda.

Motion Carries.

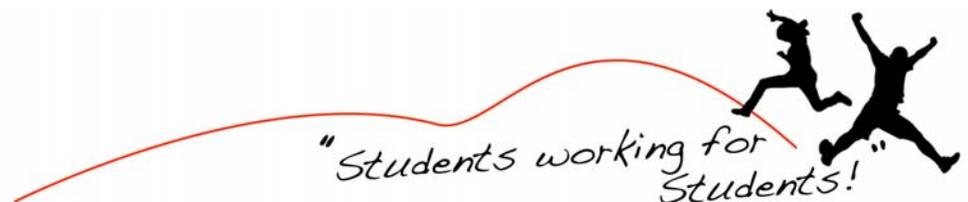
IV. ACTION ITEM- **Approval of the March 12, 2014 Minutes**

EVP Mayol approves the March 12, 2014 Minutes.

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.**

Ahmad Rafah addresses the following:

- He is with the Mike Honda for congress campaign and there is a primary coming up in June so he is here to make students on this campus aware of the opportunities that are available to them on the campaign.
- Congressman Honda has been a congressman for about 12 years and has been in politics for 30 years. He works closely with a lot of important people in congress.
- Ahmad is an AS Alum from CSU Bakersfield and by the time he graduated, he had a job in an office.



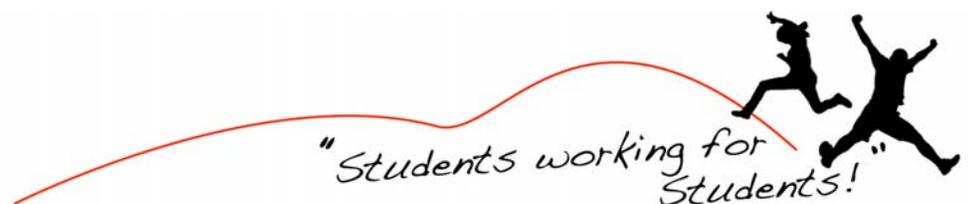
- This is a great opportunity to come out and volunteer; they're offering a fellowship right now that could lead to an organizer position in the summer. If they're about to graduate, they can come on as a full-time employee of the campaign.
- They would be organizing and working with leaders in the community.
- The campaign has opportunities right now. They have an office in Fremont. He suggests that they come out and volunteer first; they're having an event this Sunday in Fremont. The congressman will be at this event, and if they want he can discuss the fellowship with them further then.
- He also passes out cards for them to fill out if they're interested in more information.

VI. REPORTS

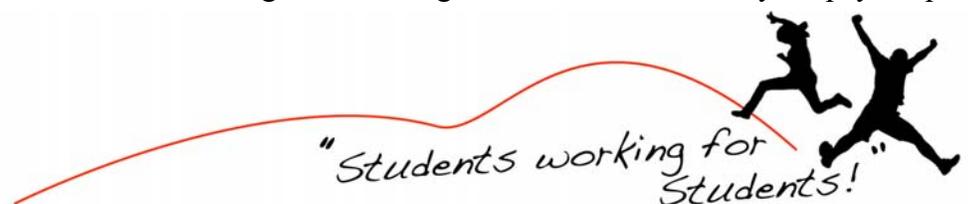
A. ASI FINANCIAL REPORT –CSUEB VP of Finance **Brad Wells**

EVP **Mayol** yields the floor to CSUEB VP of Finance **Brad Wells** and he addresses the following:

- Has handouts
- He is responding to an inquiry made with regards to the operating budget for ASI (related to changes in restructuring the staffing arrangements).
- Another important topic that he wanted to touch on today is that undergraduate state support instruction has been eliminated in the coming summer and it is expected that this will continue. For the campus, this helps them bring enrollment in line with funded levels, but for fee supported activities like ASI and the University Union this elimination will have a significant consequence.
- The handout shows the current quarterly fall 2014 levels for the ASI fee and the University Union fee.
 - The reduction is 4,018 undergraduate student's times the fee level for that quarter.
 - The second half of the chart is responding directly to the question posed regarding savings resulting from reconfiguring/restructuring.
 - These 2 are certain to happen:
 - Because the employees of ASI are required to be paid by someone other than the state of California, they have to pay a transaction fee to a company like ADP and this fee is roughly \$100,000 a year. So, ASI would no longer pay this fee because the state controller's office would handle this.
 - The post-employment benefits program would no longer be ASI's obligation; it would be the University's.
- The savings, roughly, would be a minimum of \$280,000. It would probably be more than this because other fees would be included.
- The idea would be that the \$280,000 would be used towards ASI programming and the university would take responsibility for the \$482,000 shortfall.

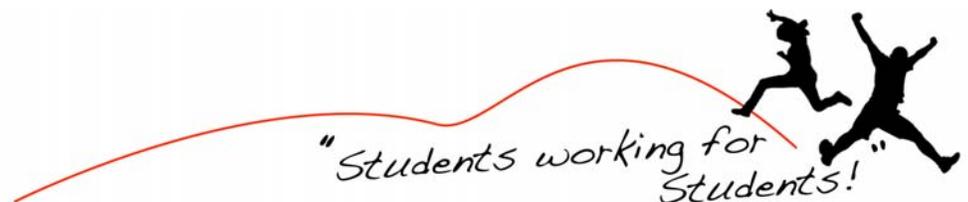


- This would be done by allocating cost differently, meaning, once employees exist in the structure of the university their time can be allocated to different funding sources.
- The \$1.7 million for the University Union fee is not the total revenue for the University Union, it's the amount that is calculated as a surplus that gets sent to ASI as part of the contract to run the University Union program. The total revenue is still \$5.5 million.
- Key points are that revenue shortfalls are coming based on the Summer Undergrad State Support program going away.
- There are some opportunities for dealing with some of that reduction by restructuring.
- They have started discussions with bargain associations because although the representation doesn't exist on the ASI side they represent the University side and they have a meeting for obligation. There is no commitment it can be stopped at any time but there is a little bit of lead time so **Wells** has to know quickly what the Board's plans are to ensure the way is paved for the transition.
- There are benefits for the employees like health care cost will be significantly lower.
- A better estimate of the cost savings will be produced once they get more into detail.
- ED **Saffold** states when he gave the Board his scenario last week that they were potentially facing trouble he did not have the effects of the Summer Self Support, after seeing this information he believes that it is worse than he was aware of.
- VP of Finance **Alhathal** questions what would happen if they just give the buildings and not the employees. **Brad Wells** answers by saying the buildings are already the University's, the way the Union works is the mandatory fees are collected the University determines the amount of money required to make the mandatory payments, which are primarily debt services. The surplus is calculated under a contract transmitted to ASI to fund the programs that have been developed. That return surplus would no longer go to ASI neither would the obligation to run the buildings. ASI would still receive the student body fees and it will be directly transmitted to ASI to run and develop programs. Roughly those numbers would go up \$100,000.
- President **Xiong** questions, for the saving opportunities is it based on having all the ASI employees go over or is it just employees that are currently working in the rec center and the unions. **Brad Wells** states that it would be all employees. From the financial statements he is presently unable to differentiate between the two. The Board still governs the ASI activities and the programs. It's just the supervision of the employees will no longer be the responsibility of ASI. There would essentially be a contract with the university.
- ED **Saffold** states that if all the employees don't go there has to be a base line for paychecks that ADP charges to manage an account. When you pay a per



transaction fee plus the base fee, HR is not yet able to provide him with that number to get an idea of how much would be reduced. But all the payroll processes fees will not be eliminated and they cannot eliminate all the post-employment benefit obligations if they kept some employees.

- VP of Finance **Alhathal** questions that on the \$280,000 savings how is the state going to save if the employees get moved. **Brad Wells** responds by saying that the state doesn't save at all. Essentially the operating budget for ASI is \$3.6 million. There are fixed costs that have to be paid so if the revenue and return of surplus goes down, there will be the same cost profile. So how that is dealt with needs to be figured out. There are still commitments to the employees, so their cost will be shifted to the university, whose budget is \$170 million. There are ways to allocate cost differently in that larger framework that would allow them to cover that obligation.
- President **Xiong** questions if employees go to the state side, would there be a new union student advisory board. **Brad Wells** states that it could be kept the way it is now, it is up to ASI on how they run programs.
- Director, Environmental Affairs **Cutting** questions if the transition is temporary or permanent.
- ED **Saffold** states this is a known problem that ASI has had for long time. In the future in about 2018 ASI's budget starts going negative if everything stays the same because the cost of doing business begins to increase. If severe changes aren't made now, then in 2018 this same conversation will arise. The goal is how ASI can figure out how to live within its budget. He further states that when he was estimating he thought that with savings \$300,000 could have been shaved off the top from personnel related stuff. Also with insurance ASI will no longer have to carry the same level of insurance for programming within certain buildings. But by 2018 ASI would be going negative again. So it doesn't necessarily mean that the changes are permanent because ASI can later increase fees for the different programs.
- VP of Finance **Alhathal** states that he doesn't understand how it works by ASI giving their employees, two buildings and university fee to the University. **Brad Wells** interjects by saying that he sees a basic misunderstanding. The university owns the union and the university already collects the fee. They pay 2/3 of the cost associated with the buildings and give ASI the surplus. If the university stops contracting with ASI to run programs for the union then they wouldn't have that obligation and they wouldn't get the money.
- President **Xiong** questions that when ASI stops operating the union and the rec center how much would they be saving. **Brad Wells** states that ASI would save about \$280,000. He further states that he assumes that an overwhelming portion of ASI's operating cost is building related, issues with managing the facilities. If that is not true ASI's financial statements do not easily distinguish, it's hard to tell whether the cost is a program cost or an operating cost. Assuming that salaries and



benefits are the primary driver of ASI's cost profile, then moving those employees will alleviate ASI of that obligation and leave them with ASI fee revenue to deliver programs. With the exception of things like they have to have directors and officers insurance and general operating cost.

- **Brad Wells** states that right now they are subsidizing the operations of the unions with the ASI fee.
- **ED Saffold** restates **Alhathal's** question by asking, what happens if they just send the employees that are responsible for operating the RAW and the UU? But people like the government advisor for ASI, the Executive Assistant, and the Executive Director don't move in that. He further states that **Brad Wells** cannot answer that yet, but **Saffold** can say that the \$280,000 savings will get smaller because unless ASI still contracts with the University they have to have an outside payer which will bring a portion of that cost still there. They also still have to do post-employment benefits on those employees if they drop down to 4FTE.
- **Brad Wells** states if they kept Board management then that would discount potential savings by some number.
- VP of Finance **Alhathal** questions if they provide **Wells** with sample people could he calculate what the savings would be. **Brad Wells** states that he could.

32:00

B. President's Report –**Michelle Xiong**

EVP **Mayol** yields the floor to President **Xiong** to address the following:

- This will be President **Xiong's** last meeting.
- She further goes on to state that this has been a good experience and that she learned more from ASI than in her classes. From ASI she learned a lot about friendship, leadership, and work ethics. Leaving is bittersweet but another opportunity has come so she will be resigning as of today. At the next Board meeting they will be deciding on who will take her place as president, until then **Katrina** will step in as interim president.
- **ED Saffold** states that **Michelle's** service has been greatly appreciated and because she will still be on campus she will still be a resource. He further goes on to state that he wants everyone to know that they will be able to continue on like usual and that it is really important that the holes are filled on their team. Board members need to go out looking for students to fill out applications to refill those positions.

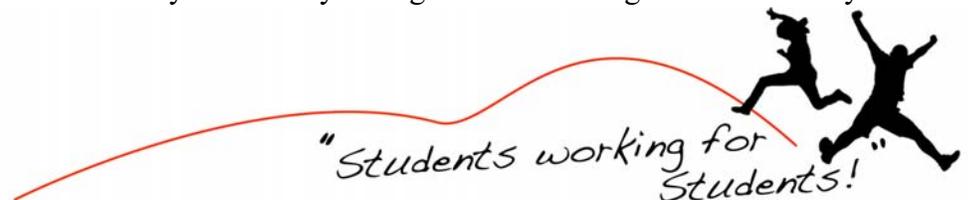
33:56

VII. ACTION ITEMS

A. ACTION ITEM: **Modification of Travel Policy and Vacation Buy-out**

EVP **Mayol** addresses the following:

- **ED Saffold** states that they have written a resolution and a sample to modifications. One of the things that he has been asked for, for the last 2 years is if ASI is still doing the vacation buy-out. Two years ago ASI was doing the vacation buy-out and



the VP of Finance then wanted to give the whole staff a raise. This was impossible with the budget standpoint that they had. ASI has been cut \$1.27 million in the last 2.5 years. Instead of giving raises they decided to do vacation buy-outs, which was like a Christmas bonus but it wasn't a raise because it was coming out of their own vacation money. This was prior to receiving the cost of living adjustment from the chancellor's office. Now that they have the cost of living adjustment incorporated into the budget and the staff has received it, it is time for them to revisit removing the vacation buy-out. They should not have both the vacation buy-out and the cost of living adjustment. As part of the policy they would have to resend that portion of the policy to remove the vacation buy-out.

Motion: (Xiong) to adopt the proposed changes to the ASI employee manual to completely remove the Vacation Buy-out.

Motion carries.

- President **Xiong** reads the resolution to modify vacation buy-out and travel policies.
- AED **Kohler** states that her concern with the travel waiver is that ASI purchases accidental death and dismemberment insurance for all of their employees. If employees sign a waiver saying that they are not going to make a claim does that wipe out the insurance that was purchased?
- ED **Saffold** states that because of that concern, it's being researched now, so he wants to split the decision and table the travel portion of this discussion until the next meeting. And just move forward with adopting the resolution modified with the idea that they will just address the Vacation Buy-out piece and not the travel piece.

Motion: (Xiong) to approve the revisions made to the resolution to modify the Vacation Buy-out. This is the Board of Director's 2014-2R resolution to modify Vacation Buy-out, they took out the "whereas" and the "resolves" regarding the travel policy.

Motion carries.

Motion: (Xiong) to adopt the resolution, Board of Director's 2014-2R resolution to modify Vacation Buy-out.

Motion carries.

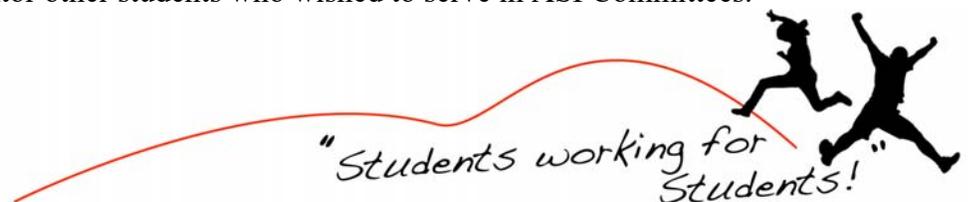
- President **Xiong** questions that since they adopted this resolution will he make a new resolution on the travel policy. ED **Saffold** answers that yes, he will followed by research done by himself and Chandra.

42:32

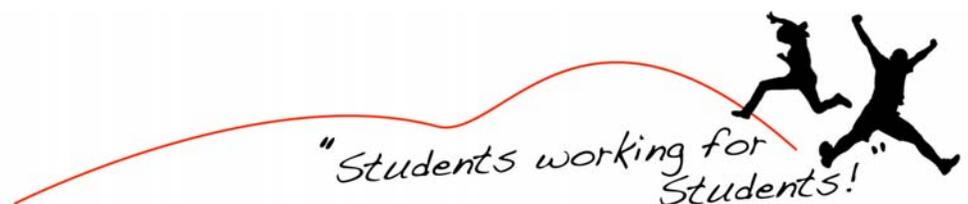
B. ACTION ITEM: Elections Committee

President **Xiong** reads the statement from potential committee members.

- **Riddhi Sood**- I have been serving in ASI Committee for the past 2 years. My experience has been very fulfilling. I have learned a lot about leadership, our school rules and regulations. I have had chance to serve the campus community and mentor other students who wished to serve in ASI Committees.



- **Nitesh Mane** - I am an international student. I have different set of knowledge and experiences which you may or may not be aware of. If given a chance, I will use my knowledge and experiences to being best for the university. The culture where I am from is different the culture in USA. So if I get an opportunity to work under any committee of CSUEB, it will be beneficial for me as we as department, as everyone will get to know new things.
- **Juan Pablo Benavente**- In the past I have served on ASI board. I would like to serve on this committee because I feel I have the qualifications to run a smooth election. I have been on a campaign for elections in ASI and I know what could better the experience of the candidates as we as run affair election.
- **Bhavik Bhatt**- It's been 3 months for me here, as an international student. There were many difficulties which I faced during initial stages but whenever I needed help for something. ASI was always there to help me out. This is the main reason I want to serve ASI as I did. So by serving ASI I could help other students. This is the main reason I would like to join ASI.
- **Connie Liao** - I was part of the elections committee last year, and recently heard that applications were going live. I had a great time helping with the process last year, and am interested in being a part of it again this year. I enjoy supporting the candidates by making the elections process is as smooth as possible and making it easier for students to be able to choose their student body representatives. As I also work in Pioneer Heights, I can help getting the on campus population more involved and interested in student government.
- **John Zamora**- I am interested in a seat on the elections committee as I want to increase my involvement at Cal State East Bay. This will allow me to see how the elections process takes place in Student Government on campus, as well as getting to know more about how decisions are made on campus. ASI is very influential in the student life, something that is essential to a great college experience at East Bay, and having the chance to facilitate the actual members that oversee those decisions provides a great opportunity. The seat would allow me to exercise my voice as a student on this campus, and would grant vast knowledge about the foundation of our student government. A bit about myself, I am a first-year at East Bay, currently at sophomore standing. I am a Computer Science Major with the dream to go into group project management. I'm currently involved with the Catholic Club on campus as Music Director.
- ED **Saffold** states that he has lots of experience working with Riddhi Sood as staff, a volunteer, and a committee member. She advised on the elections committee last year but she did not stay on it. Juan Pablo being a former board member also has lots of experience.
- President **Xiong** states that she worked with Connie in housing and she was on the elections committee last year as well.



- EVP **Mayol** states that she's worked with John Zamora and he has been trying hard to get on an ASI committee for the past two quarters. For a freshman he is very mature and detail oriented so this would be a good experience for him. He also maybe trying to sit on A2E2.
- President **Xiong** states that she likes how Nitesh Mane and Bhavik Bhatt are international.
- ED **Saffold** states that they can volunteer to support the elections committee as well it just wouldn't be a paid position. But there is no guarantee that any of the elections committee would be paid positions. The committee has to get together to decide if any of the positions are paid.
- President **Xiong** questions for any reason if the five members that they move forward with were unable to stay on the committee, would someone else from the list automatically go in. ED **Saffold** answers only if the board approves it that way.
- President **Xiong** states that they should move forward with 5 names and if one for any reason is not able to stay on the committee.

Motion: (Xiong) to have Nitesh Mane, Juan Pablo Benavente, Bhavik Bhatt, Connie Liao, and John Zamora to be moved over to the elections committee with Riddhi Sood as a volunteer advisor to the elections committee.

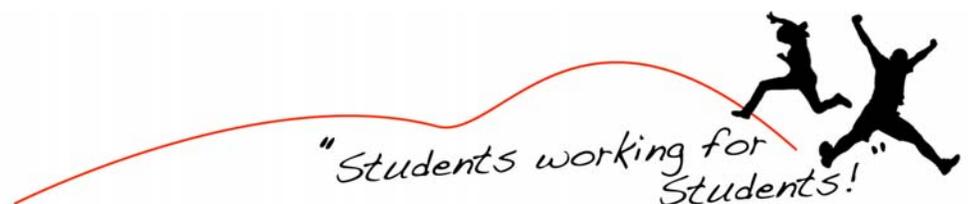
Motion carries.

50:50

C. ACTION ITEM: **Revisions to Elections Packet**

President **Xiong** addresses the following:

- The elections packet is not set, they are only voting on this today to hand this over to the elections committee and they will go ahead and modify the dates. She already went and changed up some of the stuff about what the duties are because a lot of the name changes weren't done and the Director of PR was still in it.
- Refers to the document on the computer.
 - Needs to change the timeline of the elections from 1 week to 3 days in hopes of getting an increase in student participation.
 - If they stick with the 3 day timeline, if there are no grievances filed and no runoff election, the announcement of the results will come out the Monday of May 20th.
 - This gives them enough time for a good transition as well. Even if they end up with the results coming out on May 30, they will still have 1-2 weeks of transitioning time.
 - Made changes to the name of the college directors to senators.
 - Programming Council Senator instead of Director of University Union



- The Board discusses how some of the changes like the Wellness title, Sustainability title, etc. cannot be changed because they weren't voted in.
- Reads the descriptions of the roles of the Board of Director's and makes changes as necessary.
 - ED **Saffold** suggests they change the language from Bylaw language to a simpler language for better understanding. ED **Saffold** further suggests that they add in his suggested changes to the role descriptions to capture important duties of some of the roles.
 - These suggested changes will be passed on to the Elections Committee to be added in.
 - ED **Saffold** also asks that they screen the role descriptions to make sure duties that the Board no longer does are not included.
 - The Board discusses removal of the specific committees that Board members sit on in the description.
 - ED **Saffold** states that the problem he has with this is that it doesn't tell the candidates their roles. More time needs to be spent drafting the roles and it can be a paragraph format opposed to bullet points. Some of it needs to capture the daily duties of the role. Director, Environmental Affairs **Cutting** adds that it should be like a job description.
 - The Board discusses writing a general description for all senate members.

Motion: (Xiong) to approve the ASI Elections Packet for 2014, contingent upon modification of roles and duties at the end of the packet.

Motion Carries.

1:01:29

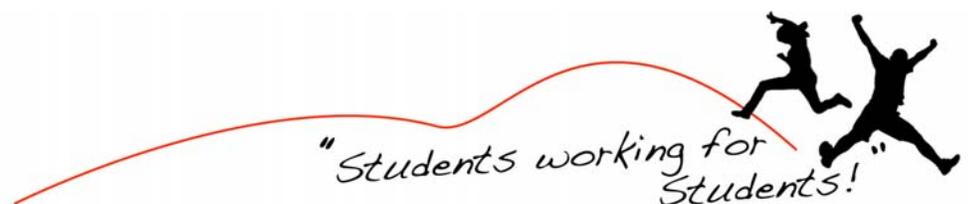
D. ACTION ITEM: Appointment of Academic Senator

EVP **Mayol** addresses the following:

- Displayed is a description as to why Hendrix Erhahon desires to be an academic senator.
 - President **Xiong** reads Hendrix Erhahon's description and states that if appointed he will be replacing Cutting on the Academic Senate as she is unable to sit on it this quarter.
- ED **Saffold** states that since this is the first time they're hearing about these appointments they cannot go straight into action.

Motion: (Xiong) to amend agenda to move action items: appointment of Academic Senator and Appointment of Director of CLASS under new business as discussion items.

Motion Carries.



EVP **Mayol** states that since this is a discussion item, it will be brought to the next Board meeting as an action item.

1:06:01

VIII. NEW BUSINESS

A. DISCUSSION ITEM: **Appointment of Academic Senator**

- Discussed above.

B. DISCUSSION ITEM: **Appointment of Director of CLASS**

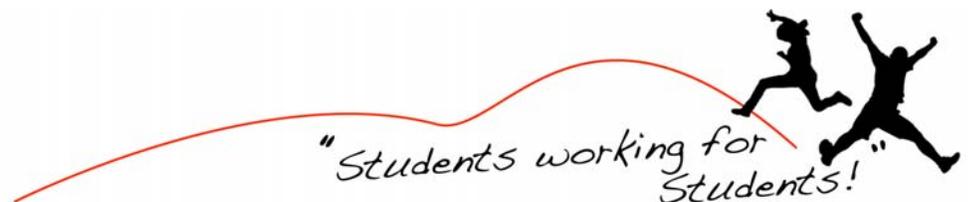
- ED **Saffold** mentions that they can call a special meeting on Friday because the academic senator needs to be present for their meeting.
- President **Xiong** reads Stephanie Luna's description on why she would like to be the Director of CLASS.
- President **Xiong** mentions how Director of CLASS has had a high turnover this year and would like for Stephanie to be committed and available to serving this last quarter.
- Stephanie states that her availability this quarter is pretty open.

1:09:00

C. DISCUSSION ITEM: **Board and Committee Vacancies**

President **Xiong** addresses the following:

- For vacant university wide committees.
 - These were the committees that she was on.
 - The Student Success and Assessment Committee is a very important committee, they meet every other Wednesday from 11am to 12:30pm. She asked the Board if they were available during this time and a few of them responded that they were so she would like to discuss with them if they would be interested in sitting on this committee.
 - Another committee is the UAP (University Wide Activities and Programs), this committee meets Wednesday's as well but there's no set time or date. They only meet when there is something to meet about. This committee is a subcommittee of the A2E2 Committee and she wants to see if someone is interested in filling this.
 - She further states that an ASI Board member must fill her position in sitting on this committee.
 - For the Library Advisory, any student can sit on it. This committee meets 1-2 times a quarter.
 - Accessibility and Compliance needs to be filled ASAP. ED **Saffold** states that this committee looks at the entire campus to see what accessibility issues may be present and that the campus stays in compliance with ADA



- laws. They are behind in attending these meetings so he is hoping that a Board member can sit on this committee.
- Administrative Search Committee also needs to be filled by a student. **Watnik** states that this committee varies tremendously and most administrative searches don't require a student to sit on them. Primarily, the administrative search committees that require students are within student affairs.
 - ED **Saffold** mentions that the Accessibility and Compliance meeting is the fourth Wednesday from 2-3pm.
 - President **Xiong** asks that they let Mayol know if they're available to sit on these committees by tomorrow morning.

1:15:05

D. DISCUSSION ITEM: **Dinner with Directors**

EVP **Mayol** addresses the following:

- A few Board members, with the help of Mitch Watnik, have been working on the discussion questions for this event.
- Marie has made up a draft of a flier for the event.
- This event is an attempt to connect students more with their college directors, by inviting them to discuss topics with their directors that students might have opinions on.
- Encourages all Board members to attend the dinner that is related to their college. This event is a way to make their presence known and to help capture the student voice.
- The purpose of having this event is to improve the Meet the Dean event. This dinner will create a positive environment where students can see what the roles of the director's actually are. This event allows them to reach out to students and poll students opinions in a qualitative manner. This qualitative data will be more effective in helping the college directors speak to the deans of the colleges.

1:20:14

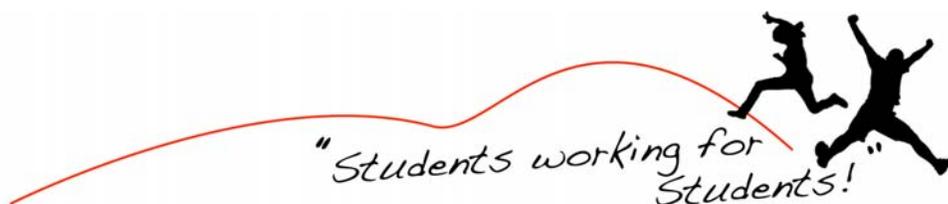
IX. ROUND TABLE REMARKS

Gallagher: Thanks Michelle for everything she's done.

Watnik: Congratulates Michelle on a job well done.

Saffold: Congratulates Michelle on her new job and states that he would love to have a brief conversation with a couple of people after the meeting.

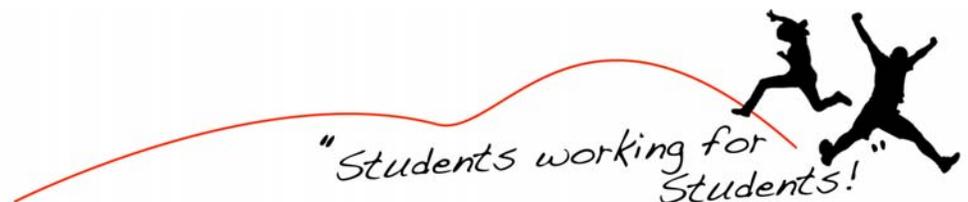
Andreini: States that it has been great getting to know and working with Michelle and he knows that she will continue to do great things.



X. ADJOURNMENT#
Meeting adjourned at **1:26 PM.**

Minutes Reviewed by:
Interim ASI President
Name: Katrina Mayol

Minutes Approved on:
4/16/2014
Date:





Associated Students, Inc., California State University, East Bay, 25800 Carlos Bee Blvd. UU 314, Hayward, CA 94542 Customer Service:
(510) 885-4843 Fax: (510) 885-7415 visit: www.asicsueb.com