

Executive Committee Special Meeting Minutes of February 5, 2014

I. CALL TO ORDER: President **Xiong** calls meeting to order at **12:16 PM.**

II. ROLL CALL

Members Present

Michelle C. Xiong
Erik Pinlac
Thamer Fahad Alhathal
Katrina-Mari Mayol
Marie Alexandra R. Ibarra

Absent Members

Stan Hebert

Guests

Randy Saffold
Chandra Kohler

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

Amendment I: (Mayol) to change ‘Executive Affairs Committee Meeting’ to ‘Executive Committee Special Meeting’.

Motion Carries as Amended.

Motion: (Pinlac) to approve the Agenda.

Motion carries.

IV. ACTION ITEM- **Approval of the October 30, 2013 Minutes**
President Xiong approves the October 30, 2013 Minutes.

V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**

No Public Comment.

VI. ACTION ITEM – **Revision of Signature Authority Document**

President **Xiong** yields the floor to **Saffold** and he addresses the following:

- Staff signature authority change -
 - Director of Recreational Programming and Marketing having signature authority needs to be changed to Associate Executive Director for the time being.
 - Director of Recreation Programming and Marketing may be added back in if needed.
 - Four people now have signature authority: Executive Director, Associate Executive Director, Operations Manager, and Business Office Manager. This is to ensure that they don't run out of staff to sign paperwork regarding money being spent in the organization.


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- Chandra Kohler needs to fill out a signature card for the University and a document of authority for every department she supervises.

Motion: (Ibarra) to adopt the changes to the Staff Signature Authority.

Motion Carries.

7:54

VII. DISCUSSION ITEM– **ASI Strategic Plan**

President **Xiong** addresses the following:

- Found an old strategic plan from 2010. She likes the format of this one and wants the committee to review this one in hopes of getting a better idea of how they want their Strategic Plan to look.
- Reads over the strategic plan that she found.
 - States that she likes that it includes the mission of each department.
- EVP **Pinlac** mentions that Strategic Plans are broader and Operational Plans usually are more detailed.
- President **Xiong** mentions that although this may look like an Operational Plan, it will still help them form their Strategic Plan.
- ED **Saffold** discusses how three year Strategic Plans are more feasible for this type of organization and that bringing in outside people to help with their vision is also always good. ED **Saffold** further discusses how the 2010 Strategic Plan came about and states that at the time there was a lack of leadership, he also states that this plan is missing how they would implement the plan. He further mentions that the plan should be made broad so that each Board can make their own changes.
- Goes over what was implemented from the 2010 Strategic Plan.
- Asks the committee to go over this and come up with ideas for their Strategic Plan, all of this can be discussed at their next Ex Comm meeting.

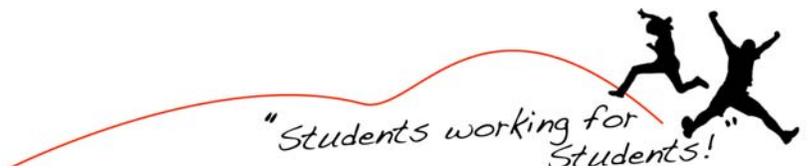
26:51

VIII. DISCUSSION ITEM – **Volunteer Policy**

The committee discusses how they made volunteers be at the discretion of the Chair but there isn't a set policy stating this.

President **Xiong** addresses the following:

- She was thinking they could still have a volunteer policy but it would just be at the Chair's discretion to remove the volunteers.
- **Kohler** suggests that they have a volunteer management policy and mentions that there may be a lot of discrepancies if each Chair has the authority to remove a volunteer.
- The committee discusses how the rest of the Board will know if a volunteer is dismissed. ED **Saffold** mentions that they could create a change of status form for Board activities and actions for this.



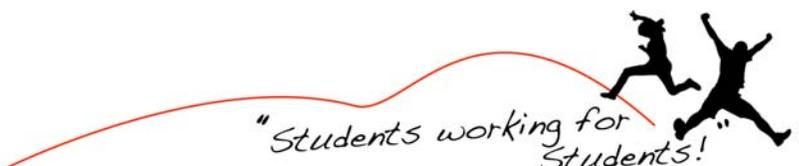
- ED **Saffold** states that they just need to draft this policy and list what the volunteers can and cannot do.
- VP **Mayol** agrees to draft the volunteer policy.

37:25

IX. DISCUSSION ITEM- Elections Committee Code

President **Xiong** addresses the following:

- Reviews the April 7 code to see the difference compared to the one Jerry made.
- ED **Saffold** explains that Article 4 Number 3 didn't pass by the President; ASI tried to make edits to eligibility criteria but the President didn't allow this because he is the only one that can change the criteria for holding minor and major offices on campus.
- ED **Saffold** mentions that he has a meeting with Hal Gin, Lil Brown-Parker, Sneh Sharma, and Michelle Xiong to determine/review the roles of minor and major offices. This will help them determine which offices are major and minor, which may make an adjustment to the policy in recommendation to President Morishita.
- The committee discusses whether or not they should make the recommended change from last year.
 - VP **Mayol** expresses that she doesn't like the change and states that a lot of the Board has graduating seniors. This limits people from running but at the same time if you are running for office you should be qualified and students will vote for the most qualified person. If they do this then this is going to constrain the already few amount of people that are trying to run for office.
- The committee discusses their concerns from last year's election packet.
- ED **Saffold** recommends that they pull the descriptions of each Board member from their edited bylaws and place them into the election's packet.
- President **Xiong** reads a clause from the old Elections Committee Code and states that it doesn't have on there that the candidates need to read the description/role they're running for.
- The committee discusses having the President and EVP appear together on the ballot/slate. ED **Saffold** reminds the committee that they should be conscious of their recommendations.
- President **Xiong** states that the general publicity and eligibility for the elections will be March 3-14, the campaigning will be March 17-April 4, balloting will be just three days April 15-17, and the results will be posted on April 24. There will only be one day for grievances.
- ED **Saffold** states to add that the ASI Board of Directors and staff are prohibited from campaigning or endorsing any candidates because they are campaigning.
- The committee discusses defining the program areas where campaigning can take place.


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- The committee wants to pose the question to facilities why candidates can't post campaign banners by the fountain.
- President **Xiong** will send this document to all of the committee again and would like for them to read over it.

1:22:02

X. **DISCUSSION ITEM –Bylaws Revision**

President **Xiong** addresses the following:

- Asks the committee how they feel about changing this and putting it on a referendum this year:
 - Going to a government model from a corporate model, so change names back to President and not CEO.

1:28:48

XI. **ROUND TABLE REMARKS**

Ibarra: The in-service on Friday from 10-11:30 am has been cancelled.

Saffold: Audit is approaching along with the budget which is running about 4-5 days behind. The survey that is out is going to help influence the budget and is closing on January 14. It's going to help students tell ASI what they are interested in. This survey will result in ASI creating new programs that students want. He is also coming in to the office earlier, at 7am.

Mayol: Started a post blog on Facebook and it is getting good feedback.

Saffold: Do not like any candidates during elections, as officers of ASI it will be considered as an endorsement.

XII. **ADJOURNMENT**

Meeting adjourned at **1:49 PM.**

Minutes Reviewed by:

Executive Committee Chair

Name: Michelle Xiong

Approved on:

02/19/2014

Date:

