

## Executive Committee Special Meeting Minutes of March 5, 2014

I. CALL TO ORDER: President **Xiong** calls meeting to order at **12:31 PM**.

II. ROLL CALL

Members Present

Michelle C. Xiong

Erik Pinlac

Thamer Fahad Alhathal

Marie Alexandra R. Ibarra

Absent Members

Katrina-Mari Mayol

Stan Hebert

Guests

Randy Saffold

Jordan S. Leopold

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

**Amendment I: (Alhathal) to add Discussion Item – ASI Director of Social Media.**

**Motion carries as amended.**

**Amendment II: (Alhathal) to add Discussion Item – Startup Weekend under New Business.**

**Motion carries as amended.**

IV. ACTION ITEM- **Approval of the February 19, 2013 Minutes**

**Motion: (Alhathal) to approve the February 19, 2013 Minutes**

**Motion Carries.**

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. OLD BUSINESS

A. DISCUSSION ITEM – **Resolution on Academic Advising**

President **Xiong** addresses the following:

- She has received some feedback on this resolution and some of the changes were emailed to her.
- From the first draft, the last “whereas” states “whereas students were prevented from taking classes required for their major due to poor academic advising and unintended consequences of freshman learning committees. Therefore let it be...” she thinks that this statement is a little too harsh and their goal isn’t to attack. ED **Saffold** suggests that they add in “as it was reported that” but the power in the statement is that they still said this to her. They could change it to say, “whereas students have reported, they were” and “required for their major due to the current advising system

  
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structure”. “Whereas CSUEB promised to have a one stop shop for all non-academic advising on the first floor, in prominent places, of the student administration buildings which was not delivered.” This was from the WASC report. Another statement that she thinks is not too harsh is “There has been multiple student concerns regarding the treatment and attitude towards students in these offices”. ED **Saffold** suggests “there has been” needs to be changed to “there have been” and add “reported to ASI” and mentions it is not too harsh and to attach the reports to this document in appendices.

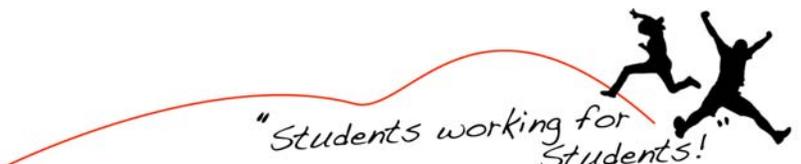
- Resolves:
  - “Therefore let it be resolved that the ASI Board of Directors strongly recommends that academic advising be centralized in one location for students”. ED **Saffold** suggests to add “international and domestic student advising be conducted in a centralized location” and “to ensure equity and service.” From the first draft, “...that the academic advisors partake in diversity and cultural training.” ED**Saffold** suggests adding “receive exposure to diversity and sensitivity training.” From the first draft, “a copy of the advisement report be sent to the student and advisor” and the committee suggests to change it to “report be sent to the student and kept on file.”From the first draft, “treatment and attitudes toward students” ED**Saffold** mentions to change it to “treatment of and attitudes towards”. From the first draft, “international students should not be limited to be advised only by the GE office” ED**Saffold** suggests to change it to “international students should not be limited to receive advising only by the GE office.” ED**Saffold** mentions to add CSSA to the people and organizations who will be receiving copies of this resolution.

27:28

## B. DISCUSSION ITEM –**Resolution on University Course Evaluations**

President **Xiong** addresses the following:

- At the last Academic Senate meeting they discussed course evaluations with Linda Dobb.
  - Faculty has the option to choose two classes with paper evaluations and online evaluations would not count.
  - Student turn out rate is low for evaluations.
- Write a resolution regarding course evaluations
  - Stick to one type of evaluation instead of having online and paper evaluations and rewrite and structure questions that evaluate the professor and class.

  
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- The committee discusses whether or not writing a resolution about this would be beneficial.
- Have a student member on the committee
- Show overall evaluation for professors

**37:18**

VII. NEW BUSINESS

A. DISCUSSION ITEM –**CHESS 2014**

President **Xiong** addresses the following:

- Wants to take one more person to CHESS preferably a female
- Will go over the Governor’s Budget at CHESS
- ED **Saffold** suggests Ellen Griffith go to CHESS or any staff.

**39:51**

B. DISCUSSION ITEM –**Board Transition Packet**

President **Xiong** addresses the following:

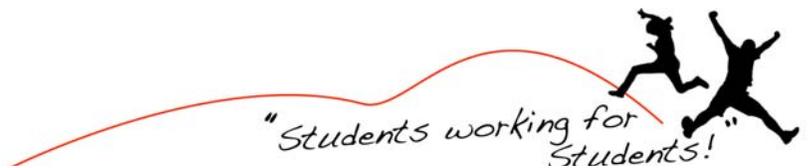
- Prepare a board transition packet. ED **Saffold** mentions that he will draft a template for EVP with a role description based on the bylaws and these need to be finished before elections committee starts and elections committee gets the updated committee codes. He also mentions that there is a board template and it will be enhanced. He believes a role template should be added as well.

**43:33**

C. DISCUSSION ITEM - **ASI Director of Social Media**

President **Xiong** addresses the following:

- ASI Director of Social Media will oversee all social media, but not a Director of Public Relations.
- Will go into effect a year after next year. ED **Saffold** mentions that he has seen this role fail four times on two different campuses because it is a full time job. He also suggests turning this role over to the New Marketing Coordinator who has students who do social media. He also suggests that one member from Internal Committee or External Committee take all of the board’s information to marketing. He also suggests that each committee chair should be posting what their committee is up to.
- President **Xiong** reads the role description.
- Give role to Internal Committee and keep Internal and EVP as separate roles. ED **Saffold** suggests that this role should just focus on board communication only.



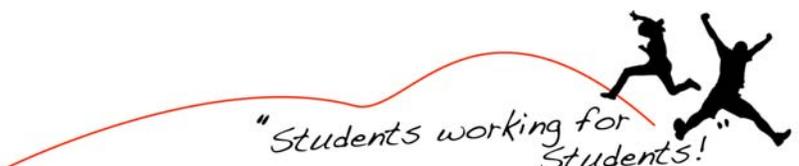
- This role will just focus on ASI only and will be given access to the ASI Facebook Page.

**54:23**

**D. DISCUSSION ITEM - Startup Weekend**

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

- Startup Weekend will be time consuming, overwhelming, and it will cost a good portion of money.
- Other plans have been thought of for the next three months.
  - The donation of two shirts exchange and made in the CSU bay area shirt will cost about \$8 per shirt and if ordering over 1,000 shirts it will be about \$6 per shirt.
    - 1,000 shirts will cost \$6,000.
  - First Generation pins
    - 1,000 pins will cost \$350
  - Both of these events together will cost \$7,000 or less.
  - Plans to make more panels for students.
    - Student Experiences
    - Focus Groups and Lunch
    - Panel on WST exam
      - How students can prepare.
    - Outgoing Senior Experiences
      - Talk with other students of the same major and share their experience at CSUEB and what can be improved.
      - Faculty and staff will be invited.
    - Pins for all students and ASI
      - 3,000 pins will cost \$1,020
      - Plans to be passed out at the panels, tabling, and summer orientations.
  - Total cost for everything will be about \$10,000.
  - This is the best plan because over 1,000 students will be reached, there will be a more diverse crowd, and the Start Up weekend will only reach about 100-150 students.
- ED **Saffold** asks if they are going to spend \$1,000 per student. VP of Finance **Alhathal** answers by saying over 1,000 students; it's just with the shirts themselves there will only be 1,000.
- President **Xiong** states that the budget for Start Up weekend will only be \$3,000.
- EVP **Pinlac** states that participants from Start Up weekend would have to

  
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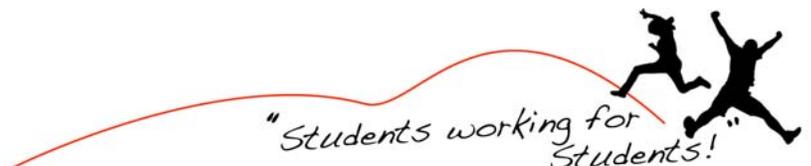
pay to participate, so it will be subsidized.

- VP of External Affairs **Ibarra** asks about the multicultural week that was discussed with Raymund. ED **Saffold** answers by saying that he likes what was being planned for multicultural week and he didn't know if the new plan was tying into that. VP of Finance **Alhathal** interjects by saying that this is plus everything with that. ED **Saffold** questions if that is needed and proceeds to ask **Ibarra** if she has shown everyone the full plan. VP of External Affairs **Ibarra** states that she hasn't shown everyone yet.
- ED **Saffold** states that he and Chandra need to meet with Michelle to talk about the Community Fest event which will be the end cap to what would be multicultural weekend.
- President **Xiong** states that the sponsor for Start Up weekend will be [startupweekend.org](http://startupweekend.org), they do all the planning but they do not provide any money.
- ED **Saffold** states that when he talked to Katrina she told him that they weren't doing Start Up weekend anymore. Because of what they are planning for the Programming Council, staff would be tapped out with staff since that is an all hands on event. The Community Fest alone with the addition of the other two events makes it almost impossible to pull off all these events.
- VP of Finance **Alhathal** states that that's why everything they are making is joined with other events.
- ED **Saffold** states that the First Generation event would be perfect to put in during multicultural week.
- VP of Finance **Alhathal** states that the Made in CSU East Bay shirts will be used for the shirt exchange. AED **Kohler** interjects that by saying the shirt exchange is from the Programming Council.
- ED **Saffold** states that the board needs to get together because they can't do six events in May. The big event that they are supposed to do is the Community Fest operating title deal will take up most of ASI's professional staff attention and they are counting on External and the Program Board to do the multicultural piece.
- AED **Kohler** states that some people are talking about Start Up weekend like it is definite.

1:03:57

## VIII. ROUND TABLE REMARKS

No Roundtable Remarks.



IX. ADJOURNMENT  
Meeting adjourned at **1:35 PM.**

Minutes Reviewed by:  
**Executive Committee Chair**  
**Name: Michelle Xiong**

**Minutes Approved on:**  
**3/14/2014**  
**Date:**

