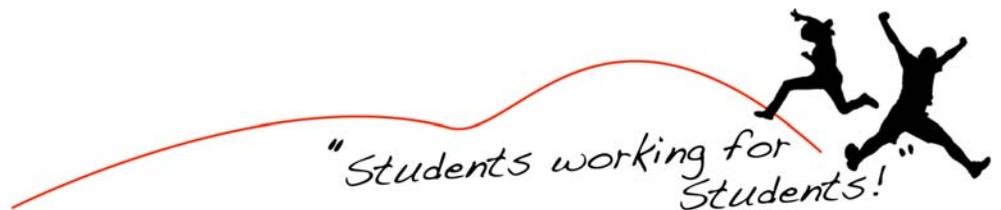


Executive Affairs Special Committee Meeting Minutes of July 10, 2013

- I. CALL TO ORDER: President **Xiong** calls meeting to order at **12:15pm.**
- II. ROLL CALL
- | <u>Members Present</u> | <u>Absent Members</u> | <u>Guests</u> |
|------------------------|-----------------------|----------------|
| Michelle Xiong | Thamer Alhathal | Randy Saffold |
| Erik Pinlac | | Raymund Cruz |
| Katrina Mayol | | Jordan Leopold |
| Marie Ibarra | | |
| Stan Hebert | | |
- III. ACTION ITEM - **Approval of the Agenda**
Motion: (Hebert) to approve the Agenda.
Motion Carries.
- IV. ACTION ITEM- **Approval of the May 01, 2013 Minutes**
Motion: (Hebert) to approve the Minutes of May 01, 2013.
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. INFORMATION ITEM– **Robert’s Rule of Order**
President **Xiong** addresses the following:
- All of the members that are present today will be chairing their own committee so she wants them to get used to the Robert’s Rule of Order.
 - ED Saffold emailed them a cheat sheet of the Robert’s Rule
 - They were all supposed to receive a book and CD pertaining to Robert’s Rule
- 03:58**
- VII. INFORMATION ITEM – **Transition Packets**
President **Xiong** addresses the following:
- Wants them to work on the transition and welcome packets for the fall.
 - Passes around the summer duty sheet for the board and announces some of their duties.



- Will be giving them documents from the previous board on what that board did and what they hoped the new board would continue.
- They will be having another Executive Committee meeting next week and she would like those that will be attending it to make a list of the things they're planning on working on during the year besides what is already on the list they have.

ED **Saffold** states the following:

- The welcome packets that John Erlandson created have the wrong committee codes attached to them and they want to make sure that they don't make this same mistake this year.
- He and Michelle will be working with Katrina as they finish the revision to the committee codes this summer to make sure the welcome packets reflect the correct committee codes.
- They will be working on version 5 of the committee codes this year

06:56

VIII. DISCUSSION ITEM – **Filling ASI and University Committees**

President **Xiong** addresses the following:

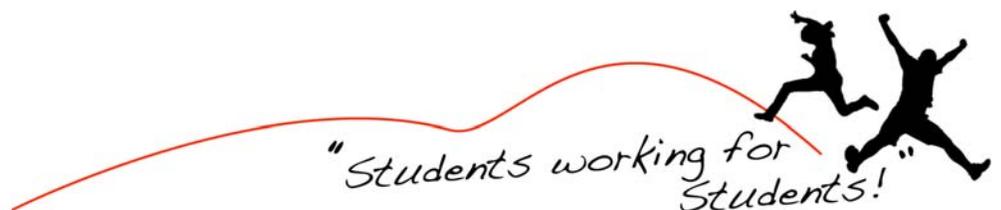
- Believes they can fill the ASI and university committees by approaching department chairs and faculty and academic senate
 - Can send them emails with the committee applications attached, these faculty members can then pass along the applications to their students

VP **Pinlac** suggests reaching out to last year's members and seeing if they're interested in joining a committee, or if they know someone who is interested in becoming a member of one of the committees.

VP **Mayol** asks if they're allowed to make announcements to clubs and organizations, like the business related ones.

ED **Saffold** addresses the following:

- Reaching out to clubs and orgs is one of the most critical things that they can do. He states that other than themselves, the clubs and organizations will be the only others that will know and understand the student voice as well. He further states that attending the club and org meetings to stay informed is very important, and that last year's board did a better job at this than in the past but they can still grow in this area.
- Cautions that seating the club and org members on committees during the summer could be a problem because these people aren't usually present on campus during the summer, but they can communicate with them via online tools.



- The timeline for committee applications is a rolling submission one, meaning it doesn't close. He states that even if the committee is full, people will be placed on a waitlist in case other members are unable to be active on the committee anymore.
- The committee application process has already started

President **Xiong** addresses the following:

- For the university committees, they can start sending the applications to the faculty no later than September or around mid-August.
- ED **Saffold** suggests having the faculty members inform them of the name of the chairs so they can have more information.
- **Leopold** asks if he could have the same members on both of his committees (Legislative Affairs and Lobby Corps).
 - The committee discusses how these two committees may be combined into one this year and that there isn't a problem of him having the same members on both committees.
 - ED **Saffold** suggests that he cut the membership of each in half so that they function better as one committee.

13:04

IX. DISCUSSION ITEM – Cal State East Bay Day –Randy

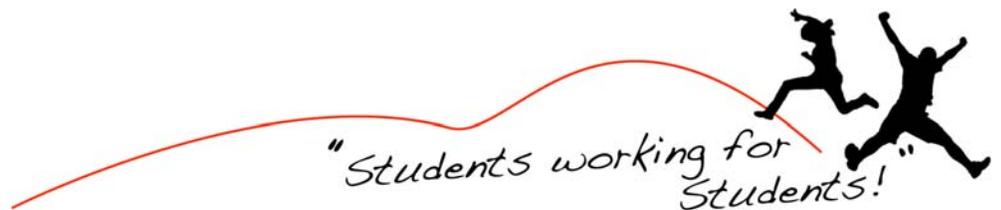
President **Xiong** addresses the following:

- Wants to work on this during this summer with Jordan, Katrina, and Marie.

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

- Cal State East Bay Day encourages families that come up to the school with their freshman to get involved with the campus. Student groups and orgs come out, offices come out to promote their services on campus, and local Hayward businesses attend.
- This year they want to invite more vendors to attend but they want to create a component where students and their families are encouraged to go into downtown Hayward to participate in those local businesses and hopefully discounts will be given. He wants this to be like a fun community day and would like for the students and parents to use the shuttle services to get to and from downtown Hayward.
- They will be in planning sessions with the Chamber of Commerce over the summer to complete this process.

President **Xiong** states that the targeted date for this event is August 28th.



ED **Saffold** states that ideally, they would want the student discount's to be available for the fall quarter. He states that they presented a list of about 80 businesses to the Chamber of Commerce. He states that additional businesses are interested, like the banks but banks won't really offer discounts so this will be used more for awareness purposes. If they think of the discount program in two parts, one part is an awareness campaign where they want to partner with the City Council and the second will be the discounted part. The goal is to have something in place by September 24th.

Designee **Hebert** states that the art department is planning a 24-hr culture jam that starts on 6pm Friday the 27th and goes until 7:30pm on Saturday. He mentions that he brought this up because this could be additional activities that the parents and students can participate in, or they could possibly connect with them on Cal State East Bay Day.

18:12

X. ROUND TABLE REMARKS

Hebert: explains to the board the purpose of roundtable remarks.

Saffold: informs them on formal reports during meetings and what to address at meetings. He also states that he's happy to see the members and is looking forward to a great year of work with them.

XI. ADJOURNMENT#

Meeting adjourned at **12:35pm.**

Minutes Reviewed by:

ASI President

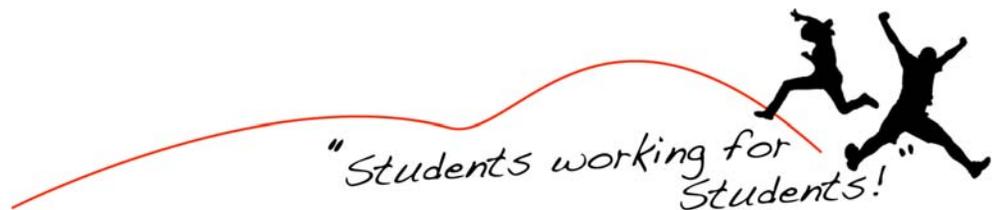
Name: Michelle Xiong

Minute Approved on:

7/17/13

Date#

#





ASSOCIATED STUDENTS
CAL STATE EAST BAY

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