

Executive Committee Special Meeting Minutes of August 21, 2013

I. CALL TO ORDER: President **Xiong** calls meeting to order at **12:03 PM.**

II. ROLL CALL

Members Present

Michelle C. Xiong

Eric Pinlac

Katrina-Mari Mayol

Stan Hebert

Absent Members

Thamer Fahad Alhathal

Marie Alexandra R. Ibarra

Guests

Randy Saffold

Kathy Cutting

Raymund Cruz

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

Amendment I: (Pinlac) to move ITEM VIII – Bylaws and Committee Codes after INFORMATION ITEM – Affordability Care Act.

Motion Carries as Amended.

IV. ACTION ITEM- **Approval of the August 15, 2013 Minutes**

Motion: (Pinlac) to table approval of the August 15, 2013 Minutes until the next meeting.

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 - **Fall Quarter Tabling –Erik & Katrina**

President **Xiong** yields the floor to VP **Pinlac** & VP **Mayol** where they highlight the following:

- VP **Mayol** states that she has made a spreadsheet for the first two weeks of school from Wednesday, September 25th to Friday, October 4th. VP **Mayol** states that they will be tabling from 11AM until 2PM and based off of the fact that they want 4 people at the table, they concluded that each board member should be responsible for tabling a total of 6 hours. VP **Mayol** further states that they may have a board meeting on that Wednesday of the first day of school (September 25th) so the 12PM-2PM tabling might be blocked out but they still need to decide if they want to have a board meeting on that day.
- The committee discusses possible board meeting date changes that could be made and issues they may face with the changes.

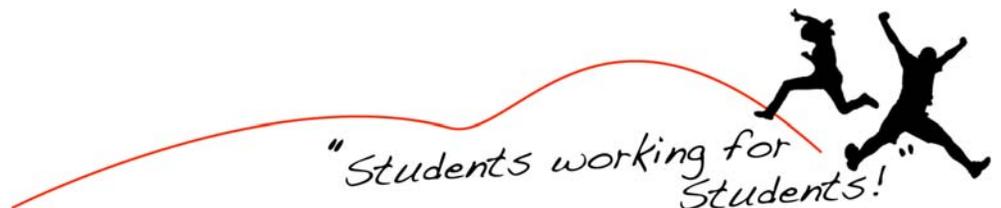


- VP **Pinlac** suggests that they just cancel the board meeting that is scheduled to take place on September 25th.
- ED **Saffold** states that if they do have any urgent business, President **Xiong** can always call a special meeting.
- President **Xiong** states that they will cancel the board meeting on September 25th and she mentions that an Ex Comm meeting is supposed to take place on October 2nd. President **Xiong** states that she believes they can still have the Ex Comm meeting on the 2nd. President **Xiong** tasks VP **Pinlac** with the responsibility of making sure the board members fill up the time slots.
- ED **Saffold** suggests that they bring the file to the retreat to make sure every board member signs up.

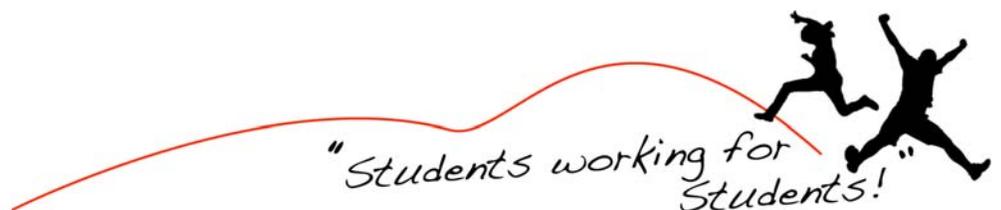
11:05

VII. INFORMATION ITEM – **Board Accountability and Code of Conduct –Erik**
President **Xiong** yields the floor to VP **Pinlac** where he highlights the following:

- Decided to do a presentation on it since this is still an info stage for the members and he presents the power point to the board:
 - First part is an outline of the research he gathered from schools that are similar to CSUEB in size and schools that have things in place that they might want to implement here at CSUEB (bigger schools like Fresno, Long Beach, and San Jose).
 - Some research that he found was something called a ‘Recall Policy.’ The Recall Policy is essentially when you get a board member off the board. VP **Pinlac** states that in the case of one of the schools, it’s mostly from the students’ perspective – if the students are unhappy with the leaders, they can recall them.
 - VP **Pinlac** states that other schools have Executives and Senators and he found a policy on this. He further states that this is something that ASI here might be looking at doing in the future.
 - VP **Pinlac** states that a ‘Code of Conduct’ is something that he feels would be more enforceable because if a board member violates a Code of Conduct that ASI has set and they knew about it before becoming a part of the board, it would be easier to reprimand or hold them accountable.
 - VP **Pinlac** shows the committee his proposed recommendations which include: enforcement and policy revision. VP **Pinlac** states the proposed Code of Conduct, and mentions that a lot of them came from Fresno and a lot were policies that they (ASI BOD) already have but it’s not under a Code of Conduct.



- ED **Saffold** states that Jacquelynne Jennings (Legal) recommendation was to have the Removal Policy as part of the Bylaws so it takes it out of the arbitrary hands of students. ED **Saffold** mentions that Jacquelynne Jennings stated that putting the policy in the bylaws would give the board more flexibility to make needed changes over time. ED **Saffold** states that Jacquelynne Jennings didn't mention anything on the reduction of stipends but he would recommend that they have a formula showing how they came about the stipend amount which should be percentage-based, and he recommends that it be published in advance. ED **Saffold** further states that the stipend reduction shouldn't be something that changes based on a situation.
- VP **Pinlac** states his proposed Accountability Policy which includes: each member will be allowed to miss 1 meeting per quarter unexcused or 2 excused meetings, and this would apply only to meetings that are scheduled 72 hours in advance
 - VP **Mayol** mentions that a current board member has classes during the scheduled board meetings and asks how they would deal with that situation.
 - VP **Pinlac** states that as long as they are notified in advance that a person will be missing a meeting then that should be fine, but he is more-so targeting those that say they can't make it at the last minute which could mean them losing quorum and not being able to have the meeting.
- VP **Pinlac** discusses the Recall Policy, and states that there are two ways of doing it: Violation of Code of Conduct gives the recommendation to the BOD to recall or if students want to remove a member, they would have to get 10% on the petition and they need to have a valid reason, and it would still take a 2/3rd vote from the BOD to finalize this decision.
 - President **Xiong** asks if the 10% is from the student population or 10% of the students that voted in last election.
 - VP **Pinlac** responded that he interpreted it as the 10% being from the whole school population. If a member angered an organization, 10% of the voting population would be too easily attainable.
 - ED **Saffold** states the Article of Incorporation goes by the percentage of the students that voted, not the whole population because CSUEB does not have 10% of the students voting.



- VP **Pinlac** suggests that if they do use the percentage of the voting population then it should be higher than 10%.
- VP **Mayol** asks if the Articles are different from the Bylaws which ED **Saffold** states that they are, because there are different criteria.
- ED **Saffold** suggests more discussion with VP **Pinlac** about the Recall Policy during One-on-One.
- **Hebert** states that any violations with the Standard Student Conduct that resulted in a student being on probation would jeopardize that student being in office; that is the same for poor academic standing.
 - ED **Saffold** states that this is in the Bylaws.
- VP **Mayol** mentions that Article XI Section I in the Bylaws states that to petition the removal of a member, the board only needs 5% of active membership, but between 250-500 signatures. VP **Mayol** states that it is important to follow through with the Bylaws as well.

23:04

VIII. DISCUSSION ITEM –**Modification of Designation of Signatories Document**

President **Xiong** yields the floor to ED **Saffold** to discuss the Designation of Signatories as follows:

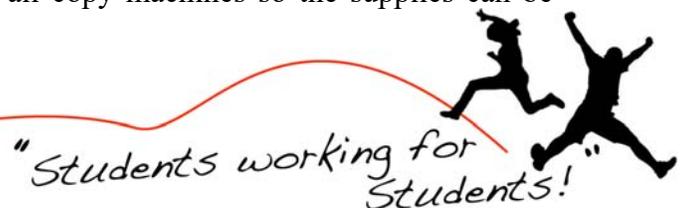
- For the Board designation starts with VP of Finance and ends with any local board member when all appropriate members are not available.
- For the Professional track if ED **Saffold** was not available, Rebecca Harper and Mo Salman could be Signatories. If ED **Saffold** and Salman are not available then there would be no one who could sign because Harper is absent.
- ED **Saffold** would like to modify the Designation of Signatories document to permanently add the Business Services Manager on the list of Signatories to always have four Signatories like the Board.
- ED **Saffold** suggests this issue be voted on in the next meeting.

24:45

IX. ACTION ITEM- “**5 Year Copier Service Agreement**” –**Randy**

President **Xiong** yields the floor to ED **Saffold** to discuss the Copier Service Agreement where he presents the following:

- The goal is to save money for copier services.
- The ASI business center has the only functioning copier. The Recreation and Wellness Center has a copy machine that has been broken twice.
- They don't have a service contract for the copiers.
- Wants to standardize devices through all copy machines so the supplies can be shared.



- Wants to implement a solution to limit the access for outsource projects.
- There is a history for over ordering of supplies because of a long wait time from ordering off-campus.
- Looking at dedicated accounts from the company MRC which is the current service for supplies.
- There is no current machine in marketing right now. There are two machines in general but one is not operational and current machines are unreliable.
- Our systems are not able to track current expenses of copying from each department.
- The current solution is three machines with the ability to print most of their outsource material in-house with the exception of the high glossy cards. Will be able to print needed documents on demand, which will reduce how much paper they waste. More reliable with 1 to 4 hour service times for turnaround and 24-hr service available over weekends for copies. This reduces monthly cost to \$2,100; .01 or .05 cents per copy if they go over allowance.
- Set up a quarterly allowance for 12 months.
- Right now the monthly cost is approximately \$2,417 not counting \$10,000 to repair one of the machines \$4,000 is accrued for the broken part of one of the machines. ED **Saffold** paused the service to get a service agreement before they spent the \$10,000 on the repairs.
- Will be leasing machines not purchasing.
- This has the potential to extend services to clubs and organizations.
- Would like to have this agreement soon to train everyone before fall quarter.
- These machines would be connected through networks; can scan up to 50 pages for smaller offices. Marketing can scan up to 80 pages. **Saffold** is not positive if there is a USB port on the machines, but will ask.
- Paper and staple cost are not in the service agreement, but every other supply and maintenance in the service agreement is.

Motion: (Pinlac) to change Item IX from a DISCUSSION ITEM to an ACTION ITEM.

Motion Carries.

37:10

Motion: (Pinlac) to designate ED Saffold to execute the 5 Year Copier Service Agreement.

Motion Carries.

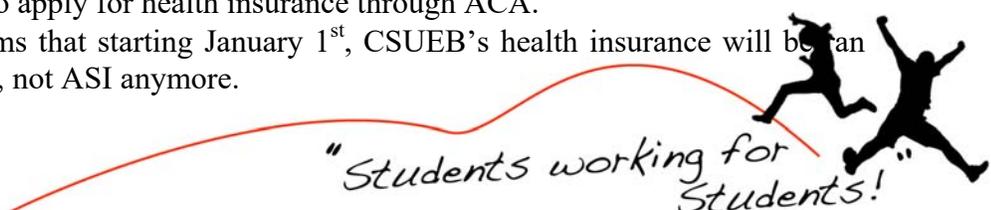
37:45

X. INFORMATION ITEM- **Affordability Care Act**

President **Xiong** discusses how the Affordable Care Act (ACA) will work with CSUEB Health Insurance and wants to educate students about the ACA. Students only have from October to February to apply for health insurance through ACA.

- ED **Saffold** informs that starting January 1st, CSUEB's health insurance will be ran by Student Health, not ASI anymore.

"Students working for Students!"



- ED **Saffold** informs that students already signed up for CSUEB health insurance will be covered by health insurance July 1, 2013 to July 1, 2014, but the different policies will play into effect in January. CSUEB will be working through Alliant to come up with policies.

President **Xiong** asks if international students will be covered for health insurance

- ED **Saffold** states that the Student Health will cover international students if they sign up for health insurance. Domestic coverage will also not be covered by ASI after January 1st.
- ED **Saffold** states that Danielle Ortuno is the second person in charge of HR for AOA and is well versed with the coverage. ED **Saffold** can ask Danielle to discuss this issue with the students which can be the Executive Committees in-service.

Hebert discusses the benefits and penalties of the ACA. Families that do not have health benefits from employment can benefit from California Exchange, which is available where insurance companies have been approved to provide coverage through ACA and give information to those who are interested.

- President **Xiong** questions Hebert about if the university is working on something that ASI can collaborate with to help get the word out regarding the ACA.
 - **Hebert** answers that the Chancellor's Office is loosely doing something with this issue because they do not want to be in a position to choose certain health coverage for families, but the university only asks to be covered by health insurance otherwise there will be a tax penalty.
- ED **Saffold** explains why ASI will not offer health insurance anymore: the union used to offer it but when it merged with ASI, they took on the responsibility. The issue arose that ASI are not experts on proper health insurance coverage so they wanted to leave it with more knowledgeable staff.
- **Herbert** reiterates the importance of knowing the penalties that come with not signing up for health insurance. It would be good for ASI to work with existing organizations that are knowledgeable about this subject and can talk to the students about it.
 - President **Xiong** suggests tabling as a way to get this information out.
 - VP **Pinlac** suggests having them at workshops

46:02

XI. DISCUSSION ITEM - **Bylaws and Committee Codes**

President **Xiong** yields the floor to ED **Saffold** to highlight the following:

- In the past a change was made to AB12 33. This change was sent to the Chancellor's Office which was not the right way to go about it. They were supposed to send it to the president first and then to the chancellor. The state would also receive a copy. There were a lot of typos in the bylaws, like the name. The recommendation by legal was to do a complete reinstatement which would be different from the routed member that was sent last year, before spring election.


"Students working for Students!"

President **Xiong** predicts that the new changes to the Bylaws can be done throughout the year, so all the new changes can be on the spring election's ballot instead of a hurried ballot in a fall election.

ED **Saffold** suggests putting the changes in the winter election because if it is in the spring election people will turn it into a campaign piece. If the changes are on a fall or winter ballot then the focus would be on the actual issue rather than tying it to something political. ED **Saffold** emphasizes correcting the grammar.

- VP **Mayol** questions if the whole Board would be working on the changes. ED **Saffold** replies that Internal and Legal would be working on it with him.

President **Xiong** yields the floor to Director of Environmental Affairs, Kathy **Cutting**, to discuss amending the committee codes:

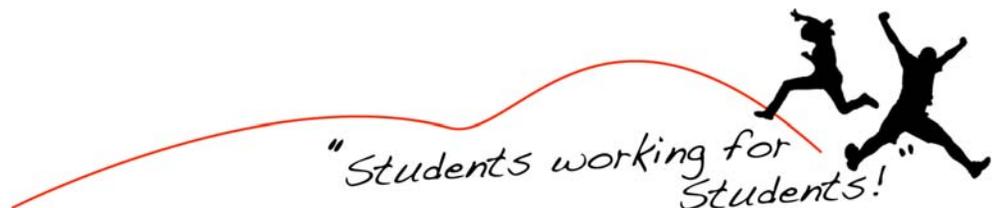
- President **Xiong** presents the current description to the duties of Environmental Affairs as "ASI Environmental Affairs is responsible for working with the University to inspect all existing campus buildings with representatives from Facility Office to determine their environmental impact" but changing it to "ASI Environmental Affairs Committee is responsible for working with the university to create a sustainable environment."
- **Cutting** would like to see the description become more encompassing than rather than as specific as stating "go inspect a building".

President **Xiong** discusses changing duties from "inspect" with Facility Offices to "monitor" with Facility Offices.

- **Cutting** was not prepared to go into specific changes and asked for more time to work on the changes.
 - President **Xiong** tasks **Cutting** to have the changes done by the next meeting.

ED **Saffold** suggests working with Laurel O'Brien and Michael Lee to discuss issues in the past committees and suggestions they have on the committee codes.

- **Hebert** wants to know if the code is to specify student engagement or university accomplishing task. There are sustainable issues that have their own programs, is it the committee's responsibility to have students involved on these issues as well as manage the university environment?
 - President **Xiong** and **Cutting** agree it is both managing a sustainable environment on campus as well as having student involvement on environmental issues.
 - **Cutting** asks if committees are allowed to advertise paid internships as a part of the student involvement in the committees
 - ED **Saffold** explains this as being an issue on how the grants are distributed and it is not appropriate for ASI to manage the employees.
- **Hebert** wants to acknowledge ASI working with the Environmental Affairs in getting events and information out for the students.



President Xiong tables this DISCUSSION ITEM until an updated file is located and distributed.

1:10:13

XII. ROUND TABLE REMARKS

Saffold: Discusses a former employee, Garvin Tso's, first work as a non ASI employee, he discusses how Garvin did a brilliant job of highlighting ASI with photos with the chancellor and others. In particular the new president is featured in the magazine. **Saffold** wants to acknowledge the work ASI does and how it is promoted to alumni and others. **Saffold:** thanks the board for approving the contract. Staff has had their initial meeting to prepare for the new RAW director. Possible Interims to fulfill the spot are being discussed. Staff is planning for the fall. They are in the middle of an audit, so members are not to give papers directly to the auditors but rather send a copy to Fe or Jamie. If an auditor asks a question that a member is not positive about, send the question(s) to **Saffold** instead of guessing an answer.

XIII. ADJOURNMENT#

Meeting Adjourned at **1:16 PM** #

Minutes Reviewed by:

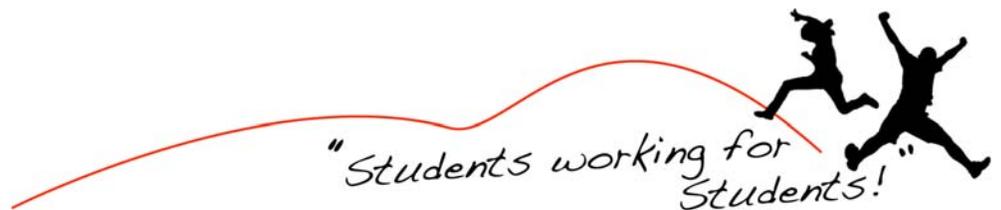
ASI President

Name: Michelle Xiong

Minutes Approved on:

8/29/13

Date#





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