

Executive Committee Special Meeting Minutes of August 7th, 2013

I. CALL TO ORDER: President **Xiong** calls meeting to order at **12:27 PM.**

II. ROLL CALL

Members Present

Michelle C. Xiong

Erik Pinlac

Katrina-Mari Mayol

Marie Alexandra R. Ibarra

Absent Members

ThamerFahadAlhathalRandy Saffold

Stan Hebert

Guests

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

Amendment I: (Ibarra) to change Item VIII from a Discussion Item to an Information Item.

Motion Carries as Amended.

IV. ACTION ITEM- **Approval of the July 17, 2013 Minutes**

President Xiong approves the July 17, 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.**

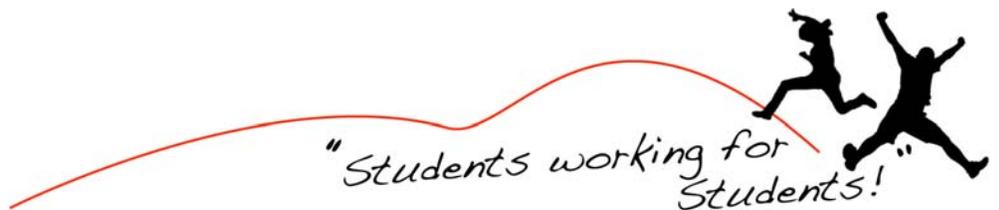
No Public Comment.

VI. INFORMATION ITEM– **Bylaws and Committee Codes**

President **Xiong**addresses the following:

- Wants the Bylaws and Committee Codes to be finalized by August 21st
- Wants the committee to focus on having advisors for each committee
 - ED **Saffold**states that this is something that would be added to the Committee Codes and not the Bylaws. He states that Bylaws require the vote of the entire body.#
- For the Bylaws, they will be focusing on improving the grammar#
- Examples of Advisors would be Derek Aitken for Legislative Affairs and Michael # Lee for Environmental Affairs.#

ED **Saffold** states that they will also be looking into whether or not they're supposed to have more regular advising sessions with those that they have as current advisors. He further states that previously they didn't have much advising outside of the meetings and this is something they're looking into growing.





President **Xiong** gives the members the task of coming up with a proposal or idea on how they would go about this advising process, and this is to be discussed at the next meeting.

10:34

VII. INFORMATION ITEM– **Proposed BOD Meeting Dates**

President **Xiong** suggests having a meeting on the first day of school with the goal of:

- Getting used to a routine, from the start of the school year
- Meeting before Al Fresco
- Meeting before hosting CSSA

ED **Saffold** suggests meeting on the first day of school might be a terrible idea for advisors and students because it is very hectic and students have other concerns during the first two weeks of school. A solution to this is keeping the agenda generic.

President **Xiong** points out that there is a December meeting on the first day of winter vacation. VP **Pinlac** informs that ASI will still be on campus the first week of winter break, but students won't. ED **Saffold** suggests letting the students know this early so they will be informed and can possibly make quorum.

17:35

VIII. INFORMATION ITEM – **Hosting CSSA**

President **Xiong** presents brief calendar:

- Friday, Oct. 11:12pm CSSA Executive Committee will be arriving for their meeting, Dinner hosted by University President 6pm-8pm. All Board members and advisors are expected to attend the dinner.
- Saturday, Oct. 12: meeting 9am-3pm, Committees will break away to have their meetings, 5pm dinner at Claim Jumper
- Sunday 9am meeting starts 12pm Lunch, 1pm Regional Lobby Corps training

President **Xiong** tasks the Executive Committee to find ways to market/advertise the CSSA meetings on Saturday and Sunday.

President **Xiong** addresses the estimated cost: \$3150 (+ or – \$500):

- Saturday, breakfast is provided by the hotel
 - \$200 towards refreshments that will be placed at the University
- \$75 Bronco Billy's for lunch – registration form will have a selection for people to choose what type of Pizza they'd like
 - The committee discusses whether or not it's cheaper to get whole pizzas or slices.
 - She states that she'll have the actual numbers by September 20th because that will be the last day the CSU's will have to register.
- \$1,125 Claim Jumper's for Saturday Dinner
 - 75 x \$15 = \$1,125
- Sunday, breakfast will be provided at the hotel





- \$750 take away lunch on Sunday for Lobby Corp training. #
- ED **Saffold** suggests that they may still have costs on Friday for tea, lemonade, cookies etc. even though the President is hosting the dinner. He also mentions about students that aren't a part of CSSA not being incorporated into the costs, because they still would like student participation and would need to feed them as well.#
 - President **Xiong** informs that students who want to participate in these meetings are not incorporated in this budget, but she would like to market it for students to sign up early so they can get a head count and estimated cost towards their attendance.
 - ED **Saffold** states that they may need to find a way to promote this to students for them to preregister.

ED**Saffold** suggests sending the logistics to Program Council since they're funding this event.He states that Margaret Daniel will be the project manager lead, like they did for Job Panel, and she'll help coordinate the things for this event along with Sneh.

25:24

IX. DISCUSSION ITEM – **Fall Retreat**

President **Xiong** presents budget for Fall Retreat, which is \$4,298 for September 13, 14 and 15.

ED **Saffold** informs that Concord representative Ellen Griffith will not be able to make the retreat. Pro Bono legal counsel Jacquelynne Jennings brings up the issue(via phone to **Saffold**) that there are no consequences listed in the bylaws if a board member misses mandatory meetings consecutively without an excuse. He states that members can literally not show up to 4 consecutive meetings before they get called into Personnel and he believes that this doesn't necessarily resolve the issue.ED **Saffold** suggests putting a clause in the bylaws that states that "if you were to miss 2 consecutive meetings unexcused, ASI can make the assumption that you have resigned your post." Also, since Griffith is in Concord she has no accommodations to attend meetings, she will be contacted to find alternate ways of viewing the retreat.

VP **Pinlac** states that the retreat should have actually happened before everyone went off for summer vacation, but this is something they're looking into fixing for the future.

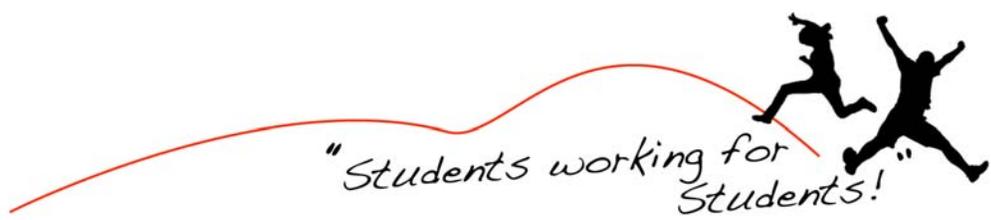
32:00

X. INFORMATION ITEM- **Cal State East Bay Day**

President **Xiong** addresses the following:

- Cal State East Bay Day is scheduled on Saturday, September 28th, 2013.

ED **Saffold** states that the committee is trying to incorporate Downtown Hayward in this event by either bringing business on campus or having an event at City Hall. He will ask the appropriate people if the latter is possible. The goal is to have the Discount Program active so students can use them at this event.



- He further mentions that they may have the days wrong; they may have been trying to get the discount started on Welcome Day so the parents and students would be able to go to downtown Hayward.

The committee discusses that Welcome Day is September 20th and 22nd. They further discuss getting the shuttle services and housing on board to help with this event.

41:40

XI. **ROUND TABLE REMARKS**

Saffold: will be introducing suggestions from Jacquelynne Jennings about amending bylaws. He inserted page numbers in the bylaws and they'll have to retype the document to make it more user-friendly. Also, the RAW Committee has selected a candidate and is in the process of calling references to hire a RAW Director. He mentions how they should begin to work on getting committees seated before the fall begins and how they can hopefully start the program council soon.

Mayol: suggests making committee flyers for tabling to pass out to students instead of the actual committee applications. She mentions that she discussed with Pritesh about making flyers that have a summary for each position. She believes this can make it easier for students to understand what the committee and board members do for the school.

Xiong: Mitch Watnik, the advisor for Academic Senate, issued their meeting schedule and asked for students to come. She also mentions how she still wants faculty to send them names of students that they would nominate to be on a committee. She further informs of her experience on the Academic Senate and how having other students speak at the Academic Senate meetings helps encourage the student voice and gives confidence to students about getting their voice heard.

Ibarra: Now that board members business cards are available, she will come up with a drafted list of businesses for each member to go to and hand them out to businesses in Downtown Hayward. The drafted list will be available at the next meeting on the 21st.

XII. **ADJOURNMENT#**

Meeting adjourned at **1:20PM**

Minutes Reviewed by:

ASI President

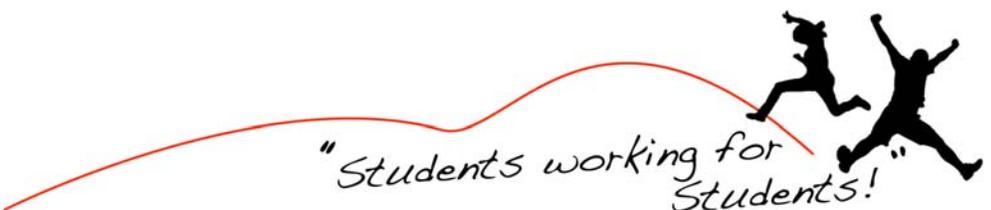
Name: Michelle Xiong

Minute Approved on:

8/15/13

Date:

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"Students working for Students!"



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