

ASI Board of Directors Meeting Minutes of November 5, 2014

1. CALL TO ORDER: Executive VP **Ibarra** calls meeting to order at **12:07 PM.**
2. ROLL CALL

Members Present Absent Members Guests

Thamer Alhathal Colleen Redmond Stan Hebert

Marie Alexandra R. Ibarra Martin Castillo

Jordan Leopold Darrell Bailey

Hendrix Erhahon Marguerite Hinrichs

Keeret Uppal Michael Hedrick

Hamdi Ghanim D. McKinney

Sharan Kandasamy

Stephanie Luna

David Lopez

Ainsley Shallcross

Daphne Mae Thomas

Lil Brown-Parker

Kenrick Ali

1. ACTION ITEM - Approval of the Agenda

**Motion: (Erhahon) to strike INFORMATION ITEM – Honorary Degree Committee Nominations** from the agenda.

Motion carries.

1. ACTION ITEM - Approval of the October 22, 2014 Minutes

**Motion: (Luna) to approve the October 22, 2014 Minutes.**

**Motion carries.**

1. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.No Public Comment.
2. SPECIAL REPORT- (Time Certain) 30 minutes, *Stan Hebert*

Executive VP **Ibarra** yields the floor to Acting VP, Student Affairs **Hebert** to address the following:

* Acting VP, Student Affairs **Hebert** states that he would like to provide updates to the Board about Student Affairs at least once a quarter.
* Acting VP, Student Affairs **Hebert** also states that he would like to give a background on Student Affairs. Before September 2013 CSUEB did not have a Student

Affairs Division, President Morishita announced its re-establishment at his Fall Convocation. Which was after five years of being disaggregated? The vision for Student Affairs is to lead and provide engagement for students, an opportunity for development through co-curricular activities and programs that support student success.

* Co-curricular activities are those that are outside of the classroom that are supportive or parallel to the curriculum that students are receiving. Gender population needs to be controlled; the student population at CSUEB is 62% female and 38% male. This trend impacts quite a few services and programs in a variety of ways. Student Affairs is looking to maintain a level of diversity and that includes a balance in gender as well as cultural and ethnic diversity. They also want to understand better why young men do not apply to college in the same numbers that they used to.
* Acting VP, Student Affairs **Hebert** refers to Organization charts that describe the way that Student Affairs is currently organized. It is organized into clusters and the clusters are headed by individuals who are senior leaders of the Student Affairs team, which includes; Martin Castillo – Campus Life, Andre Wilson – Student Development, Diana Balgas – Student Outreach and Retention Services, and Athletics which is a stand-alone cluster because of the number of students it serves.
* Acting VP, Student Affairs **Hebert** states that there are a variety of departments that people would traditionally believe is a part of Student Affairs including Student Life and Leadership programs or the programs within ASI. The programs within ASI are embraced as a part of Student Affairs, however the Board of Directors is an auxiliary organization and they do not report to Student Affairs.
* Acting VP, Student Affairs **Hebert** gives examples of some areas that most people don’t know about Student Affairs like the transportation services and retention services. Retention services are services that provide academic counseling, support, and advising for underrepresented students, special needs students, and special category students. Additional programs include EOP, Renaissance Scholars, and programs for students that may be at risk.
* Acting VP, Student Affairs **Hebert** states Student Health and Counseling Services, Accessibility Services, and Student Conduct Rights and Responsibility are a part of Students Support and Development. The Student Health and Counseling Services provide a variety of services that are anywhere from immediate needs for medical attention, to wellness training information, and even getting prescriptions filled. For Counseling and Psychological services there are psychiatrists that perform these confidential services which are bounded under federal law. In regards to Accessibility Services it is for students with confirmed and verified disabilities and learning challenges. This program gives them academic assistance in things like extra time to complete tests or assistance with note taking.
* For Student Conduct Rights and Responsibility, formally known as Student Judicial Affairs. The purpose of the name change was to help students understand their rights and responsibilities when it comes to behavior, activities, and relationships with faculty and students. In regards to athletics, ASI has always been a big partner in all of the activities.
* President **Alhathal** questions why students have to be finger printed in order to apply to work at Student Affairs.
* Acting VP, Student Affairs **Hebert** states that it’s a law that not all new employees will have it. If you are a student employee you must have it. It is not a local regulation by the chancellor but it is the way the chancellor’s office would like to comply with the law. It is important because there are occasions where students are underage and for those students it is a requirement to be fingerprinted. In certain positions on campus everyone must have a live scan completed.
* College of CLASS Senator **Uppal** questions how does it works when you are trying to get a prescription on campus whether you are insured or not.
* Acting VP, Student Affairs **Hebert** states that the lower cost of the prescription is what students would be paying for. It is a discounted manufactured price.
* College of CLASS Senator **Uppal** questions if it works the same for psychiatric services? She has heard that the first 4 times you went in it is free but after that it is not.
* Acting VP, Student Affairs **Hebert** states that the purpose of the services is not to be your therapist. For some students it is important to have someone with them before and after CSUEB.

**21:40**

1. INFORMATION ITEM - **Committee Codes**

Executive VP **Ibarra** yields the floor to VP of Internal Affairs **Erhahon** to address the following:

* Committee codes have been approved by the Personnel Committee and committees may be started now. Committee codes have been emailed to everyone if they would like to take a look back at them.

**22:29**

1. INFORMATION ITEM - **By-Laws**

Executive VP **Ibarra** yields the floor to VP of Internal Affairs **Erhahon** to address the following:

* Friday, November 7, 2014 there will be another work in session for By-Laws because the By-Laws have old titles that need to be fixed as soon as possible. The document has been shared with other Board members for their read and feedback. If they can’t make it to the work session then just email VP of Internal Affairs **Erhahon** with any comments they have.

**23:20**

1. DISCUSSION ITEM – **Job Panels Funding Request**

Executive VP **Ibarra** states the following:

* AACE, the Alumni Association and ASI will each donate $1,000 for the job panel. The Job Panel schedule has been finalized for this year in terms of what panels they would like to have.
	+ Fall Quarter: November 19, 2014 – Bureau of Labor Statistics Panel

Executive VP **Ibarra** yields the floor to VP of Finance **Leopold** to address the following:

* + - Representatives from the San Francisco Office will come by and talk about career fields. This panel is mostly targeted towards business and economic majors.
	+ Winter Quarter: Beginning in January 2015- Economic Forecast Panel
		- It is still being discussed who the speaker will be for this panel whether a professor from campus or someone off campus.
	+ Winter Quarter: School of Arts and Media
		- This involves the Departments of Arts, Communication, Music, Theater and Dance
	+ Spring Quarter: Focus on Kinesiology and Health Sciences Panel
	+ Spring Quarter: The Life of a Teacher Panel
		- Representative from K-12, High School, and College/University
* Senator, CLASS **Uppal** questions where does the $1,000 go to?
* VP of Finance **Leopold** addresses Senator, CLASS **Uppal’s** question by stating that the money goes mostly towards food.
* Senator, CLASS **Uppal** questions if during the job panels do they only have alumni come in or do they have someone from campus speak too?
* Executive VP **Ibarra** states that it is still being discussed who will be speaking at the panel.
* Director Student Life Programs and Leadership **Hinrichs** states that the idea for these panels is to have alumni come speak to students directly about their experiences so that students can see themselves in 3-5 years.

**28:15**

1. ACTION ITEM – **Re-Approval of Club Funding Policy 2014-15**

Executive VP **Ibarra** yields the floor to VP of Finance **Leopold** to address the following:

* The ASI Mission statement was added to give clubs an idea on what ASI is and why they are funding club events.
* Another big change is the required time it takes for clubs to submit a club funding requests; instead of having to turn in a request 21 days in advance it is now 14.
* Also, an addition to the Club Funding Policy was Sporting Equipment. Now sporting clubs can request up to $650 for sporting equipment.
* Motion: (**Alhathal**) to re-approve the Club Funding Policy 2014-15 contingent of the approval of minutes of the Finance Committee.
* Motion carries.

**35:50**

1. INFORMATION ITEM – **It’s on Us Campaign,** *Thamer Alhathal and Colleen Redmond*

Executive VP **Ibarra** yields the floor to President **Alhathal** to address the following:

* The plan is 2 weeks before finals week launch the It’s On Us campaign.
	+ Monday - Tabling and give out It’s on Us T-shirts.
	+ Tuesday- Information wave, table with It’s On Us T-shirts, Post-Its and online pledge
	+ Wednesday- Table with T-shirts, Post-Its, photo booth
	+ Thursday –Table with T-shirts and Post-Its
* There will be a video shooting to recreate the video demonstrated in the meeting. Shooting will be taking place within 2 days’ time frame only.
* So far the people who will be invited is all 33 members of ASI, from administration; the president, Derek Aitken, Stan Hebert, Dr. Diane Rush Wood, Bradley Wells, and Provost James Houpis.
* The police department got an application developed by a student from San Jose State University; it is called RAVE Guardian, throughout the week of the campaign the application will be advertised.
* ASI Board would also like to raise awareness to the call boxes around campus and how they work. It has come to attention that students do not know how to use these call boxes.
* T-shirt design is still being worked on and should be approved today, November 5, 2014. T-shirts will be given out the first two days because on the third day, it is planned to have a photo booth where it is expected to find up to 400 hashtag pictures from CSUEB students on social media.
* If vendor for T-shirt takes more than two weeks to get shirts ready than whole campaign will be moved to the winter quarter.
* For more information – itsonus.org

**49:45**

1. INFORMATION ITEM – **Trello Presentation,** *Marie Ibarra*

Executive VP **Ibarra** gives presentation of Trello:

* Trello is where you can organize projects with your committee.
* To get started go to trello.com
* Directors and Senators already have a board you just have to add the rest of the people in the committee.
* Helpful tip there is a Welcome Board that appears when you sign up, where there are tutorials that can help you navigate throughout Trello.
* No action items are to be made on Trello. Trello is just a resource and should only be used for information.

**58:30**

1. ROUND TABLE REMARKS

 Uppal: She wanted to share some of the ideas she has for CLASS. She would like to do a sort of information meeting in the winter quarter with colleges where they can talk about opportunities within each college. For example, Communications, you rarely hear about PRSSA or how to get jobs after graduation. She already got in contact with other chairs, some chairs do want to do it others don’t want to do it. She would also like to communicate that she is having trouble contacting the Dean. She has emailed her twice over a period of 2 weeks and no response. She states that she is confused with when Academic Senate meets and with what information she should be giving to them from Board meetings.

 **Hebert**: He states that the Associate Dean for CLASS would be a great resource and probably an easier person to contact.

 **Kandasamy:** He wants to plan an event for College of CBE in collaboration with TED. He is currently looking for someone to talk to about TED talks for his college in around winter quarter. He has spoken with someone from TED who is actually a professor and would like to speak to the board about TED. He would like to know when or what meeting would it be best for the professor to come in and talk to the board. Also, he reminded the Board that this month, is Meet-the-Dean month, he would like for the Board’s participation in these events.

 **Lopez:** Programming council is having their first meeting on Friday, November 7, 2014 at 11am. He participated in the Committee on Instructions and Curriculum meeting this week and throughout the meeting he was confused on what was going on because first it was his first meeting. The meeting dates for these meetings are set for the whole year and they meet every other Monday. There are readings and agendas already posted up so he suggests reading those before the meeting. He would like to give a shout out for Ghanim for tabling last week.

 **Ghanim**: There will be a Dinner with Dean for his college in December. However dinner will be changed to lunch for it seems that students prefer lunch and that’s when students are available. He was wondering when the Board is available so the majority of them can attend.

 **Hinrichs**: She would like to share her excitement that there are 350 students registered for the Leadership Conference this Saturday, November 8, 2014. Students will have the opportunity to bag items into backpacks for Student Life’s Philanthropy this Saturday. Also if anyone would like to donate stuff then they can drop them off at the box labeled, Leadership Conference Philanthropy box, at the Student Life Office.

 **Hebert**: Message to College Senators, if they have not yet met the staff at the Academic Senate office do so soon. They have been updating their website with agendas, schedules and a lot of resourceful information. So when you get the chance do go meet them. They would really like to have that direct access to student groups.

 **Uppal:** She questions if the Academic Senates have their own personnel or is it a group of teachers that are part of the Academic Senate.

 **Hebert:** The members who are sitting on Academic Senate include faculty members, some members of staff classification, the President, and the Provost.

 **Parker**: There are 3 new customer service assistants that have been hired. Also there will be more information to come for the Executive Director Search Committee.

1. ADJOURNMENT

Meeting adjourned at **1:16PM**

**Minutes Reviewed by:**

**Executive Vice President**

**Name: Marie Alexandra R. Ibarra**

**Minutes approved on:**

**11-19-14**

**Date:**