

**Executive Committee Special Meeting Minutes of July 9, 2015**

1. CALL TO ORDER: President **Lopez** called the meeting to order at **4:32 PM**
2. ROLL CALL

Members Present Absent Members Guests

David Lopez

Stacey Acosta

Janeesha Jones

Kevin Rojas

Luis Cardenas

Martin Castillo

Erik Pinlac

Pablo Garnica

Ankush Sharma

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

**Motion: (Cardenas) to approve agenda.**

**Motion carries.**

1. ACTION ITEM – Approval of the **April 13th, 2015 Minutes.**

**Motion: (Jones) to** **approve the minutes of** **April 13th, 2015.**

**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.

1. NEW BUSINESS ITEMS:
	1. DISCUSSION ITEM – **Robert’s Rule of Order**

President **Lopez** addresses the following:

* President **Lopez** passed out an introduction to Robert’s Rule of Order to everyone. VP of External Affairs **Cardenas** and VP of Internal Affairs **Rojas** were to be emailed this handout. President **Lopez** said that at the retreat they will go more in depth on Roberts Rule of Order and that the handout is just a basic review of the way meetings are run.
* VP of External Affairs **Cardenas** asked if VP of Internal Affairs **Rojas** can mute his phone because he is hearing a lot of extra noise.
* VP of Internal Affairs **Rojas** agreed to do so.
* President **Lopez** said the sheet he handed out explains how to properly call a meeting to order according to Roberts Rules. It talks about different types of motions and how to do them. He asked if people can take the time to read the sheet handed out to them on their own time to better understand Roberts Rules. Like he said earlier they will go more in depth on this topic at retreat.
* VP of External Affairs **Cardenas** asked if it was emailed.
* President **Lopez** said he will email it later to VP of External Affairs **Cardenas** and VP of Internal Affairs **Rojas.**
* President **Lopez** asked for any other discussion and seeing that there were none he moved on to the next item on the agenda.

**4:16**

* 1. DISCUSSION ITEM – **Senator, College of Education and Allied Studies Applicant (Closed Session)**

**Motion: (Jones) to go into Closed Session and invite Director of Legislative Affairs Garnica and Director of Programming Sharma.**

**Motion carries.**

**Enters Closed Session at 4:37 PM.**

**5:05**

 **Returned from Closed Session at 4:49 PM.**

 **President Lopez said that in Closed Session they discussed a SEAS candidate**

 **Joanna Chavez and** **set a deadline of August 3rd for other applicants to turn in** **their**

 **Application before they go into further appointment of tabling at this time.**

**5:25**

* 1. DISCUSSION ITEM – **Summer Tasks**
* President **Lopez** said that everyone in this room has received their summer tasks besides VP of External Affairs **Cardenas** and VP of Internal Affairs **Rojas.** President **Lopez** said that those summer tasks and the Robert’s Rule of Order sheet will be sent out to them tonight. On the right side of the Summer Task paper is the due dates. For example some of the tasks are due August 1st, September 1st, October 31st or they are ongoing tasks. President **Lopez** said for everyone to review this and the ongoing tasks as well. He said he has a copy of this in his office and that everyone will have their own copy. He said if anyone has further questions once they review their task that they can talk to him and that Executive Director **Pinlac** will be on paternity leave starting Monday which will be his first day. President **Lopez** said if anyone has any questions that he would help and that if he cannot answer the questions himself then he would talk to Executive Director **Pinlac** about it. President **Lopez** asked if anyone who does have their task has any questions about it.
* VP of External Affairs **Cardenas** said that he actually does have a copy of his tasks and asked if there was anything that he needed to add or change. He asked about the column that says need to be voted in that he was confused about and hoped to get more information on.
* President **Lopez** said that the one he currently has was made by Executive Director **Pinlac** and that President **Lopez** made a simpler one. That column is if they need to be voted in through Excom, Personnel or the Board. For example if you wanted to have an event as a Senator than it has to be voted in through External Affairs. If you wanted to reach out to an assembly member that doesn’t have to be voted on.
* VP of External Affairs **Cardenas** said that he understood it and thank you.
* President **Lopez** asked for any other questions and seeing there were none he moved on to the next item on the agenda.

**7:15**

* 1. DISCUSSION ITEM – **SIRF (Director of Legislative Affairs)**

President **Lopez** yields the floor to Director of Legislative Affairs **Garnica**

* Director of Legislative Affairs **Garnica** asked if everybody knew what SIRF was. He said he would go into a refresher for some who already do know what SIRF is and for those that did not to. He said that if people wanted this information sent to their email he could do that. He said on January 28th the CSU Board of Trustees established a new voluntary student fee, the SIRF fee will go into effect fall 2015 term. This fee is charged to all students unless they chose to opt out of it which can be done via the student portal. The fee is 2 dollars per fall and spring term and is used to support the student leadership, involvement, and governance and advocacy programs managed by the California State Student Association. That is the official word of what SIRF is from CSSA. There are a few objectives that they want to reach with SIRF but the main goal is to gain independence from the Chancellors office and also increase their budget in order to expand advocacy for all CSU’s. He asked if everyone knew what CSSA was. He said with SIRF each campus is responsible for marketing SIRF and that Executive Director **Pinlac** led the way to upload links to CSSA on the ASI website. There will be an email sent out to all students about the fee and it is being announced at the orientation. It was announced at today’s orientation for freshman and the transfer orientation on July 1st. For future marketing and awareness reports for fall 2015 it will be tabling for information about SIRF hopefully working together with the marketing department. If not he will come up with something simple to spread the word and they will get some handouts out. They will hopefully continue to announce that at orientations as the summer continues.
* President **Lopez** asked if there were any questions.
* Executive VP **Acosta** asked if students can opt out of that fee through the student website.
* Director of Legislative Affairs **Garnica** said they can do so through their MYCSUEB.
* Executive VP **Acosta** asked how they could do that on MYCSUEB if someone wanted to opt out.
* Director of Legislative Affairs **Garnica** said you go to where they charge you and you seem the student fees and there will be a section where you can click to opt out.
* Executive VP **Acosta** said that she thinks that it would be helpful to talk about why some would want to opt out of the fee and why some would want to keep the fee. She said when Director of Legislative Affairs **Garnica** is talking about SIRF to the students that he should tell the students why they should and shouldn’t do the fee. She said to talk about the benefits of SIRF and to let them know in case they wanted to opt out that they can because the students have the freedom and option to do so.
* Director of Legislative Affairs **Garnica** said the reason that CSSA gave the students the option to opt out was so that students could be able to represent themselves freely. What SIRF does is allow CSSA, which is all 23 CSU campuses leaders to come together on a monthly basis and advocate on behalf of students for access, equality, and affordability. What CSSA is going to do with SIRF is a lot. There are administrative goals but for students they want to expand the Greenovation, expanding the number of students who can go to CHESS, officer travels that includes advocacy to different schools creating trainings for the students, also possibly even expand their federal relations to advocate at Washington DC if there are any bills that are coming up that might hurt the CSU’s system. Some students may not want to pay the fee, that is the reality if it people do not want to be charged an extra fee that they don’t really see tangible results from so that is why the option is there. East Bay voted in the past no on SIRF but right now they are going simply for informational status right now. East Bay is a little behind on that.
* Executive Director **Pinlac** said that if students do ask, they do want to be encouraging of the fee of why CSSA exists and what they have done in the past like the passage of Prop 30 and the other props that were supposed to fail and pass. CSSA did a lot of advocacy on those and they did a lot of voter registration things. They also did lobbying to get the extra 96 million for the CSU. Those are a few things they can mention to the students. Executive Director **Pinlac** said that he feels people will be outraged by it or they are not going to notice because 2 dollars per quarter is not a huge noticeable amount. Now ASI doesn’t pay their dues to them which were about 14,000 a year and now students pay directly.
* President **Lopez** said in terms of what Executive VP **Acosta** saidand choosing how to opt out they are working on a way to display that on their website on how to opt out because it could be difficult for students who don’t expand their financial button on MYCSUEB where next to it will say SIRF and there is going to be a tiny money sign next to it that you can click giving you the option to opt out. If they do not do that or know of the button then they wouldn’t know how to opt out if they wanted to. CSU Chico has a step by step process already in place for their students to follow if they choose to opt out. Right now they are getting more information on how to do that specifically at East Bay for East Bay students. In terms of teaching students yes or no to opt out the goal is to reach out to the strong no campuses like CSU Fresno and SLO, where Fresno is running a strong anti SIRF campaign marketing to the students to opt out, and see the cons. If you contact them they can give reasons for why they want to opt out and if you go to a school that is supporting it like CSU Los Angeles and see how they are marketing on SIRF’s ups rather than the downs you could convey that to the students while informing them.
* President **Lopez** asked for any other discussion.
* VP of External Affairs **Cardenas** said he sees both perspectives but he wanted to know how East Bay is going to tackle this and if they are going to market this as something positive or something negative. If they should opt out against or if they are going to try and be as neutral as possible.
* Director of Legislative Affairs **Garnica** said to give both sides and make it as informative as possible. The students can make their own choice and he will bring this up with his committee once it is set up and if things change for the spring when the next two dollar fee is implemented then they will move on from there of what to do as a committee and also as a board. Right now they should just focus on informing the students.
* Executive VP **Acosta** said it was a good idea to go with informing the students because that way you are letting them know that they have the power to vote, that they can change things. She thinks it’s really good of ASI to do that because they are for the students.
* VP Finance **Jones** said that she agrees with Executive VP **Acosta** and that it is important that the students know that they have the power to opt out and get to know both the pros and cons.
* President **Lopez** asked for any other discussion and seeing none he moved on to the next item on the agenda.

**16:52**

* 1. DISCUSSION ITEM – **CSSA Host Bid**
* President **Lopez** is excited to let the board know that they will bid for hosting CSSA for the month of May to be at CSUEB and that he will show the PowerPoint that he created. They only have a minute to promote this at CSSA next weekend. This CSSA will be on May 7th and May 8th. He added May 6th that Friday. The last time they hosted CSSA at East Bay was in October 2013 where CSUEB President **Morishita** hosted a dinner that Friday at 6pm. Previous CSSA’s usually had their school president host a dinner either Friday night or Saturday night. The last CSSA in Monterey was hosted at the school. The dinner is usually hosted at a restaurant or their house. Every CSSA he has gone to has been at the president’s house. That is what happens on the first day. Looking at the current PowerPoint the first photo shown was taken by Director of Legislative Affairs **Garnica.** Shown are photos of the campus, one showing the view of the bay on a clear day.
* On Saturday May 7th breakfast will be served at 8 am and the plenary meeting will be at 9 am and located in the MPR. Lunch will be at 12. In the October 2013 CSSA they offered Bronco Billy’s that day for lunch and then the plenary meeting goes on till about 5pm. Followed by dinner at 6pm at buffalo bills. The reason why he chose that for now was so that outside CSSA can separate there and wouldn’t be able to disrupt the guests inside the restaurant.
* Sunday May 8th breakfast will be served at 8 am and the plenary starts at 9 am and lunch will be served at 12. Usually Sunday’s lunch is to go sandwiches usually catered by Aramark for both the lunch and breakfast.
* Night life will be in Fremont, Union City and Hayward area. They put chalk it up which is in Hayward. They also put Saddle Rack in Fremont and Buffalo Wild wings and the movies. Basketball season is around this time so hopefully the Warriors are in the play offs again. These are some of the things they are going to advertise for East Bay night life. In terms of hotel they are going to stick to Union City because there is more to do over there rather than a hotel in Hayward.
* This is what they are going to bid and it will be a minute long and he is contacting all presidents within this week to vote for them. He is starting early so that their chances of hosting at East Bay can be better.
* President **Lopez** asked if anyone had any questions.
* Executive Director **Pinlac** said when Buffalo Bills in mentioned that on the slide it can be one picture and for night life other things can be looked at also would be to get discount Warrior tickets.
* Executive VP **Acosta** said for them to try and get discounted ACE tickets and put that in a goody bag or something.
* President **Lopez** said that if they do get this hosted that they are going to pull back on some of the programming events because this is going to take a lot of their money.
* The student’s schools pay for it and they do get that money towards East Bay but its bare minimum and if they want students from the other 23 CSU campuses to come they are going to get into their own budget and make it bigger. Not as much money at Northridge likes to send on CSSA but they do want it to be special.
* VP of External Affairs **Cardenas** asked how much extra money they are going to be putting in.
* President **Lopez** said it all depends on what they want to do. If they wanted to do ACE tickets then that depend on how much people register. They will have to do a rough estimate. Tickets can range from a dollar to 60 dollars and it depends on what they decide to do for the actual event. For example how much food will be and a discount and stuff like that.
* Executive Director **Pinlac** said typically the budget is 5,000 and the hotel they get on their own. This 5,000 pays for food and that’s about it because food is costly. If they want to add name tags and signage they might have to go over the budget but that is something they can always talk about later because this is not until later.
* Executive VP **Acosta** asked if this was spring Mayhem weekend.
* President **Lopez** said no and that spring Mayhem is the weekend after.
* VP of External Affairs **Cardenas** asked what the incentive and benefit was behind East Bay hosting the CSSA.
* Executive Director **Pinlac** said hosting the CSSA is about the pride in the school to actually be able to host it and being able to show off the campus. A lot of students come to East Bay and they love their views and buildings and they get to better appreciate the campus and it feels good when other campuses like us.
* President **Lopez** said that at CSSA the meetings alternate north and south. This last meeting they decided as a board to have north campuses at the second half of the school year being about four and only one south campus. He knows of a few schools that are bidding and he doesn’t know of any going to May yet. He knows SF and California of Maritime Academy are bidding for February and that it’s like a competition of whose school is better than the others. It’s honestly just a word of mouth and they will know who can get the bid by speaking with everyone.
* Director of Legislative Affairs **Garnica** said this year going to CSSA is to make an impact and if they host it and host it well it proves that we are a well-organized ASI and that title holds for the future years that come if they have returning board members. It is about pride and we should be prideful in our school and we should organize it well if we do get the bid.
* President **Lopez** said it also gives the opportunity for the other board members who don’t have the opportunity to go and participate in CSSA. All 14 of them as a board can be done with elections and get the opportunity to experience CSSA when they might not have this experience in the future because they alternate the bid and give next year’s north campuses a chance to bid rather than us.
* President **Lopez** asked if there was any more discussion.
* Executive Director **Pinlac** mentioned that hosting a CSSA is very labor intensive and if they decide to do this they might have to hold back on some of the ASI work they do. So they either do it way before or a little after the CSSA meeting because the staff is a lot smaller than they were two years ago and the work is still going to be the same.
* President **Lopez** called to move on to the next item on the agenda.

**25:53**

* 1. DISCUSSION ITEM – **Hendrix Erhahon CSSA**
* President **Lopez** said that Hendrix has decided to run for a special officer position Alumni Liaison Council. President **Lopez** found out today that they announced the people running and that he is running unopposed which means he is going to be our 4th member going to CSSA with them. It is their job to decide if they will budget for his trips to come with them and it wouldn’t cost an extra room because its three guys going three rooms two beds so they have an extra bed it is just cost of travelling now which is the plane ride or car ride if it is somewhere local which is small cost if any.
* VP of External Affairs **Cardenas** said he had a conversation with Agatha saying they might do some surfing and that some of the elected officials might have some extra money for their trips and he asked if this had anything to do with the new elections involving Hendrix.
* President **Lopez** said it is for the Executive team and SIRF covers their travel fee for example the Alumni have quarterly meetings that is what the fee will cover his travel to that meeting but not to CSSA though. Hendrix needs to find a way to get to CSSA.
* VP of External Affairs **Cardenas** asked in clarification if ASI would fund him for travel.
* President **Lopez** said the only extra charge would be the flight ticket south.
* Director of Legislative Affairs **Garnica** asked if that also included CSSA registration.
* Executive Director **Pinlac** said he believes so. It’s minimum of the 100 dollars per meeting.
* VP of External Affairs **Cardenas** asked if the only thing they would be paying for was the flight correct.
* President **Lopez** said they are getting Hendrix’s flight ticket for next week and then after that he is going to be at CSSA as the Alumni Liaison Council Special Officer.
* Executive Director **Pinlac** said it would also include his meals because it would be awkward if he couldn’t go with them for meals. It is assumed that he represents East Bay and they are ASI of East Bay so he is a part of the school.
* President **Lopez** asked if there was any more discussion to be had about the topic and seeing there was none he moved on to the next item.

**28:49**

* 1. DISCUSSION ITEM – **Cost of Living Adjustment (COLA)**

President **Lopez** yields the floor to Executive Director **Pinlac.**

* Executive Director **Pinlac** said the University is working on the budget for the Cost of Living Adjustment for the staff. If you were a finance major you would know that inflation is about 2-3% per year. This Cost of Living Adjustment is to make sure that ASI staff is still above inflation. In the first year they gave 3% which was last year and in the current year they are looking at 2% and the following year another 2%.
* We have already budgeted this in the budget at 3% because he was told 3% for three years but it is budgeted. So you will notice that the total FT salaries for last year are $271,206.59. The cost of living adjustment will be 5,424 for a total of $276,630. This is an info item but he will take any questions.
* President **Lopez** said seeing no questions they will move on to the next item on the agenda.

**30:28**

1. ROUND TABLE REMARKS

**Garnica:** He will be meeting with the Councilmen Mendo about integrating the city and the campus so if there was anything the board would like him to bring up or pass along that would be greatly appreciated to forward the conversation.

**Lopez:** Are there any other round table remarks. He had a few himself saying great job to anyone who has helped with the orientation speeches especially **Garnica** because he has been hearing a lot of good feedback. Second **Garnica** is also running for a CSSA Special Officer Position Lobby Corp and they announced who is running today and **Garnica** has the most competition with two other candidates for that position. We all wish him the best of luck. Third like he has mentioned earlier, tomorrow is **Pinlac’s** first day of paternity leave for three weeks till August 3rd and he is wished luck, other than that great meeting.

1. ADJOURNMENT

Meeting adjourned at **5:16 PM.**

Minutes Reviewed by:

**ASI President**

Name: David Lopez

 Minutes Approved on:

 **7-15-15**

Date:

