

**Executive Committee Special Meeting Minutes of July 15, 2015**

1. CALL TO ORDER: President **Lopez** calls the meeting to order at **4:30 PM**
2. ROLL CALL

Members Present Absent Members Guests

David Lopez Martin Castillo Doris Lagasca

Stacey Acosta Erik Pinlac Bryan Cortez

Janeesha Jones

Kevin Rojas

Luis Cardenas

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

**Motion: (Jones) to approve the agenda.**

**Motion carries.**

1. ACTION ITEM – **Approval of the final corrected July 9th, 2015 Minutes**

**Motion: (Jones) to approve the final corrected July 9th, 2015 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.

1. OLD BUSINESS ITEMS:

ACTION ITEM – **Approval of the final corrected Personnel July 9th, 2015 Minutes**

**Motion: (Rojas) to approve the final corrected Personnel July 9th, 2015 Minutes.**

**Motion carries.**

1. NEW BUSINESS ITEMS:
   1. DISCUSSION ITEM – **Summer Meeting Set Times**

* President **Lopez** said the past two meetings have been random with no set date, but he would like to ask the board what day is preferred to meet the whole summer instead of changing it weekly.
* VP of External Affairs **Cardenas** said he would like to give the floor to VP Finance **Jones** since her schedule is the busiest.
* VP of Finance **Jones** said her company sends her to Walnut Creek where she is stationed, San Rafael, or San Francisco and her scheduling all depends on the Complex Manager. There is the director of California and then there is the Complex Manager and he decides where anyone goes. She has mainly been going to San Rafael which is about an hour and ten minutes away so as of right now Fridays look the best and she realizes that Friday is a conflict in scheduling for others so she would say either Monday afternoon or Thursday around the time of 4:30-5:00 PM because she is usually in Walnut Creek at that time and that is a 45 minute drive and that is a lot easier than crossing the bay bridge and getting there super late.
* VP of External Affairs **Cardenas** said for the sake of the overall understanding of the committee present, why is Friday a conflict.
* Executive VP **Acosta** said it’s a conflict because she goes to a summer law school program in Davis which requires to leave here Thursdays latest throughout the week and she stays there till Sunday and she comes back Monday because it is a weekend program.
* VP of Finance **Jones** said because that is a conflict, as long as everyone is okay with after office hours meetings then she will try her best to be there after 4:30 PM because of the commute. She thinks Mondays would be the best because she is usually in Walnut Creek and she doesn’t have to worry about the traffic from the bridge.
* **Doris Lagasca** said regarding the VP of Finance **Jones** and how she signs all the invoices this summer, **Doris Lagasca** asked if she can get VP of Finance **Jones** final availability.
* VP of Finance **Jones** said Friday works best for her and she will be in all day Friday just like her office hours, from 9 AM when the office opens till the end of the night. She will be in the office every Friday.
* **Doris Lagasca** said there are times when they really need a signature and she asked if it’s okay for VP of Finance **Jones** to designate a signer when she is not in.
* President **Lopez** said the next person in line is Executive VP **Acosta**, but only if it is urgent.
* **Doris Lagasca** said she asked just in case because she cannot ask Executive VP **Acosta** to sign without VP of Finance **Jones** approving it.
* VP of Finance **Jones** said the way her financial advising firm works is that it operates off of Wall Street and it closes at 5 PM over there but that is 2 PM our time. So she usually gets off at 3 PM but it all depends on where she is located that day for work. She said that is the only conflict and she thinks that by the end of this week she is done with San Rafael and she would be in Walnut Creek which is a lot easier to commute from for her to get to the meetings and office on time.
* President **Lopez** asked if there were any other discussions.
* VP of External Affairs **Cardenas** said just to clarify; Mondays would be the day best for a meeting at 4:30 PM.
* **Doris Lagasca** said she will put the invoices in the VP of Finance **Jones’s** mailbox.
* VP of Finance **Jones** saidif **Doris Lagasca** puts it in her mailbox she will sign it.
* President **Lopez** asked if there was any more discussion, and clarified that the board agreed to have their meetings **Monday at 4:30PM**. He also wanted to add that he believes this a good time for **Martin Castillo** who is in a doctoral program currently taking classes at night Wednesday and Thursday. President **Lopez** said they will move on the next item on the agenda.

**12:49**

* 1. INFORMATION ITEM – **CalPERS**

President **Lopez** gives the floor to **Doris Lagasca.**

* **Doris Lagasca** passes out the invoices to the board members to review.
* She received this invoice from CalPERS to pay the retirees and active employees and she needs the board’s approval on this matter.
* She reads: Annual unfunded acquired liability, meaning in the past ASI did not properly fund the retirees and now there is a new system that CalPERS wants ASI to do, funding the retirees and active employees.
* Moving forward, they are going to now set aside a fund for the retiree and active employees. Now they are going to start this fund by paying $56,000 annually.
* She asks if the board can approve this because it is a requirement and she said the University wants the ASI board to be aware of these new changes.
* Executive VP **Jones** asked if this is in the budget for this year.
* President **Lopez** said he met with **Doris Lagasca** and Executive Director **Pinlac** last Friday and this was not put in the budget for this year but it will be put in the budget for next year. They have reserved about $20,000 for this and they will only lose about 20,000 from this year’s budget which they would be okay with concerning their current budget. He said they do have the money for it and this is to inform the board of what is going on with this action. Last year they did not budget for this but now they have to budget this in their budget for the future years to come. He said they will take out 22,000 this from this year’s budget and that they also have $30,000 in reserve.
* **Doris Lagasca** said this is a new initiative that they have to strictly oblige by from CalPERS that has to be funded.
* VP of External Affairs **Cardenas** asked what the current reserve budget was.
* President **Lopez** said it was about $30,000. He said last year they did not use about $500,000 of their budget, which they need to use. He said by doing this CalPERS action they are using the money wisely.
* VP of Finance **Jones** said since they are going to take about 20,000 out of this year’s budget do they need to re-due the rollup. She asked if she and President **Lopez** need to re-due this budget.
* President **Lopez** said he, VP of Finance **Jones** and **Doris Lagasca** will work on the adjustments and he will ask Executive Director **Pinlac** on how to do these adjustments.
* **Doris Lagasca** said they will do a budget transfer since the budget is already approved. They will just make an adjustment.
* VP of External Affairs **Cardenas** asked when they plan on doing this new adjustment.
* **Doris Lagasca** said they are now closing the book; the auditor is coming in August. Her goal is that once the financial is done she can present this one.
* VP of Finance **Jones** asked if **Doris Lagasca** wanted to wait to work on this until after the auditor comes.
* **Doris Lagasca** said yes.
* President **Lopez** asked if there were any more questions.
* **Doris Lagasca** said they can ask more questions if they want to. She said they can ask Executive Director **Pinlac** or she can refer them to accounting at the University to give more detail of why this was unfunded and why this is required and to just get more information about the topic for understanding. She said it is important that the ASI board is informed on this because this is ASI’s money and they have the right to know.
* They thanked **Doris Lagasca** for her input.

**18:36**

1. ROUND TABLE REMARKS

**Jones:** She thanked the board for being flexible with her schedule. She really appreciates it and her company means the world to her just like ASI does so it really means a lot to her that the board has agreed to work after hours. She said if they ever have a problem with it to please let her know and she will do her best to fix things and she should be done with her internship by the end of August.

**Cardenas**: He thinks this internship will help **Jones** a lot and he is happy that they are able to be flexible with the schedule. He also thinks what she is learning will help ASI. He said the more information she has and the better prepared she is the better ASI can function.

**Acosta**: She wanted to thank the board for being flexible with her schedule and her law school program ends at the end of August also.

**Lopez:** He said he has a few things to say. First he emailed them all the newsletter and he wants them to look at it and edit it and send him the edits. They are planning to send this out to everyone because this is their SIRF addition. The first page gives a brief introduction of SIRF and what CSSA is and the second page is how to opt out from SIRF and a message from himself talking about one of three representatives go to CSSA and their reasons and he thanks them as a board for electing them into office. There is also contact information that he put if any of the students have more questions about SIRF. He put CSSA’s info and his own, **Cardenas** and **Garnica** since they all are CSSA representatives. Second he also emailed them about CSUnity and whoever is attending CSUnity needs to remember to fill out that form and send it back to him by tomorrow. Third, they are going to CSSA tomorrow for the weekend and they are bidding to host Mays CSSA and they still have no one running against them. He hopes they do get this May bid and it is going to be their last time to do something big as a board because it is May so this will be their somewhat transitioning if they do a referendum to change the time of when the new board comes into office to have them start June 1st instead of July 1st since a lot of them do graduate. He is changing the starting day for Excom so they will look into that also. In terms of the May bid, there will be a lot of the new board coming in with their predecessors and they get introduced into CSSA. It is also a way for their board members to see how these plenary meetings are. In CSUnity they have the plenary day that Sunday and only himself, **Cardenas** and **Pablo** are registered. This year they are going to have everyone there to sit in the back but not be registered.

1. AJOURNMENT

Meeting adjourned at **4:52 PM**

Minutes Reviewed by:

**ASI President**

Name: David Lopez

Minutes Approved on:

**7-20-15**

**Date:**

