

**Executive Committee Special Meeting Minutes August 15, 2014**

1. CALL TO ORDER: Chair **Alhathal** calls meeting to order at **12:05 PM.**
2. ROLL CALL

Members Present Absent Members Guests

Thamer Alhathal Randy Saffold

Marie Alexandra R. Ibarra Stan Hebert

Jordan Leopold Stephanie Luna

Hendrix Erhahon

Martin Castillo

1. ACTION ITEM - Approval of the Agenda

Motion: (Leopold) to approve the agenda.

Motion carries.

1. ACTION ITEM- Approval of the July 29, 2014 Minutes

Motion: (Hendrix) to approve the July 29, 2014 minutes.

Motion carries.

1. 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.

1. OLD BUSINESS
   1. ACTION ITEM – Revise Signature Authority Adoption - Randy Saffold

Chair **Alhathal** yields the floor to ED **Saffold** to address the following:

* ED **Saffold** reads aloud the EXCOM 2014 – 1R DELEGATION OF AUTHORITY—SIGNATURE AUTHORITY document.
  + **WHEREAS,** Associated Students Incorporated (ASI) of California State University, East Bay is the recognized voice of 14,000 + students; and **WHEREAS,** it is the responsibility of the Board to annually review policies and procedures of ASI; and **WHEREAS,** the organization structure has changed significantly; therefore be it **RESOLVED**, that the ASI Executive Committee will adopt the modified EXCOM 2014 – 1 document; and let it be further **RESOLVED**, that these changes will be coordinated and implemented through the Executive Director and University Finance department.
* ED **Saffold** states that once the policy is adopted, the signature documents will be coordinated to be sent over to the University Finance Department.
* ED **Saffold** refers to the EXCOM 2014 – 1 DELEGATION OF AUTHORITY -- SIGNATURE AUTHORITY document.
  + ED **Saffold** states that the Signature Authority Chain remains the same, but the Signature Authority Chain for staff has changed.
  + **Staff Signature Authority Chain -** In the Absence of the Executive Director, the Business Services Manager will have signature authority.

In the Absence of both the Executive Director and the Business Services Manager, the Board Administrative Assistant will have signature authority with verbal or text approval from the Executive Director.

* ED **Saffold** further states that Martin Castillo and Stan Hebert can be used as backups in the chain of signature authority.
* **Board Signature Authority Chain -** In the absence of the President/CEO of ASI the Executive VP of ASI will assume signature authority.

In the absence of the Executive VP of ASI the VP of Internal Affairs will assume signature authority.

In the absence of ASI VP of Internal Affairs the VP of External Affairs will assume signature authority.

In the absence of ASI VP of Finance, the ASI Executive VP will assume signature authority.

In the absence of all Executive Committee members over extended holiday or break periods, any current board member still in the local area may sign.

**Motion: (Leopold) to approve the Delegated Signature Authority with proposed changes.**

**Motion carries.**

**13:55**

* 1. INFORMATION ITEM – OOHLALA Application Update

Chair **Alhathal** yields the floor to ED **Saffold** to address the following:

* ED **Saffold** states that it was proposed to have another demo given to IT, to give them some frame work on the OOHLALA app. It was known that Org Sync may be delayed, but it still needed to be vetted amongst Blackboard, to see if there were any features that were in direct conflict with that application. It was found out that there was some concern, Advancement through the Alumni Association has been given the charge through the Cabinet to investigate mobile applications and they are supposed to be taking the lead on that.
* ED **Saffold** further states that ASI had an opportunity to invite a member of Advancement onto a call they had today (08-15-14) to give the demo one more time, so that IT can be comfortable with it and understand it. They have taken the materials and shared it with Advancement, since Advancement didn’t end up joining, Jess Cantley was invited.
* ED **Saffold** states that Jeff Bliss, the recommendation from Twinkie Mystery, and Kathy invited ED **Saffold** and Chair **Alhathal** to come speak with the ITCC committee, to present the application to make sure that ASI is not going down a path that is not supported by the campus. The goal is for ASI to have something to promote to students but ASI does not want to bring anything on campus that is going to inhibit the campus’s ability to reach accreditation.
* Associate VP, Student Affairs **Castillo** states OOHLALA should not be precluded by what Org Sync will do or will not do because Org Sync doesn’t have a mobile option to it.
* ED **Saffold** states that ASI doesn’t think OOHLALA is in conflict with anything, ASI is committed to being a collaborative partner to the University and they do not want to run in a uniformed direction by not telling people what they are doing.
* Vice President of Student Affairs **Hebert** states that Advancement has been asked to take a look at communications across the University and some of the electronic boards. The idea is that all the boards that currently exist that may have different feeds have a common link so emergency information can be broadcasted easily over everything and important information can be shared consistently.
* ED **Saffold** states that he has been charged by the Board to investigate getting a replacement for the Daktronics sign.
* Vice President of Student Affairs **Hebert** states that it has been mentioned as being part of the family and would like to make sure that it is integrated.
* ED **Saffold** states that the concern is that the only way to get to the board is with a serial port laptop that is about 12 years old. The board hasn’t been physically serviced in the last 7 years, but they recently had someone come out and look at the board and was told that it works and not to touch it.
* Chair **Alhathal** states that he really likes the app and that it can sell itself to everyone. He further mentions that he is seriously thinking about decreasing the book cost.
* ED **Saffold** states that at CSSA he learned through the Alternative Learning Solutions Program that they worked with the libraries on a couple campuses to identify out of 300 courses how many of those books were available as eBooks in the actual library. They found so many that they were able to save students $30 million in book purchases. The goal is to encourage faculty and staff to first search the free online resources.
* Vice President of Student Affairs **Hebert** states that Academic Senate can be the Board’s vehicle for that information.

**25:26**

* 1. ACTION ITEM – Cola Modification Chair **Alhathal** yields the floor to ED **Saffold** to address the following:
* ED **Saffold** states that the committee is not ready to take action on this item yet but he will continue on with the update.
* ED **Saffold** states that the Board approved the 1.34% Cola this year (2014) and it turns out that it could be more than that, it could end up to be 3%. It was brought to the Board’s attention.
* Chair **Alhathal** states that the reason this was an action item is because the Chancellor already approved it and they heard it at the CSSA meeting.
* Vice President of Student Affairs **Hebert** states that they haven’t figured out how they are going to pay for it yet. It would be good to table this so that the information could be consistent.

Motion: (Ibarra) to table the ACTION ITEM – Cola Modification.

Motion carries.

31:20

1. NEW BUSINESS
   1. INFORMATION ITEM – Retreat TrainingsChair **Alhathal** addresses the following:

* Chair **Alhathal** opens up the BOD Retreat draft agenda of the first day on the computer, which will be held on campus.
* ED **Saffold** states that the Board recognizes that Administrators will not necessarily be able to travel to the retreat site, which will be in San Luis Obispo. Most of the administrative training will be focused on be done on campus the first day and the legal training will be pushed to be done during the retreat. Since the lawyer is from Southern California it would be cheaper to get him to San Luis Obispo than to the bay area. ED **Saffold** further states that they will be partnering with San Luis Obispo on potentially getting some additional trainers from that campus.
* Chair **Alhathal** goes over the draft agenda for the committee. Refer for to the BOD Retreat Agenda.

**40:50**

1. ROUND TABLE REMARKS**Hebert**: Reminds everyone that the beginning of the fall quarter is right around the corner. On September 22, 2014 **President Morishita** will address the campus community on fall convocation. It is a chance for the campus community to hear his planned visions for the upcoming year. Chair **Alhathal** will be invited to speak and it is a scripted opportunity for him to address the group. There may be a sentence or two where he can make a statement about ASI.

**Saffold**: Thankful for his initial suggestions being heard and for incorporating them. ED Saffold further compliments Chair **Alhathal** on his confidence and flow of the meeting. He is also proud of the Board and the activities they are always doing; ED Saffold just requests that they keep him informed as they move forward with decisions. Be careful to not make decisions outside of the meeting structure.

**Saffold**: How are the open candidates applications going, are there people applying to every open seat?

**Ibarra**: They are lagging on CEAS, but students have been showing interests in Legislative Affairs and Concord Campus.

**Castillo**: He is excited with his new role to be more involved with the Board. One of things that is going to happen is all of the speaking engagements and opportunities for Chair Alhathal. Fresh-

man Convocation will be September 23, 2014 in the Dining Commons 5pm-7pm and last year Michelle Xiong spoke there. Also for JumpStart the early freshmen start moving in September 17, 2014. **Castillo** further informs that in regards to the Diversity Center coordinator, that position is open and is reporting up to Marguerite as its own department. There is an opportunity for someone from the Executive Committee to be a part of that search group for the Diversity Center coordinator.

**Alhathal**: Questions how the Board can help during move in days.

**Castillo**: The Board can help rent out the dollies, staff the tables, or do things like help students move into their rooms.

**Alhathal**: Questions VP of Finance Leopold on how funding is going.

**Leopold**: For the club funding policy he has made a lot of progress on the changes compared to last year’s documents. He has received a lot of feedback from last year’s document based on organization and clarity. VP of Finance **Leopold** further states that he reformatted because the Word document itself had many errors and glitches. He re-arranged everything so it was little smoother and easier to understand who ASI is and why ASI funds student events and activities.

**Erhahon**: He is excited for the upcoming BOD Retreat, but they keep forgetting about the food. He shared a list of food options with everyone, and if has any suggestions they should add on to the list. Also, one Board member should go grocery shopping with Sneh Sharma.

**Alhathal**: He is excited for Martin Castillo to join the Board and is excited to see how they will work together. Chair **Alhathal** also wanted to thank Stan Hebert but he still wants Stan to come visit the Board every once and a while because they value his feedback.

1. ADJOURNMENT

Meeting adjourned at **1:01 PM.**

Minutes Reviewed by:

**Executive Committee Chair**

**Name: Thamer Alhathal**

Minutes approved on:

9/3/14

**Date:**