**Executive Committee Meeting Minutes of September 22nd, 2015**

1. CALL TO ORDER: President **Lopez** calls meeting to order at **12:01PM**.
2. ROLL CALL

|  |  |  |
| --- | --- | --- |
| Members Present | Absent Members | Guests |
| David Lopez | Erik Pinlac | Pablo Garnica |
| Stacey Acosta |  |  |
| Janeesha Jones |  |  |
| Kevin Rojas |  |  |
| Luis Cardenas |  |  |
| Martin Castillo |  |  |
|  |  |  |

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

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

**Motion carries.**

1. ACTION ITEM – **Approval of the Minutes of September 9th, 2015**

**Motion: (Cardenas) to approve the Minutes of September 9th, 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. OLD BUSINESS ITEMS:
   1. DISCUSSION ITEM – **Club Funding Policy (VP of Finance/CFO)**

President **Lopez** yields the floor to VP of Finance **Jones**.

* VP of Finance **Jones** said the reason for the Club Funding Policy being back on the agenda is because there was an increase in advertising funding, decrease in speakers funding, and she found the edited policy that last year’s VP of Finance **Jordan Leopold** made. **Jordan Leopold** never uploaded his policy to the website so it was never official, but the past committee changed the funding policy for conference fees from $700 to $800. These found changes are why she is bringing this item back on the agenda to be voted on and approved. She also wants to adopt the traditional policy that their current Executive Director made two years ago because it is an easier policy to read that had charts, graphs, etc., that made the break down a lot simpler as opposed to **Jordan Leopold’s.**
* President **Lopez** said this will be an action item at their September 30th Board meeting. Everyone will get a copy of the document to their email to look over.
* VP of Student Affairs **Castillo** said their enrollment is much higher so they will have a bigger budget because of more students paying the ASI Student fees included in their tuition. He asked if they are going to allocate some of that funding by percentage to the student Club Funding Policy.
* VP of Finance **Jones** said because the budget for this year was approved by last year’s VP of Finance they are going off of the model made in the past, however because they have a higher enrolment meaning more funds allocated to the budget this year she will have a talk with Executive Director **Pinlac** to see where they will put that extra money.

**4:23**

* 1. ACTION ITEM – **Code of Conduct**
* President **Lopez** said this was discussed two weeks ago. A major change made was that they removed the relationship one changing it to “relationships between any Board members must be reported to human resources” where they will fill out a form.
* Under second violation documentation of the incident he put they would receive their second written warning.
* They changed office hours to make sure members of the Board will be available to their constituents. They added, “In addition all Board members must meet with the Executive Vice President/Chief of Staff on a monthly basis. Also, Board members must provide quarterly reports to the Board at the B.O.D. meetings.”

**Motion: (Jones) to approve the code of conduct.**

**Motion carries.**

**6:00**

* 1. DISCUSSION ITEM – **Health & Safety Fair**
* President **Lopez** said this item is back on the floor because of **Corporal Elder’s** presentation two weeks ago. They cannot approve anything now, but they can open it up back to the Board for more approval of the budget. When it was first approved to the Board they allocated $1,500 to the entirety of the event and not just one aspect of it. This item is back for the Board to discuss if they want give more funds to the Health and Safety fair or not.
* VP of External Affairs **Cardenas** asked if anyone remembers what **Corporal Elder** said at the last meeting. Did **Corporal Elder** request more funding and could he get a reminder what they were discussing.
* VP of Finance **Jones** said **Corporal Elder** requested help with advertising the event. The funds they have already allocated to the Health and Safety fair were fine, but Corporal Elder was mainly requesting for advertising and publicity help now and that is why this item was back on the agenda.
* President **Lopez** said the reason why he brought up the budget was because they do have the money for the event and it is up to the Board if they want to reopen it for budget or talk more about advertising.
* VP of Student Affairs **Castillo** recommended that they ask **Corporal Elder** to submit what each of those items budget are going to look like, because from what he remembers **Corporal Elder** was talking about bringing the car for the Arrive Alive Tour on campus. **Corporal Elder** had not thought of food and all the other incentives yet, and VP of Student Affairs **Castillo** thinks it will be easier for the Board to make a decision based on a budget that **Corporal Elder** should submit to see what the individual projects will cost. VP of Student Affairs **Castillo** said he doesn’t mind reaching out to **Corporal Elder** if the Board wants him to.
* President **Lopez** said that sounds good.
* VP of External Affairs **Cardenas** asked if ASI would be able to help **Corporal Elder** advertise the fair.
* President **Lopez** said it depends when the Interim starts because right now they only have one student marketing person right now.

**8:17**

* 1. DISCUSSION ITEM – **Arrive Alive Tour**
* President **Lopez** said this was also presented by **Corporal Elder** where **Corporal Elder** requested for a budget from ASI to contribute funds to this event, but he had not specified how much. This will be an action item on the Board meeting agenda next Wednesday. He wanted to bring this up to see if anyone had thoughts on this item.
* VP of Finance **Jones** said she likes VP of Student Affairs **Castillo’s** recommendation of requesting a written budget from **Corporal Elder** on what he thinks the funds will be for individual items. She knows they have money in the budget to help with this, but it is wiser to know exactly what their funds are going towards. She has no problem helping **Corporal Elder** out. She thinks they should talk about tabling for the event because **Corporal Elder** may need extra hands to pass out fliers and get students to go towards the car. They should talk about a volunteer effort that the Board can do.

**9:35**

1. NEW BUSINESS ITEMS:
   1. DISCUSSION ITEM – **Welcome Week**

* President **Lopez** said Welcome Week begins Thursday September 24th and is until October 2nd. He brought this up to see how the Board wanted to welcome the students. He asked if they want to start tabling September 24th, 25th or 29th. The 30th they have their first full Board meeting. October 1st is Al Fresco and October 2nd is their first tailgate of the year.
* Director of Legislative Affairs **Garnica** said they should definitely have someone out there tabling beginning on the 24th. The first day of school is definitely something ASI should be a part of.
* VP of External Affairs **Cardenas** said he can volunteer for the 24th to table, he thinks it’s a great idea to start that day. He asked if anyone would like to help him out.
* VP of Finance **Jones** said she can also help out that day. She thinks a Doodle will be the most efficient way to coordinate who can and cannot table on certain days.
* Director of Legislative Affairs **Garnica** said he can do morning hours till 2PM on the 24th.
* Executive VP **Acosta** asked President **Lopez** if he wanted to see who can table for those days.
* President **Lopez** said they are discussing this now to see what they want to do.
* Executive VP **Acosta** suggested tabling all the days of Welcome Week because ASI is not really known for much besides free scantrons. When they table they get to interact with the students and let them know what is planned for this year from ASI. They can also recruit for committees.
* VP of External Affairs **Cardenas** asked if Executive VP **Acosta** was going to create a Doodle to send out to the Board to see when everyone is available to table.
* Executive VP **Acosta** said she will create the Doodle since she is already creating new schedules for the Board from all the committees being seated.
* VP of Student Affairs **Castillo** said he heard ASI talk about creating a Senator for Residence Life and at some point the University is going to have to acknowledge the residents of pioneer heights move in the week before the Welcome Week starts and the residents don’t really have a lot to do unless housing is doing something for them, so he would like to see more collaboration between all of the campus life units that can possibly sponsor stuff beginning the September 18th, from the first freshman move in date all the way through October 2nd , to acknowledge that they have 1,500 people over there who could be getting into trouble because they have nothing better to do.

**13:10**

1. ROUND TABLE REMARKS

**Cardenas:** This morning it was brought up to him that some of the student’s old bay cards were being taken away throughout the transition in housing for their new bay cards. He wanted to point out that he was the one in charge in terms of sitting on that committee to make sure the transition would be easy and smooth. During that committee he did establish some basic ground rules; one was that the students had the option to keep their old bay cards, so when the students came up to him saying they were frustrated that they couldn’t keep their old bay cards after they were told they can be reached out to Sherry who is in the department of finance and also in charge of this transition explaining the situation to her. She said it must have been a miscommunication between the committee member and his staff that was helping with the transition or they may have realized a technical difficulty that interfered with the students keeping their old bay cards. He did speak with Sherry and she said she would get that situation resolved. The next conversation he is going to have with Sherry is to make sure those bay cards that were taken away do not get thrown away in case they want their old bay cards back. He also said he wanted to see when the Board will get their new bay cards because they have to get it through the locksmith and not the library.

**Garnica:** The retreat went well and it deserves a remark. Also he will be setting up the sustainable financial model for the CSU. This topic will be prevalent in the year to come so everyone should be ready to discuss that. He will give them more updates in the week to come.

**Lopez:** They have two workshops on Wednesday; one is from 11AM-12 noon for Excom only. This weekend he and **Jones** found a lot of policies that are unaccounted for that they need to update with a lot of changes. He wishes summer was longer because these changes will take some time. They found a stipend policy that looks at their pay and he wants to look into that. There are 10 that are unaccounted for. There are 14 that he found on a new document called the ASI Administration Manual that do not coincide with their bylaws positions. They are supposed to be doing a lot more than they originally thought, so they need to update that and make it relatable with their bylaws. The second workshop is a bylaws workshop that is an open invitation to the whole Board; this meeting was requested by the Board at the retreat. Also if anyone is on campus during Al Fresco the city needs help driving people around in golf carts. They also have a job fair panel tomorrow from 11AM-2PM where they are going to open up the floor to the whole board to see who is available to come and give out committee applications.

**17:02**

1. ADJOURNMENT

Meeting Adjourned at **12:18PM.**

Minutes Reviewed by:

**ASI President**

David Lopez

Minutes Approve on:

**9-28-15**

Date: