**ASI Board of Directors’ Meeting Minutes of September 30, 2015**

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

Members Present Absent Members Guests

David M. Lopez Candice Skiff

Stacey Acosta Lil Brown-Parker

Janeesha Jones Doris Lagasca

Kevin Rojas Dolly Perez

Luis J. Cardenas

Tikerea Tate

Christina Sanchez

Supreet S. Narula

Joana Chavez

Pablo D. Garnica

Samantha D. Quiambao

Ankush R. Sharma

Rebecca Ayala

Judith P. Veloria

Martin Castillo

Erik Pinlac

Tenaya Davis

Marguerite Hinrichs

Michael Hedrick

Penny Peak

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

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

**Amendment: (Jones) to amend the agenda under New Business Items Action Item Accurate Background to add Action Item Paychex.**

**Motion carries.**

**Action: (Jones) to approve the amended agenda.**

**Motion carries.**

1. ACTION ITEM – **Approval of the Minutes of June 3rd, 2015**

**Motion: (Jones) to approve the minutes of June 3rd, 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.**

* **Candice Skiff** said she is interested in being on committees.

1. NEW BUSINESS ITEMS:
   1. INFORMATION ITEM – **Introductions**

* VP of Finance **Jones** said her position and that she is a junior.
* VP of Internal Affairs **Rojas** said his position and that he is a second year.
* Director of Wellness **Quiambao** said her position and that she is a junior.
* Director of Programming **Sharma** said his position and that he is a third year.
* Senator of CEAS **Chavez** said her position and that she is a fourth year.
* Director of Concord **Veloria** said her position and that she is a second year.
* Athletics Department **Davis** said her position.
* Academic Senate Chair **Hedrick** said his position and that he is a professor of biology. He has been at the campus since 1994.
* Alumni Director **Peak** said her position and that this is her 5th year working at East Bay and 4th year as a graduate student. She will finish in the summer.
* Executive Director **Pinlac** said his position.
* Senator of CBE **Narula** said his position and that he is working on his MBA.
* Director of Legislative Affairs **Garnica** said his position.
* Director of Sustainability **Ayala** said her position and that she is a third year.
* Senator of C.L.A.S.S. **Tate** said her position and that she is a fourth year.
* VP of External Affairs **Cardenas** said his position and that he is a fourth year.
* Administrative Assistant to the Board of Directors **Sharma** said her position.
* Executive Administrative Assistant **Parker** introduced herself and position.
* Budget Analyst **Lagasca** said her position.
* Executive VP **Acosta** said her position and that she is a fourth year double major in political science pre law and Spanish.
* President **Lopez** said his position and that he is a first year graduate student.

**5:56**

* 1. INFORMATION ITEM – **Robert’s Rules of Order**
* President **Lopez** said all Board members have a mock meeting in front of them.
* They are working on an agenda policy that they are revising that everyone will receive as well. Under mock meeting the first number is I “name” call the name of the committee meeting to order at “time and date”. Second is role call and once quorum is met you state that you meet quorum and move on. Third is approval of the agenda followed by a motion to approve the agenda. Once the motion is stated then seconded state who approved the agenda by name and seconded by name. Fourth is approval of the date and minutes, you wait until someone motions and seconds and then state the following, motion to approve the agenda by name and seconded by name. Public comment will be read straight off of the agenda.

If there are people from the public state, “we have members of the public with us today please sign in and state your name and each member of the public is limited to 2 minutes of speaking time.” If there aren’t any members of the public, “seeing that there are no members of the public we will continue.” Sixth item on the agenda is the information item and you name the title of the item. Seventh is a round table remark. Eights is adjournment.

* President **Lopez** asks the Board to raise their placers to say if they have received their Roberts Rules books.
* Executive Director **Pinlac** said quorum is met if over 50% of members are present at the meeting.
* President **Lopez** said the members should have received a Roberts Rules guide inside their binders. He also has a workbook if anyone is interested in looking into it. Roberts Rules takes time and practice to learn. He said it took him awhile to learn it.
  1. INFORMATION ITEM – **Assignment of Quarterly Reports (Executive VP)**

President **Lopez** yields the floor to the Executive VP **Acosta.**

* Executive VP **Acosta** said the Board members will all be assigned quarterly reports. They will have to present this to the Board with everything they have done in the quarter. Examples are meetings they attended and projects they worked on so that the Board and the public know what has been done in the quarter. They will be told in advance when their reports will be presented.
* President **Lopez** said for example next week they have Director of Programming **Sharma,** Director of Wellness **Quiambao,** and Director of Legislative Affairs **Garnica** who will be giving their reports on what they have done in the summer. This does not qualify for quarter reports because they are just letting the Board know what they have done in the summer. The Board will know in advance when their reports are due; they can be in PowerPoint form, Prezi form, or document form. Once they meet with Executive VP **Acosta** more the members will be given details of how their reports should be.

**10:27**

* 1. INFORMATION ITEM – **Programming Council Events (Director of Programming)**

President **Lopez** yields the floor to Director of Programming **Sharma.**

* Director of Programming **Sharma** said he passed out a paper of when all the events are this quarter. He said this Friday there is a Swim and Water Polo Tailgate and it would be good if the Board can make that event and represent ASI. The following Friday is the Men and Women’s Soccer Tailgate V. Pomona and there will be Kick for the Cure. These are the events they have so far and more details will be discussed in the future. He said for the Domestic Violence week Director of Wellness **Quiambao** will be in charge of that. They have a Volleyball tailgate and they have National Week of Action taken on by VP of External Affairs **Cardenas.** The last planned event is Coco and Cram.
* Director of Wellness **Quiambao** said she is going with the No More campaign which
* people may have seen on TV commercials. October is the month for Domestic Violence awareness. She is going to try and tie it up into the nationwide It’s On Us campaign. They will have contests happening and she is still planning it so if anyone has any ideas feel free to tell her.
* VP of External Affairs **Cardenas** said the National Week of Action was just brought up to him yesterday so he doesn’t have much information on it yet. He asked is President **Lopez** wanted to elaborate on it. VP of External Affairs **Cardenas** said it’s based on the Its On Us campaign that is trying to create a bystander intervention for all the campus leaders. This whole week they are trying to promote students on being more active in preventing these kinds of things and aware.
* President **Lopez** said for It’s On Us they created a title 9 task force. Within that task force they created three subcommittees. One of those subcommittees is a programming committee where he sits on with Director of Wellness **Quiambao.** This event was brought up to them on their Monday meeting. The event is on November 16-20th. The actual call for the National Week of Action is the week before that. They moved it up a week because that Wednesday the 11th is a holiday and there will be no one on that campus. They are going to have a RAD training with **Corporal Elder.** They will have their PSA announcement that was sent out to 40-50 admin or students yesterday. They will have a panel of administration to be able to talk to students. They will have a bystander intervention workshop and a survivor workshop too. This is all being done under the subcommittee of the title 9 task force.
* VP of External Affairs **Cardenas** suggested they create a doodle for these activities to see how many of the ASI Board is willing to come to the events and attend.

**16:02**

* 1. INFORMATION ITEM – **Code of Conduct**
* President **Lopez** said they have updated the Code of Conduct through the Executive committee. He will read some of the changes they made to put on record.
* Under section 1.6 “In addition all Board members should meet with the EVP on a monthly basis. Also, Board members must provide quarterly reports to the Board at our B.O.D. meetings. It is also mandatory that members of the ASI Board of Directors be available to their constituents. In addition it is also mandatory that members of the ASI Board of Directors be available to their constituents. The President is expected to serve a minimum of 4 hours per week of scheduled office hours, the Vice Presidents are expected to serve a minimum of 6 hours per week of scheduled office hours, the Directors are expected to serve a minimum of 5 hours per week of scheduled office hours, the Senators are expected to serve a minimum of 4 hours per week of scheduled office hours. Within these parameters at least one hour is required to be spent outdoors tabling.

Tabling may be completed during their office hours or at any ASI event that involves tabling.

* Under 1.9 Conflict of Interest they added, “Relationships between any B.O.D. must be reported to Human Resources, in which they will fill out a form.
* Under section 1.11 Violation of this Code, under 2nd Violation- “Documentation of the incident (Second Written Warning) and a 50% reduction in stipend in the month following the documentation.”
* President **Lopez** said there are 4-5 Board members that still need to sign it.
* Executive Director **Pinlac** said relationships should be reported to the Personal committee because the Board of Directors doesn’t fall under Human Resources.

**18:16**

* 1. ACTION ITEM – **Accurate Background (Executive Director)**

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

* Executive Director **Pinlac** said as of this summer the chancellor’s office mandated that all of the CSU’s have to utilize the background check for all new hires and auxiliaries. ASI fell under this policy. This is a memorandum they got from one of the chancellors of Human Resources. It says it is effective August 3rd. At his last meeting he saw that all the ASI’s and CSUs are not in compliance with the policy yet. Following this meeting and approval he will be signing a contract to be in compliance with them in the next two weeks. The background check is for all new hires and employees that need background checks by law. If they had a daycare center they are all required a background check. Previously they were only required a Life Scan check but this background check is more comprehensive and that is why the chancellor is requiring this. Student workers in positions that require background checks are volunteers, consultants, and employees of auxiliaries, outside entities, and independent contractors. In his last meeting in San Diego they mentioned that there is no way to check someone else’s employees but they need some certification that their employees got a background check so the liability will fall on them. Accurate background is a company that the chancellor’s office has an agreement with for the whole CSU. They can expect results within 2-3 days when they submit it for a new employee. The University is also using Accurate so if they have questions they have other support to talk to about them. There are no fees to use because it was done at the chancellors level. Cost per use ranges from 20-50 dollars for each new hire. He doesn’t see them making too many hires in the future as far as full time staff. The cost seems reasonable to him and when he talked to San Diego they said they use to do background checks that was 60-70 dollars for one check. He also has the memorandum if they wanted to read it.
* VP of External Affairs **Cardenas** asked if they will be voting on this today.
* President **Lopez** said yes because they talked about it as a discussion item in the Executive meeting.
* VP of External Affairs **Cardenas** asked if this was voted no what would happen in terms of at the CSU’s.
* Executive Director **Pinlac** said nothing will happen to them, but they can’t hire anyone. He said this is why they do not have a marketing coordinator in place yet and this is delaying the steps.

**Motion: (Jones) to approve Accurate Background.**

**Vote: 12-0-0**

**Motion carries.**

**21:17**

* 1. ACTION ITEM – **Paychex**

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

* Executive Director **Pinlac** said currently they are using ADP but they are moving to Paychex. The reason why he chose paychecks was because they work with small businesses and they had the best service for their range of employees. They save money with Paychex and they use to be on Paychex before switching to ADP. Paychex will cost them $18,624 a year versus last years $10,181 with the University charging ASI a cost recovery fee for service for HR and Payroll services of $60,116 with a deduction at the end which made the pay much less.
* Executive VP **Acosta** asked if they know anyone else who is using auxiliaries or are they the only ones.
* Executive Director **Pinlac** said on this campus they are the only one. Other places they do their own HR overall. ASI did previously when they were much larger in the past.

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

**Vote: 12-0-0**

**Motion carries.**

**26:44**

* 1. ACTION ITEM – **Arrive Alive Tour**
* President **Lopez** said this was discussed at their previous meeting. This is a safety event put on by UPD that will be held in November. They will bring a simulator car on campus next to the Raw to sit in and drive with their cell in their hand to see how dangerous it is. This is a real car but a simulator for the drive. This is an action item because **Corporal Elder** came to the Executive committee Board to ask for any form of help in marketing and money. They can decide on how they want to help. He did want to remind them that they helped EBT with the Selfie fest which is next week, they gave them $1500.
* VP of Finance **Jones** said she they discussed in Excom for **Corporal Elder** to submit a budget for this event.
* President **Lopez** said he requested a budget from him last week and he still has not.
* VP of Finance **Jones** suggested to the Board not to motion to approve any amount without knowing what is needed. She suggests time but not numbers yet until they have a budget.
* VP of External Affairs **Cardenas** asked if they have a date for the event.
* President **Lopez** said they do not have a date yet but it is in November.
* Athletics Department **Davis** asked about the marketing.
* President **Lopez** said **Corporal Elder** is working with ASI and RHA.
* VP of External Affairs **Cardenas** said it seemed like **Corporal Elder** really did need ASI’s help. He doesn’t have a marketing team. He wants a budget first before they approve anything. He wants to table this until they get an actual budget.

**Motion: (Cardenas) to table Arrive Alive Tour till next meeting.**

**Vote: 12-0-0**

**Motion carries.**

**30:40**

1. SPECIAL REPORTS:
   1. **David M. Lopez, President/CEO**

* President **Lopez** presented what he did in the summer.
* Spoke at Orientations, Met with Sneh and Stacey for Retreat Planning, Went to CSSA: Made a Bid to Host in May, Met with: Jennifer Luna, Manager of Health and Wellness, Sam Tran, Academic Advisor for International Students, Martin Castillo, Associated VP of Campus Life, Jillian Buckholz, Campus Director of Sustainability, Dr. Barrett, Co-Director of Steering Committee, Stan Hebert, Dean of Students, Julie Wong, VP of Student Affairs, James Houpis, Former Provost, Attended: Health & Safety Fair Meeting, Collaboration meeting with Student Health, Make a Difference Day Meeting, It's On Us Nation-Wide Conference Call, Chaired all of Ex-Comm Meetings, Met with: Marguerite Hinrichs, Director of Student Life, Debbie Chaw, Interim VP of Finance and Administration, Erik Pinlac, Executive Director, Attended: CSUnity Collaboration Meeting w/Athletics, Greek and Student Life, Title IX Task Force and It's On Us, Al Fresco Meetings, Created Resolution on Establishing a University Hour, Passed: Bylaws, Committee Codes, and Election Codes, Finished Retreat Planning and Attended Retreat, Met with: Programming Council: Samantha and Ankush, Senators: Supreet, Tikerea, Joana, & Christina, Judy, Director of Concord Campus, Penny Peak, Dir. of Alumni Relations (CSUEB)
* **Penny Peak** talked about Forever Pioneer. The idea is to create a weekend of Alumni events in the fall. They are trying to build Alumni activities. They hope that by moving the event to the fall the weather will be better from it previously being in the winter. In front of the Board members is a document showing the dates and times of the events.

This event will honor the different types of Alumni. They changed some of the old procedures of running the event. They will also be honoring their ASI alumni. This could be a chance for students to gain valuable mentors while attending the event and help make the alumni feel welcome back to the campus.

* Athletics Department **Davis** said this sounds like a great idea. She asked because she is a Board alum and Athletics alum if they had to choose which one they go to.
* **Penny Peak** said they are perfecting these events and that may happen if they are scheduled at the same time.
* President **Lopez** went back to his report. He attended: CSSA @ San Bernardino, al Fresco Meetings, Spoke at Faculty/Staff Convocation, 1st Generation Students, ASI Audit Meeting, CSUEB Foundation Board Audit Meeting CSUEB, Ed Foundation Board Meeting & Retreat, Workshop with Ex-Comm on Policies and Admin. Manual Workshop

with Board on Bylaws. His future goals for this quarter are Meet with the remaining Board Members, will meet with the Dean of the Libraries, Present Resolutions to the Board (University Hour, and Open Course Evaluation), Meet with President Morishita, Create Senate Codes and Resolution, Attend A2E2, SSAC, Semester Conversion Meeting, Advising Committee, Co-Curricular Committee, Foundation Board, Educational Foundation Board and ATOD Meetings, continue planning the May CSSA, Pass Bylaws 2nd Edits, Attend CSSA @ SFSU, Help plan events and make ASI more aware, Will sit on the search committee for the Provost and VP of Finance.

* President **Lopez** then said what he has done with CSSA. He was appointed to the Committees: Internal Affairs Committee (August), Initial Review Board (September), Chair of the Student Trustee Ad Hoc (September), Have been on multiple Conference Calls, Have attended all CSSA Plenary Meetings since January, Created the Open Course Evaluation Resolution, which was presented by Cal Poly SLO and work closely with Pablo G. and Luis C.

**40:10**

* 1. **Stacey Acosta, Executive Vice President /Chief of Staff**
* Executive VP **Acosta** said she spoke at Orientation, Developed Binders for all Board Members, Assisted in the First Generation, Met with each board member and prepared them for their term year, Planned and executed the fall quarter retreat, Chaired all Personnel Committee meetings, Sat all University-Wide & Academic Senate Committees, Attended: Job Panel Committee meetings with Kevin Rojas (VP of Internal Affairs) and assisted in the selection process for alumni speakers, Alfresco meeting in the absence of the President, Met with Corporal Elder in the absence of the President, sat on the ATI Steering Committee.

**41:10**

* 1. **Janeesha Jones, VP of Finance/CFO**
* VP of Finance **Jones** said she met with: Student Life & Leadership Team, University VP of Finance & Administration/CFO Debbie Chaw, VP of Student Affairs, Julie Wong, Executive Director, Erik Pinlac, President/CEO, David Lopez, EVP/Chief of Staff, Stacey Acosta, Attended all Executive Committee & Personnel Meetings, Assisted in

edits for Committee Codes, Bylaws,& Code of Conduct, Researched all other ASI club funding policies, Re-vamped the ASI Club Funding Policy, Attended & presented at the

ASI Fall Retreat, More Recently she Chaired the Audit Committee, Attended the Foundation Board Audit Committee Meeting, Attended the ASI, SLL, Athletics, Pep band, & Cheer Collaboration Meeting and Assisted in the First Generation Conference.

**42:35**

* 1. **Kevin Rojas, VP of Internal Affairs**
* VP of Internal Affairs **Rojas** said he Edited the By Laws with summer board, Attended CSUnity at CSUC, Edited the committee codes, Brainstormed ideas for newsletter, Assisted in the edits for the code of conduct, Job Panel Committee meetings, Met with: VP of Student Affairs, Julie Wong, Executive Director, Erik Pinlac, President/CEO, David Lopez, EVP/Chief of Staff and Stacey Acosta.

**43:19**

* 1. **Luis Cardenas, VP of External Affairs**
* VP of External Affairs **Cardenas** said he Established relations with different department on campus, Drafted a Resolution on Sexual Assault, Researched potential assignments for the Campus Climate Research Committee, Spoke at Orientation, Attended the Title XI Task Force meetings, Attended all Ex. Comm and Personnel meetings, Attended the Bay Card change Committee, Attended all CSSA Plenary Meetings, District Lobbying along with Dir. of Leg. Affairs (Assembly members, State Senators, and a Congresswomen)
* President **Lopez** said they have time to answer any questions that the Board may have.
* Associate VP of Student Affairs **Castillo** said with the bay card change the students are allowed to keep their old one.

**47:35**

1. ROUND TABLE REMARKS

**Garnica:** CSSA will be having a phone bank event to call the Governor’s Office in support on bills. Some bills will allow students to vote on fees before they are implemented. Some are about sexual assault and open resources for textbooks. He will be in the office today that will help with that. They already have 5 people helping but the more help they can get the better. One voice is strong but a collected group is unstoppable.

**Pinlac:** This is a great first meeting. He is excited to see what this Board will do. He is very proud and hopes to see this throughout the year.

**Hinrichs:** She acknowledges the hard work done over the summer. She wanted to thank the Board and individuals who have stood out to her. She said they are doing an amazing job in setting the standards high for the great work they are doing and she wanted to congratulate them.

**Davis:** From her past experiences with the Board they are doing well for how strong they are and in

the work they have done. They are really motivated and if they keep this motivation up they can do more for the Board than the last 5 years combined. Tonight they have a soccer game at 4:30pm and 7pm against Stanislaus. Make sure they get their rewards card. She reminded them of al Fresco tomorrow and hopes to see everyone there. They have plenty of opportunities to be seen with athletics and she hopes to see them there.

**Jones:** The club funding policy is down right now and she is fixing it so that in the next Board meeting they can vote on it. If clubs come to them and ask what is going on they should direct the students to her. If Board members are confused with Roberts Rules they should come to Excom meetings and get help from anyone who has worked in the summer. She thanks the advisors and all their support. She is looking forward to their future meetings.

**Sharma:** He is the chair for public relations in the Health Connect club. Regarding club funding he heard that after October 7th the club funding will be passed. This pushes back events planned for the quarter of many clubs so he wanted to know how they will ease the President of the clubs problems. They go to ASI for the student’s problems but what if they have a problem with ASI.

**Jones:** The reason why the timeline was pushed back 21 days was because clubs would turn in their applications and get their paychecks of what to do on the day of their event. The 21 days is a safety net and doesn’t mean the event has to be 21 days from when the paper is turned in. She wants to adopt student life and leaderships policies because it is a lot simpler for clubs. She does understand 21 days is a long time to be inactive. Funding happens throughout the year. In order to make the policy easier she felt like this change had to be done.

**Hinrichs:** Sticking to the timeline is important to follow. The timeline being talked about is the student organization planning timeline aligning the funding to allow students to get the funding needed. They need to stop doing things at the last minute when it comes to planning. If they hold everyone accountable to these timelines the events will be far more successful. ASI funding is not the only option for funds.

**Parker:** She is impressed with the first meeting and wants them to keep this up.

**Lopez:** Tailgate is on Friday. Al Fresco is tomorrow. They all have the doodle in the emails. October 16th from 2-6 in MPR special events is hosting a mixer with the special events team and the Board to get to know each other. They will be presenting the Board. He said great job for the first meeting. They need more participation from everyone. He thanked the advisors and once the referendum passes they can send in proxies if they cannot make it to the meetings. He thanks the Board. They have done a lot and they will continue to do a lot. If members become stuck they should ask the advisors for help. The Board also has Excom to help them too.

The agendas that are being created are being brought to the committees a week before the Board meetings to discuss the agenda for next week. The Board should go to the Excom meeting if they want to see items added and discussed at the next meetings. He creates the agenda so let him know what they want to add to it.

1. ADJOURNMENT

Meeting Adjourned at **1:06PM.**

Minutes Reviewed by:

**ASI President**

Name: David Lopez

Minutes Approved on:

**10-7-15**

Date: