**ASI Board of Directors Meeting Minutes of October 7th, 2015**

1. CALL TO ORDER: President **Lopez** calls meeting to order at **12:02PM.**
2. ROLL CALL

Members Present Absent Members Guests

David M. Lopez Christina Sanchez Spencer Serrano

Stacey Acosta Kenrick Ali Caitlin Gilmautin

Janeesha Jones Michael Hedrick Mario Neblina II

Kevin Rojas D. McKinney Evelyn Tijero

Luis J. Cardenas Beating Patalot

Tikerea Tate Jenna Joseph

Supreet S. Narula Taylor Schmidt

Joana Chavez Patricia Delatorre

Pablo D. Garnica Isabel DeHonor

Samantha D. Quiambao

Ankush R. Sharma

Rebecca Ayala

Judith P. Veloria

Erik Pinlac

Tenaya Davis

Marguerite Hinrichs

Martin Castillo

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

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

**Amendment: (Quiambao) to remove Information Item Committee Codes.**

**Motion carries.**

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

**Motion carries.**

1. ACTION ITEM – **Approval of the Minutes of September 30th , 2015**

**Motion: (Garnica) to approve the minutes of September 30th, 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. UNFINISHED ITEMS:
   1. ACTION ITEM – **Bylaws**

* President **Lopez** said they all received the bylaws and he will display them on a projector for the members to see.

**Motion: (Quiambao) to approve the bylaws.**

**Discussion:**

VP of Finance **Jones** asked what they were approving in the motion regarding the bylaws.

President **Lopez** said a copy of the bylaws was sent with the edits.

VP of External Affairs **Cardenas** said they had been working on the bylaws over summer and tried to set up a few meeting sessions to work on it more. He is not confident with the bylaws that they are producing now; there should be more discussion to have with the rest of the Board to establish sound and agreeable bylaws. There’s a big division with the board in creating a senate. With that being said he will be voting against the bylaws being approved.

Director of Legislative Affairs **Garnica** said they have had multiple opportunities for people to meet and discuss the bylaws. They have a deadline and they need to meet it. He is in favor of voting for the bylaws to be approved.

President **Lopez** said they need to get this done because they do have a referendum to keep in mind.

Public Affairs Committee Specialist **Davis** asked when they plan on posting these positions.

President **Lopez** said once they pass this they have a referendum where they need to collect signatures followed by special elections. Some of these positions start next year.

VP of External Affairs **Cardenas** said he would like to hear from other Board members of what they think about the bylaws. If they are not having an open dialogue about these bylaws then they aren’t really fulfilling their positons. He asked for someone who has not expressed their ideas to speak up now.

Executive Director **Pinlac** said this is the time to motion any changes and for people to speak up and add anything they may need to say.

**Vote: 9-1-1.**

**Motion carries.**

**8:53**

* 1. ACTION ITEM – **Club Funding Policy (VP of Finance/CFO)**

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

* VP of Finance **Jones** changed the format restoring it back to the model Executive Director **Pinlac** made in 2012. She created a timeline where clubs have the option to turn in an application 14 or 21 days prior to their event.
* She changed some limits and further edited to the document. She highlighted what she changed.
* Under Permission granted to the Finance Committee she added, “In the absence of a fully seated Finance Committee, the ASI Vice President of Finance/CFO will be responsible for handling all club funding requests.”
* “Any organization, or the officer of the organization, that violates the Policy and Procedures may be subjected to penalties up to and including a moratorium on any request for ASI funds for a period of not more than one year” was highlighted.
* Conflict of Interest was added in, “Members serving on the ASI Board, ASI Finance Committee or any other ASI committee, shall not present, vote or attempt to persuade the ASI Finance Committee to vote on a proposal for Funding on behalf of their organization’s proposal. Current ASI employees are not able to receive funds and may not be used as performers (i.e. Speaker, Musician, DJ services).”
* She added in the ASI webpage and her contact information.
* She put in a timeline for club funding and stated, “As a rule of thumb Funding Requests MUST be submitted to the ASI Business office no later than 21 days before the funds are needed. However, the Finance Committee understands that all events are unique and require different amounts of attention. The following timeline has been drafted to help determine when an organizations request must be submitted before approval. With that said, this timeline is provisional (beginning fall 2015) and any and all changes to it will be under the discretion of the Finance Committee.” She mentioned the different timeline deadlines for each type of event as it is written out in the timeline.
* She talked about a graph she included in the document that showed the steps to get club funding.
* “Multiple organizations (2 to 4 student clubs or organizations) participating in a single event and wishing to receive funding for the event may be funded provided that the total amount of money for the entire event divided amongst the organizations does not exceed $2,500.00. Any clubs requesting funding for a collaborative event MUST present to the Finance Committee to receive approval,” was placed in the section titled Working with multiple student clubs or organizations.
* She added a flowchart of the Funding Policy that she would like to put on fliers.
* Under Funding Documentation she added, “Supporting Documents supplements a club’s funding request as it provides essential/need-to-know details about a clubs proposed event. These documents must be attached to a Funding Request form for adequate review and approval.
* Information provided on all forms must be as true and accurate as possible and verified by the organization’s president, advisor and student life advisor. Quotes/Estimates: Student clubs and organizations must attach accurate quotes/estimates/invoices of their requested items to their Funding Request form.
* Acceptable quotes should come from vendors (menus) or Shopping carts on the web. Please attempt to summarize and group items by their respective categories (listed below). Marketing/Publicity Material. Student clubs and organizations must attach a draft of their proposed events marketing plan and materials (posters, flyers, banners, graphics, marketing locations, etc.) to their Funding Request form. Brief Summary:

Student clubs and organizations must attach a brief summary of the proposed events to their Funding Request form. Varying in length from one paragraph to 1 page and a half, the organization must clearly state the purpose of the event and any added information necessary.”

* She added a statement that would correct an issue they previously had. “When a club/organization’s funding application is received it is thoroughly reviewed by the ASI Vice President of Finance and/or the ASI Finance Committee. In the event that there are questions raised by either reviewing party, 3 attempts will be made to contact the club/organization for clarification before the application is denied.” She said rarely do they deny a club but it needs to be stated.
* Under Itemized Funding she changed advertising funding from $200 to $300 per quarter. She changed $50 dollars a conference fee per 5 people to $80. Advertising money was increased because she is going to hold clubs accountable for properly advertising their event.
* She brought back the old format breaking down what each category for funding included.
* Advertising is not limited to fliers and posters, but includes social media blasts.
* In the previous policy under artists and speaker fees it was something that can be requested but it did not go into detail about coaches. It was brought up to her that one of the Alumni Cheer coaches has been at all the practices and helping out. The coach was told to come to ASI and she was denied compensation. VP of Finance **Jones** thinks you should be able to request funding for a coach and they will not be paid if they are already staff or faculty.
* Executive VP **Acosta** said because the advertising funding per quarter was increased if the total for ASI funding should increase also.
* VP of Finance **Jones** said she did not want to change the limit until she had her committee seating. She put the limit up a little and she does not see clubs maxing out the $1,500 limit on advertising. ASI has $75,000 for club funding and per quarter it is decided how much they can give out.
* Those limits are dependent on the policy and until she gets that policy then she does not want to change the funding limits yet.
* Executive Director **Pinlac** said when you look at the funding limits it is a bit deceiving because clubs don’t fund to the max in categories. They just need to pick the sections that they need for their event.

If the event needs advertising then they get that. Adding up all the numbers posted they do not add up.

* Senator of CBE **Narula** asked how the $200 for clothing will be enough for a club seeking funds for shirts if the club is large.
* VP of Finance **Jones** said the policy is not used for a clubs personal use. It is meant for giveaways and $200 per quarter can be used.
* Senator of CBE **Narula** said if in one section they are not using the max funds for one category they should be able to add that money to another section they may need more funds for.
* VP of Finance **Jones** said you cannot transfer funds from other categories. What can be done is a proposal to the Finance Committee of why that funding is needed.
* Executive Director **Pinlac** said there is a section for Flex funding.
* She added in ownership of club sports equipment goes to Student Life and Leadership to maintain.
* Everything else was left the same.
* VP of External Affairs **Cardenas** asked if it is expressed that the clubs are held accountable for advertising to create a stronger student life.
* VP of Finance **Jones** said advertising is necessary. All students should be able to participate in any event funded by ASI. It is mandatory to have advertising and a brief summary. For a club to be recognized and request funding it has to be in good standing with the University, recognized by Student Life and Leadership, attend a recognition meeting and be in good standing with ASI.

**Amendment: To change the wording for clothing funding from year to quarter and remove a topic about food on the timeline.**

**Motion: (Garnica) to approve the club funding policy with the two amendments.**

**Vote: 10-0-1**

**Motion carries.**

**33:14**

* 1. ACTION ITEM – **Arrive Alive Tour**
* President **Lopez** said in their packet they have the budget that will is being requested of **Corporal Elder.** This was discussed at last week’s meeting and tabled because they did not have a budget. **Corporal Elder** is requesting $1,250.
* Half of the Arrive Alive Tour simulation. **Corporal Elder** is adding $1,250 from UPD. Residence Hall Association is paying for the marketing which is $200.
* VP of Finance **Jones** thanked President **Lopez** for the budget and asked where the funds are going towards.
* President **Lopez** said the money is going towards the simulator. UPD and ASI would be going in half for the simulator.
* Executive VP **Acosta** said in the budget she does not see a section for food and if there is not free food most students will not go to an event. She suggested adding a motion of adding $250 for food for the event.
* VP of Finance **Jones** asked if these approved funds will be coming out of the Board Initiative Fund.
* President **Lopez** said correct.
* Public Affairs Committee Specialist **Davis** asked what the expected attendance for the event is.
* President **Lopez** said the event will be by the RAW, meaning there will be high traffic due to the shuttle and bus stop. The event will be to promote safe driving and held in November. They expect high attendance at this event. If there is just the simulator there without food or other activities they are not sure how many people will stop to participate.
* Public Affairs Committee Specialist **Davis** asked how long each simulation time per person is.
* President **Lopez** said he believes it is 5 minutes per person.
* Associate VP of Student Affairs **Castillo** said **Corporal Elder** mentioned that he wanted to have simulation goggles while the students are waiting in line.
* VP of External Affairs **Cardenas** said having food there is a great incentive for students to wait for the simulator and attend the event.

**Motion: (Jones) to approve the $1,250 to the Arrive Alive Tour and $250 dollars for food.**

**Discussion:**

Director of Legislative Affairs **Garnica** asked who will be in charge of the food.

VP of Finance **Jones** said she would think the responsibility would go to ASI or delegated for **Corporal Elder** to decide what to do in regards to the food.

**Amendment: (Garnica) to amend the motion giving UPD the responsibility of the food with the given budget.**

**Discussion:**

Executive Director **Pinlac** said ASI doesn’t have jurisdiction to tell UPD what to do but they can put the contingency to say if they do not want to do it then they do not get the funds or ASI takes the responsibility.

VP of External Affairs **Cardenas** asked if they can have Aramark do the catering.

President **Lopez** said they can have Aramark cater but they are very pricey.

Associate VP of Student Affairs **Castillo** said **Mike** was looking into getting a donation from Aramark, but he doesn’t think that is going to happen.

**Vote: 9-2-0**

**Motion carries.**

**Motion: (Lopez) to approve $250 for food to the Arrive Alive Tour with responsibility to UPD.**

**Motion carries.**

**40:57**

* 1. ACTION ITEM – **Resolution on the Establishment of a University Hour**

**Motion: (Jones) to approve the resolution in support of establishing a University Hour.**

* President **Lopez** said Associate VP of Student Affairs **Castillo** sent out revisions. The first one he wanted changed was, “Whereas California State University East Bay will benefit from increased student involvement and campus engagement opportunities: be it therefore.” Also change the third resolved to, “Resolved, that within the College/University Hour there will be opportunities for various presentations, lectures, discussions, debates, meetings, programming events, one-on-one interactions with the Staff/Faculty, and more opportunities for student engagement; and let it be further”

**Amendment I: (Garnica) to add these amendments to the resolution.**

**Vote: 11-0-0.**

**Motion carries.**

* Senator of CBE **Narula** asked if President **Lopez** can explain University Hour.
* President **Lopez** said this is something that has been in the works in ASI for the past three years. There is a resolution that was passed by the Board three years ago. This document is to emphasize that they support it with suggestions of how they would like University Hour run. University Hour is a time out of the week where there are no classes, this gives students and staff an opportunity to engage with each other and have the campus becomes livelier.
* Director of Legislative Affairs **Garnica** suggested adding reasons for the University Hour. He could not find any other schools that have this.
* President **Lopez** said there are currently no other CSU’s that have University Hour. Bakersfield is looking into establishing University Hour when they transition in fall 2016. San Bernardino is also looking into it. The closest school that has something like this is St. Mary’s College called College Hour similar to University Hour.
* VP of External Affairs **Cardenas** said this is a good idea and a good way to mark their legacy.
* Yesterday he attended the Academic Senate and mentioned the University Hour resolution to faculty and staff and they were excited for the idea. He is in full support for the resolution.
* Senator of CBE **Narula** asked about the time framing of University Hour.
* President **Lopez** said the hour would be weekly with no classes during this hour. This hour will be discussed in a subcommittee regarding the quarter to semester change that he will be sitting on. He will be giving his opinion of when they would want this hour.
* Director of Student Life Programs and Leadership **Henrichs** said University Hour is popular in private institutions. University of the Pacific has Pacific hour every Wednesday at 12 noon in their Union. This is something that is evolving now across

the nation in terms of campus life and campus events. In the past faculty was hesitant about University Hour because they were pressed for resources and now to hear that the Staff and Faculty are more welcome to the idea this is a good time to act on this.

* Senator of C.L.A.S.S. **Tate** asked how the “whereas” examples would be included on the resolution.

**Amendment II: (Garnica) to add, “Whereas St. Mary’s College and the University of the Pacific have University Hour to encourage high student engagement after whereas semester conversion.”**

**Discussion:**

Director of Student Life Programs and Leadership **Henrichs** suggested that they not call out specific colleges but say the general trend historically seen in establishing a University Hour.

Associate VP of Student Affairs **Castillo** said he likes the specific examples of schools in the resolution so that it can be known that these other colleges are successful with this as well.

Senator of CBE **Narula** said to make sure the colleges do not think CSUEB is copying them.

**Vote: 4-5-2.**

**Motion fails.**

* Director of Student Life Programs and Leadership **Henrichs** said they can change the motion to add “like” St. Mary’s and University of the Pacific.
* They discussed how the “whereas” statement should be written.
* VP of Finance **Jones** asked once the resolution is passed what the next steps for the Board are.
* President **Lopez** said they will make these edits, print it out and have him sign it. They will give it to Administrative Assistant to the B.O.D. **Sharma** who will send it out. Once that is done they will look into moving forward of how they want to advertise this to get it signed by students and staff.

**Amendment III: (Cardenas) to add, “Whereas, other colleges across the nation, like St. Mary’s College and University of the Pacific, have implemented successful college hours to improve student engagement.”**

**Vote: 12-0-0.**

**Motion carries.**

**Motion: (Jones) to approve the amended resolution.**

**Vote: 12-0-0.**

**Motion carries.**

**56:35**

* 1. DISCUSSION ITEM – **Administration Manual**
* President **Lopez** said this is a document found when doing some research on their website. This is more elaboration of duties as a Board member. He made a lot of edits to this document.
* Article I. He changed the word “Director” to “Directors” and added “Senators.”
* Instead of having a Board of 15 it is a Board of 14.
* He changed the name from “Director of University Union” to “Director of Programming Council.”
* Removed Director of Public Relations
* Changed a position name to Director of Sustainability.
* Removed 4 directors of colleges.
* Changed the name to Director of Wellness.
* Included a “Senators of the Corporation” with all 4 Senators.
* Under Executive Vice President they added “Shall coordinate appointments to University Wide Committees” and “Shall establish a method to communicate with student representatives on University wide committees after the appointment by the B.O.D. and reporting on their behalf.
* Under VP of Finance they are removing a voting member of University Union and removing voting member of Executive committee. Including, “Shall keep the B.O.D. informed of all student activities presented and sponsored by the ASI” and “Shall serve as a liaison to the Clubs and Organizations.”
* Under VP of Internal Affairs he moved the two bulletins previously stated to VP of Finance duties.
* Removing “Shall serve as an ex officio on the Finance Committee.”
* Under VP of External Affairs he removed, “Shall serve as an academic senator” because all 4 senators are academic senators for the organization. Removing, “Shall coordinate appointments to University Wide Committees” and “Shall establish a method” which was removed to the Executive VP position.
* Also removing on the last bulletin point “in place of the President or Director of Legislative Affairs.”
* Under Director of Legislative Affairs removing, “Shall serve as a voting representative on External Affairs and Finance Committee.”
* Removing whole Director of Public Relations section. Public Relations have been combined into the new position VP of Communications. This whole document does not need a referendum and just has to be passed by the Board.
* Under Director of Sustainability Affairs they are crossing out Environmental.
* Under the next section starting with Directors changing it to Senators.
* Adding sections Director of Programming Council and Director of Wellness.
* Removing Directors of University Union and Recreation/Wellness Program.
* They updated the committees. Changed University Union to Programming Council Committee, Environmental to Sustainability Affairs committee.
* Recreation and Wellness committee is removed.
* Adding Audit Committee.
* Adding the two Ad Hoc Committees.
* Under Policies and Procedures changing one to “ASI Finance Club Funding policy.
* Removed “ASI Students Union Reservation Policy” and “ASI Executive Training Policy.”
* Adding “ASI Travel & “P” Card Policy. Also adding “Agenda Policy,” “Volunteer Policy,” Policy on Training & Board Transition,” and “CSSA Voter Designation Form.”
* Under section 2 adding, “All Policies and Procedures are located on the ASI Website.”
* Under Resolutions, “All Resolutions are located on the ASI Website.”

**1:00**

1. NEW BUSINESS ITEMS:
   1. DISCUSSION ITEM – **Stipend Policy**

* President **Lopez** said the stipend policy has not been updated for a while.
* He added under article I. Purpose, “Executive Officers, Directors and Senators of the Corporation.”
* Under article II. Authority he changed it to “East Bay.”
* Under article III changing the wording to the current names and striking section 2. Also striking out section 5 because if this is kept the Board would not be getting paid until the Elections Committee is formed. A change they made this year is forming the Elections Committee in the fall. He doesn’t think they should wait on their pay until the Elections Committee is formed and that is why he struck it out.
* Under section 7 which is now section 5 due to all the strike outs, the first 4 bullet points are taken out. They added the new amounts of pay as, “The President shall receive a stipend of $1000 per month over a 12 month period, commencing July 1st through June 30th of the following year.
* The Executive VP, VP of Finance, VP of Internal Affairs, and VP of External Affairs shall receive a stipend of $800 per month paid over a 12 month period commencing July 1st through June 30th of the following year. Director of Legislative Affairs, Director of Programming Council, Director of Sustainability, Director of Concord Campus and Director of Wellness shall receive a stipend of $600 per month over a 10 month period commencing September 1st-June 30th of the following year. Academic Senators shall receive a stipend of $300 per month paid over a 10 month period commencing September 1st-June 30th of the following year.”
* Under article IV changing the word from “Directors” to “Senators.”
* Associate VP of Student Affairs **Castillo** said the stipends for the B.O.D. should be higher than they are now because they are not a sufficient amount of pay.

These pays could have been lowered in the past when ASI had a smaller budget to work with. They can look into increasing the stipends due to the larger budget.

* President **Lopez** said this document is for this year and it takes effect once it is approved at the next Board meeting October 21st. They are not going to look at pay until the mid-year review in January or February once they make their recommendations to the Finance Committee. Once the budget for next year is started from that committee they will get the new numbers of how much next year’s Board should be paid for next year, but this document now takes effect this year. He and Board see that they do a lot of work and the pay is not enough for how much work they do so they will look into that for next year. They did approve a Senate of 10 and a new chair and they need to look at how they are going to be paid which could affect pay for the Board in the future. In January-February they are going to increase the pay but they did add more positions that also need to get paid.
* VP of External Affairs **Cardenas** asked Executive Director **Pinlac** what if they raised the pay for this year’s Board and next year’s Board is not as productive, can they can reduce the pay.
* Executive Director **Pinlac** said it is their responsibility to find a good predecessor for their position. He isn’t sure if that should be said.
* Associate VP Student affairs **Castillo** said that this is a tough conversation to have. They need to be looking at these changes for this specific year like what government officials do. They did not see this prior to now. He suggested for this to be looked into.
* Public Affairs Committee Specialist **Davis** agreed with what Associate VP Student affairs **Castillo** said. The goal is to maintain the standard. You would never expect anyone to make it worse the following year.
* That should always be the standard to maintain or exceed. The Board has done a lot of work and they should be rewarded for how much they have done.
* VP Finance **Jones** agreed with Associate VP Student affairs **Castillo** and suggested that they look into changing things this year after the budget review because they have done so much as a board and they do deserve to be rewarded for what they do and fully supports looking at the budget for this year specifically and see what they can do for the current board. Then for next year set up what they are going to do financially. She did not see anything that says that they cannot change it for this year but she suggests talking about it now to change it this year.
* President **Lopez** said it states in the bylaws that previous board will make decision for pay.
* VP of External Affairs **Cardenas** said this conversation is important to have. It is a taboo to talk about how much they deserve to get paid and if that is what it states, can someone who has experience give some insight on how they can go about to change that so they make sure this year they get a raise.
* Associate VP Student Affairs **Castillo** said this is not about what they deserve as far as what they have already done. It has to do more with fairness of pay and comparing them to the campus student leaders across the board. He has no personal investment, he doesn’t benefit one way or another but he thinks they do need to research some way to increase the stipend. If it cannot be done because of the bylaws then he appreciates the ethics behind it. He and Executive Director **Pinlac** should look into this and enact it for next year.
* Senator of CBE **Narula** said he would like to push VP of External Affairs **Cardenas** point forward if there is any way to amend the bylaws or include some other kind of amendment they should do it.
* President **Lopez** said in terms of the bylaws they cannot do an amendment for this year. They are passing the bylaws for next year and they have to do their referendum of special elections.
* Executive Director **Pinlac** said this is something they have been discussing through the summer. The ASI positions are demanding and it is difficult for anyone who has to hold another outside job and maintain their position here. For him just looking for a place in the bay area the prices are way up and for anyone looking for a place outside he sees the difficulty. They will be looking at other factors; including other positions off campus and other ASI’s from the area they are in. ASI at CSUEB gets paid a little more than Bakersfield. They will be looking at many more factors so they don’t get in any conflict of interest because they are on the current Board. They will stay in consultation with the executive team or finance.
* President **Lopez** said he is not against or for this he is going to be neutral and let everyone know that they have been working on this since they started their positions in July.
* Looking at other campuses they give certain positions free tuition and they still get a stipend so it varies in different campuses and the population of the school. This policy that was put on the table was from 2013.
* The stipend policy was implemented in 2003 so this is a huge difference now that they are in 2015 a lot has changed.

It is time to look towards the future and see what they can do since they are a populated campus. They do have the funds to do whatever they would. If they want to increase this then he is fine with whatever they decide.

* Executive VP **Acosta** asked if they considered looking into a scholarship that they can give the Board members just for this year.
* VP Finance **Jones** said they do have money in the budget that is set aside specifically for scholarship**.** She doesn’t know if there is a scholarship policy out there.
* Senator of CBE **Narula** said for international students there could be a bylaw if the international student was elected to increase their pay because they are not doing less work than others.
* President **Lopez** suggested looking at that in a different time because it is an issue.
* Executive Director **Pinlac** said he likes the idea of scholarships but they need to be careful because the organization has gone through change because of change through compensation. He wants them to try to not make these things happen because of their current situation.
* VP of External Affairs **Cardenas** said he believes they are looking to doing something along these lines and wants to make that topic of discussion for a different time.
* President **Lopez** said to clarify; this is a discussion item they will not be voting on it and it will be presented in the next meeting.
* Public Affairs Committee Specialist **Davis** said to not let this conversation limit the Board members growth or affect their value in the next few weeks.
* President **Lopez** said he is very close with the Presidents of other campuses and a lot of them get paid more than he does. Regardless of pay they are always competing with one another to see which campuses come on top.

**1:17**

* 1. DISCUSSION ITEM – **CSSA Voter Designation Form**
* President **Lopez** said it is in the package and it is very brief topic it is just to identify who the voting member will be for East Bay Moving Forward. Their bylaws state there are three CSSA representatives which will define who will be their voting member. CSSA has their own Voter Designation form. They are bringing a backup voting member in case he cannot be there. The voting member in his place if he cannot make it will be Director of Legislative Affairs **Garnica.**
* VP of Finance **Jones** asked what if each person votes for themselves.
* President **Lopez** said the Executive Director will break any ties.

**1:19**

* 1. DISCUSSION ITEM – **Policy on Training & Board Transition (VP of Finance/CFO)**

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

* VP of Finance **Jones** said this was made long ago. This explains what the Board does and sets the training and policies on Board transition. The following corrections were made.
* Under section Board of Directors, “The Board ensures that the organization is in compliance with regulations affecting nonprofit organizations and has sound risk management practices. The Board ensures effective fiscal management and adequate representation of the students at California State University East Bay. (Not a Board function. Not qualified at time of appointment to carry this out. Staff Functions.)
* The inauguration is talked about and it is carried out the the same then as it is now.
* The document talks about a transition retreat that they will have to address and add in the future. They are going to have a retreat in winter.
* Everything else was kept the same on the document besides the added wording under section Non-Profit Auxiliary Organizations- Associated Students Inc. CSUEB, “A 2 hour minimum session shall be required to understand the history and traditions of the organization as well as roles and responsibilities in setting the vision and mission for the organization. An informational session will be provided by the Executive Director. “
* VP of Finance **Jones** talked about the other things on the document that they did not do according to this old documents rules which they will address at a later time.
* President **Lopez** said their transition retreat will be in May according to the bylaws. The Board can submit edits to VP of Finance **Jones.**

**1:22**

* 1. DISCUSSION ITEM – **Agenda Policy (VP of External Affairs)**

President **Lopez** yields the floor to VP of External Affairs **Cardenas.**

* VP of External Affairs **Cardenas** said this document is straight forward and does not need many corrections.
* President **Lopez** said he found the document in 2007-2008 binder.
* VP of External Affairs **Cardenas** said they need to make edits to their Board of Directors agendas that they currently have. They have to add a Consent Calendar and annual Board meeting that has its own specific agenda. They can look into this. The document also includes example agendas for committees. It also has how to conduct meetings in closed sessions.
* Executive Director **Pinlac** said they should not have redundant old policies just to have, ASI follows Roberts Rules.
* VP of Finance **Jones** said she likes in this policy an annual meeting with a set agenda.
* They can look into doing this depending on what gets decided about from this policy.
* VP of External Affairs **Cardenas** said it is important to have a consistent agenda for each new Board year. He noticed that in each agenda over the years the language is changing even though they follow Roberts Rules. A consistent document throughout the years would be helpful for the Board.

**1:26**

* 1. DISCUSSION ITEM – **Volunteer Policy (Executive Vice President)**

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

* Executive VP **Acosta** said this form was updated last year so she made a few edits in grammar.
* She mainly changed under Volunteer Appointments adding to the document, “ASI Committee Volunteers are appointed by the Committee Chair of the student’s committee of the interest or by any Board Member who is looking for additional help, in regards to ASI tasks.”

**1:28**

* 1. DISCUSSION ITEM – **Resolution on Open Course Evaluation**
* President **Lopez** said this will be an action item on October 21st. The resolution is to make the anonymous course evaluations students complete at the end of the quarter open to the public to view so that they can get an idea of how that professor teaches. The comments will be anonymous. This will help the students know more about a professor. He will send this resolution to the advisor. They can add a part in the resolution that it will contain a filter so nothing inappropriate gets publically posted.
* Senator of CEAS **Chavez** asked if this will be like Rate my Professor including a grade.
* President **Lopez** said it would just be the comments made about the professor that was filled out.
* Executive Director **Pinlac** said he will look at previous notes from last year. He believes there was a discussion about this topic two years back.
* VP of Finance **Jones** asked if they would take from the course evaluations that students are required to do at the end of the quarter and use those comments.
* President **Lopez** said two years ago it was passed requiring students to make course evaluations and this resolution will make the comments open.
* VP of Internal Affairs **Rojas** asked if the professors would be able to pick and choose what is posted about them. If this is done then it would be a biased comment posted.
* President **Lopez** said he will be talking amongst the ASI from Fullerton and San Jose to see what they are including in their resolution. He will have more about this in two weeks.

**1:33**

1. SPECIAL REPORTS:
   1. **Pablo Garnica, Director of Legislative Affairs**

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

* Director of Legislative Affairs **Garnica** spoke at Orientation, tabled for It’s On Us, updated board on active legislation, created Legislative Tab on ASI Webpage, met with University President Chief of Staff (**Derek Aitken**), attended Executive Committee Meetings, met with Councilmen **Mendall,** went to CSSA in Long Beach;
* elected CSSA Lobby Corps Officer, attended Hayward Rotary Club with Councilmen **Zermeno**, met with Assembly member **Bill Quirk**, executed District Lobbying with VP of External Affairs **Cardenas**, attended CSUnity, had a 1 on 1 with Executive Director **Pinlac**, emailed departments about committees opportunities, updated Board on active legislation, attended City Council Meetings, helped work on Committee Codes, continued updating the Legislative Affairs Website, started work on Lobby Corps Manual, did a conference Call: CSSA Policy Agenda, had a call: CSSA Ad Hoc Advocacy Committee, attended CSSA San Bernardino, attended ASI Retreat, gave training on CSSA, scheduled a Capitol visit and did a CSSA presentation.

**1:37**

* 1. **Ankush Sharma, Director of Programming Council**

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

* Director of Programming **Sharma** planned out tailgates (Swim & Water polo, Soccer, Volleyball), met with Public Affairs Committees Specialist **Davis** and
* President **Lopez** to formulate ideas/events for upcoming year, together he and Director of Wellness **Quiambao** went over giveaways, food, etc. for tailgates, he worked on ASI Rush Week logistics/planning (Where? When? Why? How?), attended retreat with B.O.D., executed the first Board Event (ASI and Athletics

Presents Water Polo and Swim Tailgate), planned his signature events (ICC & Commuter Day), looked into creating a new event, met with Executive VP **Acosta**, Executive Director **Pinlac** and President **Lopez** and is constantly working with Programming Coordinator **Marc Cochran** and Director of Wellness **Quiambao.**

**1:39**

* 1. **Samantha Quiambao, Director of Wellness**

President **Lopez** yields the floor to Director of Wellness **Quiambao.**

* Director of Wellness **Quiambao** spoke at many orientations alongside Director of Legislative Affairs **Garnica**, President **Lopez** and Executive VP **Acosta,** continued editing programming documents, finished brainstorms and layouts for fall events,

helped establish ASI Rush Week, created layouts for all wellness events in place for the year, attended Title IX meetings with the President, met with **Jennifer Luna** about all things wellness, held meetings with Marc to figure out future guest speakers, attended CSUnity, made budget for Giveaways, made budgets for future events, represented ASI during welcome week, gave the new incoming Freshman and Transfers more info on all things ASI, planned tailgates with Director of Programming **Sharma** and Public Affairs Committee Specialist **Davis, a**ttended SHAC meetings, created Domestic Violence Awareness Week for my Wellness event of Fall quarter, currently collaborating **with Jennifer, Jessika, Winton, Corporal Elders** and others of the Title IX programming committee to make upcoming events that pertain to It’s On Us.

**1:41**

1. ROUND TABLE REMARKS

**Jones:** Thanked the Board for helping her pass the club funding policy. She thinks this will encourage clubs to apply for funding and hold the clubs that do get funding more accountable for their events and responsibilities that come with funds from ASI. She also strongly suggests people read through the resolutions. They are all online and resolutions are one of the biggest things that ASI does.

**Davis:** Thanked those who went to the water polo tailgate. She wants the Board to come out to the Friday soccer event. If anyone wears pink they are entered into a raffle to win a pink pioneers tee.

**Henrichs**: If Board members are available Friday on campus, all day in Lassen hall there will be the annual activities meeting. They should stop by and talk with other student leaders on campus.

**Garnica:** Yesterday he received an email from Councilman Sarah saying there is an effort being coordinated by CSUEB, the city of Hayward and Task force to end city hunger and homelessness. This is a city wide account for current people who are at risk including college students. They would like to connect with CSUEB students who may be facing homelessness and ask for volunteers to collect donations and other efforts. He encourages people to help him with this effort and he knows of students who have had to sleep in classrooms.

**Acosta:** People have been turning in committee applications and she wants the Board members who are supposed to conduct interviews to set them up as soon as possible. They are trying to get all these committees filled up by October 31st.

**Lopez:** The ASI special events mixer is October 16th. It’s On Us video shoot starts shooting Friday and every Friday from now on between 9 and 6 A&E 176. The tailgate is this Friday at 6:30PM. Reach for the stars starts Monday. Personnel on Friday their first three official members and they will be discussing any referrals that they already have.

The Presidents Luncheon is Monday at 12 noon. They have the Vice Chancellor on Thursday where some Board members will be going to. He thanks the Board for the long successful meeting getting a lot done.

1. ADJOURNMENT

Meeting Adjourned at **1:48PM.**

Minutes Reviewed by:

**ASI President**

David Lopez

Minutes Approved on:

**10-21-14**

Date: