

ASI Board of Directors Special Meeting Minutes May 10, 2017

I. CALL TO ORDER at 12:07 PM

II. ROLL CALL

Present: Hendrix Erhahon, Samantha Quiambao, Tiffany Patterson, Reza Khorasani, Karen Parada, Louie C. Ramos, Joanna Giron, Michael Yee, Sia Saquee, Martin Castillo, Erik Pinlac, Athletics Department Advisor, Director of Student Life and Leadership Advisor, Alumni Council Advisor

Not Present: Cassandra Mariscal, Joseph Brandao, Michael Ratcliffe, Hunter Rangel, Alexy Villalobos, Housing and Residential Life Advisor, Academic Senate Advisor

Late: Erin Field

III. ACTION ITEM - Approval of the Agenda

Motion to approve the agenda of **May 10, 2017** by **S. Quiambao**, second by **R. Khorasani**, motion **PASSED**.

IV. ACTION ITEM - Approval of the Minutes of April 26th, 2017

Motion to approve the minutes of April 26, 2017 by **R. Khorasani**, second by **K. Parada**, motion **PASSED**.

V. 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.

Michelle Fletcher is the secretary for BSU and is asking for help with funding for their event “Giving Black.” They will have community service, family support, talent show, and games. They need help with advertising, a DJ; they want to provide food for volunteers, and miscellaneous items as well as decorations. **R. Khorasani** asks if there was a club funding request put into place. He lets her know that they can fund it and it does not need to go through the board. **K. Parada** asks her to have someone to reach out to her so that she can help with additional advertising. **E. Pinlac** asks what the date of the event is. The event will take place on May 27 from 11AM to 6pm.

Brian Jordy is speaking on behalf of the Student Historical Society. They are doing a student research conference in collaboration with the History Department on May 19th. He was supposed to attend the Finance Meeting due to a conflict but was unable to attend so he asks to speak to someone. **R. Khorasani** will speak to him after the meeting.

Emily is speaking on behalf of her chapter Alpha Kappa Alpha Sorority. A few girls from the sorority will be going to a leadership conference in Las Vegas in the month of July. They are requesting 250 dollars per night. Someone has already put in a request for funding. They need the funds as soon as possible because they have all already registered. **R. Khorasani** updates everyone and lets them know that Finance is already giving the sorority a fund but they are requesting the difference from the Board.

H. Erhahon lets her know that this will be an action item at the next Board of Directors meeting.

(13:50)


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VI. SPECIAL PRESENTATIONS-

Student Travel Report to Detroit

Student at large, **Wasim ul Hassan Sahibzada** presents to the board information about his trip to the Detroit Concrete Exposition. He was able to network with people and found a sponsor. There were forty universities in attendance at the conference and CSU East Bay was not one of them. **R. Khorasani** lets the Board know that the funding for this event came from the Student Travel Funding Policy. **J. Giron** says she enjoyed hearing about his experience.

17:35

VII. UNFINISHED ITEMS

A. ACTION ITEM- **Student Success Policy (10 min max)**

The Board will take action on the Student Success Policy

R. Khorasani took the comments and applied them. This will be created as a channel to the Board Initiatives. **H. Erhahon** thinks the name should be ASI Board Initiative Policy. **R. Khorasani** states that the reason the name is what it is, is because they want to let individuals know that this contributes to student success. **E. Pinlac** is concerned that we are duplicating another fee on campus and he suggests maybe extending the deadline for more time. **J. Giron** states that she likes the name the way it is. **R. Khorasani** agrees with **E. Pinlac** on the deadline.

Motion to amend the policy under guidelines and requirements state the deadline to submit application is sixty days prior to the event/program accepted by **R. Khorasani**. **R. Khorasani** is concerned that this could be a blockade to the requests that come to the Board. **E. Pinlac** thinks there needs to be guidelines and deadlines in order for things to get done in time. **R. Khorasani** thinks it is not feasible to have the policy be sixty days before because a number of requests would be turned down due to shorter amount of time. **E. Pinlac** states that the Board can always override any policy and it would be better to have requests in ahead of time. **M. Castillo** reminds people that **R. Khorasani** is stating that the request needs to be submitted thirty days and not that the funds need to be available within thirty days. **J. Giron** states that she prefers the sixty days in order to be more prepared and develop their leadership skills which are what they should be doing. **K. Parada** asks what people think about forty five days, she feels like this number is a happy medium. **E. Field** agrees with **J. Giron** because she feels like 30 days isn't specific enough for the students. **R. Khorasani** suggests that there should be a 45 day or 60 day deadline to submit the first draft of the request. **S. Quiambao** states that in the policy it shouldn't be a suggestion that's why there is a deadline.

Motion to have the amendment at 30 days, motion **FAILED**.

Motion to move the amendment to state that all request must be submitted at least 45 days prior to the event, and activity/program.

Erik Pinlac suggests that they should indicate calendar days so people won't confuse it with business days.

Motion to move the amendment to state that all request must be submitted at least 45 calendar days prior to the event and activity/program, motion **PASSED**.

Motion to amend the original motion by changing the title to "ASI Student Success Initiatives Funding by **H. Erhahon**, second by **K. Parada**, motion **PASSED**.

40:38


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VIII. NEW BUSINESS

A. DISCUSSION ITEM – 111th year anniversary convention (10 min. max)

Grant Frink is a member of Alpha Phi Alpha incorporated and is presenting on behalf of his chapter to hopefully get an aid for the funding of the 111th year Anniversary Convention and the 94th General Convention of Alpha. **Grant Frink** gives the board a quick background on the organization then proceeds to speak on permanent charter status and the motives of these conventions. **Grant Frink** gives the board a grand total of \$3,705.20 but they just got approved \$1,000 from the Finance Committee, so he would like to request the rest of the funding from the board. Since this was already discussed in the Finance meeting the board considers turning DISCUSSION ITEM A into an ACTION ITEM in order to approve the rest of the funds for **Grant Frink**. The board also considers going against the rules in order to add another ACTION ITEM under NEW BUSINESS.

Motion to go against Robert's rules of order and add an additional ACTION ITEM under NEW BUSINESS for Alpha Kappa Alpha Sorority Incorporated Leadership Conference by **J. Giron**, second by **L. Ramos**, motion **PASSED**.

Motion to change DISCUSSION ITEM A to ACTION ITEM A- 111th year anniversary convention by **S. Quiambao**, second by **R. Khorasani**, motion **PASSED**.

Motion to approve \$2,705.20 from Board Initiatives for Alpha Phi Alpha Conference by **S. Quiambao**, second by **L. Ramos**, motion **PASSED**.

51:40

B. ACTION ITEM- Leadership Conference

Motion to approve ACTION ITEM B for \$1,500 from Board Initiatives for Leadership Conference by **S. Saquee**, second by **L. Ramos**, motion **PASSED**.

53:01

C. DISCUSSION ITEM: ASI Budget for 2017-18 (30 minutes Max)

R. Khorasani reminds the board that there used to be 5 budgets but now there are 6 because of the Senate Budget addition. 3 of the budgets are Administrative Marketing and Special events that are directed by the staff and the last 3 are directed by the student government. **R. Khorasani** is going to go over the budgets directed by the staff. The marketing coordinator was added which is a 2% cost of living adjustment and has increased the budget to 75,000 employee benefits. Publicity printing is negative and **E. Pinlac** explains why. **R. Khorasani** continues discussing the budget. There hasn't been any change to fees. There was a conference for the marketing team added to the travel out of state budget. There was also more added because they are trying to get Apple computers for the office. The budget for staff development was cut largely. **E. Pinlac** states that the computers are not for the whole office but for that specific department because they do not have the adequate equipment to do what they need to and they are using their personal laptops. **E. Pinlac** now speaks about the Administration budget. There was a 29.57 percent increase to accommodate the Associate Director for Personnel. The budget for employee


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benefits went down. Supply Services was decreased. The budget for contracts went down. The fees budget went down. There was a decrease for Travel in State because the conference that the staff attends is driving distance this year. Insurance budget stayed the same. Staff development stayed the same. Cost recovery increased. Investment Service Charges is the same. Duplicating services was added to administration. The anticipated revenue is 1.899 million. There is money coming in from investments which is 230,000. **R. Khorasani** discusses the special events budget. 3 small activities per quarter are what it is budgeted for. **E. Pinlac** states that he wants there to be a larger quantity of events instead of just a few. **K. Parada** asks why the budget for Al Fresco has gone down and **E. Pinlac** lets everyone know that they will now be having local artists rather than big artists as well as those who would be family friendly for campus. The diversity center's budget was brought down. **R. Khorasani** discusses the senate budget and lets everyone know that this budget was made from scratch. The academic senator's budget was increased to four events per quarter and each one with a one thousand dollar budget. The budget for special events under programming council has gone down. The student government is now discussed. The budget for salary isn't much different. Employment benefits stayed the same. Contract budget was cut. Travel in state and out of state is roughly the same but has gone up a bit. Scholarships budget went up. Stipends decreased. Club funding budget has drastically increased. Seed funding budget has gone up. **E. Field** asks if there is a way to increase the budget for Concord Campus. **R. Khorasani** thanks **E. Pinlac**, **D. Lagasca**, and **S. Sharma** for all of their help.

01:22:35

D. INFORMATION ITEM- - Student funding request for CSUIP program

The BOD will be given update on this request.

H. Erhahon updates the Board of Directors. He states that he requested this item to be placed on the agenda because he didn't get a few questions from the board members. He says that there is no policy or way to make this happen for the students who came to the board. **E. Pinlac** lets them know that the scholarship is the policy that this would cover. **M. Castillo** clarifies that it isn't that there aren't policies but rather that there are policies that prevent this type of thing.

E. INFORMATION ITEM: ASI Referendum

The BOD will be updated on the ASI Referendum

E. Erhahon states that they are going to have the referendum. It will be on the 30th and the 31st. The new board will then have to have a meeting to pass the resolutions, the name changes, etc. There will be three resolutions that will be passed by next year's board. **S. Quiambao** reminds everyone that although everyone's term is coming to an end everyone needs to work just as hard and needs to stay on task. **K. Parada** asks **H. Erhahon** if he can have them send the marketing requests. She also asks if there is going to be a voting poll and suggests having one. She suggests asking the Elections Committee to do it.

IX. MANAGEMENT REPORT

No management reports



X. REPORTS

a. Director of Sustainability, **Saquee**

S. Saquee thanks those who helped her. She helped with Welcome Day as well as with getting over eighty signatures for the referendum. She was a part of the library relocation focus group, when to a traditions discussion and attended a meeting for student accessibility. She is currently working on the take back the tap resolution.

b. Director of Wellness, **Villalobos**

No Report.

c. Director of Programming, **Rangel**

No Report.

d. Director of Concord, **Field**

E. Field has been having meetings and preparing for the director who will be taking over her position. She has attended the Student Health Advisory Committee meetings, gathering signatures for the referendum and working on the transition things for the upcoming director. **E. Field** volunteered for the Tunnel of Oppression, Earth Day, and the Health Pantry. She will be tabling next week and will be having the etiquette banquet soon as well as a few other events. She lets **K. Parada** know that there is a new Marketing Assistant at the Concord Campus and she will get them in contact. **E. Pinlac** asks her to follow up on the Concord Fitness Trail.

e. Director of Legislative Affairs, **Ratcliffe**

No Report.

XI. ROUND TABLE REMARKS

L. Ramos reminds everyone that commuter is the 17th and any help will be appreciated. Next week is also Hey Be Nice Campaign and the tabling will be the 16th through the 18th.

R. Khorasani lets the Board of Directors know that if they have any questions about the budget they can contact him. **E. Pinlac** tells everyone that this weekend is the new board's first retreat and it is different than previous years. The budget will still be worked on. He recognizes **R. Khorasani** for his new position with CSSA that he will be continuing at UCSF. **J. Giron** reminds the board that the Shot of Reality Campaign will take place the week of May 22nd. She also asks for help finding people to represent organizations on campus for the campaign. **K. Parada** asks them to send her any information that she can use. She recognizes **R. Khorasani**. There is an abundance of giveaways so if anyone needs any to give away just contact Karen. **K. Parada** also reminds everyone to be tabling. She will also be sending out information on the ASI Banquet.

01:40:10

XII. ADJOURNMENT at **1:37PM**


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Minutes Reviewed By:

ASI President

Name: Hendrix Erhahon

Minutes Approved on:

5-24-17

Date:

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