**Executive Committee Meeting Minutes of July 1st, 2016**

1. CALL TO ORDER **AT 12:00 P.M.**
2. ROLL CALL

**Present:** H. Erhahon, S. Quiambao, R. Khorasani, K. Rojas, L. Ramos, M. Castillo, J. Plasencia, and E. Pinlac.

**Late:** None.

**Not Present:** None.

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

**(MSP)** Motion to approve the agenda by **R. Khorasani**, seconded by **J. Plasencia**, motion **PASSED**.

1. ACTION ITEM – **Approval of the Minutes June 6, 2016**

**(MSP)** Motion to approve the Minutes of June 6th, 2016 by **L. Ramos**, seconded by **S. Quiambao**, motion **PASSED**.

1. PUBLIC COMMENT **– Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**

No public comment.

1. UNFINISHED ITEMS:
   1. DISCUSSION ITEM – **Policy on Student Travel Fund**

The Executive Committee reviewed the Policy on Student Travel Fund. The current policy for breakfast is $10, $15 for lunch and $25 for dinner. One scenario was whether Student-At-Large’s during conferences should be provided funding for meals. When students go to these conferences sometimes the food policy budget is exceeded. The committee discussed how it is a problem to cover food when the conference will be covered. Students need to be responsible for some of their expenses. They talked about striking out the meals per day because the majority of conferences provide meals and the students should pay their own meals. They will explore the idea of scholarship. The meal funding should be provided because what if the student is broke and cannot afford paying for a meal. The committee will decide in the next meeting regarding this topic.

* 1. DISCUSSION ITEM – **Board of Director’s Meeting Times Policy**

The Executive Committee discussed the origin of Board Meetings and discussed any future changes. This policy was created to solidify a meeting time for Board Meetings. This meeting has been on Wednesday’s at12:00- 2:00 P.M. This has been a standing time since 2012.

It is good to have a set time so students can know it will be at this time no matter what. There are many members and it may not be ideal to have everyone commit to this set time. They probably have to do a referendum to make changes to this policy. Next item on the policy is denied exemption request. Board members will be denied exemption if the class they need to take is offered at another time, if the class is not pertaining to their major and if the student is not a graduating senior who needs the class to graduate. The committee wrote a rough draft of the language for this policy. This item will be brought up again next week.

**1:12:22**

1. NEW BUSINESS ITEMS:
   1. DISCUSSION ITEM – **CSSA Funding request**

The Executive Committee discussed the funding request for Michael Ratcliffe, CSSA Academic Senate Liaison.

B. DISCUSSION ITEM – **Director, Concord Campus**

President/CEO H. Erhahon presented a candidate, who applied for the open board position. Erin Field is up for this position and she is more than qualified. She will be appointed next week. The committee discussed this candidate in more depth. She will be up for approval next week.

C. DISCUSSION ITEM – **Chair, Board of Directors Nomination Policy**

President/CEO H. Erhahon presented a nomination policy for the Executive Committee. The committee went over the nomination policy and discussed the pros and cons of the policy. The committee worked on the written language. The logistics of the policy were discussed with comments as to why it was created the way it was. The president/CEO is the non-scoring member. They defined good standing. The outgoing Chair can be present for the interview for the future Chair. When the candidate is being interviewed, only the incoming BOD can be present.

D. DISCUSSION ITEM – **Staff Cost of Living Adjustment (COLA)**

ASI Executive Director E. Pinlac presented. The cost of living adjustment is an annual increase in wages for the staff to combat rising cost of living. A 3 % increase will be recommended for the staff. He will email out the numbers.

**1:45:12**

1. ROUND TABLE REMARKS

**Khorasani**: The next meeting is Wednesday and will it be a standing meeting?

**Erhahon:** That is a discussion, not a roundtable remark.

**Pinlac:** The emails, passwords and nametags are ready.

1. ADJOURNMENT **AT 1:51 P.M.**

Minutes Reviewed by:

**President/CEO**

Name: Hendrix Erhahon

Minutes Approved on:

**9-23-16**

Date: