

Executive Committee Special Meeting Minutes October 11, 2017

I. CALL TO ORDER at **1:05 PM**

II. ROLL CALL

Present: Joshua Peckham, Ryan Finazzo, Tiffany Patterson, Alex Goelzer, Cindy Ng, Erik

Pinlac

Late: Samantha Quiambao, Martin Castillo

Not Present:

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

Motion to approve the agenda by **A. Goelzer**, second by **R. Finazzo**, motion **PASSED**.

IV. ACTION ITEM – **Approval of the Minutes September 22nd, 2017**

Motion to approve the minutes of September 22nd, 2017 by **T. Patterson**, second by **R. Finazzo**, motion **PASSED**.

V. 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.

2:45

VI. UNFINISHED ITEMS:

No unfinished items.

2:48

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM – Meeting Times & Day

J. Peckham states Executive and Personnel Committee meetings will be held on alternating Wednesdays. Board meetings will be held from 12:00 pm to 2:00 pm. Personnel meeting times will be held from 3:00 pm to 3:30 pm over zoom and is meant for Committee appointments and reviewing appointments. **E. Pinlac** states even if these committee meetings are short they still need to be held in a physical location if any member of the public wants to speak. **M. Castillo** mentions if they are just committee appointments he will most likely not be able to attend, but if there is any agenda items to discuss he'll try to be present.

6:45

B. DISCUSSION ITEM – Travel Scholarship Policy

R. Finazzo mentions trying to add two new edits to the Travel Scholarship Policy. One, CSU mandated travel ban to certain states that had legislation enacted discriminating against LGBTQ+ community. Two, there has been trouble with

Accounts Payable where students pay for their own travel and are not being reimbursed for it. **R. Finazzo** states he wants to edit the documents so ASI can purchase the travel and transportation instead of students purchasing it themselves. **E. Pinlac** adds there are certain policies that won't allow students to be reimbursed from certain companies, and uses Expedia as an example. **M. Castillo** mentions if students need to rent a car use Enterprise because ASI has a contract with them and they should be able to pre-pay the registration, as it would be more convenient. **J. Peckham** questions if individuals would have to go out and find the hotels and flights for them or if they would be given that information. **J. Peckham** proceeds to state that if they are doing it on the other hand then that's putting a lot of unnecessary work on them that shouldn't be there in the first place. **M. Castillo** agrees with **J. Peckham** and weighs the "pros" and "cons" of prepaying stating that it is convenient, but it does bring liability. **J. Peckham** asks if they've consider looking into different airlines to see if they can possibly get a contract with them for ASI and students. **M. Castillo** confirms that as a corporation this might be something they'll look at, but as a university it'll never happen because it brings on the liability. **E. Pinlac** stresses that they have to meet with **Sneh Sharma** before they travel and suggests including a "request for travel authorization to Travel" for any student(s) wanting to travel. **T. Patterson** wants to know how much of an inconvenience is this going to be for the students; she then asks if there would be any restrictions or would it make it smoother for them to travel. **J. Peckham** confirms that it would put a little more on the students but overall it will simplify the process in order to make sure students are getting reimbursed. **R. Finazzo** and **E. Pinlac** plan to meet with Accounts Payable. **R. Finazzo** asks for any suggestions on the language he used regarding the policies. The committee will add this as an unfinished discussion item on the next meeting's agenda.

22:50

C. DISCUSSION ITEM – Resolution on Board Meeting Times

A. Goelzer explains that this is an updated version of the previous Board Meeting Times Resolution, and states that he just included a few dates that were set. Due to the Board members being absent on Nov. 1, 3, and 5 he changed those meeting dates and times to November 15th and November 29th. **E. Pinlac** recommends removing the dates November 1st, 3rd, and 5th in the resolution and states that next quarter they will follow in line with picking dates. **M. Castillo** suggests that **A. Goelzer** uses the keyword "typically" in order to be flexible with potential date changes besides being exclusive only to the days 1st, 3rd, and 5th.

VIII. SPECIAL REPORTS

IX. ROUND TABLE REMARKS

J. Peckham wants to know if the committee would rather have their personnel meetings at a set time on Friday. **J. Peckham** would be okay with doing this as long as the rest of the committee is ok with it as well. **J. Peckham** states that he would probably make the set time between 4:00 pm and 5:00 pm, but he is open to go as early as 3:30 pm. **J. Peckham** states that this is an alternative just in case they won't be able to have their meetings on Wednesday's.



T. Patterson states that if it is every other Friday then she can alternate, but if something comes up she wants to know if it would be okay to “zoom” in.

X. **ADJOURNMENT at 1:35 PM**

Minutes Reviewed by:

Executive Vice President

Name: Samantha Quiambao

Minutes Approved on:

11-13-17

Date:

