Chair, Nathan Jones, has called a meeting of the Executive Committee on Monday, January 28th, 2019 at 12:00 pm - 2:00 pm in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 12:07 pm

II. Roll Call
President - Present
VP of Internal Affairs - Present
VP of External Affairs -
VP of University Affairs - Present
VP of Facilities & Services - Present
VP of Finance - Present
Corporate Secretary - Vacant
Chief Justice - Present
VPSAEM - Designee
Student Trust Officer - Present
Interim Executive Director - Present
BOD Admin Support - Absent

III. Approval of Agenda
Motion to approve the agenda for January 28th, 2018.
Moved by VP of Finance, seconded by VP of Internal Affairs.
The following changes have been made to the agenda:
Motion to change New Business Item b. Elections Packet to Discussion instead of Action
Motion to add New Business Item e. Operating Agreement, New Business Item f. Board Member Duties & Expectations Policy, and New Business Item g. Food Pantry (All discussion items). moved by VP of Facilities & Services seconded by VP of Finance.
No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
No minutes to approve

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
No announcements.

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.
No Public Comment.

VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.
No Closed Session
VIII. Old Business
No Old Business

IX. New Business

a. E-Hire for AED of Programs (Discussion Item) - President

*The Executive Committee will discuss directing the Executive Director to hire a temporary emergency hire for the position Assistant Executive Director of Programs.*

**President** stated that it will take time to hire an AED of Programs. He wanted to direct the **Interim Executive Director** to look into an emergency hire. It cost is around twice the amount that it would take normally to be into the position. Mayra Saldana, **AED of Marketing & Communications** asked what the intent of taking action. She recommended for the committee to reconsider this option. **President** stated that he assumes the company will do a good job finding a person qualified in the position. He clarified that they have to pay a fee for the company to find the candidate but the candidate will be receiving double the salary than normal. The position has already been budgeted for. **Interim Executive Director** stated that HR will begin the research soon.

b. 2019 Elections Packet (Discussion Item)

*The Executive Committee will discuss and approve the Election Packet for the 2019 election period.*

**Interim Executive Director** stated the two major changes of the elections packet. One of the changes was membership. There are no longer class reps included within the Board. He also highlighted the new position of issue directors. There will also be one student org representative. **President** stated that the Elections Packet only reflects the bylaws. **AED of Marketing & Communications** stated that the freshman class is very large so student voices may not be accurately represented. She suggested having the Student Org Representative be put into the election’s process because doing so separately may look like a conflict of interest to the public. **President** stated that the intent of removing the class reps is because the Student Org Representative is planned to tackle general issues that most students face regardless of class. **Interim Executive Director** agreed to have this added to the elections process. **Compliance Coordinator** stated that this is a timely issue because if this is added the the process then elections may be pushed back. **President** brought up the idea of creating a First-Year Experience Director which will handle first year freshman and transfer students. It is planned to have this position opened around 2020-2021. **Interim Executive Director** stated there is an issue for the incumbent load because it states that candidates must be a full time student. **Compliance Coordinator** clarified that 9 units is full time for undergrad students and 6 units is full time for graduate students. **VP of External Affairs** stated that the expectations are not clear for their positions and that there needs to be stronger expectations stated within the elections packet. **VP of External Affairs** stated that grad students may not be fairly evaluated for having 6 units because they may be doing other extracurricular activities that do not count as units. **AED of Marketing & Communications** reiterated to reconsider removing these positions because the job description is unclear. **Interim Executive Director** stated that the timeline has also been changed. The filing period deadline is now at February 11th - 22nd. **VP of University Affairs** suggested adding a training with the new appointees for the timeline from June 1st - 30th. **President** stated that transition periods have to be discussed later. **VP of External Affairs** stated that Board outreach is important to get candidates and there should be specific positions for outreach. **VP of University Affairs** recommended having a list of high school graduates to see who may be eligible to run. **VP of External Affairs** stated that April 18th, 2019 should be when the voting should begin and then it should go to five days after. **Interim Executive Director** stated that it should occur in May. **Chief Justice** stated that he would prefer to have the voting period occur from April 15th - 18th because it would occur throughout the school week and not on the weekend. **President** stated that if there any further changes that they should inform **Compliance Coordinator**. He also brought up a section of Class and College Reps where he suggested to remove it. **President** stated that there will be another Executive Committee meeting next week from 12:00 pm - 2:00 pm on Wednesday.
c. **New Bylaws (Discussion Item)**

_The Executive Committee will discuss proposed changes in the Bylaws for the 2019-2020 term._

President stated the changes of the bylaws. On page 8 the job descriptions have been removed references the Duties and Expectations Policy. On page 11-12 there is the succession plan which goes back into how the 2014 bylaws were. On page 15 there is the Designation of Executive Officers which references the Duties & Expectations Policy. Interim Executive Director asked if these changes can be brought up before the elections. Compliance Coordinator stated that there is no correlation of the elections and bylaws so the bylaws do not have to be approved yet. **VP of External Affairs** suggested that there can be some added positions. The minimum for grad students is a minimum of 60 units for residency. President stated that it should be clearer. Compliance Coordinator stated that the issue is that grad students are being excluded for holding office.

d. **2019 Winter Retreat (Informational Item)**

_The President will update the Executive Committee on details of the 2019 Winter Retreat._

President stated that they are leaving Friday between 11:00 am -12:00 pm into Fort Miley. After that, the hotel and from there an hour to get settled. There may be an activity will happen after dinner. Saturday is when most of the work will take place. On Saturday it is from 8:00 am - 10:00 pm. There will be a goal-setting workshop with a project management session.

e. **Operating Agreement (Discussion Item)**

President stated that the agreement has been send to him, Interim Executive Director, and AED of Business Admin & Finance. Interim Executive Director discussed the goals that have been met and showed the agreement to the Committee. President addressed that the two main points reporting line and the fundraising piece.

f. **Food Pantry (Discussion Item)**

Interim Executive Director stated that food pantry is fully operating in the annex. There is a walk in refrigerator planned to be made for perishables. There is a shop with the food bank where they can get food for 17 - 18 cents per pound. President stated that it is planned to have double swinging doors. It is planned to be finished by March or April of 2019. He also stated that AS has around $4 million and grant money from the chancellor. It is being decided which resource would be used. The extra money would be allocated for staffing and food. This is now being seen by the Facilities & Services Committee so the AED of Facilities & Operations is in charge of it now.

g. **Board Member Duties & Expectations Policy (Discussion Item)**

President stated that the policy is intertwined with the bylaws and the elections packet. He later went on in chronological order of the policy outlines. If there are any changes that the Committee feels are necessary, then they can let him know. **VP of Finance** added a section to build a relationship with at least one AS program. President stated that there could be a different way to approach this subject. **VP of University Affairs** stated that there should be a section added regarding self-care. Science & Engineering Rep stated that it is essential to have trainings earlier in the year. **VP of External Affairs** stated that the expectations of the job should be highlighted rather than including the minimum requirements. Interim Executive Director stated that there has to be more supervision or organization of the future changes for the policy. **VP of External Affairs** stated that Board members can make a written report or keep a portfolio. **VP of External Affairs** stated that there could be an instructor hired which could be counted as units for college credit. Science & Engineering Rep stated that there may be issues with Board members school schedules. **VP of University Affairs** suggested the Governance Chart should also be included within the policy. President stated that there is no clear connection from AS to the university so the new positions will help build a connection.
X. Adjournment

Motion to adjourn meeting at 2:02 pm. No opposed. No abstentions. Motion passed. Meeting adjourned by consensus.

Approved by: Nathan Jones

Respectfully submitted by: Johanan Supnet