

ASI Board of Directors Meeting Minutes of October 23, 2013

I. CALL TO ORDER: EVP **Pinlac** calls meeting to order at **12:04 PM.**

II. ROLL CALL

Members Present

Michelle C. Xiong
Erik Pinlac
Thamer Fahad Alhathal
Marie Alexandra R. Ibarra
Katrina-Mari Mayol
Jamelia Drake-Smith
Gaozong Yang
Edward Andreini
Kathy Cutting
Landon Patton
Jordan S. Leopold
Chris Gallagher
Raymund Cruz
Stan Hebert
Randy Saffold
Kenrick Ali
Marguerite Hinrichs
D. McKinney

Absent Members

Ellen Griffith
Sara Judd
Eileen Barrett

Guests

John A. Zaro

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

Amendment I: (Xiong) to move the Academic Senate Report to item VI on the Agenda, to table the Wellness Committee and push it to the Executive Committee, and to add the Reservation Policy as a discussion item.

Motion Carries as Amended.

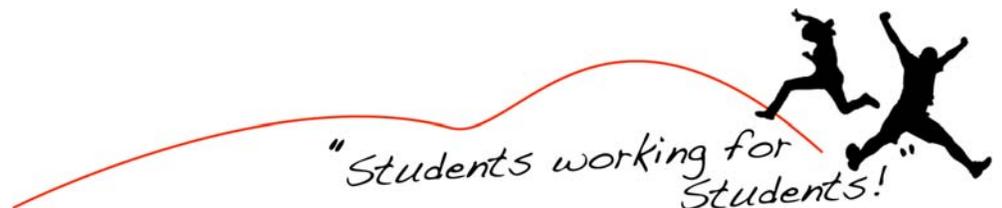
Motion: (Xiong) to approve the Agenda.

Motion Carries.

IV. ACTION ITEM- **Approval of the October 9, 2013 Minutes**

Motion: (Cutting) to approve the October 9, 2013 Minutes

Motion Carries.



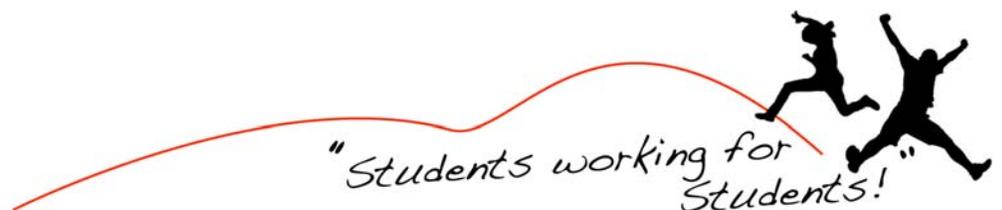
V. **PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.**

John Zaro mentions the lack of food choices on the campus. After doing research, he found that Aramark has been providing food to the campus since 2007 and he states that his suggestion is to push Aramark to do a better job with providing healthier choices to the campus. He states that exposing students to healthier food choices will allow them to form their own decisions. He further states that he will continue to do his research on this issue but he also encourages the Board to look into this as well.

08:00

VI. **INFORMATION ITEM - Academic Senators Report –Claudia, Kathleen, Tad EVP Pinlac** yields the floor to **Claudia, Kathleen, and Tad** and they address the following:

- Two weeks ago on Tuesday they had their first Academic Senate meeting
- During the meeting they had the presidents report, campus jobs, statewide senators report, surveys, pursuing legislators report, and WASC report
 - The president discussed that the retention rate and graduation rate aren't where he wants them; he would like them higher. The president stated that he has high expectations for this incoming freshman class; he would like at least 60% of them to graduate within 4 years. The president also stated that he would like the quality of professors to be good as well. Right now the graduation rate for students to graduate in 4 years is 30%.
 - They are trying to get peer tutoring and TA's in upper division classes especially in the science classes
 - They want to know the small steps that everyone can take to get to a higher graduation rate
 - They want to work with financial aid in providing more work study jobs on campus
 - For the statewide senator's report, the biggest issue was community colleges. They want to bring degrees and graduation to community colleges. However, CSUEB and other colleges are fighting against this saying that the UC's and CSU's have the right to give out degrees not community colleges.
 - They are trying to have online classes and labs for the classes that don't have a teacher or have too little students, so these classes won't be dropped completely for that quarter but instead would be online.
 - The survey discussion part was about the surveys that the students take before the class ends. They would like to increase the amount of student feedback from these surveys. For the winter quarter, it was voted to have online surveys.



- For the pursuing legislator report, they are looking for bills that will help the CSU's and they will post these online. They are also trying to get a program that helps get more math classes to CSU's. These will be highly intensive courses that will bring more classroom involvement from students
- WASC (Western Association of Schools & Colleges) evaluates the guidelines of CSU's and they'll be coming to the school this year so they're creating a committee just for WASC.
- They're also looking for more members for their science and concord campus academic senate committees.

02:45 – part2

VII. **ACTION ITEM –Adoption of Code of Conduct**

EVP **Pinlac** states that these documents were distributed last meeting and the Code of Conduct is mimicked off of Fresno States' Code of Conduct for their Board members.

Motion: (Xiong) to adopt the Code of Conduct

Motion Carries.

04:19

VIII. **INFORMATION ITEM- Executive VP Report –Erik**

EVP **Pinlac** addresses the following:

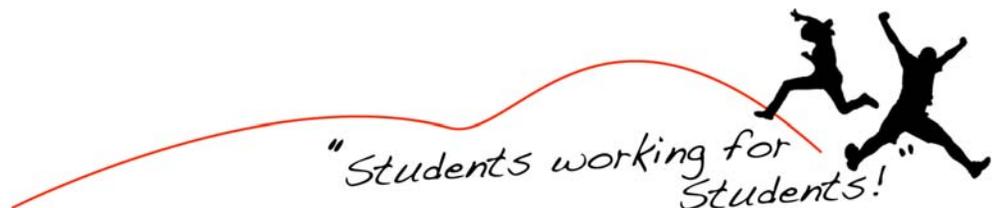
- Current projects:
 - seating university, academic senate, and ASI committees
 - planning for distinction committee – will be evaluating departments in November
 - code of conduct – worked with Katrina (VP of Internal) to finalize it
 - typed up expectations that were set at the Board Retreat and will distribute them to the Board at a later time
- Future Projects:
 - Wants to schedule another one-on-one with the members to see their progress
 - Needs to compile goals from retreat and collaborate with VP of Internal to start to delegate the tasks/goals
 - needs to focus on continual ASI recruitment with VP of External because throughout the year they get open seats on committees
 - trying to book the next in service training – has a list for the in service training but will take suggestions as well

07:19

IX. **DISCUSSION ITEM – VP of Internal Report –Katrina**

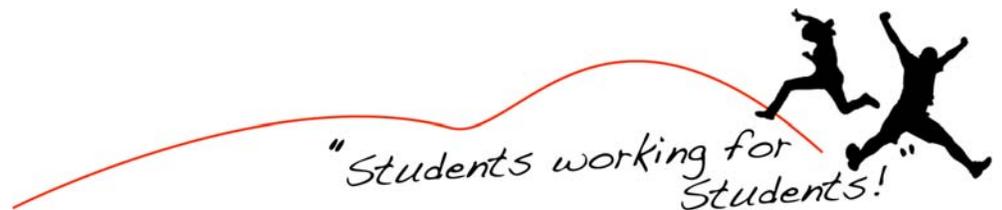
EVP **Pinlac** yields the floor to VP Mayol and she addresses the following:

- Completed tasks:



- Committee Codes, Code of Conduct, Welcome Packets – if they haven't received their Welcome Packets talk to her
- Current projects:
 - Grammatical Revisions of the Bylaws – so the changes can be passed for a vote in the winter quarter
 - Social Media Policy in conjunction with the Director of Public Relations – working to get changes made so this policy can be distributed to all of the Board
 - Documenting Goals and Expectations from the Board Retreat – narrowing them down and prioritizing them
 - Editing the Committee Application – there will be the addition of a new committee on the committee applications. Also, some of the answers on the committee application seemed to yield repetitive answers. So, VP **Mayol** is going to look through the questions and try to narrow them down to two questions that captivate who the candidate is and why they want to join the committee.
- Upcoming projects:
 - Evaluation of the ASI website – it hasn't been updated a lot and the VP of Internal Affairs last year had some things that he wanted to change
 - Change the layout for easier access – making it more visually appealing
 - Spelling errors and nothing new has been posted yet
 - Attach documents that are discussed during the meetings
 - Recent Agenda and Minute documents uploaded
 - Update Committee descriptions in accordance with the updated committee codes
 - ED **Saffold** informs that the deadline for the launch of the new ASI website is November 15-30th and Marketing will most likely be shut down for a period of two weeks so they can focus on developing the website. ED **Saffold** mentions that the issue right now is a content issue and that he'd like for VP **Mayol** to take a look at the new site and see if these same issues were addressed or still remain.
 - Planning of the first Town Hall Meeting – this allows students to see what ASI is up to and where the students' money is going
- The first Internal Affairs meeting is this Friday, October 25th at 1pm
- **Ali** asks if the Social Media Policy will take into account California's Social Media Policy because two specific ones passed last year
 - VP **Mayol** states that she will be looking into this and yes, they should take into account California's Social Media Policy

13:48

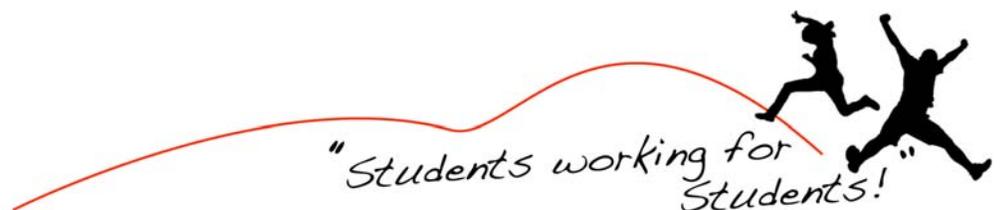


X. DISCUSSION ITEM – **Program Council Report –Raymund & Chris**

EVP **Pinlac** yields the floor to **Cruz** and **Gallagher** and they address the following:

- Events that they've done so far:
 - ASI Rush Week – 3 day event
 - 1st day – Info Night, about 30 students attended not including the Board members
 - 2nd day – Paint Wars, invited students that attended the Info Night. About 35 students attended
- Upcoming Events:
 - Late Night Study Hours – will be new and improved
 - Basketball Tailgating
 - Cover California Workshop
- Upcoming Events for winter and spring:
 - Monthly Raffle Draw
 - Meet the Chair Event - from External Affairs
 - Spring Fun Run
 - Golden State Warriors Game Day
 - East Bay Tailgating, December 6th, against Cal State Dominguez Hills – first conference game against another Cal State school. The purpose of this event is to create more campus pride. This event will have a similar setup to Basketball Madness. Students will get in for free and there will be free entertainment. This event will be in collaboration with athletics and it will be for one day, if it is successful then they can have more events like this.
 - Golden State Warrior tickets – this has been done for the past couple of years and was really successful 2 years ago where it was \$10/ticket and they got to see two games and watch the players warm up. They could possibly do Bart tickets to the game which is ~\$5 there and back. The purpose is to get people excited about ASI and the things that ASI provides/does.
 - Homecoming
- For the Programming Council committee they have 8 student-at-large and 4 volunteers
- The first Programming Council meeting will be this Friday, October 25th from 10-12pm
- ED **Saffold** mentions that they inform UPD for the Tailgating event and that they have a plan for things like alcohol. Also, December 6th is kind of cold so inform students of the cold weather or have the tailgating indoors.
- President **Xiong** states that Cover California's purpose is to inform students of insurance based off of what the CSU's and the president are saying

20:54



XI. INFORMATION ITEM – **Director of Public Relation Report –Landon**

EVP **Pinlac** yields the floor to **Patton** and he addresses the following:

- Passes out forms for people to fill out if they want him to promote an event through social media
- For committee flyers he took the ASI Committee Codes and broke them down so people can understand what the committees are and what the committees do
 - He had a meeting with Pritesh yesterday and these should be printed out at the latest by sometime tomorrow
 - The majority of these flyers will be on 5X7 flyer paper
 - He gave the Chairs the option of adding an extra element to the flyers and Griffith, Director of Concord Campus added her own slogan
 - Flyers are also being done for the university wide committees and those will be done on Friday
 - There will be 50 flyers for each committee and they can be used during tabling
 - ED **Saffold** states that they're only doing print on demand and they don't need more of something just to have it
 - Facebook Agreement; he has a meeting tomorrow with Kim Legocki, the Social Media Director of the Campus, and she'll be showing him her methods: how to plan out the calendar, setting a timer for the post to be twice a day. This Agreement will be ready tomorrow evening after his meeting with Kim
- President **Xiong** clarifies that the point of contact for Pritesh, regarding marketing, is Landon. So, give everything they need to Landon through the submission form so there's a set process.
- **Patton** states that he prefers the physical hard copy of the submissions in relation to digital/email form.
- **Patton** further states that he will be putting this format in an excel spreadsheet so it can be easier to edit for people

29:23

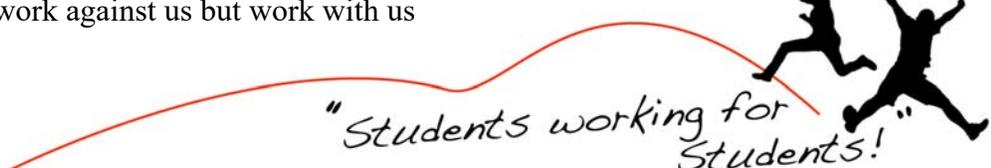
XII. INFORMATION ITEM – **Director of Environmental Affairs Report –Kathy**

EVP **Pinlac** yields the floor to **Cutting** and she addresses the following:

- She did a Meet and Greet last night for her committee members
- They will be having their first Environmental Affairs meeting next week – it will most likely be every other Wednesday at noon
- Their vision is to create awareness of sustainability problems and solutions among students, faculty, and departments
- The mission of the Board is to represent students by creating thoughtful policies which guide ASI to set good, responsible examples for the CSUEB community.
- What she anticipates for the Environmental Affairs committee:
 - Monthly tabling


"Students working for Students!"

- Water bottle refill station installations and bottle promotion.
- Partnerships with clubs, organizations, administration and departmental events:
 - Edible campus, vertical gardens
 - Movie nights – what the sustainability club wants to do
 - Native garden expansion
 - Earth Week
 - Recycle mania – Aramark event; wants to work with them to start to build a sustainable relationship
 - Free Fest
- Shows a module on what sustainability is
 - Explains that the whole point of sustainability is making sure that we have enough to continue to live. Also, to make sure that we have enough materials/resources to protect our health and our environment because all of this makes it viable for us to live. It's all a matter of making better choices and setting good examples along the way.
 - Natural resources create food for us to live off of and consumer goods allow us to afford to live – and all of these things create waste
 - Describes how we only have access to a small amount of the earth's water
 - 97% of the earth is salt water
 - 2 ½% of our drinking water is frozen and not accessible to us – now melting
 - 0.5% is what we have to live off of (drink, grow food, etc) – so if we harm this water then we're taking away from our ability to use it, and the more a population grows, the less of it there is. We need this fresh water to be able to be recycled so we can live off of it
- Mentions that water bottles and drinking from the tap is a convoluted issue and that she promotes using reusable water bottles to help eliminate waste of water bottles and drinking out of the tap versus paying someone to take water away from another area in the world
- Shows a picture of a fish that ate broken down plastic because it thought it was food – explains that the animal eating waste/plastic is a form of killing off the food chain
- Explains that if we didn't put more stuff on the beaches and in the oceans that we would eventually clean up the ocean
- Explains how removing mountains so people can find coal for us to live off of to produce energy isn't pretty and the mountains never come back – she explains how we can look for cleaner ways in creating energy; things that don't work against us but work with us



"Students working for Students!"



- Removing rain forest to allow cattle to get grazed so we can eat at things like Burger King takes away our biodiversity, oxygen, and any other things that come from rain forests
- Shows all of the energy and resources that go into raising a cow and how being a vegetarian can increase the earth's energy and that we can feed a lot more people from crops than cow.
- Shows a list of things that we currently have on campus to promote sustainability: solar panels on top of buildings, stations to charge cars, e-books and states that hopefully they will be bringing more to the campus to expand this list
- Shows a list of her current projects
- Shows the edible campus project
- Tells the members what they can do to help
- Explains the potential that the campus has
- **Yang** suggests about having a map for where the edible gardens are around campus so students will know where to go
- **Cutting** states that her thought is to get this training module put online so that anyone can be able to view it and expand on this
- **ED Saffold** states to make sure to bring these things up to the sustainability council and that he's curious about the solar panels as something that can be placed in the UU's
- **Hinrichs** asks **Cutting** to present this at the winter leadership symposium in January

51:11

XIII. INFORMATION ITEM – **Director of Science Report –Gaozong**
EVP **Pinlac** yields the floor to **Yang** and he addresses the following:

- Sent out a letter to all of the department chairs
- Met with the Associate Dean to build a relationship with him
- Constantly meeting with Dr. Leung regarding the Cave project – in November she is planning to survey students regarding what things they like and don't like about the cave and if they don't use the cave then how they can improve on that.
- Also discussed with department chairs about the Plus Program – this is also what the Academic Senators were talking about in their presentation about the science tutors. Currently, they have two tutors for general chemistry and she is following up with the professors on how this is working. Her goal is to see if this can be offered for general chemistry, biology, organic chemistry, and possibly getting the graduate students to help tutor the undergraduates.
- Has emailed Director of SCAA but hasn't received a response yet
- Discussed general backgrounds with the department chairs and if they had any academic plans for the year and if they have any official clubs for their department – if they don't then she could help them to establish one

"Students working for Students!"



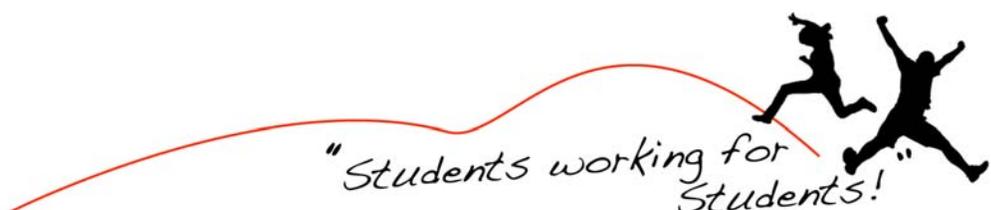
- She would also like the department chairs to start thinking about the Industry Job Panels – either having one of the faculty members present or having them talk with their colleagues about being a part of it
- Also seeing if there are any classes that students are requesting tutoring in and possibly getting tutors for those classes
- Goals for this quarter:
 - Continue to meet with the department chairs
 - Help the department create student clubs
 - Continue to meet with Dr. Leung
 - Building a relationship with the science clubs and orgs
 - Meeting with Dr. LeDuc to discuss the supplemental classes and to see what they can do in terms of tutoring for their students

55:55

XIV. INFORMATION ITEM –**Director of CLASS Report –Mia**

EVP **Pinlac** yields the floor to **Drake-Smith** and she addresses the following:

- Current Projects:
 - Currently, there's no LGBTQ representation on campus and there's zero representation at welcome week – there are a lot of students that identify with this community and we should want to make them feel welcome and accepted
 - **Drake-Smith** plans to form an organization that represents the LGBTQ community (students and faculty) on campus
 - As of now, the Diversity Center hosts a Queer Hour on Wednesdays at 4pm. Many students that have approached her on this issue are unable to make the Queer Hour on Wednesdays.
 - In the pasts, there was a QSA (Queer Straight Alliance) but it no longer exists due to a lack of leadership – some students had the impression that the QSA still existed on campus and that was one of their reasons for choosing CSUEB as their choice of school and many feel that the Queer Hour isn't enough representation because it still gives them a sense of being “in the closet”
 - Last February they had a Queer Fest and Drake-Smith is currently speaking with Jonathan Stoll about having another event like this during this academic year
 - Many students want to start QSA back up but call it GSA
 - Plans on collaborating with the Health & Wellness Center on an AIDS Awareness Event for World's Aid Day on December 1st
 - Smoke Free CSUEB
 - Currently, the CSU system has implemented the smoke-free system and the CSU's that haven't done so will follow by 2014



"Students working for Students!"

- East Bay's current policy prohibits smoking within 20 feet of doors, buildings, major walkways and stadiums. The policy also states that offenses committed by students will be addressed by student affairs. Many people feel that if this policy is violated that there should be some type of consequence
 - **Drake-Smith** further mentions that even brief exposure can be harmful to a persons' health, and states that this means that the smoking policy that is in place now doesn't completely protect the students and faculty
 - Describes what second-hand and third-hand smoke is
- Upcoming plans:
 - To collaborate with the AKA sorority (asthma advocates) and with the Health & Wellness in a smoke-free campus campaign/event, and to take the necessary procedures and steps toward policy change towards a clean campus
 - Discusses that there are tons of cigarette buds around campus
 - Kid Zone – A safe place where parents can take their child(ren) to be supervised by qualified students in exchange for work hours; offering tutoring, arts and crafts, and snacks. Operating from 5-9/10pm and targeting certain age levels. **Drake-Smith** further states how parents that are students probably have a hard time focusing on lectures with their children in the hallway, and that she has gotten a lot of complaints from other students about students having their children in the hallway.
 - Plans to collaborate with Academic Senate and the College of Education and Allied Sciences in hopes of getting this program backed
- **Patton** states that it's a noble effort to make everyone healthier but the non-binding survey that ASI had the students take during the last election was inconclusive which shows that not all of the students agree to get rid of smoking on campus. **Patton** further states that some students have a smoking addiction and it is unfair to force them to smoke down the hill or go through withdrawals while they're trying to focus on school. He thinks it would be a good idea to have designated smoking areas around campus but he doesn't think it is a good idea for them to take a solid position when they had an inconclusive result from the survey in the last elections.
 - **Drake-Smith** states that many people are violating the policy and other campuses are taking the initiative to getting their campus smoke-free
 - EVP **Pinlac** states that ASI represents all students and he wants to make sure that this doesn't turn into a personal battle
 - VP **Ibarra** asks if **Drake-Smith** has spoken with the Dean of CLASS about issues that the students as a whole may be facing and for their upcoming Industry Job Panel event

"Students working for Students!"



- **Hinrichs** states that she would like **Drake-Smith** revive an organization called PLANT (Parents Learning and Networking Together) that is in relation to her Kid Zone idea so they can have access to ASI funding and also have at least 5 parents come in to restart this organization
- **ED Saffold** states that there aren't designated smoking zones on campus and smoking walking around campus isn't violating anything. **ED Saffold** further states that the survey was inconclusive because of the way the questions were asked/structured. They could also support the Alcohol Tobacco Awareness committee with getting out a more formalized survey to get the validity and reliability of the students. For the Kid Zone, they can't do it without bringing in Risk Management on the campus – ASI had childcare taken away from them because they weren't certified and in compliance with many of the regulations. To open the Kid Zone, they need support from the academic side, campus support, and they need to look into insurance.
- President **Xiong** states that for the smoking policy, they can gather information from the school's that already have it and ask them how they're enforcing these policies and as ASI they do represent all students.
- **Patton** states that the receptacles where they place cigarettes in are always full and are small so maybe they can get bigger or new ones or post signs. Also, that they shouldn't be biased towards people that have different habits.
- **D McKinney** states that the smoking bill that the state of California passed was banning smoking within 20 feet of entrances of business which means all the buildings on campus and he suggests that **Drake-Smith** map this out for her research. **D. McKinney** also states that they need to think about their efforts and how it affects the campus as a whole and like the nutritious piece, this smoking policy one is one that they should also continue to look into and he encourages **Drake-Smith** on her efforts.
- **Yang** states that Sacramento State had a really successful child center and maybe she could contact them about it.

1:18:19

XV. INFORMATION ITEM –**Director of CBE –Eddie**

EVP **Pinlac** yields the floor to **Andreini** and he addresses the following:

- Introduces himself to the Board
- Current Projects:
 - Monthly meetings with Dean Dr. Agrawal, College of Business
 - They have a meeting scheduled on November 7th and he will be discussing with him the issues that students are facing in the College of Business and Economics and about the Meet the Dean Event
 - Wants to make it mandatory for all organizations on campus to participate at the Meet the Dean Event

"Students working for Students!"



- Wall Street Journal Event – purpose is to inform students that free copies of the Wall Street Journal are available to them around campus this quarter, and he isn't sure if this will be available in the following quarter
 - Coordinating with the Director of Science on dates and locations of tabling to get this information out to students
- Business Calendar - Create a calendar with professional on-campus events available to student by professional organizations on campus
 - Incorporate within the ASI calendar
 - Advertise to business students
- EVP **Pinlac** states that student life has a calendar where these events can be posted and this can be utilized because this calendar gets sent out every Monday before noon
- ED **Saffold** mentions that he's asking **Hinrichs** team to send out the announcements about the Wall Street Journals, and that they've been discussing the Meet the Dean event becoming the Meet the Chair event
- **Hinrichs** states that every Monday they get a Life at the Bay email sent to their horizon emails and it has all of their student club and org events. They get this listing from their facility reservations. **Hinrichs** further states that they shouldn't reinvent the wheel, but they should remind students of their emails. She also mentions that the students' events are placed on the university calendar.

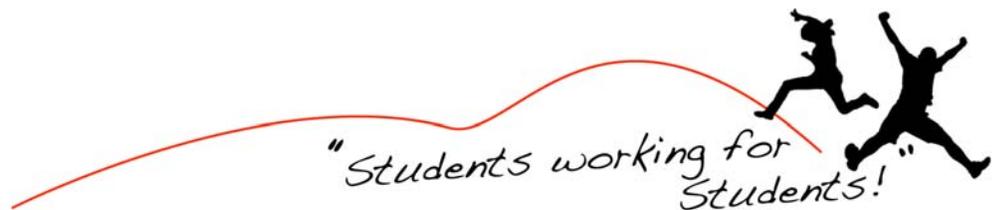
1:28:51

XVI. DISCUSSION ITEM- **Modification to the Reserve Policy**

EVP **Pinlac** yields the floor to ED **Saffold** and he addresses the following:

- ASI money shouldn't be used for capital equipment and their reserve policy specifically speaks to capital equipment so they were asked to think about moving this money to do other things
- ED **Saffold** recommends that they look at their current operations and working capital reserve and their undesignated recommended funding level and move 15% in addition to what's already there into each one of those and this will eliminate their capital improvement reserve
- Furniture is capital equipment – ED **Saffold** further states that he believes they can still set aside money that is ASI related equipment but isn't capital equipment and he still needs to discuss with Darrell Haydon regarding what is capital equipment
- Reserve policies are for money for hard times and for infrastructure for new programs, not to fund an already existing program
- ED **Saffold** states that his proposition is to eliminate the capital improvement portion and to put it towards undesignated and current operations working capital

1:34:19



XVII. DISCUSSION ITEM – **Microwaves in Union and Caves**

President **Xiong** addresses the following:

- There are currently no microwaves in either of the unions

Yang states that she emailed Mark Almeida about the microwaves and they are looking into getting a second microwave for the Cave

ED **Saffold** states that the Old UU microwaves just moved 22 feet

Yang found out that the school doesn't supply the Caves' microwaves, the company that supplies the frozen food actually does

VP **Ibarra** suggests posting posters/flyers around campus as to where the microwaves are located

VP **Mayol** states that advertising for microwaves can be spread word of mouth

EVP **Pinlac** states that they need to be conscience of over advertising

Yang states that she's been advertising through social media about the microwaves

1:37:45

XVIII. ROUND TABLE REMARKS

Yang: Encourages everyone to be on the university wide committees and to attend those meetings. A professor spoke to her about there being a lack of student representatives.

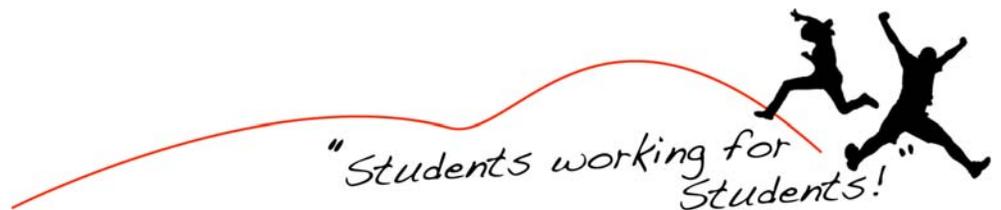
Ibarra: Commends people on their presentations

Saffold: Updates on the Associate Director search – have approximately 8 applicants so far, the application goes through to the end of this month, has a tentative search committee. He wants the position to be started in January. They've been struggling with transitioning the IT support over to the campus and he hasn't gotten a response from the campus regarding it but he has heard that the universities department is struggling as well. Pritesh is in the process of hiring new staff to work on IT so they can get caught up on things.

Patton: Has been getting suggestions and comments about the land lights on campus being dim and he will be looking into possible ways of addressing this. ED **Saffold** states that the lights are dim so that shadows won't be too harsh so people won't be able to hide in shadows.

Pinlac: Will be scheduling one-on-ones with the Board and Michelle will be scheduling one-on-ones with Ex Comm.

Xiong: Thanks everyone for their reports today, and states that she had a night walk with the Chief of Police 2 weeks ago and Patton's comment is something she will address at the next presidents' report. She encourages everyone to sign up for Make a Difference Day this Saturday and for them to participate in the Science Festival on Saturday as well. She asks the Ex Comm members to meet with her for their one-on-ones. She reminds them that they have a President's Lunch on Monday and asks that they survey students on the topics that she emailed to the Board because they want to go into this meeting/lunch with student ideas and concerns.



Saffold: Encourages the Board to talk during the President's Lunch so they all can get to know each other.

Hinrichs: Commends Jon Stoll and the Diversity Center for organizing Make a Difference Day. The Mayor of Hayward along with President Morishita will be in attendance and this is the 10th year that they'll be doing Make a Difference Day and there will be 5 different sites. She commends the students that signed up for Make a Difference Day. Breakfast and Lunch is included and she encourages them to wear their Make a Difference Day shirt from last year to help them be sustainable.

XIX. ADJOURNMENT#

Meeting adjourned at **2:02 PM.**

Minutes Reviewed by:

ASI Executive VP/Chief-of-Staff

Name: Erik Pinlac

Minutes Approved on:

11/6/13

Date:

#





ASSOCIATED STUDENTS
CAL STATE EAST BAY

Associated Students, Inc., California State University, East Bay, 25800 Carlos Bee Blvd. UU 314, Hayward, CA 94542
Customer Service: (510) 885-4843 Fax: (510) 885-7415 visit: www.asicsueb.com