

**Programming Council Committee Meeting Minutes of February 27, 2015**

1. CALL TO ORDER: Vice Chair **Luna** calls meeting to order at **10:21AM.**
2. ROLL CALL

Members Present Absent Members Guests

Michael Ryan Cesena Nagarjuna Bonam Jordan Leopold

Stephanie Luna

Daphne Thomas

Anjila Yusufi

Miriam Jaimes

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

**Motion: (Albanna) to move ACTION ITEM – Approval of Commuter Day Budget to the end.**

**Motion: (Thomas) to add in INFORMATION ITEM – Cocoa & Cram at Concord – Dir. Concord.**

**Motion: (Pinlac) to correct the spelling of CSUEB in ACTION ITEM – CSUEB Athletics Shuttle.**

**Motion carries.**

1. ACTION ITEM - Approval of the **February 20, 2015 Minutes**

**Motion: (Yusufi) to approve the February 20, 2015 Minutes.**

**Motion carries.**

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. ACTION ITEM – **CSUEB Athletics Shuttle— VP External**

Vice Chair **Luna** yields the floor to VP External Affairs **Lopez** to address the following:

* CSUEB’s women’s basketball team is going to the CIF playoffs.
* The council will budget for a shuttle from CSUEB to Stockton on (2/26/2015-2/27/2015). ASI will pay half the expenses and Athletics will play the other half.
* For the Thursday’s (2/26/2015) game the entrance fee will be paid for which is $5 per student.
* The proposed budget is $1500.
* Interim Executive Director **Pinlac** questions what ASI’s half of the shuttle and tickets will be.
* VP External Affairs **Lopez** states that for Thursday (2/26/15) and Friday (2/27/2015) the cost will be $600 for the shuttle for both days and for Thursday’s (2/26/2015) game they will be providing 30 tickets for $5.
* Interim Executive Director **Pinlac** questions if they will be providing tickets for the Friday game.
* VP External Affairs **Lopez** states that he wasn’t sure, but that is why they gave an extra $50 for 10 tickets if needed.
* VP of Finance **Leopold** questions how many people can fit in each shuttle.
* VP External Affairs **Lopez** states that they are taking a charter bus, in which they can fit 50 people, but 20 seats are reserved for the band.

**Motion: (Jaimes) to approve the budget of $1500 for the shuttle.**

**Motion carries.**

**8:13**

1. ACTION ITEM – **Mind, Body and Freedom— Vice Chair**

Vice Chair **Luna** addresses the following:

* Collaboration event with PAW.
* March 5, 2015
* Budget - $600
* Location – Old Union Room 311
* This event is $300 more than the last time because they added a speaker.
* Interim Executive Director **Pinlac** questions if there is a contract needed for the speaker.
* Vice Chair **Luna** states that she already sent the speaker the contract, she is just awaiting its return.
* 12pm-3pm
* Speaker – 1pm

**Motion: (Yusufi) to approve the budget of $600 for the Mind, Body, and Freedom event.**

**Motion carries.**

**10:49**

**Motion: (Yusufi) to recess the meeting.**

**Motion carries.**

1. ACTION ITEM **- Cocoa & Cram Budget—Chair**

Chair **Cesena** addresses the following:

* Allocate $2000
	+ $700 for three days of catering
	+ MON/TUES/WED
	+ Coffee and hot water at 7pm, then a refill at 10pm in both the Cave and the Library.
	+ The remaining $1300 will be for snacks and goods.
* Interim Executive Director **Pinlac** questions if they could allocate for both quarters, to ensure enough funding for Cocoa and Cram in the spring quarter.
* Chair **Cesena** states that he is open to that suggestion it is just that the budget for spring quarter will be based on how winter quarters Cocoa and Cram goes.
* Chair **Cesena** entertains the motion of $4000 for both winter and spring quarter Cocoa and Cram.

**Motion: (Luna) to amend the budget for $4000, for both winter and spring quarter.**

**Motion carries.**

**Motion: (Yusufi) to pass the budget for $4000, for both winter and spring quarter.**

**Motion carries.**

**16:25**

1. DISCUSSION ITEM**- Library Shirt Swap- Chair**

Chair **Cesena** addresses the following:

* ASI would put a portion of funds up towards buying shirts, and students can exchange their old school shirts with new CSUEB shirts.
* Old shirts will be donated to the Goodwill or a homeless shelter.
* **Yusufi** states if they give them a set value of shirts that would permit more flexibility.
* Interim Executive Director **Pinlac** states that if they just buy the shirts instead of buying vouchers it would be cheaper.
* **Yusufi** questions how good of condition do the donated shirts have to be in order to get the new CSUEB shirt.
* Chair **Cesena** states that it would have to be washed and cleaned, and the shirt still has to be wearable.

**20:39**

1. INFORMATION ITEM**- Cocoa & Cram at Concord- Dir. Concord**

Chair **Cesena** yields the floor to Director, Concord Campus **Thomas** to address the following:

* Budget - $975
	+ Food, supplies, and making stress balls
* Only budgeting for winter quarter and not spring quarter because she wants to have enough money for other future events.
* Not requesting funds from the Programming Council this is just to inform everyone what is going on at the Concord Campus.
* Chair **Cesena** questions how many students came to her Fall event.
* Director, Concord Campus **Thomas** states that she would have a wave of students throughout the day; it’s just depending on the hour.
* VP of External Affairs **Lopez** states that he is concerned that she is doing this event during finals week because most students do not study the last few days, that’s why they usually do it during dead week.
* Director, Concord Campus **Thomas** states that she will do it during week 9, which is dead week.
* Chair **Cesena** states that Director, Concord Campus **Thomas** should make sure she is allowed to do stress balls because earlier in the year the Board tried doing stress balls at the Hayward Campus and was denied.
* Director, Concord Campus **Thomas** questions what the issue was with the stress balls.
* Director, Wellness **Luna** states that they weren’t allowed to do stress balls in the library for sanitation and cleanliness issues.
* Chair **Cesena** urges Director, Concord Campus **Thomas** to reevaluate the budget, because her budget for Cocoa and Cram is about half the budget for the Hayward campus. With the proportionality of students on the Concord campus, he fears that she will over spend.
* Director, Concord Campus **Thomas** states that she does not plan on spending the entire approved budget. She just requested more to make sure she had some cushion in the event that she ends up spending more than expected.

**27:50**

1. ACTION ITEM- **Approval of Commuter Day Budget**

Chair **Cesena** addresses the following:

* Budget –
	+ No more than $25,000
	+ Two Performers - $3,650
	+ Giveaways: Dividers, Car chargers, Car shades
		- $500 contingency
		- $8,980
	+ Giveaways: Lunch boxes
		- No more than $4000
	+ Food
		- No more than $7,500
* **Yusufi** states that in regards to the food in the last meeting Programming Coordinator **Cochran** suggested having vouchers for breakfast. She questions if that is what the budget is for.
* Chair **Cesena** states no. After speaking with Programming Coordinator **Cochran** they discussed the voucher system. He’s is not sure how much they are doing but he initially allocated $1,500 for breakfast vouchers. They would have 300 vouchers with a $5 value that can be used at Einstein’s, Starbucks, and maybe the POD; they are still in negotiations with Aramark. At first the vouchers were just for Einstein’s and Starbucks but being that they are busy locations, Aramark requested that they opened the vouchers up to other locations too.
* Chair **Cesena** states that they are no longer doing the food trucks.
* Chair **Cesena** states that he will allocate $3,000 for lunch and $3,000 at dinner, these number approximations came from the tailgates.
* Lunch boxes - $4,000
	+ 504 lunch boxes – minimum order
	+ Shipping - $500
* **Yusufi** questions what were the other giveaway items that they had to choose from?
* Chair **Cesena** names the other giveaway items that were on the list:
	+ Trunk dividers
	+ Portable chargers - $2,260
	+ Car shades - $2,750
* **Yusufi** questions what the giveaway items that they denied were.
* Chair **Cesena** states they denied tumblers, which were very cheap.
* **Yusufi** states that they can spend less money by substituting the lunch boxes with tumblers because the lunch boxes aren’t worth the amount of money that will be spent on them.
* Chair **Cesena** states that he liked the tumblers, but from previous minutes concerns were everyone thought that they already had enough tumblers.
* Two artists
	+ Preston Pugmire
		- $1950 – all inclusive
		- 60 minute set
	+ JM
		- $1700 – all inclusive
		- 60 minute set

**Motion: (Luna) to approve the two artists for $3,650.**

**Motion carries.**

* **Yusufi** questions how people will they provide breakfast vouchers for.
* Chair **Cesena** states that the vouchers will be for 300 people and he is willing to cut down that number.
* Director, Wellness **Luna** states that there are less people on campus for dinner time so they should focus more on breakfast and lunch.
* Chair **Cesena** states that they would leave breakfast and lunch for 300 people and lower dinner to 200.
* Chair **Cesena** states in regards to the vouchers they will only be charged for the vouchers that are redeemed.
* Interim Executive Director **Pinlac** questions what day is Commuter Day.
* Chair **Cesena** states that Commuter Day is May 12, 2015.
* **Yusufi** questions if the voucher has to be used during a specific time.
* Chair **Cesena** states that the voucher would just have to be used during the day, because if they have a time frame it puts a great impact on the locations.
* Interim Executive Director **Pinlac** states that he likes the idea of having a time frame because people could try to take advantage and wait to use the breakfast voucher, while still getting food for lunch and dinner.
* Chair **Cesena** states that he will keep everyone updated on the restrictions of the voucher.
* **Yusufi** states that she understands that Starbucks is already busy so they can make the voucher for Greens to Go, which also promotes healthy eating.
* Chair **Cesena** states that they can talk about the planning aspect in later meetings; he just wants to stick to the topic of approving the budget for now.

**Motion: (Yusufi) to approve the budget of $6,500 for Commuter Day food.**

**Motion carries.**

* Chair **Cesena** goes over the budget for the giveaways.
* The committee decided that they do not want to purchases the lunch boxes.
* Car dividers - $3,470
	+ 300
* Chargers - $2,260
	+ 300
* Shades - $2,750
	+ 300
* $500 contingency
	+ Raffle prizes
* **Yusufi** suggests that they could add key chains.
* Chair **Cesena** states that he would have to research that.

**Motion: (Yusufi) to approve the budget for the giveaways of no more than $8,980.**

**Motion carries.**

**20:07 (Part 2 Audio)**

1. ROUNDTABLE REMARKS

**Luna:** Introduces Jennifer, the new committee member.

**Luna:** On behalf of VP of Finance **Leopold** he wanted her to talk about his Social Justice event. He is in the middle of talking to a few people to potentially be speakers for the event; Bobby Seal (Black Panther) and professors from CSUEB.

**Luna:** Needs all the committee members to send their schedules for Spring quarter so they can start planning when will be the best meeting time.

**Luna:** Mind, Body, and Freedom will be March 5, 2015. The reason she changed the name from Fun, and Feeling Free is because now they will be talking about body image at this event. The speaker is a comedian/actress who will be there at 1pm and there will also be free food.

**Cesena:** Apologizes for being late. For next quarter he would like to change the time and is open to other days in the week. He also feels like moving the meeting days to earlier in the week would be more beneficial because it gives them time to work on things after approving.

1. ADJOURNMENT

Meeting adjourned at **11:30 PM.**

**Minutes Reviewed by:**

**Director, Programming Council**

**Name: Michael Ryan Cesena**

**Minutes approved on:**

**3-13-15**

Date: