

**Board of Directors Meeting Minutes of March 25, 2020**

I. CALL TO ORDER at **12:04 PM**

II. ROLL CALL

**Present:** Daisy Maxion, Kabir Dhillon, Bronte Kuehnis, Siddarth Valecha, Daisy Padilla, Martin Castillo, Erik Pinlac, Michael Lee, Andrew Yunker, Melissa Baron, Tyler Engquist, Brittney Golez, Lynn Vu, Mark Almeida, Marguerite Hinrichs, Riley Miller, Patricia Regalado.

**Late:** Antoinette Milano

**Absent:** Omer Shakoor, Euridice Sanchez-Martinez, Yajaira Ortega-Huerta, Tyler Schoh,

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

**Motion** to approve the agenda by **S. Valecha**, second by **K. Dhillon**.

IV. ACTION ITEM - **Approval of the Minutes of March 11, 2019**

**Motion** to approve the minutes of March 11, 2019 by **P. Regalado**, second by **B. Golez**.

**Move** to amend the agenda to replace under Action Item Approval of the Minutes of March 11, 2019 with 2020 by **K. Dhillon**, second by **S. Valecha**.

**Motion** to replace 2019 with 2020 by ALL, 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.**

**Whitney** states that she can provide an update on the safety improvements on campus. Two of your members joined us for the walk. We walked through housing and the entire campus. We came up with a list that we shared with you, in terms of what improvements need to happen. The ones that we immediately were able to complete, were trimming and raising the trees so that there is more visibility at night. There were some areas that were dark. There were some areas where the lamp was burnt out and they have all been replaced. The rest of the work that needs to be done is more of the extensive work, which is the trip hazard around the campus. We are holding off on those because they are very invasive because they are pedestrian paths. **B. Kuehnis** states that this is an agenda item and the discussion will be continued later.

**8:36**



VI. UNFINISHED ITEMS:  
No Unfinished Items.

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM - **Campus Safety Walks**

Facilities will provide updates on campus safety walks to the Board of Directors.

**Whitney** says that in terms of what was completed, all the tree trimmings were done and areas where the lights were burned, were replaced. The more invasive work is the trip hazard along the A&E walkway to the music building and the upper mall. Some areas need lighting to be fixed. Our goal was to do them during the summer, when there is less traffic and we planned it before the corona virus. Now with the virus, we are looking at our strategies to see how we can complete it. The work itself will cost about \$1,000,000, but we do have \$600,000 to secure some of the work. I think in the fall, we will be able to provide a better update, in terms of everything that will be done with the \$600,000. If you have any questions, please feel free to email me and I will be happy to keep you all posted.

12:13

B. INFORMATION ITEM - **App Proposal**

The CEO of Unitu, Anish Bagga, will be proposing an app/software to the Board of Directors.

**Anish Bagga** states that he will share his screen with everyone. I have spoken to S. Valecha a few times. We are an organization that works with student unions or student governments to collect student feedback. I was once a student and the university, there was a disconnect to how students and teachers were communicating particular concerns. The main method of understanding student feedback was through surveys and after further research, we found that there were better ways to do that. Unitu gives students the opportunity to voice their concerns any time during the academic year. We have been around since 2015 and we have worked with about 12 universities in the UK. We will be working with two U.S Development partners. I will show you all how it works and you all can provide feedback. A student can log into the app and address their concerns. One of the reasons why students love Unitu is that you can post anonymously. It increases visibility of the student government and allows students to clearly see what is happening to their feedback. **B. Golez** asks if there is a mobile app version or an extension of an app that is currently developing. As ASI, we are currently working on a project to launch an ASI app and I was wondering if it can become a part of that. **Anish Bagga** states that they do custom integration. We support integration and it depends on how well you know your app to see if the integration would work. **S. Valecha** asks if he could talk more about the cost aspect of it. **Anish Bagga** states that they are trying to find five U.S institutions to become developing partners to work with. For one year there is a trial and there is a pricing model



after. **R. Miller** asks that if we do implement this, if there are any edits that need to be made, do we go through the company or would we have access to code it. Is there an extra cost? **Anish Bagga** says that there is an agreement where we customize the app for your needs. We would receive requests and we would build off of those requests. Your custom requests are welcome. **R. Miller** asks do you create the app that we want or is it developed on its own and integrate ours' into it. **Anish Bagga** states that it would be developed and integrated into your app. There are websites that allow you to post an Instagram feed in your website, but it does not change Instagram. If you want to customize it completely, you take the data coming out that is relevant to your institution and plug it into the custom app. **M. Lee** states that D. Cuevas and I are apart of the Information technology advisory committee here. On our campus, it is all Gmail and I see that Unitu can integrate with all the Google platforms. We also use a combination of PeopleSoft to handle various things on campus. If the idea is to only have it within ASI, it is a different thing, but if students will be involved, will it complicate the process? **Anish Bagga** states that it is a normal step in the delivery process. We would use the student re system, and we would take the information to create student accounts. It would not make sense to have ASI have its own app without students having access to it. One to do it is to create a CSE file, a password protected exile file. We obtain information and upload accounts. **B. Golez** states that she likes the proposal, and this is one of the reasons why I wanted to create an ASI app. I would like to have a meeting with S. Valecha, E. Pinlac, and you to further discuss the app. **Anish Bagga** says that he would like to work to integrate the app. **A. Yunker** asks if who do not have an account view this information. **Anish Bagga** states that at the moment, it is private to those who have an account. The together we change feed is something that we are administrators of the platform to be able to publicize that in a no user access form. From what is seen, most universities want to it accessible to students. We are looking to find a way to make it more public.

30:29

C. ACTION ITEM - [Business Continuity Telecommuting Policy and Procedure Plan](#)

The Board of Directors will take action on the ASI Business Continuity Telecommuting Policy and Procedure Plan for ASI Fulltime and Part-Time Staff.

**Move** to adopt the ASI Business Continuity Telecommuting Policy and Procedure Plan by

**K. Dhillon**, second by **S. Valecha**. **E. Pinlac** states that in the employee manual, there are two sentences about telecommuting, and it states that telecommuting is possible and has to be approved by the Executive Director. I asked Kris Disharoon to look at the plan and create a procedure. Kabir Dhillon was able to put it in a format to uniform with the other policies. The language tells us how we would put this together. We are already doing this, but I wanted to formulate it and put it in place. To highlight, we meet every morning at 10 a.m. and I make sure that every staff member has a telecommute action plan that will be done while they are away. At the end of the term, we can see



what everyone has been doing with telecommuting. For student assistants, we are paying for their normal hours and making sure that their supervisors provide them with tasks to do. Because of the corona virus, I do not want to hurt students' wallets.

**Motion** to adopt Business Continuity Telecommuting Policy and Procedure Plan by **ALL**, motion **CARRIES**.

34:32

D. ACTION ITEM - [Student Government Letter of Understanding](#)

The Board of Directors will take action on revisions to the ASI Student Government Letter of Understanding.

**Move** to adopt the Letter of Understanding by **K. Dhillon**, second by **S. Valecha**.

**Motion** to revisions to the ASI Student Government Letter of Understanding by **ALL**, motion **CARRIES**.

35:47

E. ACTION ITEM - **College Shirts Funding**

The Board of Directors will take action on funding shirts for the CEAS, CBE, CLASS, and the College of Science.

**Motion** to postpone this item to the next meeting by **B. Golez**, second by **M. Baron**, motion **CARRIED**.

36:37

F. DISCUSSION ITEM - **Air Travel Offset Policy**

The Board of Directors will discuss the Air Travel Offset Policy.

**B. Kuehnis** states that she shared the policy with everyone. **Jillian Buckholz** states that Carol Trost is the Admin for the office of Sustainability and is she is the Director for Sustainability. You now have an outdated draft and the most updated draft, I received it this morning. The change made was in the ordering and in the foot notes. I am here to give background and answer questions. **E. Pinlac** states they book their travel through the campus. Will it automatically be deducted? **Jillian Buckholz** states that they are tracking everything through Certify and that is how we will be tracking the fee. **E. Pinlac** states that there is travel for student groups and they do not use Certify. **Jillian Buckholz** states that they way that it is set up is that it is based on reimbursement. We can talk about this with Kim Napley and grant funded travel is excluded. **E. Pinlac** states that we sponsor student clubs and organizations, but it is all through ASI funding. **Jillian Buckholz** states that the policy should not be signed from the President, but it will go to the Sustainability committee to vote on whether or not they will recommend it to be signed into the University policy. If voted yes and the



President signs it, it will be voted on next fiscal year. **O. Shakoor** asks if Jillian Buckholz can explain to the board what their travel offset policy is. **Jillian Buckholz** states that the campus has a climate action plan and it costs money. We are trying to figure out how to get funds to do on campus projects to reduce our omissions. Some schools have travel offset funds. For every flight that is taken for university business, there is a \$9 fee in addition to the flight. The fee will go into a climate action fund and it will be used for on campus projects to reduce campus emission. The projects will be prioritized by the Sustainability committee and will go to the President's office for final approval.

41:16

G. ACTION ITEM - **Letter of Support**

The Board of Directors will take action on approving a letter of support to be sent to elected officials and selected organizations.

**Motion** to adopt the Letter of Support by **S. Valecha**, second by **K. Dhillon**.

**B. Kuehnis** states that the action item was discussed in the last Executive Committee meeting. **M. Baron** says that they want to support students that do not have an income right now and support the decisions the community is going to make when it comes to allowing time for tenants to back pay rent. One of the cons was that the landlords still need to be paid and it was discussed that it would be a bigger burden to get people to pay the rent that will pile up. **B. Kuehnis** states that D. Maxion typed that the Hayward city Council passed it yesterday during the city council meeting. The names on this letter are Centro Legal de la Raza, Eviction Defense Center, East Bay Community Law Center, and Family Bilas Law Center and they are involved as well.

**Motion** to approve a letter of support to be sent by **ALL**, motion **CARRIES**.

45:05

H. DISCUSSION ITEM - [COVID-19 Scholarship](#)

The Board of Directors will discuss the ASI Student Government COVID-19 Scholarship.

**M. Baron** says that they were discussing how to support students in any way possible and it is hard to get students to relax. We thought it would be a good idea to come up with a scholarship. It would be a scholarship of \$500 to help students during this time. To eligible, it would have to be need based and you would have to be a part-time or full-time student. Graduate students are also eligible. The requirements are a 500-word essay, have to be in good standing with the University, and the due date will be May 30<sup>th</sup>. We hope to get it to students before the fall semester begins. International, AB 450 and DREAMER students are also eligible. ASI government members are not eligible for this. The reviewing committee will be the ASI Executive Director, Vice President of Finance, ASI President, and VP of Student Affairs. **E. Pinlac** states that this will go through the ASI scholarship



and I already spoke to Karima Karim in the scholarship office. Any money that is given to students, have to go through scholarship. I did want to gather more staff to help with this because when we do the ASI scholarship every year, we generally have 10 to 20 staff help us review. This last year, we only had 12 people help and 60 applicants. **L. Vu** states that she noticed that if we meet our deadline of May 31<sup>st</sup>, it will delay the time they are actually receiving it. I understand that we want to give students enough time, but this is happening now. **M. Baron** states that she agrees, and that May is at the end of the semester. It would give time to promote it. If you want to have it promoted sooner, I am up for it. **L. Vu** asks what day will be the soonest. **M. Baron** states that she does not have the experience of reviewing applications. **E. Pinlac** could possibly give us information on that. With a group of 15 people reviewing, how long will it take? **E. Pinlac** states that he would give it about a week or two weeks, but it depends. This scholarship is popular, and it is not happening during the same time that most of the scholarships happen. I am suspecting to get at least 100 applications. I put a note in the document. Even if we do it at the end of April, there will be enough time for financial aid to disperse the money into student's accounts. As long as everything is paid up until now, they will get their money back in the form of a refund or if there is a balance, it will cover the it. **A. Yunker** mentions that there will be a lot of students applying and I am not sure if it is a good idea to put gates on things. If someone was laid off in December, can they still apply, or will you have a specific date that you had to be laid off? Also, for GPAs, it says for consent for ASI to verify GPA. Will you be looking at the current GPA or the one at the end of the term? For me, there are a lot of students that are suffering, but they were not at the beginning of the term. Having more rigorous dates might limit the amount of traffic you get. **M. Baron** adds that she agrees with **A. Yunker** about the GPA issue. Even if a student is in good academic standing with the University, maybe we should not look at GPAs, since it is need based and it is an emergency. **E. Pinlac** states that GPA would not be a factor in this. **D. Maxion** asks if they are able to add Undocumented or DACA students. I think that we should move towards the end of April for the scholarship. It will be a lot of work on our end, but it is necessary and urgent. How many scholarships will be given out? **M. Baron** states that with the budget, it is possible to allocate \$20,000 to this. It would be about 40 students, but it can be rounded to 50. **B. Kuehnis** asks that if it is rounded to 50 students, would it mean that the scholarship amount would be lower? **M. Baron** states that they can allocate \$25,000. **E. Pinlac** states that he was seeking recommendation on how much they would want. We could also used money from ASI Present department and ASI Communication. **L. Vu** states that if GPA would be a requirement and would it be a term GPA or cumulative GPA. **E. Pinlac** states that he has been reviewing scholarship applications for the past two years and depending on the scholarship it might be one or the other. Generally, I go with the cumulative one since it shows up how they perform better, meanwhile, with first time freshmen we use their high school GPA. Again, we don't need to take GPA into consideration, due to it being a need base. **L. Vu** states as part of the ASI Government,



we cannot apply for the scholarship, but ASI student staff can apply. **E. Pinlac** states yes, ASI student staff can apply. When we review the applications, it will be a blind review and we won't know who the person is until the recommendation.

**58:49**

I. ACTION ITEM - [Resolution In Support of SB-1211](#)

The BOD will take action on adopting a resolution in support of SB-1211.

**Motion** to adopt the resolution in support of SB-1211 by **K. Dhillon**, second by **S. Valecha**, motion **CARRIED**.

**K. Dhillon** states that this resolution expands on the California Promise Program. Which would expand upon SB 412 to require, commencing with the 2021–22 academic year, that at least 5% of each incoming class at each participating campus of the California State University be a participant in the California Promise program, and that at least 70% of those participating students be either low-income students, first-generation students, or students from communities that are underrepresented in postsecondary education.

**Motion** to adopt the resolution in support of SB-1211 by **ALL**, motion **CARRIED**.

**1:00:23**

VIII. SPECIAL REPORTS:

No special reports.

**1:00:26**

IX. ROUND TABLE REMARKS

**P. Regalado** states that she met with the chairs of her college and the assistant dean, Sarah Nelson. Who later spoke to the Dean of the Library, John Walser has devices available for students, though they need the name of the students by tomorrow. They have about 30 laptops, 50 headsets, and 43 webcams, and 35 chrome books. If you or anyone you know needs these items, email them by tomorrow because they already have may orders and the pickup will be on Friday.

**Mark** states that housing is not kicking out residents. I know President Morishita send out an email that encourages students to return home if it's possible. In our survey that we sent out, we have about two hundred students staying until May 14<sup>th</sup>. We are also going to have resident change dorms to meet health code requirements. For students deciding to leave early, we are only charging them until they have cleared out their dorm and will receive an account adjustment. The dining commons will remain open.



**L. Vu** states that she is available if anyone needs someone to talk to. I'm going to post a video soon, which hopefully will encourage students to post their home workouts. If you have any ideas regarding mental health and wellness feel free to reach out to me.

**E. Pinlac** states to L. Vu comment, ASI Communication team has already started something similar to that, feel free to reach out towards them. Regarding elections, we had 1,267 votes, which is good considering it was online.

**P. Regalado** states the academic senators, S. Valecha and Y. Ortega-Huerta are working on drafting a letter regarding making classes a pass or fail due to COVID 19. However, it will be an option for students to have a pass or fail and if we offer it for major classes, we want proper communication. This will be helpful for students to know the consequences, and we want it pushed for when grades are passed out at the end of the semester.

**S. Valecha** states I hope everyone is being safe. Keep positive and know we are all going to get through this together, especially my graduating seniors. Census is coming up; everyone is helping out with our social media campaign. If you follow us on social media, please share it.

**Michael** states regarding credit or no credit, I reached out to D. Maxion and K. Dhillon through email last night. We are putting a response team that is going to advise the academic senate on the issue of grading. I spent the last day and half coming up with context and I'm hoping to have an ASI representative to join our meeting during spring break. Trying to figure out what to do about grades has been very complicated, we as a campus have the opportunity to figure out how we want to pass out grades. We need a few voices from ASI to give us students input, if you have the time feel free to reach out towards me.

**B. Kuehnis** states that this is a hot topic right now for many students and has been brought to my attention during my online classes.

**A. Milano** states if fees discount or parking are being prorated?

**Michael** states the university is trying to refund students as much as possible. For example, graduation being postponed, parking is being prorated, scholarship is going to be provided, and housing is going to be reimbursed. If you have any more concerns let it be known to students' services.

**A. Milano** states that parking is being prorated already and you just have to fill out the form.



**M. Hinrichs** states that the official CSUEB Instagram gives out the correct information. I know regarding our clubs and organizations are trying to promote activities online. There will be a zoom meeting on Friday with all CSU to discuss how orientation will be provided online.

**E. Pinlac** states that with mandatory fees some are governed with title five, while other fees like the health clinic still have employees working.

**S. Valecha** states that he got an email from international student office stating that we can return to our countries if we want too. However, it did not provide any resources if we choose to stay here, which is very upsetting. I would like to know if there's any resources for us.

**B. Kuehnis** states that study abroad students have to come back.

**M. Castillo** states that yesterday an email was sent out regarding this topic, if you need anymore clarifications, feel free to reach out to me. It does state that parking and housing will provide a prorated rate. The university is trying to help as much students as possible.

**A. Milano** states that HOPE is providing some assistant and there's information on the HOPE page, which provides information on how to get food.

**Michael** states that there's also resources for students studying abroad. Regarding international students, many might be treated as regular students, since they are staying here. However, S. Valecha you could make your voice known to international office.

**R. Miller** states that if anyone needs a job feel free to reach out to me. My mother works at Safeway and they are currently hiring and starting at \$16.00 an hour.

**1:23:05**

X. ADJOURNMENT at **1:26 PM**

Minutes Reviewed by:

**Chair of the Board**

Name: Bronte Kuehnis

Minutes Approved on:

Date:

