

**Board of Directors Meeting Minutes of April 22, 2020**

- I. CALL TO ORDER at **12:01 PM**
  
- II. ROLL CALL  
**Present:** Bronte Kuehnis, Daisy Maxion, Kabir Dhillon, Melissa Baron, Siddharth Valecha, Riley Miller, Euridice Sanchez-Martinez, Lynn Vu, Omer Shakoor, Brittney Golez, Tyler Engquist, Patricia Regalado, Daisy Padilla, Martin Castillo, Erik Pinlac, Mark Almeida, Marguerite Hinrichs, Andrew Yunker  
  
**Late:** Antoinette Milano, Michael Lee  
  
**Absent:** Yajaira Ortega-Huerta
  
- III. ACTION ITEM - **Approval of the Agenda**  
**Move** to approve the agenda by **K. Dhillon**, second by **S. Valecha**.
  
- IV. ACTION ITEM - **Approval of the Minutes of April 8, 2020**  
**Move** to approve the minutes of April 8, 2020 by **S. Valecha**, second by **K. Dhillon**.
  
- 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.**  
No Public Comment.  
**Move to** limit debate to 30 seconds each speaker by **K. Dhillon**, second by **S. Valecha**.
  
- VI. UNFINISHED ITEMS:
  - A. ACTION ITEM: **Air Travel Offset Policy**  
The Board of Directors will take action on the Air Travel Offset Policy.  
**Move** to adopt the Air Travel Offset Policy by **K. Dhillon**, second by **S. Valecha**.  
**E. Pinlac** asks if the policy has been adopted by the University. **B. Kuehnis** responds that it has been adopted.  
**Motion** to adopt the Air Travel Offset Policy by ALL, motion **CARRIES**.



6:16

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM: **Travel Policy Review**

The VP of Finance will discuss with the Board of Directors the Travel Policy review.

**M. Baron** states that the review was to clean some things. I added the states that students are not allowed to travel to. In the past, there have been a few mishaps with the states people could travel to. I also added the limit that lodging has to be from school. We had people who had a conference in Oakland who were getting a hotel. We thought that it was too close to school for someone to get a hotel and those funds could be going towards another student's travel. I also lowered the amount for out-of-state to \$500 instead of \$1,000. **L. Vu** asks if there is a mileage limit for students going to conferences close to school. What if a student lives far from their conference location? **M. Baron** says it is calculated by the school. **L. Vu** asks if it is regarding where a person lives and what if it late at night and a student cannot go back home. **M. Baron** states that it will be calculated from CSUEB. **E. Pinlac** states that the 50 mile radius put into the policy is more than what the university has. Students are getting used to using the funding and some are taking advantage. From Hayward to Oakland, it is 12 miles. There is public transport and this year, we have had to send approval all the way to the President's office. We changed the out -of-state funding to \$500 to match the original policy. The reason being is that we were receiving too many requests for out-of-state.

10:16

B. DISCUSSION ITEM: **ASI Basic Needs Vending Machines**

The Board of Directors will discuss funding vending machines for basic needs.

**L. Vu** states that this was an idea. I need to reach out to CSU Northridge about their vending machine. If anyone would like to collaborate and help to figure out how we can get ASI basic needs vending machines around campus, that would be a step up from the toiletries rack that we are going to have at the moment. It will take a while for us to receive the funding for it and receive permission for it. I do not expect it to happen until next semester. I wanted to throw ideas around so that the next Director of Wellness can have the ideas. We can have scantrons, toiletries, and over-the-counter drugs. **O. Shakoore** states that it is a great idea.

**E. Pinlac** states that in the conversation, it would be great to speak to IT for people's bay cards. I know the health center is looking for other ways to provide over-the-counter drugs during afterhours. **M. Almeida** says that Irene Bangi will be reaching out to L.Vu for a



representative. We are going through a snack vending RFP with the goal to include vending machines per Dr. Jones' request for hygiene. It would be a good collaboration to include that. I think it is a great idea for the Bay cards because you can just apply funds on there. You can also monitor the usage.

13:38

C. DISCUSSION ITEM: **Budget Request for Wellness Giveaways**

The Board of Directors will discuss funding Wellness Giveaways.

**L. Vu** states that she was responding to the email sent out by **M. Baron** and **O. Shakoor** about having excess funds this year and to put a request in for what it should be. I know we cannot order things because it will not be received until next semester. I think we have a lack of giveaways that are wellness related. If we had giveaways, it would promote people to workout more at home or their earliest convenience. It would have been really good to have it during the lock-down. I suggest using some of the excess funding for this.

**E. Pinlac** states that items can be ordered, but they would be shipped to campus and no one is there. We cannot ship to personal addresses. For next term, we can look into it. **L. Vu** replies that she knows about the ordering, but though this would be a great use of the funds. I would like to put in the request now for later on. Should I email **Kris Disharoon** about the vendor? **E. Pinlac** states that **Kris Disharoon** is checking with our vendors right now to see if they are working. I do not think they are considered essential service.

**M. Baron** adds that she asked **L. Vu** to bring it up at the meeting to see what the Board would like to do with the funds. If everyone is on board with it, we will just have to present the cost and it will go into the new budget, once the logistics is figured out.

16:39

D. DISCUSSION ITEM: **Old Unions TV**

The Board of Directors will discuss placing a TV on the second floor of the Old Unions.

**O. Shakoor** states that he would like to place a tv on the second floor of the Old Union as a place to house all of our agendas, photos, and ASI presents. I think it will be a more sustainable and eco-friendly way to get information across to students. **E. Pinlac** replies that he likes the idea, but it would need to be explored logistically. The issue that we will have is power. I do not think there is power near those areas. **O. Shakoor** asks **E. Pinlac** if there is a point of contact that the information can be sent to and to receive logistics from.

**E. Pinlac** states to add **Kenrick Ali** because he would know the logistics of the building. I know we can use the software used for the LED signage.

18:40



E. DISCUSSION ITEM: **ASI Banquet**

The Senator of Online Students will discuss with the Board of Directors progress made for the virtual ASI Banquet.

**D. Cuevas** says that the banquet will happen on the same day and time. It will be held virtually over Zoom and I will be sending out a link later today. We have a couple games set up for you all and winners of awards will receive a PDF file of it until we can provide an official award in person.

19:37

F. ACTION ITEM: **Toiletries Funding from Board Initiatives**

The Board of Directors will take action on funding toiletries.

**L. Vu** states that it was brought up last week at the Executive Committee meeting. There were two items that were short of supply because enough donations were not received were hygiene products. **B. Kuehnis** states that this is an action item and a motion will need to be made first.

**Move** to approve a total of \$490 from Board initiative to do funding for the Toiletries initiative by **L. Vu**, second by **M. Baron**. **L. Vu** says that the two items were feminine hygiene products and toothbrushes and tooth paste. Even though we received a good amount, it would run out quickly because they are separate. I was working with M. Almeida and he gave me a distributor website that sells items in bulk. I suggest we buy two boxes of the tooth brushes and tooth paste. It comes together on the site and there will be 288 of them , which will be \$288. For the female hygiene products, I suggest three boxes, since they are easy to give away and people will take more than one. The total will come up to 504 for \$165. The total comes up to \$445 and with tax, it would come up to \$490.

**Motion** to take \$490 from the Board initiative budget to fund toiletries by **ALL**, motion **CARRIES**.

22:44

G. ACTION ITEM: [ASI Student Government Feedback Evaluation Policy](#)

The Board of Directors will take action on adopting revisions to the ASI Student Government Feedback Evaluation Policy.

**Move** to adopt the ASI Student Government Feedback Evaluation Policy by **K. Dhillon**, second by **S. Valecha**. **K. Dhillon** states that he has made revisions to this policy because the older policy was outdated and the newer policy applies to proper procedure. I



am the only one who knows how I works. The document discusses how the procedure works and what the evaluation form looks like. It also informs the future Board how the policy works.

**Motion to** adopt the ASI Student Government Feedback Evaluation Policy by **ALL**, motion **CARRIES**.

26:30

H. ACTION ITEM: [ASI COVID-19 Temporary Paid Administrative Leave Policy](#)

The Board of Directors will take action on ASI COVID-19 Temporary Paid Administrative Leave Policy.

**Move** to adopt the ASI COVID-19 Temporary Paid Administrative Leave Policy by **L. Vu**, second by **O. Shakoor**. **E. Pinlac** states that this went through the Executive Committee and it bares what the university has for the temporary administrative leave policy. It covers our employees if they do get COVID-19 or if they are caring for someone with it. Generally, most of our staff right now is able to work and even our student assistants have been doing work. If it comes to a point where they cannot work, they will be placed on Administration leave. Same thing goes for if we were to go back into the office and an employee has a child that needs to be cared for, they can go on temporary leave.

**Motion to** adopt the ASI COVID-19 Temporary Paid Administrative Leave Policy by **ALL**, motion **CARRIES**.

29:40

I. ACTION ITEM: [ASI Code of Conduct](#)

The Board of Directors will take action on potential revisions to the ASI Code of Conduct.

**Move** to adopt the ASI Code of Conduct by **P. Regalado**, second by **B. Golez**.

**K. Dhillon** states that this came from either the Personnel or Executive committee. It includes some of the edits that M. Castillo suggested and language was updated to make it clearer. **E. Sanchez-Martinez** asks what was changed specifically.

**K. Dhillon** says that in 1.2, it clarifies language on specific examples on what personal gain could look like. For example, using the office to plan for ASI elections, which has been an issue in the past few years. For activities and public comment, it just references social media to the media policy and refers back to the universities' student code of conduct. For violations in the third sanction, there is no appeal for it because it goes to the Board of Directors for action.

**Motion** adopt the ASI Code of Conduct by **ALL**, motion **PASSES**.

34:15



- J. ACTION ITEM: [ASI Executive Director Performance Review Process Policy](#)  
The Board of Directors will take action on potential revisions to the ASI Executive Director Performance Review Process Policy.  
**Move** to adopt the ASI Executive Director Performance Review Process Policy by **R. Miller**, second by **L. Vu**. **K. Dhillon** states that this was another policy that was updated and going forward, everyone knows how the process works.  
**Motion** to adopt the ASI Executive Director Performance Review Process Policy by **ALL**, motion **CARRIES**.

36:51

- K. ACTION ITEM: [ASI Communications Social Media Guidelines Policy](#)  
The Board of Directors will take action on the ASI Communications Social Media Guidelines Policy.  
**Move** to adopt the ASI Communications Social Media Guidelines Policy by **B. Golez**, second by **P. Regalado**. **B. Golez** states that she and Karen Parada worked on the document to explain how ASI should be presented over social media. This will affect all Board members and I would suggest reading it. It goes over what Board members can and cannot requests, what comments should be made, and how requests can be made. **R. Miller** asks if this is in addition or in place of the current media policy. **B. Golez** replies that she is not sure if there is an old Social Media policy, but this has specific platforms and defines what media is for ASI. This would run priority over the precedent policy, if approved.  
**E. Pinlac** states that there is a media policy that was approved last year. You would have to include something that states that this is in addition to the policy. The media policy is very brief.  
**Move** to lay this item on the table by **B. Golez**, second by **E. Sanchez-Martinez**.  
**Motion** to lay the ASI Communications Social Media Guidelines Policy on the table.

40:59

- L. ACTION ITEM: [ASI Chair Stipend](#)  
The Board of Directors will take action to amend the Stipend Policy with a potential adjustment to the ASI Chair stipend.  
**Move** to adopt the change in stipend for the ASI Chair Stipend by **S. Valecha**, second by **O. Shakoor**. **E. Pinlac** says that the way it was worded in the motion only shows that there was one change, but there are other changes to the policy as well. We might want to reword the motion.

**Motion** to amend the stipend policy for ASI Chair by **S. Valecha**, second by **P. Regalado. E. Sanchez-Martinez** asks if the changes were only made to the stipend. **E. Pinlac** states that there were grammatical errors that were changed and clarification of fiscal year, which is July 1<sup>st</sup>. As far as change in pay, it is only for the Chair. The Chair was characterized on the same level as the Director and because this year the Chair is a member of the Executive and Personnel committee and has taken on more responsibilities in recent years, we decided that it warrants an increase to a Vice President level stipend. **Motion** to adopt the revision made to the stipend policy by **ALL**, one abstaining, motion **CARRIES**.

46:37

M. ACTION ITEM: [Resolution in Support of International Students](#)

The Board of Directors will take action on a potential resolution in support of expanding services for International Students.

**Move** to adopt the Resolution in Support of International Students by **O. Shakoor**, second by **S. Valecha**. **S. Valecha** states that himself, D. Cuevas, Freshta Sharifi, Angelica de Leon and K. Dhillon, worked on the resolution in support of International students because he noticed that when COVID-19 took place, there was not enough state-wide funding or any other resources that International students were qualified for. No one knew how to help this constituent group. We wrote down a resolution so that ASI and Senator of International education can collaborate to help international students. **D. Maxion** suggests that S. Valecha puts this resolution in his transition binder so the next Vice President of University Affairs can delegate this to the next Senator of International students.

**Motion** to adopt the Resolution in Support for CSUEB International Students by **ALL**, one abstaining, motion **CARRIES**.

50:29

N. ACTION ITEM: [Resolution in Support of University Emergency Plans](#)

The Board of Directors will take action on the Resolution in Support of University Emergency Plans.

**Move** to adopt the Resolution in Support of University Emergency Plans by **L. Vu, R. Miller**, motion **ADOPTED**.

51:40

O. ACTION ITEM: [Resolution in Support of Land Acknowledgement](#)



The Board of Directors will take action on a potential resolution in support of Land Acknowledgement.

**Motion** to the In Support of Indigenous Land Acknowledgement Resolution by **R. Miller**, second by **E. Sanchez-Martinez**. **D. Maxion** states that in the resolves, it shows what the university can do in regards to land acknowledgement before major events.

**Motion** to adopt the Resolution in Support of Land Acknowledgment by **ALL**, motion **CARRIES**.

53:54

P. ACTION ITEM: [Resolution Condemning ICE Raids](#)

The Board of Directors will take action on a potential resolution condemning ICE raids.

**Move** the adopt the resolution to condemn ICE Raids by **E. Sanchez-Martinez**, second by **L. Vu**. Resolution is **ADOPTED**.

54:47

Q. ACTION ITEM: [Resolution in Support of Census 2020](#)

The Board of Directors will take action on a potential resolution in support of Census 2020.

**Move** to adopt the Resolution in Support of Census 2020 by **E. Sanchez-Martinez**, second by **A. Milano**. **D. Maxion** states that herself, E. Sanchez-Martinez,

Y. Ortega-Huerta, and Phuong Mai, contributed to this. We wanted to write this resolution for the future Board in ten years. We want for them to see what we have done, in regards to our advocacy efforts to spread awareness for the Census 2020. **E. Sanchez-Martinez** says that we added things that we did and wished we could have done. We advised them on how to go about this in ten years.

**Motion** to adopt the Resolution in Support of the Census 2020 by **ALL**, motion **CARRIES**.

58:00

R. DISCUSSION ITEM: [Resolution in Support of AB 801](#)

The Board of Directors will discuss a resolution in support of AB 801.

**D. Cuevas** states that herself and Karen Parada worked on the outline. AB 801 gives homeless students the same opportunities as foster students to have priority registration when it comes to classes, as well as financial aid assistance. The bill also requires that the financial aid office have a designee staff member specifically for homeless and foster students.

59:48



S. DISCUSSION ITEM: [Sustainability Training Policy](#)

The Board of Directors will discuss the potential adoption of a sustainability training policy. **O. Shakoor** says that the policy is still in progress. We want all professional staff, committee members, Board of Directors, and all to get familiarized with sustainability by adopting a training policy, similar to Zero-Waste that Sustain East Bay conducted for us. This will be more catered to ASI workers.

1:01:37

VIII. SPECIAL REPORTS:

No Special Reports.

IX. ROUND TABLE REMARKS

**B. Golez** asks for the Social Media Guidelines Policy to be removed.

**Move** to take the ASI Social Media Guidelines Policy off the table by **B. Golez**, second by

**A. Milano**. **B. Golez** states that she added under general policy that this document shall act as the media policy and a footnote directed to the media policy. It says that all agents will be held to the standards as well and I included the mention. I wanted to clarify that this document is to hover all of ASI and all departments of ASI. It is not limited to Board members.

**Motion** to adopt the ASI Social Media Guidelines Policy by ALL, motion **CARRIES**.

**D. Cuevas** states that It's On Us will be happening through the ASI Instagram account. It will be a collaboration between ASI, Counseling Services, PAW and the RAW. I encourage everyone to wear denim on April 29<sup>th</sup>. It is national denim day and we will be creating a post in support of survivors.

**M. Lee** mention that the Academic Senate and Provost is putting together another Rapid Action Advisory. This time, rather than advising the Senate in a short time frame on the grading policy, with the help of S. Valecha, we now need another group that can advise the Provost, Academic Senate, and Student Affairs on how to prepare for the Fall. We heard from the Orange County Registrar that senate made a decision that they are going to start the next semester online and continue as COVID-19 unfolds. We put together a Rapid Action Advisory with faculty and administration and it would be great to have a student. I reached out to D. Maxion, K. Dhillon, and S. Valecha and they indicated that in order to find someone, to bridge this years' ASI government and next, they recommended Angelica de Leon to be a good candidate. I reached out to Angelica de Leon this morning and she is available to apart of the Rapid Action Advisory and the decision will be made by the Provost. D. Maxion and K. Dhillon have a copy of the charge for the Rapid Action Advisory. It is important to know that we are doing whatever we can to be prepared to deliver the



best possible set of options for students in the Fall, when returning to a full schedule. These things require prior planning. We want to make sure there is a student engaged to get a student's voice. The student will be compensated for their time.

**E. Pinlac** provides an update on the ASI COVID -19 Scholarship. We are unable to use the Pioneer Scholarship portal, which will make the process more difficult. I anticipate by 5 p.m. today, the scholarship application will open up on BaySync. I will be working with Kris Disharoon to see if they can put up information on social media about it.

**D. Maxion** states that this is the second-to-last Board meeting. Thank you all for your hard-work, especially during this time. I feel like it is only going to get more hectic from here because we are still working and trying to pass this year. Thank you all for being student leaders and taking your time to do all of this when everything else in the world is chaotic. We got this and we have one more Board meeting left.

**S. Valecha** states that he hopes everyone is staying safe and washing their hands. Like D. Maxion said, thank you so much for putting in effort towards this last stretch of the academic year. Make sure you all are staying on top with school and changing your grades to credit/no credit. I worked hard to make that possible and it is easy to change it. If students have questions, please answer them and re-direct them to the website that has the frequently asked questions.

**1:10:46**

**X. ADJOURNMENT at 1:11 PM**

Minutes Reviewed by:

**Chair of the Board**

Name: Bronte Kuehnis

Minutes Approved on:

Date:

