

Board of Directors Meeting Minutes August 21, 2019

I. CALL TO ORDER at **12:07 PM**

II. ROLL CALL

Present: Daisy Maxion, Kabir Dhillon, Bronte Kuehnis, Melissa Baron, Siddharth Valecha, Patricia Regalado, Brittney Golez, Omer Shakoor, Euridice Sanchez-Martinez, Lynn Vu, Antoinette Milano, Martin Castillo, Erik Pinlac, Ally Cerminara, Michael Lee, Andrew Yunker.

Late: Riley Miller, Daisy Padilla, Yajaira Ortega-Huerta, Mark Almeida

Absent: Marguerite Hinrichs

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

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

Motion to approve the agenda by unanimous consent, motion **CARRIES**.

6:30

IV. ACTION ITEM - **Approval of the Minutes of May 8, 2019**

Motion to approve the minutes by **L. Vu**, second by **K. Dhillon**, motion **PASSED**.

Motion to approve the minutes by unanimous consent, motion **CARRIES**.

7:00

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.**

Patrick Prusinovski states that he has three big events coming up. The first one is Leadership Conference on September 21, 2019 from 9:00am until 4:00pm. He wants the Board to be aware of the event. The event will have workshops on how to succeed as a club and organization but it is open for all students. The second big event is “Make A Difference Day”, which is on October 26, 2019. A lot of free things will be given out and it is organized with Keep Hayward Clean and Green. Lastly, a new program that was started is, Leadership Certificate Program. It’s an eight-week online series that starts the first week of October. We are working with Dr. David Martin in the Business Department and I will leave flyers and information.

Michael Ryan Cesena states that he wants to invite everyone to the twenty-seven events that will be presented throughout Fall Semester. These events are paid for by student activities fees. The



activities will either be free or at a discounted price. Tonight, we will be showing the Avenger's Endgame by the music building and there will be free food provided. Tomorrow night we will be having our first ever Pioneer Paint Night, in which an artist will come out and help everyone paint, it will be located at the food court. One of the great things about Board members coming to these is that students get to interact with them. Michael personally wants to thank Kabir for coming out last night for our mentalist show. Definitely come out to these events and you can gain some ASI gear. If you have any questions contact me.

7:33

- VI. UNFINISHED ITEMS:
No Unfinished Items.

12:18

- VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM - [Robert's Rules Presentation](#)

The Chair will train the Board of Directors on Robert's Rules of Order.

B. Kuehnis states that the purpose of this presentation is to give a brief understanding of Robert's Rules in order to have successful meetings. Some of the principles are to keep the flow of meetings as productive as possible, majority rules in the meeting, and everyone has the right to speak and vote. Another thing to consider is only one motion at a time; next quorum is going to be fifty percent of members plus one. As of right now we have sixteen members once the Senator CEAS position is filled, our quorum will consist of nine people. Our agenda will be sent out the Friday before our meeting and will follow Robert's Rules. One thing to keep in mind is that we can amend the agenda before or after we adopt it, if someone does want to amend the agenda a vote will happen, but if someone chooses to amend the agenda after it was approved there will be two thirds majority vote. Once the agenda is adopted it belongs to everyone not just one person. Every item has to be carried out, once nobody moves the motion, whoever submitted the item can withdraw the motion. They will need to have no objections and have a two third majority vote, then the item will be pushed to the next meeting. Next, a member first proposes a motion, which recommends an action that the Board should take; it must be seconded in order to discuss the motion.

B. Kuehnis states that when it comes to amending the agenda we cannot add items that we want to talk about. It needs to be posted seventy-two hours in advance but an item can be removed or amended it. The Board has the right to ask questions about an item on the agenda and motion, it can be referred to the Board to answer the question. Another key detail is that a member who introduces a motion gets to speak first in discussion, once voted the Chair



will announce if the motion is carried or is lost. When introducing a motion in Robert's Rules you must state "I move to" or "I move that". There are three motions: main motions, secondary motions, and finally motions that bring back a question. **B. Kuehnis** states that a main motion is stated by a member, seconded by another and then repeated by the Chair. It is only introduced when there is no other new business on the table. Subsidiary motions treat or dispose of main motions. An example that you can use during the meetings are postpone indefinitely or postpone to a certain time, but postpone indefinitely is typically used to kill a motion. Laying on the table only occurs when we have a lot of discussion items that we cannot get through and move it aside temporarily and resume it later on in the same meeting. Previous question is used to vote on the discussion item immediately to close debate, one could say, "I move that the question be put to a vote" and the motion has to be carried out and if discussion is still needed you will vote no. Limit or extend the limits could be used if a particular motion is taking up a lot of time and we want to limit everyone to talk for a certain amount of time. The Board can move to refer the motion to another committee and come back to it at another time. Amending is modifying a motion it only applies to motions on the table not any new business or off topic from what is already being proposed and must be introduced prior to a vote and must be seconded. When it comes to amending the language already used, one could say "I move to amend this resolution by inserting these words and striking out these words". Privileged motions are another example of secondary motions. It is used for matters of immediate importance and do not require debate. An example is when the agenda is not being followed or if the meeting needs to be adjourned. The Point of Privilege is used to address something that is a hindrance to any member's ability to participate in discussion or voting. An example would be if there was noise in the hallway, then the Chair will decide on this matter and the Chair will decide if they need to intervene. Incidental motions occur when an issue arises similar to Point of Privilege. It is dealt with immediately and cannot be put up with debate. Objection to Consideration is when a member believes that it would be deconstructive to discuss the matter and it is not debatable, not amendable, and needs a two third majority vote. Members could say, "I object to the consideration of the question the resolution or motion. Parliamentary inquiry is when you have a question pertaining to Robert's Rules. Point of Information is the right to ask information about the agenda or meetings. Point of order is another privilege motion. This phrase is used to recognize a violation of Robert's Rules or the bylaws we use. Members can use this phrase at any time during the meeting; it does not require a second and the Chair will rule on it. If the Chair does not know how to rule on it then it would be put to a vote. If the Chair does rule on it, anyone could disagree with the ruling by saying "I move to appeal this position by the Chair". The final type of motion is a motion that brings back a question



that has to do with old business. It had to be introduced in the meeting that we set aside and will have to be discussed before the meeting ends. Rescinding is a motion that questions whether to cancel or annul an earlier decision. Reconsider is a motion that brings back a motion that was already discussed back into the discussion. It could only be made if a member voted on the side of the majority vote, can be moved on at any time. For our discussion, no member can speak twice before everyone who wishes to talk once and every motion should be discussed fully. That is a concept of Robert's Rules. It is very important that if you still have discussion that you want to contribute you should not be cut off or censored by voting or any other aspect of the meeting. The Chair's role in discussion is to not partake in it but all questions will be directed towards me in order to keep things organized and respectful. When voting occurs, and discussion is coming to an end but you wish to continue the discussion you would have to object to that. When voting you should vote in favor of, in opposition to or abstain, then I will announce if the motion carries or not. If a person is abstaining it should be for a certain reason and not because you're not interested in the motion. Another aspect of voting is general consent but if there is an objection, we have to go back to a formal vote. **L. Vu** asks if you have to leave early do you have to make any type of acknowledgement. **B. Kuehnis** states that if you have to leave early and told her beforehand that you are going to have to leave on a regular basis then yes. This goes if anyone that has an emergency and need to step out. Just get my attention so I can know who is present and not present. **A. Milano** is asking how long the meetings usually last. **B. Kuehnis** states that meetings typically last two hours depending on how we get through the agenda, then I would adjourn the meeting.

31:15

B. DISCUSSION ITEM - ASI Policy Agenda

The BOD will discuss a proposed Policy Agenda to be implemented throughout the 2019-2020 school year.

D. Maxion states that there will be a detailed version later on. Priority one will be Student Success and Equity. The top three initiatives that fall under it are Incentive Risking, Financial Literacy Initiative and ASI App Initiative. **S. Valecha** states that every academic Senator can get in contact with their College and send out emails to students that they have to meet with their major advisor. There will be a deadline for it but there will also be an incentive for it. Academic Senate will have constant contact with them to be informed about drop in an hour for advising. **B. Golez** states that they have to be in contact with the Computer Science department and find an Advisor who will be willing to help. As well as to find some students who would want to work on the app for free. **Y. Ortega-Huerta** asks



what the app will be focused on. **B. Golez** states that it will focus on communication between ASI and the students but it could also extend to other clubs and organizations. The name is still in the works since it can be used as a place to reference for different events on campus. **E. Pinlac** states that there is a similar project that is in the works but throughout the year, we can work on it and see what can go in the app. **D. Maxion** states another priority is Financial Literacy Initiative. It will be workshops to help the college students' budget and learn how to facilitate their money. **O. Shakoore** states they should be more interactive and proactive with the financial workshops. He believes if students are watching a presentation the information wouldn't stick to them and it is an important topic. Maybe have a table outside and have interactive games that can teach students how to save money. **L. Vu** suggested having a theme everyday on the app as well as uploading videos. It would help those students that can't make it to the workshops. **D. Maxion** states that another priority is Support for Undocumented and DREAMER students. Having a Know Your Rights campaign, educating students on how they can help their colleagues. As well as collaborating with faculty and staff. Another initiative that was brought up was the Scholarship Board Initiative. **E. Sanchez-Martinez** states they are working on a scholarship and their requirements. There will be a Poetry Slam on Saturday at Bronco's to raise money for a scholarship. **L. Vu** suggested to go to the Sociology department or the DISC to find an advocate. **E. Pinlac** states that we have had a scholarship in the past but we would have to look over it. **D. Maxion** states that Basic Needs is the third priority. The popular votes were for Emergency Housing Initiative; collaborate with H.O.P.E, Toiletries Initiative and Cal Fresh Initiative. **A. Milano** states that there are many students who qualify for Cal Fresh and don't even know. We have to encourage them to apply because it is \$190 for groceries. **S. Valecha** asks about Cal Fresh for International students. **A. Milano** states that she does not have the complete answer but does know it can mess up their Visa. **E. Sanchez-Martinez** states that DREAMERS don't qualify for Cal Fresh. **Y. Ortega-Huerta** states that in the past we have worked with a program that sent groceries to those students who don't qualify for Cal Fresh. She will explore the idea and get back to everyone. **D. Maxion** states if someone is interested in working with an initiative to get in contact and they will set up a meeting.

50:14

C. DISCUSSION ITEM - **Monthly Budget Report**

The VP of Finance will review the process of a monthly budget report and receive feedback on it.



M. Baron states that she wouldn't be able to keep up with individual budgets but will keep up with the main ones. Such as SEED funding that goes through the Finance committee.

Y. Ortega-Huerta suggest using an excel sheet and it will be easy to read and will send her an example via email. **L. Vu** states when looking at bank statements you can always compare the previous statement. **M. Baron** states that she will be sharing the reports every 3 months instead of monthly. **K. Dhillon** suggests having one report at the beginning, middle and end of the semester. **Y. Ortega-Huerta** states having updates when there are drastic changes happening and to give us a quick update. **L. Vu** suggest having a summary to certain sections.

56:49

D. INFORMATION ITEM - CSSA Updates

The Director of Legislative Affairs with brief the BOD on CSSA.

Y. Ortega-Huerta states that the Board along with the students are CSSA. I along with Daisy travel each month and sit in a Board of Directors meeting. We discuss things that have passed, things that we are advocating for and we have a policy agenda. We are currently looking at the budget for all CSU students. I am also the Northern Civic Engagement Officer and advocate for five Northern schools. **D. Maxion** states she is part of the Board of Directors in CSSA. She will give updates and reports that affect Cal State East Bay. If there is anything that they want to see in discuss to let her know and she can bring it up to the Board of CSSA. **E. Pinlac** states that they won the bid and will be hosting CSSA in January. **D. Maxion** states they are currently on the planning process. If they want to help plan it or help showcase the campus to let her know. **Y. Ortega-Huerta** states that they should all be there and to save the date. It will January 24, 2020 to January 26, 2020. **L. Vu** asks if there is a specific time they have to be there. **Y. Ortega-Huerta** states that the most important date is Saturday.

1:04:39

E. DISCUSSION ITEM - Toiletries Initiative

The BOD will discuss an initiative to provide feminine hygiene products in the women's bathrooms on campus.

L. Vu states that at Cal Poly Pomona they have a special service that is free. We want to provide racks that will have different types of general toiletries. It will be in the bathrooms and in the locker rooms. We are currently looking for donors that can supply us with small toiletries. In November we will have a Homeless and Hunger awareness week. It will be right before Thanksgiving and will need a lot of help to table. An idea that came up was



having a contest of who can donate the most toiletries between all the organizations. That way we won't have to spend so much money buying toiletries.

Motion to amend the agenda by striking out the word women's and feminine and add the word general hygiene products by **L. Vu**, seconded by **K. Dhillon**, motion **PASSES**.

L. Vu states that she would like to pilot it at the bathrooms of the RAW. That way students can ask questions and maybe we can table as well. We can also have it at the Unions and that way we can keep an eye on it. It will also help us track what toiletries students use more.

R. Miller asks if she is only looking for donors. **L. Vu** states that she hasn't budgeted yet but as of now is currently looking at the baskets. **A. Milano** suggest having a sign saying to take what you need or add to the basket. **S. Valecha** suggests having a survey about what toiletries students need that way we don't purchase unnecessary items. The survey will also let students know about it and where to find it. **L. Vu** states that for Homeless and Hunger awareness week they will need to table and if they have any suggestions for games to let her know.

1:15:50

F. DISCUSSION ITEM - ASI Bylaws

The BOD will discuss the ASI Bylaws and any modifications that should be applied.

K. Dhillon states that most of the changes were grammatical and updated information that haven't been updated in a while. The changes that were made were not as big. We looked over what already exists in the Bylaws and clarified it. Melissa will go over the big changes that were made. **M. Baron** states that the Chair would handle the Internal Affairs documents since they have an outside perspective. Tabling will go under the VP of University of Affairs and gets rid of VP of Communication. VP of Programming will be managing PAC. Director of Sustainability will go down to Senator of Sustainability. We would have Delegates instead of Senators. This is just an idea that we are working on and will present a draft later on. **Y. Ortega-Huerta** states Programming will be handling a lot more if they take on the responsibility of PAC. **E. Pinlac** states that this is not yet set and still has work to be done.

R. Miller states that they have to be cautious because there will be more work added to certain positions. He suggests adding a Senator for the Graduate programs and adding another person to the Concord Campus. **O. Shakoore** suggests looking into the Oakland Campus and see if they need anything. **E. Pinlac** states that the Oakland students don't pay the ASI fees. **K. Dhillon** states if there are any ideas or suggestions to bring it up to Melissa or himself and we will continue to work on a draft.

1:32:46



VIII. SPECIAL REPORTS:

- A. President (2 minutes)
D. Maxion states she is excited to move forward with the Board and is glad we have our initiatives straight.
- B. Executive VP (2 minutes)
K. Dhillon states they will soon hopefully fill in the vacant seats. There will be less than 5 FIY's this year. The tasks list was sent out and it has a purpose and it will help us do better.
- C. VP of Finance (2 minutes)
M. Barron states she wants to have transparency with the budget. She will be helping with the Toiletries initiative and will be working to build a bridge of communication between faculty, staff and students.
- D. VP of University Affairs (2 minutes)
S. Valecha states that the Academic Senate will be tabling all throughout the semester. I have started to work on the It's on Us event which is in October.
- E. VP of Communications (2 minutes)
R. Miller apologizes for the tabling schedule. East Bay live should soon be set up and will start as a podcast and eventually turn into videos. Currently looking for people to be part of the committees.
- F. Director of Sustainability (2 minutes)
O. Shakoor states that he is excited to work with everyone. He already has meetings set up to have a better hold of his position. I want to get the ball rolling with this committee.
- G. Director of Programming (2 minutes)
E. Sanchez-Martinez wants to help smaller cultural organizations. As a start we moved welcome back to September 26 as a way to also celebrate Hispanic Heritage.
- H. Director of Wellness (2 minutes)
L. Vu states that she is looking forward to working with everyone. I want students to feel welcomed at the ASI. As well as work with the RAW and the Health Center since we are paying for it.
- I. Director of Concord (2 minutes)
A. Milano states she has met with her advisors to discuss her initiatives. As well as working to add new water filtration and add a plaque to it.
- J. Senator of CLASS (2 minutes)
P. Regalado states she is excited about the position to be an advocate for the students.
- K. Senator of CBE (2 minutes)
- L. Senator of Science (2 minutes)

1:43:53



IX. ROUND TABLE REMARKS

M. Lee states the first Academic Senate meeting is Tuesday at 2pm. We have switched to google documents.

E. Pinlac states that Al Fresco is next week, and they have a table. It has been a productive meeting.

R. Miller reminds everyone to sit with the kids who are alone at the Unions just to make them feel welcome. We want to make East Bay welcoming to the students.

B. Kuehnis states that when sending items attach it to the agenda calling email that way everyone has a chance to review it prior to the meeting.

1:46:10

X. ADJOURNMENT at **1:48 PM**

Minutes reviewed by:

Chair of the Board

Name: Bronte Kuehnis

Minutes Approved on:

9-4-19

Date:

