

## Concord Committee Meeting Minutes of February 4, 2020

I. CALL TO ORDER **3:29 PM**

II. ROLL CALL

**Present:** Antoinette Milano, Arianna Miralles, Carlos Ruiz, Tony Dinh

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

**Motion** to discuss Create a Creature before Discussion Item D and E by **A. Miralles**.  
**Second** by **T. Dinh**.

IV. ACTION ITEM – **Approval of the Minutes of January 21, 2020**

**Motion** to approve Minutes of January 21, 2020 by **A. Miralles**. **Second** by **T. Dinh**.

V. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – **Game Security Measures (A. Milano & T. Dinh)**

**T. Dinh** states that regarding the game system security, I found one specific case on a website for our gaming machine. I think this would be perfect specifically for our campus. I will look into how to install it, but I wanted to make sure that we all agree on it before hand. I think it bolts into the wall. **A. Milano** mentions that the case is plastic and will be mounted to or wall or in some manner. Can we turn on the system wirelessly? **T. Dinh** says that he would have to look into it, but there are specific holes within the case to turn on the machine. I think they accommodated for that with the security cage. **A. Milano** asks for the cost of the item. **T. Dinh** says that the price of the case is \$99.99. **A. Milano** adds that the cost of the Nintendo Switch is about \$200. **T. Dinh** says that the system costs about \$290 to \$300 in total. Together, it would cost about \$450 including shipping and tax. **A. Miralles** asks if the plastic case will hold the Nintendo Switch. **T. Dinh** responds that the case holds to system. **A. Miralles** asks if there are controllers to use. **T. Dinh** states that the controllers do not need to be connected to the machine, since it is wireless. We can have students check out controllers with their student i.d. cards. **A. Milano** states that they discussed that the controllers will be stored behind the Academic services area. Dr. Robert Phelps mentioned that it is an acceptable thing to do, but we would need to venture into it more. Kathy Cutting mentions that they would be dealing with it during work hours so the controllers would need to be returned by 6:30 p.m. **T. Dinh** asks if there is a tv to connect the system to. **A. Milano** states that there is a tv and it is in the ASI area. There is a separate remote control for it and

510.885.4843



[associated.students@csueastbay.edu](mailto:associated.students@csueastbay.edu)

[www.csueastbay.edu/asi](http://www.csueastbay.edu/asi)



25800 Carlos Bee Boulevard  
Old Union #314, Hayward, CA 94542



it sits on the table in there. **A. Miralles** states that in the minutes of January 9<sup>th</sup>, there was an approval made by her to purchase the gaming system. We can purchase the items whenever we are ready to. Kathy Cutting asks if separate games will need to be purchased. **T. Dinh** states that sometimes, the bundles come with a game. On Black Friday, it came with a game or two. I would have to do more research on it to see if there are bundles. Kathy Cutting asks how much the games are if the system does not come with one. I would definitely check the budget. **A. Miralles** asks if the budget of \$500 is for the Nintendo Switch. **A. Milano** states that everything that pertains to the Nintendo game, my goal was to keep it under \$500. That does not mean I am not willing to increase it to \$550 because there are other items needed. I will discuss the pacman game and I would like to keep the budget for that under \$2,000 and the Nintendo Switch under \$500, we can purchase another system. Getting both systems under \$2,500 is the goal and I can budget more for the coverings. I found a Centipede game that has 412 games. It has two seats that are chrome stools and a five-year warranty, which is \$785. I am sure with shipping and everything else, it would be close to \$1,900, maybe a little bit under. Kathy Cutting asks where it is. **A. Milano** states that it is on Amazon. Kathy Cutting asks if A. Milano has processed it to see how much shipping and handling would be. **A. Milano** adds that she did add it to the cart and under her name, there is free shipping because of Amazon prime. I will talk to Erik Pinlac about purchasing through my Amazon account. **A. Miralles** asks if there is pacman on it. **A. Milano** states that under the picture, it shows the pacman game. It would be on it and since the system has 412 games, I will figure out what the other games are. I am going to put that the amount is about \$1,800 for now. I do not believe it will go that high, allowing us to purchase the Mario game for the Nintendo Switch. For both the games, we will be below our budget of \$2,500. **A. Miralles** asks that seeing there was already a motion to purchase the games, are we still looking at different Switches. **A. Milano** states they are approved to get it and now since we have prices, when I go to ASI, I will talk to Erik Pinlac to see how it happens. If Kathy Cutting can use the P-card, with authorization from Erik Pinlac, we can purchase the games. **A. Miralles** asks if the plastic covering for the Nintendo Switch will be purchased. **A. Milano** says it looks promising that we can do it. **A. Miralles** asks if there is anything that can be done to expedite the process. **A. Milano** mentions that it all depends on the power above us. Erik Pinlac will notify Kathy Cutting and the order can be made through my account. Kathy Cutting states that the purchase would have to be made through the work account. **A. Milano** asks if it is prime. Kathy Cutting responds that it is.

18:05

B. DISCUSSION ITEM (added) - Create A Creature (**A. Milano**)

510.885.4843



[associated.students@csueastbay.edu](mailto:associated.students@csueastbay.edu)

[www.csueastbay.edu/asi](http://www.csueastbay.edu/asi)



25800 Carlos Bee Boulevard  
Old Union #314, Hayward, CA 94542



**A. Milano** mentions that Create a Creature will take place on February 11th, 2020, which is one week from today. I would like to order pizza from WinCo, which is 20 minutes away and it is the same time difference that Costco is away. I would need Kathy Cutting to go with me, since a credit card is needed. Kathy Cutting asks if **A. Milano** will be getting it approved by Erik Pinlac tomorrow. **A. Milano** states that is where Kathy Cutting would come in. Kathy Cutting mentions that she is okay with spending the money, but wants to make sure that the program is approved. **A. Milano** says that it is an annual event and it is happening in Hayward as well. I have the creatures on hold for me in ASI. I will see if WinCo will take the card over the phone so that I may pick the pizza up. Kathy Cutting states that she can place the order in. **A. Milano** states that she will look into it.

**Motion** to have event on Tuesday, February 11th @ 12 p.m. with pizza by **C. Ruiz**. **Second** by **A. Miralles**. **A. Milano** asks what time the event should end.

**A. Miralles** states that it should end, whenever supplies are gone. We have a board meeting next week, which should be from 12 p.m. to 1 p.m. and after, I have personal lab from 1 p.m. to 2 p.m. **A. Milano** adds that she needs people to help people create a creature. **T. Dinh** replies that everyone is a part of the board.

**A. Miralles** states that she has never seen people need help at Create A Creature. **A. Milano** states that the pizzas are \$6 each. I would need help in creating a flyer to inform students on the Concord campus. Kathy Cutting asks if they make a flyer or does Hayward. **A. Milano** states that she usually creates the flyer. Kathy Cutting adds that she understands that programming creates the posters, but were unable to print enough. **A. Milano** says that they are understaffed and currently training students. **A. Miralles** asks what they would need to do. **A. Milano** states that they should represent and show up when they can. **A. Miralles** states that they will announce it during their meeting. **A. Milano** says that it would be great to announce it.

26:57

#### C. DISCUSSION ITEM – **Sail Cover (A. Milano)**

**A. Milano** asks if there has been an approval for this discussion item. I do not think we approved it because there were no amounts. **A. Miralles** states that on the January 21<sup>st</sup> minutes, **A. Milano** said to postpone voting to approve the purchase of the sails for when the full committee is present. **A. Milano** says that the full committee is now present. Trying to get one sail will cover 50 feet by 60 feet, which is a very large amount. If I get two sails that are 25 by 30, I will end up paying \$400. This is a difficult size to find. We can have four sails at 12.5 feet by 15 feet and that is almost a square. What I like about the square sails is that the pricing on it under \$100. The 12 by 16-foot sails is \$70. Kathy Cutting asks if they

510.885.4843



associated.students@csueastbay.edu

www.csueastbay.edu/asi



25800 Carlos Bee Boulevard  
Old Union #314, Hayward, CA 94542



are sun sails. **A. Milano** states that it says shade sails and they may be tarps. Many of them have tarp like, but they have 3- and 6-millimeter sails. I believe they also have 12 millimeters. There is one that is 12 by 16 and \$45. Kathy Cutting states that sometimes the cheaper the price, the cheaper the material. **A. Milano** states they have a lifetime warranty. The reason why I wanted to do four sails is because of the price and availability. I will have to have 9 posts and even with 2 sails, I would need more poles because of wind and to hold the sails in place. If one sail wears out, I can replace it easier. Doing the two sails for \$800 is okay, but with wear and tear, this is a better option. I will contact them for more information. Kathy Cutting states to ask if they can send a sample of the sail. **A. Milano** states that the goal is to have a beige or tan color sail that will blend into the hillsides. Kathy Cutting says that **A. Milano's** next steps should be to contact the company about the warranty and get samples. **A. Milano** adds that it is preferable to have meshing over tarp. Meshing breathes and tarp is sold. They will be situated at an angle so that if something were to drop on it, it would roll off. We can take each one down individually so they can be cleaned annually. Clydene Taylor, who works in facilities, mentioned that it is better to take a smaller one down rather than a larger one. Kathy Cutting asks about the budget. **A. Milano** says that if we are looking at something that is about \$50 to \$75 each, we are looking at \$400 for the sails. Kathy Cutting asks if the posts will be metal. **A. Milano** replies that the posts will be metal and galvanized, so they do not rust. We have \$400 for the sails and the hardware can go from \$9 to \$20. I will have to ask about the cost of the galvanized posts from utilities. The facilities department will cover the labor and installation. We are up to \$500. Kathy Cutting asks if anyone has considered when they dig through the mat, will it be included in the warranty. **A. Milano** states that she is not sure. Kathy Cutting states that when they start creating the holes, there can be water. I am sure facilities knows. **A. Milano** states that she will find more information. I would like to table this item until I get the two items. **A. Miralles** mentions that **A. Milano** stated she would make a motion. **A. Milano** says that she was, but she needs to acquire more information about the warranty of the sails. Kathy Cutting states that you want to make sure that certain items are covered in the warranty. It is probably on the website and it can be read. **A. Milano** states that it is through Amazon and it is difficult to contact the company. I have the name of the company and the only mode of contact is through email. They want to keep it under the umbrella of Amazon. I will need to be careful. **Kathy Cutting** asks if **A. Milano** has looked at the company outside of Amazon. **A. Milano** mentions that she has. I have a friend that has a military surplus store and she may be able to find these for me. **A. Miralles** mentions that the discussion item will be tabled until the next meeting. **A. Milano** states that we do know the price and the entire project will be under \$1,000 and at one time, I was expecting \$6,000. **Kathy Cutting** asks

510.885.4843

[associated.students@csueastbay.edu](mailto:associated.students@csueastbay.edu)[www.csueastbay.edu/asi](http://www.csueastbay.edu/asi)25800 Carlos Bee Boulevard  
Old Union #314, Hayward, CA 94542

why the price changed. **A. Milano** mentions that at first, she was not doing four sails. The price we have so far is about \$1,000. I will have to find out how much the poles will cost at Lowes and Home Depot.

41:25

D. DISCUSSION ITEM – **Concord/Hayward Imbalances (C. Ruiz)**

**Motion** to move to **Unfinished Items** to be discussed with Dr. R. Phelps present by **C. Ruiz**, second by **A. Miralles**.

42:00

E. DISCUSSION ITEM – **ASI/EBSNA Partnered Events (A. Miralles & All)**

**A. Miralles** states that they are talking about ASI and EBSNA partnered events. I wrote down somethings knowing that they are events that I have seen from ASI like multicultural food events, which I believe EBSNA would like. I know there is the Spring Hoorah, which is an ASI thing. We can do a walk through of the events. **A. Milano** mentions that Kathy Cutting is involve with Earth Day. It is for April 22<sup>nd</sup>. I would like ASI to be involved and also EBSNA. Kathy Cutting states that EBSNA has tabled in the past and I am open to ideas. Do you know what Earth Day is? **A. Miralles** states that she has been there before.

**A. Milano** asks about what food items would they like t be served on the event. One thing we can do is vegetarian food. Kathy Cutting states that they have done vegetarian pizza in the past. **A. Milano** says that they can include a gluten free option, as well, but does not want the cost to affect ASI. I also do not want it to be for Concord alone. **Kathy Cutting** states that it should not be expensive and should be sustainable. In the past, we have done tabling and had many people out there. We had people from transportation, air quality, and water shed. It is difficult to table, since there are not many people, unless there is food. I am open to different things. One of my jobs is to manage the creek we have down below. I was considering doing a creek clean-up as a community service. We have never done this before. **A. Milano** states that it would be a Wednesday. Kathy Cutting says that it does not have to be on that day. It is spread out to be Earth Week. **A. Milano** says that her concern was how the nursing students would be available. **A. Miralles** mentions that half of the nursing students will have clinicals either at 7 a.m. to 3 p.m. or 3 p.m. to 9: 30 p.m. **C. Ruiz** states that all nursing students will be off campus. Tuesdays and Thursdays are the best because everyone will be on campus. **A. Milano** adds that one of the things we can do is we could bring out the basketball hoop and have a game. It is just to gravitate people to the area and play a game. I think that people will not walk down to the creek. **C. Ruiz** asks how far the creek is. Kathy Cutting states it is about a mile away. **A. Miralles** mentions if it was

510.885.4843



[associated.students@csueastbay.edu](mailto:associated.students@csueastbay.edu)

[www.csueastbay.edu/asi](http://www.csueastbay.edu/asi)



25800 Carlos Bee Boulevard  
Old Union #314, Hayward, CA 94542



advertised and made to its own day, those who are interested will go. **Kathy Cutting** says anyone that would like community service hours can go. **A. Milano** says people at Concord are lazy. Kathy Cutting states that for Saturday, the 25<sup>th</sup>, Dr. Phelps talked about Alumni Volunteer Day and it is a great networking opportunity. I will place it down for Saturday, the 25<sup>th</sup>. It does not have to be an ASI event.

49:30

F. DISCUSSION ITEM – **Graduation Rituals/Etiquette Banquet (All)**

**A. Milano** says to keep in mind that this is in April and at the end of April, we will have to be the Etiquette Banquet. **Kathy Cutting** adds that the Etiquette Banquet last year was held at the end of March. Graduation is on May 18<sup>th</sup> and we do it before then. **A. Milano** says that it can be done at the beginning of April. As for Earth Day, is it something we want to table for now? Kathy Cutting asks if they are still coming up with ideas. **A. Milano** states that they are. We are not solid on our activities. I did not have an advisor that knew. Is there anything going on in March? Have we discussed anything in March? **A. Miralles** asks when spring break is. **A. Milano** states that it is March 28<sup>th</sup> through April 3<sup>rd</sup>. How would you all feel about having the Etiquette dinner on April 9<sup>th</sup>. It is later than usual and it will be on a Thursday. **A. Miralles** responds that nursing students will have clinicals from 3 p.m. to 11 p.m. Kathy Cutting asks if it should be done during spring break. **A. Miralles** states that she will be out of town. **A. Milano** states that it would have to be done on a Tuesday.

**A. Miralles** states that Tuesdays are the best days. **A. Milano** states that the event can be on Tuesday, April 7<sup>th</sup>. I am thinking about midterms and exam schedules. **A. Miralles** mentions that April 7<sup>th</sup> is a field day. Does the Etiquette banquet usually start around 6? **A. Milano** states that she thought it starts around 4. **A. Miralles** states that April 7<sup>th</sup> would not be a good day. We can do April 14<sup>th</sup> or any time in March. **A. Milano** states that she is okay with April 14<sup>th</sup>. Kathy Cutting says that the banquet is for graduating students. **A. Miralles** mentions that she attends every year since she has been a part of ASI. **A. Milano** states that it is a fun day and it will be the last event she is planning. I would like to see you there. Is April 14<sup>th</sup> okay to be penciled? **A. Miralles** says that it is a good date. **A. Milano** states that she would like everyone to relax that day. Graduation cap decorating is something that we can table. I would like for it to be a week of decorating. Finals is the 11<sup>th</sup> through the 15<sup>th</sup> and Cocoa and Cram and hat decoration can be around the same time. It would be May 4<sup>th</sup> through the 8<sup>th</sup>. Kathy Cutting adds that the events can be combined so that it is not overwhelming.

**A. Milano** asks Kathy Cutting if Dr. Robert Phelps has mentioned planting a tree for commencement. Kathy Cutting replies that she has heard of it. What will be the ritual behind it? **A. Milano** states that they can talk to Dr. Robert Phelps about it. Kathy Cutting states

510.885.4843



[associated.students@csueastbay.edu](mailto:associated.students@csueastbay.edu)

[www.csueastbay.edu/asi](http://www.csueastbay.edu/asi)



25800 Carlos Bee Boulevard  
Old Union #314, Hayward, CA 94542



that many people will be dressed up for commencement and the ritual with the tree would need to be done before commencement. We could do it during Cocoa and Cram week or finals week. I am happy to help figure it out. **A. Milano** states that it can be a discussion item for the next meeting. Kathy Cutting mentions that Dr. Robert Phelps wants this to be ceremonial and ASI plants a tree every year with a sign dedicated to it. The tree that is in the quad is a large tree and it was about \$250. **A. Milano** states that eventually, Dr. Robert Phelps wants every student to plant their own tree. This year, I want it to be at least one tree being planted.

**1:05:06**

VI. SPECIAL REPORTS:  
No Special Reports.

VII. ROUNDTABLE REMARKS:

**A. Miralles** states that the Campus Movies should be made a Discussion Item. One hour is short, but we tend to talk about future events and the events that need to be done sooner, are dragged out. It is good to talk about future events, but it is better to focus on getting things done. We forgot a motion to approve the purchase of games.

**A. Milano** adds that she was recently taught that she should have had this planned by August. When you are the director and put into this position, you plan the schedule. It is not something you have to vote on. It is up to the director to determine what will be done. Ariana, when you come into the position and you have everyone's schedule, you can determine the events that will happen. People in the position before stated that they had their schedule planned in August and they did not talk to their committee.

**A. Miralles** says that the EBSNA collaboration was just a suggestion and for brainstorming. Kathy Cutting asks if EBSNA has any ideas on what they want to do. **A. Miralles** states that she spoke to the president and she kind of dismissed us and stated that they should talk about it and later bring it to her.

**A. Milano** mentions that it is important that EBSNA is aware that we want to partner with them and knowing that they want to partner with us. It would be nice if they contribute food items to events. I do not expect to spend more than \$100 on pizza. If EBSNA says no, it is fine. One of the things I want to have for graduation is a balloon arch and possibly for other things down the road.

**1:12:34**

510.885.4843



associated.students@csueastbay.edu  
www.csueastbay.edu/asi



25800 Carlos Bee Boulevard  
Old Union #314, Hayward, CA 94542



VIII. ADJOURNMENT at **4:42 PM**

Minutes reviewed by:

**Director of Concord Campus**

Name: Antionette Milano

Minutes Approved On:

**2-25-2020**

Date:

510.885.4843



[associated.students@csueastbay.edu](mailto:associated.students@csueastbay.edu)

[www.csueastbay.edu/asi](http://www.csueastbay.edu/asi)



25800 Carlos Bee Boulevard  
Old Union #314, Hayward, CA 94542

