

Programming Council Committee Minutes of February 28th, 2020

- I. CALL TO ORDER at **10:16 AM**
 - II. ROLL CALL
Present: Jasmine Domino, Nishit Patel, Lilia Ramírez, Lynn Vu.
Absent: Euridice Sanchez-Martinez, Khayree Wells, Aziz Shaban.
 - III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of February 28, 2020 by **N. Patel**, second by **J. Domino**, motion **CARRIED.**
 - IV. ACTION ITEM - **Approval of the Minutes of February 14, 2020**
Motion to approve the minutes of February 14, 2020 by **J. Domino**, second by **N. Patel**, motion **CARRIED.**
 - V. 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.
 - VI. UNFINISHED ITEMS:
No unfinished items.
- 3:25**
- VII. ACTION ITEM- **Black History Bash Funding**
The Director of Programming will be collaborating with Black Student Union for a celebration in honor of Black History Month (February). The expected costs \$1,000 for non-food and \$1,250 from the food budget out of the programming budget.
J. Domino states that she is the president for the Black Student Union. Regarding funding for the event, it did not feel like a collaboration due to the event already passing. It felt as the programming committee wanted to throw Black Student Union name on an event and call it a Black History Month Bash. The event was very unorganized, and our voices were not being heard. We had discussed with E. Sanchez-Martinez at the end of January in order



to host an event, however, she never submitted the request to get it approved. **L. Vu** states that if they used the nonfood budget. **J. Domino** states that due to not having the speaker that budget was not used. **L. Vu** states that if the food budget was used. **J. Domino** states yes, the food budget was used. Is there a way we can discuss the issue with E. Sanchez-Martinez present? **L. Vu** states yes, currently E. Sanchez-Martinez is at a conference in New York. The budget that I received in our first meeting has the numbers of the food and nonfood budget switched around.

Motion to amend the agenda by striking out the nonfood budget for Black History Month Bash by **J. Domino**, second by **N. Patel**, motion **CARRIED**.

Motion to approve the Black History Month Bash funding for \$1,250.00 for food by **N. Patel**, second **L. Ramirez**, motion **CARRIED**.

9:33

VIII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM- [Programming Committee Budget](#)

Every semester, the programming committee has a budget of \$5,500 for food expenses, and \$5,500 for non-food expenses plus the unspent money from the past semester within the same school year. We currently have a total of \$8,806 food and \$8,804 nonfood budget.

L. Vu states that this total will be subtracted from the amount of \$1,250.00 for food expenses that was spent on Black History Month Bash. The reason we have a committee is to approve items like this. As well as, to discuss whether we need to fund items more than others due to having left over money. For example, discussing whether the event Black History Month Bash could receive more funding since it would be a month-long event.

12:00

B. DISCUSSION ITEM- [Self-Care Fair Funding](#)

The Director of Programming and Director of Wellness will be collaborating with SHAC/RAW in celebration of Women's History Month (March). The expected costs \$1,500 for non-food and \$1,500 from the food budget out of the programming budget.

L. Vu states that she does not know the theme of this month. The event will happen on mental awareness week, which starts on Monday, March 9, 2020. We are planning to have a social media campaign to ask questions about mental health. On Tuesday, we are having our Self-Care Fair, which is going to involve the counselors and we have two new counselors. The fair will be located at the MPR, and there's going to be a hand massage lesson. We are ordering dessert from Chartwells and create a dessert bar. In terms with the nonfood expenses, what would you want to see at a Self-Care Fair. **J. Domino** states that in

the previous meeting, it sounded as if E. Sanchez-Martinez had planned out the activities already. **L. Vu** states that nothing has been purchased yet. I know E. Sanchez-Martinez wants to host a workshop herself, the counselors are going to give lessons on hand massaging, and outside were going to do a calm and clear meditation. **J. Domino** states if E. Sanchez-Martinez get to choose automatically what she wants to do, and we vote on it? **L. Vu** states that you would vote on approving action items like, approval of minutes or agenda, and approve the spending. **L. Ramirez** states that we can do something that involves aromatherapy. **L. Vu** states that on Monday, counseling is doing essential oils. Did you all want to make a face mask or buy sheet mask from Target? **J. Domino** states that the event is only an hour and it would be more convenient to just give the sheet mask out. **L. Vu** states who will be available during this time. **J. Domino** states that she will be available. **L. Vu** states that E. Sanchez-Martinez is trying to do a little gift bag. We can just pass them out to students and include the sheet mask. **L. Ramirez** states if we could include nail polish or include other self-care items. **L. Vu** states if you want students to do any Do It Yourself activities. **J. Domino** states E. Sanchez-Martinez was stating that we could do nails, however, I'm not sure as to painting nails or doing acrylics. **L. Vu** states that some people might not like the smell of acrylics, though it probably be more gender neutral. Also, how does everyone feel with the desert bar. **L. Ramirez** states that having deserts will create a more relaxing environment. **L. Vu** states that because we have extra money, we should invest it towards somewhere else. **N. Patel** states that we can move some more money into nonfood items. **L. Ramirez** states that we could invest in head massagers. **N. Patel** states that we could do lotions and sweats. **L. Vu** states that we could pass out three items plus a little gift bag. **N. Patel** states that if an ice cream bar can be added. **L. Vu** states that she will talk to E. Sanchez-Martinez about it.

33: 43

C. **DISCUSSION ITEM- Wellness Wednesday - Mobile Rage Smash Room**

The Director of Wellness will be collaborating with SHAC/RAW/ASI PRESENTS for an outdoor event promoting self-care and mental health awareness. The expected costs are \$2,800 non-food and \$1,200 non-food.

Motion to amend discussion item C to \$1,200.00 for food instead of \$1,200.00 for non-food by **N. Patel**, second by **L. Ramirez**, motion **CARRIED**.

L. Vu states that we might need more for food. I'm planning on ordering pizza. **L. Ramirez** states what type of pizza. **L. Vu** states that we could only use \$250.00 to buy food outside from Chartwells and we could buy pizza from Costco. We could order 25 pizza's from Chartwells, which will be about 10 slices for each box. We would only be able to buy about



12 boxes of pizza, but we might order about 16 boxes of pizza and the price would jump to \$1,600.00. **N. Patel** states that we could only spend \$250.00 outside of Chartwells catering. **L. Vu** states that information about the event are in the slides. It lists the cost, activities, and jobs. The event will be on Wednesday from 11:00 AM until 2:00 PM, it may seem a little pricey, but we have not done an event like this. **J. Domino** states how much is the cost. **L. Vu** states the \$2,800.00 covers the cost. This will not be the only activity during this time, we are also collaborating with intramural sports and RAW. **J. Domino** states that if Wednesday is a good day to host a bigger event like this rather than on a Thursday. **L. Vu** states yes, since most people stop showing up after Wednesday. We also decided to host this event on a Wednesday due to trying to target the people that only come to campus on Monday and Wednesday. I'm not sure if you all remember field day, but we had a very successful turnout despite the rain. Regarding food, we are set to give students free pizza, since we can provide different choices.

41:50

D. **DISCUSSION ITEM- API/MESA Bash Funding**

The Director of Programming will be collaborating with PASA for a celebration in honor of API/MESA Heritage Month (April). The expected costs are \$1,000 for non-food and \$1,250 from the food budget out of the programming budget.

L. Vu states that she does not know anything about this event. Before we vote on it next week, we could discuss it before you vote on it. **J. Domino** states that she hopes the event is fully planned. **L. Vu** states that it's a collaboration with PASA, we could have a representative from them to come to our meetings.

Motion to extend the meeting by 5 minutes by **L. Ramirez**, second by **N. Patel**, motion **CARRIED**.

44:40

E. **SPECIAL REPORTS:**

No special reports.

44:44

F. **ROUND TABLE REMARKS**

J. Domino states that to be part of the programming committee, we got hired in October and this is our first meeting. I'm not sure how it's supposed to work, but it seems very unorganized. The communication between E. Sanchez-Martinez and the committee is not to its fullest potential.



L. Vu states that we could not have a meeting for the longest due to only having two people. It took us until this semester to have this many people, since some not showing up. We want to make sure that everyone is committed to this position and having the weekly meeting. If half the committee decides not to show up anymore, we cannot have a meeting.

L. Ramirez states that if we're going to have a meeting every Friday.

L. Vu states that it's something we would have to discuss with E. Sanchez-Martinez, however if we choose to, we will have to submit the agenda three days prior to the meeting.

J. Domino states that the commitment to the committee would be much easier if there wasn't a lack of communication.

L. Vu states that she will become more involved due to her being the co-chair if E. Sanchez-Martinez can't make it.

L. Ramirez states what are the ways that we can ensure the meetings to continue, despite people not showing up.

L. Vu states that we have to adjourn the meeting but will answer the question in more details once she knows the answer.

50:12

G. ADJOURNMENT at 11:06 AM

Minutes Reviewed by:

Director of Programming/Chair

Name: Euridice Pamela Sanchez

Minutes Approved on:

3-13-2020

Date:

