Board of Directors Meeting Minutes of October 21, 2020

I. CALL TO ORDER at **12:01 PM**

II. ROLL CALL
   **Present:** Kabir Dhillon, Euridice Sanchez-Martinez, Hoang Dao, Omer Shakoor, Anjelica de Leon, Brittney Golez, Zaira Perez, Jessica Iheaso Kea Kaholoa’a, Arianna Miralles, Daniel Olguin, Mykale Clark, Mirna Mamou, Erik Pinlac, Michael Lee, Andrew Yunker

   **Late:** Nicholas Brandao, Tyler Engquist, Steve Spencer, Marguerite Hinrichs

   **Absent:** Martin Castillo, Mark Almeida

III. ACTION ITEM - Approval of the Agenda
   Move to approve the agenda by **A. de Leon**, second by **O. Shakoor**, agenda **APPROVED**.

IV. ACTION ITEM - Approval of the **Minutes of October 14, 2020**
   Move to approve the minutes of October 14, 2020 by **M. Clark**, second by **J. Iheaso**, minutes **APPROVED**.

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.

VII. NEW BUSINESS ITEMS:

   A. ACTION ITEM - **ASI Senate Appointments**
      The Board of Directors will take action on appointing the Non-Academic Senator recommendations from the Personnel Committee.
Move to approve the recommendations from the Personnel Committee appointing the Non-Academic Senators by E. Pamela Sanchez, second A. de Leon. 

K. Dhillon states that positions and names should be included to identify who is being appointed. E. Pamela Sanchez asks if H. Dao will be able to share the document with the names that was presented to the Personnel Committee. H. Dao states that for Senator of Diversity, the candidate is Jose Camona. The Senator of International Students is Aashaka Kalavadia, the Senator of Transfer Students is Andrew Pajes, the Senator of Commuter Students is Kristina Tham, Senator of Greek Life is Bodhi Young, Senator of Residence Life is Ashley Depappa, Senator of Athletics is Shane Cancilla, Senator of Online Students is Dessiree Cuevas, Senator of Alumni Relations is Andrea Lumabas, and the Senator at Large is Rebecca Jimenez.

Move to amend the original motion to include by appointing Jose Camona as Senator of Diversity, Aashaka Kalavadia for Senator of International Students, Andrew Pajes for Senator of Transfer Students, Kristina Tham for Senator of Commuter Students, Bodhi Young for Senator of Greek Life, Ashley Depappa for Senator of Residence Life, Shane Cancilla for Senator of Athletics, Dessiree Cuevas for Senator of Online Students, Andrea Lumabas for Senator of Alumni Relations, and Rebecca Jimenez for Senator at Large by E. Pamela Sanchez, second by K. Kaholo’a’a, motion ADOPTED.

A. de Leon states that regarding the recommendations, they were a great group. With interviews, each of them displayed leadership skills and great ideas. I am excited for the appointments and for them to be apart of the committee. They would be a great benefit to ASI. 13 Ayes.

10:28

B. INFORMATION ITEM - Campus Safety Improvement Projects Updates

The Board of Directors will receive updates from Facilities Development & Operations regarding campus safety improvement projects.

Winne Kwofie states that she is here with Daniel No, who is the Director of Planning, Design and Construction. His leadership has led us to where we are today and I am excited to share what has been done. There has been multiple campus walk throughs with different ASI Presidents and staff. We are going to present some of the improvements that have been made and further improvements that will be made. The improvements were categorized into four parts. The first was to trim the trees to improve overall visibility. The second was to fix the cracks in the concrete. The last two were to repair the broken bricks on the walkways and fix the lighting throughout housing on campus. Some of the work is incomplete, but the trees have been trimmed. The pedestrian walkways have been repaired and by January, the lights will be
repaired. Due to Covid-19, there are delays in completing the work. We received about $640,000.00 from the campus. During the walkthroughs, many deficiencies were identified across the campus. There are areas that have not been reviewed because a budget has not been identified yet. All of the hazards have been completed. There are photos and numbers that describe what was completed and display where changes were made. We are hoping to install three light poles near the North Science building, Music building, and Robinson Hall. The elevated concrete and bricks by the Arts and Education building has been replaced. Improvements to the concrete were made by the Theatre, Physical education and Art buildings. The ramp towards the Health Center has been replaced. With Covid-19, many of us were unable to work and most of the work was not completed. Now, there is hope to have all the improvements made by January 2021. We are grateful to the campus for the money provided, but more may be needed to complete all the jobs on campus. B. Golez states that last year, the Senator of Residence life and Senator of Online students, were a part of the campus safety committee. They expressed concern about lighting around the residence halls. The idea was mentioned towards the end of the year and I was not able to see it occur. My idea was to include lights that can be found at Costco. The lights are about hip-high and illuminate the pathways through housing. We just received a new Senator of Residence Life and I will share my idea. Winnie Kwofie states that they will consider B. Golez’s idea. Daniel No states that B. Golez’s idea is a good one. A. Miralles asks if changes are also made on the Concord campus. Winnie Kwofie states that walks are done through the Concord campus. There have been improvements to the lights and trees that needed to be trimmed on the Concord campus. Daniel No states that the lighting fixtures were not as extensive as the ones on the Hayward campus. The lighting was replaced near the student union and play yard. We have not walked at night to identify dark areas. A. Miralles asks if a walk through can be done at night and if some of the concrete issues be fixed. Winnie Kwofie states that a walk through was done in 2018 and there were some changes that needed to be made. There were umbrellas that were low and needed to be repaired. The walk throughs are completed on an annual basis and there will be another safety walk this year. A date and time will be scheduled with A. Miralles to schedule a walk. A. Miralles asks if the walk through is based on her schedule. Winnie Kwofie states that an ASI representative is needed to complete the walks. The walk throughs are usually done at night around 5:00 p.m. and later. If there are any questions, our information will be provided.

C. DISCUSSION ITEM - Discussion with SQE
The Board of Directors will discuss the steps ASI has taken in regards to issues raised by the Students for Quality Education.
Move to postpone this item to the next Board of directors meeting by E. Pamela Sanchez, second by M. Mamou, item POSTPONED.

28:54

D. INFORMATION ITEM - Covid-19 Talk Event Giveaway Funding Request
The Board of Directors will discuss a funding request $100 for giveaways for Covid-19 Talk Event.
M. Mamou states that an event is being planned with one of her professors. The event is open to all students and I would like to include a giveaway segment at the end of the event. It would include a game. I was curious to know if there are items in the office that can be given away. I would like to request for funding for the shipping of the items. E. Pinlac states that there are items such as mugs and notebooks. A care package can be arranged. Michael Ryan ordered boxes that can be used to ship the items. The cost of shipping is negligible and approval is not required. Unless additional items need to be purchased, it can be done. E. Pamela Sanchez states that there are items that need to be given away, but if M. Mamou would want a bigger prize, a request would have to be made. Since M. Mamou’s events have been successful, it would be great to have large giveaways and I know that many students will attend the event. If help is needed for the giveaways, Kris Disharoon, Erik Pinlac, or I can assist. A. Miralles states that she has considered doing a giveaway. Is it okay to ship packages to individual addresses? E. Pinlac states that it can be done, but the packages are tracked. I am not sure how shipping works on the Concord campus, but on the Hayward campus, packages are sent to the shipping department. Typically, there is a cost recovery or they will provide the charges within a month. M. Mamou asks if she can send a Google form to those that win the prizes. The form will include their names, net ids, and addresses needed to ship the items. E. Pinlac states that it is a good idea. We are able to send items from the school, but items ordered directly from Amazon cannot be shipped to a person’s home. E. Pamela Sanchez states that if an item was to be ordered from Amazon, it would need to be sent to the office and then to the student.

34:05

E. DISCUSSION ITEM - Appeal of the Personnel Committee's Decision
The Board of Directors will discuss an appeal regarding the sanction issued to the ASI Executive Vice President/Chief of Staff.
K. Dhillon states that today, no action will be taken on this item. The appellant, H. Dao, will have the opportunity to state his appeal. The Vice Chair of the Personnel Committee will discuss the decisions of the Personnel Committee and why they were made. We will later proceed to discussion. H. Dao states that recently, at the Personnel Committee meeting, a concern from a
member of the Board of Directors, was brought to his attention. I will be as transparent as I was at the Personnel Committee meeting. On September 17th, 2020, I received an email from E. Pamela Sanchez titled, EVP concerns. E. Pamela Sanchez made several observations towards my role here. I would like to readdress it and provide clarity. “I will also take the time to express a concern of mine. Hoang, as EVP, we need you to be more organized and communicate with the Board more. The last-minute interview scheduling is unacceptable and keeping the directors in the dark, is not either. I made it clear over summer that I wanted the Senate seated by September, but we are barely starting the interview process and it is the third week of September. At this rate, they will not be seated until the end of October. I am also upset that the Executive Committee has been taking care of most of the EVP tasks. You are in charge of the Point of Contact as well as the Task lists. All of this should have been figured out during the summer and not in the middle of the first semester. They were only brought up because I kept pressuring you to do so. I also find it unacceptable that you keep bringing up the documents and continue to let the Executive Committee give you all the ideas. Ideally, you would contribute the ideas and the Executive Committee would provide feedback with certain documents that are specifically your responsibility, as stated in the Bylaws. I definitely recommend reading the transition binder again because we need to be on top of these things. Your role is essentially ASI and as you can see that you are behind and all of ASI is behind. Please seek help if needed. I am here to help so do not hesitate to shoot an email”. I responded to E. Pamela Sanchez. “Thank you for your email and for expressing your concern to me. Yes, I shall and I completely understand. Hence, I already informed them via email of a brief outline on how the process would be exercised so they are aware of the procedure. The Non-Academic timeline that A. de Leon and I established and shared with the Executive Committee members had to be adjusted due to the prolonged step with the screening and eligibility process. I was not provided a final list of applicants per my request, in order to proceed. I definitely appreciate all the contributions from my fellow Executive Committee members on the documents I initially worked on and gradually worked on as well. And to be clear, I never intended for the Executive Committee to contribute all of the ideas. Furthermore, I will continue to reach out and ask for assistance when needed. Referring to the Associated Students Incorporated Administration manual, article one section two, there are listed duties and responsibilities of the Executive Vice President/Chief of Staff. It says “Shall meet with the Board of Directors on a monthly basis”. For this item, it states that I would be meeting with the Board of Directors at the biweekly meetings. Aside the plans of meeting with the Board of Directors one-on-one, there are check-ins. I want to provide you with the clarity of language here. Depending on the standing Executive Vice President/Chief of Staff, I was told that one would perform their duties differently than others in this role. Demanding expectations should not be defined.
bargain, I am still servicing my role and being equipped to hold myself accountable to my duties and responsibilities. With advancement to my concern in this role, I believe I can work on a better stream of communication. To make note, E. Pamela Sanchez asserted that we did not need to meet one-on-one every week. I expressed to her that I think it is important to do so. However, I understand that the two-to-one meeting that E. Pamela Sanchez and I have with E. Pinlac would be in lieu of our one-on-one meetings. E. Pamela Sanchez and I do not have one on one meetings. If any emergency arrives with our task force, E. Pamela Sanchez asks that I communicate via email or phone call. Today, we have set a one-on-one meeting that will be happening throughout the fall semester due to my urgency towards E. Pamela Sanchez. At our two-to-one meeting yesterday, E. Pamela Sanchez mentioned that we can provide the Board of Directors information on on-going tasks. We encourage the Board of Directors to make reports during special reports. Since the pandemic occurred, many of us are trying to overcome this challenging time. As for myself, I had to face many instances to find amicable student stability. I am always hoping for feedback on how I can provide extended support to you all. I understand that I am being brought up for a reason and I made multiple justifications to E. Pamela Sanchez and E. Pinlac. I hope you all understand my stance and willingness to adapt with you all during this time. I do not believe there is language in the Code of Conduct that states the ability to provide a level two sanction, though it may have been done in the past. With a decision made, I stand to appeal to you all and provide clarity of both stances, hoping to overturn decisions made by the Personnel Committee. E. Pamela Sanchez states that H. Dao provided the same response to the Personnel Committee and the committee decided to go with the level two sanction. A level two sanction ensures that we receive a performance improvement plan from H. Dao, which everyone felt was necessary. The Personnel Committee believed that the concerns that were brought up were serious and it affected the entire Board of Directors. I reached out to H. Dao before the discussion reached the Personnel Committee. I noticed some concerns and expressed them. Ever since the beginning of June, I have mentioned that the Senate must be appointed by September, but it is October. The entire university sees how H. Dao’s performance has affected ASI. Last week during the Board of Directors meeting, people attended during the public comment portion, addressing the issues of ASI not being in the University Wide Committees. If ASI is not present, there are no student voices. As for the Senate, student jobs were delayed over two months. The applications for the Senate closed 64 days ago and it does not take 64 days to complete interviews. I wish the Senate was established earlier. Many people that applied to the committees were ineligible or not enough applicants were received. The applications will need to be re-opened in order to fill the committees. At this rate, committees will not be ready until next semester or at the end of this semester. The Executive Vice President role is important and not asking for assistance ahead of time has
affected all of us now. E. Pinlac states that the current Code of Conduct mentioned the first, second, and third violations. The are no clauses that state the committee can elevate or lessen the sanctions. I did refer to 2013 and I remember the language being in there. In 2013, it stated that cases can be lowered based on severity of violation. The language was because it gave power to the committee. I am not defending what H. Dao did or did not do. In a Personnel Committee, it was mentioned that last year it was done, but it did not work. A. Miralles asks who is on the Personnel Committee. K. Dhillon states that the Personnel Committee consists of the Executive Vice President, who is the Chair, the Vice Chair, Vice President of Finance, Vice President of Communications, Vice President of University Affairs, the Chair of the Board, the Associate Vice President for Student Affairs, Martin Castillo, and E. Pinlac. H. Dao states that for the Senate timeline, he communicated with A. de Leon regarding the timeline that had been set in place. A. de Leon complied and understood as well. The University Wide Committee and Academic Senate Committee delegations have been completed. An email was to be sent out to inform members of the committees each person will sit on. M. Clark states that it there seems to be miscommunication. I have mentioned before that clarity is needed for deadlines and expectations. Someone can meet a deadline, but if there is no clear expectation, it is difficult to hold someone accountable. Skipping to a level two sanction is unfair. Why did the Personnel Committee decide on a level two sanction and skip the level one sanction? It was just mentioned that a level two sanction is a warning and from what I have seen on the document, once a student is given a third sanction, they are removed from ASI. I am unsure of why there was no warning given. In my opinion, this situation deserves a level one sanction. E. Pamela Sanchez states that a level one sanction is a warning and level two is the performance improvement plan. My email can be considered a warning because it was sent beforehand. The committees should have been arranged during the summer. The main issues are the Senate appointments, the delay in the process, and the university-wide committees. The Personnel Committee decided to go with a level two sanction because there were two different occasions. In the bylaws, we are supposed to have our committees by the end of the semester. Overall, this has caused ASI to not be effective at all. Our main purpose is to advocate for students and that cannot be done if we are not on committees. My email is considered to be a warning. Since many of the members have not been delegated to committees, we are unable to complete our jobs. Students have not been represented in the last three months and advocacy is important. I am glad that we have the Senate applications completed, but it took quite some time. M. Mamou states that she did not have much information about the University wide committees, until she received an email regarding the committee she will be sitting on. I was informed the night before the first meeting and during the time of the meeting, I had a class. I felt forced to sit in the meeting and skip class. It has been an issue for me and has had an effect
on my class work. **M. Clark** asks **E. Pamela Sanchez** if her email stated that it was a warning. Was **H. Dao** aware that the email was a warning? Reading the email, **H. Dao** cannot assume that it was a warning. Communication must be clear and it is the only way the Board of Directors can be successful. **J. Iheaso** states that transparency is needed. This situation shows the effects and how things are functioning. In order for us to be the voice of students, we need to complete our duties on all platforms. People reach out regarding the committee and I cannot provide information to them. Moving forward, I hope we can be more communicative and transparent.

**N. Brandao** states that I would not take the email as a warning, but as constructive criticism. I agree with M. Clark. **H. Dao** states that committee members stated that no progress has been made into the position with performance and tasks, therefore issuing a level two sanction. A formal first violation should have been issued. All the information can be reviewed in the minutes from the Personnel Committee. Other Board of Directors members have been brought to the Personnel Committee and a sanction was not issued to the members until evidence and documentation was provided. I believe issuing a level two sanction is inappropriate. **A. Miralles** states that if she received an email as such, she would be worried. I appreciate what N. Brandao stated about the email being constructive. For that reason, I would understand and would be in support of a level one sanction. Expectations and dates must be clearly outlined. I am not sure if E. Pamela Sanchez informed H. Dao when items must be completed. Forming the committees is important and should have been arranged as soon as possible. People have communicated interest in being a part of my committee and submitted applications within the first few weeks of school. As Concord’s only representative, I am the only point of contact. Some people lost interest, which was disappointing. I reached out to H. Dao, E. Pamela Sanchez, and K. Dhillon many times. The process has been long and applications had been pending for three months. I am happy that my committee is together. I was placed in an email with an authority guide for Concord and it was intimidating. It is right that this was brought to the Personnel Committee. **B. Golez** states that the Personnel Committee is not intended to be mean. It is a place for constructive criticism and feedback. The motion made for a level two sanction would include an improvement plan, which is the best solution for this case. There were multiple things going wrong in the position. The severity of the solution was observed and a decision was made. The improvement plan would improve the situation. I want to remove the fear of punishment because the Personnel Committee does not stand for such. The improvement plan will help H. Dao carry out his position. I want to mend any confusion and I appreciate every concern. **O. Shakoor** states that everyone on the Board of Directors are student leaders. Despite everything going on, things must be done. We are here to provide feedback and follow deadlines. As the Board of Directors, we achieve more when there is a collaborative effort. If it is viewed in a negative way, not much can be completed. **E. Pamela Sanchez** states that she
feels hopeful because there are more people to assist in accomplishing goals. We will be able to focus on specific tasks. Accountability makes us more productive and we are able to help one another. H. Dao will be able to help the Directors to fill the positions in each committee. This item is a discussion and the conversation has been an on-going discussion during the Personnel Committee meetings. H. Dao, E. Pinlac, and I communicate each week and these issues should have been addressed. Please provide feedback because the information is valuable and will help. K. Kaholoa’a states that the Board of Directors could work to uplift one another. If we had seen H. Dao struggling, why was help not provided? It seems as though people were aware of the struggles and support was not given. H. Dao has done a lot and has worked will many of us. A. Miralles asks for clarity about the improvement plan. K. Dhillon states that for the improvement plan, a person works with the Executive Director, Martin Castillo, but E. Pinlac elaborate. E. Pinlac states that it is a human resources term and if someone is behind on their responsibilities, the plan will set deadlines. If a deadline is not met, it will be reported to the Personnel Committee and it can be reviewed. With that, another sanction can be made. For example, if someone does not attend all meetings, as it is stated in the improvement plan, then another sanction can be issued. Essentially, the goal is to improve work ethic. M. Clark states her confusion to how a level one sanction is constructive criticism. Previous Board of Directors members have prior knowledge of expectations, but there are new members that are unaware of those expectations. It appears as though one strike was given and another strike would remove H. Dao from the position. This is an issue between right versus wrong and the decision was unfair. K. Dhillon states that H. Dao has been in ASI before and before entering the Executive Vice President role, one must have been a part of ASI. M. Mamou states that this is an open discussion, but everyone must stay professional. T. Engquist asks if someone would clarify the difference between a level one and level two sanction. K. Dhillon states that a level one sanction is an official warning and a level two sanction includes an improvement plan. B. Golez states that with a level two sanction, it does not result in leaving ASI. There have been times where Board members have greatly improved with receiving an improvement plan. The effectiveness of the level two sanction will help H. Dao with the position and deadlines. This improvement plan is not a punishment, but to assist. I do recognize H. Dao’s effort and with the plan, he will do exceptionally well. A. Yunker asks if there has been a situation where a Board member received a level two sanction instead of a level one sanction. Knowing this information may clarify things for the Board of Directors. K. Dhillon states that last year, there were two instances where two level two sanctions were issued. The sanctions were issued to the Vice President of Communications and Senator of International Students at the time. A few years prior, the President of the Board received a level three sanction. E. Pinlac states that the difference between the policy from 2013 and now is that there is no language that discusses the
removal of sanctions. The fact that the language is not included in the new Code of Conduct is worrisome. I want to ensure that the current procedures are followed. **A. Miralles** states that this issue is about finding a solution to help and address this situation. **B. Golez** states that she read the minutes from past years regarding sanctioning. A level two sanctioning comes with support. When the Personnel Committee voted, I provided an explanation to why I chose the level two sanction. I encourage everyone to read the minutes from the previous Personnel Committee meetings. **E. Pinlac** states that the pressure of possibly returning to the Personnel Committee is disturbing. **H. Dao** states that everyone should read the minutes and review the Code of Conduct. The Code of Conduct it states all the violations. The reason for the appeal was to clarify that there is no language that allows leverage to issue a level two sanction. **E. Pamela Sanchez** states that the issue is obvious and the item can be split into two to issue two different sanctions. If leveling is not allowed to be done, there is still a way to hold people accountable. I apologize that this discussion was sensitive. If the Board of Directors decides to issue a level one sanction, I would like to continue with an improvement plan for accountability. **K. Dhillon** states that he was the former Executive vice President and communicated to H. Dao that he is a reference. H. Dao did not reach out to me.

1:36:06

**F. INFORMATION ITEM - How To Use Trello**

The Board of Directors will be informed on how to navigate the online project management tool that ASI will be using for the 20-21 academic year. **E. Pamela Sanchez** states that Trello is a website that is a project management tool. My goal was to include all on-going projects and ensure that everyone is on the same page. My hope is that everyone uses this resource during office hours or at least once a week. There are videos that explain how to use different websites. There are mental health check-ins where people can comment and react. On this platform, specific items on agendas cannot be discussed. When people are working on a shared document, it is best to use suggestion mode. Please complete projects according to the deadlines. I reviewed the semester goals that were provided and I added the group projects that were listed. Please color code tasks to help understand what has been completed and what is incomplete. I provided links together to avoid any mess. There is a link to minutes and the bylaws. A social media section is included. After meetings, questions can be asked on the platform. For any project, any spreadsheets and flyers can be attached. Google resources can be used through Trello. It is important to review the trainings to help navigate through each resource confidently. Since communication is our biggest weakness, this would assist in keeping items in one place and allowing others to view current tasks. I would like to be informed of the progress off certain tasks. **M. Clark** asks if everyone should log into
Trello to view the projects that are being worked on. **E. Pamela Sanchez** states that everyone can view the projects they are assigned to and who their partner is. A couple of projects are assigned, but someone wants to start a new project, it can be added to Trello. **A. Yunker** states that Trello is a great idea and will help with communication. As an advisor, I am here to assist everyone and I have experience with Trello.

1:50:19

**VIII. SPECIAL REPORTS:**

No Special Reports.

**IX. ROUND TABLE REMARKS**

**A. de Leon** states that everyone should take a breath and enjoy the rest of the day. There was a lot of tension, but we will move forward. Z. Perez and I have been working on an event, which is happening this Thursday from 5:00 p.m. to 6:30 p.m. I would appreciate it if everyone would register and attend the event, if you are free. The event is called Movies and Mental Health. It is a space to provide support to sexual assault survivors and a discussion about mental health through videos that will be shown. The registration link should be in everyone’s emails. It would be helpful if you all could share the flyer to promote the event. The Suicide Hotline Act was recently passed and K. Dhillon and I were excited.

**B. Golez** states that in everyone’s emails, there is a second round of social media post as well as a Google calendar invitation. If it is missing information, please reach out to me. Everyone did well in the first round and I am excited to see more creativity in the second round. This week is midterm week and if anyone needs to, take a break from ASI to study. We are here for each other and I am here for you all.

**E. Pamela Sanchez** states her excitement for the future and can see the Board of Directors growing. I am sorry to keep you all so late.

**K. Dhillon** states that it is great to have the Senate appointed today. M. Hinrichs and I have been working on a new ASI LinkedIn page and group. Please click on the link if you would like to join the group.

**X. ADJOURNMENT at 1:55 PM**
Board of Director's Meeting Minutes of 10-21-2020.

Final Audit Report

Created: 2020-11-04
By: Sneh Sharma (sneh.sharma@csueastbay.edu)
Status: Signed
Transaction ID: CBJCHBAAABAI3UjZi3-KG1zzC1UCoIldmr4c7FJeJx

"Board of Director's Meeting Minutes of 10-21-2020." History

Document created by Sneh Sharma (sneh.sharma@csueastbay.edu)
2020-11-04 - 11:11:24 PM GMT- IP address: 73.170.74.159

Document emailed to Kabir Dhillon (asichair@csueastbay.edu) for signature
2020-11-04 - 11:12:05 PM GMT

Email viewed by Kabir Dhillon (asichair@csueastbay.edu)
2020-11-05 - 0:41:23 AM GMT- IP address: 66.249.84.94

Document e-signed by Kabir Dhillon (asichair@csueastbay.edu)
Signature Date: 2020-11-05 - 0:55:46 AM GMT - Time Source: server- IP address: 71.202.43.118

Agreement completed.
2020-11-05 - 0:55:46 AM GMT