Executive Committee Meeting Minutes of June 24, 2020

I. CALL TO ORDER at 1:03 PM

A. ROLL CALL
   Present: Euridice Pamela Sanchez, Hoang Dao, Omer Shakoor, Anjelica De Leon, Brittney Golez, Erik Pinlac.

   Late: Martin Castillo.

III. ACTION ITEM - Approval of the Agenda
     Motion to approve the agenda of June 24, 2020 by O. Shakoor, second by A. Leon, motion CARRIED.

IV. ACTION ITEM - Approval of the Minutes of April 15th, 2020
     Motion to approve the minutes of April 15, 2020 by B. Golez, second by H. Dao, motion CARRIED.

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.

VI. UNFINISHED ITEMS:
    No unfinished items.

4:30

VII. NEW BUSINESS ITEMS:
     A. DISCUSSION ITEM: COVID-19 Return to Work Plan
        The Executive Committee will discuss a safe and effective plan for returning to work in the midst of the COVID-19 pandemic. Pinlac states Kris Disharoon created this document during the time we had no guidance from the university. The document is straightforward, the only concern is how we can address the board. This document mainly discusses our full-time staff and some of our part time staff. We created this document before the university created its own document, and as you can see, I am currently in the office. There are a series of steps we must accomplish before returning our workers back into the office. One issue that we have not foreseen yet is testing for
example, currently, we are in phase two through three. In phase one, it is when we were in the shelter in place, phase two, is limited access to certain activities. Student affairs plan right now is to have our staff in a staggered schedule to limit contact, however, this might change due to the rise of COVID 19 cases. I know other CSU’s are setting the date to August for when staff can return to work, meanwhile, some UC’s are bringing their staff until January. We are one of the few campuses that is trying to open as soon as we can. The return to work plan has instructions on employee’s responsibility before entering work, and how limited seated will work. If an employee is feeling any symptoms, then they will be able to work from home. We will be utilization video conferences due to cutting down meeting spaces to only ten people. Therefore, we cannot have board meetings until the university lifts that order. There are some meetings, we might be able to have in person, but we will be limiting those as much as possible. In the section, “if you have a laptop and you don’t have an individual office, consider working outside if applicable.”, I highlighted this for the reason we purchased laptops for two staff members issues by the university and the other four do not. We have been trying to purchase these laptops since March, however, we have only received two and are waiting for the other two. As far as student assistance, they have been using their own personal computers and devices. We are trying to make sure at least our staff have computers due to them still working from home. Even after restrictions are lifted, some might not return to work due to previous health conditions, over a certain age, or restrictions with childcare. There has been a shortage with cleaning supplies and hand sanitizer. I was able to work with the university to get these supplies and was able to receive enough for the whole office. The university has also been cleaning the offices almost on a daily base or every other day. The custodians also leave a list of a checklist of what they cleaned. The university has committed to cleaning our spaces every day and we also have supplies to clean it ourselves. The main reason I wanted everyone to view this document was for everyone in ASI to adopt this policy. In the past, we have ran into issues in which ASI does adopt policies but does not adopt the policy behind it. There is also a section that discusses having barriers in the front desk to provide more safety. We will also put these barriers in between Sneh and Ms. Lil section, due to them not having individuals’ offices like everyone else. Communal spaces like the table in the middle of the ASI will be limited. We will split that table into two and each table can only have three people. The board’s office will also be limited to one person who can choose not to wear a mask or up to two people who will be required to wear mask at all times. For the board’s office hours, you will be limited certain hours and a certain area in order to have limited number of people in the office, this is not stated in this document. I believe most of you will continue to work remotely during the fall semester, however, I am not sure how spring semester will
unravel. For the next item, food, I know it is not sustainable, but we will be using disposable items. However, these items will not be provided by ASI, this is just certain items the university is recommending for food. If we do have any food for events, we will be doing prepackaged meals. This might cost an additional expense, but we are not having many in person events. I know special events has ideas for drive-in movies due to the parking lots being close to empty. Mark and Martin also brought up the idea of a drive-in concert, but they need to work on the details. I have sent the special events team to various conference, in which they specialize hosting virtual events. Let me know if you have any questions or want to add any additional information. In the section, department risk assessment for COVID 19, will be completed by a manager or supervisor. The questions are simple, for example, which areas are more prone to disease. The university is currently asking me for a separate plan. E. Pamela-Sanchez asked if there is any other discussion.

A. DISCUSSION ITEM: COVID-19 Scholarship Budget Transfer
The Executive Committee will discuss transferring funds to Pioneers for Hope to be directed towards providing an emergency scholarship. E. Pinlac states the COVID 19 scholarship is something we have already done. Through the recent scholarship, if any student owes a debt, that scholarship money be used to pay that debt and then the student will receive what is left over. I want to make sure students are able to access this scholarship in cash due to COVID 19. In order to do this, we had to tap into the CARES funding and student affairs was able to give us $16,500.00 of funding to give to students immediately in their hands as oppose to their balance. In exchange for this, student affairs asked to put the same amount towards Hope. We agreed that Hope is able to use this money for their general use. I was not sure how to present this, due to believing that we do not need a resolution for this. We can create a document that states that the money given to Hope will be used for general use. Student affairs just wants us to approve this in order for no questions to be asked when Hope uses this money. E. Pamela-Sanchez asked if anyone has any questions. A. De Leon states to clarify, is this an additional scholarship on top of the one we previously did? E. Pinlac states this is the cost to cover for the previous scholarship.

C. DISCUSSION ITEM: 2020-2021 Policy Agenda
The Executive Committee will discuss the main initiatives and goals that ASI will be focusing on during the 2020-2021 academic year. E. Pamela-Sanchez states this is just a draft similar to last year’s policy agenda, however, the priorities are changed. Priority number one is basic needs, since it will focus on COVID 19. Priority number two, providing support for endangered minority
communities, in order to provide support for undocumented students and black students. Priority number three, student success and equity will focus on graduation retention rates and improving academic success. Let me know if you want to add or change anything, this is just a draft and I would like everyone’s input. **M. Castillo** states for priority number three, you could probably add information on how to deal to remote learning. Often times, students do not have Wi-Fi or the technology that they might need to succeed from home. **E. Pamela- Sanchez** ask if that would consider to be a basic need? **M. Castillo** states it could be considered as priority number one or three. **B. Golez** states if she can get access to the document? **E. Pamela- Sanchez** states she will share it with everyone. **O. Shakoor** states E. Pinlac and I have looked over finances to see if we are able to give students more financial support. I know that the library is currently lending out loaner laptops. I would also love to discuss more on how we can support our students monetarily.

**25:30**

**D. DISCUSSION ITEM: Social Justice Ad Hoc Committee Resolution**

The Executive Committee will discuss the creation of an Ad Hoc committee particularly designed for advocating for Social Justice through ASI. **A. De Leon** states with the recent murders of black individuals in our country, I know ASI is adamant about supporting our black students. Brittney had an amazing idea of creating a social justice committee, in which ASI has not had in the past. This committee will consist of three to five student- at- large, as well as, adding the Senator of Diversity. This is just a committee that we could reach out to gain more insight as to different resources provided for students. Also, we can get different perspectives to see where they are at in terms of social justice, and the Black Lives Matter movement in particular. Meanwhile, hearing what students have to say, I think it is important to let students know we are here for them and receive feedback on how to support students best. **E. Pinlac** states it would be important to have a bigger committee due to having different groups represent this committee. I also spoke to A. De Leon about having an advisor for this particular group. I believe it would be helpful to have Kim Baker Flowers, who talked to use during our winter retreat about social justice. **A. De Leon** states she reached out to Kim already and is waiting for her response. **B. Golez** states thank you towards A. De Leon for taking the lead on the resolution.

**29:10**

**F. INFORMATION ITEM: Social Media Rubric**

The Executive Committee will be informed on changes to the Social Media process by the Vice President of Communications.
**B. Golez** states I created a social media rubric, since we are going to be virtual for fall semester. I referred back to the communications policy, media policy and the social media policy to help us move forward. This rubric creates steps on how everyone can contribute through social media. I created a flyer that lists all the steps before posting on social media. You must submit a social media request form, in which I will be sharing with everyone. Everyone will be using Hootsuite to create their post, and Hootsuite is connected to all Twitter, Facebook, and Instagram. One could create post to be posted on all three platforms at the same time and create a time schedule when you want the post to be sent out. This website is super-efficient, I will be checking everyone’s post in order to ensure everyone meets the standards. I also included some tools and tips on how to improve your post. I have also created a grading rubric to see if your post will be up to standard to engage students. If someone continuously post level one or two post, they will be removed from Hootsuite. I will be talking to the person one on one to see how to I can help them improve. Lastly, the last page will discuss the expectation that we should adhere too. Feel free to reach out to me if you have any questions. This rubric will be sent out to everyone that has access to our social media in the office. **E. Pinlac** states when the social media post become available, I would like to add it to our website in order for people to refer back too. As well as, going over this information in our virtual retreat.

36:22

**VIII. SPECIAL REPORTS:**
No special reports.

37:17

**IX. ROUND TABLE REMARKS**

**E. Pinlac** states Sneh is working on Vendor Data Forms for anyone who was not on the board last year. The reason for this is because you will be receiving your stipends on July 10th. I would recommend using direct deposit, however, if you have not signed up, you will receive it by mail. Lastly, I will be on vacation starting Friday and will be back July 6th.

**O. Shakoor** states that he is excited the get the meetings started again. We will be facing challenges together as a board when it comes to supporting students when we cannot be physically on campus. I am excited for this challenge, and we are all capable facing this challenge head on. I hope we are able to return during spring semester.

**A. De Leon** states she is excited to start the year. Despite facing these challenges together, I know we will all do great things.

40:29
X. ADJOURNMENT at 1:43 PM

Minutes Reviewed By:
President/ CEO
Name: Euridice Pamela Sanchez

Minutes Approved On:
7-8-2020
Date: