Executive Committee Meeting Minutes of July 8, 2020

I. CALL TO ORDER at 1:02 PM

A. ROLL CALL
   Present: Hoang Dao, Omer Shakoor, Anjelica de Leon, Brittney Golez, Martin Castillo, Erik Pinlac.

III. ACTION ITEM - Approval of the Agenda
   Motion to approve the agenda of July 8, 2020 by B. Golez, second by H. Dao, motion CARRIED.

IV. ACTION ITEM - Approval of the Minutes of June 24th, 2020
   Motion to approve the minutes of June 24, 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:
   A. ACTION 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.
      Motion to table action item A to the next executive committee meeting by A. De Leon, second by H. Dao, motion CARRIED.
      B. Golez states the 2020-2021 Policy Agenda is not completed. I want to make sure we include support for international students due to the current situation. E. Pinlac states that the motion should be postpone. E. Pamela-Sanchez ask how should they proceed? E. Pinlac states someone would have to amend the motion to state motion is postpone instead of table. Afterwards, you would vote on the amended motion and then vote for the full motion.
      Motion to amend motion to state postpone instead of table by A. De Leon, second by H. Dao, motion CARRIED.
      Motion to postpone 2020-2021 Policy Agenda by ALL, motion CARRIED.

8:31
B. ACTION 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.

**E. Pamela-Sanchez** ask if this section is correct? I think I forgot to mention the word vote.

**E. Pinlac** states he was talking to B. Golez about how we need to be more mindful about the wording. However, I do not believe we should change it, since we are not approving until the next meeting. **E. Pamela-Sanchez** states that discuss should be changed to take action on.

**Motion** to strike out the word discuss in action item A and B and replace it with take action on, by **B. Golez**, second by **O. Shakoor**, motion CARRIED.

**Motion** to adopt the Social Justice Ad Hoc Committee Resolution by **A. De Leon**, second by **B. Golez**, motion CARRIED.

13:33

VII. **NEW BUSINESS ITEMS:**

C. DISCUSSION ITEM: **Upcoming Town Halls**
The VP of University Affairs will discuss their plans on hosting virtual town halls for the upcoming semester.

**A. De Leon** states that with the transition to being online. I thought it would be very important to bring back Town Hall meetings. This will help keep on open dialogue between students. I will be meeting with Jessica and Zaira later today. I wanted to let everyone know the plan and ideas moving forward. At the moment, we have a few themes for summer Town Halls. We will have one during summer and one each semester. If you have any ideas, please let me know. We are planning to have our first Tow Hall meeting on August 11th. I have been sitting in different Town Halls in Washington and in Hayward. I have used the Hayward’s agenda model for our Town Halls. **E. Pinlac** states that I think it is a great idea. I believe going back to basics such as asking students what would they like? I will be sending a PowerPoint from a previous Town Hall. I think it is very effective due to the online format and people will be able to log in at their own time. We also discuss hosting this event on Instagram Live in order to engage with more students. However, A. De Leon will need to talk to B. Golez on how they would best proceed.

16:44

D. INFORMATION ITEM: **Budget Overview**
The VP of Finance will provide a brief report of the 2020-2021 BOD budget.
O. Shakoor states E. Pinlac and I met yesterday to discuss how we want our budget to be structured. At the moment, there has not been any set budget that has to be approved by us. This will be a brief overview on how the school year goes. As the board, we need to discuss our stance with COVID-19. This will include scholarships, enrichment sources and online events. Most of our money will fall into these categories. With a fully online semester, some students might not be returning, and some first-years might also take a gap year. Therefore, making student enrollment in between 27,600 to 29,000 students. We will be budgeting towards the lower end of the scale to give us the benefit of the doubt. Moving forward there has been many issues with social inequality. For example, Black Lives Matter, DACA, and LGBTQ. It is very important to address these social justice issues when it comes to our budget. This all ties back into ASI response to not only cover COVID-19 but social inequality. I hope that we can allocate more money for scholarships and other resources to help our stance and political climate around us. Next, how can we help students transition during these difficult times? Especially when our form on communication will be online until at least December. This will not only affect our organization but the clubs and organization on our campus as well classes. Therefore, what does that mean for our organization? This will mainly be determined by the student body size and project funds. Each student body pays $62.50 towards ASI fees. The ASI fee will then determine how much money we have to work with. I mentioned earlier if we have 27,600 students for the school year, then it would project $780,000.00. As opposed to having 29,000 students, which would then project us $1.8 million. These are the funds we are trying to budget for. In my meeting with E. Pinlac, we wanted to budget for the smaller size since it would be easier to scale up. Our goals for this year are to reduce spending across ASI as a whole. For instance, the Board of Directors, Communications, Staff and Presents. By reducing spending in all of these areas instead of one, it will help us reallocate funds. We want to make funds available for student resources and essential needs. The overall goal is to maximize our budget potential. Some may wonder how can we make sure to add to the reserve at the end of the year? I’m not sure if you are all aware but in the previous years, we have used money from the reserved. Despite with everything that is happening, I want to make sure we still have more money in the reserve. We can achieve these goals by, first starting to look at the board of directors’ expenditures from last year. Next, we will take a look at student assistants, supplies and services, and travel in state. Those are some of the big general number on how much we spend for each salary or travel expenses. Traveling in state will have to be cut dramatically because of the no travel in the CSU. We do have a scholarship budget of $30,000.00 that we used last year. My goal is to make sure that we increase this amount now more than ever. These are the places we are going to reallocate the money from. This will ensure we have more scholarships to award students during this time of need. For activities and events, I do not think we are going to spend money for in person events. For example, we can pay for a guest speaker to host a zoom seminar for all students to attend. We can also pay for other resources that students may need and this can all factor into our policy agenda. Next,
I will be showing you all last year’s programming budget. For non-food events like, It’s on Us, Hey Be Nice, Earth Week and Wellness. These are some events we can cutback on since I believe it will cost less to host online. As well as, cutting the budget on food during Earth week and Wellness. Programming’s food budget last year was $7,500.00. Due to not meeting in person anymore we can also cut back on these budgets. Lastly, club funding and student travel scholarship will be decreased for the Fall semester. In the future, I will be finalizing the budget with E. Pinlac to later on get it approved by the Board. B. Golez ask what is the seed funding that falls under club funding? E. Pinlac states seed funding is for new clubs or clubs that have been inactive for two years, in order to help them get started. M. Castillo states that I have never seen a report given this early from the VP of Finance. I do suggest being careful putting items in the reserves. Every year is meant to give back money to the students who pay our fees. Therefore, you do not want to invest so much into the reserves, since there’s already large amounts. We have actually discussed a policy that will allow the Board to pull money from the reserves and increase scholarships. E. Pinlac states the number of students for the following year are for both semesters. We are typically around 14,000 to 15,000 students per semester and we multiply the fee. The university gave us these numbers and requested us to create two different budgets. However, I do not see the use of creating two different budgets since it is extra work. We will be using the smaller number. In December, once we find out our accurate numbers for the fall, we will then adjust our budget for spring semester. This will help us create a higher budget for if we return for spring semester. B. Golez ask if we can move the fall club funding towards spring club funding? I believe students clubs and organizations will suffer more if we cut funding from them. Is there anyway to secure funding for them as well? O. Shakoor states that it is a good idea to create a safety net for club funding. However, this is all hypothetical on the assumption that we will be returning spring semester. As E. Pinlac mention, in December if we do know that we are returning for spring then we can allocate more funds.

30:06

VIII. SPECIAL REPORTS:
No special reports.

30:11

IX. ROUND TABLE REMARKS
M. Castillo states that I have included my phone number in the chat. You should all save it on your phone, in the case that E. Pinlac is on vacation.
E. Pinlac states that I just want to say great job on the meeting. All the content that has been put together by everyone has been great. Omer did an amazing job on presenting us the budget. The resolutions and policy agenda’s have all put well together, despite us not voting today. I appreciate you all for thinking everything well thought out. I am now back in the office. Campus
has been a little crazy with the COVID 19 testing. Cars are reaching all the way down Carlos Bee Boulevard. We are also planning on having staff return to work. Eventually, we will need to create a schedule for the board of directors to return but I will keep you all updated.

B. Golez states she would like to congratulate A. De Leon for completing her first resolution of the year. Everyone is working very well with each other and participating during the meeting.

32:11

X. ADJOURNMENT at 1:34 PM

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

Minutes Approved On:

Date: