

Board of Director Meeting Minutes of January 26, 2022

- I. CALL TO ORDER at **12:02 PM**
- II. ROLL CALL
Present: Krisstina Caro, Angelica De Leon, Kabir Dhillon, Mirna Maamou, Zaira Perez, Tyler Luevano, Jasmine Domino, Ashmita Ahluwalia, Andrew Pajes, Arazeli Barragan, Neilah Peku, Andrew Yunker, Tayla Beasley, Martin Castillo, Erik Pinlac, Mark Almeida, Marguerite Hinrichs, Sarah Nielson, Andrew Yunker

Late: Justin Withers, Steve Spencer
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of January 26, 2022, by **A. De Leon**, second by **Z. Perez**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of December 20, 2021**
Motion to approve the agenda of December 20, 2021, by **J. Domino**, second by **M. Maamou**, 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.**
K. Tonga formally introduces herself. She is the Asian and Pacific Islanders Student Success Center Coordinator joining from Chico State. She anticipates working with ASI and to be here.
- 3:30**
- VI. UNFINISHED ITEMS:
- A. DISCUSSION ITEM- **ASI Committee Appointments**
The Board of Directors will discuss the progress of appointing applicants to the ASI Committees.
K. Dhillon says the topic is about the progress of appointing committees. Fall semester was different from our last years at university because of the hybrid classes and there was leniency with that. The expectation was that there was at least



one member added to the committee. The new deadline to have the committee leads meeting quorum by February 9th. It is important to have committees because they are student opportunities and involvement opportunities where students are paid to be on committees. As a committee chair, this will help you with working on your tasks and delegate things to students, which is a big matter. It's important for you as a leader to learn and understand the role that it will decrease workload. I believe, advisors can attest, and you can't take on everything yourself which is why your committee is there to support and help you with these matters. For example, whether it is improving budgets, which is something for your committees that is required but also working on specific projects whether that's lobbying and chess or working on the sustainability events for Earth Day or creating events. As of right now, there is a one committee that meets quorum. The document that is being shared, is the rundown of our committees at the moment. The purpose of this chart is to identify how many total seats each committee has? What's been appointed so far? Do committee meet quorum? For the quorum, the committee need 50% plus one so for even numbered committees, they would need half of that plus one because 50% plus one would be 51%. For odd numbered committees, they would need over 50%. For example, for Andrew's committee five are required for quorum since he has three that is 50% plus one. So, he is able to establish the quorum. The struggling point is getting people interviewed or appointing them because there is that deadline which we are setting to ensure that you do start meeting with your committees. The idea is to have quorum and start meeting with your committees. The reason is it is in your responsibilities. In the bylaws, should share those committees it is required to do but it's not an additional task. This discussion is happening because on our end the Personnel Committee has talked about the support, we have provided with things which is having a step-by-step list of how the committee chair would go about the process and talking about it at multiple retreats. I wish to hear about what everyone is struggling with.

A. Pajes states When I was reaching out to students at Concord Campus, it was easier on my end because I had a previous engagement with the last committee and the former director. It was an easier time to reach out to her network and there are students who have been involved since last year. In contrast to this year, it is harder to find students. Many of us are working from home and hardly go to campus and the students that we're looking for are doing the same thing. and I believe, what would help is if we can reach out to students about these things. We are reaching out via email and most students are trained to filter out school emails in 2-5 days



from now. I believe what we should do as a team, is to work together if we want to accomplish this and put students on committees. We should hold a workshop, use our Instagram live to talk about our committees or do a highlight. I think giving the task to one individual can be an overwhelming task. Students who haven't hired anyone on the committee or outreach or doesn't know where to begin with. I had my network, but I can imagine what it feels to be having no leads, no prospects and we need to help each other out in any way possible or try new things.

K. Dhillon says that's a great point. Anyone who has applied so far for committees that is on the ASI Committee Applicant List. This document has all students' names who have applied. So far these are the students who have applied for each of the committees so far and there are some leads. I am not sure if those candidates are not a viable option for your committee but those are also there.

M. Almedia states we have about 910 residents that live on campus for spring. If you are looking for students that can be in person opportunities. On January 31st about 60% of our population will come back in terms of students being on campus. So, it can come easier in the weeks to come but we could do an email blast to the students and to the residents living on campus potentially so there are other options in that regard.

A. Pajes states I agree with it Kabir. The ASI Committee Applicant List is good. We have prospects and leads. In my experience, with sales and with hiring people and especially during Covid-19 it is hard to get 50% return. It means that applicants either fall out or they lose interest along the way. The recruiting or outreach could be to build of what Kabir is talking about. We should have established this and worked on it sooner but because of the deadlines and pushing it forward, we could have been more diligent on it and creating more opportunities. We have a list, but we need to add to it. During this when students are coming back in-person on January 31st, we should present students the opportunities we have and work at it together. We all have networks and if anyone needs help. As Kabir says, you always say resources are at your disposal so you know we should ask away.

A. Ahluwalia wanted to add on to what Andrew said. I believe it is a great point for Tyler and my committee which is the Programming Committee. We had students on the initial list, and I sent an email out for an interview to everybody. The more options we have because all their applicants were good but only two of them got back to us for interviews and then the communication died down. We did notice since we are going back in-person soon there have applicants reaching out and saying we're still interested. I believe that going back in person will help but I



also agree that we should advertise it more. Through our other resources and explain to those students who had questions about with the hours are and with the pay. We could have vague information to be sent out to students so that is an interest to them.

E. Pinlac says previous to the pandemic, there was not a shortage of students that wanted to be on committees which wasn't an issue. When I was on the Board for ASI, there wasn't many students applying for committees which we had a hard time with that, but the ownership falls on the chair. I was the chair of the Finance Committee years ago and Margaret remembers but back then I would reach out to specific business students or students from different groups. The committee chair should look into your specific niche group. For example, for legislative affairs I would look at political science or social science and there are other areas as well. It is a tough time and I recognize that because of the pandemic but I believe everyone needs to think of where their pockets of people are and that are interested in their group. For Programming Committee, hospitality, and tourism, reach out to their students. We do send out emails, but students get many emails that sometimes those get missed but if you reach out to specific groups or specific clubs then you can get more students to apply.

M. Castillo wanted to clarify that Erik did not mean Chair as in Kristina but the ownership both on the chair of each committee or individual group. We have talked about this often, about giving yourself grace and recognizing the pandemic is happening. I believe the reason why this is coming up now is because the grace period felt like the fall semester, and we need students to push now and try and get the things moving because you can't conduct business if you don't have the committee's setup. This gives students opportunities to develop their own leadership styles, it is about what can we do to help. I agree with Andrew and the ASI Admin Staff is around to help you set up appointments as long as they have your calendars. The ASI Admin Staff can help you with this, but we need to know what it is you need help with. The communication cannot die from the Board to ASI Staff, because otherwise we won't know how to help you. Please remember that and give yourself grace but push forward and get these committees side.

A. De Leon says that is good feedback Andrew and similar to what Martin had said, there's so much happening in the world, going on in our individual lives and I would love for all of us to take this time to think about what we can do next. As Andrew pointed out, if social media is that you want to go as a chair and not



specifically Andrew but then reach out to Sarah. We can start those action steps to make sure that we have student opportunities available and another way to think of it is succession planning. We want to make sure that we are leaving ASI in good hands when all of us go on to bigger and better things. So being able to have committees set will make sure that we have ASI leaders for the future because there are times there are less experienced students in terms of leadership and they will be able to grow the leadership experience that they need and potentially have more interest in ASI when we do move on.

A. Pajes says during Fall semester, I went to the First-Generation Greeting Meet where many clubs and organizations came into one room and a good deal of first-generation students came and asked about what club this is and what organization is this. I want to motivate everyone saying, that event itself and by myself, I got around 1,012 prospects. I believe you know about this since I sent many of those contacts to you to follow up with someone. There is hope and motivation. It takes effort to reach out to students because they are not aware that this is ASI or an opportunity and if we tell them being kind and genuine. They would be interested in the opportunity to join, even the juniors and seniors who have few or one semester left.

A. Yunker says when I first started on the Alumni Board, we didn't know where to begin with and what to do. For future, you want to create a task or mentoring with Alumni's that are on the ASI Board and reconnecting them to the future leaders. Creating a list of check-ins. In future, the new ASI members and leaders could zoom in and see how they're doing and every bit of information that members are adding in. Targeted marketing is crucial when you are reaching out to students and specializing their name but by getting them the detailed information. I believe this is crucial for you to have success in getting the response that you are looking for. This is what we are currently doing on the Alumni Board. When we send out the messages, we target different graduating classes, then cohorts within those classes on certain events and get a better turn out. Being able to reach out and connect with the skills that you've learned going through this process with the next person, that is going to be taking over might be something to look at as far as a task.

K. Dhillon says to reiterate few things with Andrew's point. That is a great idea. One way to approach students is by going to large events and talk to students about these opportunities because having the one-to-one conversations is how you can find students to join the committees. it is similar to what organizations do during the recruitment time. The fall semester and summer semester were the grace period



where everyone was adjusting to their roles, planning events, and getting seated. In Spring Semester, we need the committees to start working and similarly your committees are where most of the work happen. So, for your specific like committees that are budget affairs, sustainability and programming is where most of the work happens and it takes time off your plate. This is also where the accountability aspect, the grace period is ending and is an accountability piece. We can help if anyone has questions about the process and there are documents there. If there are any questions, reach out to me and I would be happy to help. Utilize your resources and if you need social media blasts, we can do that. If you want specific to your committee, we can also do that. The main key is communication, we will check in on you but if you are not telling us what your committee needs or how we can help you, it becomes difficult on our end. The point of this conversation to have a proper communication and how can we support you but also from an accounting accountability standpoint, how can we hold people accountable and ensure we are serving students and having the committees up and running.

A. De Leon says it is a good point. As Andrew said, it reminded me what we do in pacts, Tyler knows about this and Andrew. What we do is text blast from Bay advisor. Eric, could we do this because you have filters on Bay advisor where it's a certain GPA and major so that goes to students. We could include the link to apply if anyone would want to do something similar to that and that could be helpful, but I am unsure if we have access to that.

E. Pinlac says that's a good idea and would need to ask permission to make sure we are not abusing the system. I am not certain if we are allowed to use for our purposes.

A. Yunker says when I was working in restaurants, there were business networking groups that came in and they helped each other by giving each other leads. This is something we could have, not necessarily requirement but that could be something Andrew can start working on developing. We did something similar when I graduated with my undergrad. I went up to meetups and they went through the interview process that someone applied at Cisco or LinkedIn and answering the coding questions that we had, teamed up and come up with solutions. This is an idea to use to help student to set up a standalone meeting or sharing your experience with them and telling them what to look out for.

T. Luevano says the basic thing that I believe we should already be doing is Instagram advertisements. I should have been doing that already and should pick that up again. While texting Ashley on the side and reaching out to Zaira about this.



If anyone need committee applicants, I will put the word out and we can get a group chat to keep up with each other.

K. Dhillon says we do have FYM. He was on the Finance Committee and if you want to recruit him for your committee. Students can be on multiple committees or on all the committees if you want. There is no maximum capacity on how many committees you can be on which is something to think about if you see students on other committees and want to recruit them for your committee.

K. Caro asks any other questions or discussions.

25:26

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM- **Future Directions Steering Committee Update**

The Board of Directors will discuss the update on the Future Directions Steering Committee.

M. Almedia says Kabir, and I are on the Steering Committee. I wanted to explain everyone about where currently at and to give an idea about what we had on campus, specifically what was the mission statement. We do not have a vision statement, but we do have learning outcomes and it relates to what's done inside and outside of the classroom. Then we had shared strategic commitments. Shared Strategic Commitments came out of a planning exercise that was done by our prior president. President Sandy came in and one of her strengths is strategic planning, where are we headed as a campus and planning process. The Steering Committee started in August 2021. There is student representation, and the committee meets every Thursday. I have been part of the committee since September 2021 and we needed to define what we were going to do, what the process is and specifically as it related to our strategic planning and bringing everybody together. There were different town halls done with our alumni association, with student groups, with staff and faculty. We went through the different datasets including that have been previously done and then we started to what are our values, what is this university that we going to distinguish as our values, where is our vision headed and then refine the mission. We did another town hall, got some feedback on that and now we are looking at what our goal statements behind that and the outcomes that we want to see with the outcomes will come strategies on how we're going to reach those outcomes. On this PowerPoint, there is overview of where the Steering Committee is. On Steering Committee, there are professor, Associate Deans,



Deans, institutional research, and librarians. We have across the board a good representation and the Steering Committee as a whole. We are working on our goal statement, what we are looking to accomplish and desired outcomes. As an institution, once our goals are aligned in each department, each division working into those goals. We all are working towards the same thing which will bring better functionality and better support across all of campus, then there will be strategies aligned. Our goal categories that came out of the group specifically, our equitable student success and belonging. There is between eight to ten chairs and from these gold categories will become goal statements and then outcomes listed. There will be one goal statement for each one of the categories and three outcomes that come from that social justice dismantling structural and institutionalized racism, organizational excellence and accountability, research and innovation, and community engagement and collaboration. The vision is to be a catalyst for student equity lifelong learning, innovation and educational success that amplifies upward mobility for all communities. Our mission, as it's refined, Cal State East Bay serves and values a student body with diverse lived experiences. Through innovative teaching, experiential learning, research, campus life and community engagement, our students, faculty, and staff use their knowledge and experience to build and contribute to an equitable, inclusive, and environmentally sustainable world. It is not about getting our student body to be a certain way but rising the voice of our student body and understanding where they're coming from and making that a part of what we do every day. Our students have a lot to offer and what they bring, makes it who we are. Core values that we've established are equity and justice, we commit to identifying injustice and acting to make equity and accountability interval to our decisions and practices. Educational engagement, aligning knowledge resources and equitable support to center student's strengths to grow personally and professionally. Belonging, we value belonging and respect for all peoples and cultures, fostering a strong sense of inclusion and pride and engaged university community. The pride part in terms of us as an institution and having pride behind what we do. Innovative and bold action, we imagine and build a better future for all through innovative exploration of ideas and critical thought. Integrity and accountability, we uphold a culture of honesty, transparency, respect for one another while striving for continuous improvement. Respect for the Planet and its Peoples, we honor the earth and promote environmental sustainability on our campuses and in our communities. You can find this on [Future Directions](#) website. It is an exciting time, and everyone did strategic planning last year, as an



organization with ASI. I want to highlight that, with these core values and our outcomes that we're developing, it allows for other departments and other divisions to align as one as we move forward as an institution. Thank you to Kabir for being every week on the Steering Committee meetings. It has been pleasant to be in the interactive process. It is not a meeting where thoughts or ideas are being shut down and the idea of transparency listing everything out on the website explaining the entire process is. If there are any questions later, please email me and share feedback.

K. Caro says it was amazing.

34:06

B. DISCUSSION ITEM- [Valentine's Day Sweets Event](#)

The Board of Directors will discuss the Valentine's Day Sweets Event.

T. Luevano says I met with Michael Ryan and had the privilege to be working with ASI Presents on this event. This event is of build-a-bear style event and will be occurring on February 8th and 9th. ASI Presents is going to have choose your animal type event and you get to have the stuff thing as well, so you can build the type of animal you want. It is exciting. My contribution to this event is catering customized cookies and chocolate covered strawberries with the Valentine's Day style. For example, pink and red colors and having a note on. I'll be catering in contact with Paul from the East Bay Catering. I have requested funding from Myrna so am waiting on that and getting the logistics down for how much money to be requested for the budget. The event will be taking place in University Union Room 311 on February 8th to 9th at 11:00 AM until the supplies last. If anyone that has any questions or comments, please let me know.

A. Yunker says this is a great event and the collaboration is awesome. It is exciting to see team building atmosphere and this is teaming up with ASI Presents which is going to increase the number of students. I wanted to ask, if there are flyers that I can post on our blackboard site to spread the word to the students. I wish to contribute in any way possible.

T. Luevano says thank you Andrew. I appreciate and I am in contact with Lauren from ASI Presents, talking about the advertisements. I meant to contact everyone on the Board especially the Non-Academic Senators so they can reach out to their designated get the word out to students. I appreciate you and that helps with getting the attention from students and getting them involved on campus which is the ultimate goal.

K. Caro asks any other questions or discussion?



37:38

C. DISCUSSION ITEM- [Resolution in Support of Bill 14](#)

The Board of Directors will discuss the Resolution in Support of Bill 14.

A. Ashwalia says the Bill 14 is a new California Bill which was passed in 2021. It states any person in California who is in ages 6 to 18 has to have a mandatory full-time education and the time they are not in school has to be an excused absence. Unfortunately, mental health or behavior health isn't usually considered an excused absence but family emergencies or illnesses, etc. With Bill 14 mental health and behavioral health, will be considered an excused absence and more trainings for behavioral health will be implemented into schools. I'm writing a resolution in support of the Bill 14. The resolution is not ready yet, but it will be shared as soon as it's ready. The bill is for only elementary, middle, and high schools which is a great step, but I believe it also should be implemented in the entire education system like universities. The pandemic has affected our mental health and should be a valid excuse to take rest and have a break.

A. De Leon says Ashmita, and I met with each other to talk about this resolution. The feedback I want to give is to mention if it is a Senate or an Assembly bill. I am in support of this resolution.

K. Caro asks if there are questions or discussion.

39:50

D. DISCUSSION ITEM- [Resolution in Support of Bill 224](#)

The Board of Directors will discuss the Resolution in Support of Bill 224.

A. Ashwalia says middle schools, elementary schools and high schools have health classes, but they don't include mental health as a part of the curriculum. So, with the new Bill 224, which is a Senate Bill. The Bill asks for serious mental health in letters to be discussed in this curriculum for students to make them aware. There are students who don't know what mental health is. For me, I didn't know what my mental health was until I was older and educated myself on it. I think this bill is great for students. I am asking to bring this up to higher education because this is in elementary, middle, and high schools. I want to make sure the curriculum is consistent, and it doesn't stay in everyone's mind for a short time and then forgotten. The curriculum is constantly updated because we learn more about mental health every day and have to be consistently updated. What we are learning and what is necessary for the time is that students are learning. For example, if you were to teach something that was written about 10 years ago, that wouldn't be



applicable today especially with the pandemic and new scenarios. I am working on this, and I will have the resolution completed before the next meeting.

A. De Leon says they are good bills to support as an ASI. The Bill surround curriculum and education and if it were to move up into higher education. I think being able to work with Academic Senate, we have Nielsen here to reevaluate health classes around mental health and make sure that we are updated with anything to do the topic. I believe it is good to add that in the resolved and can reach out to Sarah about that.

43:10

VIII. SPECIAL REPORTS:

No special reports.

43:20

IX. ROUND TABLE REMARKS

E. Pinlac says we have our new Interim Associate Director Michael Ryan. He is in the meeting. I wanted to inform the board that we're changing how we do our meetings with everyone. If it is government or policy or anything related, set up a meeting with me. Program, marketing, or anything in that area, meet with Michael Ryan. I will send email about that. We have an Interim ASI Presents Manager who is Lauren McDonald. She worked with the department as a student graduated this last semester. She will be helping support my role until later on in the year. ED Search is to continue again, and I will be employing a search firm to help us. I have reached out to our advisors to see they can help. We are going in person on starting on January 31st and so will the ASI Staff. We will have a remote schedule. I will make sure that on the ASI team calendar will be listed who's in person and who's remote.

M. Almedia says events are coming back to campus on January 31st. Special events that we put-on large-scale events that are over 50 students, will require fire Marshall approval which takes up to a month to review and get approval of. It also does require what the SEP which is Special Event Plan and that takes a minimum of two weeks to be reviewed by risk management to ensure that all COVID-19 protocols are being adhered to. Whether it is checking vaccination records or testing. We have COVID-19 testing on campus. SEP and Fire Marshall will be until the pandemic is over. Testing is on campus starting next week and if students that are not fully vaccinated, it is still required for weekly testing for them to go do. If you have symptoms, get tested and it is free of charge. Boosters will be here shortly. From February 28 or within six months of your last vaccination, students will need get their booster. We have multiple clinics being held on campus, which are happening on



February 1st February 15th, March 1st, and March 15th in the Old University Union Room 102 between 10 am-3 pm.

A. De Leon says this is some of our first last board meetings of the last first Board Meetings of the Spring Semester. Congratulations to all of the students that are graduating. Jasmine and I attended the CSA, and many informative things were happening. There are some bills that we will be supporting through CSA. The Chancellor did announce that is they will not be raising tuition for the 2022-2023 year which a major thing in CSA. We worked closely with the Chancellor to make sure of it. If you have any questions about CSA or any of the work that we are doing, reach out to Jasmine and I. Jasmine and I are on different committees, so we are working on different matters at the same time. Please check your emails. I have been able to check in with some of you and I heard good things about the weekly reminders. If you have any concerns or want to change anything. Please let me know. The weekly reminders help me stay on track but if there's something apart of those emails that need changing, let me know. I am open to feedback, so our weekly task list emails are due this Friday for the month of January. An update on the Woman in Leadership event, Naila and I are going to be collaborating with Aaron for the month of March and working on it. We will be updating everyone throughout the planning process. Kristina and I are working on a written public comment for the Board of Directors and the Senate. We have created a form and need to finalize some things, especially logistics with Eric and making sure that we are doing it in the appropriate way. I have reached out to Cheryl Nielsen about COVID-19 policy for students who had to miss classes because of COVID-19. So, I will be working with Sarah on that. I believe it is important for students to have concrete policy especially for instructors on how to go about that protocol because there are students who are having some negative experiences and would want clear that up. We are having a Commencement Planning meeting on January 28. I am unable to come to the meeting, so I have been able to reach out to some other graduating board members and they'll be taking place this Friday. If you have any feedback or thoughts, reach out to Kabir, Taylor and Martina. If you have any feedback for this semester or the previous semester, please reach out to us. We would want to keep improving and making sure that we are serving students in the best way possible. Thank you

M. Castillo says AJ is good and organized with her work. Thank you for the updates AJ. I wanted to that we have Krystal Tonga as our API Student Success Center Coordinator and have finalized the person for our Undocumented Student Resource Center is Miguel. He used to run our Sophomore Transition Enrichment Program. We are in background checks for the other two, the Latin and Black Student Success Coordinators. If you are hearing students asking about these services, we are going to do an opening as soon as we have



these positions open. We are working on the date for March 3rd and March 17th those are Thursdays during university hour, where we will do a celebratory grand opening. AJ has already confirmed that the dates work for her because we want students there to help cut the ribbons and to celebrate the opening. I wish everyone to have a great Spring Semester ahead. Stay focused and if you need help reach out to us and we will be supporting you all through these rough times. Good luck with the rest of the week.

M. Hinrichs says Go Pioneers! We are trying to get together as we return to in person student engagement. The pioneer's Safe Night out Mask Up Get Out in collaboration with athletics. We have not reached out to athletics, yet, but we have 2 basketball games that we were originally going to be engaging around which were on the 17th and the 19th of February. It was shut down because of COVID. We are planning to be able to execute a passive program that would involve ASI, students that live on campus and clubs' organizations. We encourage students to mask up and come out to support pioneer basketball. There is going to be a meeting held in the next couple of days, and I was wondering who from ASI should we invite to the table. We are looking for ASI keynote speaker for our Spring Leadership Workshop for our clubs and work, can reach out to Heather for that. We look forward to working with everyone, with our clubs and organizations, and their funding requests this semester. Thank You.

K. Caro says the first Senate meeting is happening on January 27, 2022, from 12:15 pm-1:15 pm. Our Senators will be presenting their ideas. Please come to the meeting and support them. Congratulations Krystal and thank you for coming to the meeting. I wish everyone best luck.

54:57

X. ADJOURNMENT at 12:56 PM

Minutes reviewed by:

Chair of Board

Name: Kristina Caro



Kristina Caro (Feb 11, 2022 15:33 PST)

Minutes approved on:

02-09-2022

Date:

