

Board of Directors Meeting Minutes of July 7, 2021

- I. CALL TO ORDER at **12:03 PM**
- II. ROLL CALL
Present: Angelica De Leon, Kabir Dhillon, Mirna Maamou, Zaira Perez, Tyler Luevano, Jasmine Domino, Ashmita Ahluwalia, Andrew Pajes, Arazeli Barragan, Neilah Peku, Tayla Beasley, Martin Castillo, Erik Pinlac, Mark Almeida, Andrew Yunker

Late: Jose Simon Carmona

Absent: Justin Withers, Steve Spencer, Marguerite Hinrichs, Sarah Neilson
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of July 7, 2021, **M. Maamou**, second by **A. Pajes**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of May 5, 2021**
Motion to approve the agenda of May 5, 2021, **M. Maamou**, second by **A. Pajes**, 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.
- VII. NEW BUSINESS ITEMS:
 - A. INFORMATION ITEM - **Board of Directors Expectations**
The Board of Directors will be informed on the Board’s role and expectations.
A. De Leon explains who is on the Board of Directors. Voting members are Executives, Directors, Academic Senators, and University President-designee. For example, President,



VP, VP of Finance, Comm., and all of our Academic Senators. Non-voting Advisors are the Executive Director, Associate Director, University Advisors. Our chair does not vote unless there is a tie so we currently do not have a chair which is why I am chairing this meeting but once we do get a chair, they would be the ones running the Board of Directors meetings. I'm filling in once we have our chair. The role of Board of Directors Members is to serve as the governing body of the students at CSU East Bay. You are here as elected students to represent the voices of our students. Also, to make sure ASI is moving in the right direction and, as always, serving our campus. In terms of meeting, we will be meeting bi-weekly on Wednesday s from 12 to 2 PM. That is in our policy, we have been doing that for a very long time. In terms of public comment, our meetings are always open. If you have anyone that you know, has an idea or there's something that is coming up as an issue, always invite them to come to public comment as that is kind of the time for us to hear students and address them moving forward. In terms of preparation and agenda items, I will be sending out an agenda calling at least a week before I have to submit the agenda so send over any items that you need such as funding requests, ideas, anything that kind of pops up, any resolutions. I suggest looking over the agenda beforehand, this is very important because today we will be voting on a lot of items, so you want to have those documents ready and an understanding of what they mean. Feel free to ask any questions or speak on any issue or topic. This is really our meeting, and we are working together to focus on any issues. The big thing is to practice Robert's Rules of Order as it is how we run meetings and it is important for you to be able to understand how to navigate that.

7:33

B. DISCUSSION ITEM - ASI Policy Agenda 2021-2022

The Board of Directors will discuss the ASI Policy Agenda 2021-2022.

A. De Leon states this is our overall vision for the year. What we are working towards the rest of the year. It is our initiates and our goals for the end of the year. I want us to look back and honor our term like what did we do and how are we going to be remembered, and what did we accomplish. This document is our guiding factor in that question for when we ask that later in the year. In terms of our policy agenda, we have two priorities, and this is a letter from me to our students. Our first priority is student success. It is really working on the resource centers and making sure those are implemented in a quality manner and making sure that there's better mental health resources for students, especially in light of COVID-19. We are still working on improving our academia and retention rates that lead to increase graduation rates as well. Our priorities are the overarching umbrella term and then our



initiatives are the steps that we will be taking. Our Director of Wellness, Ashmita, and Director of Programming Council, Tyler, will be working really closely on bringing in those programming in terms of mental health. Our Vice President of University Affairs, Simon, and also our Academic Senators, will be continuously advocating within the Academic Senate and also social justice in general, especially at East Bay. In terms of our second priority, that is Pioneer Pride, and this is really a response to COVID-19, making sure that we are holding our administration accountable for any of the decisions that are made. Especially because we will be going back onto campus, so we want to make sure that it is safe as possible for students. Also, more collaborative programming, we want to change the perception of ASI and really work with organizations on campus so that they understand that we are a resource for them and we are working in unison to really serve our students. **A. De Leon** asks if there are any questions, feedback or any more discussion. **A. Yunker** states I just wanted to clarify for them like would this be something that they would be voting on later or is it just something that you know that edit and add comments and if so, when would be the due date to finish those comments for them. **A. De Leon** answers that this is a working document, but we will be voting on our policy agenda for our next board meeting on July 21st, you have to have those comments before then, and then we will go on the final document on that date.

12:44

C. DISCUSSION ITEM - Weekly Task Lists & Office Hours Replacement

The Board of Directors will discuss the weekly tasks in replacement of office hours for the summer and fall terms.

K. Dhillon states that in the past, before the era of COVID, what ASI do is host office hours that is dedicated time where you are working on ASI stuff and accessible to students whether you are tabling outside or in the office so students can meet with you. During COVID, it was not practical to have people in the office and a safety concern. Geographically students are in different places within the state or internationally as well. Eventually, we moved everyone into weekly tasks, so we had our policy agenda outlines and then within that we delegate tasks to the Board in the Senate. That was the way people were supposed to do work they were really supposed to do. What we have done this year is for one, we are going to be doing weekly tasks, at least for the Summer and the Fall. We will reevaluate based on what the Spring semester is going to look like. Each of the tasks align with the policy agenda so its purpose driven and there are subtasks. Everyone has a task each week and the way it works is that you submit what you have worked on this week to AJ and me. Stating like what is



your progress on that task, and if you were not able to complete it that is totally fine. You just need to share like what is your plan to get that completed, and this is not like the only things we are doing as far as like work and accountability, this is just the required things you have to do the week so. Those are not the only things we are working on it's just what's being done in replace of office hours and then on top of that, at the top, you can see that we're in support groups so. The purpose of that is really to provide everyone's support, so all the executives are leading a support group, and then you know we mix it up with people are either new to ASI or a little bit returning so it is a little bit mixed up and then, once we have the Senate those senators will be put into those support teams. It is really for one you check in and then also check in like well how you are doing like mental health wise and just overall outside of ASI, and insights on how you're working on your tasks, if you have any questions like formulating any like you know brainstorming like any ideas for initiatives you do have. For example, if you do have an idea sort of like how you can go who you can talk to and how you can go about that. **A. De Leon** asks if there are any questions or discussions. **A. De Leon** states that the tasks we give you are really just meant to be a guiding factor, they are not the only thing you do in your role right like there's a lot of other stuff that you have to do on top of your role, but this is just something simple and also during the Summer we really wanted to guide you and give you that support. For example, about like planning your town hall, we're doing that, so that you don't feel stressed out in this in the fall right once school starts everything starts to pick up, and so we want to give you the chance to have that support in the Summer and start planning that as soon as possible because that's kind of that's kind of where we are where we're at right now, it's like our internal preparation stage of ASI. We want to try and get all of that done before the Fall.

17:17

D. ACTION ITEM - ASI Budget for 2021-2022

The Board of Directors will take action on the ASI Budget for 2021-2022.

Motion to approve the ASI Budget for 2021-2022, **M. Maamou**, second by **A. Pajes**, motion CARRIED.

E. Pinlac states this is what is called our revenue pro forma it just tells us how much we can budget to so just a quick rundown this number right here is how many students, we had, and it looks like a huge number but it is double so it is like one person so each student will be counted twice. This year is number is 27,928 you will notice we've had some like off years, like last year was low and then you know we're kind of going lower and lower as far as revenue projections are going. But students, you know there is a pandemic and all that stuff



still going on, so that gives us about \$1.8 million to budget for this year. you will notice all this stuff is zeroed out, but over here there's money right, and the reason for that is because the way our reserves are structured. We cannot necessarily account for it in our budget process but, at the end of the year, if we have any overages, we can use it to cover that. So, you will notice a zero here, right here you are just seeing our salary and benefits costs, our operations costs and then our cost recovery, which is what we paid to the university to cover our rentals, IT, Internet like all the overhead costs that are position has is all included here, we got a slight discount compared to the current year. I am assuming because we have not been in the office as much so there has been just a lower headcount or lower overhead costs. Then, speaking of our reserve, most of our more most recent projection including this year's year-end balance which is not the Boards' fault that we do not have a year-end balance. If you invest in stocks, you will know, stocks have been wildly valuing this year, so you will look here, and we made about \$360,000.00 in stocks. These other two are regular we get those you know regularly, but this number is massive, last year we lost \$31,000.00 but this year we made that much so that is why we are able to put away this much into our reserves this year. It is not because we are not spending on students properly it is just that our investments have been insane which I am not mad about right. I mean cannot be mad that we are getting more money and we can figure out what to do with it in the future, which that will be in this presentation, but a new reserve policy will be here to come, at least in the next semester. This just goes into more detail of where our salaries are going. This is the way administration presents, you see these other departments do not necessarily have staff. If they have staff, they are probably under administration already so. Let us go to the government budget, which is this one, you will see sort of the allocated budget from last year, our expenditures, all the way up through May, and this was because it is hard to project all the way out as accurately as we can, but this just really gives us a total expense up until May 2021. So, the amount we requested or for this year is actually plus like some changes right, so we are instituting a 3% COLA, which is a Cost-of-Living Adjustment for our staff. I think about inflation, you know the inflation is actually pretty high this year I do not even think 3% covers inflation, but it is just a number that we are going with because that's what the university generally will be going with this year so we're going with the 3%. Let us go supplies and services, I noticed parking permits, lounge supplies, this is cut drastically from what it normally is, but hopefully we can, at some point, this year have like our coffee supplies, tea, and some of those different things for our students at the front desk area. Entertainment ticket, we do spend a little bit of money. Buying like movie tickets and all that stuff for students, we, the only money we really lose is on shipping, but I like to make sure there's money there so that we can purchase them every year. In state travel last year,



this was a drastic change since we had no travel amount in here, so this year, being a little more conservative. CSSA, you know happens every month, but I think, at least for the Fall semester they are going to be all virtual. So, for the spring I did account for some travel just in case if that does not end up happening, you can reallocate it to another part of our budget, but I want to account for it here and not be scrambling at the end of the year, trying to figure out where to cover it. Also in spring, I added that we have put some money in there, we always have money for like lobby visits. We do not always use these funds, but if we need to, they're available. Then for the Fall retreat, we do have some funding for travel, this is the first one travel and this year we are just carpooling, so we should have some savings there, which will probably take it up from this area in lodging, pretty standard food, so it really gives us about almost \$23,000 here for travel for the board. They were not actually expensing for this last year there were expenses from the year before that, but we did not get the paperwork, in the last year, so that is why it came. Scholarships, the one thing we put in here, so far as for the regular tuition scholarships. I know there has been talk of adding another code scholarship for this year, which I think we can do. So, I want to wait till the numbers come in in the Fall and then look for some allocations like this last year we had an extra 20,000 in headcount so we were able to allocate some of that into scholarships. Train development, this is just typically registrations and training sessions, I wanted to put some money in there just to make sure we were able to continue to support the development of our student leaders and things like that. Stipends, you will notice the only I want to save a little bit of money since we do not have a chair, so I cut it down a little bit just for some savings. But generally, all the positions started, and they are all going to be 12-month position so that is an increase overall committee, we have about \$5,000.00 and then the elections committees about \$4,000.00 for their stipends. I have already been working with James Carol on that and I am hoping to get them in by October, so that they can start doing work earlier. Hospitality, nonfood related, this is where we have all this stuff really that the board really cares about, for the most part, these are the special projects, testing materials and scantrons. The whole emergency housing costs have gone up this year, but after talking over the summer we determine that you know, we think that it is still a valuable project to support, we have a lot of students who experienced homelessness either a long term or short term but at least have a place to stay. You know at least two weeks, maybe three four weeks, depending on their situation, so we did want to continue to support that with our partnership with hope and housing. I did include a class gift I just put this in here every year because they requested it every year. The goal is to have like a class gift for every single year moving forward so that let us say 10 years from now there is going to be so many scholarships available to incoming students that it is going to make access to our university, a lot more, a



lot easier, I guess, for them, and the year banquet there is that amount there so for conquered. There are \$7000.00 here under this category, but there is another \$3000.00 under food, so you have a total of \$10,000.00 so you don't freak out because that happens every year, they're like wait let's be 10 it's like no there's seven here and three somewhere else. First, we put about \$3000.00 here and then this is an any costs related to elections I know it is this promotional, but you know, this can be software, this can be whatever we need or use for elections this last year. All of it pretty much once our new software program that we use. I like big polls, I like that it is a third party and there is less behind the scenes work for us as advisors, they take care of it, they tell us who the winners are and then that is it, so it makes a lot easier for us. Club funding, student funding, these are the amounts. For Fall, since we are still hybrid the amounts a lot lower than Spring Seed funding. We did increase this, we had \$1000.00 but you know brought up a good point like what if there is a lot of clubs that went inactive because we have been virtual for a year, so we up that a little bit. Cultural graduations, I just got \$1000.00 from here, but I mean generally about \$14,000.00 and then student travel scholarship. I cut this down a little bit because I do not know how many students are going to be traveling and I have still noticed a lot of conferences are being held virtually so in order to balance the budget, I did cut a little bit here. This is a hospitality food related I was talking about so, Andrew there is the other \$3000.00 just to show that it is really there. Supplies and services let us just go through that I think this is parking permits for our Senate, we do our best estimate, because not everyone drives. Hospitality nonfood related about \$6,000.00 for events this upcoming year. This is for food for the events again in anticipation of. Mostly virtual for the Fall and potentially in person events in the Spring. Stipends are also in here, these go up gradually every year, so it is something we do need to account for. We have an increase in stipend, this is a in correction I needed to fix that but there is a there's an increase in stipends as well, as you know, we decrease some of the other areas, but we still need to request more. There is a misquoting here because I think in the beginning of the year, this the stipends were all processed as one so they are all reflected on the board of directors' side not senate side, so this year will be we are going to share that we separate them out and we've already been doing that, with the last couple months so that'll be reflected better for next year's budget. A Programming Council, probably the easiest budget they literally have three items here so we do not have any travel for them listed, but we do have like hospitality nonfood related and we just put Fall events, but you do not have to have two events, you can have as many as you want, but that is the budget and food we just put some food in there. **M. Maamou** states how to access these files. So, you are on your drive you just go to share drives and then ASI budget, you could just go right here, and then go to 21-22 and then you could see all the spreadsheets. Everyone has viewing access,



so you should be able to see all of them look at any of them that you want to look at. **A. De Leon** asks if there is any more discussion or questions before we go into a vote. **A. De Leon, K. Dhillon, M. Maamou, J. Simon Carmona, Z. Perez, T. Luevano, J. Domino, A. Ahluwalia, A. Pajes, A. Barragan, N. Peku, M. Castillo, and T. Beasley** have voted to **APPROVE** the budget for 2021 to 2022.

35:04

E. DISCUSSION ITEM - **Executive Vice President/Chief of Staff Bonus Stipend**

The Board of Directors will discuss the bonus stipend for the Executive Vice President and Chief of Staff.

E. Pinlac states it is going to be a difficult year due to the vice president taking on a lot this year. Later on, this week I will be sending out an email stating that I am leaving at the end of September. In which, recruitment for the executive director along with the responsibilities of vice president we wanted to explore a bonus staff stipend in the form of a cell phone stipend. It will be processing every month along with his regular stipend. We want to change the language from stipend to scholarship. I believe it is an extra \$100.00 each month. **A. Barragan** ask where does this money come from? **E. Pinlac** states I mentioned that there is a change in the budget, in which I deducted some from the executive director salary. However, there is some extra money to allow for some flexibility since it is less than \$2,000.00. **K. Dhillon** states thank you everyone for voting on this matter and I abstain my vote. **M. Maamou** states I also agree with everything **E. Pinlac** said. The executive vice president already has more duties than everyone along with all the changes we added to this school year it makes sense.

39:18

F. ACTION ITEM - **ASI Director of Sustainability Affairs Appointment**

The Board of Directors will take action on appointing the ASI Director of Sustainability Affairs.

Motion to appoint Joshua Gay for Director of Sustainability Affair by **K. Dhillon**, second by **M. Maamou**.

K. Dhillon states in the application process there was two applicants, in which we chose Joshua. During the interview he discussed his passion for ASI despite being limited to sustainability. We felt that his passion for ASI stood out and would make him a great candidate for this position. **A. De Leon** states passion is not something you can teach for ASI. Which is why we recognizing his passion, despite having little knowledge of



sustainability. Joshua did mention that he is willing to learn and work on any initiatives we give him. I believe he would do an amazing job in this position.

Motion to appoint Joshua Gay for Director of Sustainability Affair by **ALL**, motion **CARRIED**.

42:32

G. ACTION ITEM - ASI Employee Handbook Policy Updates

The Board of Directors will take action on the updates to the ASI Employee Handbook by adding new policies.

1. Flexible Work Schedule Policy
2. Remote Work Conduct Policy
3. Telecommuting Policy and Procedure

Motion to adopt the ASI employee handbook policy updates by **K. Dhillon**, second by M. Maamou.

K. Disharoon states this policy has been updated to mention any practices that we currently do. As well as some of these other components of the flexible policy are available like at the Concord campus, they work ten hours a day for four days only. It is a way to allow more flexibility in the workplace, while allowing ASI to have a progressive work environment. Many ASI have created different policy's due to COVID-19. Now with moving to a remote work conduct policy was to set an expectation around zoom meeting or how people should function when not working in a physical office space. Lastly, with the telecommuting policy and procedure that we currently have is only two sentences and we have updated it to three pages. In which outlines the process and procedures for the telecommuting policy. Such as evaluation of the request, how their request should be address, and follow ups for when the request is approved. If these policies are passed, I have spoken with E. Pinlac and K. Dhillon to adapt to these procedures to the board, in order to allow this option for the board.

Motion to adopt the ASI employee handbook policy updates by **ALL**, motion **CARRIED**.

48:18

H. ACTION ITEM - ASI Back to School Care Package

The Board of Directors will take action on the ASI Back to School Care Package and the funding request.

Motion to approve \$1,900.00 from the Programming Council committee budget for the ASI back to school care package by **T. Luevano**, second **K. Dhillon**.

T. Luevano states A. De Leon and I are going to promote this event. I know many people are anxious to return to in person learning, including myself. I believe this is a great way to



create unity on campus, we will be giving away water, snacks, hand sanitizer, planners, and welcome notes. **A. De Leon** states we are giving fifty items away for both in person and online, in order to recognize students who are not returning to campus. From July 23-27th we will be tabling outside, as well as, having an online document for those students online. **M. Maamou** states thank you both for creating this idea. It brings back life to our campus. **T. Beasley** states I love this idea and it is creating way to get students to feel back at home. My question is this open to all students on campus. **A. De Leon** states yes. **A. Ahluwalia** states I also love this idea. Are we going to monitor giving out the items only once to students that way they do not receive two? **A. De Leon** states in the past we have gathered students net ids in order to prevent this from happening.

Motion to approve \$1,900.00 from the Programming Council committee budget for the ASI back to school care package by **ALL**, motion **CARRIED**.

53:01

I. DISCUSSION ITEM - **Resolution to Renew the Social Justice Ad Hoc Committee Resolution**

The Board of Directors will discuss the Resolution to Renew the Social Justice Ad Hoc Committee Resolution.

K. Dhillon states the purpose of this resolution is to renew the social justice ad hoc committee. This committee helped address the social justice issues. Due to being an ad hoc committee we have to renew it every year due to not being a standing committee. It outlines the purpose of the committee, what the committee works on and the membership. The vice president of university affairs will be the committee chair along with having the director of legislative affairs and senator of diversity. It also outlines the advisors and must have six to eight committee members. **A. De Leon** states last year this was the committee I created due to the Black Lives Matter movement and all the racial injustices that was happening last summer. We wanted to make sure that we had a diverse set of students working on creating resolutions in support of these injustices.

55:39

J. DISCUSSION ITEM - **Honorary Membership Nomination: Erik Pinlac**

The Board of Directors will discuss the Honorary Membership Nomination of Erik Pinlac.

K. Dhillon states this nomination is for E. Pinlac due to him resigning in September. He was also part of ASI and is important to include this honorary membership. E. Pinlac has had a great impact for many years, especially being the ASI Executive Director. Within his five years, he has invested his time to many student leaders. **A. De Leon** states E. Pinlac has been



a role model for many students who have been part of ASI. I believe this is the least we can do for everything you have done for ASI. **K. Dhillon** states I want to explain what honorary membership is since not everyone knows. The bylaws outline that board members get to vote on honorary memberships so far, we had two. One being our previous university President, it is like receiving the presidential medal of freedom and is the highest honor in ASI. It allows you to vote in ASI elections, be part of ASI events, and petition to be on the board.

59:11

VIII. SPECIAL REPORTS:

No special reports.

59:30

IX. ROUND TABLE REMARKS

E. Pinlac states retreat is coming soon. I have sent an email to everyone asking if you all have been vaccinated or provide a negative covid test on July 30th. It helps with our planning for our secret location. If you have not responded please do so soon. Thank you for nominating me.

M. Almeida states we will be transitioning Pepsi to Coca Cola for the fall semester. We are also fully moving away from plastic water bottles, which is sooner than the 2023 requirement. Housing is working with risk management and health center, in which we will be sending out an email to all residents. Stating that they must be vaccinated unless there is an exemption for religious or medical and will be sent the health department. We have also increase occupancy and eliminated having three people per room. There will only be single or double beds University village is activated for the summer and will be brought online for its final year. We are going to accommodate 1,350 residents. We are currently at 900, but hopefully with more orientations we are able to fill more beds. Last year we had to cut a few of our staff members but will be hiring more this year.

J. Domino ask are those students who lost their jobs be able to obtain their jobs back?

M. Almeida states yes. However, depending on how many students return we will be hiring back appropriately. If you filed for an exemption for housing, we would require a weekly testing for COVID-19.

K. Dhillon state to our new director of sustainability affairs despite him not being here today. We are still looking to appoint our chair, if you know anyone who is interested encourage them to apply. We are also still accepting senate positions.

M. Castillo states M. Hinrichs is not here today due to having our first freshman orientation today. For the rest of July, we will be having virtual orientation. Congrats E. Pinlac on being able to receive honorary membership and good luck. If you have not heard President Sandeen has initiated a task



force to work on student resource centers. She has announced there will be three infinity centers to open up this fall semester.

A. De Leon welcomes and thanks everyone for being in the first board meeting. With the task list make sure to send in your emails on time. We will be having down weeks in which there will be no task list. We will have one next week, in which you can use this time to complete any remaining task.

1:08:56

- X. **ADJOURNMENT at 1:11 PM**
Minutes reviewed by:
President/CEO & Vice Chair
Anjelica de Leon



Euridice Pamela Sanchez-Martinez (Jul 21, 2021 14:56 PDT)

Minutes approved on:

7-21-2021

Date:

