

Executive Committee Meeting Minutes of June 2, 2021

- I. CALL TO ORDER at **2:03 PM**
- II. ROLL CALL
Present: Anjelica de Leon, Kabir Dhillon, Mirna Maamou, Jose Simon Carmona, Zaira Perez, Erik Pinlac.

Absent: Martin Castillo.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of June 2, 2021 by **J. Carmona**, second by **K. Dhillon**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of April 28, 2021**
Motion to approve the minutes of April 28, 2021 by **M. Maamou**, second by **K. Dhillon**, 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.
2:20
- VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM - **Executive Committee Expectations**
The Executive Committee will discuss the committee’s role and expectations.
A. De Leon states this is very similar to the personnel committee. However, it will mainly be an overview of the executive committee. In the executive committee we have the following: President, Executive Vice President, Vice President of Finance, Vice President of Communications, and Vice President of University Affairs, Chair, Universities President designated person, which is Martin Castillo, and non-voting advisor Erik Pinlac. The role of



the executive committee is for the executive only who have a deeper understanding of ASI. Usually when elected to these positions, one has to have experience in ASI. We are here to ensure that the long-term goals of the organization are met and that members are actively involved. During the summer, the executive committee is the acting and governing board of directors until July 31st. In which, all decisions are made in this committee or personnel. In terms of task, we oversee long-term goals as opposed to other committees who complete short term goals.

4:55

B. INFORMATION ITEM - Robert's Rules of Order

The Executive Committee will be informed on Robert's Rules of Order.

K. Dhillon states everyone should have received this presentation on Roberts rules of order. When passing a motion, it has to be fifty plus one to reach majority. One motion is passed at a time. For example, when approving the agenda, you are focusing on the one motion of approving the agenda. We also keep track of how many times people speak. In order to go into second round of discussion, everyone who wanted to speak during the first round is allowed too. Robert's Rule of Order is used by many organizations, and by many professionals. Quorum is established at fifty percent plus one and is required for all meetings. If quorum is not met the meeting will need to be rescheduled. Regarding the agenda, we do follow the Gloria Romero Act that states the agenda needs to be sent out seventy-two hours prior to a meeting. We have agendas in order for everyone to know what we will be discussing about during the meeting. **E. Pinlac** states the agenda needs to be posted on the ASI prior to the seventy-two-hour rule. Therefore, we have to send it out a day prior in order to give our web developer enough time to upload on the ASI website. Unless it is an emergency then I would be the one to post it onto the ASI website. This is one of the issues we have had in the past due to being virtual and not posting it in time. Our web developer works from 8:00 AM until 12:00 PM from Monday through Friday. **K. Dhillon** states it is important to make sure the agenda is posted in time. Moving forward with closed session, which are rarely used. However, we only go into closed session when receiving legal advice, talking about transactions, items regarding personnel review, or professional staff. In order to go into closed session there will have to be a motion. One then stops the recorder, go into close session, come out, and turn on the recorder. Then you will need to briefly describe what was discussed in closed session. As for making a motion, one would have to say I motion to and then the action. There are also different motions, which are listed below. A main motion is when we are motioning the main discussion item. For instance, I motion to approve the agenda. Secondary motion is postponing indefinitely or postpone to the next



meeting. Are used if an item does not have all the necessary information in order to be discussed. Next, when laying something on the table, it signifies that we will come back to the item at a later time throughout the meeting. For instance, if a speaker has not arrived during the meeting yet. Next, previous question is used to close debates, which is used when we are going in circles and no progress is being completed. If you want to move the previous question, you can limit or extend debates. This will allow for everyone to speak twice or only a certain timeframe. When stating refer, it signifies that member do not have enough information in order to vote. In which, if the item was sent by a committee, then we would send it back for additional information. For amendment, you are signifying that you would like to make changes. One will say I amend to and include the changes and actions, along with a second vote. Next, privilege motions are point of privilege, order of the day, and adjournment. Point of privilege is used when there is a noise, which allows us to not hear one another. Point of order is used as referring that we are not following Robert's rules. Point is information is used to receive clarity on the subject being discussed. Motion that brings back a question are taken from the table, rescind, and reconsider. Now for discussion, we know that we cannot speak more than twice, discuss items to the fullest, discussion should be directed to chair, and the chair cannot participate in the discussion. The chair is supposed to facilitate the meeting to ensure Robert's rule is being followed. Next, with voting you either say nay, yay, or abstain if you do not feel that you have all the information or if it is a conflict of interest. **E. Pinlac** states generally if you have a conflict of interest you abstain. If you have an excusal for not being in the first half of a discussion item, you can also abstain. **K. Dhillon** states when abstaining from a vote it is not a yes or no it just does not count. You can do general consensus through zoom. Are there any questions? **J. Carmona** states last year I felt as Robert's rules were very inaccessible. I was hoping if we can make an infographic to make it easier for the senators. I know as a previous senator with little experience, I had to reach out to people in order to figure out how to make motions. If members cannot be communicative then what is the point of them trying to vote. As a committee we can try to make Robert's rule more accessible. **K. Dhillon** states I know it can be a lot to take in and is also good feedback for us to know. I know in the past we had google cheat sheets and booklets to lay out the rules. If you want to get technical with the rules you can also read the book, however, it is a little difficult to read. **E. Pinlac** states we also have resources in the shared drive, in which I can share with everyone once you receive access. It breaks it down very simple and you can chose which one the senate can use best.

18:30

C. DISCUSSION ITEM - ASI Policy Agenda 2021-2022

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The Personnel Committee will discuss the ASI Policy Agenda 2021-2022.

A. De Leon states this is our policy agenda. Once we have the board approve it will not have the comments. This is the structure and priorities we have so far. The first one is student success, which is focusing on students of color and those who are underrepresented. For example, the resource centers that will be implemented during the fall 2021 semester. We also want to provide more mental health resources for students. While, also advocating for academia and improving the retention rate. This first part shows the overall picture, in which leads the initiatives and steps. This has been shared with everyone and is located in the drive. These are the steps we want our board members to take. Our second priority is showing pioneer pride. In which, we want to hold our administration accountable for the decisions being made. While, also focusing on collaborative programming due to COVID 19 we want to make sure East Bay is a safe space for everyone. Below are the initiatives and the steps we will be taking to ensure this priority. We are still working on this document, therefore if there is anyone you would like to add feel free to do so. **J. Carmona** ask after this meeting will it be approved or do, we still have enough time to read and look through it. **A. De Leon** states after this we are hoping for the board to approve it during the board meeting. We will also be bringing this up during our retreat to get more inputs.

22:22

D. DISCUSSION ITEM - ASI Budget for 2021-2022

The Executive Committee will discuss the ASI Budget for 2021-2022.

E. Pinlac states I will go over a couple of items in the budget. I got four out of the six budgets completed. I got most of the ones for government completed already and will be going over them. I will now share my screen. This is called a Performa, which helps us view how our budget will be moving towards in the next few years. If you look at the 2018 year up until now, the numbers are fairly similar. If you notice in this section, there are additional revenue that sum up to \$400,000.00. However, these are investments that have produced us a large amount of money. The problem with our investment is based off the money from the reserves. We have \$4.7 million in the reserve, \$3 million is reserved for OPEB. Which is reserved for any ASI employ to receive benefits until they pass away. This money is for those who have already retired and our current employees. The \$1.7 million is unrestricted. This money is intertwined together, which is why we cannot combine it with our yearly revenue. This allows for future security for these post-employment benefits to continue despite inflation. Last year we lost \$30,000.00 but the year before that we made \$30,000.00. It was a very unusual year. This year, we got our projected enrollment number, 27,928 students for both semesters. If you split in half, it is 13,964 students. If you multiply the



yearly number of students by \$60.50 it comes out to \$1.8 million. That is the budget we will be working with this year. We cannot count the investments. I am working on something right now and can maybe factor it in once it is completed. We expect our salaries to go up 3% from last year. We also put 3% for operating. Our cost of operating is what we pay the university for rent and utilities to operate on campus, which the total is \$166,000.00. We also received a little discount for this year since this last year the total was \$170,000.00. Keep these numbers in mind. For programming council spent, \$3,000.00 for hospitality nonfood related items, \$166.98 for hospitality prizes, \$6,420.38 for hospitality food related items, which totaled to \$9,587.36 out of the \$11,500.00 budget requested. Next year, I am proposing we stick to \$10,000.00 non-food related items and \$1,500.00 for food items totaling to \$11,500.00 Next, we have the senate, in which for stipends the amount is \$4,475.84. This number is very low due to some of the amount going towards the board's stipend. Generally, it does not fluctuate from the budget that we approved for \$49,234.40. For supplies and services there was nothing spent. However, this year I inputted \$1,8000.00 for six parking permits since not everyone drives. We can also go over budget in this area, however, if we do go over budget, we have to find money elsewhere. For hospitality nonfood related, we have to increase the start times of everyone. **J. Carmona** ask if **E. Pinlac** can show the senate budget for last year due to the senate not spending money. **E. Pinlac** states yes. Some of the expenses from last year have not been placed into the totals yet. **J. Carmona** states you can also show me in our one on one. **E. Pinlac** states the total for senate is inaccurate and we will look into it more. If we want to increase this year total, we can. For the board, the total did go up due to funding for H.O.P.E, retreats, and travel due to not having these expenses last year. Also, in state travel has gone from \$4,650.00 to \$21,975.00 COVID 19 scholarships went down from \$55,000.00 to \$30,000.00 assuming that we do not have another COVID 19 scholarship. Under nonfood related we are budgeting to \$88,000.00 this year due to emergency housing going up from \$25,000.00 to \$50,000.00. Stipends has also gone up to \$184,933.44 from last years \$171,116.15. Activities and events are items for seed, club, travel, and cultural graduation funding is being raised to \$55,000.00. Which, we might be able to reduce. Also, for your in-state travel I included the budget for CHESS and CSSA for the spring semester. CSUNITY is going to be virtual. Fall retreat I figured we will need to van and hoping it cost less than \$3,500.00. For spring retreat, we budget in for \$5,250.00 since we are going to include the senate. For scholarships it remains the same at \$30,000.00. Stipends for committees we budget for \$5,000.00 and the elections committee we budget for \$4,000.00. For special projects we have \$5,000.00. Testing materials we might lower the current amount of \$8,000.00 due to being virtual. Our emergency housing is set at \$50,000.00. Class gift is set at \$5,000.00. Next for club and organization funding I have



inputted \$12,000.00; however, I will be going over these numbers with M. Maamou. Also, last fall we only spent \$200.00. For spring, I inputted the total for \$15,000.00. For seed funding it is \$1,000.00. Cultural graduation is set for \$15,000.00 a year and we support four groups. For travel we are not sure if it will be allowed, in which we might decrease the number. **J. Carmona** ask how will we get an accurate interpretation of how much of the budget can we spent for an event? **E. Pinlac** states you would have to talk to K. Disharoon, Doris or myself who have access to a report like this. In which, we will go over the document with you. If you would like I can send you the template for the senate that way you can keep track of your expenses and later go over it with Kris or myself. I know it can be complicated due to having it be manual. If you have any questions, please feel free to reach out to me.

41:13

E. INFORMATION ITEM - **Emergency Rental Assistance Presentation**

The Executive Committee will be informed on the Emergency Rental Assistance by guest speaker, Bronte Kuehnis.

B. Kuehnis states thank you everyone for allowing me to be here today. My name is Bronte Kuehnis, and I am a program assistant for tenant's rights for a center they call The Raza. Which is a legal services nonprofit based in Oakland. We are currently working with Alameda County housing insecurity to administer the emergency rental assistance program. I am here today to discuss about this program and give you all the opportunity to inform the student body to benefit from this program. The emergency rental assistance program is currently helping tenants get caught up with rent, which is prioritizing low-income tenants who are at risk to losing their homes. More specifically, this program can cover up to 100% or up to twelve months of unpaid rent, utilities, or other cost like relocation, or internet expenses. We can also pay three months of rent in the future. Lastly, this program is expected to last until the end of the year. We are currently in phase one of the program, for those facing extremely low-income tenants with a 30% area medium income. As well as tenants living in a unit owned by a small unit landlord, who have five properties or less. Also, tenants who are living in subsidized affordable housing. We are looking to start phase two by the end of this month or the next depending on how we disburse our funding. We will then process those who are 80% area medium income, however, it will change to only being allowed to pay up to 80% instead of 100%. The landlord will have to forgive the remaining 20% if the landlord refuses to participate or is nonresponsive, then we can pay up to 25% directly to the tenant. Residence from Alameda, which excludes Oakland and Fremont, in which Oakland had its own city portal and stopped accepting application as of March 17th. For our program we need to have an indirect or direct COVID 19 related hardship, in which



we have a lot of flexibility to obtain that proof. As well as, proving housing instability or showing a house income of no more than 80% of the area medium income. **J. Carmona** ask how will students qualify being residents of Alameda County? **B. Kuehnis** states due to students living in Alameda County, they would apply using our portal. We also measure people's income in the application using HUD, in which applicants put their untaxed income. We can also verify the income already if the applicant is receiving any public assistance. Also note that student financial assistance does not count towards an applicant's income. Applicants have to be behind on their rent in order to qualify for this program. We also want to make it clear that any undocumented people can still apply under this program. Below are a few documents that we are requesting, proof of identity, income, and residency. In which, we will accept valid driver's license, California ID, marriage documents, passports, school documents or employee card for proof of identity. For proof of income, one must show recent paychecks, IRS tax forms, earning statements, current bank account statements, salary report, and signed attestation from employer. Lastly, for proof of residency one must show the lease agreement, official letter from third party with name and address, government issued library card, or utility statements. We also have paper applicants available in any applications and can send the application through the mail. If anyone is having difficulties with the applicant, we can assist them directly. Upon the application being submitted, we generate a score for them, in which depending on their score we start to verify the documents that were submitted to us in order to send to CBO partners to be approved first. Then we receive approval from the Raza, once approved we cut the tenant or applicant a check. Also, the eviction moratorium states that no one can get kicked out due to not paying their rent, unless under extremely rare circumstances. This law will remain in affect until sixty days after the ban is lifted.

Motion to extend the meeting by ten minutes by **A. De Leon**, second by **K. Dhillon**, motion **CARRIED**.

B. Kuehnis states many people are finding it difficult to pay rent due to COVID 19. We are encouraging folks to pay for their basic needs items instead of paying for rent. As I have mentioned if you pay your rent on time you will not qualify for this program. We also know that many people did not know their eviction rights and left their homes due to fear. We are trying to conduct as many outreach events as possible in order to prevent people from going through these situations. We are seeing many illegal lockouts and harassment from landlords and habitual issues. We try to inform residence when these issues occur and often times offer them legal protection. Lastly, for anyone who is undocumented and applies for these benefits, it will not be counted as a public charge. In order to not prevent those seeking permanent residency or green card. California law also prohibits landlords from calling I.C.E



on tenants and landlords can be sued. I will also provide our contact information in order for you to share with your students. **E. Pinlac** ask if **B. Kuehnis** is connected with H.O.P.E on campus. I would like to connect you with them. **J. Carmona** states I am curious if you have any statistics for students. **B. Kuehnis** states I know we have received about 5,000 applicants from students around UC Berkeley. In which, we found out that many of these students moved out at the end of the semester, which disqualifies them for the assistance program. If we do receive applicants from East Bay students hopefully, we can work with them in order to avoid this error. **J. Carmona** states thank you I just wanted to receive a general idea in order to know if the program is overloaded with request. As well as, saving spots for those more in need. **B. Kuehnis** states definitely promote this program, the more applicants the better. This is being extended for a longer period of time and this is the most funding we have received. **A. De Leon** states thank you Bronte for sharing this information. We will definitely promote this to students.

1:04:34

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

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

A. De Leon states discussion item is being brought up due to how much work goes into being executive vice president. We have also ensured to start some of the board earlier in the year. This bonus stipend would be specifically towards **K. Dhillon** and not the position itself due to how much work and knowledge **K. Dhillon** has. We want to open this discussion up for this committee in order to receive your input. **J. Carmona** ask this will just be for this academic school year? **K. Dhillon** states yes. Going forward the executive vice president position stipend will continue the same. If we believe the executive vice president in the future should receive a higher stipend, we can increase the amount. **J. Carmona** ask where is the money going to be allocated from somewhere else? Or will the President receive a lower stipend due to a discussion we were having prior? **K. Dhillon** states we cannot lower the amount of anyone's stipend to increase another. I am not sure where that logic came from. This allocation will come from the ASI budget. **J. Carmona** states I agree that you deserve the new stipend amount. However, I believe next year there will be an issue due to it being about money. I know **M. Maamou** did not feel confident about the decision, especially when it is going to be her and **E. Pinlac** reallocating the money. **K. Dhillon** states I understand why the discussion might feel uncomfortable due to numerous reasons. This will set a future precedent of what is valid and what is not. I have been in ASI for numerous of years and if needed we can pull out the performance evaluation in order to determine the



stipend. I believe there is a very specific circumstances of why this is being considered. However, I can also see this becoming an issue for the future.

Motion to extend the meeting by eight minutes by **A. De Leon**, second by **K. Dhillon**, motion **CARRIED**.

A. De Leon states this is something that has happened in the past. In which, we raised the stipend amount due to seeing how much work Bronte Kuehnis has put into the position. **K. Dhillon** states thank you for allowing this to even be considered. I will also be abstaining from this vote. **Z. Perez** states that K. Dhillon does need a raise, however, I also agree with what S. Carmona stated. J. Carmona states we should also bring up this concern with the board of directors in order to receive input and transparency. Last year, it did feel as a backstab to many people. I also want to include M. Maamou in this discussion.

1:12:30

G. DISCUSSION ITEM - **Social Media Policy for 2021-2022**

The Executive Committee will discuss the Social Media Policy for 2021-2022.

Z. Perez states the purpose of this policy is to provide everyone guidelines and standards to post on ASI social media platform. If you need help in posting, feel free to reach out and do not post a pointless post. Always check for grammar. Be respectful towards others, especially when replying back to comments. We cannot post our own political opinion. Do not delete any post on the page. Be respectful regarding posting times in order to not interfere with others. Schedule all post with me. I will also go into more details during our retreat. **K. Dhillon** states thank you for looking into the policy. I know Brittney and Karen have put a lot of work into this policy. **Z. Perez** states they did a great job with the policy, and I do not see anything that needs to be changed.

1:15:20

VIII. SPECIAL REPORTS:

No special reports.

1:15:27

IX. ROUND TABLE REMARKS

A. De Leon states we have our retreat on June 21st from 3:00 PM until 7:00 PM.

Z. Perez ask will it be virtual or in person?

A. De Leon states in person.

1:16:20



- X. **ADJOURNMENT at 3:23 PM**
Minutes reviewed by:
President/CEO & Chair
Name: Anjelica de Leon



Euridice Pamela Sanchez-Martinez (Jun 18, 2021 11:46 PDT)

Minutes reviewed on:
6-9-2021
Date:

