

Executive Committee Meeting Minutes of June 9, 2021

- I. CALL TO ORDER at **2:05**
- II. ROLL CALL
Present: Anjelica de Leon, Kabir Dhillon, Zaira Perez, Jose Simon Carmona, Mirna Maamou, Erik Pinlac, Martin Castillo.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of June 9, 2021 by **J. Carmona**, second by **K. Dhillon**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of June 2, 2021**
Motion to approve the minutes of June 2, 2021 by **K. Dhillon**, 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.**
No public comment.
- VI. UNFINISHED ITEMS:
 - A. ACTION ITEM - **ASI Budget for 2021-2022**
The Executive Committee will discuss the ASI Budget for 2021-2022.
Motion to recommend the ASI Budget for 2021-2022 to the board of directors by **K. Dhillon**, second by **J. Carmona**.
E. Pinlac states last week we went over three of the six budgets. I am not completely done yet due to needing to verify that we do not go over budget. This is the communications budget, in which the biggest expense is salaries. They currently do not have a full-time employee and only student assistants are working. These employees do not have benefits, however, there are some taxes we have to pay on behalf of them. We tend to split summer into two different budgets. This is what we are looking at for July and August. We have one web designer and one graphic designer. During the fall and spring, we tend to add more graphic and marketing assistants to help promote events. I might change the amounts due to over budgeting. I am going to consult with Kris to maintain our operations. Supplies and



services are items they need in order to promote events. We also included haystack, which is \$400.00 for the year that includes virtual business cards and email signatures. I did not include anything for travel or professional development for the team. I am starting to add it to our full-time staff but not for our part-time staff. For hospitality nonfood related are essentially items we are giving out to students, which amounts to \$3,000.00 for the year. We need to restock many of the items that were given out this year, in which we have \$8,000.00 to use. I will remind Kris we have a sustainability policy for these items. We also print everything from the print shop on campus, which can range from banners or posters and the funding will be \$4,000.00. Under fees, there are payroll fees for each employee. There biggest expense is for student assistants, almost everyone has graduated from that department. I did make sure that anyone Kris brings on at least have multiple skills. For ASI Presents, it shows Michael's salary and how much we spend towards student assistants, along with different fees. I did include one travel for the ASI Presents team, which is NACA conference. This includes travel for Michael and two students. Under contractual services, we are still getting used to coding strings for Chartwell's, which is where most of our fees go to. Also, I did authorize Michael to go over budget, as you can see here. However, I did reduce the budget for contractual service, and we are lowering the number of events that we have. We want to produce quality over quantity. I know before Michael, we had only twelve events, however, we are not going to have eighty-two events like how we did this year. We will be doing a mix of in-person and virtual events this upcoming year. For equipment, we only purchase items if we need to, for instance last year we purchased a streaming service that produces much better quality. Under supplies and services, they input ASI Presents smaller events or items that needed to be purchased. For example, they had purchased items for silent disco, picture pioneers, and movie licenses. This year we did not include the A's Day or Giants Day tickets, however, I did not want to remove the budget for it. I did incorporated funds for the team to do some online trainings. In the past, the DISC, used to be part of ASI since then we have supported them little by little. I think \$25,000.00 is a good amount and I do want to point out that last year we did not support them. Due to having extra funding from the previous year. I do need to meet with Jess to verify what needs they need and if they spent their extra funds. Now for their hospitality events, I did include some funding in which we can lower if needed. Now contractual services or professional services seem to be the same at least for me. Doris and Michael seem to have a hang of this idea now. For professional services we do short term contracts instead of a full-term contract. Hopefully, we are able to do Halloween trucks for October. Also, this company right here, helps us get the talent that we need for certain events. For bigger events, we do enjoy uses



those services since it is a different world in retrospect as opposed to smaller events. We bring in Eli from event resource management to take care of these events is extremely helpful when trying to enforce contracts. We also pay licensing fees for playing music at events in order to not get sued. The campus pays 40% of the fee and we pay the rest. It is about \$5,000.00 a year for it. We did include money for speakers for performers. I still need to make certain cuts, in which I will discuss with Michael and Kris. **J. Carmona** ask if there is a budget allocated for students to receive hot spots or computers? **E. Pinlac** states I know the university has spent various money for chrome books, hotspots, and additional online resources. We currently do not have any money budget for it, but it is something we can do. **J. Carmona** ask who can I follow up with in order to see if it is possible? **E. Pinlac** states I would refer you to John Wenzler, who is the librarian for the campus. If it is not sufficient, we can help fund their program or start our own program. **M. Maamou** states I had a question regarding the silent disco event. Is it a possibility to purchase the headphone instead of renting the materials due to needing it every year? **E. Pinlac** states I will discuss with Michael about this. However, I do know that the maintenance and replacements can be costly at times, but we can look into it. **M. Castillo** states it does have to do with replacement cost instead renting the items due to it needing to be replaced every three years. Now with Simons question, I would suggest working with Kabir and getting into the committee that addresses IT issues on campus. I also want to make sure that E. Pinlac is including the minimum wage increase for the student assistants. Now towards M. Maamou, your investments create additional revenue that unfortunately we cannot access due to the university. However, if we have a policy that states something among the lines of tapping into that money for the last three to four quarters in order to move that money to the budget. It will allow for ASI to access more money and create a higher budget. We run into this issue every year. Keep this in mind in order to benefit you all in the future. **E. Pinlac** states I mentioned it to M. Maamou briefly about the reserve's money. I have been working with administration and finance; however, it has been a little difficult due to transitioning controllers right now. We are trying to put funds separate but we are facing the issue of not being able to identify the money for each category. We can also write a policy in order to receive money from the reserves every year. The revenue projections we put almost half a million dollars into reserves due to having crazy investments. If you have stocks yourselves, you saw how the marketing went up this last year. **K. Dhillon** states I will connect J. Carmona with the committee, it will be one less committee for me to worry about. Regarding the DISC, can we see the amounts that they spent? **E. Pinlac** states I will have that ready before presenting to the board. I will speak with Jess to see how much they have or have not spent. We also need to strategize how to keep



everyone at minimum wage. However, we might lose some talent due to the industry paying \$16.00 or \$17.00 an hour. I do propose a fee increase within the next five years if possible. Now my last budget that I will be presenting will be short and I will be going over the highlights. Regarding staff budget it has increased by 3%. I reduced the budget for student assistants a little bit. For retirement, this number continues to grow. When I first got here it was at \$60,000.00 it has now doubled that over the years. For travel in and out of state I included some money for the staff to travel. However, we are evaluating the ban travel for each state. Under contractual services we had to increase the budget, such as lawyer fees. I am hoping \$7,000.00 is enough and hopefully this lawsuit does not drag out. We have about \$25,000.00 to cover for the case anything above that is based on cost recovery. This year we received a slight discount from the campus in order to do business on campus. For retirement cost it has been confusing due to administration wanting us to take out money from our operating budget instead of other expenses section. However, it usually works in our favor due to how much we receive back from investments. Lastly, I have to account for it in order to make sure that everything lines up. I am hoping we can create the policy to take out at least \$150,000.00 from our reserves in order to help us with a new program, staff member and future development. I also want to make sure it aligns with our strategic plan. Everyone has access to this document in the shared drive. You cannot make changes, except for M. Maamou and you are able to make comment. **M. Castillo** ask if there is any policy for a club and organization returning funds when the money was not used? I do not believe the funds should still be given if the funds were not used for the event that they requested funds for. This will allow us to reallocate those funds for next year. **E. Pinlac** states yes, we have already added in that policy. We need to go through their budget. I just have not had time to follow up with them. I might have Kris or Doris to follow up with them. The only reason why hasn't done it in the past due to taking a lot of time to audit clubs and organizations account. At times we do not have enough manpower to do these checks.

Motion to recommend the ASI Budget for 2021-2022 to the board of directors by **ALL**, motion **CARRIED**.

31:20

B. 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 last week we brought this discussion item as well as last year. I know Kabir with his role, he has taken on multiple positions and have various experience within



ASI. We would like to offer him a potential bonus stipend for this year. I did want to bring this up again due to not all of us being at the meeting. **E. Pinlac** states after doing research, in the bylaws on page ten section seven, the board of directors recommended by the executive committee shall determine the amount, requirements, criteria, and eligibility prior to the last meeting to be instated for the incoming board of directors. Mainly it just states that it should be the last board who determines these issues. In order to avoid any issues, we can set a percent to increase the boards stipend by a lot more. **M. Castillo** states thank you **E. Pinlac** for looking it up. I did suggest that we look at each year. I think for the past ten years there has been executive vice president that have either done an amazing or not so amazing job. Then you have **K. Dhillon** who does a million of other things within his positions, which is amazing. I wonder if there is a way to amount to the new total without it being reflected on the stipend, for instance, paying for books. Also, it can be a reward for any member who goes above and beyond. We have also talked about the executive vice president roll being split into two. There is a lot that is required from the position, on top of being a full-time student among other interest, which might lead students to struggle one way or another. I want to make sure we set up these students to succeed. **J. Carmona** states I do understand **E. Pinlac** concern. Although many of us agree that **K. Dhillon** has done a lot for ASI, some of my senators have begin to question their stipend amounts. We can try to reevaluate the secondary programs that you are suggesting. **E. Pinlac** states we can add additional perks like cell phone stipends or do bonuses. Many of our board members use their cell phone for work. Now with our new administration has allowed staff to have a cell phone stipend. **A. De Leon** states I know this has been a long discussion. We can also put this into writing in order to be continued. We can also add a policy regarding going above and beyond and why one would receive these benefits.

38:00

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

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

Motion to amend the agenda by striking out action item C to state discussion item C by **K. Dhillon**, second by **M. Maamou**, motion **CARRIED**.

Z. Perez states the policy has not changed; it is the same as last year. The purpose of this policy is to provide us guidelines and standard for when posting on the social media platform. Remember for posting you can always reach out and ask for help. Always use proper grammar when responding to comments. Be respectful and professional. Do not delete any items on the platform. Be respectful of posting times. Those who have events



coming up do have priority to post. When scheduling a post, it would have to be approved by me. Lastly, we are still debating on using Hootsuite due to not working on everyone's phones or at times it would not post on all the platforms. If anything, you can send it on Hootsuite, and I will copy and paste it in order for the quality to be better. **K. Dhillon** states with Hootsuite there are many concerns, we can try to look into a better platform to use. **Z. Perez** states yes, we can look to see which platform is a better option.

45:00

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM - **ASI Appointment of Student Representatives for Hiring Search Committees Policy**

The Executive Committee will discuss the ASI Appointment of Student Representatives for Hiring Search Committees Policy.

K. Dhillon states this policy was brought up by our last Senator of CEAS, Tyler Engquist. On specific search committees, there are not student representatives in those committees. The policy has not been approved due to needing to fix some errors with the academic senate. It states that these search committees must have students in the committees. In which, we can have students delegated to committees. We believe that it is essential that we have student voices in these committees due to ultimately affecting students. **E. Pinlac** states I believe this is a great idea. I know for some committees we have student representatives, however, in others like the dean committees there are not any. Hopefully, we continue our relationship with Michael Lee who is in the executive committee to fix those changes. **M. Maamou** states I am part of the provost committee; however, I have not heard anything from them. Should I be reaching out? **K. Dhillon** states we have sent your name to Michael Lee and whoever else is part of the process. Last time I checked the email I believe it states that they will start in fall semester.

48:13

VIII. SPECIAL REPORTS:

No special reports.

48:20

IX. ROUND TABLE REMARKS

E. Pinlac states I will be out of the office tomorrow, Friday, and Monday. My nephew turns one year old, and I will be going to his drive by birthday party in Southern California.



J. Carmona states just to clarify, the stipend increase are we going to look into the budget? I want to get a firm understanding before going to the next meeting.

E. Pinlac states when we get into round table remarks it is just announcements that we make. I will be meeting with A. De Leon in a couple of weeks to see if we can think of any examples.

A. De Leon states reminder in eight minutes we have our summer training. Our meeting with the President is on Friday from 2:00 PM to 3:00 PM. Lastly, we have our ASI executive retreat on June 21st. I am really excited due to the event being on campus. I have the Panetta Institute next week throughout the whole day; therefore, I might have a delay responding back to emails or texts.

50:23

X. ADJOURNMENT at **2:53 PM**

Minutes approved by:

President/CEO & Chair

Name: Anjelica de Leon


Anjelica de Leon (Jun 29, 2021 13:38 PDT)

Minutes approved on:

6-23-2021

Date:

