

Executive Committee Minutes of June 23, 2021

- I. CALL TO ORDER at **2:03 PM**
- II. ROLL CALL
Present: Anjelica de Leon, Kabir Dhillon, Mirna Maamou, Zaira Perez, Jose Simon Carmona, Erik Pinlac, Martin Castillo.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve agenda of June 23, 2021 by **M. Maamou**, second by **K. Dhillon**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of June 9, 2021**
Motion to approve minutes of June 9, 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. 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.
E. Pinlac states I have looked into what we have done in the past for staff bonuses. I believe we can do a cell phone stipend for K. Dhillon. If we do \$100.00 per month price it comes out to \$1,200.00 for the whole year. In the past the campus has shut this idea down, however, I do think it would be accepted since it is a student position. **A. De Leon** ask if E. Pinlac can explain how would this stipend look within the budget? **E. Pinlac** states we do not have the director of sustainability appointed yet, therefore; you will have salaries saving until they are appointed. We should have the budget to cover for this since it is not a great expense.

4:33



B. 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 there are certain positions on staff search committees that do not have student representation. This policy aims have students on these search committees whether if it is someone from ASI or someone we appoint. We would need the academic senate to approve this policy. Once it is approved, we can continue this issue on our end. **A. De Leon** states I know our senators have advocated towards the academic senate. I believe this is something that can be brought up as a discussion item on what is it like to be on the academic senate. **M. Maamou** states this is an important issue that we need to have people involved and I do not want it to die out. I cannot begin to explain how much of a senator's role is needed for these committees. We have the power to make change within the senate. Due to being a voting member and being able to listen to what is going on around campus. **K. Dhillon** states our academic senator have a lot of power in these committees as opposed to non-academic senators. It is important to remind everyone to bring items to the academic senators for any issues you have. Michael Lee is also a great resource to have along with Andrea Wilson. We can also have a meeting with them to see how we can go about having a meeting to improve on this topic. It is okay if this is not approved within the year, but we have to move forward with these initiatives.

8:58

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM - ASI Back to School Care Package

The Executive Committee will discuss the ASI Back to School Care Package and the funding request.

A. De Leon states I reached out to Tyler, our Director of Programming. In which, we discussed having an event for the beginning of the school year in order to work on basic needs for students. We were thinking of having a few giveaways care packages. For instance: planner, hand sanitizer, fruit snacks, water bottles, and a letter. These items have not been finalized. We are thinking of sending fifty care packages to students who are on campus or are local, while the rest would be given to students when we table. We would like to table in a safe manner in order to bring back some normalness to campus. We would love for this to be our first event back



to campus. Does anyone have any questions or feedback? **M. Castillo** states I believe this is a great idea. Is there any reason why it is only one hundred students? **A. De Leon** states Tyler is trying to be mindful of his budget due to being new to the role. **M. Castillo** states we are doing a program scheduled in the first four weeks. We are having students be in front of student buildings giving out free mask, hand sanitizers, and directions for classes or any questions. Therefore, if you need help passing items out, feel free to reach out to us. You could also have someone from ASI sit at the table passing these items out. **K. Dhillon** states this is a great idea in order to bring back some normalcy.

12:30

B. DISCUSSION ITEM - Executive Director's Work Modality [CLOSED SESSION]

The Executive Committee will discuss the Executive Director's work modality. Gloria Romero Open Meetings Act of 2000 - 89307 (8) (c) (1)

Motion to go into closed session and have the associated director be in the conversation by **K. Dhillon**, second by **J. Carmona**, motion **CARRIED**.

A. De Leon states we just got out of closed session at 2:28 PM. During closed session we were able to discuss the executive director's work modality. In conclusion, he has resigned and will be working in person until August 1, 2021. Afterwards, he will work remotely until September 30th.

14:25

VIII. SPECIAL REPORTS:

A. Vice President of University Affairs

J. Carmona states I plan on having a meeting with the former Vice President of Academic Affairs. Our job descriptions overlap together, in which supports students. A couple of items that I have been working on is receiving more funding to loan computers and the AC transit. I am gathering more data and information regarding the AC transit line. I want to get these items in motion by the time school starts. I am also making sure that my academic senators are getting ready for the senate. I will be checking in if they know their Robert's rule and answer any of their questions.

16:01

B. Vice President of Communications



Z. Perez states I have reviewed the social media policy. I am currently working on the posting schedule. We will start posting as earlier as next week and will be sending out the google invites.

16:47

C. Vice President of Finance

A. De Leon states we will come back to the vice president of finance.

16:55

D. Executive Vice President/Chief of Staff

K. Dhillon states my position is split into two parts. The executive vice president and chief of staff. For the appointments, the interviews for the director of sustainability are being conducted in order to appoint by July 7th. As for chair, we have no applicants, and we are doing more outreach for the position. We are trying to appoint by July 30th. If we do not have any applicants by then we will come up with another plan. I have been revising the internal communications protocol with Z. Perez. We had to change some wording to add slack. Right now, I am working on changing the first-year mentorship program. As for senate interviews, we will be working on that after chair and sustainability. We will be doing on rolling interviews. A. De Leon and I are working on the weekly task and viewing everyone task. In order to be transparent, we are sharing our reports with the board. Everyone should be knowing what everyone is working on. As for retreat planning, we just finished our summer retreat, and it went great. We are planning our board retreat for July and plan the summer trainings. We want to prepare the board on how to chair a meeting and the expectations. We are still working on one-on-one trainings.

21:28

E. President/CEO

A. De Leon states my special reports is very similar to K. Dhillon due to working together. We were able to draft up our policy agenda, in which it will be sent the board for approval. I will be updating the task list with K. Dhillon on a weekly basis. This will ensure everyone is completing their task. We were also able to receive meetings with President Sandeen once a month. We will be alternating with the board and meetings with just me. We have finally completed the first summer training that helped us understand more about ASI. I was also able to be part of the Panetta institute of public policy last week, which was very informative. I was able to meet various people from different organization. Our executive retreat was very successful, and I hope everyone had fun. We are also very excited about the board



retreat. There are a few resolutions that I will be working on with the Director of Wellness and Legislative Affairs. We will be doing check in with our board members in order for everyone to feel supportive. We will be switching off groups throughout the year. I want to bring more events on campus for President position. I know in the past the President has been able to give out pizza on a golf cart. I was able to represent East Bay at CSSA a couple of weeks ago. I want to make sure that everyone feels supportive and be transparent with everyone as I continue my presidency.

27:45

F. Executive Director

E. Pinlac states I did mention some of my reports in closed session. We did buy a new golf cart. With the ASI job description assessment, it will include adding three new positions. When we do expand, we will have the job description and salary ready. Under employee reviews, I joined the rfp committee for this month. For which, we will be reviewing auditors for ASI. I like our current auditors, but we have to look at the best price. We are also doing repopulating the ASI office, the staff should be back July 5th. I have been speaking with our attorneys regarding the governing board, which is why were going to have a summer meeting. We do have a virtual front desk that is located on our website. Our budget should be available July 7th, there are a couple of changes to include. In the month of July/ August we are going to have our audit to conduct field auditing. I have to schedule meetings with them and ask if it will be virtual or in person. We are going to add power to the tables in the middle of the office. They were supposed to start today but I have not seen anyone come by today and the project should be completed before fall.

31:41

IX. ROUND TABLE REMARKS

A. De Leon states we have our first board meeting on July 7th from 12:00 PM until 2:00 PM. Meetings will be every two weeks. If you have any items to include, please send that information over to me. Lastly, our board retreat will be on July 30th – August 1st.

32:53

X. ADJOURNMENT at **2:46 PM**



Minutes reviewed by:
President/CEO & Chair
Name: Anjelica de Leon


Euridice Pamela Sanchez-Martinez (Aug 9, 2021 13:44 PDT)

Minutes approved on:
08-04-2021
Date:

