

Board of Director Meeting Minutes of August 24, 2022

I. CALL TO ORDER at **12:06 PM**

II. [ROLL CALL](#)

Present: Ashmita Ahluwalia, Arazeli Barragan, Tyler Luevano, Krisstina Caro, Ashley Medeiros, Nolan Calara, Jilian Manlapaz, Aleah Largo, Michelle Serratos, Heela Popal, James Trayer, Josephine Cabeza, Carlos Aguilera, Martin Castillo, James Carroll, My-Lan Huynh, Steve Spencer, and Sarah Nielsen.

Absent: Krystle Tonga

III. ACTION ITEM - **Approval of the Agenda**

Motion to approve the agenda of August 24, 2022, by **K. Caro**, second by **A. Medeiros**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of July 14, 2022**

V. **Motion** to approve the minutes of July 17, 2022, by **J. Manlapaz**, second by **H. Popal**, motion **CARRIED**.

VI. 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.

4:20

VII. UNFINISHED ITEMS:

A. ACTION ITEM: **ASI Chair Appointment [Closed Session]**

The ASI Board of Directors will take action on the next ASI Chair.

Motion to move the Board of Directors to take action on Chair Appointment in **CLOSED SESSION** by, seconded by, motion **CARRIED**.

Closed session enters at **12:11 PM**.

Closed session returns at **12:16 PM**.



T. Luevano states Kristtina Caro has been appointed the Chair of the Board for the 2022 - 2023 ASI year, affected immediately.

Motion to make the agenda to state Kristtina Caro as Co-Chair of the Board by **A. Ahluwalia** seconded by **H. Popal**, motion **CARRIED**.

7:18

B. ACTION ITEM: [ASI Budget Proposal for 2022-2023](#)

The ASI Board of Directors will take action on the ASI Budget for 2022-2023.

Motion to approve ASI Budget Proposal for 2022-2023 by **T. Luevano**, second by **A. Ahluwalia**, motion **CARRIED**.

M. Castillo states this will be a challenging budget year because of the difficulties we face this year, we will need to discuss plans and directions. We were expecting a total expenditure of 1.7 this year but got 1.45 from enrollment, which left us short by 251 students. We can take out money from our reserves this year based on decisions made by the previous Board of Directors, but we have to make changes for the future. We are using a quarter million dollars from our reserves to make up for the difference. Ideally, enrollment is going to go back to normal. The biggest thing is that we had to pull a quarter million dollars from our reserves to be operational which is not something that can be done every year. We have cut down on some things, and that was the bottom of the barrel that we started to make life decisions of getting rid of things. Another challenge in the budget is that there is no money aside for a Non-Academic Senate. Academic Senators, we have their stipends accounted for in the budget, but for Non-Academic Senators, we do not have funding for them. I recommend that the Board of Directors does not seat non-academic senators this year. Voting and approving the budget entails that we should not seat Non-Academic Senators.

A. Ahluwalia agrees we should not seat Non- Academic Senators because it is not in the budget and taking money out of the other essential things, especially if strengthening the campus community is one of our priorities. Our focus could be working on changing the policy next year for Non-Academic Senators. Therefore, we can plan better for the future.

M. Castillo states it is not that we do not want to seat Non-academic Senators. The stipend policy says that if a Non-Academic Senate is seated, the pay rate will be \$350.00 per month based on the enrollment cost.



A. Ahluwalia states that it does not mean we will not prioritize those positions. We are still going to take care of Greek students and Transfer students by splitting those responsibilities among the Board of Directors.

M. Castillo states that all the college senators, director positions, and everyone in the meeting stipends are accounted for. We did cut specific grants, such as if they were not seated over the summer, we saw that as an opportunity to save money.

J. Carroll recognizes the hard work of everyone who has been a part of the budget conversation especially Michael Ryan, Doris, and previous Executive Director Erik. I believe everything we are faced with is not a unique situation but a tremendous opportunity to spend this year planning about how the budget will be for ASI and what the priorities need to be. The University has to do that based on enrollment numbers, and we will continue to partner with them to get better projections for enrollment, ultimately driving our budget.

Motion to approve the Board of Directors to take action on ASI Budget, by **ALL**, motion **CARRIED**.

18:06

VIII. NEW BUSINESS ITEMS:

Motion to amend the agenda to move from New Business Items B to unfinished item C by **A. Ahluwalia**, seconded by **A. Barragan**, motion **CARRIED**.

18:40

A. DISCUSSION ITEM: [Review and provide feedback for the payment fee reminders sent by the campus to students](#)

The ASI Board of Directors will discuss the payment fee reminders led by our Registrar, Karen Mucci.

K. Mucci will email students three different fee payment deadlines. She has been trying to provide students with the information they need. Some students are unaware of separate payments are an option, and we are trying to target everyone that might get this reminder.

A. Medeiros asks if this email will be sent to all students or only those that owe money.

K. Mucci states this email will only be sent out to the students that owe money.

A. Medeiros suggests changing the email's wording from "you may be dropped" to "you owe money" on the title.



A. Barragan suggests adding a student's name to the email to make students more inclined to read the email. Shortening the information or inserting a link to take the student to a page with more details due to the abundance of information within the email could overwhelm the students.

J. Manlapaz asks if there is a way to customize the email to see outstanding balances for students. We know the cost will alarm the students about the emails being sent out.

K. Mucci states that this had not been an option since the start of the payment fee reminders, and a new draft would be required to compensate for this idea. This would be a difficult task since it would require collecting data from another website for different students. We are trying our best to make the students notice the payment fee reminders through the form emails.

N. Calara wonders if Karen is in charge of the text's students get from Cal State East Bay.

K. Mucci states texts are sent out when concerned about fee payment.

N. Calara states that perhaps sending out additional text messages will help with students not noticing payment fee reminders in addition to a follow-up email.

A. Ahluwalia suggests sectioning up the email instead of one long paragraph and agreed with Ashley about changing the visuals.

S. Spencer asks whether the pending students get a warning because there have been previous incidents of pending students that got payment fee reminders.

K. Mucci states that from her understanding, the office does send out emails to pending students.

S. Spencer states that the email caused confusion to students and pointed out errors in the payment fee email. The document was inaccurate and confused students about their payment status.

J. Carroll states that the email could include a link that directs students to the portal.

37:20

M. Castillo asks how many students does this impact? We were sending emails to the Alumni Board and studying who responded to them and many of our minority and younger alumni were not responding to the emails. How do we communicate with them moving forward? Does anyone have that data on who responds to the emails we send, and is it an access problem? We came up with the belief that older Caucasian Alumni males had computers and smartphones



they checked regularly, and our younger Alumni have the technology but do not have access to it. We want to send mailers again, even though it is an additional cost. We discussed that by mailing things, students are believably receiving and viewing them.

K. Mucci states it is possible to view who opened the messages but could not tell exact information. There is a possibility of not having the money for the payment fee or the case of students going with the option of being dropped. There were multiple variables to this concept of retouching the email, and it is possible to incorporate some ideas from the Board of Directors about the email being extensively lengthy.

M. Castillo states ASI members would be surprised to see many students come up to them regarding the payment fee email and being dropped. At least 600 hundred students were dropped at each increment. Please email the board members or any of us so we can help improve this as much as possible. There is a need to know the reason behind it and solve the problem of students being dropped. The topic could be discussed at another time due to more tasks to get at hand and the feedback will be continuous as the semester continues.

K. Mucci states the attempt to fit information in the email to make the message go through since it was not our goal to make students' life miserable. Please inform me if there is any feedback and appreciate your time.

S. Nielsen states the feedbacks were helpful, and perhaps changing the subject line could increase awareness in students. The first two sentences could be more direct.

M. Huynh asks what the certain student amount owed for being dropped.

K. Mucci states that if students owe less than \$500, they will not be dropped, but if students owed more than \$500, are at risk of being dropped from classes and getting the payment fee reminder email.

A. Largo suggests that the professors can remind students to pay their balances along with the emails. It can help students remember to do it.

K. Mucci states that the first two reminders do happen before classes start and I will note down the announcements by professors.

S. Spencer states I am an Athletic Academic Advisor and work with first and second-year students. We get told to remind our freshmen to pay and 500 students have not paid. We cannot get the list of students; therefore, the advisors would do targeted outreach. We have not been given the name of students who



owe.

K. Mucci states no one has asked for those as far as I am informed, but it is not run by our office.

S. Spencer states we ask for the list every semester, but we are told that we cannot have the list.

M. Castillo states he can get Steve the list for the students.

J. Cabeza states that echoing what Nolan and Aleah said if the students are not answering emails, another way to reach students could be via Blackboard, Canvas, or text message. If emails are a problem, how can we get them?

N. Calara states sometimes I get emails where the font is bold essential words. Many students are visual people, and we would prefer certain words highlighted or a picture to demonstrate what we need to do.

H. Popal states I am fortunate enough that my parents pay for my tuition, but is there an email to send to families? Or is it only sent to students? I am associated with Greek Life, and we have the option to have emails sent to our families as well.

K. Mucci states that, unfortunately, we do not send families emails, but students could forward the email.

H. Popal asks if is there nothing that can be done to inform families.

K. Mucci answers no.

M. Castillo states it is a good idea, but we do not have the family member information emails since it is the student's account, but we can explore that idea.

J. Trayer states that to go back to what Nolan said, is there a way we can bold the subject line, use the word "Urgent," and use bold colors?

K. Mucci states that we could look into using different colors and formats to help us with the subject line.

M. Serratos states that another thing we could do is make the installment plan visible. I previously had experience with that where I was unaware that installment plans are accessible.

Motion to table Discussion Item A review and provide feedback for the payment fee reminders sent by the campus to students by **A. Barragan**, second by **H. Popal**, motion **CARRIED**.

1:20:03



B. ACTION ITEM: [Policy Agenda 2022-2023](#)

The ASI Board of Directors will take action on the ASI Policy Agenda for the 2022-2023 school year.

Motion to amend the agenda to move New Business Items B to unfinished item C by **A. Ahluwalia**, seconded by **A. Barragan**, motion **CARRIED**.

19:22

C. DISCUSSION ITEM: **Meet and Greet with President Sandeen**

The ASI Board of Directors will discuss our plans for the year with President Sandeen.

C. Sandeen congratulates on joining the Board of Directors and thanks them for their hard work and perseverance. It is a significant amount of additional work for a student. Students active in Student Government continue to participate and work toward their degrees and being on the Board of Directors has benefits for this reason. The information system at Cal State East Bay will continue to be improved.

K. Caro thanks President Sandeen for visiting the Board of Directors. Our policy agenda for the years 2022–2023 was recently adopted. The new policy agenda will be published on the ASI Instagram and distributed to students via BaySync. We have three primary points, with the priority being transparency.

A. Ahluwalia states that the idea of transparency will be focused on student awareness, policies, communication, and accountability that will also go toward Board and the Administration. I believe President Sandeen being here is an excellent step to implementing that priority.

C. Sandeen states that our next priority is resource availability. We have many resources on campus, and we would like our students to know them.

A. Ahluwalia states that many services are available on campus, including mental health, necessities, and career advancement. I recognize that President Sandeen places much importance on career advancement. I believe that by communicating with presidents from other CSUs, I have come to appreciate East Bay's needs and want to ensure that students know their options.

C. Sandeen states that Ashmita helps craft the message from a student perspective; I believe it helps us figure out the best channels to get information out to students.



K. Caro states that our third priority is strengthening the campus community.

C. Sandeen states that Kabir was involved with this concept and supports this concept. I would love to find out a way to get this concept through. The previous events, such as Ice Cream and Cookie Decorating, were a great turnout. Events similar to those hosted previously would significantly add to that concept of strengthening the campus community. Events such as campus awareness month could be more immersive or having an Ethnic Studies professor working on Native American Awareness month with indigenous food and cooking demonstrations.

M. Castillo states that committees planned the events throughout the months before the Covid-19 outbreak. There were student voices that gave feedback on the circumstances. We are planning to have the drone picture of all students during the alum week, currently aiming for Tuesday or Thursday during the U hour.

M. Cesena states we have worked with cultural heritage months out of one event specified to add to the campus involvements. Our Presents Manager have ASI at noon every Tuesday during U hour where we invite local artist and sometimes it's a spoken word. ASI does have events dedicated to heritage at least once a month.

C. Sandeen agreed with the idea and said it would create a more immersive experience for students.

N. Calara states the Clubs and Cultural Clubs would like to have a voice and make more traditions on campus.

C. Sandeen states she will try to get more students involved in the November Heritage Month and the recreation of the committee. The Cal State East Bay Honorary Doctorate receiver Dana King is currently a renowned sculptor around the country. Dana King did an art piece of Huey Newton, and I would like something related. Cal State East Bay, the Port of Oakland, the East Bay Regional Park District, Lawrence Livermore National Lab, and UC Berkeley have been given the Legacy Award. Hip Hop for Change was awarded Innovation Award and suggested taking a ramp up the future directions. We need to identify specific future actions. I will be bringing up more plans about equity inclusion and anti-racism.

J. Manlapaz suggests being more transparent regarding graduation rates.

C. Sandeen states that Cal State East Bay does have that, and it is called Pioneer Insights. The Associate Vice President for Institutional Effectiveness and Research, Dr. Fanny Yeung, would be happy to join one of the Board of Directors



meetings on the work of transparency. We had closed equity gaps of transfer students that came and finished their studies in two years, thus giving them glimpses of hope and encouraging them to write to Dr. Fanny Yeung on the work of transparency. Future directions on various colleges and divisions on overall university priorities will report those out on a website for public view and would require updates twice a year.

We should be able to see everyone's commitment and their progress one year from now. I prefer to have tasks organized and am glad to see that three task forces functioned last year. They were touched based on healthcare-related programs and connected with the Healthcare Employer Community. They discussed Concord campus facilities and the lack of four-year degree programs except for a four-year Nursing Program. Diablo Community College has been successful in its transfer institution, affecting the demand for students at Cal State East Bay. It asked what possible changes could be to the campus to improve other students' lives and students with young children. Due to the campus size, there will be insufficient space for a childcare center. There is the possibility of a joint Childcare Center with the City of Hayward, Saint Rose Hospital, and Hayward Unified School District at a Hayward Unified School District School that was closed and rebuilt. There is a search for a committee officer, and I hope to have it set in place by the end of this semester. Another task force would be meeting the needs of the serving working students at Cal State East Bay. Thirty-nine million students in the United States without an earned degree yet participate in on-campus activities. The last task force would be to expand the scale of the career services on campus and help students get started on how to present themselves to the world. She adds that she is always glad to help out clarify and sees ASI as a partner.

1:04:23

D. DISCUSSION ITEM: [Finance Presentation](#)

The ASI Board of Directors will discuss the ASI finances for this academic year. **T. Luevano** states to access the ASI Budget for 2022-2023, is on Google Drive under shared drive. The drive includes spreadsheets for different categories such as Administrations, Communications, Presents, the budget approved and stipends, Senate, Programming Council, and Government/CSR. It is specified how much to spend for events, for example, \$5,000 on food and \$5,000 on giveaways. It is important to have the invoices if you are hosting an event. The roll-up summary



entails how much total expense everyone was approved for. If there are any questions regarding the budget, do inform me or meet up with me so we can discuss it.

K. Caro asks if are there any questions or discussions.

1:27:50

E. INFORMATION ITEM: SI Tutors for all classes

The ASI Board of Directors will discuss SI Tutors in classes.

A. Largo states that it was brought to my attention by my professors and classmates about their concerns regarding Supplemental Instruction tutors for the class. To get a Supplemental Instruction tutor, you must meet the previous semester's threshold and for that, the professor has to hand out multiple Ds and Fs according to my understanding. I wanted to know if there is any way we can get a Supplemental Instruction tutor.

K. Caro states that Supplemental Instruction is a program the Student Center for Academic Achievement holds for classes at risk of failing or many students dropping the class. Getting a Supplemental Instruction tutor for all types is problematic because it has to get approved and essentially petitioned. There is a form student have to fill out to get Supplemental Instruction. However, Student Center for Academic Achievement does offer tutors for all majors. If you could work with them because I am not aware of supplemental instruction? What class was it?

A. Largo states that Excursive Physics

K. Caro states to talk to them because they are open about working with students.

S. Nielsen states we would invite the new Student Center for Academic Achievement Director to the Associated Student Inc. meeting to talk about Supplemental Instruction tutors. My understanding is the same as Kristina's, and they use the funds, so they have to target those classes who need help. It would be great to expand Supplemental Instruction tutors and if they hear that from the Board of Directors, then we could figure out other steps that could be taken. Perhaps the Academic Senator and factuality can help with the resolution.

A. Barragan states that I was unaware of what Supplemental Instruction was. I believe it is unfortunate that classes that seem to need a Supplemental Instruction tutor are not getting the support. This could be a matter that you could write a resolution to, and we could discuss it with the Student Center for Academic



Achievement Director. I am unaware of their process for their funding, but perhaps the answer will aid their budget due to student needs.

1:31:40

IX. SPECIAL REPORTS

No special reports.

1:32:29

X. ROUND TABLE REMARKS

A. Medeiros is bringing back the Associated Student Inc. newsletters. If you receive an email asking for a short quote, it is not a paragraph. It needs to be one or two sentences. The ASI newsletter will be brought back on September 1st and congratulated Krisstina for returning to the Chair of the Board position.

A. Barragan states a great job Tyler and congratulations to Krisstina for Chair of Board. This was an excellent first in-person Board of Directors meeting.

J. Carroll states it is a privilege to join the team and support everyone as the Executive Director. I appreciate the warm welcome and the support as I am transitioning in.

J. Manlapaz states that the ballot bowl is coming up for voters' registration, competing with other CSUs, local community colleges, and UCs. As long as we get voter registration, our school can win recognition from the Secretary of California. There will be an email sent from me to register to vote; if you could do that, that would be great to get put numbers up.

M. Huynh states thank you for having me. Gratitude to Ashmita for representing Associated Student Inc. in the upcoming Oakland A's game.

S. Nielsen states thank you for your participation and commitment to all of the students. Also, we want to welcome our new Academic Advisors.

M. Cesena states great job, everyone. I invite all Board members to attend every event this semester.

K. Caro states thank you for attending our first Board of Directors meeting. We will have a meeting every other Wednesday. Thank you, Tyler, for taking over and appointing me Chair of the Board.

1:39:06

XI. ADJOURNMENT at 1:29 PM



Minutes reviewed by:

Chair of the Board

Name: Kristina Caro



Kristina Caro (Sep 7, 2022 16:49 PDT)

Minutes approved on:

09-06-2022

Date:

