

**Board of Directors Meeting Minutes of April 10<sup>th</sup>, 2024**

I. CALL TO ORDER at **12:08 PM**

II. [ROLL CALL](#)

**Present:** Kushal Sheshadri, Sai Charan Attili, Erick Loreda, Carlos Martinez-Aguilera, London Deguzman, Guadalupe Felix, Hailey Corum, Anahi Rodriguez, Charan Reddy Doolam, Elijah Quineri, Martin Castillo, James Carroll, Ashley Depappa, Christina Chin-Newman, Terry Buttchen

**Absent:** Nolan Calara, Dane Lopez, Saira Garcia, Sharn Basi, My-Lan Huynh, Steve Spencer, Stephanie Ann Lustina

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

**Motion** to postpone Action item C indefinitely by **E. Loreda**, seconded by **S. Attili**, motion **CARRIED**.

**Motion** to approve the agenda of April 10<sup>th</sup>, 2024, by **S. Attili**, seconded by **E. Loreda**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of March 13<sup>th</sup>, 2024**

**Motion** to approve the minutes of March 13<sup>th</sup>, 2024, by **H. Corum**, seconded by **C. Martinez-Aguilera**, 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.

**3:32**

VI. UNFINISHED ITEMS:

A. ACTION ITEM - [Tabling for Earth Week](#)

The ASI Board of Directors will be taking action on the Tabling for Earth Week.

**Motion** to approve \$800 for Tabling for Earth Week from the Sustainability non-food budget by **H. Corum**, seconded by **C. Martinez-Aguilera**, motion **CARRIED**.



**H. Corum** states that the budget for the event has been significantly increased. In addition to the previously mentioned items such as lotion bars, sewing kits, and poppy seeds, she has also included additional items such as air plants, bento boxes as suggested, and various shampoo bars. She clarifies that some of these items are sourced from Etsy rather than Amazon but ensured that they would be delivered in time for Earth Day. **G. Felix** asks about the flyer and advertisement for the event. **H. Corum** mentions that the flyer encompasses various panels and student-led events scheduled throughout the week, along with details about the event discussed for April 23rd. She indicates that she would be emailing the flyer.

**Motion** to approve \$800 for Tabling for Earth Week from the Sustainability non-food budget by **majority**, motion **CARRIED**.

7:20

**B. ACTION ITEM - Wellness Week**

The ASI Board of Directors will be taking action on the Wellness Week.

**Motion** to postpone Action Item B to the next Board of Directors Meeting by **E. Lored**, seconded by **C. Doolam**, motion **CARRIED**.

8:27

**C. ACTION ITEM - EBSNA x ASI**

The ASI Board of Directors will be taking action on the EBSNA x ASI event. The Action Item C has been postponed indefinitely.

**D. ACTION ITEM - Destress Fest**

The ASI Board of Directors will be taking action on the Destress Fest.

**Motion** to approve \$150 from Concord Hospitality non-food budget by **E. Lored**, seconded by **C. Martinez-Aguilera**, motion **CARRIED**.

**Motion** to approve \$150 from Concord Hospitality non-food budget by **majority**, motion **CARRIED**.

9:31

**E. ACTION ITEM - Donuts with the Deans**

The ASI Board of Directors will be taking action on the Donuts with the Deans.

**Motion** to approve \$280 for Donuts with the Deans from Senators food budget by **E. Lored**, seconded by **C. Martinez-Aguilera**, motion **CARRIED**.



**Motion** to approve \$280 for Donuts with the Deans from Senators food budget by **majority**, motion **CARRIED**.

11:24

VII. NEW BUSINESS ITEMS:

A. **INFORMATIONAL ITEM - Flyer for Recognized Student Orgs.**

The ASI Board of Directors will be Informed about the flyer for recognized student orgs.

**C. Doolam** discusses a new strategy to avoid conflicts with other events, particularly the academic resource fair. Instead of hosting the fair, he proposes to utilize a flyer during ASI tabling sessions to promote various clubs and organizations, including details about ASI funding opportunities. He mentions that he is in communication with **S. Attili** regarding approved funds for organizations and is awaiting additional funding approvals to include in the flyer. This approach aims to provide students with information about clubs, organizations, and funding opportunities all in one place. **E. Loredo** inquires whether the proposed strategy will involve every single club or organization that ASI has funded. **C. Doolam** confirms that the additional 30 approved forms will be included, and he will share the updated document once it's ready. **E. Loredo** expresses that the idea is great. **C. Doolam** suggests incorporating the initiative into every ASI tabling event. **C. Martinez-Aguilera** commends the action taken, noting its effectiveness in promoting campus resources.

13:29

B. **DISCUSSION ITEM - End of the Year Custodial Staff Appreciation**

The ASI Board of Directors will be discussing the End of the Year Custodial Staff Appreciation.

**C. Chin-Newman** inquires if there's still an opportunity to proceed with the proposed idea this year, acknowledging its original proposal slightly earlier. The idea entails ASI sponsoring a gift basket for a custodial staff member, potentially accompanied by thank-you cards and ASI swag. She seeks feedback on the feasibility of implementing the plan, mentioning the possibility of signing cards after a BOD meeting or arranging for faculty signatures. Additionally, she suggests appointing a point person to coordinate the initiative. **C. Martinez-Aguilera** inquires about the timing of the event. **C. Chin-Newman** mentions that there isn't a specific event planned yet, but in the previous year, it took place towards the end of the fall semester during one of the custodians' regular work meetings. She suggests considering presenting it at one of these regular meetings, acknowledging that they



typically occur early in the morning, which may not be ideal. She proposes verifying the day of the week and timing with the custodial staff. **E. Loredo** inquires about the plan for the end-of-year custodial staff appreciation event, specifically whether the intention was solely to collaborate with ASI or involve other departments as well. **C. Chin-Newman** suggests reaching out to an alumni representative for additional input or ideas regarding the event. She also welcomes any other suggestions or ideas from the group. **E. Quineri** inquires whether documentation exists from previous occasions when the raffle and gift basket initiative was carried out. **C. Chin-Newman** suggests that the approach for organizing the gift bags could be decided upon by the team. Previously, the task was managed by Sarah Nielsen, who funded and assembled the bags herself. However, due to current constraints, she proposes exploring alternative options, such as purchasing gift baskets from Costco or delegating the responsibility to another individual. **H. Corum** expresses enthusiasm for the idea of conducting a raffle as a gesture of appreciation. However, she raises a valid concern about the source of funding for the raffle. Given the current financial status, she inquires about which budget would cover the expenses associated with the raffle. **C. Chin-Newman** offers to take care of purchasing the cards for the gift basket, but she expresses uncertainty about the contents of the basket and the associated costs. She suggests that deciding on the contents and budget for the gift basket is an important consideration. Additionally, she indicates that she doesn't believe the expenses need to be overly expensive. **C. Martinez-Aguilera** directs a question to **J. Carroll**, suggesting that collaboration to organize the raffle would be beneficial. He inquires whether it would be feasible for the board to approve a budget for the raffle to take place. **J. Carroll** highlights existing resources such as ASI-designed thank you cards and suggests compiling items already on hand for the gift basket. He mentions the possibility of using funds from administration or communication budgets, which wouldn't require additional board approval, but acknowledges the need to check the available budget amounts. He seeks clarity on the estimated expenses for the project. **C. Chin-Newman** suggests allocating around a hundred dollars for the project and explores alternative funding sources such as faculty donations. She mentions the possibility of providing multiple gift baskets if there's a surplus. She emphasizes the convenience of a less formal approach to funding, considering it easier than formal event budgeting. **J. Carroll** expresses confidence in covering the cost of the project, estimating it to be within the remaining budget allocated for communications and administration. He suggests coordination between himself and **A. Depappa** to oversee the purchases, collaborating with the board to compile a list of items needed. **C. Chin-Newman** asks **T. Buttchen** if the Alumni Association would like to participate in the custodial staff appreciation initiative. **T. Buttchen** inquires about the level of funding required for the initiative. **C. Chin-Newman**



suggests the idea of a \$100 gift basket for the custodial staff appreciation effort, clarifying that it wouldn't be for everyone in the department, but rather for a select few. **T. Buttchen** expresses the Alumni Association's interest in participating and asks for further details on how they can contribute to the custodial staff appreciation effort. **C. Chin-Newman** suggests the idea of hand-writing cards after the next BOD meeting and asks for confirmation on whether funding approval for the project could be obtained, with the expectation that it might occur within a month. **T. Buttchen** confirms that the proposed amount is \$100 and requests a note detailing the purpose of the funding so that he can accurately request it from the budget. **C. Chin-Newman** agrees to follow up with an email to confirm the discussion and next steps.

24:25

#### VIII. SPECIAL REPORTS

##### A. UHRL 2024 - 2025 Updates

**Motion** to postpone Special Reports A to the next Board of Directors Meeting by **E. Loredo**, seconded by **S. Attili**, motion **CARRIED**.

25:19

#### IX. ROUND TABLE REMARKS

**C. Martinez-Aguilera** reminds everyone about the upcoming Welcome Day event scheduled for the coming Saturday. He mentions that he has sent out a sign-up list for the ASI tabling. **E. Loredo** provides a quick update on the "It's on Us" event discussed in the previous Board of Directors meeting, indicating a tentative timeframe of the next two weeks. He mentions ongoing efforts to secure a presenter and promises further updates. Additionally, he announces plans to send out a spreadsheet for tabling sign-ups throughout the week, enabling participation from interested individuals. **H. Corum** announces an upcoming event titled "Kick Back with Sustainable Crafts" scheduled for tomorrow in the CORE. She highlights the distribution of a visually appealing flyer via email and GroupMe, showcasing the activities and giveaways. Additionally, she encourages attendance and appeals for volunteers for a community event and cleanup on April 20th, expressing gratitude in advance for any support received. **J. Carroll** reminds regarding the ASI election season, informing that the official list of candidates will be released later in the day. He emphasizes the importance of adhering to the ASI elections code, which prohibits discussions about candidates in ASI spaces to maintain fairness and transparency. He directs everyone to refer to the ASI webpage for details on the election timeline and upcoming steps in the process. **C. Martinez-Aguilera** informs the group about an upcoming photo shoot with President Sandeen scheduled for Thursday.





The purpose is to promote the Pioneer Pride event. He reminds everyone to RSVP on the Google calendar sent by **J. Carroll** earlier in the week. He encourages attendance and requests participants to wear the required colors, red and black, to facilitate the photo session and event promotion. **C. Chin-Newman** directs a question to **H. Corum**, inquiring about the details of her cleanup event and whether it's intended to be promoted beyond the student community. **H. Corum** shares that the cleanup event is not exclusive to ASI but is an initiative extended by the city of Hayward. The event encompasses a cleanup session followed by a community resource fair. She mentions ASI's participation, intending to have ASI swag available for distribution at the fair. **C. Chin-Newman** requests a written description of the event via email, expressing plans to feature it in both the academic affairs newsletter, distributed to faculty, and the senate newsletter, which is read by faculty and staff. **H. Corum** states that she will send out the flyer. **K. Sheshadri** provides a reminder about the transition binder, indicating it was sent out last week. With one month remaining and the last office day set for May 1<sup>st</sup>, he clarifies that submissions for the binder should be made by May 1<sup>st</sup> instead of May 3<sup>rd</sup>, as previously stated. He encourages everyone to review the binder thoroughly and reach out if there are any questions. **L. Deguzman** seeks clarification regarding the necessity of creating a transition binder if one's position is being discontinued. **K. Sheshadri** confirms that the transition binder must be created. **A. Depappa** emphasizes the importance of sharing knowledge and experience with the upcoming board members, acknowledging that despite changes in the board composition, the insights gained this year remain valuable.

**31:38**

X. **ADJOURNMENT at 12:39 PM**

**Motion** to adjourn the meeting by **E. Quineri**, seconded by **C. Martinez-Aguilera**, motion **CARRIED**.

**Minutes reviewed by:**

**Chair of the Board**

Danny Lopez

Minutes approved on:

**04/24/2024**

Date:



