

Executive Committee Meeting Minutes July 23rd, 2025

- I. CALL TO ORDER at **10:38AM**
- II. [ROLL CALL](#)
Present: London Deguzman, Kartik Tripathi, Charan Reddy Doolam, Rolando Munos, Sophia Dela Cruz, Martin Castillo, Erick Loreda
Absent: James Carroll
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of **July 23rd, 2025** by **C. Reddy Doolam**, seconded by **L. Deguzman**, MOTION CARRIED.
- IV. ACTION ITEM - **Approval of the Minutes of June 10th, 2025**
Motion to approve the minutes of **June 10th, 2025** by **L. Deguzman**, seconded by **S. Cruz**, 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
- VII. NEW BUSINESS ITEMS:
 - A. ACTION ITEM: [ASI Administration Manual Updates](#)
The Executive Committee will take action on updates on ASI Administration Manual.

Motion to take action on the ASI Administration Manual Policy by **R. Munos** Seconded by **C. Reddy Doolam**



R. Munos stated that, as previously discussed in the last Executive Committee meeting, the administrative manual required updates on several key points. These included the removal of the Chair of the Board position, which no longer exists, clarification on the Vice President of Internal responsibilities, and the addition of the Director of Community role.

K. Tripathi asked if there were any further discussions. Seeing none, the meeting proceeded to a vote. All those in favor were asked to say “aye” or raise their placards. Those opposed were asked to say “nay” or raise their placards, and abstentions were also called for.

MOTION CARRIED with **7 AYES**

B. ACTION ITEM: [ASI Student Government Office Hours Policy Updates](#)

The Executive Committee will take action on updates on ASI Student Government Office Hours Policy.

Motion to take action on the ASI Student Government Office Hours Policy by **R. Munos**, seconded by **C. Reddy Doolam**.

R. Munos, stated that the purpose of the update, as discussed previously, was to ensure that the **Board of Directors (BOD)** maintains a minimum number of office hours each week. The update was intended to provide clearer communication regarding the expectations of board members.

K. Tripathi opened for any further discussion. Seeing none, the meeting proceeded to a vote. All those in favor were asked to say “aye” and raise their placards.

MOTION CARRIED with **7 AYES**.

C. ACTION ITEM: [ASI Student Government Vacant Position Appointment Policy Updates](#)

The Executive Committee will take action on updates on ASI Student Government Vacant Position Appointment Policy.



Motion to take action on the ASI Student Government Vacant Position Appointment Policy by **R. Munos**, Seconded by **S. Cruz**.

R. Munos explained that the purpose of the policy was to articulate a fair, transparent, and impartial procedure for the appointment process to ASI government positions. Key updates included those positional applications would now be submitted through Google Docs, marking the removal of BaySync from the process. Additionally, there would be title changes for ASI Vice President of Internal Affairs and Vice President of External Affairs within the policy, along with the removal of the Chair and Senate appointments.

K. Tripathi asked if there was any further discussion. Seeing none, He suggested to proceed to a vote asking all those in favor of approving the policy to raise their placards and say “aye.”

MOTION APPROVED with 7 AYEs.

6:00

D. ACTION ITEM: [ASI First Year Mentorship \(FYM\) Policy Updates](#)

The Executive Committee will take action on updates on ASI First Year Mentorship Policy.

Motion to take action on ASI First Year Mentorship Policy by **R. Munos** seconded by **C. Reddy Doolam**.

R. Munos stated that the key items included in this update were clarification of the description of what mentees will gain, reduction of the requirements for letters of recommendation in the application process, and clarification of the application content and deadline.

K. Tripathi asked if there was any further discussion. Seeing none, He suggested to proceed to a vote asking all those in favor of approving the policy to raise their placards and say “aye.”

MOTION APPROVED with 7 AYEs.



E. ACTION ITEM: [ASI - RSO Event Funding Policy](#)

The Executive Committee will take action on updates on ASI RSO Event Funding Policy.

Motion to take action on ASI RSO Event Funding Policy by **C. Reddy Doolam** seconded by **S. Cruz**.

C. Reddy Doolam stated that the updated policy was primarily focused on grammar and clarity. No major changes had been made, aside from updates to the categories list, the logo, and the end note of the policy. The end notes now specified that failure to complete any of the listed requirements within a 10-day window would result in the RSO being ineligible for further events. Additionally, the RSO would be required to give a brief presentation following their event at one of the ASI biweekly meetings. Aside from these adjustments, no other significant changes had been made to the policy.

K. Tripathi asked if there was any further discussion. Seeing none, He suggested to proceed to a vote asking all those in favor of approving the policy to raise their placards and say “aye.”

MOTION APPROVED with 7 AYE.

F. ACTION ITEM: [ASI Seed Funding Policy](#)

The Executive Committee will take action on updates on ASI Seed Funding Policy.

Motion to take action on ASI RSO Event Funding Policy by **C. Reddy Doolam** seconded by **S. Cruz**.

C. Reddy Doolam stated that this was a revision of the previous version, in which the grammar had been cleaned up, similar to the edits made in the previous funding policies. All other aspects of the policy remained unchanged, and it was recommended that this version be approved.



K. Tripathi asked if there was any further discussion. Seeing none, He suggested to proceed to a vote asking all those in favor of approving the policy to raise their placards and say “aye.”

MOTION APPROVED with 7 AYEs.

G. ACTION ITEM: [ASI Student Cultural Graduation Funding Policy](#)

The Executive Committee will take action on updates on ASI Student Cultural Graduation Funding Policy.

Motion to take action on ASI Student Cultural Graduation Funding Policy by **C. Reddy Doolam** seconded by **S. Cruz**.

C. Reddy Doolam stated that, similar to previous revisions, the update involved cleaning up the grammar and making the policy easier to follow for students planning cultural graduation celebrations. The process had previously been complicated for students to apply for, and the intent of the revision was to simplify it. It was also recommended that this version be approved.

K. Tripathi asked if there was any further discussion. Seeing none, He suggested to proceed to a vote asking all those in favor of approving the policy to raise their placards and say “aye.”

MOTION APPROVED with 7 AYEs

11:01

H. DISCUSSION ITEM: BOD Meeting Exemption for Germione Villegas

The Executive Committee will discuss granting an exemption to Germione Villegas from attending Board of Director meetings for the fall 2025 semester.

G. Villegas shared that she had previously spoken with **K. Tripathi** about her scheduling conflict. She explained that, as part of the nursing department, she was required to attend



clinicals, which typically take place at hospitals from 6:30 a.m. to 4:00 p.m. These clinicals could fall on either Monday or Wednesday, depending on the assigned schedule. However, for the current semester, **G. Villegas** did not receive priority registration because the registration process for clinicals was handled separately from the usual portal system and instead managed internally by the nursing department. As a result, she was not granted priority consideration for being an ASI member. In an effort to resolve the conflict, **G. Villegas** tried to work with a nursing professor and the president of one of the nursing clubs. Their first idea was to contact classmates to arrange a schedule swap, but no one responded. As a last resort, **G. Villegas** referred to the ASI policy that allowed for a semester exemption from attending biweekly Wednesday meetings. She explained that the clinical schedule conflicted directly with those meetings and shared that she had submitted a letter from her nursing professor confirming that missing the clinical class would result in a delay in her graduation. To compensate, **G. Villegas** proposed alternative arrangements such as listening to meeting minutes. She also discussed the situation with **Sneh Sharma**, who suggested she might be able to email comments or questions to the Chair prior to the meeting as a way to stay engaged.

K. Tripathi responded affirmatively, stating that they could make it work and grant the exemption. Regarding the suggestion to contact the Chair, he asked for clarification specifically whether **G. Villegas** was referring to submitting input about the meeting minutes or the agenda before continuing the discussion. Following up, **G. Villegas** clarified that she would listen to the meeting minutes after each session. She was then asked whether she would be compensating for the two hours missed during the biweekly meetings by adding them to her office hours.

G. Villegas confirmed that she would be willing to commit to seven hours total the standard five hours required for office hours, plus two additional hours to make up for the missed meetings. She emphasized that this adjustment would ensure fairness to everyone. She further explained that, for the next semester, she would have priority in class selection. The section she was currently enrolled in would place her at the top of the registration queue, allowing her to guarantee a more flexible schedule for the spring semester.

K. Tripathi responded, stating that he was okay with the exemption, but also wanted to hear input from other Executive Committee members before moving forward.



S. Cruz expressed her support for the exemption, noting that if **G. Villegas** were to skip the class, it would significantly delay her graduation. She mentioned that the exemption aligned with the existing ASI policy and saw no reason to deny it.

M. Castillo also voiced his agreement, stating that ASI had granted similar exemptions in the past. Drawing from his 15 years of experience, he explained that this was not a new situation, but that it was the first time a student had proactively proposed a method to make up for the absence, which he greatly appreciated.

15:09

VIII. SPECIAL REPORTS:

No Special Reports

IX. ROUND TABLE REMARKS:

No Round Table Remark

X. ADJOURNMENT at 10:58AM

Minutes reviewed and approved by:

Chair/Executive VP/Chief of Staff Name:

Kartik Tripathi



[Kartik Tripathi \(Aug 12, 2025 13:03:25 PDT\)](#)

Minutes approved on:

08/06/2025

Date:








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Final Audit Report

2025-08-12

Created:	2025-08-06 (Pacific Daylight Time)
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-  Document created by Sneh Sharma (sneh.sharma@csueastbay.edu)
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-  Document emailed to Kartik Tripathi (kartik.tripathi@csueastbay.edu) for signature
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