

**Concord Committee Meeting Minutes of April 27, 2021**

- I. CALL TO ORDER at **5:08 PM**
- II. ROLL CALL  
**Present:** Arianna Miralles, Graziela Angkaw, Winnford Dela Torre, Derek Ramos, Kathy Cutting  
  
**Late:** Samantha Grist  
  
**Absent:** Carlos Ruiz
- III. ACTION ITEM – **Approval of the Agenda**  
**Move** to approve the agenda by **A. Miralles**, second by **G. Angkaw**, agenda **APPROVED**.
- IV. ACTION ITEM – **Approval of the Minutes of April 13, 2021**  
**Move** to approve minutes of April 13, 2021 by **A. Miralles**, second by **D. Ramos**, minutes **APPROVED**.
- 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 – **Compass Design**  
The Committee will discuss the compass design and check in on updates regarding the new quad design.

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**A. Miralles** states that she wants to know if there are any updates to the compass. During the last meeting, we talked about the design and the pedestal. **K. Cutting** sent me a picture and the design is raised and there is texture to it. **K. Cutting** states that based on what was mentioned during the last meeting, I sought approval to use the university seal in the center of the compass. Since Ad aspera is written on the seal and is large enough, it does not need to be written again. I asked a company to place the seal in the middle and have north, south, east, and west raised on the perimeter. I have not received a response from them yet. We do not know if it will be a bronze color or multicolored. I am making more than normal and they have to look for another company to do that. **A. Miralles** states that she was glad that the seal was approved. Where are we with finding a new pedestal? **K. Cutting** states that she thought that everyone liked the white pedestal. I was not on the hunt for a new pedestal. I am meeting with facilities to see where they are at with getting the area for the garden prepared. I will update you all. I had to force the meeting to ask questions. **A. Miralles** states that **K. Cutting** is doing a lot to get the compass and garden prepared. This will not be done this semester. **K. Cutting** states that facilities are more focused on the Hayward campus and getting it prepared for the drive-thru ceremony. I would anticipate the compass being a summer project. **D. Ramos** asks if there is a draft of the compass with the seal. **K. Cutting** states that she has not received anything. Last time, it took them a week to send the draft of the first compass.

10:05

VII. NEW BUSINESS ITEMS:

**A. DISCUSSION ITEM – Remainder of the Semester**

The Chair will report what projects, initiatives, and/or goals the Concord Committee will be working on for the remainder of the Spring Semester.

**A. Miralles** states that she made this a discussion item to see remains. Right now, we have the compass, the pedestal, the landscaping of the

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quad, and the benches in play. I decided to go against doing something instead of Cocoa and Cram. It is not my priority to give people junk food. I asked the Director of Programming about her Cocoa and Cram giveaway. She had people sign up and she sent the items. It cost her \$5,000.00. **K. Cutting** states that the postage must have been \$12.00 a box. **A. Miralles** states that the quarter zips have been ordered. I am waiting on a few things from the person who will be making it. I was planning to make the quarter zips related to bingo. I have not seen an ASI member create apparel for a specific campus. Since it is Concord specific, I think it will be great with the Concord bingo. Bingo is still on our radar. A while ago, I sent information about Mount St. Diablo hike. I want to get everyone's availability for a hike. Things are in the works and I meet with Dr. Robert Phelps once a week. Dr. Robert Phelps and I would like to build more of a connection between our school and Mount St. Diablo. It will give students an opportunity to explore the area and many people do not know about it. We can start hikes and have a hiking club. I would like for everyone to be open about it. This committee will be the foundation for it. **D. Ramos** asks if the Save Mount Diablo hike will be yearly or continuous. **K. Cutting** states that it is based on everyone having the power to do it when students want to hike. It is a matter of getting out there. The hikes can be organized when everyone would like to. **A. Miralles** states that the campus is tight-knit and it is easier to do outreach. It will be student driven. I am not forcing you all to be hike leaders. **K. Cutting** states that the campus has access to the trail because of the property next to campus. Save Mount Diablo is a well-known group within the Bay area and it has been around since 1970. They preserved the land and prevented houses from being built.

**A. Miralles** states that the tree planting that EBSNA has been discussing. It is congruent with the memorial bench because there is the same general meaning behind it. **K. Cutting**, let me know if Dr. Robert Phelps or Cecilia Zefeldt said something different about the tree planting. My

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understanding was that every class would participate in the tree planting. I am not sure when the tree planting will occur.

**K. Cutting** states that the planting was supposed to begin at the end of 2019. The plan is to incorporate the first tree into the ASI garden. If it is something that we want to continue, trees can be planted around the campus perimeter. Right now, we would like to place the tree in a prominent position. **W. Dela Torre** states that on the day of the faculty meeting, Claire received word from campus facilities that they are on board and are looking to plant the tree in May. **K. Cutting** states that she will find out how they would like to approach the tree planting. Is there money from EBSNA to plant the tree. **W. Dela Torre** states that he believes it was just a suggestion and that he does not believe money was to be allocated from EBSNA. It thought the money would come from the university. **A. Miralles** states that she was asked if ASI could pay for the tree. I thought it would be okay. EBSNA is a student driven organization and it is the responsibility of ASI to support. This could be an action item for next week. **K. Cutting**, is it \$800.00 for the tree?

**K. Cutting** states that she will request a bid to determine how much it will be. **A. Miralles** states that May 30th is the last day that anything can be done. We can approve more money for the tree. A lot of the pending items depend on facilities. We cannot build a bench until the area is ready.

**K. Cutting** asks why the bench needs to be built after the garden is complete. I thought it was going to be built and delivered on a truck. **A. Miralles** states that she thought that the bench needs to be built into the ground. The bench can be built and placed onto the area. I have been persistent in asking the director of construction management about a timeline and cost for materials. It has been difficult and no one has been responding to me. **K. Cutting** states that if no one is responding and would like to construct the bench, it can be purchased online. **A. Miralles** states that she will go to the director of construction management's office hours. Erik Pinlac has been working with facilities to have construction

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management to build the bench on their campus as well. We are going to discuss the Legacy fund later in the meeting. If there is a good amount of money remaining, I would like to have another Chipotle day. We have roughly \$7,600.00 left in the budget after Chipotle. **S. Grist** asks how the Chipotle event went. **A. Miralles** states that it went well, but some people did not show up. There were a lot of people that walked up and the Contra Costa food bank was on campus. People really enjoyed it. For the remainder of the semester, we will do a hand-off day. Andrew Pajes will be the next director and we will have a transition. From my understanding, everyone currently on the committee is staying next year and I would like for everyone to be there.

The quarter zips would be fitting for students that are Concord students. It should have more purpose. I do not want Hayward students to get them. **K. Cutting** asks how many quarter zips will be ordered.

**A. Miralles** states that she does not have a defined answer. I sent the idea to the person that will be making the apparel and he gave me a quote. My priority would be for people in my class to receive one, since we have been on campus for a long time and we are graduating. My class consists of sixty people. W. Dela Torre's cohort is about sixty-four people. People are not great at participating in events. I got quotes for twenty small, medium, and large quarter zips and twenty-five small, medium, and large quarter zips. If anyone has suggestions about the quantity, I am open for suggestions. I was going to approve a lot more money in the next action item because I do not have a specific quantity in mind. I want the money to be ready for the purchase. **W. Dela Torre** states that he can send a Google form to his cohort and A. Miralles can send one to her cohort as well. Is there a price difference between the sizes? **A. Miralles** states that there is no difference. I want to be strict on how the event will be. I do not want one-hundred and twenty people wanting a quarter zip. I am not able or willing to personalize the quarter zips for many reasons. **G. Angkaw** states that creating a Google Form will take away the idea of

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having bingo. If you play bingo and win, you are qualified to receive a quarter zip. The sooner we do the bingo, the sooner we can determine peoples' sizes and we can order the amount needed. **D. Ramos** states that he agrees with G. Angkaw. The best way is to have bingo and then send the winners their prize. **A. Miralles** states that her intention was to order eighty quarter zips and advertise the game as first come first serve. I do not think I will get eighty people sending in bingo cards. We do have at least one-hundred and twenty people in the nursing cohort. I do not want everyone to think that anyone can receive a quarter zip because they are Concord students.

**D. Ramos** asks what the timeline is for the order. **A. Miralles** states that the estimated delivery date was May 28th. I was told that the production time is two weeks after approval. **K. Cutting** states that the person gave an estimated delivery date. It takes some time to get the items printed and sent. The bingo should be advertised first and the people that win can pick up a quarter zip. **D. Ramos** states that the quarter zips can be ordered in sections so that there are quarter zips on hand. **K. Cutting** states that it is based on production. We would be paying different fees. Having him produce the quarter zips and one time would be better.

**A. Miralles** states that her idea is to order the quarter zips sometime this week or next week. Bingo can be sent out right when the order has been placed so that people can receive their quarter zip. **K. Cutting** states that they should order the hoodies in the right sizes. The quarter zips will not arrive until June. We should order the right size for the right person. **G. Angkaw** states that bingo is ready and it should be sent out. We spoke about bingo and S. Grist created the card. It will be a first come and first serve basis. **D. Ramos** states that the bingo can be done and the right amount of quarter zips can be ordered. Is there a reason for wanting to order the quarter zips now? **A. Miralles** states that she was told that since the design was approved, it will take two weeks. May 28th did not seem long after school ends. I rather us give out the quarter zips soon. I want

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students to have two weeks to complete the bingo and once they are done, my term will be over. **G. Angkaw** states that two weeks is a long time to have the bingo open. It should be at most a week and should end before finals. **K. Cutting** states that with bingo the intention is to cross off the boxes. Are you intending to get people out to go out to find items from the bingo card? All we want is for people to play and be engaged. I would shorten the game window. **A. Miralles** states that from the conversation, the goal is to personalize the quarter zip amount as opposed to pre-ordering. **G. Angkaw** states that when the quarter zips are ordered, additional sizes can be ordered. The additional quarter zips can be used for the next term. **A. Miralles** states that the bingo can be sent out on Friday. I will draft the post for it to be posted on Instagram on Thursday. The cohorts will have until the following Friday to complete the bingo. It will be sent out on the 30th and they will have until the 7th.

**Move** to extend the meeting until 6:10 by **A. Miralles**, second by **D. Ramos**.

**A. Miralles** states that she was going to approve \$4,000.00 today. The quote for sixty small, medium and large quarter zips amounted to \$2,567.00. I wanted to see a diverse line up of sizes and I received another quote for \$3,000.00. The quotes are between \$2,500.00 to \$3,500.00. We will approve \$4,000.00 today. According to the conversation, the budget does not need approval unless we want to approve the maximum amount we would be paying. **K. Cutting** states that something should be approved so the committee can act on it.

**A. Miralles** states that there will be another meeting next Tuesday.

**K. Cutting** states that A. Miralles seems uncomfortable doing things the way it was suggested. With COVID-19, allowing students to order their own size quarter zip is nice. They are not taking something that is given. I hope you are okay with that. **A. Miralles** states that she was more in the mindset of the time constraint. **K. Cutting** is right and it is nice to have students choose their sizes. **K. Cutting** states that there are staff that are

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available to help. We can have a list of people and people can come in and pick up their quarter zip. **A. Miralles** asks D. Ramos to work with G. Angkaw to create a caption for the bingo post. It would take into consideration first come first serve. I need this by the end of Thursday. **G. Angkaw** states that limited supplies can be written on the post. If someone fills out the bingo, who do they send their card to? How will we collect peoples' sizes? **K. Cutting** states that she does not know where students will need to send their card to. **A. Miralles** states that personalization will not be done at the same time as bingo. We will post bingo on Instagram and people can add it to their story and tag ASI. The bingo cards can be sent to different cohorts. C. Ramos can collect the cards from the cohorts. S. Grist, you can collect the cards from your cohort. **K. Cutting** asks if it will provide student net ids. **A. Miralles** states that if students win on Instagram, they will need to be reached on that platform. **K. Cutting** asks if the net id can be written on the bingo card. **G. Angkaw** states that once someone posts their card to their story, ASI will acknowledge it. A Google form can be sent after for students to provide their net id, name, horizon email and their slide. We do not need to inform people of when they will receive the quarter zip. **A. Miralles** asks if G. Angkaw can make a Google Form. **K. Cutting** states that if G. Angkaw needs help, she is available.

**Move** to extend the meeting until 6:20 by **A. Miralles**, second by **G. Angkaw**.

1:06:22

**B. ACTION ITEM – [Approval of Budget for Quarterzips](#)**

The Concord Committee will approve the funds from the ASI Concord budget for the Quartzip Giveaways.

**A. Miralles** states that there is about \$8,600.00 remaining in the budget. We are saving \$2,000.00 for the compass, which puts us at \$6,600.00. I am going to designate \$4,000.00 to this knowing that we should remain under \$3,000.00. This

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is with me wanting to allocate a large amount of money to our Legacy fund.  
**Move** to approve \$4,000.00 from the ASI Concord Committee budget to go towards our purchase of quarter zips by **A. Miralles**, second **W. Dela Torre**.  
**G. Angkaw** states that this is reasonable. This for the students and if we were on campus, money would have been spent on more events. **A. Miralles** states that it is difficult personalizing things this way. We have more money for the quarter zips.  
**5 Ayes, \$4,000.00 APPROVED.**

**1:10:46**

**C. DISCUSSION ITEM – Legacy Fund**

The Committee will discuss potential future projects to allocate leftover ASI Concord committee funds towards.

**A. Miralles** states that the remaining budget will go into a fund that will go towards a larger Concord project. Since we like Concord to be more natural, I was not interested in having the same letters as the Hayward campus on our campus. I would like to maintain our theme. I brought the idea of having letter shaped stones that say CSUEB Concord Campus. **K. Cutting** sent pictures of ideas.

**Move** to extend the meeting until 6:30 by **A. Miralles**, second by **G. Angkaw**.

**D. Ramos** states that he likes the stone idea. The whole of Concord campus is turning into a natural park. **A. Miralles** states that the campus has an earthy vibe. **W. Dela Torre** states that he likes the idea, but prefers the letter. Concord campus is a branch of the Hayward campus. It would be nice to have something similar to what they have. The stones are pretty, but it reminds me of a gated community. The sign reminds me of UC Berkeley. If we were to have that, we would need to ensure that the background is beautiful. **K. Cutting** asks what if Mount Diablo is in the background. **A. Miralles** is trying to create a purpose for creating a fund. I do not believe that we will have the opportunity to dictate what it is, but having the vision and desire is what we are trying to accomplish. We are trying to convey an image to people higher up that we are trying to create something to represent the Concord campus. The president of the university can hear about the idea and agree to cover half of it. **A. Miralles** states that she asked the professional ASI staff if it is possible to have the fund and continue to add money to it. The remaining budget of senators

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and board members goes into a reserve. The resistance that we are receiving is coming from the fact that the money goes into ASI reserves. When the time comes, the money can be pulled from the reserves. We cannot ensure that if someone from the Concord campus wants to approve the money it will be available. When people think of ASI reserves, they do not think of Concord. **K. Cutting**, is it possible to do letters out of stone? **K. Cutting** states that it could be possible. Two and a half tons of stone goes into one letter. Some letters can be made of metal. We do not need to focus on the details. We want to focus on gaining recognition and to build something to stand by. Dr. Robert Phelps and the university will have a say of what goes on the campus. **A. Miralles** states that when she had a discussion with Erik Pinlac, he informed her that they would need to know how much the letters will be. **K. Cutting** states that looking at the image, the wall is probably \$500.00 per foot. There is a lot that goes into making things. I sent the image of the archway because more letters can be added. We need to set a budget and a goal for the next five years. Future members of the Concord campus will have money available. You can set the intention and demonstrate that you are serious. **A. Miralles** states that she will attach Dr. Robert Phelps to the email that was sent. Is Dr. Robert Phelps aware of this? **K. Cutting** states that she showed Dr. Robert Phelps the idea and he was surprised. We have a new university president who previously ran a university branch. **A. Miralles** states that she will send an email on Friday and will cc Dr. Robert Phelps. My concern is that it has to be a resolution and the Board of Directors will need to pass it. **K. Cutting** states that A. Miralles' successor can work on it in the fall. **D. Ramos** asks if all of the remaining funds must go into the reserve. **A. Miralles** states yes. This year is the first year that I found out where the money goes. **K. Cutting** states that since ASI gave the committee the money, the remainder needs to be returned. The Concord campus budget is not made up of only Concord students' money, but the entire student body's money. Everyone pays their dues in their tuition. ASI manages the money for everyone. They advise the Concord campus to spend the money on the campus. **A. Miralles** states that Concord students pay for many things that are not being utilized. I value transparency and it is important to know where the money goes.

1:29:32

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VIII. SPECIAL REPORTS:

No special reports.

IX. ROUNDTABLE REMARKS:

A. Chipotle Drive-thru Debrief

**A. Miralles** states that they discussed the Chipotle Drive-Thru already. People enjoyed it and it was a success. I hope to do it again. It did not cost us \$1,000.00 or the \$450.00 that was allocated towards it. It was nice to see people come to campus.

**K. Cutting** states that it was great. I would highly encourage the committee to do something similar closer to commencement. It could be an end-of-year celebration and some of the swag items can be given away.


**A. Miralles** states that she was going to ask if the committee should have an end-of-year event. We can talk about it on Tuesday.

X. ADJOURNMENT at **6:39 PM**

Minutes reviewed by:

**Committee Chair**

Name: Arianna Miralles

  
Arianna Miralles (May 5, 2021 14:33 PDT)

Minutes reviewed on:

**5-4-2021**

Date:

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