

**Executive Committee Meeting Minutes of July 8, 2020**

- I. CALL TO ORDER at **1:02 PM**
- II. ROLL CALL  
**Present:** Hoang Dao, Omer Shakoor, Anjelica de Leon, Brittney Golez, Martin Castillo, Erik Pinlac.
- III. ACTION ITEM - **Approval of the Agenda**  
**Motion** to approve the agenda of July 8, 2020 by **B. Golez**, second by **H. Dao**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of June 24th, 2020**  
**Motion** to approve the minutes of June 24, 2020 by **B. Golez**, second by **H. Dao**, motion **CARRIED**.
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.**  
No public comment.
- VI. UNFINISHED ITEMS:
  - A. ACTION ITEM: [2020-2021 Policy Agenda](#)  
The Executive Committee will discuss the main initiatives and goals that ASI will be focusing on during the 2020-2021 academic year.  
**Motion** to table action item A to the next executive committee meeting by **A. De Leon**, second by **H. Dao**, motion **CARRIED**.  
**B. Golez** states the 2020-2021 Policy Agenda is not completed. I want to make sure we include support for international students due to the current situation. **E. Pinlac** states that the motion should be postpone. **E. Pamela-Sanchez** ask how should they proceed? **E. Pinlac** states someone would have to amend the motion to state motion is postpone instead of table. Afterwards, you would vote on the amended motion and then vote for the full motion.



**Motion** to amend motion to state postpone instead of table by **A. De Leon**, second by **H. Dao**, motion **CARRIED**.

**Motion** to postpone 2020-2021 Policy Agenda by **ALL**, motion **CARRIED**.

**8:31**

B. ACTION ITEM: [Social Justice Ad Hoc Committee Resolution](#)

The Executive Committee will discuss the creation of an Ad Hoc committee particularly designed for advocating for Social Justice through ASI.

**E. Pamela-Sanchez** ask if this section is correct? I think I forgot to mention the word vote.

**E. Pinlac** states he was talking to B. Golez about how we need to be more mindful about the wording. However, I do not believe we should change it, since we are not approving until the next meeting. **E. Pamela-Sanchez** states that discuss should be changed to take action on.

**Motion** to strike out the word discuss in action item A and B and replace it with take action on, by **B. Golez**, second by **O. Shakoor**, motion **CARRIED**.

**Motion** to adopt the Social Justice Ad Hoc Committee Resolution by **A. De Leon**, second by **B. Golez**, motion **CARRIED**.

**13:33**

VII. NEW BUSINESS ITEMS:

C. DISCUSSION ITEM: [Upcoming Town Halls](#)

The VP of University Affairs will discuss their plans on hosting virtual town halls for the upcoming semester.

**A. De Leon** states that with the transition to being online. I thought it would be very important to bring back Town Hall meetings. This will help keep on open dialogue between students. I will be meeting with Jessica and Zaira later today. I wanted to let everyone know the plan and ideas moving forward. At the moment, we have a few themes for summer Town Halls. We will have one during summer and one each semester. If you have any ideas, please let me know. We are planning to have our first Tow Hall meeting on August 11<sup>th</sup>. I have been sitting in different Town Halls in Washington and in Hayward. I have used the Hayward's agenda model for our Town Halls. **E. Pinlac** states that I think it is a great idea. I believe going back to basics such as



asking students what would they like? I will be sending a PowerPoint from a previous Town Hall. I think it is very effective due to the online format and people will be able to log in at their own time. We also discuss hosting this event on Instagram Live in order to engage with more students. However, A. De Leon will need to talk to B. Golez on how they would best proceed.

16:44

D. INFORMATION ITEM: **Budget Overview**

The VP of Finance will provide a brief report of the 2020-2021 BOD budget.

**O. Shakoor** states E. Pinlac and I met yesterday to discuss how we want our budget to be structured. At the moment, there has not been any set budget that has to be approved by us. This will be a brief overview on how the school year goes. As the board, we need to discuss our stance with COVID 19. This will include scholarships, enrichment sources and online events. Most of our money will fall into these categories. With a fully online semester, some students might not be returning, and some first years might also take a gap year. Therefore, making student enrollment in between 27,600 to 29,000 students. We will be budgeting towards the lower end of the scale to give us the benefit of the doubt. Moving forward there has been many issues with social inequality. For example, Black Lives Matter, DACA, and LGBTQ. It is very important to address these social justice issues when it comes to our budget. This all ties back into ASI response to not only cover COVID 19 but social inequality. I hope that we can allocate more money for scholarships and other resources to help our stance and political climate around us. Next, how can we help students transition during these difficult times? Especially when our form on communication will be online until at least December. This will not only affect our organization but the clubs and organization on our campus as well classes. Therefore, what does that mean for our organization? This will mainly be determined by the student body size and project funds. Each student body pays \$62.50 towards ASI fees. The ASI fee will then determine how much money we have to work with. I mentioned earlier if we have 27,600 students for the school year, then it would project \$780,000.00. As opposed to having 29,000 students, which would then project us \$1.8 million. These are the funds we are trying to budget for. In my meeting with E. Pinlac, we wanted to budget for the smaller size since it would be easier to scale up. Our goals for this year are to reduce spending across ASI as a whole. For instance, the Board of Directors, Communications, Staff and Presents. By reducing spending in all of these areas instead of one, it will help us reallocate funds. We want to make funds available for student resources and essential needs. The overall goal is to maximize our budget potential. Some may wonder how can we make sure to add to the reserve at the end of the year? I'm not sure if you are all aware but in the previous years, we have used money from the reserved. Despite with



everything that is happening, I want to make sure we still have more money in the reserve. We can achieve these goals by, first starting to look at the board of directors' expenditures from last year. Next, we will take a look at student assistants, supplies and services, and travel in state. Those are some of the big general number on how much we spend for each salary or travel expenses. Traveling in state will have to be cut dramatically because of the no travel in the CSU. We do have a scholarship budget of \$30,000.00 that we used last year. My goal is to make sure that we increase this amount now more than ever. These are the places we are going to reallocate the money from. This will ensure we have more scholarships to award students during this time of need. For activities and events, I do not think we are going to spend money for in person events. For example, we can pay for a guest speaker to host a zoom seminar for all students to attend. We can also pay for other resources that students may need and this can all factor into our policy agenda. Next, I will be showing you all last year's programming budget. For non-food events like, It's on Us, Hey Be Nice, Earth Week and Wellness. These are some events we can cutback on since I believe it will cost less to host online. As well as, cutting the budget on food during Earth week and Wellness. Programming's food budget last year was \$7,500.00. Due to not meeting in person anymore we can also cut back on these budgets. Lastly, club funding and student travel scholarship will be decreased for the Fall semester. In the future, I will be finalizing the budget with E. Pinlac to later on get it approved by the Board. **B. Golez** ask what is the seed funding that falls under club funding? **E. Pinlac** states seed funding is for new clubs or clubs that have been inactive for two years, in order to help them get started. **M. Castillo** states that I have never seen a report given this early from the VP of Finance. I do suggest being careful putting items in the reserves. Every year is meant to give back money to the students who pay our fees. Therefore, you do not want to invest so much into the reserves, since there's already large amounts. We have actually discussed a policy that will allow the Board to pull money from the reserves and increase scholarships. **E. Pinlac** states the number of students for the following year are for both semesters. We are typically around 14,000 to 15,000 students per semester and we multiply the fee. The university gave us these numbers and requested us to create two different budgets. However, I do not see the use of creating two different budgets since it is extra work. We will be using the smaller number. In December, once we find out our accurate numbers for the fall, we will then adjust our budget for spring semester. This will help us create a higher budget for if we return for spring semester. **B. Golez** ask if we can move the fall club funding towards spring club funding? I believe students clubs and organizations will suffer more if we cut funding from them. Is there anyway to secure funding for them as well? **O. Shakoor** states that it is a good idea to create a safety net for club funding. However, this is all hypothetical on the assumption that we will be returning spring semester. As E. Pinlac



mention, in December if we do know that we are returning for spring then we can allocate more funds.

**30:06**

VIII. SPECIAL REPORTS:  
No special reports.

**30:11**

IX. ROUND TABLE REMARKS

**M. Castillo** states that I have included my phone number in the chat. You should all save it on your phone, in the case that E. Pinlac is on vacation.

**E. Pinlac** states that I just want to say great job on the meeting. All the content that has been put together by everyone has been great. Omer did an amazing job on presenting us the budget. The resolutions and policy agenda's have all put well together, despite us not voting today. I appreciate you all for thinking everything well thought out. I am now back in the office. Campus has been a little crazy with the COVID 19 testing. Cars are reaching all the way down Carlos Bee Boulevard. We are also planning on having staff return to work. Eventually, we will need to create a schedule for the board of directors to return but I will keep you all updated.

**B. Golez** states she would like to congratulate A. De Leon for completing her first resolution of the year. Everyone is working very well with each other and participating during the meeting.

**32:11**

X. ADJOURNMENT at **1:34 PM**

Minutes Reviewed By:

**President/ CEO**

Name: Euridice Pamela-Sanchez



Euridice Pamela Sanchez-Martinez (Oct 9, 2020 12:24 PDT)

Minutes Approved On:

**7-28-2020**

Date:







**Executive Committee Meeting Minutes for July 29, 2020**

**I. CALL TO ORDER at 1:04 PM**

**II. ROLL CALL**

**Present:** Euridice Pamela Sanchez, Hoang Dao, Omer Shakoor, Anjelica De Leon, Brittney Golez, Martin Castillo, Erik Pinlac.

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

**Motion** to approve the agenda of July 29, 2020 by **B. Golez**, second by **H. Dao**, motion **CARRIED**.

**IV. ACTION ITEM – Approval of the Minutes of July 22, 2020**

**Motion** to approve the minutes of July 22, 2020 by **O. Shakoor**, second by **H. Dao**, 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. ACTION ITEM: Resolution in Support of International Students**

The Executive Committee will take action on the resolution created in support of international students.

**Motion** to adopt the resolution in support of international student by **A. De Leon**, second by **O. Shakoor**, motion **CARRIED**.

**Motion** to adopt the resolution in support of internal student by **ALL**, motion **CARRIED**.

**5:20**

**B. ACTION ITEM: COVID-19 Scholarship Budget Transfer**

The Executive Committee will take action on transferring funds to Pioneers for Hope to be directed towards providing an emergency scholarship.

**E. Pinlac** states ASI created a COVID 19 scholarship for \$25,000.00. This helped students who did not received a stimulus check and who were losing jobs on campus. Students who received the scholarship and had any outstanding fees, then that money will use to pay off any amounts. Therefore, students would not get the money directly. By working with students' affairs and financial aid, we were able to allocate CARES funding. With the CARES Funding and the way, it works, we were able to securely give money to students directly. However, the \$18,500.00 that we used for the CARES Funding will have to match



H.O.P.E. This is what we agreed with student affairs. Either way it will be received by H.O.P.E students. We have already transferred the \$25,000.00 into our scholarship account. All we are doing now is transferring the money in our scholarship account to H.O.P.E. This is not money coming out of this year's budget. Suzanne wanted us to get this approved in a meeting in order for H.O.P.E resources. **B. Golez** states if we are going to be advertising scholarships? **E. Pinlac** states that we are discussing last years scholarship. **B. Golez** states is ASI going to have more involvement with this project or is it already completed? **E. Pinlac** states this project is already completed. This was just an exchange of funding. **E. Pamela Sanchez** states if E. Pinlac can provide more clarifying due to the board being confused. **E. Pinlac** states going back to last years funding. If we provided students the scholarship directly, they would have to pay any outstanding fees first. It would also amend the way each person's financial aid package is. Which would amend thirty-seven students financial aid package. For instance, it might go into work study. Therefore, in order to help students during this pandemic, it was easier allocate CARES funding for students. We were able to substitute our funding with the CARES funding in order to avoid these issues. Now we are just paying back the \$18,500.00 to student affairs and they want us to give the money to H.O.P.E. **M. Castillo** states once we went into shelter in place. Last year's VP of Finance, Melissa Baron, thought of the scholarship idea. However, due to the lack of time, it did not allow us to create the scholarship how we would want to. Due to still being in COVID, I would highly consider the Board to do another scholarship this fall semester. If so, I believe Melissa left all the instructions in the google drive. We would have to do the scholarship as last time in order for students to receive the money directly. **O. Shakoor** states he will take a look into the files, since we are unsure about spring semester. **E. Pinlac** states all the students who needed funding received the money in their hands. It is complicated on how we delivered the money, however, at least the money was sent to students directly.

**Motion** to transfer the COVID 19 scholarship of \$18,500.00 to H.O.P.E by **O. Shakoor**, second by **H. Dao**, motion **CARRIED**.

**Motion** to transfer the COVID 19 scholarship of \$18,500.00 to H.O.P.E by **ALL**, motion **CARRIED**.

16:55

## VII. NEW BUSINESS ITEMS:

### A. DISCUSSION ITEM – ASI Chair of the Board Appointment

The Executive Committee will discuss the recommendation for Chair by the ASI Personnel Committee.

**E. Pinlac** states we had one person who stood out, which is Kabir Dhillon. I would highly recommend the other interviewers to apply for senate positions. **O. Shakoor** states everyone did a great job wanting to get involved with student government. One thing that



stood out from Kabir was what he would do in the Chair position when asked what makes you fit for the position. I believe he went above and beyond. **E. Pinlac** states that the personnel committee also recommended Kabir.

19:26

**B. DISCUSSION ITEM – CSUNITY**

The Executive Committee will be informed on how to register for CSUnity 2020.

**E. Pamela Sanchez** states that everyone will have to register individually. This year it will be held virtually. There will be two different tracks, track one there will be a limit of five people. With track two, we have to chose one person to represent us during a social justice discussion, which is usually the President. Jessica will be applying for track one. However, we will have Kea, Omer, and Anjelica. CSUnity is open to all students. We can reach out to students through social media. Kabir, Hoang and I will be in the leadership track. **E. Pinlac** states if E. Pamela Sanchez can show the screen. The reason why Sneh cannot register everyone is due to the form asking specific questions. **E. Pamela Sanchez** states the link will be sent to your email account. It has some basic questions, like whether you attended before, what track we will be enrolled in, and any pre-requisites for speakers. **E. Pinlac** states that there is a line which states that student officers are authorized by their student government. **E. Pamela Sanchez** states I will ask if we can get everyone on the board to register and students as well. For track one, it will be Jessica, Kea, Omar, and Anjelica. If anyone has more questions, please let me know.

25:42

**C. DISCUSSION ITEM – HOPE Emergency Housing 20/21**

The Executive Committee will discuss the cost allocation for student housing.

**E. Pinlac** states we are trying to figure out how to establish an emergency housing program. Other campuses were able to receive hotel vouchers. However, no one in our local area has been able to work with us. Originally, we start off with one room and very few spaces. Last year, HOPE was able to cover all the housing expense, we allocated about \$7,000.00 in meal plans and food for students. This helped with food and housing insecurity for our students. This year, we have more space in housing and there has been a higher need for student housing. The quote written out by Knights is confusing. The cost is about \$47,000.00 and I would be for eight beds. We are not paying for the whole cost, due to H.O.P.E paying for \$21, 500.00 and we will pay the rest. I want to get everyone’s viewpoint of this due to being able to downsize our commitment. **O. Shakoore** states that it is a good initiative due to people becoming more housing insecure once the unemployment ends. With school fast approaching it is important for these students to have housing. **E. Pinlac** states our contributing is \$25,000.00 is going to a good cost. I know before we had four students living in one room that did not have much privacy. At least now with COVID, these students are able to have their own space. I know the social worker that works with HOPE states that the numbers continue to rise even during summer.

30:52

D. DISCUSSION ITEM – Resolution in Support of the Philippine Human Rights Act  
The Executive Committee will discuss the Resolution in support of the Philippine Human Rights Act.

**A. De Leon** states B. Golez and alumni D. Maxion helped create this resolution. There have been many human violations in the Philippines. There are issues with martial law, displacement of families, weaponizing the government, and recent antiterrorism act. The antiterrorism act is meant to arrest anyone for protesting. This resolution is in support of the Philippine Human Rights Act, which is to suspend the United States security assistance to the Philippines until such time as human rights violations by Philippine security forces cease and the responsible state forces are held accountable. We wanted to create this resolution in order to recognize the students who might be affect by this. We will also be organizing with other organizations on campus.

**33:22**

E. DISCUSSION ITEM – Stop the Repopulation at CSUEB

The Executive Committee will discuss the petition initiated by Student for Quality Education to stop the repopulation at Cal State East Bay.

Motion to postpone item E stop the repopulation at CSUEB by B. Golez, second by H. Dao, motion CARRIED.

**Motion** to postpone discussion item E until the next executive committee meeting by **ALL**, motion CARRIED.

**33:53**

VIII. SPECIAL REPORTS:

No special reports.

**33:55**

IX. ROUND TABLE REMARKS

No round table remarks.

**33:01**

X. ADJOURNMENT at **1:38 PM**



Minutes Reviewed By:

**President/ CEO**

Name: Euridice Pamela Sanchez



Euridice Pamela Sanchez-Martinez (Oct 9, 2020 12:24 PDT)

Minutes Approved On:

**7-31-2020**

Date:



**Executive Committee Meeting Minutes of June 24, 2020**

- I. CALL TO ORDER at 1:03 PM**
- A. ROLL CALL**  
**Present:** Euridice Pamela Sanchez, Hoang Dao, Omer Shakoor, Anjelica De Leon, Brittney Golez, Erik Pinlac.  
  
**Late:** Martin Castillo.
- III. ACTION ITEM - Approval of the Agenda**  
**Motion** to approve the agenda of June 24, 2020 by **O. Shakoor**, second by **A. Leon**, motion **CARRIED.**
- IV. ACTION ITEM - Approval of the Minutes of April 15th, 2020**  
**Motion** to approve the minutes of April 15, 2020 by **B. Golez**, second by **H. Dao**, motion **CARRIED.**
- V. PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address the board on any issues affecting ASI and/or the California State University, East Bay.**  
No public comment.
- VI. UNFINISHED ITEMS:**  
No unfinished items.
- 4:30**
- VII. NEW BUSINESS ITEMS:**
- A. DISCUSSION ITEM: COVID-19 Return to Work Plan**  
The Executive Committee will discuss a safe and effective plan for returning to work in the midst of the COVID-19 pandemic. **Pinlac** states Kris Disharoon created this document during the time we had no guidance from the university. The document is straight forward, the only concern is how we can address the board. This document mainly discusses our full-time staff and some of our part time staff. We created this document before the university created its own document, and as you can see, I am currently in the office. There are a series of steps we must accomplish before returning our workers back into the office. One issue that we have not foreseen yet is testing for

example, currently, we are in phase two through three. In phase one, it is when we were in the shelter in place, phase two, is limited access to certain activities. Student affairs plan right now is to have our staff in a staggered schedule to limit contact, however, this might change due to the rise of COVID 19 cases. I know other CSU's are setting the date to August for when staff can return to work, meanwhile, some UC's are bringing their staff until January. We are one of the few campuses that is trying to open as soon as we can. The return to work plan has instructions on employee's responsibility before entering work, and how limited seated will work. If an employee is feeling any symptoms, then they will be able to work from home. We will be utilization video conferences due to cutting down meeting spaces to only ten people. Therefore, we cannot have board meetings until the university lifts that order. There are some meetings, we might be able to have in person, but we will be limiting those as much as possible. In the section, "if you have a laptop and you don't have an individual office, consider working outside if applicable.", I highlighted this for the reason we purchased laptops for two staff members issues by the university and the other four do not. We have been trying to purchase these laptops since March, however, we have only received two and are waiting for the other two. As far as student assistance, they have been using their own personal computers and devices. We are trying to make sure at least our staff have computers due to them still working from home. Even after restrictions are lifted, some might not return to work due to previous health conditions, over a certain age, or restrictions with childcare. There has been a shortage with cleaning supplies and hand sanitizer. I was able to work with the university to get these supplies and was able to receive enough for the whole office. The university has also been cleaning the offices almost on a daily base or every other day. The custodians also leave a list of a checklist of what they cleaned. The university has committed to cleaning our spaces every day and we also have supplies to clean it ourselves. The main reason I wanted everyone to view this document was for everyone in ASI to adopt this policy. In the past, we have ran into issues in which ASI does adopt policies but does not adopt the policy behind it. There is also a section that discusses having barriers in the front desk to provide more safety. We will also put these barriers in between Sneh and Ms. Lil section, due to them not having individuals' offices like everyone else. Communal spaces like the table in the middle of the ASI will be limited. We will split that table into two and each table can only have three people. The board's office will also be limited to one person who can choose not to wear a mask or up to two people who will be required to wear mask at all times. For the board's office hours, you will be limited certain hours and a certain area in order to have limited number of people in the office, this is not stated in this document. I believe most of you will continue to work remotely during the fall semester, however, I am not sure how spring semester will





unravel. For the next item, food, I know it is not sustainable, but we will be using disposable items. However, these items will not be provided by ASI, this is just certain items the university is recommending for food. If we do have any food for events, we will be doing prepackaged meals. This might cost an additional expense, but we are not having many in person events. I know special events has ideas for drive- in movies due to the parking lots being close to empty. Mark and Martin also brought up the idea of a drive-in concert, but they need to work on the details. I have sent the special events team to various conference, in which they specialize hosting virtual events. Let me know if you have any questions or want to add any additional information. In the section, department risk assessment for COVID 19, will be completed by a manager or supervisor. The questions are simple, for example, which areas are more prone to disease. The university is currently asking me for a separate plan. **E. Pamela-Sanchez** asked if there is any other discussion.

16:44

**A. DISCUSSION ITEM: COVID-19 Scholarship Budget Transfer**

The Executive Committee will discuss transferring funds to Pioneers for Hope to be directed towards providing an emergency scholarship.

**E. Pinlac** states the COVID 19 scholarship is something we have already done. Through the recent scholarship, if any student owes a debt, that scholarship money be used to pay that debt and then the student will receive what is left over. I want to make sure students are able to access this scholarship in cash due to COVID 19. In order to do this, we had to tap into the CARES funding and student affairs was able to give us \$16,500.00 of funding to give to students immediately in their hands as oppose to their balance. In exchange for this, student affairs asked to put the same amount towards Hope. We agreed that Hope is able to use this money for their general use. I was not sure how to present this, due to believing that we do not need a resolution for this. We can create a document that states that the money given to Hope will be used for general use. Student affairs just wants us to approve this in order for no questions to be asked when Hope uses this money. **E. Pamela- Sanchez** asked if anyone has any questions. **A. De Leon** states to clarify, is this an additional scholarship on top of the one we previously did? **E. Pinlac** states this is the cost to cover for the previous scholarship.

20:07

**C. DISCUSSION ITEM: [2020-2021 Policy Agenda](#)**

The Executive Committee will discuss the main initiatives and goals that ASI will be focusing on during the 2020-2021 academic year.

**E. Pamela- Sanchez** states this is just a draft similar to last year's policy agenda, however, the priorities are changed. Priority number one is basic needs, since it will focus on COVID 19. Priority number two, providing support for endangered minority

communities, in order to provide support for undocumented students and black students. Priority number three, student success and equity will focus on graduation retention rates and improving academic success. Let me know if you want to add or change anything, this is just a draft and I would like everyone's input. **M. Castillo** states for priority number three, you could probably add information on how to deal to remote learning. Often times, students do not have Wi-Fi or the technology that they might need to succeed from home. **E. Pamela- Sanchez** ask if that would consider to be a basic need? **M. Castillo** states it could be considered as priority number one or three. **B. Golez** states if she can get access to the document? **E. Pamela- Sanchez** states she will share it with everyone. **O. Shakoor** states E. Pinlac and I have looked over finances to see if we are able to give students more financial support. I know that the library is currently lending out loaner laptops. I would also love to discuss more on how we can support our students monetarily.

25:30

D. DISCUSSION ITEM: [Social Justice Ad Hoc Committee Resolution](#)

The Executive Committee will discuss the creation of an Ad Hoc committee particularly designed for advocating for Social Justice through ASI.

**A. De Leon** states with the recent murders of black individuals in our country, I know ASI is adamant about supporting our black students. Brittney had an amazing idea of creating a social justice committee, in which ASI has not had in the past. This committee will consist of three to five student- at- large, as well as, adding the Senator of Diversity. This is just a committee that we could reach out to gain more insight as to different resources provided for students. Also, we can get different perspectives to see where they are at in terms of social justice, and the Black Lives Matter movement in particular. Meanwhile, hearing what students have to say, I think it is important to let students know we are here for them and receive feedback on how to support students best. **E. Pinlac** states it would be important to have a bigger committee due to having different groups represent this committee. I also spoke to A. De Leon about having an advisor for this particular group. I believe it would be helpful to have Kim Baker Flowers, who talked to use during our winter retreat about social justice. **A. De Leon** states she reached out to Kim already and is waiting for her response. **B. Golez** states thank you towards A. De Leon for taking the lead on the resolution.

29:10

F. INFORMATION ITEM: [Social Media Rubric](#)

The Executive Committee will be informed on changes to the Social Media process by the Vice President of Communications.

**B. Golez** states I created a social media rubric, since we are going to be virtual for fall semester. I referred back to the communications policy, media policy and the social media policy to help us move forward. This rubric creates steps on how everyone can contribute through social media. I created a flyer that lists all the steps before posting on social media. You must submit a social media request form, in which I will be sharing with everyone. Everyone will be using Hootsuite to create their post, and Hootsuite is connected to all Twitter, Facebook, and Instagram. One could create post to be posted on all three platforms at the same time and create a time schedule when you want the post to be sent out. This website is super-efficient, I will be checking everyone's post in order to ensure everyone meets the standards. I also included some tools and tips on how to improve your post. I have also created a grading rubric to see if your post will be up to standard to engage students. If someone continuously post level one or two post, they will be removed from Hootsuite. I will be talking to the person one on one to see how to I can help them improve. Lastly, the last page will discuss the expectation that we should adhere too. Feel free to reach out to me if you have any questions. This rubric will be sent out to everyone that has access to our social media in the office. **E. Pinlac** states when the social media post become available, I would like to add it to our website in order for people to refer back too. As well as, going over this information in our virtual retreat.

36:22

VIII. SPECIAL REPORTS:

No special reports.

37:17

IX. ROUND TABLE REMARKS

**E. Pinlac** states Sneh is working on Vendor Data Forms for anyone who was not on the board last year. The reason for this is because you will be receiving your stipends on July 10<sup>th</sup>. I would recommend using direct deposit, however, if you have not signed up, you will receive it by mail. Lastly, I will be on vacation starting Friday and will be back July 6<sup>th</sup>.

**O. Shakoore** states that he is excited the get the meetings started again. We will be facing challenges together as a board when it comes to supporting students when we cannot be physically on campus. I am excited for this challenge, and we are all capable facing this challenge head on. I hope we are able to return during spring semester.

**A. De Leon** states she is excited to start the year. Despite facing these challenges together, I know we will all do great things.

40:29

**X. ADJOURNMENT at 1:43 PM**

Minutes Reviewed By:

**President/ CEO**

Name: Euridice Pamela Sanchez



Euridice Pamela Sanchez-Martinez (Oct 9, 2020 12:24 PDT)

Minutes Approved On:

**7-8-2020**

Date:










# Executive Minutes of 7/29, 7/8 & 6/24, 2020.

Final Audit Report

2020-10-09

Created:	2020-10-06
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Status:	Signed
Transaction ID:	CBJCHBCAABAA_3SFZpIXZPwtQ7EQ_FPVOi2si_QFNtVq

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