

Executive Committee Meeting Minutes of August 19, 2020

- I. CALL TO ORDER at **1:02 PM**
- II. ROLL CALL:
Present: Euridice Pamela Sanchez, Hoang Dao, Omer Shakoor, Anjelica De Leon, Brittney Golez, Kabir Dhillon, Erik Pinlac.

Absent: Martin Castillo.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of August 19, 2020 by **K. Dhillon**, second by **O. Shakoor**, motion **CARRIED**.
- IV. ACTION ITEM - Approval of the **Minutes of July 31, 2020**
Motion to approve the minutes of July 31, 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. 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.
B. Golez states during our last meeting A. De Leon explained the need for this resolution. A quick overview of this resolution is to show support to our API students on campus. They make up about 23% of students on campus. This resolution brings to light on what is happening in the Philippines. Meanwhile reflecting on worldwide issues on police brutality and tyranny. It also explains how American tax dollars have contributed to the war in the Philippines. **E. Pinlac** states that there is military service and other aid the United States gives to the Philippines. However, due to the Humans Act violations, I believe we should put something against it.

9:46

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B. DISCUSSION ITEM: Emergency Housing Allocation

The Executive committee will be discussing the expense for HOPE Emergency housing of \$25,000.

E. Pinlac states the total amount for housing is \$47,000.00, which is not the total amount we will be paying. H.O.P.E will be contributing the amount of \$21,000.00 and we would be left paying \$25,319.54. In the first year we started this, we had one space, in which we also placed a couple beds in the living room. There was only four people living there but they did not have any privacy. The following year, we were able to give occupants more privacy. This year, because of the regulations of COVID, living arrangements are one bathroom per student. All students are living in Pioneer heights in order for them to be closer to the residence hall and dining commons. We have maintained an occupancy year-round with the four spaces. This year we expanded to eight spaces. Given our current situation, there are more spaces available and can extend outside of this contract. We are not taking away spaces from any potential residence and were expanding this program in a time of need. When we started this program, we gave about \$10,000.00, now it has nearly doubled. Typically, a person gets the space for about two weeks, while working with a social worker to get housing. If they cannot find housing, then they can renew the space every two weeks. The reason we do it this way is so there are no squatter right laws that we have to worry about. This will help avoid a student taking over a space for a certain amount of time, while others are in need of it. I have looked over if it will affect our budget if the board approves of this matter and it will not affect it. **B. Golez** states if housing has discounted rates for us or for H.O.P.E as well. **E. Pinlac** states that he does not know. It looks as if it is only slightly discounted. **K. Dhillon** states where does the \$21,000.00 comes from. **E. Pinlac** states it comes from H.O.P.E. **K. Dhillon** states with COVID 19 are there any extra precautionary measures taken for when students rotate the use of rooms. **E. Pinlac** states that there are additional fees. However, we had the discussion of H.O.P.E and housing taking on the fees. We have two different procedures; the first is cleaning the room and leaving it empty for about eleven days. The second one has a machine that sanitizes everything almost immediately. It will allow someone to be able to use the room the following day. In addition, these are the rules provided by Alameda county and not our campus.

19:17

C. DISCUSSION ITEM: “Stop the Repop at CSUEB”

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

D. **Pinlac** states that he wants to highlight some information that students gave during the last executive meeting. For instance, we are one of the most diverse campus with students and staff. They thought that by our campus opening back up again compared to other campuses. We are putting many students and

E.

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staff at a disadvantaged since they are mostly people of color. **O. Shakoor** states the focus of these students is to help faculty and staff. I believed some of the students who spoke during public comment are students who will be attending in person classes. It is an interesting perspective knowing that there is still students who need to take in person classes in order to graduate. I agree with the movement, however, I feel for the students who still need these classes.

22:21

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM: ASI Budget 2020/2021

The Executive Committee will be discussing the ASI budget 2020/2021.

E. Pinlac states we are budgeting to a smaller number and adjusting the number by mid-year. We do not budget in our investment. Last year at first, we were going to have a deficit of \$60,000.00; however, we ended on a positive \$158,000.00. You could also see the salaries and benefits. The budget is slightly lower since we did not replace any student assistance. Due to everything being virtual, we did not have to spend as much on logistical items. Our cost recovery went slightly up. This covers our bills for any services we use on campus. The number projected is outdated and the cost difference of \$900.00. I am also going to go over the present, senate, and government budget since it affects you all differently. First with government, we have a budget of \$55,000.00 for student assistance but use about \$37,000.00. I left a small amount for travel in state in the case we are able to do a retreat during spring. However, we reduced this portion drastically and we are not allowed to travel until June 2021. For scholarships, last year we spent around \$55,000.00 instead of the \$25,000.00. For our general scholarship, we spent \$30,000.00 and for COVID scholarship, it was \$25,000.00. If you want to change this number, we can. For staff support, I left this number the same as before. I know there is virtual conferences I want our staff to attend. Activities and events like club/ travel funding is reduced for this year. Seed funding has some money left. Graduation funding was also reduced. I left some services with small amounts that we can allocate for if we open up again during spring. For spring retreat, we had a lodging expense for \$3,000.00 and for meals \$1,000.00. I hope that we are able to have our spring retreat. Stipends for committees will be increased to \$8,000.00. Typically, we have \$20,000.00 allocated for stipends. I decreased it to a number closer to how much we spent last year, which was \$6,000.00. For the elections committee, I arranged their stipend to be placed under the regular stipend of the Board. Each year it gets confusing under what line section to place it in. Board special projects has a budget of \$5,000.00. Testing materials received \$3,500.00; however, we can also lower this number. Emergency housing received \$26,000.00. The class gift is also included, that way you do not have to vote on it every year. Banquet cost is at \$4,000.00. For the

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Concord campus, I left \$10,000.00 for all of their programming. Promotional cost for elections is set at \$5,000.00. For club funding for the fall I kept \$7,000.00. This number might change since student affairs believes that we are not opening up for spring semester. We also need to have a conversation with student life and leadership in order to see what type of support they can provide. Cultural graduations will receive \$12,000.00. Student travel scholarship is gone. In our senate budget, we reduced it slightly due to our conversation with Suzanne. We took away some of the budget for food and left \$1,000.00. Stipends for senators will be the same except for the senators of college. We have a set budget of \$9,000.00 for our senators. Programming Council budget will be manageable, since in the past the budget was around \$40,000.00 to \$50,000.00. For fall semester, we do have set events totaling \$500.00 each. However, during spring semester we have more events like Earth Week and Wellness events. I did leave \$1,000.00 for food as well. Our investment bankers charge us \$7,000.00, however, we budgeted \$11,000.00 due to being our first year with the bank. In the past, we had UPS and now were under Merrill Lynch. We have about ten retirees, which adds up to \$53,000.00 for the year. Our budget is shortly less than last year but more than the year before. We have a set amount for the lawyers, for which can be reduced. It was only last year that we used more than this amount. Our audit fee is set at \$15,000.00 and we have to do this every year. Our administration payroll is set at \$5,000.00 a year. We pay the Secretary of State to update the members of the board of directors. Cost recovery is at \$170.00. This document will be available for everyone to review it. Did you all want set this as an action item in order for it to be approved? **O. Shakoov** states yes. I think it would be a good idea to create a PowerPoint. This will allow the board to get a visual description of what they are going to be approving.

Motion to suspend the rules to move to discussion item E by **K. Dhillon**, second by **B. Golez**, motion **CARRIED**.

48:44

B. DISCUSSION ITEM: D.I.S.C MOU

The Executive committee will discuss the DISC budget allocation of \$XX, XXX and Discussion of the MOU with the DISC department

F. **Pinlac** states we allocated \$60,000.00 to the DISC last year but only spent \$32,000.00. Jessika Murphy should have a remaining of \$28,000.00 in their account. Due to her not being here, I cannot ask the questions I have. We are trying to put the remainder of the money into a donor account. This will allow Jessika to approve how the DISC spends the money. Most of the events will be provided mostly during spring, except for a few zoom events. The only thing we need to approve is the MOU. This year we need to create a policy stating how we allocate funds to departments. As many of you know, if ASI hosts an event, then it has to be free to all students. Meanwhile, having funds items and meet all of ASI requirements. Additionally, a DISC member will to attend BOD meetings, to explain how much funding is needed for the event. I will be reaching out to Jessika to confirm that they have \$28,000.00 in their budget.



Motion to extend the meeting by five minutes by **K. Dhillon**, second by **B. Golez**, motion **CARRIED**.

54:54

C. DISCUSSION ITEM: **Canva Pro Membership**

The Executive committee will discuss entering a Canva Pro Membership to use for better communication with the students.

B. Golez states social media is going to have a big impact on how we communicate with our students until COVID is over. Canva Pro membership will be a great investment in order for our members to succeed. We will all have access under one account. We are able to create flyers for our events or anything relevant to make flyers as soon as we can. I hope we can find a budget to receive this membership. **E. Pinlac** states the membership is \$360.00 for an entire year. I believe it will be a great platform to use. It is not a huge expense and we can add to the budget.

57:38

D. DISCUSSION ITEM: **CSU System Collaboration for Sustainability Month**

The Executive Committee will discuss a possible collaboration with Sustainability for sustainability month

O. Shakoor states Julian reached out to me due to being Director of Sustainability last year. She stated that the CSU system in general is doing a sustainability month and was wondering if we can sponsor one of the speakers. The speaker will be discussing on environmental racism and other relevant issues. This will tie in with a few of our policies. My only concern is that the speakers are costly. We also have to find a neutral speaker. **B. Golez** states if we decide to sponsor, are we splitting the cost? **O. Shakoor** states the cost is \$11,000.00 for three speakers. Depending how many CSU campuses get involved, we would then split the cost between everyone. If we put the ASI logo, we could also get the Office of Sustainability and other offices to sponsor. **E. Pinlac** states that if students do not agree with the speaker, then we cannot have that person as a speaker. ASI is an outside organization and students pay into our fees, so we must adhere to student needs.

Motion to extend meeting time by two minutes by B. Golez, second by K. Dhillon, motion **CARRIED**.

1:04:11

E. DISCUSSION ITEM: **Resolution on Fall Semester BOD Meeting Times & Setting**

The Executive Committee will discuss the Resolution on Fall Semester BOD Meeting Times & Setting.

K. Dhillon states the only thing added was stating why our meeting would be held virtually through zoom. It will also list the set dates and times for our board of directors zoom meeting. I also included a section, in which how we can utilize social media to get students to attend our meetings.

49:50



VIII. SPECIAL REPORTS:

No special reports.

1:04:21

IX. ROUND TABLE REMARKS

No round table remarks.

1:04:26

X. ADJOURNMENT at **2:06 PM**

Minutes Reviewed By:

President/ CEO

Name: Euridice Pamela Sanchez



Euridice Pamela Sanchez-Martinez (Oct 5, 2020 12:01 PDT)

Minutes approved on:

9-16-2020

Date:





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Final Audit Report

2020-10-05

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