

Executive Committee Meeting Minutes of September 16, 2020

I. CALL TO ORDER at **1:05 PM**

II. ROLL CALL

Present: Euridice Sanchez-Martinez, Anjelica de Leon, Brittany Golez, Kabir Dhillon, Martin Castillo, Erik Pinlac

Late: Omer Shakoor, Hoang Dao.

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

Move to approve the agenda of September 16, 2020 by **K. Dhillon**, second by **A. de Leon**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of August 19th, 2020**

Move to approve the minutes of August 19th, 2020 by **K. Dhillon**, second by **A. de Leon**, 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.

2:38

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM: [Task Lists](#)

The Executive Committee will discuss Task Lists for the Fall Semester.

E. Pamela Sanchez states that the task list is supposed to be under H. Dao, but he is not present. It is written in the bylaws that H. Dao is supposed to take care of task lists and other items. Overall, the name of the task lists might be changed because it is giving people



the wrong idea. We want this to be a semester goal list. People will provide information on their overall goals and how they will be reached. At the Board meeting, many people had mixed emotions about the task lists. **A. de Leon** states that it would be a great idea to clarify the vision for the task lists this year. How frequent will the lists be checked and what is the duration for these. How will people be held accountable for accomplishing the tasks? Personally, I am not certain of how H. Dao and E. Sanchez want to go about it. I understand that this is the Board of Directors' task lists and we each have individual ones. Are we keeping both lists and one on one list? **E. Sanchez** asks what the individual lists are. **A. de Leon** states that H. Dao sent an ASI Vice President of University Affairs task list and I placed my goals on there. I was confused to where my goals should be placed. **E. Pamela Sanchez** states that the two lists are the same. A separate copy was created for everyone. It should be the same one, but with a basic template. Fill out the document that has a specific position. This task list is for the entire semester and it is to see if a person reaches their goals. We will not be specific with tasks, but the goals for the semester will be seen. **A. de Leon** states that during the Board meeting, it mentioned that having individual task lists and tasks will be created on the side. Is that still happening or should everyone focus on the positional task lists? **E. Pamela Sanchez** states that the goal is to not assign additional tasks. One list will be filled out and will be incorporated to the other document. The document is mainly to have one place where we all know what we are working on. O. Shakoor and I spoke about this in a one-on-one. We could bring up the business continuity document at every Executive Committee Meeting, where everyone will be able to input what is being worked on. If any help is needed from the Board of Directors or Senators for projects, it can be listed. The business continuity tasks provide a guide for the newer ASI members. When I was Director of Programming, I was unaware of what was supposed to be done. The list should not be seen as additional tasks, but one document. This came as a surprise and it is because H. Dao is pretty behind on it. I am not sure when we will have the task lists out. **K. Dhillon** states that A. de Leon mentioned some of the topics I wanted to discuss. I do agree that when the task lists were first introduced, it was disorganized and at the Board meeting, when we found out that they were going to be business continuity tasks, the concerns were of how both documents would match up. There are office hours, task lists or goal lists, and the business continuity plans. That in itself is a lot for the Board members to process. With the task lists, there needs to be clear guidelines on how the Executive committee and Vice President will ensure that everyone is on their tasks. I like the idea of the Executive Committee discussing the business continuity tasks and items in progress at meetings. **E. Pinlac** states that with business continuity, the language is used in a case of natural disaster. There are procedures for business continuity and using it for these purposes is different. It was used in spring semester due to shelter-in-place. Moving forward, we plan to be virtual. I do see it as a group task list. If there are tasks that require more than one person, they are on the list. It is a way of tracking and making sure that everyone is aware of the collaborations that need to happen. It was surprising to the group and I thought it was brought up in a

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previous email, but I did not see one. **E. Pamela Sanchez** states that they are open to suggestions on how to improve the task lists. The title can be better to explain the overall idea. I am glad that this was brought to the Executive Committee because H. Dao and I did not think that since it is his specific task, we did not believe that it would have to go through the Executive Committee. I am glad that it is being discussed here. **M. Castillo** states that the reason he recommended to have a discussion at the Executive Committee meeting is because there is an opportunity now to determine how this can be done. This was forced upon us last year when no one expected COVID. What does the group want to accomplish with this and what would be helpful? Last year when K. Dhillon and Daisy Maxion did this, it was perfect. We had all the tasks and they were identified. All that needed to be done was to assign tasks to people. The Executive Committee was serving to ensure that everyone was following through with the tasks that had already been determined. Right now, I do not know if there are a lot of tasks that have been determined, which could be adding to the confusion. What would be helpful to the group on how to track how people are doing things and completing them in a timely manner. **E. Pamela Sanchez** states that is where more clarification is needed between the task list and the other document. We are trying to figure out what people are trying to accomplish this semester and that is why the task list document should be changed to semester goals or a name similar. When I have one-on-ones with people, I know what they want to work on, but I am unsure of how the task will be completed, when it will be done, or how it will be done. **B. Golez** states that similar to E. Pinlac and M. Castillo's ideas, her idea was similar. The business continuity tasks would be for the policy agenda tasks, which are heavier tasks and take a team to focus on the initiatives. We are still looking to delegate all the goals that we as a Board, want to achieve. As far as the semester goals go, it is good for everyone to personally reflect on. Every month, I will look at my task list to make sure I am on track because I made it in the beginning of summer. The semester goals do not necessarily mean that a collaboration is needed. The semester goals list can be for personal use and the business continuity can have collaborations. When the Vice President decides to enforce the semesterly goals task list, it is H. Dao's decision. For the business continuity tasks, we are waiting on the policy agenda to pass so that the initiatives can be given to each team. **E. Pamela Sanchez** states that in order to know what the goals are, the policy agenda does need to be passed and it will be happening next week. **K. Dhillon** states that the task list and policy agenda was successful because they were approved, and we knew what we wanted to do. We need to determine what needs to be done and how everyone can contribute to help us be successful. It would be a good idea to have individual task lists for the fall and have general business collaboration tasks for the entire Board, but more specific. It will help understand what needs to be done in the next semester because there will be progress that has been made and people will know how everyone has contributed. The first step is to have the policy agenda approved. **A. de Leon** states that with more understanding, the policy agenda needs to be passed in order to delegate the tasks. There is a tree like flow to help and it starts with passing the policy agenda,

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delegating tasks, and everyone figuring out their individual tasks. E. Sanchez mentioned guidance for some newer ASI members and for them, tasks must be assigned. I encourage my senators to try different approaches despite it not being in the bylaws. By having the policy agenda completed, we can then start assigning everyone their task. I know if we leave it open for everyone then we will not be able to have the accountability that we would want. **E. Pamela Sanchez** states that we should focus on the task list and no other items. The question is regarding whether or not we should pass the task list. Will it help if we changed the title from task list to semester goals? I see a couple head nods. In that case we will change it to semester goals. **E. Pinlac** states the business continuity is not on the agenda. If you want to continue talking about business continuity, we should discuss it under this item. **E. Pamela Sanchez** ask H. Dao regarding how he feels about this item. H. Dao states that the task list helps everyone complete their task. Due to having a breakdown of questions under each section with the assistance on how to complete each item. It also lists what items are supposed to be prioritized. **B. Golez** states how would these guidelines be enforced? I came up with the idea of doing one on one check ins with everyone to make sure their personal semester goals are being met. This is all up to you whether or not you want to enforce these items. For instance, will these go to personnel to enforce? Or we can check in with our point of contacts to discuss our semester goals. We also did touch on the business continuity task, which is more for the policy agenda task. Which will be used for bigger teams to take on one side and is passing delegate for our policy agenda. **H. Dao** states I will be enforcing these tasks by meeting one on one throughout this whole year. At least 80% of the task must be completed. **E. Pamela Sanchez** states that because we are still trying to improve this document. Everyone should disregard the due dates that way we can do this correctly and not stress anyone out. **K. Dhillon** states that E. Pamela Sanchez touched on the subjects already. However, H. Dao needs to decide whether or not he wants to enforce this task list. It does not make sense that we must have 80% of the task completed if we are not going to enforce it. We also need to make a layout for if we do enforce it, how are we going to enforce it. Lastly, decide on due dates for these items since some take longer than others. **E. Pamela Sanchez** states that the 80% is coming from what we used last year to keep on board. If you decide we should not do that you can talk to H. Dao about it. **E. Pinlac** states that the task list was created last year because it was difficult to enforce and monitor if someone is completing their job. The argument that was brought up was that it was not in the bylaws. If we are not going to enforce it, it should not be done. My recommendation is to enforce it. **B. Golez** states that the point of contact sheet will render individual check-in meetings with the assigned groups of people. Looking at the business continuity task list and the teams listed on there, there are meetings throughout the semester because the tasks set by each person. The business continuity support groups can be a point of contact and semesterly contact. Creating more meetings is a lot of work. If the business continuity task list can reflect semesterly goals and point of contact sheet, it will help the Board to not feel overwhelmed. **A. de Leon** states that the task lists should have been clarified previously.

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I think that this should not be our primary focus, but we should be advocating for students and providing resources and events. The task lists need to be addressed and taken care of as soon as possible. **E. Pamela Sanchez** states that this should have been completed during the summer. H. Dao will have to figure this out more.

30:54

B. DISCUSSION ITEM: **Office Hours**

The Executive Committee will discuss Office Hours for the Fall Semester.

E. Pamela Sanchez states that the document attached is the previous Code of Conduct and it was discussed whether or not office hours were defined. Some have said that office hours are equivalent to work hours. “The President is to serve a minimum of five office hours per week, the Vice Presidents are to serve a minimum of six hours per week of scheduled office hours, the Directors are to serve a minimum of five hours per week of scheduled office hours, and the Senators are to serve a minimum of four hours per week of scheduled office hours”. **E. Pinlac** states that bringing this discussion to the Board would have been a long discussion. The intention of office hours is similar to work hours. If it is time to complete ASI tasks, it should be more hours than what is listed. If you look at the paragraph after the highlighted section, it states that one hour should be spent tabling and in-person student interaction. To me, it shows that office hours are to be available to students. The definition of office hours needs to be better defined. Office hours should not overlap with our two major meetings, Board of Directors and Senate. Time for ASI tasks can be increased because I do not believe that work can be completed in the five or six hours provided. **B. Golez** states that she is thinking about how tabling will be enforced. I want to complete some research to determine whether it will be successful. Most of my tasks are done outside of my office hours and it is to my understanding that because there is payment through stipend, I necessarily do not need to complete my tasks during my office hours and it is based on completion. I am on the side of leaving office hours the way they are because it works for me. I am comfortable and capable of completing my work. **E. Pinlac** states that on the website, office hours and Zoom links have been posted. If we are going to continue with the normal office hours, the information will not be posted. Students can reach out when an appointment is needed. I would rather do that than provide a link and no one is there. **K. Dhillon** states that most of his work is done outside of the office hours. The five to six hours a week for the Executive Committee is not enough time to do what needs to be done. As long as people have their tasks and understand what they are doing, it will be manageable. The office hours should remain the same unless we decide to have dedicated time for certain tasks or if tasks need to be refined. **A. de Leon** states that most of her meetings happen outside of office hours. I would feel comfortable leaving the office hours as is. From experience, I have noticed that students do not go onto the website but come to me for a time to meet.



Most students ask when I am available for office hours and they are accommodated from there. **M. Castillo** states that the reality of when this was written and the current situation, is completely different. When this was written, people were going into the office looking for specific people and that is why it was needed on the website. This allowed them to understand that there were specific times to come to the office. To translate this to an online community, maybe it does not work. Twenty percent of work is spent during office hours and the remaining eighty percent of the time should be based on other work. The realities have changed. Discussing this is what should be done for our current reality is important so that the rest of the Board will know what to do. **K. Dhillon** states that this semester, no one have visited his office hours. Many students have been in contact with me directly. I do agree with M. Castillo that the situation is different from being in-person. It would be better to have one ASI Zoom link because more people will be willing to attend breakout rooms. Each person having their own Zoom link does not work. People can come into one place and break off into separate rooms, if need be. **E. Pinlac** states that he wants to create tangible steps after the discussion. I think the office hours from the website can be removed and replaced with a message asking people to reach out to a specific representative for a meeting. One thing I do ask is for everyone to continue to clock in with Simple in and Out. It is difficult to hold people accountable, so that there is a method to track all of this. If we can agree with the terms, we can begin starting to today. **B. Golez** states E. Pinlac's idea is a good idea. I like office hours to be a guide for students to provide availability. With the Zoom link that K. Dhillon mentioned, I would like for it to happen. Those that share office hours will be working with each other. Someone should work to make the single Zoom link happen. **O. Shakoor** states that he agrees with K. Dhillon and B. Golez. In regard to office hours, if we would like the best virtual experience, it should not be limited to only Board members. The only time we meet is for professional meetings. This will not only benefit us, but the Board can hold each other accountable. It is a good idea and should be done. **E. Pamela Sanchez** asks what if everyone goes onto the ASI virtual office link during office hours. It would be fun. **O. Shakoor** states that the breakout room idea would be fun. Students will have a chance to meet with someone. If professional staff are on there to help students with specific questions, it would be great. **E. Pamela Sanchez** asks how to get more Board members to understand that office hours are not the only work hours? Many of the incoming ASI members are difficult to reach outside the office hours. We have been here for a while and we understand that ASI work is more than these five to six hours. **K. Dhillon** states that it comes down to having a conversation and understanding their goals and how they will be accomplished. There will be a lot of time spent outside of the office hours to accomplish certain goals. **E. Pamela Sanchez** asks if the semester goal list would help. **A. de Leon** states that E. Pamela Sanchez explained that there are tasks and goals. There may be specific office hours and tasks that may need to be worked on after those hours. At the end of the day, it depends on whatever capacity required to meet the goals. Once the Board members are able to think about how their goals will be met, the amount



of time and effort will be determined.

47:57

C. DISCUSSION ITEM: [Point of Contact System Implementation](#)

The Executive Committee will discuss the implementation of the Point of Contact system.

H. Dao states that action was taken for the Point of Contact policy. This document will be forwarded to the Board of Directors to see who can be contacted. If there are any questions, people can check in with me. The document can be used for guidance with task force and goals. **B. Golez** states that they wanted to send out task force to the business continuity lists. If a resolution is being worked on, people can refer to the document to see who can be contacted. It is more of a reference and does not need to be enforced. We wanted to ensure that people are not overwhelmed as a point of contact, with the exception of A. de Leon, who will be working with the entire Senate. For check-ins, some people have Vice President of Communications and Vice President of Finance. In the bylaws and Administrative manual, the duties of the President and Vice President are to complete check-ins with everyone. This is just another layer to guide everyone through their positions.

53:57

D. DISCUSSION ITEM- **Election Grievance AdHoc Committee**

The Executive Committee will discuss the creation of an Election Grievance Ad Hoc Committee for the Fall Semester.

Move to postpone Discussion Item D and Discussion Item E to the Board of Directors meeting this upcoming Wednesday by **K. Dhillon**, second by **A. de Leon**.

55:28

E. DISCUSSION ITEM- [Committee Codes Update](#)

The Executive Committee will discuss changes to the ASI Committee code.

VIII. SPECIAL REPORTS:

No special reports.

IX. ROUND TABLE REMARKS

No round table remarks.



X. ADJOURNMENT at **2:00 PM**

Minutes reviewed by:

President/CEO

Name: Euridice Pamela Sanchez



Euridice Pamela Sanchez-Martinez (Nov 27, 2020 21:36 PST)

Minutes approved on:

10-2-2020

Date:



a. DISCUSSION ITEM: [Point of Contact System Implementation](#)

The Executive Committee will discuss the implementation of the Point of Contact system.

b. DISCUSSION ITEM- **Election Grievance AdHoc Committee**

The Executive Committee will discuss the creation of an Election Grievance Ad Hoc Committee for the Fall Semester.

c. DISCUSSION ITEM- [Committee Codes Update](#)

The Executive Committee will discuss changes to the ASI Committee code.

XI. SPECIAL REPORTS:

XII. ROUND TABLE REMARKS

XIII. ADJOURNMENT











Executive Committee Minutes of September 16, 2020.

Final Audit Report

2020-11-28

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