

Executive Committee Meeting Minutes of April 14, 2021

- I. CALL TO ORDER at **12:05 PM**
- II. ROLL CALL
Present: Desiree Cuevas, Omer Shakoor, Anjelica de Leon, Brittney Golez, Kabir Dhillon, Erik Pinlac

Late: Martin Castillo

Absent: Euridice Pamela Sanchez
- III. ACTION ITEM - **Approval of the Agenda**
Move to approve the agenda by **A. de Leon**, second by **K. Dhillon**, agenda **APPROVED**.
- IV. ACTION ITEM - **Approval of the Minutes of March 24th, 2021.**
Move to adopt the minutes of March 24th, 2021 by **K. Dhillon**, second by **O. Shakoor**, minutes **APPROVED**.
- 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.
- VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM – **Hope Emergency Housing**
The Executive Committee will discuss changes to the HOPE Emergency Housing costs, joined by Jennifer Luna.
E. Pinlac states that the reason that this came up as an item was because of the price increase in housing. We pay \$25,000.00 and HOPE pays \$25,000.00. Next year, it will increase to \$74,000.00 for eight spaces. Previously, we were told that we will receive a discount, but we are unable to now because they are not operating at full capacity. **Jennifer Luna** states that there are emergency housing units for any



student to stay in for a limited amount of time while finding permanent housing. With COVID, there have been more requests from students because they have lost their jobs and are unable to pay for their rent. The emergency housing unit began in 2019 and there have been twenty-two students placed in these units. There are multiple units with multiple bed spaces in them. Pre-covid, it was in a university village and after March 2020, everyone moved into Pioneer heights. There are multiple beds in these apartments, and we currently have eight bed spaces. There are some students that are looking for a gender space. When we had one apartment with four beds in it and there was one male student, that student was reluctant. Many students that come to us are coming from situations of trauma. They come to receive access to these spaces to continue their education without distractions. The average stay for students is about fourteen days and with COVID, it has extended. Before COVID, there were resources available for students to receive housing and with COVID, the spaces were filled quickly. We have had difficulty finding permanent housing for students. Beyond the number of students placed, we have received more reports than we can fill. Care reports are submitted by faculty on behalf of students. From last year, we have fifty-one reports and eighty-two requests for emergency housing. Because many of the reports are anonymous, we have not been able to match pair and see if the person is someone that has gone through care Oftentimes, there are unique students seeking help. Since May 29th, 2020, we have served nine hundred days of stay on campus. Students state that there are students living in cars and doing schoolwork in their vehicles. People will go to libraries and gyms. In the bay, many libraries and gyms have been closed and that is where the emergency housing has been helpful. **A. de Leon** asks if the configuration of the beds will change with students returning to campus in the fall. **Jennifer Luna** states that they have been preparing for it and the apartment spaces will need to be turned over more quickly. Our community partners have been able to move through the congestion and more centers have been opened up. Some of our service calls have been from students from southern California or Los Angeles and are full time students at East Bay but cannot come onto campus. We have additional funds that we received specifically to have an agreement where we can place students and create partnership with Hilton hotels. If a student stayed in emergency housing for a short period of time and needed an extended stay after, they could temporarily stay in a hotel. It is off campus and would be difficult for students that do not have a car. We are working with procurement to contract with that hotel chain. For example, if a student has a class at the concord campus it would be harder for them to navigate on getting if they were to stay at the Hayward campus. We are trying to figure out how to help students are located in Contra Costa county. E. Pinlac states I believe our budget can support this request. I would say this is the cheapest options that do not have a kitchen. Jennifer Luna states cleaning cost were not included and if included for eight spaces it will cost \$106,037.44 for twelve months. We also do not get charged for summer; this will just cover the 272 nights of the school year. We are also having a professional cleaning company come in and clean the area instead of our staff members. Especially with COVID, we want to make sure that these units are clean and sanitized.



This will be an apartment with six bed spaces and the other apartment will have two bed spaces. They will all be sharing kitchen, bathrooms, and dining area. When a person moves out, their area as to be sanitized and weekly, the common spaces will be sanitized. H.O.P.E does not receive general fund money from the university, and we appreciate ASI contributions. The only way that H.O.P.E is sustained is by private donors, donations, and Chancellor’s office. However, the money has to be labeled where the funds will be going towards, for example, hotspots, meals, or student services. **E. Pinlac** states in our last meeting the cleaning quote was not included. Let us say we split the cost right down the middle to which it will be around \$53,000.00, though it will cover the students who need it the most. It seems that the county cannot house these students on an emergency basis, to which I am not sure if they will in the future. I wanted to receive the feedback from everyone. I will need to figure out how we can budget for this cost, to which I am not concerned about. I would concern if this were a need that cost a lot and was not helping out our student dramatically. We are still building the budget. **D. Cuevas** states this is something that we need to continue to fund year after year. Especially, when we know prices in the Bay Area will continue to increase. Will this also include meal swipes for the dining commons? **Jennifer Luna** states yes. When students move into our housing, they will receive sheets, towels, meals swipes, bag of toiletries, and some other basic necessities. An air fryer will also be in the apartment, along with helping students apply for Cal fresh. **K. Dhillon** states I also agree with funding emergency housing for students. **Jennifer Luna** states try to think of yourself as a student going to school and experiencing a hardship in which you do not know if you should drop out of school or try to find a solution. This is a solution for many students. We also want to connect students with community resources; however, these resources might feel intimidating to students. For example, going into an emergency shelter, students might be exposed to people who use drugs or being around many other people. By providing students with this on campus resource then they will be in a safe living environment. This will provide a certain feeling of home and safety that we sometimes take for granted. The Chancellor has asked for all CSUs to come up emergency housing solutions for their students, in which they might have hotels across the street. For our campus, going down the hill might not be as beneficial for students who do not have a car. Pioneer heights has been very great for students and in the past, we have also given students parking permits.

22: 55

B. DISCUSSION ITEM – ASI Administrative Manual

The Executive Committee will discuss changes to the ASI Administrative Manual002E

K. Dhillon states we are adding change that happened in the past two years. Whether if it is certain positions have been picked up or the direction of our organization. If one has not noticed, the administration manual is almost an exact copy to our bylaws. In the beginning, the preamble was taken out due to there being no reason to have it in two places, since the administration manual builds off the



bylaws. We created a purpose section in order to indicate the purpose of this manual. We also listed that staff and employees will find their information on the employee handbook. If we go into article three, it lists additional responsibilities, which builds on top of our bylaws. Next off, I added a section in which I saw UC Berkeley had in theirs, I added a line for the chair of the board. Robert's rule of order is done for both the board and the senate, along with setting clear meeting expectations. We are also adding the point of contact to every position. Refer to the bylaws for additional responsibilities. For President, we added the policy agenda due to it led by the President and being a collaborative effort. We also added resources for how to implement the policy agenda. We also removed ex officio members along with nonvoting advisors since ASI does not do ex officio. Semester conversion and affordable learning solution committees are no longer active. I also added that we should meet with the executive vice president on a weekly basis, at the moment we are not doing this but moving forward will be implemented. Shall meet with the University President and VP of Student Affairs that the ASI President has to meet with. For executive vice president, I just added the abbreviated title. Regarding appointing people, we replaced it was the vacant position policy. We took out leadership conference due to it not being something the executive vice president does. ASI does not have leadership conference, which does not make sense having this language in here. For coordinating university wide committees, we added roster due to stating how it is done. For student representatives for a hiring search committee, was added due to the policy being approved and would eventually become part of this. Evaluations will be submitted to the executive vice president, as well as roll call records that can be accessed by the board assistants. This was originally set under the vice president of communications, however, since the executive vice president oversees personal matter, it seems more fit. We will also be implementing the point of contact, which the executive vice president will be responsible for. The vice president of finance shall be a voting member for the board of directors since it was already in the bylaws. Very little was changed for the vice president of finance. Shall recommend finance policies and guidelines to the president and executive director of business analysis. Must review club funding policies prior to the beginning of the year in order for there not to be any delays. The vice president of communications will become a voting member for CFAQ and shall maintain in contact with the mobile app. Shall review internal documents, which will be a collaborative effort. We also added more language on how to create the newsletter and refer to the newsletter policy. We also clarified tabling being under the vice president of communications. For VP of University Affairs, I added the abbreviations or the title and is part of CFAQ. They also oversee It's on Us and Anti-Hazing Rights. VP of University Affairs works with the Senate to implement the Senate aspect and VP of University Affairs is able overseas the Senates duties. For legislative affairs, I mentioned that they work with CSSA. In case the Legislative Affairs Director cannot attend CSSA then the VP of University Affairs will attend. The Legislative Affairs Director will work with the CSSA civic engagement officers, census, and work with ASI Presents. The Director of Programming will work with ASI Presents more in order to do more collaborative events. They will



also attend meetings that have programming events. The Director of Sustainability will take action on initiatives, programs, and services, as well as, advocating for sustainability. They will also be working with the Director of Programming in order to host events like Earth Week. The Director of Concord Campus will be working with University Director of Concord and table. The Director of Wellness section has been updated to list committees that they work alongside with. They also collaborate with mental health awareness and Hey Be Nice event. The Academic Senators will be working with programming director and ASI Presents when trying to create events. Non-Academics Senators will also be part of statewide events as they see fit. For transfer students we include some programs that they work with. Commuter students has not change. For Senator of Greek Life, we added, that you will need to be an active member of a sorority or fraternity organization and be in good standing. They will also be a voting member to the executive committee. For Senator of Residence Life, we include that they will be working with student housing and RHA. Senator of Large will be working with ASI Presents and the Director of Wellness when it comes to mental health awareness. Instead of having the long list of resolutions, we decided to strike it out and refer people to the ASI website. If you look at the last article, we split up the individual sections to list when this document was adopted. If it needs to be amended, then you just need to amend it with fifty percent plus one majority. These are all the changes that will be made. **B. Golez**, **E. Pinlac** and I have been working on these changes. We decided to complete this before the end of the semester, therefore, everyone is clear on their positions before the new school year starts. **D. Cuevas** states for the Director of Concord campus, it does not state whether or not they have to be a student attending the Concord campus. **K. Dhillon** states in the bylaws, it states they have to be enrolled in three units at the Concord campus. **M. Castillo** states great job with this **K. Dhillon**. Is there room to add a tentative calendar to list expectations. For example, the Director of Programming needs to have a certain number of events completed by a certain date. I believe this is something we struggle every year and by the time spring comes around, nothing has been completed. **K. Dhillon** states yes. If you have ideas on how to incorporate it into this policy, I am all ears due to struggling how to incorporate it. I know we discussed about it during our meetings, but this will provide more support. **D. Cuevas** states when I was Director of Programming, **Kris D.** mentioned to me that all fall events should be planned out and dated by the end of summer. While all spring events should be planned out by the end of fall. **E. Pinlac** states for the Director of the Concord campus, the language is in the policy. However, we should figure out how to work around it if no one eligible applies for the position. Not many classes are offered at the Concord campus. I know **A. Miralles** is working with staff members to try to incorporate more classes. **A. De Leon** states the Concord idea is a bigger issue and needs more discussion. Regarding the timeline, we can include a tentative timeline for each position, and this can be a way to get around the idea. I would be happy to help with this issue, since I know it gets lost in transition. **B. Golez** states thank you **K. Dhillon** for pulling the weight on this project. I would suggest everyone to take a look at all the changes and make suggestions if you feel necessary.



38:54

VIII. SPECIAL REPORTS

No special reports.

38:57

IX. ROUND TABLE REMARKS

B. Golez states I am trying to request additional information for our banquet. This is my first time planning it and keep an eye on your email for an invitation.

39:50

X. ADJOURNMENT at **12:44 PM**

Minutes approved by:

President/CEO

Name: Euridice Pamela Sanchez


DesSiree Cuevas (Apr 29, 2021 21:14 PDT)

Minutes approved on:

4-28-2021

Date:

