

Executive Committee Meeting Minutes of October 2, 2020

- I. CALL TO ORDER at **1:32 PM**

- II. ROLL CALL –
Present: Euridice Pamela Sanchez, Hoang Dao, Omer Shakoor, Anjelica de Leon, Brittany Golez, Kabir Dhillon, Erik Pinlac.

Absent: Martin Castillo

- III. ACTION ITEM - **Approval of the Agenda**
Move to approve the agenda **K. Dhillon**, second by **A. de Leon**, motion **CARRIES**.

- IV. ACTION ITEM - **Approval of the Minutes of September 16th, 2020**
Move to approve the minutes of September 16th, 2020 by **O. Shakoor**, second by **H. Dao**, motion **CARRIES**.

- 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: **Business Continuity Tasks Document**

The Executive Committee will discuss the **Business Continuity Tasks** by contributing to the delegation of tasks and editing the document

E. Pamela Sanchez states that she recently discovered a program software that is specifically used for team projects. I showed it to E. Pinlac earlier today, but I wanted to show it to you all. I believe that if we use this platform, it will be more efficient in getting our goals and continuity tasks completed. I am going to play a short YouTube video and the website is called Trello. **B. Golez** states that she used Trello for modules and features for the CSUEB app. It separates the board into tasks, and it is a great idea. What is the cost for Trello? **E. Pamela Sanchez** states that her boss at the Center of





Student Success and Equity informed her of Trello. The app is free, but there is an upgraded version. Trello will categorize the Board and the Resolutions and tasks can be delegated to people. Everyone can see what others are working on. This is a good idea, and I am glad that B. Golez has experience with it. Trello can be used instead of the business continuity tasks. **K. Dhillon** states that Trello looks simplistic and it would work better than what was done in the spring. **A. de Leon** states that it is a great idea. It is good tool for those that are visual learner, which I am. Something I have been hearing from the Senators is regarding accountability. Since everyone can view the tasks all at once, it will work. **E. Pinlac** states that he has used Trello before. The only concern is to train the entire Board of Directors on how to use it. The implementation is the most important part. **E. Pamela Sanchez** states that the spring semester remains, and it will provide time to be knowledgeable and set a guideline for next. ASI could use this in the future. **B. Golez** states that the business continuity task was presented about two weeks ago, and I wanted to know is the progress for the first round of tasks. If we sign up for Trello, when would we be ready by then? **E. Pamela Sanchez** states that she is unaware of the progress that has been made. This item was placed on the agenda because previously, we spoke about having the Executive Committee delegate the tasks. There have been no tasks delegated. Registering for Trello may take a few days. **E. Pinlac** states that any software implemented has to go through the VPAT process and since CEAS has been using it, I believe we can use it. If there will be an expense to it, it will need to be approved. **E. Pamela Sanchez** states that Dr. Richardson has been using the free version. I am not sure what features are included are in the upgraded feature, but it can be looked into for the upcoming semester. **K. Dhillon** asks H. Dao about the progress of the tasks and when the finalized version will be completed by. **H. Dao** states that for the Board of Directors, it has been completed. For the task documents, E. Pamela Sanchez and I need to meet and review the documents. Then, each individual class will be included into the business continuity weekly tasks. Details and content need to be added under each weekly tasks. The individual goals need to be reviewed before completing the business continuity tasks. **K. Dhillon** states that it is great the H. Dao and E. Pamela Sanchez will be meeting, but he would like to know the date in which the document will be finalized. **E. Pamela Sanchez** states that the business continuity document was placed on hold because of the opposition and confusion. Right now, we are all struggling to figure out who will delegate certain tasks. Trello will be the best platform and all of the Executive Committee can help delegate tasks through that software. I do not believe the business continuity tasks will be used anymore. The faster we get on-board with Trello, the better. **B. Golez** states that last year, she requested that the tasks should be an even number amongst all Board members. If we decide to do Trello, each person should be limited to two or three tasks a week and as time progresses, provide a deadline for each task. The business continuity tasks worked out well last year. In the ASI administrative manual, it does state that the Executive Vice President and President as in charge of delegating tasks to the task list. I am confused and it will

not take the entire committee to do this. I would like the task list to take into high

510.885.4843



associated.students@csueastbay.edu
www.csueastbay.edu/asi



25800 Carlos Bee Boulevard
Old Union #314, Hayward, CA 94542





consideration our personal tasks and policy agenda. The policy agenda requires the collaborate team efforts that the business continuity task is looking for. I know it is early in the year and many of the Board members do not have tasks. **H. Dao** states that the business continuity should be implemented so that the Board of Directors can support the initiatives and align to the policy agenda as well. After E. Pamela Sanchez and I review the Board of Directors task lists, a decision can be made. **E. Pinlac** states that E. Pamela Sanchez and H. Dao should start a list of the bigger tasks that need to be completed and then the Executive Committee can have further discussion. This can be difficult to talk about and there is only one person that here that has been on the Executive Committee from last year. Last year, the Executive Vice President and President would come up with a task and decide who will do it. During the meetings, there would be a follow up and updates on each task. I do not like the name business continuity because now that we are moving, it should be made a policy agenda status update. Business continuity is for when a disaster occurs, and everything needs to be kept in order for business. **E. Pamela Sanchez** states that there was discussion to wait until the policy agenda was passed. I did not want to start the business continuity tasks if people were opposed to it. I understand that this should have been done over the summer. **A. de Leon** states that there is confusion on which approach will be taken. What I am hearing is that we need to choose one or the other. If Trello is chosen, it would be great. That way I view this is that the policy agenda is at the top and other tasks are delegated underneath. Right now, a decision needs to be made whether the business continuity tasks, or Trello will be used. **E. Pamela Sanchez** agrees with A. de Leon and a decision does need to be made. Trello is great because everyone is in charge. The document can be ended right here and if we are willing to do so, I suggest it. **K. Dhillon** states that with Trello, we do not want it to be overbearing. With Zoom fatigue, there are many meetings, and I would not want to overwhelm the Executive Committee with another meeting.

Move to suspend the rules that allow to take an item out of proper order to take New Business Item A Resolution in Support of the National Suicide Hotline Designation Act by **K. Dhillon**, second by **B. Golez**.

B. Golez asks if Trello would be the same as using the business continuity task list. Either way, we are delegating what needs to be worked on. **E. Pamela Sanchez** states that the two ideas are the same. Trello allows everyone to be included and it is visual. It is more motivating and fun. **B. Golez** states that the next steps are for the President and Executive Vice President to discuss the larger tasks. Then, the Executive Committee can return to discuss the tasks. The tasks can be viewed through Trello or the business continuity task and should be ready before the next meeting. **E. Pamela Sanchez** asks if the Executive Committee would like to provide a deadline for when Trello should be ready? Trello can be ready for the next Board of Directors meeting. **A. de Leon** states that it should be brought to the Board of Directors. E. Pinlac mentioned having a training for the Board of Directors and it would be beneficial to have a little retreat to review the software. Kris Disharoon did a great job during the Board of Directors meeting,





explaining Simple In-and-Out. **E. Pamela Sanchez** states that she will have a discussion with E. Pinlac to see if it has to go through the Executive Committee first. Do we have to approve the usage of the software? **E. Pinlac** states that it does not need to be approved unless it needs to be paid for. If needed, I can get the VPAT for the software.

29:11

I. NEW BUSINESS ITEMS:

A. **DISCUSSION ITEM - Resolution In Support of the National Suicide Hotline Designation Act**

The Executive Committee will discuss the Resolution In Support of the National Suicide Hotline Designation Act.

K. Dhillon states that this is a resolution that has been worked on with A. de Leon. The idea was from the American Suicide Prevention. This legislation would designate the number, 988, as the National Suicide Prevention hotline and the bill has passed through the Senate in May. In September, it has passed through the House and it needs to be signed off for it to come into law. **A. de Leon** states that the legislation is ASI extending its support. It is important, especially with everything that is going on.

24:56

B. **DISCUSSION ITEM - Parking Permits for 2020-2021 Academic Year**

The Executive Committee will discuss advocating for free/reduced parking permits for the upcoming semester.

A. de Leon states that she had a meeting with E. Pinlac to discuss parking permits. E. Pinlac brought up the idea of possibly reducing the price of parking permits and free parking permits for students that come to campus once a week. This is an idea that I thought can be brought to the Senate, once there is one. The Senate can advocate and push for it to occur. **E. Pinlac** states that the Chair for the Academic Senate wanted to play a role. This idea can be brought up during the meeting with the President, which is in a few weeks. Doing something for students will be beneficial, especially now. Students are upset that they had to pay for things and the cost to attend is the same as it was previously. It is not fair for certain populations that had to be here. **E. Pamela Sanchez** states that this is something great to advocate for. Students living on campus had to pay to live here and pay for parking. If we can tackle this at the source, it would be helpful, and we do have Michael Lee's support. **O. Shakoor** asks how the committee will go about this item. Is there a number in mind? I understand that this is a good thing to advocate for but let us think in the perspective of a student. If my parking permit is only discounted \$10.00 to \$20.00, I am still





paying over \$100.00 to park on campus. I want us to have a discussion on how much the discount will be. We should advocate with a number to be more concrete. **E. Pinlac** states that the parking permits are there to regulate the number of cars that park on campus. During the pandemic, the parking lots are empty. The original conversation was about free parking permits, but a discount may be helpful. We will need to come up with a number that will be beneficial to students. **E. Pamela Sanchez** states that all the funds are directed towards something and we can figure out where the money for the parking permits goes to. We should aim for free parking permits. **B. Golez** states that this would be a great discussion item for CFAC. I know that San Francisco State University was able to get rid of their transit fees, which is still a \$200.00 fee. Whatever CSUEB is willing to do will help a lot. It does not only need to be an ASI discount and it can be broader.

35:00

C. DISCUSSION ITEM - Resolution Condemning Racist Behavior in Faculty

The Executive Committee will discuss the creation of a Resolution Condemning Racist Behavior in Faculty.

E. Pamela Sanchez states that a draft was sent last minute. Some information, such as the statistics, from A. de Leon's Social Justice Ad Hoc Committee resolution was copied and pasted into the document. The reason for this resolution is that there have been complaints from students saying that they notice professors making racist remarks in classrooms or through emails. I heard that there is a professor on campus, currently, that has written research papers on Eugenics, which claims that African Americans are inferior based on anatomy. I received the news that it will be seen on the media and I wanted us to prepare with our stance. We are unaware of when the news articles will come out, we need to prepare. **E. Pinlac** states that he is for stronger language and tie it to something tangible that the university can do. There have been articles on this, and they are talking about the line of academic freedom versus violations of Civil Rights. Some people will see that this document is blurry. I would like to console with Professor Michael Lee to see where his thoughts are. He would be able to help us navigate through this. **E. Pamela Sanchez** states that this was presented to see if everyone would be willing to work and present this resolution together. I rushed this into discussion for whenever the news is released into the media. The resolution does need work and I will be working on it

39:01

D. DISCUSSION ITEM - Virtually Connecting BOD 2020-2021

The Executive Committee will discuss ways to virtually connect the current Board of Directors during a time of remote learning and working.

A. de Leon states that she recently attended a leadership conference for another campus



job. They introduced us to different virtual games that can be played with groups, teams, and organizations. It is called Snack Nation and it is a list of different ways to connect teams through remote learning. There are things that require funding, and I am not sure which one would be best. This would be helpful since we were unable to have an in-person retreat. It may also alleviate stress and connect everyone. **B. Golez** states that it is a good idea and personally, she has been feeling disconnected. One thing I have noticed is that there has been low engagement with the Board of Directors. This can be a part of our support groups or used during our check-ins. It can be made a requirement to play the games. **E. Pinlac** states that this has been discussed in meetings. Zoom is overwhelming. There is a program called Jack Box Tv, where games can be played on Zoom. It requires a small investment in a monthly subscription. When the pandemic first began, that was a way I connected with my friends. It can be used for other purposes, such as a program. **E. Pamela Sanchez** states that she spoke to President Morishita. He mentioned that we will be able to have an in-person winter retreat in the multi-purpose room. I provided the maximum number of thirty people, including other people. My hope is to make the retreat hybrid so that it is accessible for those who cannot attend. These activities are necessary to connect more.

43:21

II. SPECIAL REPORTS:

No Special Reports.

III. ROUND TABLE REMARKS

E. Pinlac states that his background is cut off, but it will be fixed. Remember to vote and be careful with the air. Today, I had to leave the office early because once the AQI reaches 170, campus closes. The university takes long respond. I decided to go home, and I was getting a headache. Everyone, please be safe out there.

E. Pamela Sanchez states that today was a great meeting. I hope you are all doing well.

44:41

X. ADJOURNMENT at **2:17 PM**

Minutes Reviewed By:

President/CEO

Name: Euridice Pamela Sanchez



Euridice Pamela Sanchez-Martinez (Apr 20, 2021 20:35 PDT)

Minutes Approved On:

10-28-2020

Date:

