

**Programming Committee Meeting Minutes of April 5, 2021**

- I. CALL TO ORDER at 10:07 AM
- II. ROLL CALL  
**Present:** Zaira Perez, Nick Brandao, Alexis Caringal-Holmes, Aa'ishah Riaz, Arazeli Barragan, Maricarmen Marin, Marlo Spooner.
- III. ACTION ITEM - **Approval of the Agenda**  
**Motion** to approve the agenda by **A. Barragan** second by **M. Spooner**, motion **CARRIED**.
- IV. ACTION ITEM – **Approval of the Minutes of March 15th, 2021**  
**Motion** to approve minutes of March 15<sup>th</sup> by **N. Brandao**, second by **M. Spooner**, 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 the ASI Programming Committee and/or the California State University, East Bay.**  
No public comment.
- VI. UNFINISHED ITEMS:
  - A. ACTION ITEM – Basic Needs Boxes  
The Programming Committee will vote on the budget for the basic need's boxes for students.  
**Z. Perez** states N. Brandao and the Director of Concord will be working together to create the budget and itemize items. **N. Brandao** states the Director of Concord stated that she will be helping out with the budget portion due to having many items on her plate. The planning will be left to us. **Z. Perez** states we will get back to everyone regarding how much of the Director of Concord budget we will be using. The boxes will be sent out to students once they fill out their information on the google form. We will also be giving boxes to the H.O.P.E pantry for when they set up pop up events. We also need to keep track of the students who receive these boxes due to not being allowed to give them two boxes. Do you know how the H.O.P.E pantry will be monitoring the distribution? **N. Brandao** states they have a system in place, and I could ask them this question. **Z. Perez** states someone will



have to package these boxes from our committee. At the moment, I am not in the area to package the boxes, however, once we receive the items, I can make a trip to help package the boxes. Is anyone in this committee willing to do this? **A. Barragan** states I can volunteer, but it will depend on the date. **Z. Perez** states that it will be up to us to decide, we cannot leave everything for ASI Present to package the boxes. **N. Brandao** states I am willing to help, however, it would have to be on a weekend **Z. Perez** states the office is closed on the weekend. Depending on how many boxes I would need help and we can take advantage of doing sweets and treats as well. Someone asked when the pop-up events are going to happen. **N. Brandao** states the pop-up events will happen on either Tuesday's or Thursdays to which they are bi-weekly. **Z. Perez** states sometimes students sign up to go to the pop-up pantries and last minute they decide not to go. Therefore, I would like them to cross check their net id's, or I can talk to Kris. When I was talking to Kris, he stated that only students can receive boxes, keep everything gender neutral, and to send the same items to everyone. We can also try to do travel size items, since it would cost less. I was thinking of looking for prepackage travel bags that we can order from amazon. I know I have seen some at Walmart, which are not too expensive. It had a toothbrush, floss, shampoo, conditioner, mouthwash, and other personal hygiene. I will add these items to a document to which I will give everyone access to. We also have mask to send out with the basket. Please share any items that you would like to add. **M. Spooner** states I understand why we need to keep it gender neutral; however, it would be better to meet the needs of each box to how students identify. Is there any way around this? **Z. Perez** states Kris mentioned that if someone received certain items in their boxes then they might get offended to which we are trying to avoid. I did want to include feminine products due to it not being as accessible to everyone. **M. Spooner** ask is there a way we can send boxes to how students' identity in order for everyone to receive a package that is designated for them? **Z. Perez** states adding a slot in the google form might offend people, however, we would need to split boxes in between. For example, if we do four hundred boxes, half of those would need to include feminine products, while the other half does not. **M. Spooner** states my apologies I do not want to make it complicated. **Z. Perez** states I was also thinking of that idea, however, this is the easiest and most simple way to keep everything the same, since we have to keep items as gender neutral as possible. We are also on a time crunch. **A. Riaz** states I posted an Instagram post, in which student responded of doing canned food



giveaway. However, I realized this might be a bad idea due to people having food allergies. **Z. Perez** ask if anyone wants to do sweets and study boxes for the end of the semester. **A. Riaz** ask what is sweets and study boxes? **Z. Perez** states when finals came around in person, we would have a spot in the library to which we would give students free snacks for finals. This year, I partnered with the Pioneer Kitchen, in which they were already selling these boxes. Students were aware of what was in the box beforehand and I was thinking of doing the same thing before finals. Ideally, I would like the boxes for these two events to happen together. **M. Spooner** states as a committee I do not want people to look at us as sexist due to seeming that we are providing for men more. Is there a way we can purchase women products that can be given to those in need separately, I am not sure if this is being done already? **Z. Perez** states I can talk to Kris to see if we are allowed to do this. You can write on the google form on how you think we can best go about this. I am not sure how people will react if we do this. **N. Brandao** states I understand what M. Spooner is saying, however, I do agree with Z. Perez, since we do not want to exclude men. I do want to emphasize the R.A.W is opening up soon, in which that building has free products for women. In our past board meeting, we were discussing adding female products in the women's bathrooms around campus. **Z. Perez** states this is still in the works and has not been completed. I know the previous director of programming held a women donation hygiene event, but I am not sure if we have any left-over products from last year. **A. Barragan** states if we want to include feminine hygiene products, we can write in the google form if the person would like to receive these products. That way we can include everyone's identity and not exclude anyone. **Z. Perez** states I love this idea, we can incorporate what you stated onto the google document. My only concern is having a female hygiene product that everyone can use. **M. Spooner** states we can choose any unscented items. **Z. Perez** states we have to keep it general for everyone, since not everyone uses the same products. **A. Riaz** ask what if in the google form we ask them what type of product would they like to receive? Once people complete answering the forms, we can determine what item yields the highest in wants. **Z. Perez** ask what if we do not order enough products? **M. Spooner** states it can happen with any product. We just have to do the best that we can. **Z. Perez** states we can ask if they would like a pad or tampon, though what if we do not have anymore? **M. Spooner** states again I would suggest doing the best that we can and try to reach as many people as possible. **Z. Perez** states I would need to talk with



Kris again in order to discuss this topic and see what products we would include. **A. Barragan** ask what is in the boxes? **Z. Perez** states mask, toothbrush, floss, mouthwash, dry shampoo, lotion, hand sanitizer, and either a pad or tampon. **N. Brandao** ask how many boxes we will be distributing due to it being many items. **Z. Perez** ask how many do you think is okay? I was thinking of having a budget of \$1,400.00 due to not wanting to have travel sized items for all items. Also, I would suggest increasing the budget to \$5,000.00 due to the feminine products and if we do not use all the money it will go back to our budget. We can also vote on having a bigger budget. I do want to mention the Director of Concord will be contributing to the budget as well. **M. Spooner** states when we buy items in bulk, it usually comes out to be cheaper. **Z. Perez** states we will be buying it off of amazon and might not come in bulk. I want to place at least half of this order soon in order to get started on this. **M. Spooner** states I was looking for envelopes I found a better price for a bulk package and was able to save money. There was also a personalized 500 hand sanitizer that I got for \$35.00. I am not sure how much time we have to search for these items before sending it to the person who is going to buy it for us. **Z. Perez** states we can only purchase from certain places. If we buy from outside websites, then we can only use a certain budget for it. **M. Spooner** states it would be difficult to set a budget without having the prices for these items first. **Z. Perez** states we can agree on a high budget, to which we can save any leftover funds. We can try to complete 300 boxes. **N. Brandao** states that M. Spooner is correct we are not a business and we are doing the best that we can as students. **Z. Perez** states we can contribute \$5,000.00 from our budget and see how much the Director of Concord can contribute; this will allow us to see how many boxes we can make. We would have to vote on this matter.  
**Motion** to approve on a \$5,000.00 budget for the basic need boxes by **ALL**, motion **CARRIED.**

36:33

B. DISCUSSION ITEM - CPR Training

The Programming Committee will discuss a request to the Senate that CPR training become a requirement for students to graduate at CSUEB.

**M. Spooner** states I do not have any extra feedback. I know last time we spoke N. Brandao, and you agreed that it would be a good idea. **N. Brandao** ask if we have to get this approved in order to discuss about it to the committee? Or how would



we bring this topic to the board of directors? The next board meeting is in two days. If we do approve this here, then we would have to discuss it during the next board meeting. **M. Spooner** ask when the next board meeting is. **N. Brandao** states April 7<sup>th</sup>, the board has a meeting every two weeks. Hopefully, we are able to get you on the agenda prior to the next board meeting. **Z. Perez** ask if this item would be sent to the senate before the board? **N. Brandao** states I am also confused due to thinking it would get sent to the board and then the senate. **Z. Perez** states I am not sure and would ask Kabir. **M. Spooner** states we have to take action first before sending it to the senate. **Z. Perez** states we have to take action on this matter in our next meeting. **M. Spooner** ask where is the request for the basic need boxes going too? **Z. Perez** states in order for us to use the money in the budget the majority of the committee has to vote on it. I am not sure if M. Spooner would have a presentation to present to the board. **M. Spooner** states I would explain to them that I have experienced with my CPR training and the story I shared with you all. **Z. Perez** states I will let everyone know once we place the items to order, when they arrive, and when we will package these items. We will postpone this item until our next meeting. **M. Spooner** states my only concern is that we do not have enough time to discuss about these items to get them passed due to school almost being done. **Z. Perez** states we can vote on this item in order to bring it up for discussion to the senate.

**Motion** to request to the Senate that CPR training become a requirement for students to graduate at CSUEB by **ALL**, motion **CARRIED**.

44:24

VII. NEW BUSINESS ITEMS:

No new business items.

44:35

VIII. ROUND TABLE REMARKS

**Z. Perez** states if anyone needs to put anything on the agenda, send me a text by Wednesday at 10:00 AM. If you do not send it in time, I can always add it to our next agenda.

**M. Spooner** ask what is new business items?



**Z. Perez** states it is when we add items to discuss in our next meeting. Unless it is an action item, you would then have to send it to me. For example, the CPR training had to become an action item in order to bring it up to the senate.

**47:34**

IX. **ADJOURNMENT at 10:54 AM**

Minutes reviewed by:

**Chair of the Committee**

Name: Zaira Perez

*zaira perez*

zaira perez (May 12, 2021 13:21 PDT)

Minutes reviewed on:

**4-19-2021**

Date:

