

**Board of Director Meeting Minutes of October 19, 2022**

- I. CALL TO ORDER at **12:16 PM**
- II. [ROLL CALL](#)  
**Present:** Ashmita Ahluwalia, Arazeli Barragan, Tyler Luevano, Krisstina Caro, Ashley Medeiros, Nolan Calara, Jilian Manlapaz, Aleah Largo, Michelle Serratos, Heela Popal, James Trayer, Josephine Cabeza, Carlos Aguilera, Martin Castillo, James Carroll, My-Lan Huynh, Sarah Nielsen, Nancy Jimenez, Suzanne Espinoza.  
**Absent:** Steve Spencer, Martin Castillo, Krystle Tonga
- III. ACTION ITEM - **Approval of the Agenda**  
**Motion** to amend the agenda to add DISCUSSION ITEM- ASI CBE Social by **H. Popal**, seconded by **J. Cabeza**, motion **CARRIED**.  
**Motion** to amend the agenda to change room to 301 by **A. Barragan**, seconded by **A. Ahluwalia**, motion **CARRIED**.  
**Motion** to approve the agenda of October 19, 2022, by **A. Barragan**, seconded by **H. Popal**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of October 5, 2022**  
**Motion** to approve the minutes of October 5, 2022, by **A. Medeiros**, seconded by **H. Popal**, 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 ASI and/or the California State University, East Bay.**  
**M. Cesena** states the Board of Directors should hold more meetings in CORE to spread awareness about ASI.
- 4:49**
- VI. UNFINISHED ITEMS:  
A. **ACTION ITEM- [Resolution in Removal of Respondus Webcam Proctoring](#)**  
The Board of Directors will be taking action on the Resolution in Removal of Respondus Webcam Proctoring.



5:39

**Motion** to postpone Resolution in Removal of Respondus Webcam Proctoring by **A. Barragan** seconded by **A. Medeiros**, motion **CARRIED**.

**B. ACTION ITEM- Director of Concord Campus Appointment**

The Board of Directors will be taking action on the appointment of the Director of Concord Campus.

**A. Barragan** states we have two applicants applying for the Director of Concord position. Sharn Basi stood out to us because she had experience planning beforehand, working on campaigns on the Sustainability Office, and working with campus partners and doing events. They had great ideas about making Concord Campus prominent which is significant as they want to create social media for appropriate campus to highlight it, get students more involved and make aware of what's going on around the campus. Does anyone have any questions about the candidate?

**Motion** to appoint Sharn Basi as the Director of Concord effective November 1, 2022, by **A. Barragan**, seconded by **H. Popal**, motion **CARRIED**.

**T. Luevano** ask do we have an action plan to make Sharn comfortable and to know their responsibilities? Who is their point of contact?

**A. Barragan** states she is the primary point of contact. I am explaining them the policies and Roberts Rules. I will work with them to get their programming going and how the process works. I would do weekly check ins for the remaining of the semester.

**T. Luevano** suggest that we can do an introduction to know our roles and responsibilities in case they would want to collaborate with any events.

**A. Ahluwalia** states after they get appointed, it is our next Board meeting with President Sandeen. We can use that time to introduce ourselves and have one on one set up.

**K. Caro** asks if they are able to make it to Board of Director meetings on campus.

**A. Barragan** states in their interview they stated they were available. Their concern was if they could phone in, but they said that they would come to campus every once in a while.

**Motion** to appoint Sharn Basi as Director of Concord by **ALL**, motion **PASSED**.

13:00

**C. ACTION ITEM- Fall Fest**

The Board of Directors will be taking action on the Fall Fest event.

**Motion** to take \$630 out of the ASI Board Budget for Fall Fest by **A. Ahluwalia**,



seconded by **J. Manlapaz**, motion **CARRIED**.

**A. Ahluwalia** states since we last discussed this item, it was changed due to lack of participation. It is now going to be a dodge ball, flag football, soccer, and pumpkin painting. For pumpkin painting, there will be small pumpkins from Trader Joe's to paint and paint brushes will be from Laura's event. Laura's team will do PhotoBox and Victor from Pioneer Dinning is going to help us with the haystacks and pumpkin stacks. The budget requested is \$650 for snacks, pumpkins, water, and PhotoBox film.

**N. Calara** ask are you going to be using Meiklejohn Lawn in front of the CORE or are you also using the little lawn?

**A. Ahluwalia** states the lawn next to Meiklejohn and the stage area outside the New Union for the band and solo artist.

**K. Caro** asks if there will be a sign-up sheet or if it is open to everyone?

**A. Ahluwalia** states we are going to have waivers.

**Motion** to approve \$650 for Fall Fest Event by **ALL**, motion **PASSED**.

16:10

**D. ACTION ITEM- ASI Vice President University Affairs Appointment**

The Board of Directors will be taking action on the appointment of the Vice President of University Affairs

**Motion** to appoint Julian Manlapaz as the Vice President of University Affairs by **A. Barragan**, second by **M. Serratos**, motion **CARRIED**.

**A. Barragan** states Julian transitions to Vice President of University Affairs, I will be guiding her with the responsibilities. Ashmita and I discussed if there are no one appointed for Director of Legislative Affairs then Ashmita will be head of the committee and Julian will be Vice Chair. Julian and I will be interviewing potential candidates if we do not find anyone then we will be promoting the position and tabling to get students.

**A. Ahluwalia** asks if Julian be appointed as of November 1<sup>st</sup>, 2022.

**Motion** to appoint Julian Manlapaz as the Vice President of University Affairs effective November 1, 2022, by **ALL**, motion **CARRIED**.

24:15

**E. INFORMATION ITEM- September BOD Budget Recap**

The Board of Directors will be receiving a recap on the September BOD Budget by ASI VP of Finance, Tyler Luevano.

**Motion** to postpone September Board of Directors Budget by **T. Luevano**, second by **A. Barragan**, motion **CARRIED**.



27:20

F. **DISCUSSION ITEM- Office Hours Policy**

The Board of Directors will be discussing the Office Hours Policy.

**A. Barragan** discusses the office hours on the Code of Conduct, constitution, and board members' availability.

**A. Largo** asks whether we are doing a sign-in sheet. If so, can we do a Google Sheet?

**A. Barragan** states the board members have to check in with the front desk and they can check us off.

**T. Luevano** states the task list of data keeps us accountable. However, it contradicts being accessible to students. The data shows our efforts and work, but the point is to be accessible and available to the students to walk into the office physically. As the members of the Board of Directors, we must keep ourselves accountable to write down our times and be there for students.

44:29

VII. NEW BUSINESS ITEMS:

A. **INFORMATION ITEM- Campus Resources/Website**

The Board of Directors will receive information about the Campus Resources/Website.

**A. Ahluwalia** states that one of our priorities this year is Career Advancement, but the East Bay Website is not assessable for career advancement resources. I met with GS professors, and they suggested we put hyperlinks and refine the document to make it easier and assessable. The plan is to go to GS classes to present. I will be giving the presentation, and everyone is welcome to come and contribute with me. I am working with Andrew Yunker to refine the document, but we are distributing sections to each board member. Referring to the website, there are a few misleading links that say, "Career Opportunities" and "University Resources," those links are for staff members. I am working with Matt from ACE and Laurie from the Communication Department to change the names and add a section called "Student Resources." The Student Resource tab will have Career Advancement, Health, Mental Health, and Pioneer Dining food.

**A. Barragan** states the "current student" link is for Campus life, Pioneer Dining, Financial aid, etc.



**T. Luevano** states on the PAC website, we have how-to videos and a resource tab that provides students with all resources on campus. You can work with them to create a how-to video.

**J. Carroll** asks if there could be a link regarding that on the student portal.

**A. Ahluwalia** states that the plan for the document will stay for the current year, but by the end of the semester, the goal is to have everything on the document assessable on the website.

55:13

**B. DISCUSSION ITEM- CEAS Town Hall**

The Board of Directors will be discussing the ASI CEAS Town Hall Event.

**J. Trayer** states that the Town Hall Event intends to introduce the CEAS Department members and the Dean to students. The event allows students and staff to get acquainted, ask questions, and get information about the College of Education and Allied Studies. The event will be held in the CORE building, either in a group study room or a medium study room during UU hours. There will be a drawing for a scholarship; students that attend the event can put their name and Net ID on a piece of paper, and the person will be picked at random.

**C. Aguilera** asks if people do not sign-up does that mean they cannot attend?

**J. Trayer** states that students have to RSVP.

**A. Barragan** suggests that to host the event in the CORE building since many students walk by and may feel intrigued to walk in. We can spread the word everywhere on social media and the college board has a list of students' emails. They could send out an email with the flyer and more info about the event and the scholarship.

**C. Aguilera** asks if the scholarship is only for undergraduates or graduates.

**J. Trayer** states undergraduates and graduates as long as they are part of CEAS.

1:07:16

**C. DISCUSSION ITEM- Resolution in Support of The Women of Iran**

The Board of Directors will be discussing the Resolution in Support of The Women of Iran.

**Motion** to postpone discussion item Resolution in Support of The Women of Iran by **A. Ahluwalia**, seconded by **C. Aguilera**, motion **CARRIED**.

1:07:43

**D. DISCUSSION ITEM - Professional Headshot Day**

The Board of Directors will be discussing the Professional Headshot Event Day.

Commented [1]: insert link



**A. Ahluwalia** states that professional headshot day will be Thursday, November 17, 2022, from 10 AM to 2 PM in the CORE building with Travis Nelson, ACE, Career Awareness and Preparation, Academic senators, and GS Professors. The purpose is for students to come in and take headshots for their resumes, LinkedIn, and professional environment. I am working with Pioneer for HOPE to get professional attire.

**A. Barragan** states you may reach out to Transfer Ambassadors to partner with them to get the word out to transfer students.

**A. Ahluwalia** states that this event is a leading event for spring intended for Career Advancement to help students with a resume workshop, LinkedIn workshop, panel for networking, and Networking Career Fair.

**A. Largo** asks do students have to pay or if it will be free.

**A. Ahluwalia** states it will be free, and we will provide two different backdrops.

**K. Caro** asks for the budget. Are we only paying for the photographer?

**A. Ahluwalia** answers yes, the lighting and the backdrops are provided by volunteers and Matt.

1:14:40

E. **DISCUSSION ITEM - [Resolution in Support of SB-1113 Removing Barriers to Inclusion in the General Education Classroom](#)**

The Board of Directors will be discussing the Resolution in Support of SB-1113.

**Motion** to postpone discussion item Resolution in Support of SB-1113 Removing Barriers to Inclusion in the General Education Classroom by **A. Ahluwalia**, seconded by **A. Largo**, motion **CARRIED**.

1:15:17

F. **INFORMATION ITEM- [ASI First-Year Mentorship Program](#)**

The Board of Directors will receive information about the ASI First Year Mentorship Program.

**A. Ahluwalia** states that the mentorship is three months long to teach students what ASI Board members do daily. I have created a task list for each Board member that complies with what they do. At the end of the mentorship, students will know how to plan events, table, attend Board of Directors meetings, and become Academic Senators. The goal is to run for reelection and apply for the Board of Directors next year.

**K. Caro** asks if this is for first year and Transfer students or if are we opening it to all students.

**A. Ahluwalia** answers all students.

**Commented [2]:** [https://docs.google.com/document/d/1qo8zzj9qYPkUuozCok-SX5TZjq\\_HlmJQEhB6zqOnq4Q/edit?usp=sharing](https://docs.google.com/document/d/1qo8zzj9qYPkUuozCok-SX5TZjq_HlmJQEhB6zqOnq4Q/edit?usp=sharing)



**N. Calara** asks if there will be an eligibility check to keep students accountable.

**A. Barragan** states there are expectations within the program that they must have all the requirements to be appointed.

1:22:37

G. DISCUSSION ITEM- ASI CBE Social

The Board of Directors will be discussing the ASI College of Business and Economics Social.

**H. Popal** states the social will be on November 8, 2022, from 12:15 pm to 1:15 pm. The social allows students to ask questions and get to know the Dean, the Chair, clubs on campus, and the advising team.

**A. Barragan** states that you should involve the Business Board in tabling within the event or invite them.

1:26:33

VIII. SPECIAL REPORTS:

No special reports.

1:26:40

IX. ROUND TABLE REMARKS

**A. Largo** is hosting the EBX event Saturday, October 22, from 9:45 AM to 12 PM, in the New UU Oakland Conference room. There will be three Guests of Honor speaking about what they advocate for, what they do, and their profession.

**N. Calara** states Saturday, October 22, is Software Pioneer Day. Alumni will be coming to campus as well as several events will be hosted, one of them being EBX.

**M. Serratos** reminds us that she is hosting an event Wednesday, October 26, 2022, from 11 AM to 1 PM, in front of the New Union. If anyone wants to donate any clothes, books, and canned food, please come.

**A. Ahluwalia** states that twenty-four other leaders and I will attend a College Future Prep Conference in Sacramento next Thursday and Friday. If anyone has attended a community college, please let me know your feedback on the process of transferring to CSU or UC.

1:37:24

X. ADJOURNMENT

Minutes reviewed by: 1:53 PM

**Chair of the Board**



Name: Krisstina Caro

*krisstina caro*

krisstina caro (Nov 2, 2022 17:59 PDT)

Minutes approved on:

**11/02/2022**

Date:

