

Board of Directors Meeting Minutes of September 4th, 2024

I. CALL TO ORDER at **12:06 PM**

II. ROLL CALL

Present: Nolan Calara, Erick Loreda, Charan Reddy Doolam, London Deguzman, Deepthi Bhimanapati, Kartik Tripathi, Germione Villegas, Jana Ramos, Nidhi Sharma, Joe Trujillo, Sai Lokesh Gayam, Sophia Dela Cruz, Venkata Anirudh, Yashica Avhad, Martin Castillo, Ashley Depappa, MyLan Huynh, Steve Spencer, Stephanie Ann Lustina, Maureen Scharberg

Absent: James Carroll, Terry Buttchen

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

Motion to approve the agenda of September 4th, 2024, by **N. Sharma**, seconded by **Y. Avhad**, motion **CARRIED**.

Motion to approve the Informational item A - Scooter Policy and Informational item D - 2024-2025 Time, Place and Manner Policy and East Bay Addendum to be discussed before unfinished items, by **E. Loreda**, seconded by **D. Bhimanapati**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of August 21, 2024**

Motion to approve the minutes of August 21st, 2024, by **S. Gayam**, seconded by **S. Cruz**, 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.**

No public comment.

3:17

VI. UNFINISHED ITEMS:

A. ACTION ITEM - Honorary Membership Policy Revisions (5 min) The ASI Board of Directors will take action on revising the Honorary membership policy.

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Motion to approve the Honorary Membership Policy Revisions by **J. Trujillo**, seconded by **C. Doolam**, motion **CARRIED**.

N. Calara discusses the changes he has made. He addresses **Martin Castillo's** comment about the importance of graduation by adding an emphasis on both graduating and no longer being part of the Board of Directors, which is relevant if a Master's student runs for the Board after graduating. **N. Calara** also revised the committee structure to include six members: the Executive Vice President, Chief of Staff, two ASI Board members, ASI Professional Staff Designee, and an alumni, current honorary member, or other relevant party. Additionally, he changed the term "communications" to "internal affairs" for posting or distributing media release statements. He invites comments on these changes before proceeding to a vote.

Motion to approve the Honorary Membership Policy Revisions by **14 YES, 1 SUSTAIN**, motion **CARRIED**.

40:18

B. ACTION ITEM - [Resolution on Student Representation on University Search and Review Committees](#) (5 min)

The ASI Board of Directors will take action on Resolution on Student Representation on University Search and Review Committees.

Motion to approve the Resolution on Student Representation on University Search and Review Committees by **L. Deguzman**, seconded by **N. Sharma**, motion **CARRIED**.

N. Calara notes no other changes besides emphasizing the importance of student representation and ASI feedback. He mentions a minor change where he updated the link from the PDF to ASI's comments on the search committee and the ASI Board's suggestions on policies and procedures for governing faculty. He also clarifies that all input on Provost positions, Associate Provosts, any administrative or Dean searches must include a student selected by ASI or solicit input from ASI.

Motion to approve the Resolution on Student Representation on University Search and Review Committees by **15 YES**, motion **CARRIED**.

42:33

VII. NEW BUSINESS ITEMS

A. INFORMATIONAL ITEM - [Scooter Policy](#) (15 min)

The ASI Board of Directors will be informed about the scooter policy with Lieutenant Elder from CSUEB UPD.

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M. Elder mentions that he is present today as part of the shared governance stage of the scooter policy. He explains that they have been working on the scooter policies for some time and have developed regulations, laws, and guidelines around the policy. He wants to share these with everyone to gather thoughts and recommendations from ASI on the scooter policy.

He states that the first part of the policy outlines some definitions, but the main focus is on when and where scooters are allowed on campus. He mentions that scooters and e-bikes are permitted on campus, and designated parking spaces will be at existing bike racks. He emphasizes that scooters are not allowed to be stored inside buildings. **M. Elder** continues by stating that the policy covers bicycles, electric scooters, skateboards, and other similar devices. He explains that scooters and bicycles are not allowed inside buildings for riding or parking, and they must be locked up at designated racks outside. However, skateboards and other devices that cannot be locked at racks are allowed to be stored inside, though not ridden inside. He concludes by saying that this is the basic outline of the policy without technical language. He asks if there are any questions or concerns about the scooter policy.

N. Calara asks if the policy requires a driver's license to ride an electric scooter. **M. Elder** confirms that a driver's license is required, as it is California state law. **N. Calara** further inquires how the policy would be enforced, particularly if someone is found riding a scooter without a license. **M. Elder** explains that the university uses a lot of discretion in these situations. He emphasizes that the goal is to handle each situation appropriately, with various corrective measures available. He adds that while ticketing is a possibility, the primary focus is on using discretion to ensure students are placed in the best position to succeed. **N. Calara** asks if there are any other questions from the board.

J. Trujillo responds by bringing up an issue, noting that it's probably not covered in the current policy. He mentions that one of the biggest issues with bike parking is that there is only one bike rack for each building. He points out that, especially near the Arts and Education Building, there is only one bike rack that can fit about 2-3 bikes, leaving others to either park next to the entrance or inside the building. He asks if there is any thought of adding more bike racks on campus, or if it's not being considered.

M. Elder replies that they could definitely move some racks, and that's an area they can mark down and review. He mentions that some racks, such as those outside the CORE building, aren't utilized as much. He estimates that there are about 15 racks there, and he rarely sees all of them being used, maybe half at most. He suggests that it's possible to move some racks to buildings with higher density and relocate them to better serve the areas. He emphasizes that it is definitely a possibility they can explore.

D. Bhimanapati points out that the policy mentions it mandates helmets for all riders, but only for those under 18 years. She asks if there is a way to mandate it for everybody.

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M. Elder responds that, according to California State law, they cannot require individuals over the age of 18 to wear a helmet. He explains that it is just the state law ,however, it could be made into a campus policy that requires it. He clarifies that the issue lies in enforcement because it is not a state law but rather a campus policy. He highlights that enforcing campus policy is tricky, but it is something they can definitely consider and discuss with other departments to see if they can initiate some policies. He asks if this is something the board would want to have in place for student safety, such as having a helmet requirement for those above the age of 18. **D. Bhimanapati** acknowledges.

E. Lored points out that the policy does not specify what happens if an issue arises, such as scooters or bicycles being taken. He asks if this is something that can be considered, particularly if students could just take them with no fee or anything. **M. Elder** responds that there would be no fee.

M. Castillo asks **M. Elder** specifically regarding students and employees who might get hurt while using scooters, particularly those with a knee pad. He wonders if this is an issue and if there has been any consideration for individuals who might need scooters for mobility purposes. **M. Elder** responds that suburban mobility scooters were not considered in this policy, which focuses more on e-bikes and electric scooters. He explains that if a mobility scooter had a motor attached, it would fall within the policy, but simple mobility scooters, such as those with a knee pad, are not covered by this policy. **M. Castillo** confirms that such scooters would still be usable. **M. Elder** agrees, stating that they would still be able to use them.

J. Trujillo points out one of the rules mentioned, which states that not only can you not drive inside buildings, but also on sidewalks. He asks if this would require all motorized scooters and similar vehicles to ride on the road. **M. Elder** responds that this is also discretionary and notes that it's a California law as well. He emphasizes that all of these enforcement aspects are highly discretionary. While they need a policy in place, he understands that students may have needs that require them to ride on sidewalks, so discretion is used in such cases.

J. Trujillo then asks about the five-mile-per-hour rule, specifically inquiring what the term “inner campus circle” applies to. **M. Elder** explains that he has a map outlining the inner campus, which he will share. He describes it as everything inside of East and West Loop Road, essentially everything within the circle that defines the campus area. He clarifies that this speed limit applies to any vehicle, including facilities vehicles and UPD, within the inner campus area, which they refer to as “inside the circle.”

N. Calara asks **M. Elder** what the next steps are after hearing from the Board of Directors. **M. Elder** outlines the next steps as implementing some of the suggested changes. He adds that they also need to engage with the faculty to share updates. From the administration side, they believe the policy has been cleared, but they will make the

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necessary changes, present them to the board, and also communicate them with the faculty

12:36

B. DISCUSSION ITEM - [Resolution 8525 George Floyd Justice in Policing Act](#)(10 min)

The ASI Board of Directors will be discussing George Floyd Justice in Policing Act.

N. Calara mentions that at the beginning of the year, he, **S. Cruz**, **N. Sharma**, **J. Trujillo**, and **J. Ramos** gathered to discuss passing HR 8525. **N. Sharma** explains that on May 25th, 2020, **George Floyd** was arrested by Minneapolis police for using a counterfeit \$20 bill. Officer **Derek Chauvin** kneeled on Floyd's neck for over 9 minutes, and the incident was captured on video, showing Floyd pleading for his life. This led to worldwide protests against police brutality and calls for police reform. Despite **Derek Chauvin** being charged with second-degree unintentional murder, third-degree murder, and second-degree manslaughter, the incident sparked global discussions on police reforms, leading to legislative efforts like the George Floyd Justice and Policing Act to address police misconduct and enhance accountability.

N. Calara adds that Congresswoman **Sheila Jackson Lee** from Texas's 18th District initiated this bill, aiming for nationwide regulation to hold police accountable.

J. Trujillo notes that, despite the attention on the George Floyd case, similar incidents of police misconduct have continued to affect marginalized communities, citing cases like **Amir Locke**, who was killed by a no-knock warrant. **Patrick Lyoya**, who was shot in the head while fleeing police and **Breonna Taylor**, who was shot 21 times during a police search warrant.

J. Ramos adds that, according to the Department of Justice, a new policy established on September 14, 2021, explicitly prohibits the use of chokeholds and no-knock entries by federal law enforcement. Many police departments across the country, including those in New York, Chicago, Philadelphia, and Houston, have started banning chokeholds. In California, similar programs have been prioritized.

S. Cruz mentions that she reached out to Lieutenant **M. Elder** about the university police department's practices. The department uses comprehensive training programs for all officers, including courses on de-escalation techniques, cultural competency, and implicit bias training. The UPD also conducts regular audits to ensure compliance and initiates internal affairs investigations in cases of police misconduct, with appropriate actions taken based on complaints. Additionally, an annual system-wide report presented on November 7th to 8th covered eight incidents across the 23 CSU campuses.

N. Calara adds that another point to consider is CSUEB's initiatives that align with this topic, such as hiring DHR Officer **Jolani Hironaka** and office support **Ellen Maloney-Ruhe** to address incidents involving hate crimes. Additionally, there is the CSU

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non-discrimination policy to consider. He further explains that the resolution's clauses request UPD to commit to transparency in their policies and procedures and to maintain updated records on crime logs and reports. It also asks ASI to monitor the 2023 system-wide new crime report expected to be released in fall 2024. Furthermore, the resolution calls for UPD to engage in ongoing community dialogues about transparency and campus community relations. The recommended recipients of this resolution include university administration, local congressmen, and CSUEB UPD officers.

48:20

C. DISCUSSION ITEM - 2024-25 ASI Budget (15 min)

The ASI Board of Directors will be discussing the tentative budget for the 2024-25 year.

Motion to postpone Discussion Item – 2024-2025 ASI Budget to future by **E. Loredo**, seconded by **Y. Avhad**, motion **CARRIED**.

49:07

D. INFORMATION ITEM - [2024-25 Time, Place, and Manner Policy and East Bay Addendum](#) (15 min)

The ASI Board of Directors will be informed about the time, place, and manner policy and East Bay Addendum.

M. Castillo starts by reminding everyone that this policy is still under review with the Union, so it hasn't been finalized yet. He clarifies that this is why there hasn't been much education around it. **M. Castillo** notes that **N. Calara** has talked about organizing a town hall meeting, which they definitely want to do once the policy is finalized, allowing them to continue gathering feedback. He emphasizes that the more feedback they receive, the better the policy will be. As they go through the presentation, **M. Castillo** has set aside time for questions and answers at the end, wanting to quickly cover the information so most of the time can be dedicated to answering questions and gathering feedback to share with the coordinating team.

M. Castillo provides a brief campus history, explaining that policies like Time, Place, and Manner have existed at universities for a long time. He mentions that he's been at the university since January 2010 and was on the first review committee in 2011. Another review occurred in the spring, involving ASI student representative **Saira Garcia**, housing representative **Melina Munoz**, and others from across the campus. They spent the entire spring semester updating the policy. **M. Castillo** points to a previous version of the policy, highlighting that it was disorganized, and they aimed to make it easier to read, although it wasn't fully accomplished.

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M. Castillo explains that while they were working on updates, state legislation was passed asking the CSU systems to create a system-wide policy with campus addendums, which is currently under review. The updated policy still says “interim” in front of it. **M. Castillo** reviews the timeline, noting that the spring semester was spent reviewing their policy, and he addresses misconceptions, stating that policies like banning camping on campus have been around since 2000, so they are not new, just more visible now due to recent events on other campuses in the U.S.

M. Castillo moves on to discuss the review committees, showing slides listing student representatives, faculty, members from academic affairs, administration, finance, the Diversity Office, Student Affairs, and University Advancement. He explains that they met six or seven times during the spring to review the policy. When the state legislation was introduced, the primary goal was to ensure the policy continued to foster freedom of expression and the free exchange of ideas, while also protecting the safety and access to educational opportunities for students, staff, and faculty. **M. Castillo** mentions that last year, several campuses had to shut down classes and even commencements, which was disappointing for students.

M. Castillo provides a link to the system-wide policy, noting that it still says “interim” and will remain that way until finalized through all unions and feedback channels. The policy is extensive, organized into sections with a table of contents for easier navigation, which the old policy lacked. Each of the 23 CSU campuses was asked to include their addendums, tailored to their specific buildings and processes. **M. Castillo** refers to the addendum available on their website, which outlines campus-specific information and procedures. He highlights that the university designee with full oversight is **Derek Aitken**, the Chief of Staff from the Office of the President, and **M. Castillo** himself serves as the designated liaison with UPD due to his position.

M. Castillo explains that a whole response team is in place for addressing issues, noting that not everyone is always available due to vacations or illness. The Emergency Operations Center can also be involved if necessary. **M. Castillo** points out that the addendum includes details on specific buildings and emphasizes that individuals with an official reason, such as studying, are allowed to be on campus outside of public access hours. He notes that this list is comprehensive, covering all campus buildings, and they can discuss it further if there are any specific questions.

M. Castillo explains that one of the goals is to provide resources for the entire campus community, including students, through a dedicated website. This site emphasizes the value of freedom of speech and offers guidance on how to request activities on campus and obtain support if needed. For example, **M. Castillo** mentions that sometimes individuals, like someone preaching in the courtyard area, may express views that can be triggering. While **M. Castillo** chooses to ignore these situations, they acknowledge that

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students might not always know how to handle them. The website includes information on accessing support services like the counseling center.

M. Castillo also mentions that emails have been sent to students with contact details, encouraging them to reach out with questions. Although he expected a flood of inquiries, they received only one, asking about permissible actions such as holding signs or wearing specific attire at graduation. He reassured the student that these actions are allowed, emphasizing that the goal is not to restrict expression but to ensure safety and adherence to protocols.

M. Castillo further explains that once the policy is finalized, they, along with the University Diversity Officer, **Kathleen Wong**, will work on an educational plan that includes town hall meetings and presentations to inform the campus community. **M. Castillo** highlights the importance of awareness, especially in light of the upcoming election year, when people might be more sensitive to various issues. The session concludes with an open discussion and Q&A, noting that while this overview is broad, future town hall meetings will delve deeper into the details.

N. Calara expresses concerns upon reading the Time, Place, and Manner policy, particularly regarding the prohibition of amplified voices. He points out that, according to the system-wide policy, using amplifiers or microphones is not allowed during protests, which seems to give university events more rights compared to protests. **N. Calara** questions why amplified voices are restricted and raises another issue about masks, stating that the policy prohibits wearing masks to conceal one's identity but doesn't specifically address exceptions for religious or public safety reasons. He suggests that the policy should explicitly state that masks are allowed for public safety, religious, or cultural reasons.

N. Calara also inquires about unions, asking if the policy refers to groups like the California Faculty Association, to which **M. Castillo** confirms that it includes all collective bargaining groups. **N. Calara** further observes that many members of the university response team hold MPP positions and suggests including non-managerial staff, such as union members or faculty, in the team.

M. Castillo agrees to bring this suggestion forward, noting that MPPs are typically included because they have the authority to make decisions and are not bound by collective bargaining agreements. However, **M. Castillo** acknowledges the value of including non-MPPs and shares an example from Fullerton, where a group called the "Quad Squad" includes students who help with various campus activities. **M. Castillo** emphasizes that the current feedback process is beneficial for incorporating such ideas.

Regarding the mask policy, **M. Castillo** acknowledges sharing the same concerns as **N. Calara** and hopes that the final version of the policy will provide clearer guidance. **M. Castillo** notes that the current wording, which mentions "unauthorized use of masks," is

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vague and potentially misleading. On the topic of amplified sound, **M. Castillo** clarifies that amplified sound is allowed at university events because they undergo a reservation and approval process. The restriction on amplified sound is intended to prevent disruption, such as unplanned use of bullhorns near classrooms. **M. Castillo** suggests reviewing the policy section again to ensure it communicates that amplified sound can be used with proper approval and is not an outright ban.

J. Trujillo raises a concern about the campus Time, Place, and Manner regulations, specifically about a section stating that "all users assume responsibility for all damages caused to university property." He questions whether this broad statement applies only to rented spaces or if it also extends to protest events and similar activities. **J. Trujillo** finds the wording overly broad and is concerned that it might imply that anyone attending a protest could be held responsible for damages caused by others at the event.

M. Castillo responds, noting that this policy is system-wide, but acknowledges **J. Trujillo's** concern. **M. Castillo** explains that the broad language is intended to address situations where significant damage occurs, such as defacement of property or graffiti during protests. The intent is to ensure that those responsible for such damage are held accountable for the costs of repairs.

J. Trujillo suggests that the policy should clarify this point to avoid the impression that all attendees at protests could be held liable for damages. **M. Castillo** agrees to review the section **J. Trujillo** referenced in the campus Time, Place, and Manner regulations and considers revising it for clarity.

Motion to extend the discussion by five minutes, by **J. Trujillo**, seconded by **E. Loredo**, motion **CARRIED**.

J. Trujillo expresses concern from a student perspective about the potential impact of the Time, Place, and Manner policy on First Amendment rights. He notes that many students feel the policy might infringe on their rights and could be misinterpreted or misused if not carefully reviewed. **J. Trujillo** suggests having discussions and gathering feedback to ensure the policy does not negatively affect students' rights.

M. Castillo acknowledges these concerns and explains that the policy is still in an interim phase, which is why educational efforts haven't begun yet. He assures **J. Trujillo** that once the policy is finalized, there will be multiple town halls and presentations to inform students and gather further feedback.

J. Trujillo proposes holding town halls both before and after finalizing the policy to address concerns and ensure clarity. He suggests that presenting the policy to students beforehand might help alleviate concerns about its implications. **M. Castillo** agrees to consider this idea and notes that feedback was already solicited during the review process in the spring. He appreciates **J. Trujillo's** input and emphasizes the importance of continuing to address these concerns as the policy progresses.

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N. Calara expresses continued concern about the restrictions on amplified voices in protests. He argues that a key aspect of protests is to create a noticeable impact, and using tools like megaphones can be essential for this purpose. He suggests collaborating with ASI and students to explore ways to allow the use of megaphones and other amplification methods, noting that similar practices were seen during past events, such as the CFA strike. **N. Calara** also questions the restriction on picket signs, specifically their use due to concerns about them being perceived as weapons. He proposes considering alternatives, such as using softer materials like pool noodles, to avoid violating the TPM policy.

M. Castillo acknowledges this as a new concern and agrees to look into it. **A. Depappa** adds that while the policy may restrict certain items, finding alternative would be beneficial. She highlights the challenge that almost any item could potentially be used as a weapon and suggests exploring safe alternatives. **N. Calara** concludes the discussion, noting that time is up and thanking everyone for their participation.

36:47

E. DISCUSSION ITEM - [Vote for the Bay: Dine in Democracy](#) (5 min)

The ASI Board of Directors will be discussing [Vote for the Bay: Dine in Democracy](#).

L. Deguzman explains that he is planning a potential resident housing event for all students in October, close to the voter registration deadline. The event will be two hours long, though it may be extended if necessary. The purpose is to educate students about the importance of their vote and to review the propositions on the upcoming ballot. After the activity, students will be offered dinner.

L. Deguzman is requesting a budget of \$250 to cover catering costs, and he will provide an invoice for this expense. He is currently working on the flyer graphic for the event and is also looking into using the presidential budget through the legislative liaison to obtain door hangers for resident apartments. These door hangers will include information about the housing events and the ballot bowl flyer on the reverse side. He asks if there are any questions about the event, the budget, or the planned use of funds from the special projects budget.

N. Calara mentions that if anyone would like to give kudos to **L. Deguzman** or express appreciation for the event, they are welcome to do so. **D. Bhimanapati** asks if there are any previous events or plans, and **L. Deguzman** responds that he could potentially collaborate with **A. Depappa** to use ASI giveaways during the event. He mentions that the budget should primarily cover catering, and he does not plan to request additional funds for giveaways or incentives.

J. Trujillo commends London for organizing the voter event and suggests reaching out to **Amy Below**, who is the head of the Political Science department. He notes that she is also

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interested in organizing a voting event and may have ideas that would complement **L. Deguzman**'s event. **L. Deguzman** acknowledges this, mentioning that he has been in communication with her and that she also suggested involving the Political Science Club, though they have not yet reached out to him.

53:09

F. DISCUSSION ITEM - [Vote for the Bay: Golf Cart Outreach](#) (5 min)

The ASI Board of Directors will be discussing [Vote for the Bay: Golf Cart Outreach](#).

L. Deguzman states that he will be using a golf cart to connect with more students on campus, especially those avoiding common walkways and the union areas. The main goal of this initiative is to engage students, gather feedback on propositions, and inform them about upcoming ballot items. He plans to collect contact information, such as emails and phone numbers, to invite students to future events, including the housing event and other programming organized by the voter coalition. **L. Deguzman** requests a \$75 budget from the special projects fund to purchase ice cream as an incentive for engaging students.

He outlines that the outreach will take place from 11:00 AM to 2:00 PM at various locations, including the A&E, Music Building, and VBT. **L. Deguzman** emphasizes focusing on local legislative matters rather than the presidential election, as he feels people are already aware of it. **E. Loreda** expresses support for the idea and offers to assist, to which **L. Deguzman** gladly welcomes additional help from ASI members. The campaign is set to run from early September through the end of September, possibly extending into October.

L. Deguzman requests board members to station themselves outside buildings with voter registration ballot bowl QR codes and engage students in preliminary questions about their voter registration status and knowledge of propositions. **Y. Avhad** asks if **L. Deguzman** plans to collaborate with groups who were tabling voter registration last semester. **L. Deguzman** confirms ongoing collaboration with various organizations ensuring all efforts are aligned and use the same voter registration links.

A. Depappa adds that while there is a strong team working on voter registration, it takes a collective effort to make these initiatives effective. She urges everyone to support **L. Deguzman** events and emphasizes the importance of ensuring all voter registration efforts are accounted for toward the ballot bowl, as every registered student counts toward their goal. **A. Depappa** encourages board members to dedicate extra time to support these efforts, emphasizing the importance of student engagement and informed participation in the elections

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G. DISCUSSION ITEM - [Hues of Hayward](#) (5 min)

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The ASI Board of Directors will be discussing Hues of Hayward.

Y. Avhad announces that the Hues of Hayward event will take place on September 16th between 12:30 PM to 1:30 PM during the view hour on the Meiklejohn lawn. The purpose of the event is to provide information to commuter students, international students, and transfer students about recreational activities in Hayward, while also promoting sustainable practices like thrifting and using public transport, with a focus on the school shuttle service.

S. Cruz adds that the event will also promote small businesses such as Zip and Saver, aligning with the policy agenda as ASI resources will be showcased using posters and flyers. **Y. Avhad** explains the event format, stating that students will scan a QR code at the table, which will direct them to a PDF listing activities in Hayward. Students will then share their favorite activity or something they'd like to try from the list, and in return, they will receive free boba. The event will feature music and aims to create a fun and lively atmosphere on the lawn.

G. Villegas shares that she will assist with event preparation, while **Y. Avhad** and **S. Cruz** will use their own budgets since the event aligns with their roles. Additionally, the team plans to visit small businesses on September 9th to explore potential exclusive promotions in exchange for student engagement. **J. Ramos** suggests involving local businesses like Cosmo Thrift and Thrift Village for future events like a spring farmers market or pop-up event, and proposes creating giveaways with reusable cups featuring the Falcon logo to promote CSUEB's mask initiative.

S. Cruz notes that, as Senator At Large, she is advocating for regional routes and finding businesses accessible to students using shuttle services. She and **Y. Avhad** are considering highlighting these shuttle routes on the flyer, including pin locations for easy access. For the boba giveaway, they plan to spend \$180 on 50 drinks in collaboration with Zip and Saver, located five minutes from campus, and hope to secure a promotional discount from the business. They intend to use the Senators at Large budget for this initiative and welcome any questions or concerns.

L. Deguzman suggests increasing the number of boba drinks provided, recalling his own experience with a similar event where 100+ attendees showed up for 75 drinks. **E. Loredo** asks for clarification on the budget distribution, and it is confirmed that **Y. Avhad** and **S. Cruz** will primarily use their budgets, with support from **G. Villegas**. **N. Calara** requests an email breakdown of the budget usage before final approval. **A. Depappa** clarifies that since no other directors are involved, the funding will come solely from the Senators at Large budget, with all positions having the same budget allocation.

E. Loredo emphasizes the importance of ensuring that all calculations, including taxes, are accurate before bringing up the budget for approval. He advises making sure everything is correct to avoid issues when it comes to payment for the items they plan to

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purchase. **G. Villegas** whether the drinks were served per cup or if it was a self-service setup where students dispensed it themselves.

L. Deguzman responds, explaining that they cannot allow students to serve themselves due to restrictions. He states that they went through Gong Cha Hayward, which provided large buckets of tea. The setup involved scooping the boba into each cup and then filling each cup with tea, with the business supplying a specific number of cups.

J. Trujillo asks for clarification on the group's next steps and whether they need any assistance. **S. Cruz** replies that the next step involves visiting the small businesses on September 9th, as mentioned by **G. Villegas**, to inform them of their promotional efforts and to collect any marketing materials, like business cards. They have already submitted a flyer for social media advertisements. The next task is to coordinate with the ASI communications team to create the PDF listing the featured places. They assure **J. Trujillo** that they will reach out if any assistance is needed in the future.

Motion to extend the discussion by five minutes by **L. Deguzman**, seconded by **E. Loreda**, motion **CARRIED**.

M. Huynh expresses appreciation for the efforts being made by ASI and gives a gentle reminder that when working with vendors, especially those dealing with food, there are requirements like food handling licenses and insurance. She emphasizes the importance of understanding these components to ensure the continuation of such events.

L. Deguzman suggests a workaround, noting that if the vendors are not selling on campus, they can provide coupons instead to avoid dealing with vendor licensing and insurance requirements. **M. Huynh** clarifies that even if vendors are not selling and are just providing information, insurance is still required, but ASI staff members can assist in managing these costs.

J. Ramos asks how long the process usually takes, and **M. Huynh** explains that event planning, depending on the size, can take up to two months. She advises starting immediately and working with advisors to learn what is needed, noting that most vendors already have the necessary documents.

S. Cruz questions whether they need to go through the licensing process if they are in a time crunch or if they can simply advertise the businesses without involving coupons or giveaways. **M. Huynh** explains that food-related events require compliance with food safety and handling regulations, and even the act of vendors coming onto campus necessitates risk management.

A. Depappa asks about past smaller events where food was given away without needing insurance or risk management, seeking clarity on the current requirements. **M. Huynh** responds that liability and safety protocols are always present, though some exceptions apply depending on the specific circumstances, such as events tied to housing or student-funded initiatives.

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S. Lustina follows up, asking if the requirement changes when food is purchased off-campus and brought back by students. **M. Huynh** agrees to verify this and suggests that if the food is being served, there are risk management considerations, particularly around food handling, temperatures, and safety, which can be addressed through meetings with dining advisors or risk management teams.

1:12:03

VIII. SPECIAL REPORTS • Academic Senate Report

S. Gayam shares key updates from the meetings held on September 3rd and 4th, 2024. Significant modifications were made to the five-year review program specifically for the Chemistry and Biochemistry departments in the College of Science, unlike other departments that will continue without any changes. The modifications involve updates related to policies on assessment and closing the loop efforts, which are still pending inclusion in the report due by October 1st, 2024, with further updates to follow. Additionally, updates to the Diversity, Equity, and Inclusion framework for developing and evaluating processes were discussed, along with changes to the University Layoff Committee structure, which now includes the Academic Senate Chair, one member from each standing committee, and a rule that no more than one member can be from the same department. Lastly, it was decided that Robinson Hall, currently considered underutilized, will cease its functionalities starting Spring 2025 as part of a cost-saving strategy.

1:14:51

IX. ROUND TABLE REMARKS

N. Calara expresses gratitude to everyone for attending and for those who followed the brown or green theme for the BOD meeting. He reminds attendees that if they're not wearing green or brown, it's expected to wear semi-professional attire. The next BOD meeting's theme color will be black. He also announces that he and **E. Loreda** will be collaborating with the API Student Success Center on an initiative called Propel, with details shared on GroupMe and via email for the event on September 11th.

A. Depappa mentions her involvement in the UU Resource Showcase on September 12th from 11:30 AM to 1:30 PM, encouraging as many people as possible to attend. The event will showcase various resources in the Union, featuring games, karaoke with DISARC, and a food crawl with food sampling from Union restaurants, along with a raffle for students who participate. She also announces the arrival of East Bay All Day shirts, which will be sold at a discount for students and distributed to board members for uniformity at events. **A. Depappa** appreciates **D. Bhimanapati's** excellent work with social media and encourages everyone to share posts to help spread the word, especially on Pioneer Pride Tuesdays. She also mentions that committee and mentor applications have been extended until Friday, with a special focus on increasing undergraduate representation.

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E. Lored adds that he will be conducting interviews for the Senator at Large, Senator of Concord, and possibly CEAS in the coming weeks and invites one more person to join the interview panel. He also announces one-on-one meetings in two weeks, with sign-ups coming soon via email. **D. Bhimanapati** reminds everyone to continue doing a great job with tabling and to promote Pioneer Pride Tuesdays, as there have been no entries for this semester so far.

1:19:24

X. ADJOURNMENT at **1:25 PM**

Minutes reviewed by:

President/Chair of the Board

Nolan Calara


Nolan Calara (Sep 20, 2024 16:32 PDT)

Minutes approved on

09/04/2024

Date:

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Board of Directors Meeting Minutes of September 4th, 2024.

Final Audit Report

2024-09-20

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