

Board of Directors Meeting Minutes of September 18th, 2024

I. CALL TO ORDER at **12:04 PM**

II. ROLL CALL

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

Absent: Nidhi Sharma, Maureen Scharberg, Terry Buttchen

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

Motion to approve the agenda of September 18th, 2024, by **D. Bhimanapati**, seconded by **Y. Avhad**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of September 4, 2024**

Motion to approve the minutes of September 4th, 2024, by **E. Loreda**, seconded by **J. Trujillo**, 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.

VI. UNFINISHED ITEMS:

No unfinished item.

2:43

VII. NEW BUSINESS ITEMS

A. **DISCUSSION ITEM - Freshman Fuel Discover CalFresh and Hope Benefits**
(5 min)

The ASI Board of Directors will be discussing Freshman Fuel discover CalFresh and Hope Benefits.

J. Ramos states that this is an event she is collaborating on with G. Villegas, the Director of Preparation and Wellness, in hopes of promoting the university financial assistance programs and state-funded programs like CalFresh and Pioneers for Hope. **J. Ramos** mentions that they decided to create this event to fulfill the policy agenda and would like to host it during the first or second week of October. She emphasizes that October is the month of CalFresh, making it an ideal time for the event. **J. Ramos** adds that they plan to host the event in the CORE building, hopefully in Room 338, by the SCCA. She explains that the event will be an informal yet informational presentation about financial assistance

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efforts and programs available to students, specifically targeting freshmen, transfer students, and low-income students to encourage them to apply for and utilize these resources. **J. Ramos** notes that they have already made contact with **Jennifer Luna**, the Director of Student Well-being Services.

G. Villegas confirms that **J. Luna** is a point of contact, as **J. Ramos** mentioned. **G. Villegas** explains that they reached out to **J. Luna** about two weeks ago, but her schedule has been packed, and they have not heard back yet. She shares their plan to finalize a meeting date with her by the end of next week. She then shifts the conversation to the presentation, noting that they are aiming for the first or second week of October but have not finalized all the details of the presentation yet. In the meantime, she mentions they are working on the logistics, such as creating a survey or feedback form for students to fill out at the end of the presentation. She states that she has linked the form in the Google Doc. She also mentions that **J. Ramos** has created a flyer, which is located at the very bottom of the document, and they plan to promote the event on social media. **G. Villegas** adds that they also hope to contact professors, specifically in classes like Nutrition, Foundations of Success, and possibly Public Health, to target relevant students. She explains that the event will go in-depth about the process of applying for CalFresh, discussing common misconceptions and struggles students face when applying, with the hope of breaking down barriers.

D. Bhimanapati mentions that she thinks the idea is great but suggests adding the ASI logo to the promotional material. She believes that is one important observation but otherwise thinks the event looks great. **A. Depappa** follows up by complimenting the team for taking the time to go through the slides first, which she thinks is very important. She asks if they plan on using any ASI giveaways other than the CalFresh pamphlets. **G. Villegas** responds, stating that she and **J. Ramos** had been brainstorming earlier, and she pitched the idea of using the lunch boxes **A. Depappa** had shown her as giveaways. **G. Villegas** adds that they also discussed the possibility of offering refreshments or food during the presentation.

A. Depappa then inquires about the budget, asking how much they expect to spend on refreshments for the event and how much they would like to allocate for that purpose. **G. Villegas** replies that they would probably spend less than \$100, as it is not expected to be a large event, so a budget beyond \$100 would likely not be necessary.

8:12

B. DISCUSSION ITEM - [BOD Dates 2024-2025](#) (5 minutes)

The ASI Board of Directors will be discussing BOD dates 2024-2025.

N. Calara states that he forgot to report this information during the last Board of Directors meeting, but according to lawyer mayoral rules, he is required to report all the BOD dates and locations. He shares that the Board of Directors meetings will be held this year in North Union 307. He also notes that there may be some anticipated meetings at the CORE or the Concord Center. If there are any changes in location, he mentions that they will revise the schedule and inform the Board of Directors for approval of those changes. He then asks if

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there are any questions about the information provided and reminds everyone that they will vote on this as an action item at the next Board of Directors meeting.

9:09

C. INFORMATION ITEM - [Personnel Committee](#) (5 minutes)

The ASI Board of Directors will be informed about the Personnel Committee. **N. Calara** begins by stating that he created an infographic to provide a clearer understanding of personnel matters, as discussed during training. He explains that personnel functions like the HR department of ASI, handling officer concerns and matters related to the Board of Directors' performance. He emphasizes that there are different levels of personnel actions and that his infographic outlines what to expect depending on the situation. He starts with minor issues, explaining that if someone misses office hours, emails, behaves unprofessionally, dresses inappropriately, or misses committee or Senate meetings without prior communication, **E. Loredo** will reach out to have a one-on-one discussion to address the matter. **N. Calara** then moves on to explain personnel warnings, the first level of formal personnel discussions. If there is no improvement in job performance, stagnant work, repeated absences from meetings, or other noticeable problems, the issue will be discussed by personnel, and a warning will likely be issued.

N. Calara next talks about documentation, which comes into play if someone misses critical events like retreats or exhibits inappropriate behavior. This stage involves formal documentation of the issue. He continues by discussing dismissal, which may occur if someone violates Discrimination, Harassment, or Retaliation policies, fails to improve after warnings, or engages in bullying. He mentions automatic dismissal, which applies to violations of student conduct policies or GPA requirements. He then asks if anyone has questions, noting that the information provides everyone with a basic understanding of personnel procedures and what to expect if certain issues arise.

A. Depappa adds that as members are assigned to committees, if any ASI related meetings conflict with a class, they need to notify **E. Loredo** immediately. If they don't communicate in advance, it could lead to personnel actions being triggered. She stresses the importance of notifying **E. Loredo** as soon as possible, especially since he is just beginning to send out these communications.

N. Calara then reiterates that all decisions are made at the discretion of the personnel committee on a case-by-case basis. While the framework exists, the committee will assess the severity of each situation. He also mentions that consequences can escalate, so if someone repeatedly misses important events, the situation could progress from a warning to documentation and then dismissal.

J. Carroll reminds board members that the Code of Conduct policy, which has been voted on and updated over the years, includes more detailed guidelines about personnel matters. He notes that while **N. Calara** has provided an overview, more details can be found in the policy document available on the ASI website.

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13:35

D. ACTION ITEM - [2024-25 ASI Budget](#) (10 minutes)

The ASI Board of Directors will take action on the 2024-25 ASI Budget.

Motion to approve the 2024-25 ASI Budget by **K. Tripathi**, seconded by **J. Trujillo**, motion **CARRIED**.

J. Carroll speaks, providing key highlights from the presentation and budget sheet that had been discussed at last week's Executive Committee meeting. He reminds the group that all students pay a \$129.00 fee for the academic year, which amounts to \$64.50 per semester. The enrollment numbers used to calculate the operating budget are based on university projections, factoring in fall and spring enrollment variations due to graduation and attrition. He points out that while the fee has remained \$129 since 2008, this is a concern as most fees do not stay stagnant for such an extended period. **J. Carroll** highlights the challenge ASI is facing due to declining enrollment, which, combined with the unchanged fee, creates an unsustainable financial model in the long term. He emphasizes that ASI's budget is heavily dependent on the university's enrollment numbers, and while those numbers may stabilize in the future, the declining enrollment is currently impacting both ASI and the campus budget overall. **J. Carroll** continues by cautioning the group, noting that while he cannot predict the future, he does not expect enrollment to rebound to pre-pandemic levels, which once reached nearly 14,500 students. Based on both national and California demographic trends, as well as Bay Area high school graduation rates, he expects enrollment to eventually level off after several years of steady decline, which has ranged between 5% and 7% annually. He mentions that **Charan Reddy Doolam** is part of a new university budget committee that will discuss longer-term strategies, and updates will come as the committee meets throughout the year.

J. Carroll highlights some positive news, transfer student numbers are up, which is a consistent strength of the university. However, freshman enrollment remains down, and a notable number of seniors have not re-enrolled. He stresses that retention efforts are critical to maintaining enrollment levels, as it's not just about attracting new students but ensuring they stay through graduation.

He moves on to discuss budgetary impacts, noting that operating costs have increased, especially in areas like student assistant wages. The university is working to keep wages competitive, offering \$1.50 above minimum wage for student assistants, though the state has not yet determined whether minimum wage will increase again in January. Health benefits, retirement costs, and university cost recovery have also risen by 5%. However, with a 7% decrease in enrollment, the operating budget has taken a hit.

To manage these challenges, **J. Carroll** explains that cuts have been necessary, with approximately \$68,000 reduced from programming budgets. Despite these cuts, programming has been successful so far, and efforts are underway to re-strategize how to maximize the available funds. **J. Carroll** continues, explaining that they also made cuts in

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the range of 5-7% for funds earmarked for clubs, recognized student organizations, and cultural graduation ceremonies, reflecting both the reduced student population and the limited budget. He mentions further cuts in student scholarships and the HOPE program.

J. Carroll informs the board that he and **Doris Lagasca** plan to conduct a mid-year budget review to assess under or overspending. At that point, they could realign unused funds. For example, if savings in student assistant wages amount to \$5,000, the board could vote to reallocate that money to other areas in need. This approach is becoming necessary due to the current financial situation. He highlights that they already have savings of about \$6,000 from scholarships due to board vacancies. The board has two options: they could reduce the amount borrowed from reserves by \$6,000 (from \$291,000 to \$285,000), or they could allocate that money to areas like student scholarships or HOPE. **J. Carroll** proposes that the board could split the amount between the two areas or allocate it entirely to one.

J. Carroll assures the board that while the financial situation is not ideal, it is not dire. ASI has healthy reserves and a strong investment portfolio, which has reduced the anticipated borrowing each year. However, relying on reserves is not sustainable long-term. He emphasizes the need to make cuts now to avoid borrowing \$360,000 from reserves, which would be difficult to justify. He notes that the Executive Committee has strategies under consideration for better utilizing the investment portfolio and concludes by opening the floor to questions.

Motion to extend 10 minutes time for Action item: 2024-25 ASI Budget by **J. Trujillo** and seconded by **V. Anirudh**, by **13 YES and 1 NO** motion **CARRIED**.

J. Trujillo speaks, acknowledging the decision to vote on whether to allocate funds to the two organizations or take the money from reserves. He asks if it would be possible to do both, but recognizes that this may not be feasible. **J. Carroll** clarifies the situation, explaining that they are already borrowing \$291,000 from reserves, which was agreed upon despite the university pushing for a lower amount. He emphasizes that borrowing beyond this figure would be considered irresponsible unless there is an emergency. Therefore, increasing the budget beyond the available \$6,000 would require cuts from other areas, such as programming, board scholarships, or potentially eliminating a staff position. The board will have the opportunity to realign funds during the mid-year budget review, but any further increases would need to come from existing resources. **N. Calara** provides additional background on why the budget is an action item. He explains that it was discussed during the Executive Committee meeting last Wednesday as a discussion item, and now the board will be voting on it. Approval of the budget is necessary to move forward with any event programming.

He acknowledges concerns over the budget reduction, specifically the \$16,500.00 or 66% decrease in funding for the HOPE and emergency housing programs. **N. Calara** expresses his intention to collaborate with the Director of Wellness and senators at large to explore how ASI can better support food and housing insecurity efforts. Additionally, he suggests that this situation highlights the need to consider a potential increase in the ASI fee in the

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future and is open to having further discussions on this topic later in the year. **Y. Avhad** questions regarding scholarships. She uses an example where there are 10 scholarships worth \$1,000 each but fewer than 10 applicants or qualifying students. She inquires about what happens to the remaining funds and whether they can be reallocated for other purposes. **J. Carroll** responds by explaining that in any area of the collective budget, including scholarships, any savings can be reallocated. This process typically occurs during the mid-year budget review, where savings are identified and decisions on reallocating funds are made. **J. Carroll** notes that the number of scholarship applicants this year has been low, which is why the scholarship budget was reduced. He emphasizes that difficult budget decisions must be made to avoid cutting more programming or eliminating staff positions. If significant savings, such as \$5,000, are found, it would be brought back to the board for discussion and a vote on reallocating the funds to another area. **Y. Avhad** expresses her belief that the \$6,000 from the vacant Board of Directors (BOD) member should be allocated towards HOPE or emergency housing due to increasing inflation and the growing dependence on the HOPE Pantry. She highlights those international students, in particular, rely heavily on the pantry, and rent costs have risen significantly. She emphasizes that the budget cut for HOPE, which reduced funding from \$25,000 to \$8,500, was drastic. While acknowledging the importance of scholarships, **Y. Avhad** argues that the \$6,000 should be directed to HOPE and emergency housing instead, especially given the limited number of scholarship applicants. **J. Trujillo** speaks in support of allocating the \$6,000 to HOPE and emergency housing, agreeing with **Y. Avhad's** stance. **J. Trujillo** emphasizes that HOPE has already had to make significant cuts, especially in the HOPE Pantry, and is struggling to provide sufficient resources. He notes that the organization is unable to offer as much as before due to financial constraints, further stressing the importance of not removing any additional funds. **J. Trujillo** believes the \$6,000 should be allocated to HOPE to ensure it can continue supporting students effectively. **N. Calara** speaks, reminding the group that they have three more minutes left and emphasizes the need to focus on the current budget approval. While acknowledging the \$8,000 discussion could be addressed during the mid-year review, **N. Calara** encouraged the group to concentrate on approving the existing budget proposal during the remaining time.

J. Carroll speaks, explaining that part of the budget reduction for the Hope Pantry stems from grants received over the past couple of years. The Student Affairs budget manager and Jennifer Lynn confirmed that the ASI contribution wasn't as critical due to increased support from grants provided by the Chancellor's office and the state. This allowed for a consistent reduction in ASI funding from its original amount of around \$50,000. However, **J. Carroll** suggests the need for a follow-up with Jennifer Lynn to clarify the current situation. As for the additional \$6,000 available in the budget, **J. Carroll** encourages the board to make a motion to allocate those funds now before approving the overall budget. A vote will be necessary to decide how the \$6,000 should be distributed.

Motion to move \$6000 to the HOPE pantry by **Y. Avhad**, seconded by **S. Lokesh Gayam**.

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Amendment on the floor to move \$6000 to the HOPE Pantry and emergency housing budget by **11 YES, 1 NO, 1 ABSTAIN**, amendment **APPROVED**.

Motion to approve 2024-25 ASI Budget by **11 YES, 0 NO, 2 ABSTAIN**, motion **CARRIED**.

38:29

E. DISCUSSION ITEM - [Hey, Be Nice!](#) (5 minutes)

The ASI Board of Directors will discuss the “Hey, Be Nice!” event.

D. Bhimanapati speaks, announcing that the “Hey Be Nice!” event is scheduled to take place from October 21 to 25, from 12:00 PM to 1:00 PM at the UU walkway. The primary objective of this event is to raise awareness against bullying by educating students about the signs of bullying and the resources available on campus. The Title IX and DHR offices will collaborate with the organizing team for this event and will also co-table. **D. Bhimanapati** outlines that the event will span five days, featuring three days of tabling and two days dedicated to social media activities. For the tabling days, a pledge wall will be utilized where students can write anti-bullying pledges on sticky notes and attach them to a portable whiteboard. To facilitate this, **D. Bhimanapati** requests a budget allocation of \$11.16 for sticky notes. In terms of giveaways, T-shirts, stickers, and tumblers will be distributed. The stickers will be sourced from last year’s stock, incurring no additional costs. **D. Bhimanapati** plans to order fifty T-shirts, estimating a total cost of approximately \$500.00, while 16 tumblers will be purchased for a budget of \$101.86. Additionally, about \$40.00 will be allocated for food during the event. Another interactive activity at the table will include a photo booth featuring an ASI backdrop and props, with a budget of approximately \$5.19 for photo sticks. For the social media component, a video recording is in progress, where all board members and officers from Title IX and DHR will participate, each sharing a sentence or a few words. Informational posts will be created, focusing on campus resources and the signs of bullying, to reach students who may not be able to attend in person. **D. Bhimanapati** concludes by inviting any suggestions or questions regarding the event's planning and execution. **E. Loredo** speaks, expressing enthusiasm for the Hey Be Nice! event, noting that he organized a similar event last year while serving as VP of University Affairs, which turned out to be a huge success. **E. Loredo** emphasizes the positive reception it received from students and is pleased to see it being continued this year. He confirms that the event spans five days and acknowledges the extensive tabling planned for that week. **E. Loredo** highlights the importance of the accompanying social media campaign and encourages the organizing team to reach out for assistance. He recognizes that organizing such an event requires significant effort, particularly since it attracts a large number of students. **E. Loredo** offers support, assuring the team that they are willing to help in any way needed. He concludes by commending the overall initiative and the team's efforts.

42:44

F. DISCUSSION ITEM - [Pull up with the Presidents](#) (5 minutes)

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The ASI Board of Directors will discuss the Pull up with the President's event. **N. Calara** speaks, outlining his initiative to host the Pies with the Presidents event, building on his previous successful events, including Pastries with the Presidents in the fall and Pies with the Presidents in the spring. He mentions the decision to revert the event's name from Pull Up with the Presidents back to its original title due to the cold weather anticipated in October. The event is scheduled to take place at the UU walkway from 12:15 PM to 1:15 PM, with coordination from Stephanie. **N. Calara** requests a budget of \$200 from the special projects non-food budget, which will be allocated as flex funding to encourage club participation. He explains that clubs can earn \$100 in flex funding by attending the event on October 24th with himself and President Sandeen. To promote engagement, **N. Calara** emphasizes the importance of having more students participate in the event, fostering a lively atmosphere for both himself and President Sandeen. **N. Calara** highlights the use of a QR code linked to an RSVP form for clubs, which he plans to share on social media next week. This form will allow members to provide their email addresses, indicate their interest in attending the event, and list their top three concerns, which he will address in the next discussion item. Additionally, he notes the importance of understanding the rules for the flex funding drawing, emphasizing that attending both events will increase a club's chances of winning. He concludes by inviting any questions regarding the initiative.

46:23

G. DISCUSSION ITEM - [RSO Town Hall](#) (5 minutes)

The ASI Board of Directors will discuss the RSO Town Hall event.

N. Calara speaks, introducing his second event scheduled for October 17th, which aims to facilitate a sit-down discussion during U-hour. He highlights that many clubs have expressed their concerns regarding club operations and the overall social life on campus, as indicated by responses from the campus climate survey. **N. Calara** emphasizes the significance of gathering Registered Student Organizations (RSOs) together to openly discuss these concerns, believing it will lead to more impactful solutions. He expresses his desire to explore ways to enhance social life at East Bay, viewing this discussion as an opportunity to collaborate with student leaders. He presents the advertisement for the event, which includes both the RSO and SLIC logos, as well as a QR code and a TinyURL link for RSVPs. **N. Calara** notes that participants will have a chance to win \$100 in flex funding, similar to his previous event. He concludes by inviting any questions specifically regarding this upcoming event. **J. Trujilo** speaks, inquiring whether Greek organizations will be included in the outreach for the upcoming events. **N. Calara** speaks, affirming that Greek organizations will indeed be included, as they are recognized as registered student organizations (RSOs). He further speaks and clarifies that for the chance to win \$100 in Flex funding during the "Pies with the Presidents" event, each registered student organization (RSO) can submit one entry. However, for the upcoming town hall, he encourages greater participation, stating that each RSO can submit up to four entries. The more club members that engage in the town hall discussion, the higher the likelihood of

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winning the Flex funding. This approach aims to foster broader involvement and ensure that various perspectives are represented during the event. **J. Trujillo** speaks, inquiring whether the \$100 prize for the Flex funding will be awarded to just one individual or if multiple people can receive it. **N. Calara** speaks, clarifying that the \$100 prize for the Flex funding will be awarded to one RSO only. He explains that, for instance, if the Pilipinx American Student Association (PASA) attends the town hall with four members, and they win the drawing, they will receive \$100, which will be credited to their account. He further notes that a separate drawing will take place for the Pies with the Presidents event, ensuring that different organizations can receive funding from each event. **A. Depappa** speaks, seeking clarification on whether the same organization can attend both events and still be eligible to win the funding from both, or if they would be limited to winning from only one event. **N. Calara** speaks, clarifying that organizations will only be able to win funding from one of the events. However, he emphasizes the importance of encouraging participation in both events. He plans to announce the winner of the town hall drawing and will encourage that winner to also join the "Pies with the Presidents" event to foster greater engagement. **A. Depappa** speaks, suggesting a strategy to encourage organizations to attend both events by conducting the drawing after both events are completed. She proposes announcing the winners together, as both events are being advertised in conjunction with one another. This approach could enhance participation and engagement from the organizations involved. **N. Calara** agrees. **J. Carroll** speaks, offering kudos for the initiative to engage Registered Student Organizations (RSOs). He emphasizes the importance of reaching a large number of students, noting that even if some RSOs are struggling, the overall impact remains significant. By connecting with these organizations, the effort taps into a substantial network of students, providing valuable feedback and a platform for their voices. He commends **N. Calara** and Stephanie for their organization of this event and acknowledge the positive outcomes it can produce. **N. Calara** speaks, expressing gratitude to Charan Reddy Doolam for his assistance in planning the event. He acknowledges Charan's contributions to the discussions and highlights that Charan will provide further information about club funding during the RSO Town Hall. **N. Calara** invites any additional questions or comments from the group, encouraging open dialogue.

51:26

VIII. SPECIAL REPORTS - [ASI President campus updates](#)

N. Calara speaks, emphasizing the importance of building transparency regarding his ongoing projects and discussions with various campus partners. He highlights that over the past month, he has engaged in multiple discussions aimed at addressing important issues. However, he notes that they are currently facing some technical difficulties that may affect communication or the flow of the meeting. **N. Calara** speaks, providing updates for September, beginning with a budget reduction update. He notes that President Sandeen's recent email outlines a projected structural deficit of \$14 million, an increase from the previously stated \$11 million during convocation.

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Measures already taken include the elimination of 11 MPP positions and savings of \$4.4 million through the Voluntary Separation Incentive Program (VSIP). **N. Calara** discusses future plans, which include maintaining a four-college structure despite the introduction of a fifth College of Health, discontinuing 11-degree programs with low graduation rates, and collaborating with the CFA to adhere to contract terms. He mentions forming an Academic Senate Layoff Committee to provide recommendations to the administration for further reductions. He highlights additional plans to reduce reassignment times for tenured faculty, vacate and decommission Robinson Hall by early spring 2025, which is expected to save \$200,000 annually in utilities and maintenance, and implement energy-saving initiatives. The termination of the Oakland Center by early June 2025 and the establishment of a university-wide Budget Committee, chaired by the Vice President of Finance (VPF), are also discussed.

Next, **N. Calara** shares his communication with Josh Russell regarding Falcon-related branding, noting that two costumes have already been purchased from Rocky Mountain Productions, a company with a strong reputation for building mascots. He announces that there will be a naming contest for the Falcon and encourages everyone to look out for details in their emails. Regarding the TPM policy, **N. Calara** mentions ongoing discussions with the CFA about a town hall scheduled for September 26, and he informs the group that the University Diversity Officer, Dr. Kathleen Wong, plans to hold educational workshops once the official policy is finalized. He expresses ASI's desire to be involved in these discussions to educate students, staff, and faculty on the TPM policy. **N. Calara** then updates the group on plans for commencement, indicating a move to consolidate the event into three days, which could save \$21,500. He also addresses the low response rate of 15% for the campus climate survey, noting plans for a detailed review of the results during U-Hour on October 3rd. He mentions upcoming training sessions for managers on conducting difficult conversations with employees and provides information about the accreditation process, which includes a visit scheduled for March 19 and 20. **N. Calara** expresses a goal to secure an eight-year affirmation for accreditation, similar to what San Francisco State University and Channel Islands achieved despite facing enrollment deficits. Finally, he notes that he and President Sandeen will not participate in Advocacy Day this year due to conflicts with accreditation but plans to discuss alternative advocacy opportunities in Sacramento. **N. Calara** concludes by inviting any questions regarding the discussed topics.

59: 47

IX. ROUND TABLE REMARKS - [Weekly Updates](#)

E. Lored mentions that there is a new spreadsheet for weekly updates, which he and **N. Calara** have worked on. It was used last year, and they are bringing it back. The spreadsheet is essentially a task list that will be rolled out in October. Each person has their own section. It serves as a way for the board to see what everyone is working on, making it easier to stay organized and provide further transparency, potentially leading to easier collaboration. If someone sees a specific event being worked on, they can reach out to the person involved and discuss it further. **E. Lored** asks

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if there are any questions and mentions that he will be emailing everyone the link to this spreadsheet in October, encouraging them to use it effectively.

K. Tripathi shares that he attended the President's Equity Council (PEC) meeting on Friday. The meeting included representatives from the faculty and administration, **Dr. Wong**, and President **Sandeen**. They discussed external and internal funding and some of the issues they want to address. They also talked about the climate survey and are working on that. **K. Tripathi** is hoping to receive questions from **Dr. Wong** during a one-on-one meeting. The meeting also covered future projects and how everyone can collaborate to work on them. He discussed ASI, his role, plans, and the new positions, especially the senators-at-large. He concludes that the meeting was productive and hopes to achieve good outcomes.

D. Bhimanapati reminds the board about an email and calendar invite she sent for two events: the Unstoppable 3rd Annual Summit on September 20th and the Falcon 2024 Leadership Conference on October 4th. She encourages everyone to RSVP for both events and emphasizes the importance of ASI Board representation at these events.

J. Carroll informs the board that they should have received a calendar invite and an email with an invitation to a focus group on October 22nd from EAB. He urges everyone to check their calendars and RSVP because the ASI board has the majority of slots for the company that will be meeting with students. The company will be on campus all day to discuss enrollment strategies directly with students. He mentions that the event will likely include lunch, and reiterates the importance of the invite. The focus group is scheduled for October 22nd from 12:15 PM to 1:15 PM. He also provides an update on the search for the Coordinator of Campus Engagement. He shares that resumes have been collected and the committee is underway. Round one interviews with six candidates will begin this week and extend into early next week. These candidates will be narrowed down for a campus invite as finalists. He promises regular updates to the board throughout the process and asks that any questions about the search be directed to him, rather than to committee members. He mentions that the finalists will have a series of panels throughout the day when they come to campus, likely in the first or second week of October, if everything goes according to plan. He concludes by thanking everyone.

A. Depappa provides several administrative reminders as the holiday season approaches. She highlights that the fall break runs from November 25th to 29th, during which office hours will not be required. However, the office will remain open until Thursday and Friday of that week. She asks everyone to stay updated on administrative matters, such as checking emails and GroupMe messages regularly. For winter break, office hours will be discontinued starting from finals week on December 9th until school resumes on January 21st. Although office hours are not mandatory during this time, she reiterates the importance of staying in touch for any required tasks. She also mentions the winter retreat, scheduled for Friday, January 17th, as a mandatory event. She asks everyone to plan their travels accordingly to ensure they are back before that date. The retreat is expected to be an all-day event, possibly including a dinner, so she requests everyone to reserve the entire day, roughly from 8:00 AM to 6:00 or 7:00 PM, for ASI. She advises those facing scheduling conflicts to coordinate with **E. Loreda** and **N. Calara**. Additionally, **A. Depappa**

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reminds everyone that, although they are not required to host office hours during the break, the office will still be open, and she and **J. Carroll**, along with other professional staff, will be available for assistance. She also refers to an email she sent last week regarding committee applications. She asks committee chairs to stay a few minutes after the meeting if they have any questions. They should currently be going through the revision process and planning interviews. She expects interviews to start no later than next week so that they can be reviewed at the next personnel meeting on the 9th.

N. Calara makes a few announcements. He mentions that there will be a Board of Directors meeting in two weeks and asks everyone to check their emails for the theme, as it will be included in the calendar. He encourages everyone to participate in the themed meeting. Next week, he will be calling for agenda items. He reminds everyone to email him any topics they want to be discussed. If there are any events that have not yet been discussed, he asks that they be sent to him, even if they think they are already included. He emphasizes the importance of double-checking the shared drive, where he has posted all BOD agendas for the semester. Finally, he wishes everyone good luck on their midterms and reminds them to focus on their studies, as being students is their primary role. He notes that he has three midterms himself and encourages everyone to study hard.

1:09:52

X. ADJOURNMENT at 1:14 PM

Minutes reviewed by:

President/Chair of the Board

Nolan Calara


Nolan Calara (Oct 3, 2024 11:49 PDT)

Minutes approved on

10/02/2024

Date:

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Board of Directors Meeting Minutes of September 18th, 2024.

Final Audit Report

2024-10-03

Created:	2024-10-03 (Pacific Daylight Time)
By:	Sneh Sharma (sneh.sharma@csueastbay.edu)
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"Board of Directors Meeting Minutes of September 18th, 2024." History

-  Document created by Sneh Sharma (sneh.sharma@csueastbay.edu)
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-  Document emailed to Nolan Calara (asipresident@csueastbay.edu) for signature
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