

Executive Committee Meeting Minutes of June 9, 2021

- I. CALL TO ORDER at **2:05**
- II. ROLL CALL
Present: Anjelica de Leon, Kabir Dhillon, Zaira Perez, Jose Simon Carmona, Mirna Maamou, Erik Pinlac, Martin Castillo.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of June 9, 2021 by **J. Carmona**, second by **K. Dhillon**, motion **CARRIED**.
- IV. ACTION ITEM - **Approval of the Minutes of June 2, 2021**
Motion to approve the minutes of June 2, 2021 by **K. Dhillon**, second by **M. Maamou**, motion **CARRIED**.
- V. PUBLIC COMMENT



services are items they need in order to promote events. We also included haystack, which is \$400.00 for the year that includes virtual business cards and email signatures. I did not include anything for travel or professional development for the team. I am starting to add it to our full-time staff but not for our part-time staff. For hospitality nonfood related are essentially items we are giving out to students, which amounts to \$3,000.00 for the year. We need to restock many of the items that were given out this year, in which we have \$8,000.00 to use. I will remind Kris we have a sustainability policy for these items. We also print everything from the print shop on campus, which can range from banners or posters and the funding will be \$4,000.00. Under fees, there are payroll fees for each employee. There biggest expense is for student assistants, almost everyone has graduated from that department. I did make sure that anyone Kris brings on at least have multiple skills. For ASI Pr



those services since it is a different world in retrospect as opposed to smaller events. We bring in Eli from event resource management to take care of these events is extremely helpful when trying to enforce contracts. We also pay licensing fees for playing music at events in order to not get sued. The campus pays 40% of the fee and we pay the rest. It is about \$5,000.00 a year for it. We did include money for speakers for performers. I still need to make certain cuts, in which I will discuss with Michael and Kris. **J. Carmona** ask if there is a budget allocated for students to receive hot spots or computers? **E. Pinlac** states I know the university has spent various money for chrome books, hotspots, and additional online resources. We currently do not have any money budget for it, but it is something we can do. **J. Carmona** ask who can I follow up with in order to see if it is possible? **E. Pinlac** states I would refer you to John Wenzler, who is the librarian for the campus. If it is not sufficient, we can help fund their program or start our own program. **M. Maamou** states I had a question regarding the silent disco event. Is it a possibility to purchase the headphone instead of renting the materials due to needing it every year? **E. Pinlac** states I will discuss with Michael about this. However, I do know that the maintenance and replacements can be costly at times, but we can look into it. **M. Castillo**



everyone at minimum wage. However, we might lose some talent due to the industry paying \$16.00 or \$17.00 an hour. I do propose a fee increase within the next five years if possible. Now my last budget that I will be presenting will be short and I will be going over the highlights. Regarding staff budget it has increased by 3%. I reduced the budget for student assistants a little bit. For retirement, this number continues to grow. When I first got here it was at \$60,000.00 it has now doubled that over the years. For travel in and out of state I included some money for the staff to travel. However, we are evaluating the ban travel for each state. Under contractual services we had to increase the budget, such as lawyer fees. I am hoping \$7,000.00 is enough and hopefully this lawsuit does not drag out. We have about \$25,000.00 to cover for the case anything above that is based on cost recovery. This year we received a slight discount from the campus in order to do business on campus. For retirement cost it has been confusing due to administration wanting us to take out money from our operating budget instead of other expenses section. However, it usually works in our favor due to how much we receive back from investments. Lastly, I have to account for it in order to make sure that everything lines up. I am hoping we can create the policy to take out at least \$150,000.00 from our reserves in order to help us with a new program, staff member and future development. I also want to make sure it aligns with our strategic plan. Everyone has access to this document in the shared drive. You cannot make changes, except for M. Maamou and you are able to make comment. **M. Castillo** ask if there is any policy for a club and organization returning funds when the money was not used? I do not believe the funds should still be given if the funds were not used for the event that they requested funds for. This will allow us to reallocate t



ASI. We would like to offer him a potential bonus stipend for this year. I did want to bring this up again due to not all of us being at the meeting. **E. Pinlac** states after doing research, in the bylaws on page ten section seven, the board of directors recommended by the executive committee shall determine the amount, requirements, criteria, and eligibility prior to the last meeting to be instated for the incoming board of directors. Mainly it just states that it should be the last board who determines these issues. In order to avoid any issues, we can set a precedent to increase the boards stipend by a lot more. **M. Castillo** states thank you E. Pinlac for looking it up. I did suggest that we look at each year. I think for the past ten years there has been executive vice president that have either done an amazing or not so amazing job. Then you have K. Dhillon who does a million of other things within his positions, which is amazing. I wonder if there is a way to amount to the new total without it being reflected on the stipend, for instance, paying for books. Also, it can be a reward for any member who goes above and beyond. We have also talked about the executive vice president roll being split into two. There is a lot that is required from the position, on top of being a full-time student among other interest, which might lead students to struggle one way or another. I want to make sure we set up these students to succeed. **J. Carmona** states I do understand E. Pinlac concern. Although many of us agree that K. Dhillon has done a lot for ASI, some of my senators have begin to question their stipend amounts. We can try to reevaluate the secondary programs that you are suggesting.



coming up do have priority to post. When scheduling a post, it would have to be approved phones or at times it would not post on all the platforms. If anything, you can send it on Hootsuite, and I will copy and paste it in order for the quality to be better. **K. Dhillon** states with Hootsuite there are many concerns, we can try to look into a better platform to use. **Z. Perez** states yes, we can look to see which platform is a better option.

45:00

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM - **ASI Appointment of Student Representatives for Hiring Search Committees Policy**

The Executive Committee will discuss the ASI Appointment of Student Representatives for Hiring Search Committees Policy.

K. Dhillon



J. Carmona states just to clarify, the stipend increase are we going to look into the budget? I want to get a firm understanding before going to the next meeting.

E. Pinlac states when we get into round table remarks it is just announcements that we make. I will be meeting with A. De Leon in a couple of weeks to see if we can think of any examples.

A. De Leon states reminder in eight minutes we have our summer training. Our meeting with the President is on Friday from 2:00 PM to 3:00 PM. Lastly, we have our ASI executive retreat on June 21st. I am really excited due to the event being on campus. I have the Panetta Institute next week throughout the whole day; therefore, I might have a delay responding back to emails or texts.

50:23

X. ADJOURNMENT at **2:53 PM**

Minutes approved by:

President/CEO & Chair

Name: Anjelica de Leon

Minutes approved on:

6-23-2021

Date:

