

## **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**

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

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-

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



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**

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







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

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**

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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