

**SPECIAL MEETING
ASSOCIATED STUDENTS, INC.
California State University, San Bernardino**

BOARD OF DIRECTORS

MINUTES

MARCH 13, 2020

The meeting was called to order by the President, Adonis Galarza at 3:06 p.m.

Present: Adonis Galarza, Helen Martinez, Kristy Robles, Mark Sanchez, Yomara Donis, Jonathan Lowell (Zoom), Marvin Macharia, Nathaly Ramos, Angelica Agudo, Marilyn Lua, Suany Echevarria, Doris Egbo (Zoom), Jesse Felix, Dr. Angela Horner and Dr. Paz Oliverrez.

Absent: Yingtai Xu (unexcused).

Guests: Alfredo Barcenas, Juliana Crespo, Herbert Gonzalez, Daisy Ramos, Sage Keyner, Daniel Jimenez and Ciera Hammond.

ADOPTION OF AGENDA:

M/S Donis/Dr. Horner: To vote on adoption of the agenda. Passed unanimously.

NEW BUSINESS:

BD 37-20 M/S Donis/Echevarria: Approval of ASI Business Continuity Policy. (First Reading)

Mr. Galarza explained that the purpose of this policy is to maintain ongoing operations that ensure the continuity of essential functions during or following a catastrophic event. It provides guidance for the development and implementation of a business continuity plan using models such as the Continuity of Operations (COOP) plans and guidelines promulgated by the California Office of Emergency Services (OES).

Ms. Donis referred to Mr. Barcenas.

Mr. Barcenas briefly reviewed the changes to the policy. He explained that this policy applies to all ASI personnel who are categorized as non-student employees, student employees and office holders. This document was created with Coyote Ready and the CSUSB Continuity Planning App online. It is maintained within the application and can be edited by users with appropriate permissions.

Discussion closed.

BD 38-20 M/S Donis/Agudo: Approval of ASI Continuity of Operations Plan.

Ms. Donis referred to Mr. Barcenas.

Mr. Barcenas explained that the ASI Continuity of Operations Plan is a process that helps departments become prepared to continue or rapidly resume operations when faced with adverse events, or disasters. The ASI Continuity of Operations Plan includes identifying the department's critical functions such as describing how the office may continue their functions under conditions of diminished resources, contain key information that may be needed during and after a disaster-event and includes action items that are designed to help the department become prepared before an event occurs.

Discussion followed by questions from the Board.

M/S: Sanchez/Ramos: To approve BD 38-20. Passed unanimously.

BD 39-20 M/S Donis/Macharia: Approval of ASI Health Emergency Plan.

Mr. Felix explained that ASI has established two plans of action that address potential virus outbreaks. An outbreak that takes place within the city limits may result in the closing of functions and telecommuting of staff at the discretion of the ASI Executive Director or their designee. An outbreak that takes place on campus may result in an immediate closing of all ASI functions at the discretion of the ASI Executive Director in consultation with the ASI Board of Directors.

Discussion followed by questions from the Board.

M/S: Dr. Horner/Ramos: To approve BD 39-20. Passed unanimously.

BD 40-20 M/S Felix/Donis: Permission to remove “Petitions for Student Office” (signature pages) from the 2020 ASI election packets due to the current pandemic COVID-19 (Corona Virus).

Mr. Felix stated that the petitions to run for student office in the 2020 ASI election packets impose a risk to students due to the current COVID-19 pandemic.

Discussion followed by questions from the Board.

Ms. Robles inquired into what other campuses are doing in regards to elections.

Mr. Felix stated that other CSU's have different timelines for their election campaigns.

M/S Ramos/Macharia: To approve BD 40-20. Passed unanimously.

BD 41-20 M/S Felix/Lowell: Appointment of Yomara Donis as a Board of Director representative to the ASI Executive Committee.

Ms. Martinez explained that the purpose of the Executive Committee is to deal with all emergency matters concerning the corporation. According to the ASI Bylaws, the membership of the Committee consists of three BoD representatives, the ASI President, the ASI Executive Director and the ASI Advisor.

M/S: Agudo/Echevarria: To appoint Yomara Donis as a Board of Director representative to the ASI Executive Committee. Passed unanimously.

BD 42-20 M/S Felix/Ramos: Appointment of Marvin Macharia as a Board of Director representative to the ASI Executive Committee.

M/S: Echevarria/Sanchez: To appoint Marvin Macharia as a Board of Director representative to the ASI Executive Committee. Passed unanimously.

BD 43-20 M/S Dr. Horner/Donis: Appointment of Jonathan Lowell as a Board of Director representative to the ASI Executive Committee.

M/S: Agudo/Macharia: To approve Jonathan Lowell as a Board of Director representative to the ASI Executive Committee. Passed unanimously.

MOTION TO ADJOURN

Meeting adjourned at 3:33 p.m.

A handwritten signature in black ink, appearing to read 'Helen Martinez', written over a horizontal line.

Helen Martinez
Executive Vice President