



**ASI SPECIAL EXECUTIVE COMMITTEE MEETING  
FEBURARY 12th, 2025  
FOLLOWING THE ADJOURNMENT OF ASI WORKING BOARD MEETING  
GREEN & GOLD ROOM 3<sup>RD</sup> FLOOR UNIVERSITY UNION  
AGENDA**

*The ASI Executive Committee is responsible for discussing ASI matters.*

- I. CALL TO ORDER – 2:42pm called to order**
- II. ROLL CALL – see attached**
  - a All present except Charleston**
    - i** *Explanation of VPUA Charleston’s absence was provided in the ASI Special Board Meeting minutes. See [here](#) to view those minutes OR visit [asi.csus.edu/board-meetings](http://asi.csus.edu/board-meetings).*
- III. INTRODUCTION TO COMMITTEE – Chair provides context about the Executive Committee and how the operations of the committee are conducted. The Vice President of University Affairs received 5 strikes in total, appealing only 4 of those 5 strikes.**
- IV. NEW BUSINESS**
  - i Appeal of Strike #1**
    - 1 Unprofessional Behavior Towards ASI Staff, Board Members, University Employees & Students.**
      - a** Chair Andrade-Dominguez allows Vice Chair Conejo-Gallegos to present the following strikes. Vice President of University Affairs appealed Strike #1. EVP Conejo-Gallegos provided 100.9 Student Code of Conduct & OP Rule 200.1 B as context.
      - b** Incident #1: VPUA attempted to close the door on VPAA Galinato while the VPAA was still at the door. Evidence was presented with email receipts and written witness testimony.
      - c** Incident #2: VPUA declined to communicate with staff & board members, ignoring several attempts from others, responding in a dismissive & disrespectful manner. Evidence was presented via email testimony with times & dates provided.

**d** Incident #3: VPUA Charleston emailed Harbir Atwal, Associate Director, requested inquiries from Associate Director Atwal outside of normal business hours. Furthermore, VPUA Charleston informed several university staff members from Student Affairs about alleged “tampering” with a Student Committee Interest Form, sending an email in the evening time after business hours. VPUA Charleston requested students via email and Calendar Invites via Outlook multiple times to submit a Committee Interest Form in the late evening/early morning. VPUA Charleston continued to extend deadlines with multiple emails causing confusion and pressure to those respective students. Evidence was presented via email receipts from the involved parties including the communication from VPUA Charleston, University staff members, and ASI staff members.

**2** Questions were asked to clarify and provide more details of incidents mentioned above. Chair Andrade-Dominguez provided context as to the verification for Committee Interest Forms and logistics with staff members.

**3** Vote begins. Unanimous vote to keep strike. 4-0-0. VPUA absent.

**ii** **Appeal of Strike #2**

**1** **Failure to Follow Meeting Guidelines and Procedures.**

**a** OP Rule 200.1 and 100.9 Student Code of Conduct given as context for strike. VPUA failed to post the agenda on time for the internal committee they chair for. VPUA failed to comply with the Gloria Romero’s 72-hour rule for posting agendas for public meetings. Several committee meetings were cancelled because of this. Witnesses were provided and evidence via email communication of staff members aiding VPUA Charleston on how agenda publishing is conducted. EVP Conejo-Gallegos mentioned offering support for VPUA Charleston if needed as previously served as VPUA. The parliamentarian provides a quote from the Gloria Romero Act which is state law and mentions that every ASI Board Retreat in the Summer prior to the beginning of the Academic Year, the Parliamentarian gives training and information regarding Robert’s Rules of Order & Gloria Romero Act for context.

**2** Vote begins. Unanimous vote to keep strike. 4-0-0. VPUA absent.

**iii** **Appeal of Strike #3**

**1** **Failure to Hold Sufficient Office Hours**

**a** OP Rule 200.1 regarding Office Hours.

**i** Incident #1: VPUA Charleston arrived late to the scheduled Office Hours set by VPUA without notification to the EVP. Furthermore, VPUA did

not complete the full 4-hour Office Hours per week. Evidence is Sign-in Sheet provided to EVP. Witnesses were provided. Evidence via photo of Office Hours Sign-in Sheet of VPUA Charleston leaving early to their Office Hours.

**ii** Incident #2: VPUA Charleston arrived late to their office hours without notification to EVP. Evidence was provided that the EVP has notified the Board several times during Board Meetings and in emails of the Office Hours guidelines. Witnesses were provided.

**iii** Incident #3: VPUA Charleston did not provide Office Hours for the Spring Semester, requesting for Office Hours to be held virtually due to an accommodation. Accommodations that were requested by the VPUA to hold Office Hours virtually were not verified by DAC (Disability Access Center) per University ADA (Americans Disabilities Act) policy. For context, the ASI Board was provided legislation to move Office Hours virtually, was postponed by the author of the legislation at the time, received feedback from Board.

**b** Vote begins. Unanimous vote to keep strike. 4-0-0. VPUA absent.

**iv Appeal of Strike #4**

**1 Failure to Submit Legislation and Memos by Established Timeline and Follow Instructions Regarding Committee Memos and Legislation**

**a** OP Rule 200.1 and 100.9 Student Code of Conduct.

**i** Incident #1: Executives except the President are responsible for writing memos to students for their respective committees. VPUA Charleston refused to send memos to students and would send memos to students who were not yet approved by ASI Staff/Board for Committees. Evidence was provided via email communication.

**ii** Incident #2: VPUA Charleston was asked to submit legislation to appoint the ASI Director of Education to the Parent Advisory Council. VPUA Charleston did not submit legislation to appoint the Director after the request from ASI staff, the Director, and the Children's Center.

**iii** Incident #3: VPUA Charleston failed to follow deadline for legislation and would continuously miss appointees for their interested committees. Director of HHS was asked to be on committees,

due to the VPUA failing to submit legislation, the VPAA needed to submit the legislation. VPAA Galinato and Chair Andrade-Dominguez later on mentioned that any voting member of the Board can submit and make edits to any legislation via FileHold (file database for ASI) regardless of the legislation itself if needed.

- iv** Incident #4: VPUA Charleston submitted a memo incorrectly by failure to follow memo template which caused confusion as to the integrity of the memo due to failure of following template. Executive Director Hoan Nguyen provided evidence verbally that the VPUA attended the Parent Advisory Council which with assumption, was representing the Director of Education due to the timely request from the Children's Center to appoint the Director of Education onto the committee. Chair Andrade-Dominguez also provided context with committee appointments and the responsibility that the ASI Board has in ensuring students and Board members being involved with committees.
- b** Vote begins. Unanimous to keep strike. 4-0-0. VPUA absent.

## **V. ANNOUNCEMENTS/UPCOMING EVENTS**

- a** **Andrade-Dominguez**: Would like to host Executive Committees per month.

## **VI. ADJOURNMENT – 4:12PM**

Associated Students, Inc. of Sacramento State is committed to providing universal access to all of our events. Please contact Harbir Atwal [h.atwal@csus.edu](mailto:h.atwal@csus.edu) or 916-278-6784 to request disability accommodations (e.g., ASL interpretation, wheelchair accessible seating) no later than five (5) business days prior to the event. Advance notice is necessary to arrange for some accessibility needs.