



# Board of Directors Meeting

## Minutes

Day/Date: Thursday, October 22, 2020  
 Time: 3:15- 5:45  
 Location: Zoom  
 Attendees: Executive committee, General Public  
 Type of Meeting: General Public

### I. Organizational Items:

**Call to order by: Chair Diana Chavez ASI President @ 3:15**

#### b. Roll Call

Diana Chavez	President	Present
Ma Ledi Ham Loot	Vice President for Administration	Present
Kayla Misa	Vice President for Finance	Excused Absence
Analiz Marmolejo	Vice President for External Affairs and Advancement	Present
Jocelyn Vargas	VP for Academic Governance	Present
Anna Nguyen	Secretary Treasure-Rep-At-Large	Present
Rochelle Andrea Cordero	College of Health and Human Services Rep.	Present
Jazmin Ennis	College of Health and Human Services Rep.	Present
Johannakate Connally	College of Business & Economics Rep.	Excused Tardy @ 4:55
Jonathan Villagra Silva	College of Business and Economics Rep	Present
Lauren Diana	College of Arts and Letters Rep.	Present
Brajohn Hicks	College of Arts and Letters Rep.	Present
Kyle Misa	College of Engineering, Comp. Science & Technology Rep	Present
Diana Valdez	College of Engineering, Comp. Science & Technology Rep.	Excused Absence
Emily Sandoval	College of Natural & Social Sciences Rep.	Present
Kristy Lam	College of Natural & Social Sciences Rep.	Present
Sidney Lim	College of Education Rep.	Excused Absence
Phoebe Wong	College of Education Rep.	Present
Jasmine Parker	Diversity and Inclusion Officer	Excused Absence
Brooke Mero	Civic Engagement Officer	Present
Ryan Yoo	Chief Justice	Present
Carol Roberts-Corb	University President's Designee	Present
Vacant	ASI Interim Executive Director	
Dena Florez	Office Manager of Administration & Services	Present
Guests of the Gallery		

#### c. Adoption of Agenda:

Offered By:	Jocelyn Vargas	Seconded by:	Ledi Loot
Motion to Approve Agenda for Thursday, October 22, 2020			
Consensus to Approve Agenda for Thursday, October 22, 2020- Consensus reached			
All in Favor	All	Opposed	0
		Abstained	0
Motion: Passed			

Offered By:	Diana Chavez	Seconded by:	Ledi Loot			
Amendment to table appointment of University wide committee to the next BOD						
Consensus Amendment to table appointment of University wide committee to the next BOD- Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Offered By:	Diana Chavez	Seconded by:	Ledi Loot			
Amendment to add 3 & 9 discussion item D on the agenda						
Consensus Amendment to add 3 & 9 discussion item D on the agenda- Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**d. Approval of Minutes (action):**

Offered By:	Jocelyn Vargas	Seconded by:	Ledi Loot			
Motion to table the Minutes for October 8, 2020						
Consensus to table minutes for October 8, 2020- Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**II. Public Forum**

- a. This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.
- i. Anahi Villa: The senate has come up with the date for the state of our campus event on November 12<sup>th</sup> in preparation we developed a survey and we asked students to give us questions for administration and in addition we did another survey to find their needs and help us make reallocation for the funds.
  - ii. Diana Chavez: We will send those out and I do want to say that the senate does not approve the state of our campus event but its CAS.

**III. Action Items**

**a. ASI Appointed Positions: The Board will consider action on appointing candidate to open**

**i. ASI Internal Positions-**

**1. Elections and Outreach Commissioner**

- 1.) **Ledi Loot:** As you may know our previous OC resigned and we are able to secure someone and I will read her speech she sent me through email because she wasn't able to be here because of work. Hi, I am Arie Lea as a communication major I have a lot of experience doing marketing and I have been a marketing and communication intern for two years and use to be ASI PRMC. I have experience in organizing events and conducting in class presentations as the PRMC. I have good organizational and time management skills and I work well in a team. I really enjoyed working at ASI last year and I want to continue to serve the students at Cal State LA this time as elections and outreach commissioners. I know that I will have to do a lot of learning as EOC, but I am prepared to take the challenge and make the next ASI elections as smooth as possible. I want to let the students know of the students running and make sure they know their voice count. Can I give my recommendation?
- 2.) **Diana Chavez:** I have one question does elections commissioner sit on BOD?
- 3.) **Ledi Loot:** No, they only sit on bylaws and another in which she is available. I recommend her because I have worked with her before and PRMC and she did a good job, and she was on top of everything and she created a database with all advisors and with that experience she will be beneficial.

Offered By:	Jocelyn Vargas	Seconded by:	Analiz Marmolejo
Motion to appoint Arie Lea Kuo into the election's commissioner position.			
Consensus to appoint Arie Lea Kuo into the election's commissioner position. – Consensus Reached			

All in Favor	All	Opposed	0	Abstained	0	Motion: Passed
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2. **Military Connected-**

- 1.) **Chyanne Anabel Casas-** I am in child development and I am a child of a Veteran, so I have spent some time in the veteran's resource center and gotten to know the community. They are outstanding and accepting. For high school I was an art of student body and my last year I ran for cabinet and got to be student store manager and I got to be treasurer, and both made me able to manage my time and work as a team. Some of my ideas now that we are on zoom are virtual games. We can do some self-defense classes.
- 2.) **Diana Chavez:** Ledi go ahead and give your recommendation.
- 3.) **Ledi Loot:** I recommend Chyanne because of her student leadership and she is excited to get appointed to make a platform for veterans and veteran families because they don't have that much representation and they play a role of being a bridge between the Veterans resource center and ASI. I would like to say that she got a recommendation by the director of the VRC and she is very energetic and passionate about what she is doing.

Offered By:	Brooke Mero	Seconded by:	Brajohn Hicks			
Motion to appoint Chyanne Casas as Military connected commissioner position						
Consensus to appoint Chyanne Casas as Military connected commissioner position. – Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

ii. **University-wide committees:**

1. **Institutional Review Board- Human Subject Committee**

1.) **Amber K Beasley**

IV. **Informational Items**

- a. **GE Revision Survey- The Board will be informed about an opportunity to provide feedback to GE revisions.**
  - i. **Diana Chavez:** I really encourage everyone to fill the survey out and I was a part of the committee before and it was a lot of work to look through those proposals. We are being asked to provide feedback for the GE. Please fill that out before Monday.
- b. **Registration- The Board will be informed about registration for Spring Semester.**
  - i. **Diana Chavez:** I want to tell you all that registration is soon and ASI have priority in registration so make sure none of your class schedules conflict with the ASI meetings.
- c. **Program Proposals for Spring 2021- The Board will be informed about the deadline for spring program proposals.**
  - i. **Diana Chavez:** They are due November 20<sup>th</sup> so for those that are be hosting events for spring 2021 I will be meeting with you to go over your events. This goes for execs to start conversation with your area.

V. **Discussion Items**

- a. **CARES Act Funding Allocation Ideas- The Board will continue to discuss ideas to where the rest of the money should be allocated to.**
  - i. **Diana Chavez:** There is funding from the CARES act that has not been contributed and the administration is waiting for the end of the academic year to allocated and start having conversation with the students on where that money should go because we need to start discussing these ideas. Do you guys have any ideas for those that were missing last meeting?
  - ii. **Analiz Marmolejo:** I don't think that the 200 packs of food for the 28,000 students we represent is enough. Is there a wait list so we can how many people are not having access to these bags and is there a way for students not having to drive up to the mobile food pantry for the students that dint has access to coming to campus?
  - iii. **Dena Florez:** I concur with Analiz and I don't think a biweekly basis is enough and I support the food pantry here at la Puente and they do it once a week and I also think that more funding should go to the pantry and they use to give out much more and if we can get to at least weekly and serve more students that would be great as far as the drive up I don't think there's a lot we can do about that. The tech distribution you do have some people who can pass by driving so we do have walk ups so I don't think we can around with the mobile pick because we are experiencing that distribution.
  - iv. **Jocelyn Vargas:** I do think we need to put more funding into that just because I know that Jen said at the last meeting that three meals are being provided and if you ration it could be enough, but the thing is it is a biweekly

thing, and you are giving them food for one week but what are they supposed to do the other week and some of our students are parents and such I don't think it is enough.

- v. **Carol Roberts-Corb:** This is the first week so we don't know how the demand is going to look like, but we did reach to 300 students but just barely and for the next distribution about 117 but at this point it has not exceeded our number, but I do know that the word is just getting out that the food pantry is reopening so a part is thinking let's see what the demand is and then see how we can expand.
- vi. **Jocelyn Vargas:** How are you guys marketing this right now?
- vii. **Carol Roberts-Corb:** I believe by email that will or has already gone out.
- viii. **Ledi Loot:** On ASI we also sent out emails as well on the graduate students so maybe we can reach out to someone in the undergrad section.
- ix. **Analiz Marmolejo:** It was said that some students come in uber or left so why don't give students free vouchers to get rides to the food pantry to and from home or for students that are out of state some grocery voucher.
- x. **Diana Chavez:** I will be taking this to president Covino and the resource allocation committee. Once the survey gets to 200 hundred submissions the link closes so you won't be able to know who else may need.
- xi. **Carol Roberts-Corb:** What would be the best way to go about this because we didn't want to have a waitlist and create a sort of false hope.
- xii. **Analiz Marmolejo:** I think a wait list with a disclaimer is appropriate just to know the numbers to expand accordingly.
- xiii. **Dena Florez:** If I was a student will I be able to go to go twice per week?
- xiv. **Carol Roberts-Corb:** No
- xv. **Dena Florez:** So, when you are looking at potentially 200 students in a course of an 8 hours day, but I think it will be better weekly because of social distancing you want a certain amount of people in a certain amount of time.
- xvi. **Ledi Loot:** Maybe giving money for emergency grant. And Dena Where are we at tech distribution.
- xvii. **Dena Florez:** We are still getting students.
- xviii. **Carol Roberts-Corb:** We have contacted students that graduated the tech but that's not it.
- xix. **Jaz Parker:** One thing that I have been hearing from students is academic success so like hiring more tutors, scholarships, basic school supplies like books and I-clickers a most student rely on financial aid and if I don't get the money for that I am not able to get it and then successfully graduate.
- xx. **Jocelyn Vargas:** I do also think that there should be more CAPS therapist.

**b. Financial Aid Outstanding Awards issue-The Board will discuss the issue with the outstanding balance of financial aid.**

- i. **Diana Chavez:** It was brought to my attention of receiving emails from Financial Aid and the deadline was September 30<sup>th</sup>. If you all have seen the email the emails were not sent by the financial aid center the billing office did and in this case, students had to pay back, and the amounts varied. The issue was that students had to pay what they owed, and I asked why they got the email and these two general reasons. The first one was regarding the verification form process and a certain number of students were selected to turn in their verification forms to the financial aid center and some of these students have not been processed so when they started fall semester, they package was not finalized since it has not been processed by the system, so majority of these students received that email. The second is because they would register for 12 units and then they would drop so they would have to pay that back. For those who don't have that money I encourage them to talk to the billing office. And hopefully we can have a conversation with their new ED so that this problem cannot happen so often.
- ii. **Jocelyn Vargas:** What qualifies a student for fee deferment?
- iii. **Diana Chavez:** I do not have the answer to that but that's a good question.
- iv. **Jocelyn Vargas:** I was just wondering if there can be contacted through text for those students that need the notice.
- v. **Diana Chavez:** I know that was a project for them to do that. The two scenarios that I mentioned may not qualify for all the students that got that email.

**c. Outreach Ideas- the board will discuss outreach ideas that we can continue or improve on.**

- i. **Diana Chavez:** We get okay student attendance in the events and even less in office hours. So, I just want us to talk about ideas to bring people in.
- ii. **Jocelyn Vargas:** I know some clubs and orgs are still meeting and maybe we can go into their meetings and asking them to give us like 2 minutes to present what ASI is and who we are especially if your clubs or orgs are from your college. A second one would be through social media and I don't know how they would work but we can talk to Gus and run by him.

- iii. **Brajohn Hicks:** I am taking an advertising class and I was talking to a professor and maybe you can make the students ignore that it is zoom because they zoom with classes and figure something around that.
  - iv. **Analiz Marmolejo:** Brajohn brings a good point. I think in regard to office hours some us do good job at promoted but on my case sometimes my office don't work for the student, so I have to work with their schedule.
  - v. **Dena Florez:** Office hours originated when we were on campus. Right now, everything is online, and they can email you right now so if the students don't come to you, you can go out to the students so this time in hours see if you can do a presentation and reach out and as Jocelyn said find out their meetings and go to them and use their platforms.
  - vi. **Sidney Lim:** As with events what we found helpful was to develop a good relationship with the college OSS because they have access to every student email in that college and the reason, we had him do it because students are more likely to look at an email from an administrator.
  - vii. **Brajohn Hicks:** In our college we have a newspaper and they included mine and Laurens office hours and that still have no student coming.
  - viii. **Ledi Loot:** As far as advertising we have done an email list but yes students do get zoom fatigue so we should look at other avenues like discord but I thought was that last summer I started my outreach and we created events on our Instagram where when they subscribe they can get prizes so this is where I'll ask for every ones help because we can't do it on our own because we have done class room presentations and we have gotten a couple of subscription from there and as reps we should do that in our own classes. Another thing is what I did was reach out to all associate deans and advisers and chairs and let them know we have resources for your students and the list that I don't have is the faculty so you can go ahead and reach out.
  - ix. **Gus Salazar:** What Brajohn said is true but we do see a change like with the compost events, it just has to be something like creating events that are out of the box. I would also like to say that don't break your head over this the same meeting we are having right now it is the same meeting every cooperation in America is having. So, our students are being bombarded with emails and that is the reason we don't see a lot of movement, but we are doing our best. So, for spring 2021 think of events that are more engaging and move from events that other campuses are doing as well so we are not doing the same events and be unique.
- d. **3 & 9 Budget Review- The board will review the 3 & 9 budget as presented.**
- i. **Dena Florez:** The finance committee approved this budget on October 16<sup>th</sup>. Looking at our final audit, we decided to be careful to have funding in the future. (*The 3&9 was then presented by Dena Florez*). Does anyone have any questions?

## VI. Reports

### a. ASI President: Diana Chavez

- i. Diana: I want to introduce Carol Roberts she will be in place of Jen Miller and she is not new to BOD. We appointed a VPAG which is Jocelyn Vargas. I met with the virtual instruction advisory planning and we discussed what instruction will look like in the spring and they will be 20 classes face to face for graduating seniors that will be very strict on how they will be going around campus. We invited Catherin Harris to talk about how to properly conduct a zoom course and if you are interested let me know. I met with financial aid and I reported that in our discussion item. We are meeting for the presidential commission for equity, diversity, and inclusion in November. I am planning on sitting on the resource allocation if I can. Other than that, I am going to my meetings and commencement is still up in the air and I am planning on working on 2 college representee chairs and I am working with Dena on our winter training and it will be in January and the week before school starts.

### b. ASI Vice President for Administration: Ma Ledi Ham Loot

- i. Ledi: I had to take over the events for the EOC and I was able to find the replacement and the cabinet is now complete. I started forming the search committee for the ED and I would like to invite people from here to the committee to have one for Spring 2021. I would like to thank everyone for the 100% turnout for midyear evaluation. We did the housing event, and it is sad that even though we offered an amazon gift card those 20 students that RSVP's we only got three attendance. Been doing a lot of outreach to students and the EOC events and next week and the last part of the series of Q & A is next week with the senators. I also talked to the international office that reached out to collaborate and I referred Dena and John

and they are hoping that ASI would have and international representatives that will help those students.

- c. ASI Vice President for Finance: Kayla Misa
  - i. Kayla: NONE
- d. ASI Vice President for Academic Governance: Jocelyn Vargas
  - i. Jocelyn: I am getting the flow of things, but I have been providing support for my academic senators and I have already met with all of them and met with students that were appointed to committees. Something I am working with the senators is pushing with the CAPS resolution. I will also be in contact with all of the college reps' others to spread surveys. The senators were thinking of doing a town hall instead of marketing it as office hours. I am working with Anaid to explain the process of financial because we know that is something the students are having trouble with and I am working with Kyle to do revisions on many syllabuses because a lot of students don't know of grade appeals and things like that.
- e. ASI Vice President for External Affairs and Advancement: Analiz Marmolejo
  - i. Analiz: We just finished the California deadly ne for online registrations or getting students registered to vote and thank you to Brooke and Jaz. Now it is the final push to get students out to the polls. Thank you all who came to our event yesterday as well. From that event Fiona offered me a seat on the basics needs for the state as well.
- f. ASI Secretary/ Treasurer: Anna Nguyen
  - i. Anna: Your state of affairs is due on the 28<sup>th</sup> so work on that.
- g. ASI Board or Directors
  - i. Reps at Large
    - 1. Civic Engagement
      - 1.) Brooke Mero: My event next week is going to be postponed until after election day to avoid conflict and we added another panelist.
    - 2. Diversity & Inclusion
      - 1.) Jasmine Parker: I am promoting my art in exhibition November the 13<sup>th</sup> and I will CC Analiz with any update.
      - 2.) Diana Chavez: I want to remind that ASI member cannot participate on these events.
  - ii. College Reps
    - 1. College of A & L
      - 1.) Brajohn Hicks: Web got our flyer back for our upcoming event but that's it. We also sat on the Deans allocation committee for arts and letters and we are also listening to students that had different issues in the college and some students are double majoring and it was interesting to hear.
    - 2. College of HHS
      - 1.) Rochelle Cordero: Today we had a Q & A and in the upcoming week we will be sending out a survey.
    - 3. College of NSS
      - 1.) Emily Sandoval: I have only been writing a response to Marisa on how many panelists we will have but that's it.
    - 4. College of ECST
      - 1.) Kyle Misa: Yesterday me and reps talked to Dr. Galvan about life after ECST and after discussing some plans and we are going to push it back to November 10<sup>th</sup> on Tuesday and I sent it to Gus.
      - 2.) Gus: Yes, I got that, and Tony sent you the updated flyer.

5. College of B & E
  - 1.) Johannakate Connally: We are starting to contact faculty about our event for our event for a Q & A for professors about their careers.
6. Charter College of Education
  - 1.) Phoebe Wong: We are having a CCOE mixer and we are going to be talking about advising and resources for students in our college.
  - 2.) Sidney Lim: One of the program directors in our college Dr. Miguel Savala and he wanted me to bring up that there are budget cuts are coming and classes are going to get smaller and he was wondering if ASI can address this in a future meeting for courses of action.
- h. Office Manager: Dena Florez
  - i. Dena: In personnel one of our student assistant will be leaving for a job that is in their career. Gus and I will be meeting with Carol and other than that you all are doing great. Make sure you work with your direct and reach out to the students.
- i. Graphics & Marketing Coordinator: Gus Salazar
  - i. Gus: Just Working on the marketing and the website and preparing for spring 2021 events and the due date for that is November 20<sup>th</sup> so start planning ahead.
- j. University Designee: Carol Roberts-Corb
  - i. Carol: I am in day 4 for being the interim associative vice president for student life and Dean of students as Diana mentioned Jen has gone to different responsibilities. I have been here for 4 and a half years in dean of students and my responsibility has been in student conduct, but I also work with the CARE team and do assessment and have been acting as Jens back up or 2<sup>nd</sup>. I am excited to work with you all again.

**VII. Adjournment:**

Offered By:	Brooke Mero	Seconded by:	Brajohn Hicks			
Motion to adjourn the meeting at 5:32 PM. Consensus to adjourn the meeting - Consensus reached.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**CERTIFICATION**

Official Minutes taken for the ASI Board of Directors Meeting of the Associated Students, Inc., Cal State Los Angeles held on October 22, 2020, on Zoom and were approved by consensus by the A.S.I. Board of Director Committee on Thursday, November 00, 2020.

Prepared by:

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Dena Florez- Recording Secretary

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Anna Nguyen- Secretary Treasurer