



# Cabinet of Academic Senator Meeting Minutes

Day/Date: Monday, January 25, 2021  
 Time: 4:45 p.m.  
 Location: Zoom  
 Attendees: Cabinet of Academic Senators, General Public  
 Type of Meeting: General

**I. Organizational Items:**

**a. Called to order by: Jocelyn Vargas, Vice President for Academic Governance @4:46p.m.**

**b. Roll Call**

Jocelyn Vargas	Vice President for Academic Governance	Present
Jeovana Lopez	Undergraduate Academic Senator	Present
Kinsley Wang	Undergraduate Academic Senator	Present
Kyle Taing	Undergraduate Academic Senator	Present
Cristian Flores	Graduate Academic Senator	Present
Anaid Villa	Graduate Academic Senator	Present
Anson Noland	Academic Senator At-Large	Present
Milton Joseph Han	Associate Justice	Present

**c. Concerns from the Floor**

**i. None**

**d. Motion to Approve Agenda**

<b>Offered By:</b>	<b>Kyle Taing</b>	<b>Seconded by:</b>	<b>Anaid Villa</b>
Motion to approve agenda for Monday January 25, 2021.			
Consensus to approve agenda for Monday December 7th, 2020 - Consensus Reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
			<b>Motion: Passed</b>

**e. Motion to table minutes from December 7<sup>th</sup>, 2020 to next Cabinet of Academic Senators meeting:**

<b>Offered By:</b>	<b>Jeovana Lopez</b>	<b>Seconded by:</b>	<b>Kyle Taing</b>
Motion to table minutes from December 7 <sup>th</sup> , 2020 to next Cabinet of Academic Senators meeting.			
Consensus to table minutes from December 7 <sup>th</sup> 2020 – Consensus Reached			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>Abstained</b>
			<b>Motion: Passed</b>

## 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.

## III. Reports: (3 Minutes each)

### a. ASI President/Acting Vice President for Academic Governance:

So, to start off, I'm so happy to see all of your faces again. It feels like it's been quite a minute, since I last saw all of you. I hope you all had a great winter break off and are ready to come back this semester and get to work and, you know, do all these amazing things that we have planned for this semester. And I can't wait to see everyone work on their projects that they have ready to go for this semester. Over the winter break, I unfortunately got sick. So, I didn't really have enough time to work on some of the resolutions that I had not to mention, and then my laptop crashed. Hence the iPad that I'm working from right now. But I will be getting a loaner from campus tomorrow. So, if anyone needs to contact me about anything, please text me. I did put my number on the GroupMe for the Academic Senator group chat. So yeah, that's my update. And I look forward to meeting with everyone and just going over expectations.

### b. Academic Senators:

- i. **Kyle Taing:** I just want to emulate what Jocelyn said. It's great to see everybody's faces again after five weeks of winter break. What I've done over winter break? I guess I'll bring up two points I met up with several dean's and members of high-level administration leaders at Cal State LA to discuss the cuts to enrollment in classes prior to the spring semester beginning. It was towards the very beginning of winter break. We talked about research concerns how to return back to the lab. That's after courses that are being cut. And that's what I spent the majority of winter break doing for ASI a senator. And now I also want to talk about the things we did for FPC during winter break as well, Heidi and myself and other faculty within the committee; we went forward with a lot of our resolutions and policies. I believe we also did something jointly with Educational Policy Committee regarding finals week, which I can discuss later the next time we meet in cast since FPC hasn't met yet considering this is the first week of the semester.
- ii. **Kinsley Wang:** Basically, the main thing that happened in the past period is that the fiscal committee meeting had a joint meeting with the executive committee. We talked with Lisa Chavez and the Provost. A brief summary. So we just discussed in general how the budget works. So we just went over the budget, the budget administration, like on like how the budget changes throughout times, the timeline, and how the budget planning works. Also, we talked about the time that it's going to turn into 2021 state budget, so the general fund expenditures, the higher education funding, and in general, like what calculate gets and how that might be, and how that might play out in the next few months. Also, presenting a budget reduction plan for 2020-21. We just saw that there's actually not much money that's missing due to the supplements from the government, Other than that, again, like what Kyle said, we've been discussing research concerns with professors and other students. And hopefully we can talk more about it later on.
- iii. **Jeovana Lopez:** So, before AIRS closed off from last semester, we sent a policy to SPC. I'm sure Kyle is aware of it, of educational continuity. And basically, it was the process in which is a professor were sick or had to leave mid-term, access to Canvas would be a smooth transition from one professor to the next. Unfortunately, FPC thought that it could be an issue of faculty rights. And they said that, because of these issues, that we should just stop with the process of this policy. And so, we got the memo from the chair of AIRS. And she said that we will talk about it at the beginning of the semester. But like I said, because of the issues that FPC brought, that can lead to this policy, I'm not hopeful that there will be any more talks ongoing. And then other than that, I also reached out to Talia, for the EDI Task Force. She got back to me and she said that all the positions have been filled. So, I'm just waiting on an update. She said right after all the seats had been filled, she would start with the process of meeting dates.
- iv. **Anson Noland:** So as per my goals when we left off last semester, I do plan to attend a Cabinet of College Representatives meeting to discuss further communicating with them for distributing surveys and also getting information to faculty. And that's part of what we've been working on in SPC. And we will be meeting next week, I believe, because that's the first Tuesday of the month. And currently, we resolved most of the issues at our last meeting of last semester. So, we'll be bringing up sort of a new agenda at this next meeting, and I'll be able to report on that next time. Also, something I wanted to bring up was, I'm pretty sure that this semester for academic senate will be meeting only once every two weeks, which is a change from what was happening last semester. And because of that timing of items is going to be a lot more important. Because, you know, we only if we only have one meeting every two weeks, that's half the amount of time that we used to have. And so I

think that one of the things we discussed was potentially an intense raise questions about the timing of items. So, if anyone's interested in that, let me know.

- v. **Anaid Villa:** So, they let us know that the cares act website has been updated. And it's it's up to date. Now. She Lisa also mentioned that by January, so now they would have a clearer sense of where the budget would be for the 2021 2022 school year. did want to make sure that we got an accurate idea of what the budget was going to look like early on in the semester since last semester. We didn't get to hear about the budget until like the end of the semester. So, I reached out to Gabriella to ask if we could invite them early on. They will be meeting with us on the first meeting of fiscal policy committee, which is February 11. I think that's probably wrong. So that's, I think that's an upgrade from this semester. She also said she was like more hopeful about the semester about the budget. And then I think, just to comment on Cristian's idea to have a meeting with Jose Gomez, I think it would be a great idea. And he's seems very open to communicating with students, he actually gave us his contact information, his cell number, in case we have any questions that we want to ask him very quickly. And that way he can it can get ahead of, of any rumors that start. I guess that's pretty much it.
- vi. **Cristian Flores:** I know that Jocelyn and I have been pretty good during the winter break about communicating with each other. We communicated during the break about the second round of HEERF II or higher education emergency relief as soon as the email went. there were some concerns and discrepancies that I had; I know that we were going to probably talk about it later. So, some communication that I made with Diana and with Jocelyn over some concerns that I had that I brought up to them. And then I'm also in the process of finalizing my application for the student trustee position that's becoming vacant. So, I just wanted to let you all know that I'm going through the process of that, I actually already submitted my materials, I'm just waiting for my recommenders, who submit their letters of recommendation. So, I'm really excited for that to see what happens because from what I've heard, Cal State LA hasn't had someone sit as a student trustee, I don't know if ever, but in, at least, as far as recently. So that's a thing. As far as kind of what I'm working on, I know that just seeing what comes forward in EPC, now that we closed off on a good note and EPC. Last semester, we really did finish off approving a lot of policies that are going to be seen in Academic Senate this upcoming semester. But as Anson said, making sure that we get through those policies is going to be a really big hurdle to jump through, especially because we're going to only be meeting once every two weeks. But the positive side is that we don't have a provost to attack the semester. So that's, that's kind of pro and con situation. Hopefully, we are able to work closely with Provost Jose Gomez. And I would ideally like to set up a meeting with as a cabinet of academic senators. I don't know if that's something that you all would willing, you know, would be willing to do. I know that there were talks about, you know, pizza with the President. But I also think would be a good idea to have maybe like, meetings every few weeks with Provost Jose Gomez, just US senators and talk about, you know, issues related to academics, especially because, you know, he is the Vice President of academics. I think that would be something that's really big for us to kind of stress, especially if we don't know if we're going to be back on campus in person in the fall. That's ideal, but things change plans change. So especially because we know that the vaccine is rolling out. But it also depends on like the willingness of people to actually go and get the vaccine.

c. Housekeeping

- i. Vice President for Academic Governance Jocelyn Vargas went over Academic Senator expectations with office hours and biweekly meetings as well as advocacy efforts while on the academic senate.

IV. Discussion Items

a. Academic Senator Town Halls

- i. **Jocelyn Vargas:** So, we have town halls coming up in February, during like the second week, I wrote down the exact dates, but then I moved in. I believe it's February 16. And February 18, February 16, being the graduate, academic center, Town Hall, and then February 18, being the undergraduate let me make sure as I website, yeah, February 16, for as I graduate, and February 18, for undergraduate at the last meeting, and during in the proposal, I believe, a budget for \$300 for like prizes and incentives and all of that. So, I did want to kind of just have a discussion regarding that, to see what you all thought, I believe we might have more money in the budget, I have to talk to Dena about it. But I wanted to see that because obviously one it's coming up to I have to submit some paperwork to Dena. And I think we also discussed getting stuff from the library. So, if anyone would like to start the discussion on that, to get students to come to these town halls.
- ii. **Kyle Taing:** You're just asking like us how we should advertise it before like the February 16<sup>th</sup>/18<sup>th</sup> dates?
- iii. **Jocelyn Vargas:** So, Gus is already working on the advertising. And I kind of have a hold on that. What we were doing last semester kind of worked. So, I want to continue doing that. What I'm talking about is incentives, prizes, all that stuff to get students to come out to our event. Again, we're doing this because it came out the fact that of last year, no one was coming to office hours. And so some of you suggested maybe a town hall might be better because we're all there. So, we're splitting it up into undergraduate and graduate town halls.

- Seeing as you know, it's two different areas. Some issues might differ. So, I did it that way. So, each event has a budget of \$300 for incentives and prizes. So, I just want to see what you all were thinking in regard to that.
- iv. **Kyle Taing:** When we talked about gift cards last time, like the last few times, we met to discuss the whole like, like, gift cards to the first people, to the first few people who signed up.
  - v. **Jocelyn Vargas:** So, that was for state of our campus because we were having people sign up. This time around. It's not a signup. It's a zoom. I can talk to Gus and see but I don't know because it is a short amount of time. So the last that I remember and Cristian, you can correct me, but I remember was a bookstore or, like a spirit pack or something of some sort.
  - vi. **Cristian Flores:** We talked about having stuff from the bookstore, maybe like doing t-shirts, and items from the bookstore, maybe doing like a little goodie basket or goodie bag or something with items from like the bookstore and ASI swag. Not just the bookstore. That way, we don't have to, like, use too many of our resources all at once, because I know we do still have stuff from ASI swag. I'm not sure 100% that would be all up to you know, guys and seeing what's on inventory. That's just one of the things.
  - vii. **Dena Florez:** When you say Swag, swag. Are you talking about Cal State LA swag? Or you talking about ASI swag?
  - viii. **Jocelyn Vargas:** Something else I would recommend possibly is like food gift cards. So, I know, in the past, we've done like the Uber Eats. I'm not sure where it was Postmates or DoorDash. That's also something that's gotten really popular. So, there's one idea but I don't know, again, there's two different town halls. So, Cristian, and Anaid would like to hear from both of you like also like what you think for yours. And then the undergrads and Anson, what you're thinking for the undergraduate townhall? In regard to that, I just want to make sure that we have that all down because I want to get that information to Dena ASAP.
  - ix. **Anson Noland:** I like the idea of gift cards. It's an easy way for people to get what they want with within a price range and within, you know, a store. I mean, I think if I was signing up for an event, if I wanted to attend an event, a good prize would be a gift card. I think that'll help us get some attendance.
  - x. **Jocelyn Vargas:** Would you say the food then? Because in the past, I believe we've also done Target and Amazon. Amazon isn't suggested because of the fee that they charge.
  - xi. **Anson Noland:** I think Target. I remember Dena told us about how Target seemed to be a pretty good one that students liked. I thought that the food one was good too, because you know, if it was an in-person event, and we were doing something like doing food that kind of is a way to bring it to the digital space. So, I think either would work.
  - xii. **Kyle Taing:** Regarding food, we talked about something like GrubHub or Postmates last time.
  - xiii. **Jocelyn Vargas:** I know we've done DoorDash and Uber Eats. Dena, have we done Postmates By any chance?
  - xiv. **Dena Florez:** We haven't and perhaps any of you could tell me. The Finance Committee did review because we're looking to possibly do away with the Visa gift card because the Visa gift card charges \$4.95 activation. So, if I have a \$25 gift card that I want to give that the student wins for like maybe incentives, it charges us \$4.95 activation fee so we're going to ease away from the Visa gift cards. So, the Finance Committee came up with Amazon, Target, and a food eatery. Now, I've never ordered out. So, DoorDash, I guess they charge something or there's a charge of some sorts. And that's why the Finance Committee opted for Uber Eats, because they don't charge or something.
  - xv. **Jocelyn Varagas:** For DoorDash, or was because in some places, I believe that they asked you for a credit card or two cards that you have to put down. And as opposed to the one. I know Uber Eats doesn't do that. Postmates. And what's other 1? Am I missing one? Uber Eats. And GrubHub, they don't do that.
  - xvi. **Dena Florez:** I'm open for that I'm open for Uber Eats or Postmates. As long as it doesn't charge the student anything out of their pocket, they should be able to just call and order it. Here's my gift card, that's it
  - xvii. **Cristian Flores:** I believe we also need to take into account delivery, too. Sometimes, they charge you, say \$5 for delivery, and then they charge you the service fee, which is another \$3. And they, throw in like the tip and then you end up paying, I've seen sometimes something ridiculous. You're like \$16 for all of that when it's like an \$8 meal.
  - xviii. **Jocelyn Varagas:** That's why I was also asking if we should increase the amount I put on the proposal, I think was \$300. Dena, I'm not too sure how much we have in our budget. Yeah, so I think we can still increase that amount. Which is why I was wondering if you all were open to that also, in this discussion and how much more we should add depending on what we have left. So, for the undergrads so far, I'm seeing gift cards to possibly Target or the food gift cards so we could probably do half and half to get those out. And we could do grub hub and Uber Eats or just grub hub for graduate I know that Cristian mentioned the like bookstore said the Cal State LA swag.

- xix. Anaid Villa:** I was trying, I also I think we should definitely have the gift cards just because that's the easiest way and I like Cristian's idea as well. I was trying to think of something that's different. And that also appeals to graduate students. But I can't figure out how to actually make it work. Like, I can't think. Maybe someone has an idea that will actually make this work. Create a 30-minute incentive of like, oh, here's a graduate tutor. If you attend like a 30-minute one-on-one to help you with your thesis, because I think most graduate students are working on a thesis. So just like oh, if you win, you get 30 minutes with the graduate thesis tutor of some sort. But I don't know if that would work for all the graduate programs. I just know that would kind of work for mine.
- xx. Cristian Flores:** I don't think that would be. The only reason I say this is because those are services that are already provided by the University at no cost to the students. You can go to the GRC to meet with an advisor, because we have thesis advisors on campus that you can set up an appointment with, and they're already 30-minute sessions, I believe. I don't know if that could be an additional incentive, because that makes it sound like this is some kind of like a lead of other students don't.
- xxi. Anaid Villa:** That's why I was trying to think of something like that, but different; different enough that it makes it an incentive, but somewhere along those lines to where it appeals to graduate students. It's also not a fun incentive. It's sounds like a work incentive.
- xxii. Cristian Flores:** I think we should see if we can get like one of those diploma frames, have those be one of the grand prizes, but I know that they're pretty expensive. But if we could do one of those for like the grad students. Because every grad student has at least a bachelor's degree.
- xxiii. Anaid Villa:** Yeah! That's a good idea. I like that.
- xxiv. Cristian Flores:** They're \$130. I just checked.
- xxv. Dena Florez:** The bookstore has their when they start having all the grad stuff. Those frames are expensive. I didn't even get Victoria's frame. Like that's way too expensive.
- xxvi. Cristian Flores:** Yeah, but it'd be cool if we could do it. It depends on our budget, but it'd be cool because we don't have a big budget, but we don't have a lot of like opportunities to spend it this year. If we can, then we should.
- xxvii. Anaid Villa:** I think if it's in the budget, I would 100% love that. Are they really expensive?
- xxviii. Jocelyn Vargas:** Yeah. That is Definitely.
- xxix. Anaid Villa:** It's very unique to graduate students too.
- xxx. Jocelyn Vargas:** I love the ideas for graduate and undergrad. Any other ideas?
- xxxi. Kinsley Wang:** Okay, so, honestly, what I was thinking beforehand was definitely like, like the food gift cards like I think it was mentioned GrubHub, is that would definitely think I would personally like that a lot. So, I think we pretty good incentive.
- xxxii. Jocelyn Vargas:** Dena, were you able to check how much we still have?
- xxxiii. Dena Florez:** I just got the December financials. Yeah. And so I'm going to be looking at those to start working on a six and six.
- xxxiv. Jocelyn Vargas:** So, we have ideas, I think we'll kind of settle more in prices and things like that once we figure out how much we still have in the budget. That's really all I wanted to talk about today. And like, have those concrete plans. But it sounds like we have great stuff. Again, a reminder that the 16th is for graduate students. And the 18th is for undergraduate. I remember we went over dates; everyone was able to make it there any issues, anything like that, please let me know now or text me after. But everyone's expected to be there. And we'll be promoting it send an email. So, also if you're in clubs and orgs if you can do us a favor of sharing it. So, way more students come in and speak to us. That is the whole point of these events. And then we can kind of just grab all that information and take it to the adequate area. Sorry, my little sister's like jumping or something. And that is all I had for today.

**F. Adjournment:**

Offered By:	Kyle Taing	Seconded by:	Cristian Flores
Motion to adjourn the meeting at 5:19pm.			
Consensus to adjourn the meeting - Consensus reached.			
All in Favor	All	Opposed	Abstained
			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 19, 2020, on Zoom and were approved by consensus by the A.S.I. Board of Director Committee on Thursday, January 25<sup>th</sup>, 2021.

Prepared by:

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Dena Florez- Recording Secretary

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Anna Nguyen- Secretary/Treasurer