



**Cabinet of College Representatives
Meeting Minutes**

Date: Thursday

Time: 3:15 – 5:45 pm

Location: Zoom (<https://calstatela.zoom.us/j/88633276963>)

Recording:

https://calstatela.zoom.us/rec/share/gELXqiu4Hf9SwXEUA8EDX1wkH16LMF2XBSnRcZjrtZkes69QVtjTOriwT_tI_kkF.JhzOc0zzPkQb4vxP (Passcode: 7sHwh*L9)

Attendees: Committee Members, General Public

Type of Meeting: General Public

I. Organizational Items

- a. **Call to order by: Chair Andrew Klein, College of B&E Representative 3:19@ pm**
- b. **Roll call:**

Vacant	ASI President	N/A
Emily Chen	College of Arts and Letters Rep.	Present
Vacant	College of Arts and Letters Rep.	N/A
Vacant	Charter College of Education Rep.	N/A
Vacant	Charter College of Education Rep.	N/A
Andrew Klein	College of Business & Economics Rep.	Present
Vacant	College of Business & Economics Rep	N/A
Vacant	Comp. Science & Technology Rep.	N/A
Diana Valdez	Comp. Science & Technology Rep.	Present
Vacant	College of Health and Human Services Rep.	N/A
Vacant	College of Health and Human Services Rep.	N/A
Brian Nguyen	College of Natural & Social Sciences Rep.	Present
Hope Hua	College of Natural & Social Sciences Rep.	Present
Barnaby Peake	ASI Executive Director	Present

Quorum has been established.

Gallery/Guests:

c. Approval of Agenda

Offered by:	Brian Nguyen	Seconded by:	Hope Hua
Motion to approve agenda for Thursday February 3, 2022			
Consensus Reached			
All in Favor	All	Opposed	None
		Abstained	None
Motion: Passed			

d. Approval of Minutes

Offered by:	Diana Valdez	Seconded by:	Hope Hua			
Motion to approve the minutes for Thursday December 2, 2022.						
Consensus Reached						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

II. Public Comment

- a. This time is allotted to members of the public to address the board regarding action items not included on the meeting agenda.
- b. No public comment

III. Action Items

- a. None

IV. Discussion Items

a. ASI Election and President Succession Plan

- i. **Andrew:** The committee will go over our upcoming election and presidential succession plan. Barnaby, can you take it away for this one, please?
- ii. **Barnaby:** Sure, I hope you all know that we have an election that has kicked off. You might remember this from running for your own positions, or at least the application process, or hearing about it. So, we started this week with some of the information sessions. We have one tomorrow and another one next Tuesday. Of course, this is for the next academic year of 2022-2023. So one thing that I wanted to mention about the election is that we really need your help to recruit in your colleges, spread the word. It's about finding replacements for your positions; it's also about making sure that students are aware that the election's going on so that we can fill all of the elective spots. We have senator positions that are open, we have the executive officers that are open. Give me a thumbs up or in the reactions or something if you know where to get all the elections information. Yes, thank you Diana. Yes, Hope, gave me a thumbs up. Thank you. Brian, do you know where to get all your elections information? Yes, Emily? Great. Andrew, you know?
- iii. **Andrew:** Yup.
- iv. **Barnaby:** So, ASI website, there is a tab right at the top, says elections. You drop down under there, it's for both the USU and ASI positions. There's some new things in there. We have position descriptions for all of the executive officers. I'm working on a position description for all of your, the college representative position. It'll be kind of generic and I might ask you all to weigh in on that as I get a draft of it. So I am working on that; to get that up there as well as the Senators, as well as the Civic Engagement and Diversity and Inclusion Officers.
- v. **Diana:** As far as for like this semester, would they begin their positions this semester, or is it going to start next term?
- vi. **Barnaby:** For the general election, it is starting next year. So that's where they start campaigning and doing the election. We also have vacancies. So if you look, also on the website, under the get involved section, we have a list of all the current vacancies we have to fill, and that is to complete this term, this academic year. So we have both. As you're talking with folks... most of the

colleges only have one rep right now. So if you're looking to fill those, they can get on... tell them to go to the get involved section of the website because if they go to the general elections [tab], they're going to be waiting for the whole process and it's for next year.

- vii. **Diana:** I have another question. So I've had some students reach out about wanting to you know, be involved, but I've also had some other students that have been representatives before, in the past. And they asked if it was possible to fill the vacant positions this semester, considering how kind of like, the reason they stopped ASI. I don't know if that like has anything to do with them coming back as a representative again.
- viii. **Barnaby:** Tell me about that. So you mean that they left ASI earlier in the year, but they now want to come back?
- ix. **Diana:** Yeah, so they stopped working with ASI, or you know, stopped being a representative/student leader, and then now they want to come back this semester.
- x. **Barnaby:** Yeah, if they left on their own free will, and they weren't removed from a position or something, I don't see any reason why they couldn't come back. So they would have to go back through the application process. We couldn't reactivate them if they resigned. We would have to bring them back in and do the application and they would have to be appointed formally into the position.
- xi. **Diana:** Okay and then, sorry another follow up question. I just want to get as much information as I can. As for general information, I guess for everyone to have here. If a representative was removed from their position, are they also allowed to come back, or is that like a no?
- xii. **Barnaby:** If they were removed, I don't think they can come back in this year. I'd have to look through our governing documents a little bit more about the removal process and if there's any stipulations about that. But Dena, anything that you can remember?
- xiii. **Dena:** All I can think of is, as you kind of sort of alluded to at the beginning, it would depend on the reason they were removed. And one of the things... if it was a student representative that came in Fall of 2021 and they maybe stepped away from their position for whatever reason, and now they want to come back in the Spring, we would probably have to look at that. But if it was from a prior year representative, who for whatever reason is still a student on campus, and they want to come back to ASI, that's fine. But removal, we'd have to see why they were removed.
- xiv. **Diana:** Thank you.
- xv. **Barnaby:** So yeah, that's really critical. If we can get some people to come in and fill the vacancies that we have now, that would be really helpful. We're shorthanded in all areas. And of course, as you all know, we're shorthanded in the president position, and some of our VP positions. So we're also recruiting options for those. Andrew asked me to kinda talk about the succession planning. We have some options; there is a succession plan for the president,

and we've reviewed that and there are some other contingencies that we have looked at as well. So I can go into a little bit of that.

- xvi. **Hope:** I have a question about, you know, if we are telling the people who are going through the election cycle, or like applying to the elections and going to those, you know three information sessions. If we are telling them that there are positions open currently, so they should certainly apply if they have the time and commitment. Are we getting that through in the workshops?
- xvii. **Barnaby:** In the elections workshop, you mean?
- xviii. **Hope:** Yes, just telling them that it's probably a good experience, start earlier, you'll be less overwhelmed when you start your position.
- xix. **Barnaby:** I can ask Eric to mention it in those info sessions, but we don't want to detract too much from the main focus, the election.
- xx. **Hope:** Right, of course.
- xxi. **Barnaby:** In the email that went out to students earlier this week, it has the information for both the current positions and our vacancies. So we could mention that. I can see if Eric can just put a slide in that says "We have current vacancies," but I don't want people to get confused. Maybe I can see if he can mention it and say, "If you're interested in filling a role right now, talk to me after this, and we can go through a separate process."
- xxii. **Hope:** I think it's good to just bring it up, because these are students who are interested in a leadership position and there are positions open. So they could get a head start, and you know, maybe in their campaign, they could be like, "Well I served for half a [year] to fill a spot." I'm sure there are people who are interested.
- xxiii. **Barnaby:** That's a good point. I'll mention that to Eric. So the succession plan for the ASI president position, I'll just go back to that. The bylaws have a specific flow of if the president steps down for any reason, it goes down to the vice presidents. We have looked through all of those options, and of course we can't force anyone to do it. There are certain responsibilities that naturally fall to different positions. So like chairing the Board of Directors meeting, the Board of Directors Committee Code [of Conduct] states that the Vice President for Administration would chair the board meeting if the president is not available. So in multiple of our policy documents and codes of procedures, we have flow charts. We've looked through all of that, but the main thing that we're looking at right now is: who is interested in the president position and so I sent an email out to all of you. We also contacted all former student leaders, who have at least one semester of ASI experience, because last spring, there was a stipulation that was approved through the Board that required the president to have at least one previous semester of experience in ASI. And so, that's what we're working with. It's actually a very small group of students, probably about 30 or so that are actually qualified for the president position, based on our list of expectations for the position. So we've reached out to all those people. So far, we haven't had any come back with any interest. And that's for this year, or for next year; for filling this term that Diana is leaving and for next year. We're

waiting to see if people will come in through the application process for the 2022-2023 academic year (next year). So hopefully we'll have some applications there. But again, to finish this semester, I'm hoping that one of our current student leaders, that could be one of you, one of the other vice presidents is interested in the role. To see if we might be able to get them in that position. If that doesn't happen, though, we are prepared to finish the year with our current exec[utives] and us shouldering some of the responsibilities, with the staff assisting and we will just get through this year without a president. The president doesn't have... when it boils down to it, they're a symbolic leadership figure and they have some responsibilities for chairing and sitting on committees, and serving as the primary student voice. But our business as an organization is conducted through the board. We can approve the budget, any of our policies, as long as our board is intact. That's the critical one for us.

- xxiv. **Hope:** After hearing that, I think it's even more important to mention that in the intro meetings for the elections, because if anyone is interested in the president position, they need that one semester. And look at that there's a semester open for like many of our positions. So that should definitely be put in those informational sessions.
- xxv. **Barnaby:** We do mention the presidential requirements: have one semester. It's just that most people; we know all the people who have the one semester of experience. We have the list, we know the faces, and that's the challenge. That's why I reached out to them specifically, individually. Because I could send an email to all of the 30 or so potential candidates for president.
- xxvi. **Hope:** I was saying that if someone who doesn't have ASI experience wants to be president, and then there's a semester left [where] there are open positions that people from any College can apply to. I'm not sure if it counts because it's not a whole semester anymore, but...
- xxvii. **Dena:** No.
- xxviii. **Hope:** It doesn't count?
- xxix. **Dena:** No, I'm not saying that. That's a very good idea, but I'm kind of stumped... Barnaby, would it be considered a full term if they got appointed at like the next BOD, so to speak? So technically they missed about 3 weeks of the semester. I don't know.
- xxx. **Barnaby:** Yeah, and that's... I'll tell you what it says in the bylaws; it says that "you must have at least one semester" That would... literal translation is that you would have to have a complete semester. Whether we would allow it is kind of a decision of... I mean we don't have contingencies, we don't have gray areas for that, so it's really a question of what we'd be willing to do. The other thing is, let's say we have no one who steps up and wants to run for president out of the qualified group who has this semester [of] experience. If nobody has that experience that wants to be president, we're going to have to go back and look at our bylaws and maybe change that, and make an allowance so that if we... You know there are some different ways to look at that, but that's the other thing: we'll have to respond because we can't set up a process or a

requirement [such] that nobody is able to run for the positions. So that's something that I've already approached with Sasha, our chief justice, to look at in the bylaws to see if we want to draft some language that we might need to put in place if we don't have any applicants for president, and that's really for next year. It would be great if we had somebody who's willing to do it this year. You know, we might need to have a special election for that if they're not in the line of succession. So it's very complex and there's a lot of gray area. There's multiple documents that kind of has bits and pieces of this. So, we've never really been through this situation before. We've never had this many student leaders resign before. I really don't want to add it up, I probably should so I have that figure, but I think we're below half of our actual leadership positions filled.

- xxxvi. **Andrew:** Yikes.
- xxxvii. **Diana:** So, question. As for college representatives, how many colleges don't have representatives as of now?
- xxxviii. **Barnaby:** You would know better than I would. This is the group. Who are we missing?
- xxxix. **Dena:** I'm sorry one more time? How many college...?
- xl. **Diana:** How many colleges don't have representatives? [unintelligible]
- xli. **Dena:** College of HHS [Health and Human Services] does not have representatives. College of CCOE [Charter College of Education] and the other colleges... Emily [of the College of Arts and Letters], you're missing one [representative]. NSS [College of Natural and Social Sciences] is probably the full one. Andrew [of the College of Business and Economics] you're missing one, and Diana [of the College of Engineering, Technology, and Computer Science] you're missing one. But to answer your question, HHS and CCOE.
- xliv. **Andrew:** Have no representatives?
- xlv. **Dena:** Have no representatives.
- xlvi. **Andrew:** Yeah, that's a problem. That's a significant issue. Yikes.
- xlvii. **Barnaby:** So we need... and that's the thing, we need help recruiting for those, so there's only so much that. Again, we're not on campus, right? So we're missing some critical weeks of marketing exposure. We were going to have tables, and a poster sale that would draw people over and we could talk about the elections, promote all the positions. So we're relying on campus-wide email, which just went out, and we're going to send more of those. We're relying on Instagram, which we know is only reaching our followers, so we need to get the word out to your... so I would encourage all of you to speak directly with your deans; talk about the positions and maybe Andrew you can help me reach out to the other colleges that don't have representatives right now. We need to connect with the deans and ask them, "Can you all send out a notice?" We'll help draft it, we'll give you the link; we can prepare a draft email that you can send out to your students, but if you can add to it and talk about what you do in your position, that would really help get some people interested in ASI and hopefully the election in general.

- xli. **Diana:** So this was kind of a suggestion I just thought of right now, hopefully we can all benefit from this, since you know, we're all kind of lacking of student representatives. I know that my events haven't been set yet because I've been struggling with personal issues, but I know for an event I do want to throw this semester, I was thinking, why not collaborate together. That way we can do more outreach, not only to our colleges, but other colleges as well. Maybe events that would benefit more than one college and kind of start working together to you know doing more outreach outside of just our own little group. That way we can benefit from one another. But that's just a suggestion I thought of right now.
- xlii. **Dena:** I think Diana, that's kind of along the lines of what Barnaby said, you're reaching out to your own, but he's asking for you all to reach out to the other deans of the other colleges. If we can have your help to reach out to the other colleges, especially CCOE (Charter College of Education). That's a really tough college because of their class schedule. They've always had a bit of leniency. We were very fortunate that Phoebe and Sidney returning their second year did such an amazing job of that. HHS (College of Health and Human Services) is the biggest college if I'm not mistaken. Brian, Hope? HHS is the biggest college as far as in graduations, but that's one that you really want to get them on. Barnaby, what do you think? What about if you had a career fair and you brought all of the colleges together? Especially as graduation is coming up, or a "Meet the Firms"... B&E (College of Business and Economics) does a meet the firms; you have the clubs in B&E doing meet the firms.
- xliii. **Andrew:** Yeah, they do both. The meet the firms for finance and accounting firms, is run through the college and I think the accounting society and another club, which usually brings firms to meet the students, and it's like a career fair for the most part.
- xliv. **Dena:** I know that the college of B&E had a position posting, it's a success coordinator. And they work with outside firms to bring in... I wonder if every college has that equivalent position. And if we bring them together, "hey how can we do this collaboratively together?" Y'all have a lot of money. You have a lot of money, and we want to use it to support the students. Brian, Hope, I know that you had some events in the Fall, but it doesn't look like you used any funds for that, and if I'm mistaken, please let me know after the meeting. Because as of December, it looks kind of zero.
- xlv. **Barnaby:** And if we want to talk about programs, that's next up on the agenda, but there is a great idea, Dena, and Daniel, our spirit commissioner and I, and Angelina too was in that meeting. We were talking about an idea of doing a partnership with CSI for the city of orgs this spring and combining some of the spirit week events. So like the golf cart parade with city of orgs, and it would be a way for all of the colleges to bring clubs together, promote student engagement on a broad level. So imagine a little parade of golf carts, each decorated by different clubs and they go to a destination and then you have, you know, seventy-five clubs with tables out, so all the students can go out and

see what they can get involved with in the Spring. That's something that we would need your help to spread the word to clubs in your colleges, so I think that's one option that I think will happen fairly quickly in the next few weeks. So that's something we can all jump on and work together.

- xlvi. **Andrew:** Concerning COVID and everything, are there any adjustments made to the COVID protocols, or what are the COVID protocols right now for in-person events when we do return?
- xlvii. **Barnaby:** Well I haven't looked today, and they tend to change on a daily basis. And now we are allowed to do events in person, starting back February 14th. So that's when classes should be resuming in person on campus. You're welcome to do programs. It's easier for the protocols if we're doing things outside, masks are going to be required for some time, probably for the rest of the semester to be honest. Whether you are inside or outside, it's just going to be masking. We'll want to keep things clean and safe as best we can. But we can gather back in person after February 14th is what they've said right now. We kind of started holding off, and I think I said this at the BOD. We were trying to push back our programming to March; that's when we were thinking of [hosting] the bigger festivals and seventy-fifth anniversary [events]. We were going to wait till March to start those back up. Just because those are large, hundreds of people potentially coming to programs. So giving it a little more distance from the Omicron spike was the idea.
- xlviii. **Andrew:** Alrightly, does anyone else have any other questions, discussion points, anything at all? For this specific item?
- xlix. **Dena:** One quick thing. Hope, you put in the chat [about the spending for programs held in the Fall]. I will check in with Amanda. Please don't tell me that you sent it to me. Did you send it to Amanda? I'll double check and we'll get it out there.
 - i. **Hope:** I think I sent it to you and it was before Amanda was...
 - ii. **Dena:** Amanda came in September.
 - iii. **Hope:** I believe it was before she was...
 - liii. **Dena:** We'll take care of it.
 - liv. **Hope:** Alright, thank you.
 - lv. **Andrew:** So about the election, I have a question. There's open positions and then there's also next year's election. Can a person run for an open position this semester and for the same position next year too? Like with the open Colleges, with the completely open positions. Can someone run to fill the position for this semester and run to fill the position next year?
 - lvi. **Barnaby:** Yes, it's a separate process. In one, you're not a candidate for the current [vacant] position, it's an application and you'd be appointed by the board to fill the vacancy. But for next year, that's the regular election process, [where] you're voted in.
 - lvii. **Andrew:** Okay, and that's just for the college reps, right? For the VP, you'd have to run through an election no matter what, right? Or with VP's you get appointed by the board?

- lviii. **Barnaby:** VP vacancies, we can fill VP vacancies right now. The tricky one is the president. Just because the president is the only one that has the requirement of the semester of experience [not the case anymore, see revision to bylaws, BOD 2/10/2022], and so we know who that group would come from. There are no more lines of succession. Technically, the way that the bylaws are written, the president would have to be elected at this point because the other vice presidents were not able or willing to take on the President role, as listed in the automatic plan of succession. So, basically what the bylaws state is that once you go through the full list of the executive cabinet, then it has to be elected by the student body. So that would be a special election. I don't need to worry about a special election yet because there are no candidates. So until I have a candidate, I can't really plan for that.
- lix. **Dena:** So just to elaborate a little more, basically the elected positions, you must be elected or appointed. These are your exec[utive]s, your college reps, and your senators, and your two representatives at large, which are your civic engagement and diversity and inclusion officers. Those are positions that are on the election ballot. Your justices, your commissioners, your vice chair for finance, those are appointed positions. However, if somebody does not get elected to a position, for example, this year we did have anybody elected to the Vice President of Finance. Then the board can appoint a Vice President for Finance. However, if you look at the line of succession, it only applies to those VPs that are elected. If they're appointed, they're not eligible. That might be a little bit too much though. But to answer your question, if someone... let's say somebody wants to apply for VPAG (Vice President of Academic Governance) right now. And I think there is somebody who wanted to apply but anyway, let's say we have somebody who wanted to apply for VPAG. So they get appointed this semester, they would have to, as Barnaby said, do the other process, also and they could run again for VPAG. If they're like "Oh I like this position, this is great, I want to continue," now they have to get elected to the position. Does that make sense?
- lx. **Andrew:** Yeah, and concerning the bylaws and the responsibilities for these positions, especially for the president. Could we take into consideration reducing some of those responsibilities or distributing them out so that it is a little bit more appealing and conforming to people's tougher and rougher schedules, especially because a good chunk of people who have been president, or upper level ASI exec[utives] and stuff, they're usually older students, like upperclassmen students or graduate students. So they have a lot on their plate, whether it's internships, jobs, big projects, whatever it might be. So could that be taken into consideration, just distributing out some of those responsibilities to other positions so it's not just a lot of stuff on the president or some of the execs?
- lxi. **Barnaby:** Are you speaking about filling the current vacancies or for long term like actually revising the position responsibilities?

- lxii. **Andrew:** Probably long term, so it's a bit more conforming to future members or position holders.
- lxiii. **Dena:** It could be looked at, but understand that it would implicate the GIA. As they say, with more pay comes more responsibility. So with lesser responsibility, we'd have to adjust.
- lxiv. **Barnaby:** The short answer is, yes, you can adjust the responsibilities. By, you, I mean the board of directors, has the ability to examine and look at the bylaws which outline position responsibilities for all the exec officers. So it is possible to realign things and I think that's an interesting question. If no-one wants to do these higher-level positions in ASI, we need to ask the question, "why?" and if the answer is, "it's too much work, I can't do it," and we keep hearing that, we need to be real about creating a realistic position description that students would be willing to fulfill as a student leader role. But I don't know why. So far it's not really consistent about why people are leaving. If you think of all the students who have left ASI this year, a lot of them are taking new opportunities, they're focusing on studies, there's issues with schedules and classes that they can't resolve, so they have to step down, so there's no one clear thing that says this is why people aren't willing to do the position. But through this election process, if no body steps up and says they're interested, we're going to have to take a look and ask those tough questions about what it is that is scaring people away from the job.
- lxv. **Andrew:** Yeah, like adjusting the committee responsibilities, or the committee meetings, because especially for the president and I'm assuming for other exec[utive] positions, some of these committees just add up on one another. It makes it a lot harder to work on your studies, internship or job or whatever else you may have on your plate.
- lxvi. **Dena:** For some of the committees for the president's position, keep in mind that that's not something that we (ASI) put on there, it's the university that's asking to have. Getting a seat at the table is a really big thing. It's a great opportunity. The more you sit at the table, the more voice you have out there. So it's the university asking, "Hey, we need ASI president," now does it have to be the ASI president, I don't know. But getting a seat at a table is very, very big.
- lxvii. **Diana:** And correct me if I'm wrong, Dena, but I believe that at the beginning or before the beginning of the semester for Fall term, she also kind of let us, she gave us a list of committees she knows she won't attend, but Diana strongly encouraged us that we take one of those as an external committee so that a student representative could sit on one of those committees as well. So I feel like I really do understand the commitment of what it takes to be a student leader, especially a leader like the president for a big organization. So I do empathize with what you are saying. I agree that it's a really important thing for us to consider these external committees, even if it is a really off-topic committee that you never really expected to sit on, right? But it's a great learning opportunity for all of us to sit in and learn about what goes on within all the student body or like what... the constituency...? I just think that it is

important to recognize that she does give us an opportunity to sit on these committees too.

lxviii. **Dena:** Yeah, and I know that that's an area that Barnaby is looking at right now. Because there's logistically numbers each of you are required to sit on X amount of committees, and in my head, that doesn't add up logistically that that can happen. But we also want to make sure that we get students at large sitting on these committees so that is something that Barnaby is working on and an area without the requirement. I mean I think that for the VPF to sit in the student fee committee is like A+, okay. To sit on the foundation board, that's a big deal, because it is fiscal. You know, so sitting on some where the NSS Steering committee and then like I said that is something, an area that we are working on with... Amber stepped down from her position. We grabbed a hold of the list of university committees and we're going to work to see how we can do that. And also ASI has internal committees. So the Finance committee has 4 open positions [total], currently 3 are open because Andrew sits on one of them. So we still have 3 open positions that require BOD. You have your internal committees that require membership, such as Exec[utive], Personel, SPC [Strategic Planning Committee]; those all require [membership], so yeah. That is something that he is thinking about.

lxix. **Andrew:** Any other questions? Anything else that we need to discuss? Any other concerns? Anything?

b. Spring Programs

- i. **Andrew:** Moving on to our next discussion item, which will be Spring programs. The committee will go over what our representatives have planned for this semester and LA Preview week. Barnaby, can you touch on LA preview week, please?
- ii. **Barnaby:** Yeah so I was invited to a conversation with multiple departments on campus talking about the preview week... So this is February 15th, they're asking for participation forms. What I'm asking you all to do is connect with your college deans or at least the dean's offices. Basically they're hosting several college chats; there's going to be a welcome, there's like a major... there's like a program overview of the majors and of the different majors within each of the different colleges, and a Q & A session. They would love to have students participate in this. So the preview day is for all interested students who want to come to Cal State LA. So this is an opportunity for ASI to get involved, but it's really through your colleges. It's not anything that ASI would have our own separate spotlight or anything. That happens more during orientation; that is when we would talk to students as they actually commit to the campus, but this is an incredible opportunity to work with your college departments and deans and see if you can just be present. They would love to have students be there to answer some student questions about what is it like to be in NSS and, you know, what clubs are there, so you're kind of key spokespeople for what's going on on campus. So if you could reach out; they have a deadline. I'm sure all the colleges are participating. So if you just say, "It's preview day," how can I get involved?

Do you need me to attend or go in and talk about the student perspective? I'm sure they would love it and so you can mention... as you are doing that we're hoping that you could mention "I am one of your elected representatives for the college and I work with ASI, which is, you know, Board of Directors, and we have funds [with which] we help student clubs do programs and things on campus. So you could talk a little bit about ASI and your role there, but the reason I want to bring it up is just: get in touch with your colleges and mention preview day and ask how you can get involved. They should have a plan and all the information available. So that's my little spotlight.

- iii. **Andrew:** When will this take place, again?
- iv. **Barnaby:** For whatever reason, I didn't write it down. I think it's in March, but they're asking for the participation forms by February 15th, so that's from all the colleges, saying "this is what we want to do, this is how we want to get involved." So it's a good time to reach out. Because all the colleges are putting together their information for the event.
- v. **Andrew:** Okay, so this would be an on-campus event, right? In person?
- vi. **Barnaby:** I think they're [planning for both. They're planning for in-person. If they can't do that because you know they would be bringing people from off-campus, so it might be a virtual situation too. Maybe it's a hybrid. You'll have to ask. I think they're waiting to see what's going to happen. So March, we should be back in person. I think they're planning for an in-person event unless the situation changes.
- vii. **Andrew:** Okay, alright. Does anyone have any questions? Anything else that they would like to discuss specifically about LA Preview week? Okay. I have another question about programs coming up for this semester. At the moment, they're online, but later on in the semester, can they be in-person? Or are we just going to stick to online programs?
- viii. **Barnaby:** You can have in-person programs after February 14th. Just talk to me or Dena, talk to either of us about what you're thinking and we can start strategizing about how to get it done. It really depends so if you're... there might be some risks that we don't want to take early on. So if you're looking at doing something this February, this month, and you want to have 50 people in a small room, then maybe we'll look at larger rooms where we can spread people out. So there's just a protocol, so yes, you can do things in person. I don't know if they're allowing people to eat. Once they allow food into an event, when you're inside, people take off their masks, and you're in a conference room. I think they're still not allowing that, but food is a critical component of our programs. So I'd encourage you to continue looking at outside events if you want something to eat. The way around it, if you want to do a program and have food, you could do it at the end, and it's a grab and go. That's kind of what they've allowed so far. I'm going to assume that that at least is going to continue through the rest of this month.

- ix. **Andrew:** Okay since there have been a good chunk of programs submitted with the Zoom code attached to them. Can we change that to in-person? Or is it locked into Zoom?
- x. **Barnaby:** Depends on when your event is, because we need to reserve a space and so we would need to figure out. Bring that up. I would love to talk to all of you, if you have any programs. Andrew, I think you do have a couple that I saw program proposals for, right? You had a meet and greet and then ... what was the other one?
- xi. **Andrew:** Another meet the clubs and a discussion with faculty.
- xii. **Barnaby:** So yeah, you'd have to talk with those faculty that you want... If they are willing to do it in person, and then you could figure out a space to do it. So doing in-person events takes more logistics and we have budgets set aside so you could certainly do these things. So let's talk soon. If you have questions about your specific events; Hope and I have been talking about some great program ideas that she has. I need to follow up with Hope, I know there's been quite a [while]... all of these changes recently are taking up all my time. I can't get back to the programming, so I'll connect with you. But yeah, I'm happy to talk about the programs you have coming up. There is time to shift, we can promote them, we can change up some things if you want to do something different or change the focus, absolutely. Let me know what you want to do. Schedule a ... email me, do a GroupMe, whatever, and we'll schedule some time to talk.
- xiii. **Andrew:** Okay does anyone have any questions, concerns, discussion about any of the upcoming programs that you have planned or any programs in general?
- xiv. **Barnaby:** What do you all think about the City of Orgs and combining that with the golf cart parade?
- xv. **Andrew:** I think that would be pretty fun. You probably have to make sure that the tables and everything don't block too much of the main path for the parade and stuff; make sure that they have the space that they need. But yeah, I think it would be a pretty great draw.
- xvi. **Diana:** I personally have participated in City of Orgs for my sorority. So I know I mentioned in the chat that it is a great way to get student's attention. And I think it would be a great collaboration especially because a lot of the students do come out to City of Orgs, whether it is for whatever organization they're trying to join. I think it's a great way to kind of throw out the word of ASI.
- xvii. **Andrew:** And is there a set date for this event?
- xviii. **Barnaby:** Dena? Dena is connecting with CSI.
- xix. **Dena:** We spoke to Fabi[ola]; City of Orgs is slated for either the first or the second week of March. And that is kind of along the lines of the University's.. moving in the direction they are headed for doing big spirit events. So yeah, when speaking with Fabi[ola] though, she kind of mentioned that the idea was to have the golf cart parade and have each cart stop in front of their tables, but she thought that it would be a better idea to have the parade and then City of Orgs. Not happening simultaneously because as far as getting staffing support

for their tables, and then those that are going to be driving the carts. She felt that the parade could be the opener for City of Orgs, but not having them concurrently.

- xx. **Andrew:** I think that's a smart way of doing it, too.
- xxi. **Barnaby:** And Dena, did Fabi[ola] say that she needed help promoting the event and getting clubs, or how is that going to work. How is the word getting out to clubs? Is that something we can help with?
- xxii. **Dena:** She would do that. I did ask her about that, yes. Well they're running City of Orgs, so we would just be the add-on to that. You know, hey check out a golf cart' or reserve a golf cart for yourself, and decorate it up. We at ASI would provide butcher paper and basic supplies. Anything additional, the organization would have to do their own. And I know that some Greek [organizations] have come out to do it. SAE did a really good golf cart last year. The DZ's come out to do it. Yeah. And you even have departments come out. Of course ASI has their cart too.
- xxiii. **Barnaby:** Of course, that's the best one, but we can't win right?
- xxiv. **Dena:** We get an honorary mention.
- xxv. **Barnaby:** But if any of you like that idea, I think that's something we can combine together and help CSI out. It's really about the clubs and helping students connect with the co-curricular activities on campus. So that's really our focus as we return to campus this Spring: reconnecting and making sure that people feel comfortable and have communities and programs to attend. So that would be a big win if we get that and build it up.
- xxvi. **Andrew:** Sounds good. Is it okay if I skip a few discussion items to come back to a bit later? Because we are already talking about clubs?
- xxvii. **Barnaby:** Yeah for discussion items, you kind of control... as long as it remains in discussion items, you can skip around if you want to.
- xxviii. **Andrew:** I'll hop to the last discussion item. I skipped two, but I'll come back to those. It's connecting to clubs about ASI funding, because we are already kind of talking about clubs.

c. Connecting with Clubs about ASI Funding

- i. **Andrew:** The committee will discuss ways that we can get the word out about ASI's club funding. Can you talk a little more about club funding, please?
- ii. **Barnaby:** I think Dena is more of the expert when it comes to club funding stuff. I think the idea, why we put this on here is that... remember from the retreat, we wanted your help in encouraging clubs to apply for the hundred thousand dollars that we have just sitting there for them, so that's really what... we need your help to encourage the groups and inform them. But if you wanted to know more details about what the process is, Dena could you walk them through that a little bit?
- iii. **Dena:** So just really briefly, like Barnaby said, we do need your help, and a lot you have connections. Over the fall, you held your club events for the clubs in your colleges. Please reach out to them and let them know there's a funding workshop on February 11th and we're going to let them know, step by step how

they can come. In a nutshell, ASI has allocated 120 thousand this year to clubs and orgs funding. Each club is eligible for up to 3,000 [dollars] per semester on a first come, first served basis. So with uh 219 clubs, obviously we can't give them all three thousand dollars. So that's why we say that it's on a first come, first served basis. They must be a recognized club on campus. They must come to a funding workshop and they basically present what it is they want to do, what it is that they want and remember to get the word out: February 11th is the funding workshop and we're going to have Josue go step by step over the steps to do this, so if you could get the word out to them. And that's pretty much it. We met with Fabi earlier today. Amanda did a presentation about the funding process to her and how CSI is the one that approves the event, ASI is the one that provides funds for the event, and the USU is the one that takes care of their banking. For our help, she is going to make sure that the clubs know that ASI has funding for their events. Does that help?

- iv. **Andrew:** Yeah, that does. Do you have an info sheet that we can just shoot these emails out to, with the Zoom link or ...
- v. **Dena:** You can just... if you go on the ASI website... Can I share my screen. If you go to ASI [website], club funding is at the top of the page. Click on that, and it tells them everything that they need to do. The Funding Workshop Presentation is on the website as are the different steps in the process that they need to follow. The forms that they need to do are also provided on the website. So if you're sending out an email, just click the link and put it in the email that you are sending out them. As I said, we've allocated 120 thousand dollars, and in the Fall semester, only 5,000 dollars of that was used, and so everything is rolling over. Any funds that we have left on this line item at the end of the Spring semester... we divide it out over the clubs that have attended the funding workshop and that's their seed money for the following year. So this last year 91 clubs got \$300 seed money to start their semester out.
- vi. **Andrew:** That's great. So there's 120,000 dollars up for grabs and it's first come first served, for...
- vii. **Dena:** Let's say 110 [thousand], because they did use some in the Fall.
- viii. **Andrew:** Okay so there's 110 thousand [dollars] for clubs that is up for grabs with each club able to get a maximum of 3,000, right?
- ix. **Dena:** On a first come first served basis. It's very important that you say that because they're not all guaranteed to get that. In other words, until the funds run out.
- x. **Andrew:** And is there only one funding workshop or will there be multiple?
- xi. **Dena:** Let's see this is the second one. She did try the first one and she didn't have very good participation in that so we're going to try it again February 11th, and let's see how that goes, and then as we get closer to the end of the semester, if we need to run another one, we will run another one. The goal is to give the money back. It's student dollars, that's what it is. It's just student dollars, and so yeah.

- xii. **Andrew:** Can we get the information from which clubs have already participated in these workshops and gotten this money so we don't hit them up with another email?
- xiii. **Dena:** We don't know which clubs have. Because remember, this is the funding workshop. The last one we tried to do last week was not very successful; didn't have very much participation. We are very excited that Fabi is now in CSI and she's very excited to collaborate with us, so hopefully we'll get some more of the word out and hopefully people will be getting newsletters and things like that. So yeah, I can tell you right now. ASME (American Society of Mechanical Engineers) are very big and coming. And of course any of you can sign up to be on the funding sub-committee so that you can see which clubs and orgs are asking for funds.
- xiv. **Andrew:** Okay, Diana?
- xv. **Diana:** Maybe a recommendation because I'm very big on having my professors send out emails to their students whenever events do come up for ASI. So maybe we can together, as a College Representatives formulate an email. That way we can have our links ready, you know, emphasis on specific things like first come first served, and we could have a formulated email. And we could just share it to each other and have that sent out to professors. You know, I'm very big on having them send emails out to all their students, so I don't know, maybe that's a recommendation to do or something.
- xvi. **Andrew:** Sounds good. Any other recommendations? With our individual clubs, or with our individual colleges, let's send out emails to the clubs we have connections to, through leadership, through the board about this information so they can take advantage of it and get the money.
- xvii. **Barnaby:** Yeah, and I really like Diana's idea. If you draft an email, run it by Dena and Amanda and they can fact check it, make sure you have all the right information. If you want to do that together, that's great. That means everyone is getting the same consistent information, but we're happy to help and make sure all the details are captured.
- xviii. **Andrew:** Alrighty, like one individual email template that we can all send out to our individual college clubs and stuff?
- xix. **Dena:** If you go to this page, the club funding page, this right here [under the Funding Workshop header] is perfect. That's it, and you have the part up here [under the "A Message From the Finance Committee" header]. And if you put that in the email format, that would be perfect. I also send you all the link to the funding workshop that is happening. Work smarter, not harder, you do not need to reinvent the wheel. The marketing team has already done that for you. So take that, put it in an email format, send it out, and that's it.
- xx. **Andrew:** So yeah, you can just copy the description on the bottom of the flyer and advertising material, put it in an email, and shoot it to the clubs. I mean it works pretty well. Just copy and paste it and send it out in an email. Does anyone else have anything to discuss concerning club funding? Anything to add,

questions, concerns? Whatever it might be? Bookmark the page, anything at all? Alrighty, we will be moving back to our previous discussion items.

d. Support for College Representatives

- i. **Andrew:** The committee will discuss what our representatives need and how ASI can meet these needs. For this semester, what do you need from ASI, what are some concerns, what are some things that you feel ASI could do better, work towards to meet what you need to fulfill your responsibilities. This is really just open discussion for all of you guys. What do you guys need and how do you feel ASI can meet those needs?
- ii. **Diana:** As of now, I feel like ASI, Barnaby and Diana have been very transparent and open and have these open conversations with everyone about kind of letting us know that if we need help, that they're there. I think right now, since we have a very short amount of student leaders with ASI, just kind of seeing ways that we can work together to help each other out. I think that's the most important right now. I mean for me personally, I mentioned that I've been just struggling with programming and trying to find a creative mind or creative answer; what's something new that I can bring to the College of ECST. See, but now that I know that CCOE and HHS need representatives, I can find ways to you know, create an event to help out those colleges that don't have anyone to represent them right now at the moment. So I feel like it's not much of what I need from ASI, it's how we can work together to overcome these challenges of being low on student leaders and if other people are struggling with programming or you know, just showing up to events we already have planned. I think that's the way that we can help each other at the moment. I don't know if that answers the question, but yeah.
- iii. **Andrew:** That sounds great, that really helps. Anything else to add on? Any other ways that ASI can help meet your needs as a college representative? Anything at all? Hope, how do you feel about this? Is there anything that ASI can do to help you and your co-rep? To support you or anything like that?
- iv. **Hope:** It's been not too bad for both of us, it's just we're still transitioning into you know, the full load of classes again and you know getting to know everything. I agree with Diana in that I think ASI really needs to come together now, because we are short on student leaders, as she mentioned, but I also think that... I don't know how to phrase this anymore... I think that there needs to be a little bit of support between all of us and a little bit of communication because I feel like sometimes it's difficult, especially through email and only Zoom to communicate with each other. So I think that's one thing I might add.
- v. **Andrew:** Okay, thank you. Does anyone have anything else to add. Any other ways that ASI can support you in your duties as a college representative? Anything else? Alrighty, we'll be moving on to our next discussion item.

e. Student Participation

- i. **Andrew:** The committee will how ASI can get more student engagement. Does anyone have anything to add when it comes to student engagement? How do you feel about what's going on so far. Any new ideas that we can partake in to

improve student engagement? Diana, do you have any ideas, anything to say about this?

- ii. **Diana:** Um yeah, I think that I'm very vocal. I'm such an extrovert person, and again, it might not be everyone who's as extroverted as I am, but I love speaking, and I love having the opportunity to speak in class. I think that the professors really appreciate that there is a student leader within their college and just hearing about these events that are going on. I have not only reached out or like talked about my events only, I've always encouraged students of my college to attend other events with other colleges, so I think even just asking the professor for two minutes of class time before or after just to speak. And again, speaking isn't for everyone, so um but it can be a way to start these conversations of, okay, we have a student leader in class and I've had tons of questions asked during breakout rooms of just my classmates like, "Hey Diana, do you know any updates on this? Or do you have any information on safety issues for when we go back to class and just things like that." And if your classmates know that you are a student leader, trust me, these questions are going to roll in, and they're going to want more information, whether it's on events, whether it's on you know, updates on things, whether it's concerns that they have, I think it's a great way to again, start these conversations.
- iii. **Andrew:** Alrighty, thank you. Anything else to add when it comes to getting student participation? With us transitioning back into basically being on-campus, I think that getting student engagement and communicating with students will probably get significantly easier than having to rely on email, just consistently. Because you get to see each other again, you get to talk to them individually, you get to talk to them as a group. I believe that it is just going to get easier to communicate with these people, with the students, with the administrators, with faculty, with everybody else. So does anybody have anything else to add concerning student participation and how we can get more student engagement? Hope, do you have anything?
- iv. **Hope:** Not really.
- v. **Andrew:** Because this is going to be the anniversary for the university and there is going to be a lot of really big events coming up, planned. Hopefully they'll be in person and there won't be like a COVID surge or anything like that and COVID will, god willing have a swan song and say bye. But either way, there's significant events that would be good to have students participate in, they should be fun for them, and it's just something to show them that we're here, something that they can meet each other, meet new clubs, meet new organizations, so there's a good chunk of events coming up that I really feel where student participation will be essential and really beneficial for both us as an organization and just individually too. Alrighty, Barnaby and Dena, do you have anything to add as we're concluding our meeting?
- vi. **Barnaby:** No, this has been a good conversation, I appreciate your input and we do need your help. And I don't want to put any more responsibility on you, but those who are left in ASI, we really do need to band together and get through

this semester. It's going to take more effort from all of us. Increased communication like Hope said, and sticking together, supporting each other. Be vocal if you need help. Just reach out. It is just so much more difficult, and as you said, Andrew, it will be better when we're back in common spaces and back on campus, but until then, just remember that we're here and we're here to support you, so let us know what we can do to help out.

- vii. **Andrew:** Alrighty, thank you. But with us returning hopefully in the coming weeks, will there be an email from ASI explaining that transition process and where meetings will be if they're going to be in-person or if they continue to be online, and things like that, and if so, when can we expect that email or communication?
- viii. **Barnaby:** One thing that I think Anna, and maybe Dena, remind me, I don't know if you've talked to Anna about this or not, but she's supposed to be collecting all of your class schedules. And one of the things that we're interested in finding out is if professors are going to stay virtual or be back in person. We need your class schedules so we can find out when people are coming back. If any of you are going to be on campus, or hybrid, or off. As of right now, we are planning to be back and our meetings will return in person as of February 14th. That's just a week away, but we need to see where we all are and what's going on, so that is the plan at this point. When we get more information into next week, and if things change, if the university extends the virtual classes, anything like that. As soon as I get the information, I'll share it. But every information we have right now, and you've probably seen announcements from the president. They're planning on coming back in person February 14th.
- ix. **Dena:** And as far as your meetings, go to the ASI webpage. All of the meetings are located. If you scroll down, you'll see the meetings page and it tells you exactly what room the meeting is in. Some of you mentioned transitioning your events from virtual to in-person. Make sure, as Barnaby said, that you're looking to do that and where you want it held. Amanda handles our room reservations, and she will let you know if a room is available or not, so it's pretty much set. Andrew if that answers your question, we are set to go in person February 14th, but as Barnaby said, barring any changes from the university, we're set to go February 14th and all our meetings will be live. Locations are located on the meeting webpage.
- x. **Andrew:** So they'll be recorded, right, the meetings?
- xi. **Dena:** Well we do it a little bit different because they're in person. We don't YouTube them or anything like that. But I do do a recording. So we do record it in some way for the purpose of transcribing. For like this one, if somebody wants to record the meeting to help with transcription, that's fine too. But yeah, we do have a recorder and I do record the meetings for the benefit of the minutes.
- xii. **Andrew:** Okay thank you, we've gotta move into reports.

V. Reports

a. ASI President

- i. Vacant*
- b. College of Business and Economics**
 - i. Andrew:** I have a few events coming up. I just got the advertising information from the marketing team and I'll be sending that information to our clubs. I will also be sending out that email concerning club funding to the organizations that I have connections to in the college. I hope they come by to that workshop because that would be a really great benefit to all of them.
- c. College of Natural and Social Sciences**
 - i. Hope:** So I don't think we have many updates. We're still in the process of creating, you know, finishing our events, and I have prepared some materials for... I've just discussed this with Barnaby, but kind of a walk-through event during the first week to just walk-through important spaces, just for the college and you know, ASI, and on-campus resources. So I made a list of important spaces for that and that's what I've been doing and discussing that with Brian. We also need to continue to discuss with the NSS administrators on the ... what event was that? The alumni event, so we're in the progress of making these things happen. And I'm not quite sure how our walk through event will... I guess I'll have to discuss it with Barnaby. And that is my report. I'm not sure if Brian has anything else to add.
 - ii. Brian:** Yeah, I think that covered everything. We're just going to be working on finalizing the agenda and dates and times with our collaborators and yeah.
- d. Rongxiang Xu College of Health and Human Services**
 - i. Vacant*
- e. College of Engineering Computer Science and Technology**
 - i. Diana:** I don't really have much. I think this was a great conversation that we had. A lot of great points were made and a lot of recommendations were put out. As for programming, I think I want to look into what majors are in these colleges without representatives. Maybe I can find something and come up with an event and have it during April or something and help out these colleges and just have you know, students benefit from still going to an event that ASI hosts, even if they don't have any student representatives at the moment. So I'm going to set that as a goal for myself.
- f. College of Arts and Letters**
 - i. Emily:** Just like Diana said, I don't really have much. I think that this meeting and everything we talked about was very useful and there's a lot of information that I can put to good use and come up with better ideas for the future.
- g. Charter College of Education**
 - i. Vacant*
- h. Executive Director**
 - i. Barnaby:** I think most the things were on the list of discussion topics today, but Diana and Emily, if you want to do some brainstorming, I'd love to... yeah just set up a time, and we can just talk about kinda of what student needs are and how we can turn that into a program. Hope and I kind of did that right at the end of the Fall semester. We were waiting for the train and came up with some

great programs out of that so if you would like to do some brainstorming. I think that this point because we are so short staffed, if you just come up with one good program this Spring, and if we do a collaborative one for like the City of Orgs, something like that, I think that's enough. There's so much going on right now that it's... I don't want to stretch anybody too thin. Is it college reps... do we do the final study break distress? Does this group plan that or is that... yeah? So we can start talking about that one. So maybe Andrew, put that on the next agenda to start talking about distress. I mean it's few weeks away, but it's good to start figuring out the details. So if we do that and we do City of Orgs, if each of you come up with just one program per college, and that could even be collaborative with one of the clubs or something. If they do a program and if they would like some ASI support or if we have a table there or something. That counts, so let's make it simple, make it worthwhile for your time, make it worthwhile for the students. Something that they're interested in or that could be of good service to them. And that's we'll call it good for this semester. So let me know if you want help brainstorming ideas. I'm happy to do that. But that's all I got.

VI. Adjournment

Offered by:	Diana Valdez	Seconded by:	Hope Hua			
Motion to adjourn the meeting at 4:40 pm.						
Consensus Reached						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed