



**Cabinet of College Representatives  
Meeting Minutes**

**Date:** Thursday

**Time:** 3:15 – 5:45

**Location:** Alhambra Room, USU 305

**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 3:20 pm*
- b. **Roll call:**

Anna Nguyen	ASI President	N/A
Emily Chen	College of Arts and Letters Rep.	Present
<i>Vacant</i>	College of Arts and Letters Rep.	N/A
<i>Vacant</i>	Charter College of Education Rep.	N/A
<i>Vacant</i>	Charter College of Education Rep.	N/A
Andrew Klein	College of Business & Economics Rep.	Present
Sindhuja Dasaka	College of Business & Economics Rep	Unexcused Absence
<i>Vacant</i>	Comp. Science & Technology Rep.	N/A
Diana Valdez	Comp. Science & Technology Rep.	Present
<i>Vacant</i>	College of Health and Human Services Rep.	N/A
<i>Vacant</i>	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 March 3, 2022						
Consensus Reached						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

**d. Approval of Minutes**

Offered by:	Emily Chen	Seconded by:	Brian Nguyen
Motion to table the approval the minutes for February 3 <sup>rd</sup> 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

## IV. Discussion Items

### a. Transition Folder

- i. **Andrew Klein:** The committee will discuss our transition folders. Barnaby
- ii. **Barnaby Peake:** Just quick question, by a show of hands, how many of you received a transition folder when you started? Were those helpful?
- iii. **Andrew Klein:** Yeah.
- iv. **Barnaby Peake:** So that's our goal. We're going to start doing this in all of the committee meetings and BOD so just start talking about everybody. This is a perfect time to start working on transition folders because you will have an opportunity to think back about the beginning of your term and how you want to end it. And it's really anything that you think would be helpful for the next person coming into your position. We do have folders on the SharePoint, the student government SharePoint. So each of you should have a folder and so any documents, comments, thoughts, if you want to write a letter to your successor and say welcome to the team, this is what I learned, you could do something like that. But just start putting everything there. I think in the past we used email, like the email folders, so if you have emails, that's great too, but ... those emails, I don't get to see those. So I can't help... as you took your positions, I couldn't go back and say, "oh this is what they did last year or this is what their event looked like because that's all in an email that we can't all share and access. So the SharePoint is our place to start creating those transition folders and all that information.
- v. **Andrew Klein:** When will they be due?
- vi. **Barnaby Peake:** I don't know if we've set the date for that, usually it's by when you leave your term, but I can't remember...
- vii. **Andrew Klein:** Probably like May or something, right?
- viii. **Barnaby Peake:** It would be in May, but we might have set it according to biweeklies, or I can't remember. I think there is some sort of a deadline, but I don't have the date off the top of my head. For now, don't worry about the date, it's more of in the next couple of months, start working on this.
- ix. **Andrew Klein:** Do you have any questions concerning transition folders? Okay, thank you Barnaby.
- x. **Diana Valdez:** If we can't get access to the folder on SharePoint, is there a way to get access to it?
- xi. **Barnaby Peake:** Send me an email and we'll see. If you can't get into SharePoint at all, then yeah definitely let me know. You should be able to access it through

your ASI email. First go into Outlook and then you should be able to see SharePoint.

1. [ASI Student Government \(sharepoint.com\)](http://sharepoint.com)

**b. ASI Election**

- i. **Andrew Klein:** Moving on to another discussion item, the ASI elections. The committee will go over the upcoming election. Barnaby, how does the application pool look?
- ii. **Barnaby Peake:** We are getting more applications each day. I don't know if the current count is. I kinda see them a little bit at a time so I haven't seen the current list. I think we do still have some vacancies so I will try and... I'll find out what the vacancies are and especially for this group. If they're in your colleges, I'll ask that you do a little extra effort to connect with faculty, the dean, whatever and see if they can help push out and promote the opportunities a little bit more. And also Senators too, I think we have some applications for senators, but I don't know if there are any vacant positions. I'll let you all know what's missing because that's what we really want to make sure that we have people running for those positions. So I'll let you know soon, but otherwise, this Sunday, so the 6<sup>th</sup> is the deadline for the applications and that is the extended deadline so that's kind of the last shot. We are planning to open applications right after the deadline. So sometime next week, we'll open applications. Any position that are vacant, that don't have anybody, we're going to switch from the elections process to the appointment process and we'll start receiving applications all the way up through this summer. My hope is that in doing that... we've usually waited to do applications until the end of the year when the new group has started and we're trying to recruit students during the summer when there's no students around. And that's been a real challenge. At least now, we can do some marketing in March and through April to get to fill those appointments. So when the new folks start next semester, they're going to have a handful of applicants that they can review, interview, and hopefully get appointed at the first BOD meeting of the summer.
- iii. **Andrew Klein:** Any questions, comments, or concerns?

**c. Connecting with clubs about ASI funding**

- i. **Andrew Klein:** Connecting with clubs about ASI funding. The committee will discuss ways that we can get the word out about ASI's club funding. There was a few club funding workshops a week or 2 ago. Are they still going on?
- ii. **Barnaby Peake:** No, I think they finished the club funding workshops, Josue is working on a financial literacy workshop. I don't know if he's scheduled that yet. We still have plenty of money. If you're talking to your clubs and your colleges, please let them know that we have funding. It's first come first served, but at this point everybody will get what they want, I'm sure. We'd love to see some of the funding going into club programs for students.
- iii. **Andrew Klein:** Can you send a list of clubs that have either already applied and/or got the money? So we know who is missing?

- iv. **Barnaby Peake:** Yeah, shoot an email to Amanda and then she will tell you who's been funded and who's coming in. Or Alexandra would too, so the vice chair for finance. She would be able to tell you and give you a list... It's a short list of who's been to the committee, so that would be great.
- v. **Andrew Klein:** Okay, I'll send her an email and send it out to all of us so we can see who has gotten funding and who hasn't so we can target our focus on those who need to get money or are eligible to get money and haven't yet.
- vi. **Diana Valdez:** Just to follow up, those clubs have to be recognized and have to go to the club funding meeting in order to receive the funding right?
- vii. **Barnaby Peake:** I think that is a requirement. I think that they had to go through the training... OAC workshop that CSI offers. So if that's an issue though, that's why we offered the additional funding workshops. To try and catch more people so they could go through that. So if that's an issue, let us know too because we can find a way to work around that. I'm assuming club leaders have also transitioned quite a bit this year so they might not have gone and don't know how to access it.

**d. Spring Programs**

- i. **Andrew Klein:** Moving on to the next discussion item, spring programs. The committee will discuss the programs that they have planned for the rest of the semester, LA preview week, and any other events coming up. Can you talk a little bit more about March madness?
- ii. **Barnaby Peake:** Of course, so starting next week, ASI has been working... It's Daniel, our spirit commissioner, has been working on a spirit month. In the past, we've done spirit week... the university is doing a spirit week, it's March 14<sup>th</sup> through the 18<sup>th</sup> so it's coming up very soon. We decided that rather than trying to fit all of our events in one week, we are going to spread it out a bit more to give us more opportunities... and a little more breathing room. It's a busy time right now. He's been working on eagle madness, and it starts with office decorating contest next week. So we're sending out an email to all the offices so we can see if they can decorate their space and create black and gold across campus. We will have an outdoor movie night. We're planning a dodgeball tournament in the outdoor soccer courts over by Greenlee plaza. And we're planning a silent disco dance party. I think that's it. Those are our three main events.
- iii. **Andrew Klein:** Can you talk a little bit more about LA preview week?
- iv. **Barnaby Peake:** It's an event to encourage students to apply to Cal State LA, so it's an event for them to come and hear about the departments and majors and campus. So they're in the application process and trying to decide if they want to come. So please, please reach out to your departments and your deans. ASI is not going to be a part of it and actually if you go on to the website... just Google Cal State LA preview day. It gives you the schedule, the agenda. They are going to have an in-person portion as well as a virtual portion. The in-person portion is going to be like April 9<sup>th</sup> or something like that. There are going to be opportunities for you all to be involved with your colleges and speak from your

college perspective. You can throw in ASI a little bit there if you wanted to. The focus is on convincing students to come to Cal State LA so it's not really about convincing them to be student leaders because they haven't even decided to come here yet. It's more about talking about the student experience. What you enjoy about academics, all that sort of thing. ASI is not doing our own separate events, but as college reps, I encourage you to reach out to your Dean's offices and just see what they're doing. And there might be an opportunity for you to get involved with them.

**e. Spring Destress**

- i. Andrew Klein:** Moving on to the next discussion item, spring destress.
- ii. Barnaby Peake:** In the past, you all do destress right? I mean we all do destress, but it starts with this group. So what do you all want to do for this year. I think it's May 14<sup>th</sup>? It's the Thursday before finals?
- iii. Andrew Klein:** I'm pretty sure it won't get rained out again so...
- iv. Diana Valdez:** Is it on a Friday?
- v. Barnaby Peake:** I thought we generally do it on a Thursday.
- vi. Diana Valdez:** Then it probably will be on May 12<sup>th</sup> if it's the week before finals week.
- vii. Andrew Klein:** Maybe we can do what we were planning to do last semester? That bouncy castle and more goodie bags? I mean those goodie bags were quite successful for unfortunately being rained out. But we could do something similar. I'm sure that the bouncy castle would be a big draw especially with COVID, hopefully by then it'll be an afterthought. Again, what we planned for next semester could probably work again. The weather would probably be a lot more accommodating.
- viii. Hope Hua:** So I've been in communication with a student club and they are creating a coloring book, hopefully through ASI funding. They haven't gotten it through yet. They're planning to have it as a destress coloring book and they will be aligning it with music that they have vetted through a research study on campus about what types of music is better at actually destressing students. And I think that would be something great for us to collaborate on and also hand out some of those coloring books with our goodie bags. So hopefully, the club will order enough, however, I believe they are trying to reserve some of the funding for other events and so they're looking at maybe 100 to 120 coloring books and I'm not sure if that's enough for what we have planned for destress. However, if we were planning to go that route, we could order our own version of it because the club will be preparing the PDF of all of the coloring pages once they have them prepared and they could send it over to ASI and we can order enough to fit the numbers that we want for destress.
- ix. Barnaby Peake:** Building off of that, I've been thinking about this for a while. What do you all think about creating an activity for the coloring books. So we would put them in the goodie bags, but we could also set out crayons, markers, coloring pencils, whatever we wanted to do and we could make that an activity for destress. We could set up tables or they could just come up and grab it and

then whether it was in the Union, or in the Plaza, whatever, we could just distribute them that way.

- x. **Hope Hua:** I think that's a great idea. Recently there was an event in front of the USU, where students were painting with different artists. And I think it's nice for students who want a place to sit and color. Just having that space is a great thing because they might not have any other time or when they're going back home, they might be like, "oh my gosh, I have so much to do" And providing the space and the materials not only to show students that it's there and is happening. It makes it a bigger event and attracts students.
- xi. **Andrew Klein:** I agree. I think that's a great idea. Whenever they have an event on the plaza and people are sitting down and doing whatever they're doing, it attracts my attention. I'm assuming we probably won't be doing anything online, right? It'll be straight in person.
- xii. **Barnaby Peake:** That's up to you. Hopefully by May 12<sup>th</sup>, we'll be really back in person, but that doesn't mean we couldn't do online. I think the restrictions will be lifted quite a bit so I think last... CSI even booked massages at the last finals week. They give really quick 5 to 10 min massages and you book a time at the front desk, like shoulder massage basically. Chyanne is working on a yoga workshop, that's like April 28<sup>th</sup>.
- xiii. **Diana Valdez:** I think we could bring back online challenges, such as the Instagram challenges.
- xiv. **Andrew Klein:** Perhaps we could do a week of like Instagram challenges. With destress day being the final day.
- xv. **Brian Nguyen:** In addition to the painting in the plaza, but CSI also hosted a coloring event along the walk way in the grass area. They did practice social distancing as well. So maybe that's something we can consider.
- xvi. **Emily Chen:** I think something like a festival where students can go around and visit certain booths and stuff and at the end if they go to 5 booths or something, they'll get a prize or they'll be entered into a raffle.
- xvii. **Diana Valdez:** I think that could work with the games we put out for destress last semester, but they were upstairs so people didn't really see them.
- xviii. **Andrew Klein:** How many games did we have last semester?
- xix. **Barnaby Peake:** We have a giant deck of playing cards, giant chess, giant connect 4, Jenga... I think we have the bean bag corn hole toss game.
- xx. **Andrew Klein:** I think that's a good idea Emily. Like people could go to different games and at the end they get something or they could be entered for a raffle. I don't know what the prize would be, but it would probably be a motivating factor.
- xxi. **Emily Chen:** We could also use that to promote students to check out other events on campus for destress.
- xxii. **Barnaby Peake:** Have we ever invited other departments for destress?
- xxiii. **Andrew Klein:** Last semester they were doing it separately.
- xxiv. **Barnaby Peake:** CSI did their own thing. What about the health center? CAPS?

- xxv. **Diana Valdez:** I don't know what department has Eddie the Golden Eagle, but we could have them come out and have a little photo shoot or something.
- xxvi. **Barnaby Peake:** EPC did a planting event where they put little plants in jars. And those plants were actually donated. But students loved it and they asked for it again. So I know they're doing it again for spring, but that's something that could be worked into the destress. Working with plants is a wellness/destress activity. It's pulling in another part of ASI and brings them in to what we're doing.
- xxvii. **Andrew Klein:** What about food? I know that there is going to be food for the election events. [This was discussed previously at BOD and they are not included in these minutes.]
- xxviii. **Barnaby Peake:** We could do some grab and go food items for destress.

**f. Support for College Representatives**

- i. **Andrew Klein:** Moving on to support for college representatives. The committee will discuss the committee's needs and we can pinpoint where the need is. What more can ASI do to help you out?
- ii. **Emily Chen:** I'm not struggling; I'm not having a bad time or anything.
- iii. **Diana Valdez:** I've had students reach out to me about the vacant positions in ECST. As for creativeness, I'm burnt out. I don't know what to do. And I've asked my classmates about what they want to see. But I think we've discussed this in the past.

**g. Student Participation**

- i. **Andrew Klein:** Moving on to the next discussion item. We have several important events coming up (destress, college specific events, the elections). We want to see how we can improve student engagement and participation. These are pretty good events, the more student turn out, the better it is. Raffles are good, the chance for earning a prize. Social media is obviously one way, ASI has many followers, and seeing the stories are a good way to get an idea of what's going on. Any other ideas? How are you getting the information to students?
- ii. **Brian Nguyen:** I often talk about it to my classmates and ask the professor to share it during class.
- iii. **Emily Chen:** I'm doing a lot of what Brian said, but I've noticed that for our Instagram, a lot of the events are just like one story post or one normal post, but that is the only advertisement for each event. It's one or the other and only once. So maybe three days in advance, they post on story, or even a week in advance. It's very easy to click once and the story is gone and you don't see it again.
- iv. **Diana Valdez:** In the past, I've always reached out to the professor. I also talk to students on campus about ASI events. I don't know how comfortable you all are about speaking to students, but I'm such an extrovert. I try to take the time to talk with my classmates about ASI events, such as the election. I know there is a way to send out messages to all of your classmates through Canvas.

**V. Reports**

- a. **ASI President**
  - i. Nothing to report at the moment
- b. **College of Business and Economics**
  - i. **Barnaby Peake:** Last week, Friday, we had a meet the clubs event, where 2 clubs showed up, and a number of students showed up too. They participated, asking questions and getting involved. I hope some of them joined some of these clubs because they provide an amazing service and amazing resource to our students in the college. And we have another event this month. I need to see if that will be in person or online. It is a discussion with faculty. We may have to change our prize system and have maybe the first 10 or 15 people get a gift card because coming in and getting a raffle for one or two gift cards is probably not too big of a draw, especially in person on a Friday at 3 pm.
  - ii. **Barnaby Peake:** There are also other options, for example ASI has movie tickets that we could give out as prizes.
  - iii. **Andrew Klein:** I also want to see if we could host the event in a hybrid format because it is on a Friday at 3pm. I don't know if there are many students on campus at that time; Zoom offers flexibility.
- c. **College of Natural and Social Sciences**
  - i. **Brian Nguyen:** We're working on the alumni event that we have. We've reached out to the event collaborators and they sent us some details. Now, it's just a matter of promoting our event. And it's a virtual event, over Zoom so the alumni won't be on campus.
- d. **Rongxiang Xu College of Health and Human Services**
  - i. Vacant position
- e. **College of Engineering Computer Science and Technology**
  - i. Nothing to report
- f. **Charter College of Education**
  - i. Vacant position
- g. **College of Arts and Letters**
- h. **Executive Director**
  - i. **Barnaby Peake:** I don't have much to report because I've said a lot on the agenda. But I'm thrilled that we have our new appointments and we have more coming up at the next BOD. It's going to be a busy time as we finish up the year, there's a lot of elections, and events, and budgets to be approved. The administrative side of ASI is going to keep you all busy. If anyone is interested, I'm forming a search committee for a program coordinator, please shoot me an email if you have the time.
  - ii. **Andrew Klein:** For the next meeting for CCR, we should be having additional members right?
  - iii. **Barnaby Peake:** I think there's an HHS rep on the agenda, there's 2 ECST applicants being considered. And there are several committee appointments. And the good thing is that applications are coming in for this current year and for the next year. You'll see this on the next BOD agenda, we're still solidifying everything.



**VI. Adjournment**

Offered by:	Diana Valdez	Seconded by:	Emily Chen			
Motion to adjourn the meeting at 4:02 pm.						
Consensus Reached						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed