



Board of Directors Meeting

Minutes

Date: Thursday, January 23, 2020
 Time: 3:15-5:45pm
 Location: Board Room U-SU 303
 Attendees: Board of Directors & General Public
 Type of Meeting: General

I. Organizational Items:

a. **Call to order** by: Chair Jacquelyn Acosta, A.S.I. President 3:15 PM

b. Roll Call:

| | | |
|-------------------------|--|--------------------------------|
| Jacquelyn Acosta | <i>President</i> | Present |
| Teady Ochoa | <i>Vice President for Administration</i> | Present |
| Christopher Koo | <i>Vice President for Finance</i> | Present |
| Joceline Rivera Jimenez | <i>Vice President for External Affairs and Advancement</i> | Present |
| | <i>VP for Academic Governance</i> | |
| David San | <i>Secretary Treasure-Rep-At-Large</i> | Excused Absence |
| | <i>College of Health and Human Services Rep.</i> | |
| Jocelyn Vargas | <i>College of Health and Human Services Rep.</i> | Present |
| Kayla Misa | <i>College of Business & Economics Rep.</i> | Present |
| Jorge Salazar | <i>College of Business and Economics Rep</i> | Present |
| | <i>College of Arts and Letters Rep.</i> | |
| | <i>College of Arts and Letters Rep.</i> | |
| Kyle Misa | <i>College of Engineering, Comp. Science & Technology Rep</i> | Present |
| Ameya Ingale | <i>College of Engineering, Comp. Science & Technology Rep.</i> | Present |
| Sathya Raminani | <i>College of Natural & Social Sciences Rep.</i> | Present |
| Anna Nguyen | <i>College of Natural & Social Sciences Rep.</i> | Present |
| Pandian Rajaram | <i>Civic Engagement Officer</i> | Excused Absence |
| | <i>Diversity and Inclusion Officer</i> | |
| Alexander Berry | <i>Chief Justice</i> | Present |
| Dr. Jennifer Miller | <i>University President's Designee</i> | Excused Tardy- Present at 3:34 |
| Christopher Johnson | <i>Staff Support Director</i> | Present |
| Damarea Parker | <i>Senior Coordinator of Student Engagement & Outreach</i> | Present |
| Dena Florez | <i>Office Manager of Administration & Services – RS</i> | Present |
| Guests of the Gallery | | |

c. Adoption of Agenda: Thursday, January 23, 2020

❖ Discussion:

➤ Jacquelyn: I was supposed to have a special presentation, but it got confirmed after the 72 hours. It's a time certain for 4:00 PM.

| | | | |
|--|-----------------|-----------------------|---------------|
| Offered By: | Christopher Koo | Seconded by: | Jorge Salazar |
| Motion to approve the agenda for Thursday, January 23, 2020 | | | |
| Consensus to approve the agenda for Thursday, January 23, 2020 - Consensus reached | | | |
| All in Favor | All | Opposed | 0 |
| Abstained | 0 | Motion: Passed | |

d. Approval of Minutes: Thursday, December 5, 2019

- ❖ Discussion:
 - None.

| | | | | | | |
|---|-------------|---------------------|-----------------|------------------|---|-----------------------|
| Offered By: | Teady Ochoa | Seconded by: | Christopher Koo | | | |
| Motion to approve the minutes for Thursday, December 5, 2019. | | | | | | |
| All in Favor | All | Opposed | 0 | Abstained | 0 | Motion: Passed |

II. Public Comment:

- a. This time is allotted for 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.
 - None.

III. Action Items:

- a. ASI Appointed Positions: The Board will consider action on appointing candidates to open ASI positions.
 1. **Vice President for Academic Governance – Diana Chavez**
 - I. 2 Questions:
 - None.
 - II. Discussion:
 - Alex: I hate to hold it up like this, but I did submit an application for this position and I've been in contact with David. Apparently it got lost. I provided to David, and I think he should have forwarded it to you, the confirmation email that I got as well as the application itself. Probably the best way to go forward would be to postpone consideration of this item because our policy does stipulate that within the time frame I submitted it, I should have had an interview.
 - Jacquelyn: When did you submit it?
 - Alex: Last Friday.
 - Jacquelyn: Sorry, because I don't have the application I will have to postpone the item. It met the deadline and just out of respect for the candidate and the other candidate is here. Since you met the deadline, I can't go on so this will have to be postponed until the next BOD.
 2. **Arts and Letter Representative – Jorge Cruz and Ece Ertunc**
 - a. 2 Questions:
 - Hi everyone my name is Ece. I am a freshman and this is my second semester. I am a commercial music major and I am a vocalist. I want to be in ASI because I came to a realization that the college of arts and letters does not have a representative. I want to provide inclusion and also make sure the voices are heard of the students in my field. I want to let them know that not only do they have a place to come, they also have a place where they can go for their issues and they can bring all their productive ideas. I also think it will benefit me too because all of you in this room have busy schedules and I do too. I think it would give me the opportunity to socialize. I think I am suitable for this position because I have done model united nations for 5 years so I kind of know the procedure.
 - Hello everyone, my name is Jorge Cruz. I am a first year graduate student in Latin American studies and this is my second semester. I currently work as a student assistant with the department of Latin American studies which also oversees the department of Asian American studies. I am familiar with the campus, with the faculty members, I do work alongside them. The reason I want to get involved is because I understand that the position for Arts and Letter representative has been vacant for quite a while so there is a lack of representation there and I want to be that kind of facilitator to be that bridge between my college and this governing body. So to get more student voices and their needs to be vocalized and brought forward.
 - b. Discussion:
 - Teady: How do you plan on getting the students in your college more involved?

- Jorge: So within my department, we hold a lot of series for the students to get involved. Sometimes faculty series so that they can socialize and get to know each other. I would just be present in those situations, interact with those students and give them my information so that if they have any concerns or questions they can contact me as their representative.
- Ece: My main goal right now is that, I realize we have a lot of events going on right now but we're kind of isolated from the school community. Most of the students on campus don't know about the events going on or how they could be included. The students in the college of arts and letters don't know how to get the word out there. I'm planning to work more on the promotion so that students know they can take part in our events too.
- Jocelyn: Since we are in the second semester, do you have any ideas for events?
- Ece: Yeah, I mentioned this in my interview too. The events I have in mind would be regarding music because that is my major. *She lists other various event ideas she has.*
- Jorge: My college has a lot of first generation students so I want to create events where they feel a sense of belonging on campus and they feel engaged and aware of what's happening on campus. I primarily want to focus on those students.
- Jorge Salazar: What are some issues you think the college of Arts and Letters has and what will you do to try and solve them?
- Jorge Cruz: Well for me I think it's the lack of funding. We're in an older building, I see that as something that needs to be addressed. Also just engagement and getting students to know what's going on outside of their college and on campus.
- Ece: For me, first of all, there are lots of outdated practice rooms that are unusable by students. The students don't really have events or spaces where they can collaborate with each other. *She describes other events and spaces she wants to incorporate so that students have a space to interact with one another.*
- Damarea: So according to bylaws, college reps have to be from a major in that college. So currently we have one applicant that does not fall into the college of arts and letters.
- Alex: I think Latin American Studies is under NSS. So he is ineligible.
- Jacquelyn: We'll deliberate on the one candidate and then when they come in we will notify him. I give my recommendation to Ece. It was really nice to interact with her because we usually don't get a lot of music majors in ASI. We never get the arts side, so it's really interesting to get that perspective. She seems really forward, vocal, and straight to the point which I like because it aligns more with my personality. That's what you need to be when you're a representative for your college. *Jackie continues to explain how Ece is a good candidate and what she can bring to ASI as a representative.*
- Jacquelyn: So before we get to the good news, Jorge, you actually aren't in the college of arts and letters. Your major is in the college of NSS. You can't be a representative of a college you're not in. There are still other ways you can stay involved in ASI if you want to catch up afterwards. Ece, we did appoint you as the representative.

3. Charter College of Education Representative

- Jacquelyn: We did have an applicant for this position, but they withdrew their application.

4. Public Relations and Marketing Commissioner – Jannette Chavez

- Jannette: My name is Jannette Chavez. I am a transfer student from Pasadena City College. I assisted in student government at PCC. I heard about the position opening from the past representative. I did the research and looked at the application and applied. I've been working since I was 15. I worked a lot of customer service jobs and also mentoring.
- Teady: With your previous work of AS at PCC, how will you implement some things that you learned there to here?
- Jannette: I worked as faculty/staff, so we had a lot of events that kind of combined with other departments because AS wasn't really represented. Lots of fundraising events, job fairs, resource fairs.
- Damarea: What marketing strategies will you use?

- Jannette: I was actually a social media specialist at PCC. I would use a lot of social media, flyers, and a lot of word of mouth. It helped us get the students involved and we never gave up.
- Teady: So when I interviewed with Jannette, I love that she had previous work with AS at PCC. She was in charge of creating events and making sure her team was being promoted. I love that she has previous experience with marketing and promoting because that's basically what the position is. Based on her application, she's great at multi-tasking and public speaking. She has all of my recommendation.

b. 3&9 Budget Draft: The Board will take action on the 3&9 Budget recommended by the Finance Committee.

- Christopher: The budget has not changed since previously. Unless anyone wants me to go over specific points or specific changes again, I don't really need to go over this.
- Jacquelyn: Does anyone have questions on the 3&9?

| | | | | | | |
|-----------------------------------|---------------|--------------|------------|-----------|------|----------------|
| Offered By: | Jorge Salazar | Seconded by: | Kayla Misa | | | |
| Motion to approve the 3&9 budget. | | | | | | |
| All in Favor | All | Opposed | None | Abstained | None | Motion: Passed |

IV. Information Items

a. Policy 019 – ASI Environmental Sustainability Policy – The Board will be informed of changes to the policy.

- Ugbad: What we really wanted to do is change this to match the Cal State LA sustainability guidelines to reflect the progress that we've made as ASI. We decided to update the purpose definition. *Ugbad continues to explain the changes they have made to the policy.*
- Alex: I just wanted to give a word on the process. This will be coming up in my committee next week. I don't expect any major changes. This is a great policy, I have reviewed it. It looks good and it is compliant. I believe it will come as an action to the next BOD. The policy was quite bad, so I'm glad that this is being changed.
- Dena: We established last semester that it's good for us to put the existing policy. We should have the original policy there to show the changes.
- Jacquelyn: We'll do that at the next board.

V. Special Presentation

- Selene: Hi everyone, my name is Selene. I'm here today to talk to you about a project. *She explains the purpose of the project and how ASI is involved with it.* With the money we were able to create a journal and have assistants. We also have a website that has the journal and other resources. *Continues to give more background information on the project, why they decided to do it, and how it has helped incarcerated men.*
- Damarea: I just wanted to say I appreciate all the work that you all are doing and I give you kudos. I think the work that you are doing is powerful.
- Selene: It was with ASI's help that all of this was possible.
- Alex: I just wanted to thank you guys. This is something that is really truly amazing and the work you're doing here is priceless. How often are you planning to release this?
- Selene: Once a year.
- Jacquelyn: I really want to thank you. I think when we think of disenfranchised and marginalized groups, we always associate that to racial, ethnic, or gender gaps but we never think about people who have made decisions that never have an opportunity to higher education and second chances. I commend the work and devotion that you have taken.
- Selene: We're also extending this program to the arts department. *She explains how they are planning to expand their program.*

VI. Discussion Items:

a. Menstrual Products Resolution – The Board will discuss the Resolution discussing the need for menstrual products across campus.

- Jacquelyn: I need to talk to Chris, but at least with my calculations I'm hoping that we can fund menstrual products within the union because many AS' do that. I don't think it's feasible to fund across campus because that's a lot of money, but I'm hoping after we pass this resolution it'll send a message across campus the necessity of feminine hygiene products. I met with Covino and Nancy yesterday and they were intrigued by this and actually kind of shocked that buildings don't have menstrual hygiene products so that just spoke volumes that they are not aware. That's just an update on that.
- Chris Koo: I think the CCC also does provide products.

b. ASI Town Hall – The Board will discuss topics of discussion and participation for the ASI Town Hall.

- Jacquelyn: As I mentioned in retreat, this is one of the biggest things that I want to have. We don't really provide the opportunity for students to interact with our ASI members other than tabling, so this would give a space to students to address their concerns. I want it in a public space because you're more likely to capture students who are passing by and wondering "what's that?" and maybe participate. I was thinking of having it in the USU plaza and have at least 2 this semester. I want to make sure all ASI members participate. I want to have focus topics. How would you guys foresee having these meetings?
- Jocelyn: I think the focus group will be a lot more beneficial because it's a lot more on topic as opposed to just a normal town hall. Is there any way to start with focus groups and then kind of go back to just open dialogue and bringing up concerns?
- Damarea: I agree with those concepts, I also think putting in some passive programming. So having sheets and things where people can write their concerns if they might not stay the whole time.
- Chris Koo: I'd probably just have the town hall and then break into the focus groups. This way you can bring several discussions into one cohesive group.
- Alex: I agree with that, I also think that we want to give an opportunity for people to have their concerns followed up. So breaking into focus groups would be a way to make sure people can address their concerns in a more personal space and make sure their concerns can be adequately addressed.
- Jacquelyn: I was thinking one alternative would be breaking into groups by focus area so that if a concern was more college directed than I would direct that to the rep for the designated concern. So having specific areas cover concerns. The difficulties I've seen have been when doing a town hall and then break off sessions is how to follow up with that.
- Damarea: Maybe having a number of town halls that are focused on certain issues. So tackle different issues every time.
- Jacquelyn: What I was thinking was the college reps having their individual town halls. We do a lot of programming, but what are we doing to address college concerns? Ameya and Kyle have already gotten us started with the program proposal. I haven't met with the other college reps yet. I still think we need just a general ASI town hall for everyone to be involved so everyone can be engaged.
- Teady: I feel like I get the focus groups and the college specific focus groups, but there should be a more general one. Execs are never out there with the students because I'm doing internal work. I'd love to be out there hearing the students concerns or helping them. I think a town hall with all of us generally would be amazing. We can take the initiative to hand out our cards.
- Jocelyn: We can have a sign in sheet with people's emails so that we can follow up. Whenever there is an event or announcement we can email those who provided their email.
- Alex: Well I think, regarding the follow up, we need to be the people following up. Which is why I think break out groups would be beneficial because then you can go up to people that were asking and follow up. I think we want to be going up to people and saying we can email them and send them updates throughout the process. It's hard for people to follow up with us, but if we're emailing them and taking the initiative it's a lot better for the organization and the people. If people are going

to engage and bring up their concerns, we owe it to them to email them and say “hey, this is what we’ve done.”

- Joceline: An online survey that they take at the end of the event and say who they want to speak with and then that person can follow up with them.
- Ameya: I like the idea of having a town hall for the different colleges, but having a town hall every month with all the college reps with good publicity may get a better response with students.
- Chris Koo: I actually do really like the idea of a regular town hall. I think giving some kind of regularity and knowing that every month, or whatever frequency, the students know that they can talk to ASI.
- Jorge: I like the general town hall, I think the focus groups would be more for internal reasons. The general meeting gives us the chance to interact with students and engage in that way.
- Alex: I think having a regular time is a good idea. Having some kind of plan for constituent service. We have to be taking an active stance as an organization.
- Jacquelyn: There's a lot of feedback, so I'm going to have to regroup in my office and deliberate among the execs and full time staff. I'll have to see what will be the most strategic and effective way.

VII. Reports

a. ASI President: **Jacquelyn Acosta**

- Jacquelyn Acosta: It's been a little hectic. I've been re-delegating what duties are going to be taken upon because Damarea is leaving. So what is our organization going to look like structurally? Delegating Damarea's workload between Gus and Dena. It's really just coming up with a game plan of what ASI is going to look like internally. Communication is going to be the most important part in making sure that things are coming out as effectively as possible. A lot of the time staff is waiting on members to respond to make sure these events are coming out. If you have an event, make sure to hold yourself accountable and make sure that it happens. I'm still working with the academic senate. Working on the feminine hygiene products, also the open deliberation and ideas of town halls.

b. ASI Vice President for Administration: **Teady Ochoa**

- Teady Ochoa: I finished annual evaluations, when that time comes I will be emailing that to everyone. We did have good turnout for mid-year, so I'm expecting the same for annual. It is a little lengthy. Just within my area, spirit week and elections are coming up so I have the sheets here for spirit week sign ups. *Teady lists the names of people who have not signed up.* What I'm expecting is at least 2 events from everyone. Nobody has signed up for dodgeball. In addition to signing up, I'd also like for you guys to be promoting spirit week within your classes. We have more flyers if you need them. We would like a good turnout for dodgeball. So Wendy has been working hard on elections and we're having workshops next week. What I need you guys to contribute is a day in the life of an ASI member. Just talk about what it is to be in your position.

c. ASI Vice President for Finance: **Christopher Koo**

- Christopher Koo: In my area, just some things that are coming up are the 6&6. We'll be having that next week, ready to review. We are going to schedule meetings during finance time to go to those places and centers on campus which we are funding so if you would like to join us in those visits, please come to finance.

d. ASI Vice President for Academic Governance:

➤

e. ASI Vice President for External Affairs and Advancement: **Joceline Rivera Jimenez**

- Joceline Rivera Jimenez: For February 10, we will be having Alex Padilla. What I was thinking is how can we let students know about our programs. I think the best way is if we put the events on the postcards like for We the People and the election cards and stuff. This way students will actually be able to read the events and have more people coming. If anyone wants to come with me, let me know. We can just go through the parking lots and put them on students' cars. We

have to reach students some way and if this works we can do that. For CHES, Dena wants the applications. If you guys are interested, please send it to me as soon as you can. Only 6 people will be able to go. If you have any questions about what it is just let me know. Our student engagement committee is going to meet next week on Friday to discuss the voting center that will be opening soon and talk about the census 2020.

- f. ASI Secretary/ Treasurer: **David San**
 - Not Present.
- g. ASI Board of Directors:
 - Dena: I like what you all are saying in terms of the events. I think some of you got the first email, but every Thursday or Friday morning front desk will be sending out a list of the events for the week and the upcoming week so we can stay on track.
 - Damarea: I just wanted to reiterate that ASI is going to be asking for you guys to commit a little more because a lot of support is going to be needed especially for spirit week and upcoming events. If you guys have the time, commit it to ASI so people know who you are and what you're doing and fill some of the gaps.
- h. Staff Support Director: **Christopher Johnson**
 - Christopher Johnson: We are working to help transition the staff as smooth as possible for everyone. If you have any questions or concerns please reach out to me.
- i. University Designee: **Dr. Jennifer Miller, Dean of Students**
 - Dr. Jennifer Miller: I have some information from the county registrar about the poll station. So I'd like to do some strategic communication to our students because it is a really cool thing. I want to make sure this is something we advertise. Also, we're not going to let ASI not be okay. I've sat down with Christopher and decided I'm going to come and chaperone your dance like a babysitter. We need you to know we're going to be there for you guys. Even after the 31st, Christopher will still be checking in on you. Just know it's going to be okay.
 - Jacquelyn: Last comment, I just want to say I think it was super nice when Damarea said we should all step up. I think that's just you doing your job going to events and doing your service hours. It's in your job purview. If you're only going to your events and not other events, you're not really doing your job as an ASI member. Make sure you're really doing your role and participating, make sure you're giving 110%.

VIII. **Adjournment:**

| | | | | | | |
|--|----------------|---------------------|-----------------|------------------|---|-----------------------|
| Offered By: | Jocelyn Vargas | Seconded by: | Christopher Koo | | | |
| Motion to adjourn the meeting at 4:37PM. | | | | | | |
| Consensus to adjourn the meeting at - Consensus reached. | | | | | | |
| All in Favor | All | Opposed | 0 | Abstained | 0 | Motion: Passed |

CERTIFICATION

Official Minutes taken for the ASI Board of Directors Meeting of the Associated Students, Inc., Cal State Los Angeles held on January 23, 2020 in the: U-SU Board Room, 303 and were approved by consensus by the A.S.I. Board of Director Committee on Thursday, January 23, 2020. Prepared by:

Dena Florez- Recording Secretary

David San- Secretary/Treasurer