



# Cabinet of Commissioners Committee Meeting Minutes

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Day/Date: September 11, 2020  
 Time: 10am – 12:00pm Zoom  
 Location: 95746194717  
 Attendees: COC Commissioners, Staff Support, General Public

**I. Organizational Items:**

**Call to order by: Chair Vice President of Administration, @ 10:00AM**

**b. Roll Call**

Ma Ledi Ham Loot	Vice President for Administration	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Hannah Valliere	Environmental Affairs Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Taylor Henrikson	Housing Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Vina Li	PR & Marketing Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Brian Nguyen	Spirit Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Vacant	Military-Connected Student Representative	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Elyse Caballero	Elections and Outreach Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Vacant	Senior Coordinator	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Akalpit Shukla	Associate Justice	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave

**c. Adoption of Agenda: September 11, 2020**

<b>Offered By:</b>	<b>Brian Nguyen</b>	<b>Seconded by:</b>	<b>Elyse Caballero</b>		
<b>All in Favor</b>	<b>consensus</b>	<b>Opposed</b>		<b>Abstained</b>	<b>Motion: <input checked="" type="checkbox"/> passed</b>

**d. Approval of Minutes (action): August 28, 2020**

<b>Offered By:</b>	<b>Brian Nguyen</b>	<b>Seconded by:</b>	<b>Vina Li</b>		

<b>All in Favor</b>	<b>consensus</b>	<b>Opposed</b>		<b>Abstained</b>		<b>Motion:</b> ✓ <b>passed</b>
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**d. Approval of Minutes (action): February 21, 2020**

<b>Offered By:</b>		<b>Seconded by:</b>	
Tabled for next meeting			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion:</b>			

**II. Public Forum**

This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.

**III. Information Items**

**a) Military-connected Representative**

a. Ledi informed that she contacted Cesar, has potential people to join. Will follow up.

**b) Screaming Eagle Orientation**

a. Ledi mentioned that she sent out a zoom invitation for Screaming Eagle Orientation and an agenda through email. Will have 3 sociology department volunteers.

b. Ledi also mentioned we will need to have screaming eagles involved to make sure we have enough creativity. She would like all commissioners to have a pitch ready to have volunteers assigned to each commissioner. The orientation will be a way to create a connection with commissioner and screaming eagles.

**c) ASI Merchandise**

a. Ledi asked Dena to explain merchandise. ASI reps and screaming eagles will receive their care packages within the next couple of days.

b. Ledi mentioned she will like commissioners to wear their polos during COC and events.

c. Dena discussed having an ASI back drop for ASI members when attending zoom meetings

**IV. Discussion Items**

**a. Newsletter -**

- i. Ledi discussed a Newsletter which could be biweekly or monthly, would like commissioners opinions.
- ii. Vina thinks biweekly would be best and not overwhelming for students.
- iii. Ledi suggested that Taylor can send out newsletters as well, ASI newsletter is produced from PRMC
- iv. Ledi would like the newsletter to reflect the work ASI does, she wants to emphasize that it is not about only scantrons and blue books. Would like students to know ASI is advocating for issues that are important.
- v. Ledi "What does everyone think about the newsletter?"  
 Elysse " Would the newsletter biweekly or monthly be an overview of what ASI is doing or just commissioners?  
 Ledi " As ASI"  
 Elysse "I am not sure if we have a lot events weekly, but a week in review would be cool, because students could refer to that post on what is going on. Just to get a sense of what ASI is doing"  
 Ledi " We do not want to overwhelm them with too many things, Vina what do you think?"  
 Vina "Biweekly"  
 Ledi " Okay we will do biweekly"  
 Akalpit "I feel like making the newsletter short will be good, because students will probably not want to read so much of it"  
 Ledi "Yes, it will be like a flyer with information, not lengthy. Will you be able to help us Gus?"  
 Gus: "Help her with what area?"  
 Ledi "Designing graphics"  
 Gus "This was discussed with the previous PRMC and we know creating an email newsletter is challenging. Creating it would need a specific code to make the newsletter nice. The previous PRMC suggested looking for company to support these graphics. But when we were going to do it the PRMC left ASI. But we could do it if we have the funding and we could do the graphics is we have a template.

Ledi "How much would the mail trim be?"

Gus "Let me get back to you on that, if you want continue the meeting"

Ledi "I will let Vina follow up on that, because the budget will be used more. The focus will be the promotion of ASI and the Newsletter can help with that and become a tradition."

- vi. Ledi would like Vina to follow up with Gus on a program to create newsletter
- vii. Dena is wondering if the mail trim would be for all ASI to use, for now it will be used under PRMC because she promotes all ASI
- viii. Ledi suggests that Taylor will be able to use the mail trim for housing students

#### **b. Environmental Policy Committee**

- i. Ledi discussed recommendation for EPC and would like Hannah to take lead on speaking
- ii. Hannah "We have one applicant, but I was not able to attend BOD"  
Ledi "He was appointed"  
Hannah " I saw another applicant but she might of made a mistake when applying so waiting to hear back. I met with the edible garden club and speakers on an event on October 16, talking about composting and have a raffle for students. I am working on the proposal for that. How so do I request graphics?"  
Ledi : You need to do it two weeks in advance"  
Gus "Yes, you have time but please try submitting soon"  
Ledi "What prizes are you planning to raffle?"  
Hannah " Gift cards maybe \$20 - \$30"  
Ledi "We will need to discuss that with Dena but do you know the student who applied? It might of not gone through the deadline"  
Hannah " Kristien"  
Dena " What I am doing to not lose anything, therefore I am sending them out before the BOD, Friday 5pm, this is because we do not want to loose the info"  
Ledi "Let her know she will be appointed next BOD"  
Dena " We have a special BOD but we will not make appointments during that time, instead we are auditing something, let her know the BOD is special"
- iii. Ledi discussed that if commissioners are active on ASI, if they could share on their stories, would like commissioner to follow ASI and @Csulaepc
- iv. Ledi mentioned that students get a \$25 stipend if they are a part of the committee per each meeting attended

#### **c. Housing and Residence Life Events**

- i. Ledi would like to hear some ideas on events for students in housing and would also like to hear from commissioners.
- ii. Hannah discusses ideas for events in housing  
Hannah "Introduce ASI housing, let residents know what ASI does and how ASI advocates for students. It would be a Meet and greet with a raffle. I think they have a lot of concerns and they just need to know who to talk to when expressing their voice. Does anyone have suggestions?"  
Dena "How many do we have in housing?"  
Hannah "About 80"  
Dena " I heard 66, I am thinking mental health, everyone has their own space"  
Hannah "Yes an entire apartment"  
Dena "Most of us working remote right now, not communicating with family. They are alone, we would let them know ASI is there for them. Do we have email addresses of residents, Ledi?"  
Hannah "Yes I have them all, that was my next topic. We want to create a community; we promote all programs as a whole. I was hoping to do a healing circle, because having a whole apartment is kind of lonely. I want to create a community and ask them what might make them feel more involved or what will help them. I want them to network through ASI opportunities."
- iii. Ledi suggests a movie night event with a pajama party.  
Dena "This is great idea we could do Door dash, would have to be an event, have a meet and greet of housing reps, but maybe not a pajama party"  
Ledi "They will have to RSVP for the event"

- Dena "Maybe we could get a banner for a student in housing"
- Hannah "I think it will help with initiatives on getting students to participate"
- Dena "Tell me the prizes you want and create a sign-up sheet to work with the prizes"
- iv. Ledi suggest promotion of golden eagle tournament to have a housing team in there because of the prizes they can win and involvement
- v. Gus discussed an ASI calendar events soon to be sent out
- vi. Hannah believes that this flyer will help her inform the residents
- vii. Akalpit suggested having physical flyers
- viii. Gus suggested sharing a flyer through group me
- ix. Vina suggested using money from budget to print papers out because it is a bit more personal. Suggests a detailed plan on each event to know how to support Hannah

**d. Event Prizes –**

- i. Ledi discussed guidelines for distribution of prizes
- ii. Ledi and Dena made a prize sheet, Ledi wants to make sure you get all their information and add any columns if needed. Ledi would like commissioners to send a copy of the prize sheet to Dena and have commissioners to keep all records
- iii. Ledi mentioned to be cautions of budget
- iv. Ledi mentioned that you need to fill out an evaluation form
- v. Ledi would like commissioners to create a google form version of the evaluation form, this will create an analytic
- vi. Dena suggested to have Anna review the evaluation forms
- vii. Ledi would like commissioners to collect evaluation from students and also a post evaluation forms every after event
- viii. Ledi would like commissioners to keep records to add to transition folder

**V. Reports:**

**a. ASI Vice President for Administration**

- i. Working on looking for military connection
- ii. Working with Dena and Gus regarding prizes
- iii. Working with Taylor and Hannah to make sure they work on proposals

**b. ASI PR & Marketing Commissioner**

- i. Focused on Golden Eagle challenge event
- ii. Promoting event and contacting winners
- iii. Made a video to announce winner to have transparency
- iv. Communicating with Diana and Ledi on prize distribution
- v. Emailing winners apologizing about prize delay

**c. ASI Spirit Commissioner**

- i. Completed prize sheet, waiting for shirt sizes from winners, will send updated form
- ii. Working on evaluation list and seeing how I can improve events

**d. Elections & Outreach Commissioner**

- i. Working on PowerPoints to present during events
- ii. Spoke to Gus about specific highlights about elections will provide details on specific goals, so students can refer to
- iii. Sent email ASI reps but plans to re send the email

**e. Environmental Affairs Commissioner**

- i. Working on recruiting
- ii. Working on October 16 event
- iii. Hoping to change EPC meeting to Friday's 2pm

**f. Housing and Residence Life Representative**

- i. Brainstorming on events
- ii. Will soon submit proposals

Adjournment: August 28, 2020

<b>Offered By:</b>	<b>Brian Nquyen</b>	<b>Seconded by:</b>	<b>Taylor Henkrison</b>
11:04 am			

All in Favor	consensus	Opposed		Abstained		Motion: ✓ passed

DRAFT