

Concord Committee Meeting Minutes of March 23, 2022

- I. CALL TO ORDER at **12:13 PM**
- II. ROLL CALL
Present: Andrew Pajes, Graziela Angkaw, Winnford Dela Torre, Miriam Alper, Kathy Cutting
Late: Kathy Cutting
- III. ACTION ITEM – **Approval of the Agenda**
Move to approve the agenda of March 23, 2022, by **W. Dela Torre**, second by **G. Angkaw**, motion **CARRIED**.
- IV. ACTION ITEM – **Approval of the Minutes of March 9, 2022**
Move to approve the minutes of March 9, 2022, by **M. Alper**, second by **G. Angkaw**, motion **CARRIED**.
- V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the committee on any issues affecting ASI and/or the California State University, East Bay.**
W. Torre tries to promote health and safety for bathrooms, there are times when there is no soap in them which is concerning because everybody wants to wash their hands. I was wondering what can be done to prevent bathrooms from running out of soap when soap is needed. When I was in SF State, all bathrooms had these pages, laminated onto the wall with a QR code for bathroom people or for janitor and if there was anything wrong with the bathroom, students or faculty can scan that, let them know and they would fix it. I believe this would be something that we could consider implementing so that we can mitigate that delay in trying to restock items when needed, especially when it is concerning health and safety. In addition, I do promote safe, sexual, and reproductive health. This is an addition that in SF State they used to provide, dispensers on the wall that dispenses tampons, condoms, and such items. They dispense those items so that people can have those at will if needed. Those are in promotion of safe practices. This could be something that we can consider for a future meeting, or we can start looking into as soon as possible so that we can and address them.
G. Angkaw says at the Hayward campus at the Health Services Building, they do provide things like condoms or other reproductive stuff as needed as well. We could bring that to Concord.
M. Alper asks do we have health services on campus?

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K. Cutting answers yes, they were here when we were full time. They would have office hours. They would be here on Tuesdays and have doctor's appointments and stuff here. I have not seen that be reinstated since we have returned so I am uncertain with the statuses at this point but there is a doctor's office here.

A. Pajes says Kathy, I wanted to get your opinion on if we wanted to implement a QR code or talk about certain things, where would we go? What would that process be?

K. Cutting says it would go through with facilities.

A. Pajes says I will email the facilities after the meeting regarding this discussion.

7:47

VI. UNFINISHED ITEMS:

A. DISCUSSION ITEM – **CHIPOTLE DAYS**

The Concord Committee will discuss the logistics for the upcoming Concord Chipotle Days.

A. Pajes says Chipotle days will be happening two days in April and two days in May but currently we are focusing on the 2 days of April. I do have the budget to show everyone.

We had a form sent out to our students on Concord campus. Our responses were at 82 and we received an additional response yesterday from a student, which makes it 83. As you can see the distribution of what people want in terms of meat and in preferences, there is only 5 specialized burritos. We will go over the budget. On April 5th for 78 Burritos were not specialized. It is \$10.20 per person which is equivalent to rounding up \$800. We do have the specialized burritos which refer to students saying no beans or such from my understanding. I do know that Arianna had specialized burritos last year. I want to clarify with Kathy since you collaborate with her. Was that done last year?

K. Cutting does not recall there being specialized burritos. I recall that we had a choice of steak, chicken or fried. We did a basic build on the basic burrito and then had sides so inside we had guac and salsa and stuff on the side that students could add to it but do not do special orders.

A. Pajes asks does anyone have any comments on burritos or specializing it? It is a hassle to do specialized because then you have to order them individually. We have 5, which is good. My goal is to accommodate all students, but I do want to communicate with them. It would be my job to communicate with these five students saying there will be general burritos and send out a mass email because that was what I was tending to do. Sending out mass email telling everybody about what they are getting and for the chips, for every two burritos, there is one chip bag and one guac, and it is going to be first come first serve. I believe this will be our go to in terms of that burrito. The cost would be \$10.20 per person, and this will be from a range of \$850 to \$900. This is the cost for April 5th. We ordered 83

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since there are no specialized burritos anymore. The cost would be around \$846 excluding tax. This is what we are estimating it to be.

G. Angkaw says did we have extra burritos last year or was it for whoever signed up?

A. Pajes says as of the April 5th event, I am rounding up so we might have few extra burritos, but it is for those who sign up. The reason I estimate is so we can have leniency and that is what I wanted to talk about with April 19th.

K. Cutting says I believe they did order 5 extra last year. They were not taken, so staff or other students ended up with those. It should be for those who sign up, but we had it as drive thru pickup last year. In this situation, if students are on campus, we should order extras because they may have not ordered but they see everybody else getting it. So, it would be a clever idea to order extra.

A. Pajes says I was planning on ordering 10 extra burritos. Does that sound good with everybody? So, we will have 10 extra burritos. In terms of April 19th which is two weeks out. We will be sending out another form. As of right now, we are approving the budget on the 25th of March for both of the events. On April 19, we want to make sure that we are getting everybody, so students who missed out and students who want to change your order. We will be sending out the same form template. I recognize that April 5th and April 19th are on Tuesdays. I wanted to know if we can order them online or should we do that over the phone?

K. Cutting requests to send the results for what to order and I will order online a day before the event.

A. Pajes asks are there any questions or comments?

15:04

B. DISCUSSION ITEM – ASI COMMITTEE APPOINTMENTS

The Concord Committee will discuss potential candidates for the ASI Concord Committee.

A. Pajes agrees to accept Jason and Sophia to the ASI Concord Committee. I will be adding them to our group chat. I will be having a one on one with both of them to teach about responsibilities and assigning some responsibilities for the upcoming events.

16:03

C. DISCUSSION ITEM – EARTH WEEK

The Concord Committee will discuss the logistics for Earth Week.

A. Pajes says it will be happening on April 10th from 12:00 PM to 1:00 PM. Miriam helped me with garden seeds. There are pots which I want to order which are big in

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comparison to pea pots that are small, and students can take it home. I want everybody's opinion on this.

K. Cutting says the difference between those pea pots and regular pots is that the pea pots are made of paper, so it will not buy anyone much time to plant. Somebody is going to have to take that home and plant it right away or within a week. The pot buys students more time to get the plant established, and then put it in the ground. The other thing is transporting these, so students grab it, then they are standing there holding a wet mushy paper pot versus a rigid plastic pot. I like the pea pots but the functionality. My vote would be the 4-inch pots because that would be easier for students to carry.

A. Pajes says thank you for the feedback. I am assuming we are getting 121.

K. Cutting says that is the quantity.

A. Pajes asks does anyone else have any thoughts or comments?

K. Cutting asks do you have soil on your list?

A. Pajes says yes, it is the organic potting soil.

K. Cutting asks can you go to Lowe's and get these or are you ordering this with Sneh?

A. Pajes says I plan to order from Amazon because the platform has everything on it. I do not have the time to go to Lowe's and Home Depot at the moment and because of the transitions Concord and Hayward staff are busy. I wanted to ask your advice on what would be the best option for me to exercise or to go through in terms of getting these items? For Amazon, it can be ordered and then delivered and Home Depot, someone needs to go there and pick it up.

K. Cutting says Home Depot delivers too. Are you planning to have me by staff?

A. Pajes says Yes, please.

K. Cutting says I am not aware if he talked to them and worked it out or not. Let me know what you need, and I can go shopping. I can shop through the University website, which has Amazon, or I can go to Home Depot or Lowe's directly and get stuff to pick up or to be delivered. Send the list of the items that we need.

A. Pajes says thank you, Kathy. I will do it. We have four-inch pots, seeds, and snacks. This is going to be happening on Chipotle Day, so everyone is going to get Chipotle, and plants for those who are participating. I am unsure if we need a form but the 120 quantity is enough for all the students if they wanted to participate but giving them the awareness of animals impact our environment, and to the natives of Concord, fun facts about Concord and a flyer with all this information. I am planning to hand them when we give them burritos.

K. Cutting says I have something made from previous years that I can look for.

A. Pajes says Earth Day on April 19th. Are there any questions or comments?

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15:04

D. DISCUSSION ITEM – NCLEX ASI Workshop

The Concord Committee will discuss the coordination for the NCLEX ASI Workshop.

A. Pajes says we have some obstacles in terms of the NCLEX ASI. Miriam, Graziela and I did contact Saci and Alumni. She could not find any Alumni to come help us out, but she would be willing to come join us on Zoom.

M. Alper says we did find people who were willing to help us but not in person because it was a commute for many people, so they recommended doing a zoom event.

A. Pajes asks to whom are these people that we will be speaking?

M. Alper says Andrew can be one of our alumni and Sachi is willing to be another. It was mentioned that we should invite Hayward's Alumni so we could ask their nursing board if they can find two alumni. We can make this a collaboration event with Hayward's Nursing Program if you all want to.

A. Pajes says I would want to collaborate on the event. Can I get you to reach out to the Hayward board or Nursing for me and we can add them in if not, we will follow the original plan. My concern is we do not have much time because we have spring break, and then one week afterwards. We need to allow them time to prepare with the content that they deem worthy to share in terms of NCLEX. As mentioned in the previous meeting, there a list of items or a routine that need to be set. We have not brainstormed that yet. We have to find a time to do that. I hope to confirm Alumni by the end of this week. An update on is we will not be needing the room on the April 12th. I am doing it online via zoom. Does anyone have any questions about the NCLEX workshop?

25:26

E. DISCUSSION ITEM – ASI CONCORD SWAG

The Concord Committee will discuss potential ASI Concord Swag for Spring 2022.

A. Pajes says we are going to the ASI Concord SWAG. Last year, former Director Arianna gave away ASI Concord quarter zips sweatshirts to students. I believe some of you have them or seen them on campus. This year, we are planning to do the same thing. I did my research on the swag that we may get. There are two types of jackets, one is cheaper than the other. They are both going to be men's apparel, because last year was men's corset to my understanding. One of them is the jacket which zips all the way up. This one can go from green to black to gray and can be zipped up for more flexibility. I believe nurses can use this from what I have seen. We would be ordering 100. Last year, they had an order of 80 including both cohorts. I am expecting an estimated same amount,

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but we want to cushion so we would be going for 100. It would be around 50 per piece. The design would have the same logos which is Cal State East Bay with ASI on the right shoulder patch. I was considering either gray or black but that is up for discussion. I would like your feedback on where we place our logos. For second one, we have Shasta tech which is sporty. The Shasta tech fleece 1/4 zip. I was hoping to get this in black. This is more expensive than other. It would be 100 jackets but it is \$66.50. Our Concord budget is around \$7,000 at the moment but we would have enough to format that. So, \$6,000 for the gray fleece and then \$6,800 for the black. These are the two options so please let me know your thoughts and opinions.

G. Angkaw says we did gray last year, and I believe black would be a good color to go with. As you mentioned, the full zip would be practical for nursing students because we wear scrubs and clinicals. Majority of our students, our nursing students, and I wear my quarters up to nurse to clinicals too, but I would wear this one because it gives branding to East Bay and our Concord campus. I would prefer the full zip.

M. Alper says I agree with Graziela, quarters are harder to wear. You cannot use your scrub pockets. So, I stand by the full zip and black is a promising idea to have.

J. Kaplun says I would go with the black one instead of the gray. We have not had them unlike you all. Since this will be our first time, I believe everyone would be happy with either design.

A. Pajes says thank you. I appreciate that. The black one is \$66, and we can afford this one. And we will go for the black one. I do have to make a call for this company. I have to reach out to the Hayward campus on the ASI behalf and figure who can I order it through. I will be doing that research after this meeting.

K. Cutting asks so this catalog is where you would get that? Is this one of the approved vendors?

A. Pajes says yes, I asked Ariana regarding the process and who to contact. Since we are adding the ASI logo and East Bay, we need approval.

K. Cutting says I have a limit on my card so you will need to go through the ASI office to order these.

A. Pajes says thanks for informing me that Kathy. We did mention that we are going to be doing an activity for engagement purposes and for students to interact with ASI. From last time we spoke, we want to do a crossword puzzle, if that is correct. The crossword puzzle is where you fill out a blank box vertically and horizontally and there is also a word search. Do you want to do a crossword puzzle? Do you want to do a word search? If we do a crossword puzzle, what would be needed is we need to collaborate on a Google Doc and put in hints. So, students would put a roof pipe for one color of the lawn chairs

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on the quad and then they would have to fill in red, but we would have to collaborate and generate those ideas in sentences.

G. Angkaw says I believe the word scramble would be easier for students to fill out.

A. Pajes asks anybody else have any suggestions and thoughts about it? We have two months left. Arianna ordered all of this within the month of April as well but later than me. So, we are earlier in terms of timeline. If everything is done correctly, we should be seeing our sweaters, and everything completed by early May.

G. Angkaw says I believe the earlier the better because at one point last year, we were panicking about when the jackets are coming? It came close to the end of the semester when we almost did not get them.

A. Pajes says I do remember because I was passed on the responsibility to distribute them, but I agree earlier is better. Any questions, comments, or concerns?

36:40

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – UPD Basketball Event

The Concord Committee will discuss a potential event to encourage UPD and Concord student's engagement.

A. Pajes shares that Corporal Andrew wanted to collaborate with UPD and ASI to bring students of Concord Campus to play basketball with UPD officers in the union. It would be a tournament or one on one. If they win or participate in the event, they receive a prize. This would be at the building to the right of the library. We will be setting up the basketball hoop in the little square center in early May since it is around the time of the playoffs for NBA. There are going to be snacks from ASI and prizes that was discussed in another meeting. Has anyone participated in the event like this before?

K. Cutting states he had this event before and I cannot attest to the number of participants.

A. Pajes reiterates that May is a busy time. It is up for questioning on whether we could bring this event together. It would definitely occur during the time students come out of their testing or classes as a fun activity before they leave for Spring Break or home.

K. Cutting asks if this can be associated with Cocoa and Cram? Does it cost anything?

A. Pajes answers it would not cost anything because we still have a lot of swag or items from ASI to give out.

40:21

VIII. SPECIAL REPORTS:

A. Memorial Garden Update (inc. Memorial Bench, Compass, etc.)

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A. Pajes updates that facilities will be going to campus this week to assess the grounds and take notes. Thank you to all the advisors and my team for taking the initiative to make progress on this project. Are there any questions about the Memorial Garden?

K. Cutting asks do you have any money in your budget for this?

A. Pajes states I sent out an email earlier about it but unsure the amount set aside.

K. Cutting states the worst case scenario is that all the main stuff will be put in and look great! It will be nice and clean. The plants can be planted in Fall and the whole area would be cleared out for new gravel that goes underneath the bench area and pedestal . The back would go over the dirt area with the plants. I am waiting to hear on the delivery of the plant from the nursery and the number of plants to put in that area as it would be \$100. Look at your budget and let me know what you want.

A. Pajes thinks that \$100 is flexible for us and our budget. I will confirm with you when the numbers are put together. The plants are necessary. Any questions or comments?

M. Alper asks does all the money come from ASI?

A. Pajes answers yes, it comes from students who pay tuition.

K. Cutting adds that it is one of the fees that students pay. It is students' money that is meant to go back to students.

A. Pajes states as we are consumed with our tasks, we need to remind students that they pay for ASI to be alive.

G. Angkaw asks if they are going to open the library soon?

K. Cutting answers they are redoing the HVAC system which is the heating and air conditioning. I have not heard about the official reopening date.

W. Dela Torre has an idea. I remember a student brought up to have the campus a Pick A Book Station where students can borrow a book and put a book in here to make the community feel safe.

A. Pajes likes that idea because I have seen it around various places in the Bay Area. It is effective for the community to come together through books.

K. Cutting reminds everyone that there is a relaxation room with shelves of books on it.

A. Pajes states we need to advertise that more because on Tuesdays, I see plenty of students using it for studying.

G. Angkaw states we did not know about that room when we came to campus. I think it would be great to let students know about the rooms that are available to study in.

K. Cutting hears that a Student Resource Map would be useful for students so they know where to study, have coffee, or relax.

A. Pajes thanks everyone for voicing those items. I will do some research regarding a resource map.

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- K. Cutting** suggests a PDF with a QR code to be posted around campus.
- G. Angkaw** comments that a PDF would be great and taking pictures of the different rooms.
- M. Alper** remembers that Spotify is \$5 off for students and it comes with Hulu.
- A. Pajes** states we can create a list and give that to students. Any questions?

50:22

- IX. ROUNDTABLE REMARKS:
No roundtable remarks.


51:04

- X. ADJOURNMENT at **1:03 PM**

Minutes reviewed by:

Committee Chair

Name: Andrew Pajes


Andrew pajes (Mar 31, 2022 15:55 PDT)

Minutes approved on:

03-25-2022

Date:

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