Elections Meeting Minutes of March 18, 2022

I.   CALL TO ORDER at **10:05 AM**

II. ROLL CALL
     Present: Jaulayah Hanzy, Zhanserik Temirtashev, Emilia Brettner, Anahi Ballesteros, James Carroll, Marguerite Hinriches, Michael Ryan Cesena, Brandon Gutierrez

     Late: Erik Pinlac

III. ACTION ITEM- Approval of the Agenda
     Motion to approve the agenda of March 18, 2022, by **J. Hanzy**, second by **Z. Temirtashev**, motion **CARRIED.**

IV. ACTION ITEM- Approval of the Minutes
     Motion to approve the minutes of March 11, 2022, by **J. Hanzy**, second by **B. Gutierrez**, motion **CARRIED.**

V.   PUBLIC COMMENT – Public Comment is intended as a time for any member of the public to address ASI and/or the California State University, East Bay.
     No public comment.
2:29

VI. UNFINISHED ITEMS
     No unfinished items.
2:37

VII. NEW BUSINESS ITEMS
   A. DISCUSSION ITEM- **CANDIDATE FORUM**
     The committee will discuss the candidate forum event, success, and room to improve for the next event
     J. Hanzy says for the forum, me, Brandon, Emilia, Z, along with Michael Ryan and James turned it into an info session. We handed out shirts, snacks, let people know by word of mouth about the elections coming up next week and how to vote. We informed them that we will be doing in-person and online. Many people did not know that the elections were

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next week. So, that was an effective way for us to let them know. We gave away shirts which attracted many people because many of them came because they heard that we were giving out shirts. They left with not only a shirt but also knowledge of the forum and the elections coming up. That was great. Yes, I did get the digital outdoor sign submitted but it never showed. I will share that with everyone as well. I did get a message from Ferdi, and he did do the signs for the voting station. If Brandon, I can get that set over to you for you to post or send out the information to have the signs posted on the road.

M. Cesena asks which sign were you looking at? Was it one of the road signs? Or was it the ASI one?

J. Hanzy says it was the application that I filled out was the one Erik has sent it over to me. It was the outdoor digital sign.

M. Cesena asks which sign did you look at?

J. Hanzy says I looked at the one at the entrance of the campus and the other was at ASI.

M. Cesena says when you fill out the application, we have to make sure that we mark them all. Technically, the ones around campus that are outward-facing. So, the one at the top at Carlos Bee Boulevard, Harder Road, the one by the theater, and then the ASI sign is a smaller dimension which is in front of the Old Union. That is why I was inquiring because we have never had one reject any of the applications. So, I do not know if they would send that. You can only schedule them for two weeks as well. So, it can be possible that we did not fit the 72 hours timeframe to post it. Once they approve it, they post it to the university ones, which are the outward-facing signs and then they email it to our tech Nikita, our web designer to post on our on-campus assigned sign. Therefore I have been trying to figure out, what was projected. If there was a university sign you want to have, it is harder for me to find that out as we do not control that. The ASI sign, we would look to see if we got that notification from the university but whenever someone fills out the application, the university processes it, accepts it, and then forward that information to us at ASI.

J. Hanzy says I did not get a rejection email so maybe there was another issue. I believe we did not fit the 72 hour timeline. That is possible. Brandon, I can get you the information. It is Friday, and the election is next Monday through Wednesday. I can send it over after this meeting and we can do that. I will get it sent out all the different posters that Ferdi made so we can post them on Instagram or any of our social media. That was it for yesterday's emails as well. It would be amazing to get a mass email sent out with the flyers. Voting and polling are next week. The important thing for us to discuss right now is stationing and who will be where and at what times?

M. Hinrichs wants to make a note about the candidates not showing up. I think that it could be a class timing thing, but because are many candidates running unopposed, that could be a reason they did not feel the need to show up. We can recommend it for the future. We hope when we are back to normalcy, we can hold some type of online meet and greet so that we can reach more people even though we will be moving back to in person.

J. Hanzy plans for it to be online and in-person but there were a few issues that we did not think through beforehand, therefore the online part did not get done. It was online and in person, we would have gotten more turnout. I am not sure if we all get a chance to look at the volunteer signup sheet that James posted. I, Emilia, and James were doing them, and Brandon looked into it. We have some volunteers I noted them, as they come in. I am signing their names on the volunteer signup sheet. I asked Z to do it, so every time we get a sign-up, he emails them a confirmation as a reminder that they did sign up to help either with the volunteer, the setup, to take down the station, or to stay through the voting time. We are sending out that link. Emilia emailed the link if you all want to send it out as well to the read this morning.

11:57

B. DISCUSSION ITEM - **VOTING/POLLING (March 21-23, 2022)**
The committee will discuss any updated plans for voting

A. Ballesteros says this is the polling station document that James and I have been reading and discussing. We have the dates as Monday 21st, Tuesday 22nd, and Wednesday 23rd. The times will be from 11:00 AM to 2:00 PM. We were not able to book the location which is in front of Starbucks and front of the library because the school is not allowing us to have any tables in that area. They did mention that we can do the Student Health Center Walkway since there is foot traffic on that route. We are going to go ahead and do the Student Health Center walkway. The layout is going to be 2 tables with 6 chairs and a printed sign that states "ASI Election Vote Today". We have confirmed that 2 iPads are going to be at the tables and there are going to be 3 or 4 copies of a printed voter guide, which students can look at. We were thinking of having a QR version in case there is a point in time where you have heavy foot traffic. 4 students are viewing these printer voter guides. They can pull out their phone and scan that QR code. James took care of getting all the snacks. The ASI giveaway is the only thing we have left to confirm. We want to know if there is anything left over from previous candidate forums that we can use such as pencils, pens, erases, or random trinkets. Hand sanitizers and wipes are provided. James has them ready to wipe down equipment and then provides students with hand

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sanitizer if that makes them feel more comfortable. This is the time of breakdown that we have as of now. So 10:30 AM to 11:00 AM would be the setup which would be taking that time to pick up items from the ASI office. From 11:00 AM to 1:30 PM are going to be the hours that we have for students to stop by and vote. From 1:30 PM to 2:00 PM is going to be the cleanup to return all items to the ASI office and pick up any trash. This is the link that Emilia sent out this morning and it is going to be for the committee and volunteers for us to put in. If we find more volunteers within our organizations, we could send out the email that we received from Emilia. We need about 2 non-committee students who are non-ASI members and want to either volunteer or if they need that extra community service hours. We need to have volunteers per each timeframe that we have to setup for the 3 days. We have to confirm if there are any trinkets left from the previous ASI Elections Committee available at the ASI office that we can use.

M. Cesena says the extra stuff that we pulled initially, we can continue to use that stuff as long as we continue to do the names and ideas. I am not aware of the shirts if she specifically wants smaller items, we can get more. We have 10 pins and some pop sockets, but we have all those shirts pulled aside because we are not anywhere close to using them. Would that be a possibility? Or is that an interest of the committee?

J. Carroll asks if we need to take down the name and Net ID for anyone getting the shirt but for the pen and pins that student will not need to?

J. Hanzy says they do not need to. It would be only for the shirts.

M. Cesena says I have operated before and the pens are free game. If someone wanted 5 or 10 pens, we would write that down but if we are giving 1 per student, that should not be an issue. We normally ask which shirt for us to keep track of and which one we do not need necessarily for the size, but it helps us keep our inventories.

J. Carroll says I did not pick the items for the forums at the office but I am assuming it was there and in the cart. We will have to keep track when we pick up the iPads as well as when we can have the shirts and stuff in there, it is ready to go.

M. Cesena says they put all the stuff in the cart in my office, but we had to separate it into 2 days because I had pulled up a dozen shirts for each college for each day. There were 18 shirts of field day shirts for each day. So, we separated the load in half, and then I was not there the 2nd day. I apologize for that, but I am not aware if we ended up using what was leftover from the 1st day or if they swapped out. We have the snacks, then we can give out the snacks as well because I do not need those in my office. When it comes to the canopy and the iPad, there is a process we have it reserved and set aside, and the iPads will be fully charged but whoever is picking up the supplies will have to leave their baycard at the front desk then sign out. There is a signup policy that cannot be expedited

because that is not my department. I can reserve it through ASI but that falls under Lil's department. She had one of her front staff or team members there and they know that the Elections Committee is coming on these days at these times. It is a matter of getting the correct information, getting the items, and leaving a baycard.

J. Carroll says that would be great to have that ready. On the work shifts for Monday, Tuesday, and Wednesday, it is either Brandon or Jaulayah that have been there with the pickup. If that sounds good, that would be great. Since I purchased some snacks, I can supplement and bring it then we can combine them at the table. Do members either disagree or have anything else that they can think of that we might be missing with that?

M. Cesena asks would you prefer that I evenly distribute? For example, what is left of the inventory into thirds, for 1/3 of every day? Or should we take everything on the 1st day? If there is any leftover, we can bring it on the 2nd day. If there is anything on the 3rd day, we will halve it. Which strategy would you all prefer in terms of that?

A. Ballesteros says the 3rd because I come to campus only Tuesdays and Thursdays. I would like to receive something on Tuesday, on stopping by from work to class.

M. Cesena says that sounds reasonable. When we have our event, most students either come on Monday and Wednesday, or Tuesday and Thursday. I know I offered thirds, but I wonder if it is even responsible to offer halves of it. That means half the stuff on Monday, half the stuff on Tuesday because if the students come to campus on Thursdays, you are coming on one of those days. We should increase the amount on that given day since it is essentially 2 waves of students, and we want them to have equal opportunity.

A. Ballesteros says I am good with either option.

B. Gutierrez is curious about the mass email that is going to be sent out. Would you all want to include the volunteer signup form as well as having people sign up for volunteering for the event?

J. Hanzy believes it would not hurt to include that link in there because if we do that, the link would be towards the bottom. Who would scroll to the bottom?

J. Carroll suggests weighing the pros and cons of it. If you look at that volunteer signup list, we need support for a couple of days. On Monday, it is Jaulayah and I, therefore we could use a couple more students. We can get more volunteers and I would highly ask to resend that to our team, to the orgs and students. Regardless of whether it goes in the email or not because we need more students. The challenge is setting up and taking down if it is two people or one of them, it is hard. We could use some support. The only thing I would say with the pro and cons in the email is the benefit of getting it up there. However, it is Friday, which means that students are going to have to keep working through that list of people that may sign up over the weekend, and then receive the

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confirmation that Z was doing. If you all think that you have the time to do that over the next couple of days and if we get students that sign up to volunteer but we would want to make sure that we cannot have 15 people at the table all at once. Thinking through the coordination of what makes sense for you all to manage the next 3 days of making that happen. It is about what you all could manage with getting an influx of students that have interest, confirming it, and having to email them back.

J. Hanzy agrees with that. I sent all the information over to Ferdi and he sent me the pictures for it. The one I am still waiting for, he gave me the flyer and one for us to post on our social media, which I will email after the meeting. I am waiting on the dimension for the road sign. If you wanted to make a new one for the time being and know the dimensions, that is fine as well. I agree, we do need more volunteers, especially since we are going to be having more equipment to take back to the ASI office. If you have any connections on campus, any groups, or organizations to let them know. I have been sending things out to my housing group chat and let them know. Michael Ryan for the giveaway items, putting them in half, if that is something that you wanted to do, similar to what we did last time when I got there, and we can both get it done.

M. Cesena says I can do it when I get to the office. They had told me that this last time that they read by sizes which I got confused by and then I saw it. I can do that ahead of time and split them in half.

J. Carroll says I am doubtful if Erik will make it before our meeting ends so if he does not, I will send him a note and ask him to update all of us. He is working with a big pulse for the voting. An all-campus email is going to be a general reminder letting students know that you will get an email link on Monday morning. I will have Erik's clarity on the coordination. If you get questions from students when the university sends an email. I will pause and let Erik talk about big costs when he gets in.

E. Pinlac says I am collaborating with him, but they are in the Australian time. I have started with the process and included the whole group here as the test votes so we can assess out the ballot to make sure it works. I am hoping to get that ready by Sunday night or Monday morning. I am going to check in with them today to make sure that everything is working how it is supposed to.

J. Carroll asks can you clarify for students the process? As you were logging in, we were talking about it. So, Marguerite and Brandon are going to send out an all-campus reminder email today to students stating that they will receive an email starting Monday with a link to vote. Can you walk through it? So, my understanding is the first email will go out to all students on Monday, then if students click on it and vote, they will not get reminders

but if they have not voted, by Tuesday, do they get a reminder email Tuesday and then one Wednesday? Can you tell us the process?

E. Pinlac says we can do email reminders. There is a reminder to put in the system and we can make it to where only they talk to the students that have not voted so we are not spamming everyone. We can do it every day, to make sure anyone who has not voted to make sure they voted, if we do run into any issues, they know the dates for our elections. James and Marguerite had to collaborate with them last year, and they were able to resolve matters quickly because there have been small issues like access for students. Students can vote because we are asking for a list of matriculated students since those are people that can vote. Matriculated students are anyone who is in an academic program that is not self-supportive. Self-support would be similar to an open University or Postbank. The ALP program is not considered a matriculating program. International students can vote, but they have to be matriculating. We are gathering that list from institutional research, and we will be submitting it to the system.

J. Carroll says if you all get any questions where a student says, I did not get the email to vote. As Erik said, if they are not a matriculated student and they are just taking classes through Open University, or the ALP program, any of those, you can ask that. If they say, I am not enrolled in a program then that might resolve that right there. However, if you get anything, where a student says that, get that email to us right away with even the name, email, net id, or any information you can get from the student. So, we can check that and cross-check. There are 15,000 names, there could be a glitch. We are getting this through the system so it should be foolproof, and even last year, there were a handful of glitches, we had to troubleshoot to ensure that everyone eligible does have that right to vote. If students say they did not get it, check their spam to double-check that. If you send it to Erik and Marguerite, we should be able to log in, or reach out and do the help desk. I would agree even though the company is in a different time zone than us. They were responsive and quick. They understand that it is time-sensitive and are responsive.

J. Hanzy asks are we in the process of getting the QR code made?

J. Carroll has printed a few of the voter guides that student can look at right there at the table. In the email that was sent to students, we put the link to the voter guide and so that should be included in all campus emails and then updated on the Elections webpage. The QR code, we will have at the table and then on the ASI frame sign would direct students to the voter guide. I do not believe, we can do a QR code that takes the student to the voting, they have to get it and uniquely in their email that they will get. So, we cannot take them right to the voting page through the external company but the QR code, we will

have that there. So, if students want to access the voter guide that way, we have that ready to go.

J. Hanzy asks any questions or discussion?

36:10

C. DISCUSSION ITEM- FURTHER EVENTS

The committee with discussing any other upcoming events that need to be planned and will start to solidify voting information.

J. Hanzy asks what would our meetings look like moving forward after today?

J. Carroll says as we move forward with elections, if we do end up getting any grievances in, but we have not gotten any grievances in, our meetings after the elections finish, we will be able to post the tentative results using the elections timeline by next Friday which is the day before Spring Break. We would not meet during the week of Spring Break. However, the following week, we would keep our meetings because if there would be any grievance hearings we need to do or we need to do a runoff. The only scenario where there would be a runoff potentially is the Senator for class, where 2 people are running, and the voting would have to end up being 50/50. The probability of that happening is slim but if 2,000 people vote and 1,000 votes for one candidate, and then 1,000 votes for the other, no one has a majority. We would need to do a runoff election for that. Runoff elections are when there are 3 or more candidates because sometimes it is harder to get the majority, but that could cause a grievance, then we have to address that. If not, we would be able to move into wrapping up and bringing closure. That means we put together our recommendations for next year and conclude everything. Members have been working hard. This feels like an anticlimactic election season, and we saw that with the candidates, not attending forums because there is not much competition. We know that leads to underwhelming. Candidates are excited about wanting to be elected and move in office, but our community's feeling anticlimactic with the election this year. I would want to see the committee do it as we wrap up, use your best thought and best ideas to leave recommendations for next year. For members that want to return to this group, and for the people after you, what have you learned? What would you do differently next year? What current ideas would you recommend? We will decide how many more meetings we would need through the end of the semester, but we may have a few meetings if we have been able to conclude everything.

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Z. Temirtashev says James has done a workshop schedule on Excel. However, it is easier for students to respond through Google Forms. Before the meeting, I sent everyone a Google form, please let me know if you did not receive it and it is called the ASI day shift sign up. If you have flexibility in the schedule, please mark the timeslot you would be available and we need students for Monday, as we do not have any volunteers for that day. If anyone has flexibility in their schedule during that day, we encourage that to sign up for a shift or two. Once you sign up for it, I can send a personalized calendar link. That way I would not have to remind you by email.

42:13

VIII.   ROUNDTABLE REMARKS
No roundtable remarks.

43:00

IX.   ADJOURNMENT at **10:47 AM**

Minutes reviewed by:
Chair of the Elections Committee
Name: Jaulayah Hanzy

Jayah H
Jaulayah Hanzy (Mar 29, 2022 12:12 PDT)

Minutes approved on:
03-25-2022
Date:

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