

**Senate Meeting Minutes of November 5, 2021**

I. CALL TO ORDER at **4:00 PM**

II. [ROLL CALL](#)

**Present:** Krisstina Caro, Jose Simon Carmona, Arazeli Barragan, Justin Withers, Jilian Manlapaz, Emily Flores, Erin Quineri, Jazzmin Matthews, Jacoby Young, Zandrae Chan, Ashley Medeiros, Isaac Ibarra, Omar Alvarez Espinosa, Anjelica de Leon, Tyler Luevano

**Late:** Jill Nelsen, Kristopher Disharoon

**Absent:** Neilah Peku, Tayla Beasley

III. ACTION ITEM - **Approval of the Agenda**

**Motion** to approve the agenda of November 5, 2021, by **J. Matthews**, second by **J. Manlapaz**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of April 22, 2021**

**Motion** to approve the agenda of April 22, 2021, by **J. Matthews**, second by **E. Quineri**, motion **CARRIED**.

V. PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the Senate on any issues affecting ASI and/or the California State University, East Bay.**

No public comment.

**6:10**

VI. UNFINISHED ITEMS:

**6:15**

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM - [Meeting Expectations](#) The Chair will review Senate meeting expectations.

**K. Caro** states the purpose of timeliness is to ensure that we are all on the same page and



can run through meetings smoothly. If you are habitually late then we miss out on the insight you have to offer! Notify me of an absence or tardiness 48 hours prior to the meeting if you want to be excused. I will allow a five-minute grace period from the time the meeting has begun, anything after that will be unexcused. Some exceptions may apply, speak to me after the meeting if you believe the reason for your absence or tardiness should exempt you. The purpose of being prepared is to eliminate distractions and maximize the value of discussion in every meeting. Come to each meeting prepared with what you need: water/beverage, laptop, notebook, something to write with, etcetera. No food. Snacks are okay. Diligently read through the agenda prior to the meeting, including the minutes from the previous week and any documents/links associated with an item on the agenda. I will email you 7 days prior to the meeting for agenda items. If you respond to this email, please debrief me on the item with as much information and references as possible. I will prioritize what items end up on the next meeting's agenda based on urgency and the research/background information that has been put into that item. For discussion, please be respectful of everyone's position, maintain that we are following Robert's Rules, and get through our agenda efficiently and thoughtfully. No one can speak twice until every person who wishes to speak has done so, according to Robert's Rules. To speak, please raise your hand or inform me that you wish to be placed on the speakers list. Please refrain from any side conversations during meetings, this is distracting. If there is an item on the agenda which requires further outside inquiry or one-on-one communication, then we will determine that in discussion or vote on whether to postpone until the next meeting. Be respectful of different opinions, all comments in the meeting should be directed towards the chair. For attire, please present us professionally as a unified group. Use your ASI Zoom Background or meeting-friendly Zoom background of your choosing. You may wear ASI or Easy Bay gear, business casual, and look presentable. No sweats, hoodies, baggy clothing, ripped clothing, flip-flops, or slides. Feel free to ask me if something would be appropriate to wear to meetings, this is preferred over coming to a meeting dressed unprofessionally. For Zoom etiquette, your camera must be on, mute yourself unless you are speaking, and feel free to take breaks when needed. Please raise your hand to speak, make a motion, questions, etcetera. On this document we have linked some resources. Lastly, please do not hesitate to come to me with any questions or feedback on meetings throughout the year. If you are having a problem with any of the above, I will check in with you to see how we can improve the situation. We need to work together to make sure we get the most out of every meeting. I am eager to hear your ideas and assist you in executing your vision for CSUEB, so let's get started! Any questions, concerns, discussions?



**A. Barragan** states that you have mention we notify you if we are missing or need to be excused from a meeting. What happens if we do not notify you?

**K. Caro** states it will based on the situation whether it will be excused or not.

**A. De Leon** states in the bylaws, you are only allowed to miss 2 meetings that are unexcused. If they are unexcused, you can be sent for discretion by the Personnel Committee. Also, a lot that Krisstina had mention is mainly applicable in person, but we are on Zoom. We are expected to start in person next semester which a lot of that will come into play.

**J. Nelsen** states would there be a hybrid option for those of us who do sports, work, and have classes?

**A. De Leon** states there will a hybrid option for all meetings.

13:18

B. INFORMATION ITEM - [Robert's Rules of Order](#)

The Chair will review Robert's Rules of Order.

**K. Caro** states the purpose and core principles is to maintain order and credibility, enhance efficiency and productivity, and the majority rules. Only consider one motion at a time, one designee to facilitate and maintain order throughout the meeting which is the chair, and everyone has the right to speak and the right to vote. Quorum is the simple majority, or 50 percent plus 1 of all members. This is required to hold the meeting. We do quorum after roll call. The agenda can be amended before or after it is adopted and amending the agenda after it is adopted requires a 2/3 majority vote. Once the agenda is adopted, it belongs to all members, not just the individuals who submitted is originally. Every item of business must be carried out unless no one moves a motion, the individual who submitted the item wants to withdraw it and there are no objections, a motion to remove an item is passed with 2/3 majority, and the meeting has run out of time which then the item is pushed to the next meeting. Next is closed session. Before going into closed session, the Chair will announce the reason for going into closed session. Closed session is rarely used. The reasons going into closed session is to receive advice from legal counsel, transactions, and items involving Personnel review such as professional staff. A motion is a proposal by a member which recommends an action the body should take such as action, approval of the agenda and minutes that need it to move forward. The motion must be seconded to continue with discussion, every member has the right to ask clarifying questions towards a motion, members discuss a motion by being acknowledged or called on by the Chair, the member who introduces the motion has the right to speak first, and the Chair calls for a vote and the motion carries or is lost. The example on making a motion



is to state, “I move to/that” not “I motion to/that” or “I make a motion to”. There are different types of motion such as main motions, secondary motions which are subsidiary, privileged, and incidental, and motions that bring back a question. Amending is to modify a motion in some way. This can only apply to a motion already on the table, cannot propose something new or off topic, must be introduced prior to a vote, and requires a second. For discussion, no member can speak twice before everyone who wishes to speak has done so, every motion should be discussed to its fullest extent, no member should feel that they cannot contribute to any given motion, the Chair does not participate in discussion, and the discussion should be directed towards the Chair. For voting, the Chair will ask members “Are you ready for the question?”. If there is no more debate, the Chair restates the motion and puts it to a vote. Each member votes for one of the following which are “In favor of”, “In opposition of”, and “Abstain from”. The Chair announces if the motion carries or is lost. Voting can be avoided through general consent when the Chair calls for any objections. It can be used to end discussion or pass a motion. If no one objects, the matter is resolved and if there is any objection, a formal motion and vote I needed. An example is asking “Is there any objection to tabling this motion?”. Any questions or discussion?

19:50

C. INFORMATION ITEM - Senate Drive

The Vice President of University Affairs will inform the Senate on the Senate Drive.

**J. Carmona** states the Senate Drive is a big thing which I can make a video to send out to the Senate. An example would be if you were looking for the agenda and do not want to go through your emails, you would go into your student email into your Shared Drives. From there, you open the ASI Student Government Drive, then you will find a folder titled Senate Meetings. Select the folder of the current academic year and term. AJ has tasked you with Resolution making which you go back into the ASI Student Government Drive, which you will then find the templates folder. Please make sure to make a copy then place it in the respective folder. Please let me or AJ know if you need any help finding things in the Senate Drive. Any questions?

24:56

D. INFORMATION ITEM - Senate Budget

Associate Director Kristopher will inform the Senate on the Senate Budget.

**K. Disharoon** states this is an overview for the Senate Budget. Most budgets in ASI



look identical to this spreadsheet except for large item areas. This approved budget is from 2020 to 2021 which is last year. These were the expenditures from that year and the one in yellow is a negative amount. This is the reason why the budget for this year is more because the scholarship payment had increased. Your paycheck and benefits will usually be more than other areas of your budget. Your supply and services are \$18,000 and they are stationary items, office supplies, and bringing someone to campus that is providing a service. Hospitality that is non-food related is \$6,000 which are swag items, things for an activity, or thing that are not related to food. For food related items, it is \$2,000 which are things such as catering. The total budget is \$63, 519.84. Please keep in mind that each Senator does not have their own budget, you must plan accordingly from the Senate Budget spreadsheet. You do that by requesting money from the Senate which can take a month to receive the money you requested. First, you need it to be on the agenda which in the first meeting, it will be discussed, then you would have to wait 2 more weeks before it can be voted upon it. Once you have the money, depending on what you want to use it for, it can take additional time. When you do receive the funds, simply reach out to me then I can help you get what items or services you need. Does anyone have questions about the budget or money?

**A. De Leon** states I know many of you have events and need money for funding or giveaways. The process would be to put it on the Senate agenda for it to be approved. In terms of taking money out of your budget, feel free to contact **Krisstina** on how to word that in the agenda and the step afterward such as getting your giveaways or what you may need for your event.

**K. Caro** asks if there is any discussion or questions for **Kris**?

**30:50**

VIII. SPECIAL REPORTS:

No special reports.

**30:56**

IX. ROUND TABLE REMARKS

**K. Caro** states congratulations on making it to your first Senate meeting! I am excited to see all of us together! If you have any questions, please reach out to **Simon** or me. Please stay a little bit after the meeting, we are going to take a photo and a Boomerang.

**A. De Leon** states congrats on your first Senate meeting! I want to emphasize that **Tyler** and I are advisor to the Senate, so if you have any questions about programming or anything outside of that, feel free to contact us. **Tyler** does all the programming for ASI which he knows about the



events of that sort. You all are doing a great job on sending your weekly emails, please continue to do that. We will have a lot of rest weeks coming up. Make sure to check in with your support groups if you have any questions.

**K. Caro** states if you have access to your Senate emails, please continue to keep checking them and update the Google Calendar Invites which I send out. Please accept those invitations or decline if you are unable to come.

**J. Carmona** states if you all have events, please use the Google Calendar Invites as many things get lost in messages. If you have an event coming up, you want a good turnout, and you want to support the Senate and Board, send a Google Calendar Invite. It does help plan your day around that. Implement that into your system and it has helped me a lot this semester.

**A. De Leon** states that roundtable remarks are also announcements, this would be the time and space for your events and ideas.

**Z. Chan** states I have my first event for a club showcase on November 15<sup>th</sup> from 12:00 to 1:00 PM. It is the International Education Week for International Students because the person I am working with saw that international students are not aware of the clubs and organizations on campus. It is difficult for international students since they are far away from home, and they would love to make friends. So far there are only 2 clubs, but I hope there will be more. This will be my first event as a Senator for International Students. I am double checking the flyer before sharing it on social media.

35:47

X. ADJOURNMENT at **4:37 PM**

Minutes approved by:

**Chair of the Board**

Name: Kristina Caro



Kristina Caro (Nov 29, 2021 00:32 PST)

Minutes approved on:

**11-19-2021**

Date: