

Senate Meeting Minutes of February 10, 2022

- I. CALL TO ORDER at **12:16 PM**

- II. [ROLL CALL](#)
Present: Krisstina Caro, Arazeli Barragan, Tayla Beasley, Jilian Manlapaz, Emily Flores, Erin Quineri, Jacoby Young, Ashley Medeiros, Omar Alvarez Espinosa, Michael Ryan Cesena, Anjelica de Leon

Absent: Neilah Peku, Isaac Ibarra

Excused: Justin Withers, Jill Nelsen, Jazzmin Matthews, Zandrae Chan, Tyler Luevano

- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of February 10, 2022, by **A. Barragan**, second by **O. Alvarez Espinosa**, motion **CARRIED**.

- IV. ACTION ITEM - **Approval of the Minutes of January 27, 2022**
Motion to approve the minutes of January 27, 2022, by **A. Barragan**, 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.
2:46

- VI. UNFINISHED ITEMS:
No unfinished items.
2:50

- VII. NEW BUSINESS ITEMS:
 - A. DISCUSSION ITEM- **Senate Budget**
The Senate will discuss the current status of the Senate budget.



E. Pinlac looks at the Senate budget and it is important to note that it is small already. In the Fall, there has been some expenses and we are expanding out of the Senate budget. It is not looking good as far as programming for the semester, If you look at the supplies and services, this is the amount for the budget and this is what has been spent. There is only so much left for supplies and services. This is your parking permit which you all should have received for this semester. For hospitality non-food related category, this is the item we have for events, and we are over by \$965.37. The It's On Us event is included in this amount which was an estimate of \$3,400. In the past, we have not spent that much on this event as we usually collaborate and split the cost. There are a couple other expenses in there, but I can only identify the vendor and not what it was for. I will clear that whoever is paying for events. For scholarship payments, there is money left over but this is your scholarship stipend per month, and we are up to date on the spreadsheet. The Senate has not spent any money on food, so there is still \$2,000. As a whole, the budget looks healthy from a wide-angle view. There is \$33,000 left but again, most of that is going towards your compensation. I am going to hand this off to Mirna as she has some options for the Senate.

A. Barragan asks if you could find out what those specific expenses are as I am curious to know.

E. Pinlac will look into the exact detail which is in the invoice sometime today.

M. Maamou states there are a few things the Senate could do. The first option is collaborating on events with Tyler as he can always use his budget. I know he has a few events planned so it would be best to discuss that with him as it depends on where he is at in planning. Another thing is if anyone has a specific projected amount for spending, you can always request funding from the Board and have it for the rest of the semester. This is when each person, individually, has an event, you can go ahead and request money from the Board instead of the Senate. The other thing is that I am happy to collaborate with you on events then I could request money from the Board. There are a few options as it is not that you cannot have any event, you just need to decide which route to go. If you have a projected amount, simply let me know so we can review the semester and see where we can get that money from. I want to emphasize that you need to keep in mind what you need to do in order to request funding. This is regardless of where you are requesting it from, whether it is the Board or the Senate. It is good to plan ahead because you do need to present it at meetings and add it as a discussion item where you talk about the details of the event. They cannot vote on it during the first meeting as you are introducing the event. The next meeting is when it will be an action item and then people will vote if you receive that funding. As you can see, it takes time for funding. I am always happy to discuss the budget with anyone through



virtual meetings or by email. I do not approved funding. You need the Senate to approve it after 2 meetings or through the Board.

E. Pinlac emphasizes the one option I would suggest is if you can compile the list of expenses or events you want to have for the rest of the semester. Come up with that number then request that amount from the Board. I would look for areas in the budget where we have savings that can be allocated over.

K. Caro asks if there questions or discussion about the budget.

O. Alvarez Espinosa asks that if we have a couple of ideas and we want this type of event around a specific timeline, how detailed do we need to be when requesting an amount from the Board? Can we be vague or say that had 3 events planned out and these are the themes of post budget? Is it that kind of proposal or does it need to be more specific such as including dates and location?

E. Pinlac answers that as long as you have the amount for the budget and dates figured out, I think that is clear enough. The budget is the most important part because that is the amount we need to allocate financially but dates would be nice, so we do not have events at the same time.

K. Caro asks if there questions or discussion about the budget. You can reach Erik or Mirna through Slack or by email if you have any questions.

12:10

B. DISCUSSION ITEM- Resolution in Support of Transfer Students

The Senate will discuss the Resolution in Support of Transfer Students.

O. Alvarez Espinosa states initially it was titled Resolution in Support of Transfer Students but I realized on how much broader the problem was, so I renamed it to Resolution in Support of a Campus Single Point of Contact for Basic Needs. For an overview, we have many different resources on campus for students such as an emergency financial aid or transfer student programs. There was a student that was asking their peers for a small amount of money because they had some car problems. I let them know about Pioneers for HOPE where they can request money based on an emergency. At the third point on the resolution, CSU East Bay Shared Strategic Commitments includes being dedicated to serve students first, by expanding access and enhancing each student's educational experiences and prospects for success as a graduate and life-long learner. The next point is stating that it is dedicated to continuously improve our efficiency, transparency, and accountability while practicing mutual respect, responsiveness, and collaboration across the university. There is a study done by the Chancellor of Student Services that students may be deterred from using services because they do not perceive that they need the services, do not know about the

services, their eligibility, or are barred from service access by cumbersome applications and eligibility stipulations. That same study suggests creating a single point of contact to coordinate student service provision for unmet basic needs. As awareness about college student basic needs insecurity grows and programs continue to develop. They are needed as campus and community liaisons to coordinate service provisions across campus, lead training and awareness training. I suggest that any discussion between ASI representatives, Transfer Student Programs, Orientation, to introduce a preliminary Single Point of Contact during Fall 2022 orientation. While we cannot create a Single Point of Contact in a short time period, we can start with a more cohesive introduction for incoming students of all the services that are available to them. The last point is that copies of the resolution to be distributed to our University President, the Associate Vice President of University Communications and Marketing, the coordinator of Transfer Student Programs, digitally to all students, and any other relevant parties. This resolution would help increase students' awareness of basic resources that are available to them, and it would increase student success as a result.

A. De Leon thinks this is a strong resolution, but I have a couple of suggestions. One suggestion is to include something from the policy agenda which is something we like to do each year to tie in our goals as a Board and Senate for the year. I know there is a basic needs portion in our policy agenda so including a quote would be helpful. The other piece is stating something about the HOPE Pantry and the Student Health and Counseling Services because they provide a lot of different basic needs. I would include about what they already do and potentially what they could improve on in the resolved statements.

K. Caro asks if there are any question or discussions.

A. Barragan asks if the SPOC a system or a program?

O. Alvarez Espinosa answers that SPOC would be a Single Point of Contact to all the resources that are available to students. It can potentially look similar to myCompass or as an addition as it is a great system for finding out things about Blackboard and my HR. I feel that myCompass does a great job at linking together many different items whereas the resources do not have it at a single location.

A. Barragan states it would be an extension to myCompass. This made me think about the East Bay app and I am wondering if you could do something like that. An app would be helpful or something in relation to that.

K. Caro asks if there are any question or discussions.

21:33

C. DISCUSSION ITEM- Updated Weekly Task List Format

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The Senate will discuss the Updated Weekly Task List Format.

A. De Leon states this was brought to our attention by Arazeli. We wanted to have a discussion about the current task list and the format we are using. There is always room for improvement. I want to transparent that we should have done this sooner, but we can continue to learn. Arazeli, Kabir, and I want to update the task list in terms of creating a document where everyone puts their updates on a singular document versus emailing it out. Krisstina or me might know what you are doing but not the rest of the group. We are curious about what you all like about the current task list and what can be improved on. Also, we would like to know your thoughts on having a collaborative document that includes all your tasks and what you have done for the week versus the emails.

A. Barragan states that I was sending my emails, but I do not know what everyone else does and I do not see everyone in the office all the time. I thought this would be a good way for us to collaborate and see what someone else is doing in case I want to help as I am interested in what you are working on. This holds us accountable if we see someone not completing their task which we can then find ways to support, fix, or improve them.

O. Alvarez Espinosa supports this as it would create transparency and know what people are doing. As Arazeli said, you can run into someone who is walking in and do not have the time to discuss what you are working on. Let's say at the beginning of the month, I look at what I have to do and see similar goals to what someone else is working on. I am more than likely to reach out to that person if I see that they are completing tasks that are related to what I am doing. I love this idea moving forward!

J. Manlapaz thinks this is a good idea to put everything on a document because I would like to work with more Senators and what everyone else is working on. The current process to send a task list is good because you get to check off the task once it is done. It would be great if we keep that function so everyone can see what we are completing as we go and what we are doing for the current month.

A. De Leon thanks everyone for their feedback. The task list is something I do every month which I pull from the policy agenda. If there is something that you would like to work on for the month of March, let me know so I can put that into the task list. I know Krisstina did that with a couple of events with the Senators. I would love to include others in the smaller projects that we do as well. Arazeli, Kabir, and I are going to work on updating the format of the weekly updates and send that out for February. For the month of March, it will change.

26:59

VIII. SPECIAL REPORTS:
No special reports.



27:21

IX. ROUND TABLE REMARKS

A. De Leon mentions that I have a meeting with President Sandeen on February 23rd which is 2 weeks from now. I am going to be meeting with her one on one for the month of February. If there is anything you want me to touch on during that meeting, please let me know beforehand. President Sandeen is going to attend our Board of Directors meeting on March 9th which I will send the item to Krisstina. If anyone is free on March 9th from 12:00 PM to 12:20 PM, feel free to attend because we will get to ask her questions and chat with her about ideas we have. I am working with Erin on the Women in Leadership event which will be happening on March 15th, and we are prepping for all of that. I know that a lot of you are involved with events for this semester with Krisstina. Good luck and I am excited for all of you and your events!

E. Quineri states that we will not have a Senate meeting next week and I wanted to let everyone know that I am on the Future Directions Committee. I am Co-Chairing one of the groups alongside Dr. Fanny Yeung on February 17th from 11:30 AM to 1:00 PM. We are going to have a town hall that you can stop by to listen and give any feedback on the different groups and outcome statements for the university. If you can encourage other students to go that would be helpful because we want to hear what the campus community has to say.

O. Alvarez Espinosa is hosting an event for housing, so it is limited but I am hoping to use this as a pilot event called Spring Success. You set yourself a board to manifest weekly and monthly goals. Most of this will be directed and hosted by the Resident Assistant and I will facilitate small group discussions. I would like to have more community and students engage with one another when they see each other on campus. I hope to use the small scale events to host a larger one for both housing and non-housing students which they can be invited for a speed networking event. If that is interesting for anyone, I would love to collaborate and help me how to better manage setting up people in small groups.

A. Medeiros updates everyone on both the Library Committee and Online Campus. With the Library Committee, we are talking about the other student advocates who work in the library already. I told them that we can help with whatever they need as I am sure we can figure something out. Another update for online campus is that I am meeting with the Director of Online Campus. We are discussing about how we are moving to Canvas to next year which is going to be a big difference.

J. Manlapaz asks if Board and Senate meetings will be moving to in-person this semester?

K. Caro answers that we are cleared to do online meetings until March of 2022. I am not sure if they are going to keep pushing it because of they do not push it then we will start having in-person meetings in March 2022.



A. Yunker hopes everyone had a great weekend and all these collaborations for events sounds great! Jilian, we were thinking on having a networking event so Omar might be reaching out to you for those inner-communications skills on how to professionally network with a couple of phases and tips. We want students to build that professional network and have a guide on how to do so.

K. Caro states our next meeting will be Thursday, February 24th which will be online. I will be scheduling check-ins with some of you, and it would be every month. Michael Ryan will be joining with me on some of those meetings. If you have any questions, you may text me, send a Slack message, or email. I hope all of you have a great weekend!

34:04

X. ADJOURNMENT at 12:50 PM

Minutes reviewed by:

Chair of the Board

Name: Kristina Caro



Kristina Caro (Mar 21, 2022 23:58 PDT)

Minutes approved on:

03-10-2022

Date:

