

**Board of Director Meeting Minutes of November 2, 2022**

I. CALL TO ORDER at **12:09 PM**

II. ROLL CALL

**Present:** Ashmita Ahluwalia, Arazeli Barragan, Tyler Luevano, Ashley Medeiros, Krisstina Caro, Nolan Calara, Jilian Manlapaz, Aleah Largo, Michelle Serratos, Sharn Basi, Heela Popal, James Trayer, Josephine Cabeza, Carlos Aguilera, Martin Castillo, My-Lan Huynh, Steve Spencer, Krystle Tonga, Sarah Nielsen

**Absent:** James Carroll

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

**Motion** to amend the agenda to add ACTION ITEM- ASI CBE Social by **H. Popal**, seconded by **J. Manlapaz**, motion **CARRIED**.

**Motion** to amend the agenda to add DISCUSSION ITEM - Resolution in Support of SB-1113 Removing Barriers to Inclusion in the General Education Classroom by **A. Ahluwalia**, seconded by **J. Manlapaz**, motion **CARRIED**.

**Motion** to amend the agenda to add ACTION ITEM- Resolution in Removal of Respondus Webcam Proctoring by **A. Barragan**, seconded by **A. Ahluwalia**, motion **CARRIED**.

**Motion** to amend the agenda to remove Unfinished item A. Office Hour Policy by **A. Barragan**, seconded by **J. Manlapaz**, motion **CARRIED**.

**Motion** to amend the agenda to add DISCUSSION ITEM: Meet and Greet with President Sandeen by **A. Ahluwalia**, seconded by **H. Popal**, motion **CARRIED**.

**Motion** to approve the agenda of November 2, 2022 by **A. Barragan**, seconded by **J. Manlapaz**, motion **CARRIED**.

IV. ACTION ITEM - **Approval of the Minutes of October 19, 2022**

**Motion** to approve the minutes of October 19, 2022, **J. Manlapaz**, seconded by **H. Popal** 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.**

No public comment.



3:20

VI. UNFINISHED ITEMS:

A. **ACTION ITEM- CEAS Town Hall**

The Board of Directors will be taking action on the ASI CEAS Town Hall Event.

**Motion** to move to Information Item: Oath of Office before Unfinished Items by **A. Barragan**, seconded by **A. Medeiros**, motion **CARRIED**.

3:49

**Motion** to approve \$250 out of ASI budget to CEAS Town Hall by **J. Trayer**, seconded by **H. Popal**, motion **CARRIED**.

**J. Trayer** presents the budget and logistics for CEAS Town Hall. The event will take place in the CORE building on the first floor in room Mountain Lion with a capacity of 70. I will keep the RSVP up to 65. There are under of 15 people who has signed up for the event. I'm planning to advertise the event by having Kinesiology, HRT Department, and have some of the chairs reach out to their students as extra credit to get students to sign up. The drawing will happen at the end and it is randomized. It will only be available to CEAS students. Students who are undeclared and considering joining CEAS will get free swag items. We will have \$220 for pizza and water.

**A. Barragan** asks are you going to be passing out the CEAS shirts? I believed we have the collared shirts.

**J. Trayer** states the HRT department is going to pass out free swag items to every student who attend the event.

**A. Barragan** states I believe we have them in the office, and it would be great to pass it to students in your college or for future event or tabling to give them away.

**K. Caro** asks any questions or discussions?

**Motion** to approve CEAS Town Hall by **ALL**, motion **CARRIED**.

9:42

B. **ACTION ITEM- Resolution in Support of The Women of Iran**

The Board of Directors will be taking action on the Resolution in Support of the Women of Iran.

**Motion** to postpone Resolution in Support of The Women of Iran by **J. Manlapaz**, seconded by **A. Barragan**, motion **CARRIED**.

10:10

C. **ACTION ITEM - Professional Headshot Day**

The Board of Directors will be taking action on the Professional Headshot Event Day.



**Motion** to approve \$650 out of ASI Budget for Professional Headshot Day by **A. Ahluwalia**, seconded by **A. Medeiros**, motion **CARRIED**.

**A. Ahluwalia** presents the logistics of Professional Headshot Day. I reached out to Pioneer for H.O.P.E. for clothing but they are delaying their responses. Previously, Michelle had an clothing donations event so we will be using those blazers for the event. Matt from AACE is going to provide blazers and professional attire for students to borrow. He has lighting and background equipment's for this event, so we will only be paying for a photographer. The location is booked. The plan is for students to get their headshot emailed after the event. If students haven't received it, they can stop by the front desk to see how it can get distributed. An GS professor wants to make this mandatory for their freshmen, but four hours will not be enough time for all freshmen students and other students on campus. As a makeup headshot, AACE has an interview room and Matt will be taking the headshot himself since he has all the equipment's. I have discussed with Jesse from AACE regarding JCPenney coupon headshot day for Transfer Headshot Day, they couldn't extend it so we can do it in the Spring instead.

**K. Caro** asks any other questions?

**Motion** to approve Professional Headshot Day by **ALL**, motion **CARRIED**.

12:18

**D. ACTION ITEM - ASI Committee Appointments**

The ASI Board of Directors will take action on the appointment of the ASI Committees.

**Motion** to appoint Arushi Aesha, Palak Patel, Dillion Johnson, Parthiv Patel, Siddesh Kadam, and Samuel Wong to the Finance Committee by **A. Barragan**, seconded by **T. Luevano**, motion **CARRIED**.

**T. Luevano** states all applicants display great communication skills that form the Finance Committee. They have great experiences with their previous colleges and many of them are international students with their degree from back home. They have experiences with documentations, collaborative projects, reading policies, managing a budget, and more. They were confident in their interviews and it's a skill which will benefit the Finance Committee and their drive to serve students.

**K. Caro** asks any questions or discussion?

**Motion** to appoint Arushi Aesha, Palak Patel, Dillion Johnson, Parthiv Patel, Siddesh Kadam, and Samuel Wong to the Finance Committee by **ALL**, motion **CARRIED**.

14:26

**E. ACTION ITEM - [Office hour policy](#)**

The ASI Board of Directors will take action on the Office Hour Policy.



**Motion** to adopt Office Hour Policy by **A. Barragan**, seconded by **J. Manlapaz**, motion **CARRIED**.

**A. Barragan** states this policy is not related with how we track hours. It wouldn't be fair to put it into this policy because it can work will with one Board of Directors and not another. These documents are accountability piece to expand on our office hours in the Code of Conduct. I have included if there is a state of emergency, for example, the pandemic we can be shifted to online format. If someone is not able to hold their hours physically, there can be a case to allow hybrid option determined by the Personnel Committee. Anyone have any questions about the policy?

**Motion** to adopt Office hour policy by **ALL**, motion **CARRIED**.

16:54

F. **ACTION ITEM- [ASI CBE Social](#)**

The Board of Directors will be taking action on the ASI College of Business and Economics Social. **Motion** to approve \$100 from ASI budget for the CBE Social by **H. Popal**, seconded by **A. Ahluwalia**, motion **CARRIED**.

**H. Popal** states as mentioned in the previous meeting I am moving forward with CBE Social on November 8<sup>th</sup>. The flyers are done and will be sent to Ashley to post on Instagram. The marketing team for CBE has the flyer already. Once the budget is approved, they are going to post it. I will be promoting the event in my classes and to other students. The \$100 would be for water and snacks. We're going to use the CBE shirts which we have in the office for giveaways.

**K. Caro** asks where is this event going to be held?

**H. Popal** answers it's going to be on November 8<sup>th</sup> from 12:25-1:10 pm in the California Quail room 338 in the CORE building.

**K. Caro** asks any questions or discussion?

**Motion** to approve ASI CBE Social by **ALL**, motion **CARRIED**.

19:29

G. **DISCUSSION ITEM - [Resolution in Support of SB-1113 Removing Barriers to Inclusion in the General Education Classroom](#)**

The Board of Directors will be discussing the Resolution in Support of SB-1113.

**A. Largo** states Jilian, Ashley, and I wrote the Resolution on the Senate Bill 1113 asking for an inclusive education for every person specifically students with exceptional needs and they have the rights to appropriate education opportunities to meet their needs.

**J. Manlapaz** states under the State Saws and the Federal Individual with Disability Education Act requires students with disability who are educated in least restrictive environments. This means all the special education should be in the same classroom as other students. The main issue is the least



restricted environments are decided by the district and the parents of the child. The problem is parents are unaware of what the restrictive environments will entail and how it will apply to their child. There are no other laws for schools to implement inclusive practices. The Resolution of SB-1113 is to promote inclusionary practices with students and disability in General Education classrooms through an updated guidebook made by the California Department of Education. The California Department of Education currently does not produce an updated guidebook every year, so this book requires them to do it every year. They would mandate a review of all inclusionary practices in textbooks, and they will look into having studies on staffing requirements to make sure school are being inclusive. They will require adding preparation requirements to admin credentials in the topic of inclusion and have the candidate work directly with successful school that implement the program.

**A. Barragan** suggests looking into sending the guidebook to Union City, San Lorenzo and San Leandro school districts.

**A. Ahluwalia** noticed this past week at a conference with other UC leaders and CC leaders, there was a student leader, who has hard of hearing and he had a ASL translator as he did a presentation. Often time not many ASL translator would go up and present with other people in the room and it was amazing. I believe CSSA talked regarding it at that meeting, how it is important to be inclusive on our campus. I believe this resolution ties in with what CSSA is focusing on and I believe our priorities align well.

**K. Caro** asks any other questions or discussions?

23:08

H. **ACTION ITEM- [Resolution in Removal of Respondus Webcam Proctoring](#)**

The Board of Directors will be taking action on the Resolution in Removal of Respondus Webcam Proctoring.

**Motion** to adopt Resolution in Removal of Respondus Webcam Proctoring by **A. Barragan**, seconded by **A. Ahluwalia**, motion **CARRIED**.

**A. Barragan** states when Michelle and I were working on this resolution, we had heard about the case Ogletree v. Cleveland State University. A federal judge ruled that it was unconstitutional under the Fourth Amendment Right to require students to do room scans with their proctoring software. There were studies done when the students must have their camera on but it makes the students anxious. What we aim to achieve with our resolution is to remove the aspect of proctoring. Michelle had discussed with Camilla from Accessibility Services about students who have accommodations. We said that the exception for those students who have accommodations is to do their testing via Zoom.



**M. Serratos** states the students that need accommodation they use Zoom as the result so they will continue to use it.

**K. Caro** asks any questions or discussion?

**H. Popal** asks will this be for Respondus, or would it be for all proctoring services?

**A. Barragan** states it will be for all proctoring services and we're requesting the university to get remove it.

**H. Popal** asks when would this be effective?

**A. Barragan** answers we don't have an answer to that question yet. It's about demanding the university to remove this barrier. We're going to work to try to get the university to remove it.

**K. Caro** asks any other questions or discussions?

**Motion** to approve Resolution in Removal of Respondus Webcam Proctoring by **ALL**, motion **CARRIED**.

26:21

VII. NEW BUSINESS ITEMS:

A. **INFORMATION ITEM- Oath of Office**

The Director of Concord Campus will be taking the ASI Oath of Office.

**S. Basi** takes the ASI Oath of Office as the Director of Concord Campus.

6:00

B. **DISCUSSION ITEM: Meet and Greet with President Sandeen**

The ASI Board of Directors will discuss our plans for the year with President Sandeen

**Motion** to discuss ASI Board Internal structure before Meet and Greet with President Sandeen by

**A. Ahluwalia**, seconded by **A. Medeiros**, motion **CARRIED**.

25:50

**Motion** to discuss Accreditation Reaffirmation Presentation before Meet and Greet with President Sandeen by **A. Ahluwalia**, seconded by **A. Barragan**, motion **CARRIED**.

42:21

**C. Sandeen** acknowledges and thanks Dr. Sharpsburg for her work on accreditation. My main update is the California State University System is going through improvement process for Title IX, discrimination and harassment process. How we make sure we have a safe campus? How we communicate, policies, procedures, and more? So how do we communicate information about how we treat each other? How we prevent problems from happening in the first place? We were visited



by some representative from a law firm, and they are looking at where we are now. How did people find out information? What do they know about the resources available? It's not in response to anything Cal State East Bay has done wrong. It's an overall assessment of all the campuses in the system for us to improve. The visit last week went well and they will provide high-level recommendations for our campus. Coming into this job, I came from a campus where we had a stringently organized operation in terms of Title IX, preventing harassment, and abuse of all kinds. One of the things which need to be improved is how do our community members, employees, most of all our students get information? If you're in a situation where you're not being treated properly, where do you get information to file a complaint or tell someone? When I see the front page of our website and scanning, the information is at the bottom. The average student starting at Cal State East Bay, are they going to have any idea to click on that? It should be obvious because it's meant to be helpful to people. So, I've created a team and we're going to look at what other universities do. I would ask a couple students to be part of that team. If you can ask students and forward their names to me. It will be one or two meetings to get their impression. Where's the best place to put this on the website? What the best name to use? How do we make sure that people who need it can find it easily. Besides Title IX, we have discrimination, harassment and retaliation which is a broader category, and whistleblower. If anybody on campus believes we're doing something illegal or wrong, there's a way to anonymously report to the system. We want to track bias incidents. If there's a group of people in student housing who are bullying but you are unaware to where to report it, we have a place where you can report the incident. We have all these places where members of our campus community, not only students, but employees and others can give us information that helps us improve. How do we make sure it's easy for people to find and understand how to use it. That's my goal with this.

**A. Ahluwalia** asks any questions or discussion?

**C. Sandeen** asks how was your conversation with the consultants?

**J. Manlapaz** answers the conversation went well. I believe they were respective of what we had to say about the process. We got good feedback on what we can do and what ideas we help on campus.

**C. Sandeen** states one thing I notice which may be COVID-19 related and give grace on that. We do our annual training online but other places there's been opportunities for education, communication conversation around these issues.

**A. Barragan** asks you came up with the Concord Campus reimaging report, can you give us a quick summary for those who haven't read it?

**C. Sandeen** answers it's available online to read and then to provide feedback. This was completed by Taskforce who worked on it during last Spring Semester. They looked at recommendations for what we can do out in Concord. On Concord Campus, we have nursing students going through a Nursing Program and Osher Lifelong Learning Institute for people who are retired and want to come



back to learn. This is funded by Bernard Osher Foundation. They've funded over 100 of these centers. Those are the two most regular programs that are out there. We have smattering of classes that are offered on Concord Campus. What else can we do there? One would be Green job-related Programs because there's refineries in common at Contra Costa County. How can we develop programs that are more workforce specific? Another idea is conceptualizing our programming in Contra Costa County. We can do programs and partnerships with other colleges. What if we did a Bachelor's Completion Program at Diablo Valley College on their campus? We're open to other ideas so we can figure what our next steps are. There is no risk of us closing the Concord campus.

**H. Popal** states they had classes in Pleasant Hill so in extending the Concord Campus, possibly bring back those Pleasant Hill locations as well.

**C. Sandeen** states that's a great idea. In addition to Hayward, and Concord we also have a downtown Oakland Center. Its leased space and an office building, great classroom space, right on the BART line. We offer a series of professional developments programs and MBA offers there. The idea would be, is there another location we can partner with and offer programs where there's workforce in demand? The beauty of the Nursing Program is they need nurses. The nurses going through our program do their clinical work at local hospitals and they get hired in the local area. We can develop programs and it doesn't have to be in Concord. It can be wherever we can find space where people are and its convenient for people to come.

**A. Ahluwalia** asks what is Fifth College Taskforce?

**C. Sandeen** states Fifth College Taskforce is an idea through a reorganization we create a college of health. So nursing, public health, social work, speech and language, and kinesiology would be recombined into one entity, a fifth college. The report was out, we've completed and received all the feedback on it. The provost, Dr. Walt Jacobs and I will be sitting down to map out the next steps and sending out a message to the community. There are advantages to having programs together, we can go after grants and we can share faculty across programs where it makes sense. We can have some cost saving in terms of administration and support for those programs, our Social Justice and reducing disparities within our Health Care programs which is something our communities and donors care about.

**N. Calara** is looking forward to that Cookie Decorating event.

**C. Sandeen** states yes, that's going to be fun. Last year we did it, we had a faculty member who gave us a lesson to how to decorate cookie.

**A. Barragan** asks this is related to fifth college, but many students between different colleges, at least for me CBE advising has done well done but someone in a different college they don't have that or it's hard to reach out to their advisor because they'll email them, and they don't get a response. It's inconsistent between the college so I'm wondering if there's a way, we can all work



towards a solution to fix that or implement some of the things CBE has done. I believe it'll be helpful to do since it's working towards a fifth college.

**C. Sandeen** states that's a new model. Back in the day, we didn't have professional advisors or faculty advisors, and some faculty took it seriously and we're good at advisors and others it wasn't a high priority for them. So, we moved to professional advisors, so trained staff members and we do that at the entry level. So, first year advisors, second year advisors, transfer student advisors, but once you reach junior year then you get handoff to your department and your college. That's where we are not as consistent. Do we have any science majors in here? How's the advising over in science?

**C. Aguilera** answers from my experience it hasn't been good. I remember last semester, I tried to reach out to my advisor, and he said two to three weeks he will get back to me.

**C. Sandeen** states that's good information for me to have. I believe we have a consistency at the first year and entry level advisors in terms of, but it varies from college we need to get better.

**S. Spencer** states I am unsure if it's a task force, necessarily but we have a working group that are advisors creating a landing page, easy to access on the websites that's advising. We've met three or four times; I believe it's hopefully going to be out there in the spring but there is a group of us working on making it consistent within departments and colleges.

**C. Sandeen** states I believe that's a great idea. Every advisor has no more than x number advisee, every advisor reaches out to all the advisee once a month, every advisor agrees to get back to a student within 24 hours to two business days or less. Then it's on us to make sure we hire enough of them to be able to meet those standards because you can set the standards but if it's one person trying to do it all that's not going to work. You don't want to get off track for a semester because you took the wrong class and missed a sequence. You need that someone to help double check for you.

**A. Barragan** states I believe transfer students have good connections with their advisors at their community college but when they transfer in, not everybody has that support. My mom transferred here, and she was trying to email the advisor but she couldn't get a hold of them. I want to make sure specifically transfer student talk to somebody because they need that confirmation.

**C. Sandeen** asks what college did she go to?

**A. Barragan** states Chabot College.

**C. Sandeen** states we have a program where we have our advisors go out to Chabot, Las Casitas one day a week so students who are planning to transfer but somehow that communication isn't given out.

**A. Barragan** states maybe we can do a zoom format or something for students who are transferring and are working.



**H. Popal** states I transferred here, and I didn't have a good experience. Implementing a way for transfer advisors to go through a retraining because I met with two transfer advisors. They both gave me wrong information, which made me take two extra classes I didn't need when I needed one only. Considering retraining making sure they're up to date on information.

**C. Sandeen** states that's a big push streamlining the trends to the process. It's hard because each student has particular need, and each college is different.

**A. Ahluwalia** asks any questions for President Sandeen?

1:10:27

C. **DISCUSSION ITEM:** [ASI Board Internal structure](#)

The ASI Board of directors will discuss the ASI board internal structure

**A. Barragan** shares a pdf in which she presents about the ASI internal board structure. This is how I envision the internal board structure moving forward if we were to do a referendum for our Bylaws. The biggest two changes there is no Director of Legislative Affairs, Director of Programming, and Director of Concord Campus. The reason for no Director of Programming is because we have ASI Presents. They do programming, so it seems redundant to do the same thing. The Director of Legislative Affairs turn into VP of External. They would be responsible for any legislative responsibilities, seeing what happens externally and how that affects East Bay. I believe it captures what the Director of Legislative Affairs does currently. They're seeing what happens on a state level bringing that back to East Bay, and that implementation would be attending CSSA. There would be a committee called External Affairs and they would be supporting us and the Senators at large. The VP of Communications would turn into the VP of Internal. They would be responsible for seeing what happens on an institutional level and bringing that back to us as ASI to see where we can find inequity on campus and solving those. They would also be responsible for social media, organizing town halls, tabling the Internal Affairs Committee, and supporting Academic Senator. There would be no VP of University Affairs, they would combine communications and University Affairs within this role. We had trouble this year, appointing a Director of Concord due to their classes being a specific time and they overlap with our Board of Directors meeting. I was discussing with Michael Ryan, he helped me come up with this idea called Director of Communities. They would be responsible for different smaller groups on campus. One of the big ones would be the Concord campus, they would require doing some office hours, so they are still getting representation. They would represent transfer students, international students, commuters, older student population, or anyone that we don't necessarily look for. With this idea, we would be getting rid of our other Senate positions, and we would only have Senators at large. They would pick one or two areas to specialized, and the Director of Committees will take on any other groups. This is how I see the Senate structure if we want to keep it. The three other Vice Presidents would be advisors to the



Senate, the Senate would consist of Senators at large, and then the Academic Senators. I want to get feedback from everybody because I want to look into changing the referendum on the Bylaws. I've been working with Tyler to fix the stipend policy that we have so that we can save more in ASI. With this idea, we would be saving around 97,000 if we did this stipend and this restructure. I also forgot to mention the President would also be the chair.

**N. Calara** asks the Director of Wellness and Director of Programming we share the same budget. If you combine both Director of Wellness and Programming will that one person, be in charge of that whole budget?

**A. Barragan** states the Director of Wellness wouldn't be a Director of Programming. They would do programming that's aimed towards wellness. So, the "Hey, Be Nice, and it's on us," would go towards the Director of Wellness and that's what they could use the budget programming for. I believe we would look at the budget and see where effectively we can spend and how much. It wouldn't be taking the programming budget and giving it to one person.

**T. Luevano** asks would this go into effect in 2024 because of elections?

**A. Barragan** states if we did a referendum this semester, then it could go into effect in theory next semester. If we did a referendum in the spring, then it would go into effect the following year.

**M. Castillo** states it wouldn't go into effect immediately. You can't do anything that's going to impact the current year. It would have to be the following year the earliest Fall 2023. I believe Tyler is referring to it's hard to run elections because elections start so early, without knowing what the positions would be. So, it probably would be Fall 2024. I appreciate that you took the time to do this, because it's extra work. You're moving us back to what the structure was in 2010 where the President was the Chair, and we had these other positions. I am unsure if you can look through your documents, or archived documents that will help you with this. The one thing I will say about programming is, remember that positions on the Board of Directors tend to exist so that you have a direct voice, to those specific things that are happening. So, your Director of Programming is supposed to be the voice that guides the Programming Council. I want to make sure you all are thinking through all the different impacts that changes like this could make.

**A. Ahluwalia** asks would Oakland be considered in the Director of Communities?

**A. Barragan** states yes, I believe that would fall under Director of Communities.

**A. Ahluwalia** asks will the students be Concord students?

**A. Barragan** states it could be any students who is part of any of these communities. My idea is that we would make a requirement that they have to do some their office hours at the Concord campus so they're able to represent their students and hear their constituents out.

**A. Ahluwalia** asks would there be a Concord committee? Concord students are passionate about having a committee and a voice directly on that campus.

**A. Barragan** states I believe the committee would be in effect there.



**J. Manlapaz** asks what if the two senators choose one or two that are the same? How are you going to cover the other ones? How are you going to require them to divide and conquer all the other communities?

**A. Barragan** states this would be looking forward to the future Board of Directors coming up with a list of general areas so housing, transfer students, and other communities that were represented through the Senate that we have now.

**H. Popal** asks if we're making the Director of Communities available to Concord campus students and students are driving to the Concord campus for some of their hours, would we require them to drive to Hayward campus to?

**A. Barragan** states I am unaware if we have an office at the Concord campus.

**N. Calara** asks the Director of Wellness planning, is ASI trying to claim it on us on behalf of ASI?

**A. Barragan** states the Vice President works to have an event surrounding that. That was a suggestion that those bigger events would go towards wellness. I believe it fits with Director of Wellness than a Vice President. What I'm trying to establish with the VPs is that they're looking into bigger pictures and organization. Then directors and senator are doing programming and the VPs or the executives are a support system but not necessarily leading a program.

**T. Luevano** states there are going to be new roles. Arazeli and I are in the process of creating an on and off boarding policy. It requires board members to create a slideshow and a zoom recording of the job responsibilities and the expectations to have better communication with people from previous Board of Directors that are no longer here to do one on one. I believe that will support this new system. If it does get passed it gives us a backbone for the future Board of Directors because it can get confusing reading that layout in a way. I'm confident in the change and we'll all adapt and help the future Board of Directors out.

**M. Castillo** asks have you ever considered creating an Ad Hoc Committee to put information into this plan potentially with Michael Ryan and James?

**A. Barragan** states we can create an Ad Hoc committee, but I believe that's a good step.

**K. Caro** asks any other questions or discussion?

41:42

#### D. **INFORMATION ITEM- Accreditation Reaffirmation Presentation**

The Board of Directors will be receiving information on Accreditation by Maureen Scharberg.

**M. Scharberg** introduces herself. She is the Dean of Academic Programs and Services and deals with the catalogs and assessment, FAST advisors, and success coaches. I work closely with Academic Senate on campus and our team Nihonga TI 25. I'm trained as a chemist and a first gen student. WASC is a accreditation agency, they used to be regional so everybody in California, Oregon, Hawaii, and Washington usually has WASC but now it's international. What we are doing



is we have committees that will be meeting, and I hope to make this habit to come and review where we are. WASC has come up with new standards. We are going to be adopting those new standards. It is aligned with diversity, equity, and inclusion. The committees are going to be academic, co-curricular, and institutional review. It's all about writing essentially a 75-page report that is due in Spring 2024. I'm here today to inform you of the process we have. There is a video developed for students. This fall we've formed an institutional review process committees that will be looking where our strengths as a campus and how they matched these new standards. Then began with our self-study and I'll come back to get your input. I want to be able to keep you apprised of our process and there'll be opportunities for those who continue ASI. Next years, there's going to be opportunities for you to contribute to these self-studies. My goal is to have the trees in our undergoing reaffirmation process for accreditation. Going back to 2015, a lot has changed and looking back to when we started in Fall 2012, we are on the right target. If you want to get involved, please drop me an email, we are happy to put you on a committee. At the moment, we are focusing on this Canvas landscape study of where we are with what we must report the new standards that came out in July. We don't have a manual to make sure we had the evidence for each of the standards. So, we are doing our best to figure the old process to the new process. It's going to be a great process for the campus. I'm thankful that you invited me here today to give background. Please watch that video and we are more than happy to answer your questions.

**K. Caro** asks any questions or discussion?

**48:09**

**E. INFORMATION ITEM- [Personnel 101](#)**

The Board of Directors will be receiving information on the process of Personnel Meetings.

**A. Barragan** presents a PowerPoint. One of the things Personnel does is working on appointments. We discuss about any students that we're looking to appoint. So, with Tyler, we had a talked about it in Personnel about committee members that you wanted to appoint, or any of the board members we're looking to appoint. The accountability is a big aspect of the committee's roles. We're making sure everyone's following the Code of Conduct, respecting people, and addressing concerns. If anyone has a concern about an officer, this is where we discuss it. The other aspect is pro staff, giving recommendations to professional staff. We talked about it in Personnel about appointing Michael Ryan to that position. I wanted to give everyone a heads up on who sits on Personnel. I'm the Chair of Personnel, Ashmita is the Vice Chair, and all the VPs, the Chair, the University President's designee which is Martin, and the Executive and Associate Director is James and Michael Ryan. All the VPs, the chair, and Martin has voting power. If you have a concern and the committee decide to give you a sanction, a level one is a written warning, level two you work on a performance improvement plan, and three is a recommendation to the Board of Directors to



remove them. There's another site if anyone has a concern about any board member. If you get a sanction, you're able to appeal. If it's a level one or two you have 72 hours when they gave you the sanction. Then the officer concern process, email me the discussion item and what it's about. What the concern is and then we discuss what happened at Personnel. We hear both sides and the Personnel Committee decides if there's going to be a sanction or not. If there is a sanction, you can appeal it. If there's not, we'll give recommendation or feedback. If anyone has any concern students, advisors, and board members you can email me about that. If it's about me you can go to James, Michael Ryan, Martin, or Ashmita so it's fair. Does anyone have any questions about how it works?  
**K. Caro** states there are no other questions.

**1:15:30**

VIII. SPECIAL REPORTS:

There are no special reports.

**1:15:33**

IX. ROUND TABLE REMARKS

**J. Manlapaz** states Ashmita and I are going to CSSA this weekend and one thing we are considering is cosponsoring a bill regarding SAP, the satisfactory academic progress. If you get financial aid, you must get at least a 2.0 after your first semester or first year. If you don't you go into warning status and if you don't appeal, you might get your financial aid reduce or not even have financial aid next semester. The bill would be looking into how they considered the appeals and what are the circumstances on what happened and why you didn't get 2.0 that semester. I would love to hear your opinion on that before we go to CSSA this weekend. It was a short notice because I didn't get the agenda until this week, so I didn't get to hear students' opinion on it.

**T. Luevano** introduces the Finance committee to the Board of Director.

**T. Luevano** states going off to the Bylaws on page three, if you feel you're being discriminated or bullied in the workplace, I want to restate "workplace" because we do have responsibilities here. It's not a social thing to come in and hang out to talk. Please go to a supervisor because this is not a place to do that. This is a safe space to get your work done, build connections, and have a good time ASI is a positive experience. No one here is above one another whether you are the President Chair, Executive VP of Finance, Senator, everyone has an equal voice. If you feel uncomfortable, feel like you're being discriminated against or bullies in a way please see a supervisor it can be anonymous.

**A. Ahluwalia** states I have an agenda for our meeting with the cabinet, please add questions to it because we only have three questions on it right now. I talked to Lieutenant Kale from UPD, of electric scooters around campus. Does anyone have concerns about safety with those? They've been



asking students on campus, and they want our input if we should write a policy about the safety of electric scooters on the usage of them.

**J. Manlapaz** states it was alarming to me with what happened to the SJSU football player. we're more on top of a hill and there's not much activity on top of the hill. There are people who ride the scooters, and when you're on the actual road and there's no regard to the drivers. It's on us to be responsible drivers but at the same time there should be rules on campus.

**T. Luevano** states I'm concerned if they're doing it on campus. I saw someone riding a bike and they're weaving throughout people in big crowds and its dangerous. I am unsure if there's going to be some regulations on campus.

**A. Medeiros** states sometimes those scooters can be riding fast. They must go up the ramp so my concern would be safety for people with disabilities. If they do use the ramp, watch out for the speed because they've gone fast past me, and I wasn't on the ramp.

**N. Calara** asks is there any rules placed on people riding bikes?

**A. Ahluwalia** states I believe there's rules or policies about bikes and skateboards because I've seen signs about them but electric scooters are new to our campus.

**N. Calara** states if there are rules on bikes and skateboards, then electric scooters should be treated the same.

**A. Ahluwalia** states I asked them about the Title IX incident that came out on the news. They said if anyone on the Board of Directors or any students feel they want to have more information UPD is available to answer any questions. I asked a lot of questions, and they were open with me. So, stop by their office anytime to ask questions. Then lastly, the CBE social is next Tuesday, CEAS Seminars and Cookies with the President is next Thursday so please show up and show support.

**A. Medeiros** states with all these events coming up, give me about two-to-three-day buffer to get your advertisements out there. I want to be able to post them more than one day to get the words out to remind students there will be these events happening. If you need help with advertising like flyers or anything I'm here as a resource as well.

**1:23:36**

X. ADJOURNMENT at **1:35 PM**

Minutes reviewed by:

**Chair of the Board**

Name: Kristina Caro

Minutes approved on:

**11-16-2022**

Date:



