

Concord Committee Minutes of January 26, 2021

- I. CALL TO ORDER at **5:31 PM**
- II. ROLL CALL  
**Present:** Arianna Miralles, Carlos Ruiz, Graziela Angkaw, Winnford Dela Torre, Samantha Grist, Derek Ramos, Kathy Cutting
- III. ACTION ITEM – **Approval of the Agenda**  
**Move** to amend action item D Spring 2021 Plans and Goals to make it a discussion item by **A. Miralles**, second by **W. Dela Torre**.  
**Move** approve the agenda by **A. Miralles**, second by **C. Ruiz**, agenda **APPROVED**.
- IV. ACTION ITEM – **Approval of the Minutes of May 7, 2020**  
**Move** to approve the minutes by **A. Miralles**, second by **G. Angkaw**, minutes **APPROVED**.
- 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.**  
**Dr. Robert Phelps** states that he is a professor of history at CSUEB and is the Executive Director of the Concord campus. I have worked at CSUEB since 1998 as a young professor of history. I wanted to welcome you all back to this meeting. I am so thankful to the nursing program because they are giving life to the campus. Governor Newsom lifted the shelter-in-place order for the state of California. About an hour ago, we received an email notifying faculty and staff that the shelter-in-place has been lifted at CSUEB. Cecilia Zefeldt and I have been the only people on campus since late November. Staff returning to campus will increase the number of on-ground classes. The directive was just released and there will be questions. There was confidence that the shelter-in-place would be extended. On this campus, faculty will be on campus twice a week in rotations. I will be here everyday and we will have more on-ground service. The new university president came to office and I met her with the Provost and the Dean. I had a great impression of her and she is very approachable. She has a lot of experience with branched campuses. She was in charge of branched campuses at the University of Wisconsin and for UCLA. She is interested in Concord and believes in branch campuses. She will help to increase the

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number or services and courses. With having a new president, things are placed on hold to help the president learn about the university and how it processes. By next week, I should be able to bring back some of my staff into the office.

**Cecilia Zefeldt** states that she has been at the Concord campus for fifteen years. I am excited to start this year with everyone. A. Miralles has many great ideas and I am excited to be apart of it. We are here for you all. Thank you for allowing me to introduce myself and say hello. You all are the driving force for this campus.

**Dr. Robert Phelps** states that Cecilia Zefeldt is one of the leading forces for graduation. We are not sure if there will be graduation. The graduation committee will be meeting to discuss graduation plans. It should be safe enough to do something this year.

**K. Cutting** states that she is a staff member. My job consists of scheduling classrooms for people to use and the Galindo Creek field station. I am the field station coordinator and I am trying to get people to utilize the space. Dr. Robert Phelps and I have been working to increase the size of the station. I am hopeful with finding ways on how to use the campus. I will be looking for everyone's input. I attended school at Hayward as a geography major and general studies minor. I graduated in 2014 and I was apart of ASI from 2012 to 2014. I was the committee member for two years and Director for Environmental affairs. I worked closely with Jillian Buckholtz.

**17:40**

VI. UNFINISHED ITEM: **None**

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM – **What is ASI?**

**A. Miralles** states that ASI advocates for students and act as liaisons. ASI work will not only include attending meetings and completing ASI work, but being active on social media and hearing students. It is our responsibility to work on the behalf of Concord students. We are all active listeners and we need to listen to the needs of students. We host events as well. Sometimes, we will hold an event to teach something. I held an event for semester two nursing students to gain their input and concerns. There are other ASI branches. I hope that you all are happy to be on the committee. There are many opportunities and experiences that we can all learn from in ASI. This role forces you to be professional and network with people. The policy agenda provides information about what ASI is. It was written by Euridice Pamela Sanchez,

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who is the ASI President. It lists three initiatives which are basic needs in response to COVID, social justice and student equity, and overall student success. The three initiatives are what each event will fall under. Any work or events that I do will fall under these categories. For example, I helped a student with finding mental health resources. There will be an anti-bias workshop that will fall under social justice and student equity.

**24:15**

**B. INFORMATION ITEM – Meeting Times and Dates**

**A. Miralles** states that this item was discussed on Saturday during a little information session. Is it okay with everyone to meet at 5:00 p.m.? **K. Cutting** asks if they will be meeting every week. **A. Miralles** states that they will be meeting every week. **W. Dela Torre** states that he has to attend meetings for Student Affairs. The meetings are every second Tuesday of the month at 4:15 p.m. and the meeting goes until 5:00 p.m. I will be able to attend our meetings.

**A. Miralles** asks if the time works for C. Ruiz. **C. Ruiz** states that the time is fine. **A. Miralles** states that the meetings will begin at 5:00 p.m.

**26:17**

**C. INFORMATION ITEM – Robert’s Rule of Order**

Arianna Miralles will go over the Robert’s Rule of Order PowerPoint.

**A. Miralles** states that she will be going through the presentation. Robert’s Rules helps to keep the meeting professional and ordered. The committees consist of a chair, Vice chair, which will be appointed some time next week. Last year, I wrote minutes, but this year, we are fortunate enough to have Board assistants that will type the minutes for us. **K. Cutting** is here to assist and help. Quorum has to be fifty percent plus one. I count as apart of the committee and in order for the meetings to occur, quorum must be met. For voting, everyone must vote. A motion is a proposal. Another type of motion is an amendment. Point of clarification is to clarify. Everyone will adjust to it.

**30:20**

**D. INFORMATION ITEM – Spring 2021 Plans and Goals**

Arianna Miralles will discuss plans and goals for the committee to brainstorm and execute for the Spring Semester of 2021.

**A. Miralles** states that she sent the document to everyone. This is a draft to demonstrate what will occur this semester. The top portion applies to general items and everything is separated by months. If you name is next to an item, it is a task I would like for you to complete. I would like to have food opportunities for students. The big event for February is the Anti-bias

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workshop. Cecilia Zefeldt is a part of ADL and is working with someone to create an anti-bias workshop. The workshop will make everyone look into their biases. We would like for it to be in February during Black History Month. We are passing a resolution to require anti-bias training and it will be for students and staff. It is to ensure that students receive education where staff does not manifest their biases into their teaching. We want to order giveaways for students. I will be inviting nurses to discuss COVID and the reality of it in the hospital. I would like to make a sexual assault awareness video that includes students and their experiences.

**K. Cutting** states that the university has videos for sexual assault awareness. I think you should reach out to the university. **A. Miralles** asks who she should contact. **K. Cutting** states that the university has a video and she is unsure of who to contact regarding it. **A. Miralles** states that if the video for sexual assault awareness does not happen, a video showing the campus can be created by Andrew Pajes. **K. Cutting** states that the Not Anymore Training promotes sexual assault awareness. **A. Miralles** states that she wants to ensure that sexual assault is not tolerated on the Concord campus. Can W. Dela Torre or G. Angkaw create a document about what students would like to ask the nurses about COVID? G. Angkaw will take the lead on the document.

40:51

E. DISCUSSION ITEM – [Concord Campus Bingo Event/Giveaway](#)

The Concord Committee will discuss its online/social media Bingo event, and delegate tasks to plan this event.

**A. Miralles** states that the previous Director for Sustainability hosted a bingo event using reusable items. I would like to have a similar event for the Concord campus. If you could all mention five more items that pertain to the Concord campus, it would be helpful. I am not sure how to create the giveaway. **K. Cutting** states that wild animal sightings will be great to include in the bingo game. There are perches and ground squirrels on campus. Students can spot native plants as well. **W. Dela Torre** states that there is someone on campus that hands out free cookies and snacks. **K. Cutting** asks if it is Andrew, who used to sit in the library. He returned to the Hayward campus, but there is a new guard, Armando. **A. Miralles** states that she would like S. Grist to find a bingo template. The prettier the template, the better, since it will be posted on social media.

49:02

F. DISCUSSION ITEM – **Memorial Bench**

The Concord Committee will discuss the idea of having a Memorial Bench on the Concord Campus to honor lives and liberties lost in 2020.

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**A. Miralles** states that she would like to have a memorial bench. I ran this by Cecilia Zefeldt and she agreed. I would like for it to have a plaque to recognize people that have passed away in 2020. I am not sure of the cost or where to purchase the bench. I am not sure where the bench can be placed on campus. **K. Cutting** states that she can help. If you are going to buy a bench, expect to pay \$1,500.00 for it. I know we discussed planting trees behind the library. You all will need to search for a place on campus. There are benches that can be removed to add a new one. Please inform me of the budget and the details of the bench. **A. Miralles** states that she would like to meet with the committee to visit the campus and brainstorm a site for the bench. \$1,500.00 is within the budget. We have \$10,000.00 within the Concord campus budget.

**K. Cutting** asks when all of the tasks will need to be accomplished by. **A. Miralles** states that by May, all of the tasks should be completed.

**Move** to extend the meeting until 6:35 p.m. by **A. Miralles**, second by **C. Ruiz**.

- A. **Miralles** asks **K. Cutting** for a website that the bench could be purchased on. **K. Cutting** states that it can be purchased on any website. You can go on Google and search memorial park bench. **W. Dela Torre** states that the committee that he is in also mentioned to the Student Affairs committee that they are interested in created a memorial bench. A boy scout group could construct it. We could collaborate to create the bench. **K. Cutting** states that she had boy scouts install benches for the field. It is a process and I have the connections for it. **A. Miralles** asks what the process is. **K. Cutting** states that it took months to construct the benches. There is a lot of paper work needed and they would need to contact their board. The benches are donated. **K. Cutting** states that the construction management group can be reached. **A. Miralles** states that she will reach out to them and this will remain a discussion item for the next meeting.

59:47

#### G. DISCUSSION ITEM – Potential Transfer Student Projects

The Concord Committee will discuss ways that we can work with, advocate for, and reach out to transfer students in partnership with the ASI Senator of Transfer Students.

**A. Miralles** states that Andrew Pajes will work on any video that needs to be done, since he has the experience. Since we are doing the Anti-bias training and Andrew Pajes could have a hand in it. He is a transfer student. **Andrew Pajes** states that as the Senator for Transfer Students at East Bay, it is important to know all of the transfer students. I am focusing on outreach and if you all know any transfer students, please send them my way. I will be here.

1:02:19

#### VIII. SPECIAL REPORTS:

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No Special Reports.

IX. **ROUNDTABLE REMARKS:**

**A. Miralles** states that she did not assign D. Ramos to a task. I will place him on the assignment that I gave to W. Dela Torre and G. Angkaw. All three of you can contribute.

**W. Dela Torre** states that he created the document and edits can be made. When can we bring up ideas?

**Move** to extend the meeting until 6:36 p.m. by A. Miralles, second by C. Ruiz.


**A. Miralles** states that business items should not be discussed outside of meetings. Emails about adding discussion items to the agenda can be sent to me.

X. **ADJOURNMENT** at 6:35 PM

Minutes Reviewed by:

**Committee Chair**

Name: Arianna Miralles



Arianna Miralles (Feb 6, 2021 03:49 EST)

Minutes approved on:

**2-2-2021**

Date:

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# Concord Committee Minutes of January 26, 2021

Final Audit Report

2021-02-06

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