

**Concord Committee Meeting Minutes of February 2, 2021**

- I. CALL TO ORDER at **5:04 PM**
- II. ROLL CALL  
**Present:** Arianna Miralles, Carlos Ruiz, Graziela Angkaw, Winnford Dela Torre, Samantha Grist, Kathy Cutting  
  
**Late:** Derek Ramos
- III. ACTION ITEM – **Approval of the Agenda**  
**Motion** to approve the agenda **W. Dela Torre**, second by **S. Grist**, agenda **APPROVED**.
- IV. ACTION ITEM – **Approval of the Minutes of January 26, 2021**  
**Move** to replace C. Ruiz’s name with W. Dela Torre by **A. Miralles**, second by **W. Dela Torre**.  
**Move** to approve the minutes by **A. Miralles**, second by **S. Grist**.
- 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.
- VI. UNFINISHED ITEMS:
  - A. DISCUSSION ITEM – [Memorial Bench](#)  
The Concord Committee will continue to discuss specifics on the Memorial Bench.  
**A. Miralles** states that she asked everyone for their feedback. In regards to whether we should purchase the bench, everyone said that there should be no rush to do so. There is no one on campus. I like the idea of providing students the opportunity to work on something. It would be great to complete the bench before students return in the fall. I reached out to the Construction Management organization of Facebook. I contacted Melanie Spence, who is the president of the organization. She emailed me and connected me to the Construction Management founding director and professor. I will be attending his office hours to discuss the bench. Melanie Spence stated that they have done similar projects in the past. I will be going to the director’s office at 1:00 p.m. and anyone is welcome. We will table this item until after

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Friday and I will have more updates next Tuesday. **S. Grist** states that it would be nice to have a bench with an arm rest. **A. Miralles** states that she likes the arm rests on the bench. I chose one of the benches because of the wood finish and it looks waterproof. **G. Angkaw** asks if the committee has an idea of what will be on the bench. **A. Miralles** states that they do not know what will be on the bench. Eventually, we will work together to discuss the wording. Everyone could give an example of what they would like written on the bench. I do not want it to be on a shared document to prevent people from being influenced by others' ideas. **D. Ramos** asks if there will be a memorial event to present the bench. **A. Miralles** states that it depends on when the bench is completed. For the fitness park, there was a ribbon cutting for it. **K. Cutting** states that it would be best to reveal it during commencement. More people will be involved and people may be on campus. **A. Miralles** asks if revealing the bench would be a memorial event or a ribbon reveal. **K. Cutting** states that once the project begins, it would be easier to determine. A ribbon cutting can be done and shared on social media. A video can be created for a bench reveal.

**A. Miralles** states that she will wait until after the meeting with the director of Construction Management. This will be something that we will continue to discuss.

13:46

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

The Concord Committee will continue to discuss its online/social media Bingo event, and talk specifics on how the event should pan out.

**A. Miralles** states that she was working on this item earlier and it is finalized. I was working on this with S. Grist. S. Grist was supposed to choose a template and she made a template. I need ideas on how the event should go. This event is for student engagement. Does everyone that participates receive a gift or should people be selected. **D. Ramos** states that he has seen bingo on social media. If a person gets a bingo, they should be entered into a raffle. **A. Miralles** states that she needs to determine what the prizes will be. I spoke to Kris Disharoon and he sent a link to a website with swag items. There are a lot of items on the website. We can use something from the website or we could use ASI items that I have. **C. Ruiz** states that there should be one large prize rather than everyone receiving separate prizes. If I am a student participating in bingo, I will not do it for a reusable straw, but I would for a t-shirt. A larger and substantial prize will engage students to do something quick and entertaining. **A. Miralles** asks C. Ruiz who would receive the prize. **C. Ruiz** states that they should follow the traditional rules of bingo. If you get a bingo, you are entered into the raffle. **A. Miralles** states that it makes sense. The purpose of the game is to promote Concord pride. Only Concord students can win the prizes. I like the idea of making the game exclusive. **W. Dela Torre** states that everyone that

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participates in the game can receive a little prize and those that win bingo can receive the larger prize. Everyone is a winner. **A. Miralles** states that D. Ramos and C. Ruiz have been using the word “entering”. **C. Ruiz** states that is more on the lines of entering the raffle and not necessarily receiving. It depends on what the budget for the prize and the event. **D. Ramos** states there will be more engagement with the game if there is a large prize. **A. Miralles** asks if D. Ramos means that students will be engaged with wanting to win the raffle. D. Ramos replies with a yes. **G. Angkaw** asks there will be prizes to given out, how will the distribution work? **A. Miralles** states that sending them to students was her first idea. **K. Cutting** states that a budget will need to be set. If you are going to spend two to five dollars to send a straw to someone, it will not be worth it. Students can pick up their prize the next time they visit campus. The prize can be placed at the lobby with each students’ name on it. I would work with the items that you have. There can be different levels of bingo and the more wins on the sheet, the more opportunities a student has to win bigger items. **A. Miralles** states that black out bingo is a good idea. Since we will be saving money on the bench, there is more money to spend on bingo. **W. Dela Torre** asks if there is a limit to how many times a student can enter the raffle. **A. Miralles** states that a student can enter once. **K. Cutting** states that this game can be weekly or once a month for students to be engaged. **W. Dela Torre** asks what system will be used for the raffle. Will names be written down or will it be a computer program? **A. Miralles** states that a computer system will be easier. **K. Cutting** states that there is a man that works in program management. Is there anyone similar on the ASI staff that knows how to manage games? **A. Miralles** states that she is unsure. Andrew Pajes, do you have any input on this? **Andrew Pajes** states that he likes the large prize idea. Students already have items such as cups, pens, and straws. Are you trying to promote ASI and provide ASI items or are you focused on student engagement? Big prizes are a great idea. If someone wins the bingo, how would anyone know? Would students need to direct message us, or post it on their Instagram story? When a student wins bingo, they would comment what applies to them. **S. Grist** asks should she fill out the boxes for bingo. **A. Miralles** states that K. Cutting mentioned having many bingo games. I would like to create smaller bingo sheets. Do not fill out the boxes yet. I would like to figure out the giveaway items. I was in a meeting with Kris Disharoon and he mentioned that to create a sweatshirt, it would take six weeks. **K. Cutting** asks if A. Miralles wants to print customized gifts for the raffle. **A. Miralles** states that she wants to make a large order swag item. **K. Cutting** states a gift card would be better than an imprinted item. For future games, ASI swag can be used. **C. Ruiz** states that he agrees with K. Cutting. We would need to determine the layouts for each prize. The prizes will make the game more exciting. The bigger the prize, the bigger the participation. **G. Angkaw** states that the squares on the bingo can be shuffled or more can be added. The card can be changed every week to have more participation. **S. Grist**

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states that the card she created was hand made. I can always change the format. **A. Miralles** states that the only concern with larger prizes is that gift cards cannot be done. Gift cards will cause issues with financial aid. Students will have to pay the money back. **K. Cutting** states that movie tickets or an excursion would be okay.

41:02

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – **Anti-Bias Workshop**

The Concord Committee will discuss the upcoming Anti-Bias Workshop event that is set to take place on Thursday February 25, 2021 @ 12-1:30pm.

**A. Miralles** states that she worked with Andrew Pajes to have a tentative date.

Samantha Brown, from ADL, did not approve of the date. She has a workshop on that date and provided ideas to have the workshop in early March. **Andrew Pajes** states that

Samantha Brown wanted the workshop to be the first or second week of March. A few dates that came to mind are Thursday, March 4<sup>th</sup> during university hour, 12:00 p.m. to 1:30 p.m. I am waiting for date approval. The other dates are Thursday, March 9<sup>th</sup> and Thursday, March 11<sup>th</sup> during university hour. I prefer these dates because it gives more time to prepare, promote, and marketize. During that week, we have a few events from ASI and people are expecting things to happen. I know A. Miralles mentioned that Thursdays are the best days to have events.

**A. Miralles** asks if all of the workshops are during university hour? **Andrew Pajes** states that he skipped the week of the March 4<sup>th</sup> because it is the beginning of the month and things are hectic. I am leaning towards March 11<sup>th</sup>.

**A. Miralles** states that she prefers March 11<sup>th</sup> because Samantha Brown tends to respond later. We wanted the workshop to be in February because it is Black History Month and the Anti-bias workshop falls under the ASI initiative of supporting underrepresented students. The Make a Friend event is the same day as the workshop on March 11<sup>th</sup>. March 11<sup>th</sup> will be the new tentative date for the workshop.

46:04

B. DISCUSSION ITEM – **Campus Improvements**

The Committee will discuss using its budget to fund campus improvements such as signs, field station materials for students, and other items useful for Concord students.

**A. Miralles** states that last week, her and K. Cutting had a discussion. There is a large budget that needs to be used. K. Cutting brought the idea of using the budget to improve campus by

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placing signs on campus. **K. Cutting** states that if we want to encourage students to walk around campus and take hikes, we could provide binoculars. I am curious to see how things play out during the next couple of weeks. A way to help students is to help with for parking permits. The parking permits are \$195.00 and I am not sure about that because of the issues with financial aid. **A. Miralles** states that the first imitative that she had was for parking permits. I wanted to use my budget to pay for parking permits and it was denied because of the financial aid issue. It was discussed with President Morishita and now President Sandeen is reviewing it. **Move** to extend the meeting until 6:08 p.m. by **A. Miralles**, second by **C. Ruiz**.

**A. Miralles** states that she wanted to discuss this item and liked the idea of having signs on campus. **K. Cutting** and I had a discussion on promoting the field station, as well. Many students do not know that we have a field station. **K. Cutting** states that there could be signs that tell how long a trail is. **A. Miralles** states that it is a great idea and will give it a nature feel.

**D. Ramos** asks if there is a visual directory on campus. **K. Cutting** states that there is one at the main entrance and it is generic. We can recreate a map and directory to show where things are. The map on campus is twenty-five years old. **W. Dela Torre** states that an electronic sign can be added to the campus. The sign can have information for when campus is open.

**K. Cutting** states that there is a large electronic sign outside. It is twenty-five years old and is not updated. It would cost \$650.00 to get the sign back online. **A. Miralles** states that the Hayward campus has a large electronic sign that displays the ASI logo. **W. Dela Torre** states that he would like to see the CSU East Bay letters on campus. **A. Miralles** states that the letters do not need to as big as the ones on the Hayward campus. **G. Angkaw** states that on the Concord campus, there is nothing that shows that a student is at East Bay Concord campus. There is a green sign for the nursing department and I would like to see a sign that is red and black.

**A. Miralles** asks if **K. Cutting** could look into it. **K. Cutting** states that she will find out the steps to have it done. **W. Dela Torre** states that on the Hayward campus, there are lights to illuminate the letters. It would be great to have lights on the letters and they could possibly change colors through different seasons.

**Move** to extend the meeting until 6:15 p.m. by **Arianna Miralles**.

**K. Cutting** states that the committee will need to determine the shape of the letters to figure out the budget. Dr. Robert Phelps wants a tradition for the Concord campus. **A. Miralles** states that Dr. Robert Phelps has talked about having a ritual.

1:01:51

C. DISCUSSION ITEM – [StepNpull Idea for Concord Bathrooms](#)

The Committee will discuss the idea of having a StepNpull for Concord Campus Bathrooms.

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**W. Dela Torre** states that one of his goals of being on this committee is to leave Cal State East Bay knowing that I left a significant mark for the future generations of nurses and faculty to come. When I was appointed as one of the committee members, I posted on my Instagram story that the StepNpull would be one of my goals. Some of the restrooms do not have the button to open the door. A person can use a paper towel to create a barrier between the skin and the door, but the optimal method would be to not use your hands. The StepNpull will be used on the inside of restroom doors for a person to use their foot to open the door rather than their hands. The grips on the StepNpull are strong enough to open the restroom door with ease. The screws on the device are stainless steel and will not rust. If the device is damaged within the first fifteen years, a warranty is place. It is cost effective and cost \$29.95. Depending on how many are purchased, the price decreases. One the agenda, I included a link to the website and details. If you would like to test out the product, you can take a trip to the Sun Valley mall. I chose a red StepNpull because it would compliment the colors of CSUEB. I aspire to promote good health on campus. We are in a world where COVID exists and this product with prevent transmission of the disease. We can help of everyone, we will see what the next steps are. **A. Miralles** states that one of her goals was to promote health. This idea is great, but there are two things to consid4er. **W. Dela Torre** mentioned that the StepNpull will support the weight of the doors, but the doors are heavy, which is a concern of mine. The campus bathrooms have the handles that need to be pushed down on. How would the StepNpull work on those doors? **S. Grist** asks **A. Miralles** if the door handle is the handle that an arm goes through rather than a hand. **A. Miralles** states that it the handle that needs to be pushed down on. I am not sure if changes will need to be made. **D. Ramos** states that it should not be expensive to switch the door handles. **A. Miralles** states that it should be easy to change the handles, but she does not know much about it. **K. Cutting** asks if the bathroom door locks. **A. Miralles** states that it does not lock, but it latches. **K. Cutting** states that the next steps would be to count the doors to determine how much will be spent. My only concern for the StepNpull is hurting a toe. Facilities is open to working with students and this seems to be a good product. If a door has a latch, it is for a reason. This product is a great idea, but make sure to have all the information in place before presenting it to facilities. **A. Miralles** states that she will present it to facilities and I will bring it to the Board of Directors as well. This can be implemented East Bay wide and can be a resolution. **K. Cutting** states that this can be a pilot project for the Concord campus. It is a good idea for East Bay to test it on the Concord campus. **A. Miralles** states that she will count the doors and communicate with Facilities. Should I send Facilities an email? **K. Cutting** states that **A. Miralles** should ask the Board of Directors on how to contact Facilities. **A. Miralles** states that she will provide updates.

1:15:00

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VIII. SPECIAL REPORTS:

No special reports.

IX. ROUNDTABLE REMARKS:

**A. Miralles** states that she tabled the COVID talk because it is not necessary to talk about now. I will find the nurses to be a part of the discussion. I want to thank W. Dela Torre for the COVID talk discussion points and G, Angkaw and D. Ramos's for their contributions. The questions were great and if there are other questions that students may have, they can be added to the document. I set the COVID talk aside, since we are focused on the Anti-bias Workshop. This meeting was exciting and there was much talk.

**G. Angkaw** asks if the committee will be meeting next Tuesday.

**A. Miralles** states that the committee will meet every Tuesday. I am overwhelmed, proud and happy.

X. ADJOURNMENT at **6:21 PM**

Minutes Reviewed by:

**Committee Chair**

Name: Arianna Miralles

  
Arianna Miralles (Feb 18, 2021 17:01 PST)

Minutes approved on:

**2-9-2021**

Date:

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# Concord Committee Meeting Minutes of February 2, 2021

Final Audit Report

2021-02-19

Created:	2021-02-18
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