

Elections Committee Meeting Minutes of February 18, 2021

- I. CALL TO ORDER at **12:00 PM**
- II. ROLL CALL
Present: Abhay Bilapatte, Julia Nkansah, Kenneth Lefin, Miriam Okekenta, Anjelica Gurrola, James Carroll

Absent: Mary Katreeb, Marguerite Hinrichs
- III. ACTION ITEM – **Approval of the agenda**
Motion to approve the agenda by **K. Lefin**, second by **J. Nkansah**, motion **CARRIED**.
- IV. ACTION ITEM – **Approval of minutes February 04th, 2021**
M. Gurrola states that her and J. Carroll’s name is spelt incorrectly in the minutes. **J. Carroll** states that A. Bilapatte should make a note of it and the correction can be made in the next minutes.

PUBLIC COMMENT – Public Comment is intended as a time for any member of the Public to address the committee on any issue’s affection ASI and/or the California State University, East Bay.
No public comment.
- V. UNFINISHED ITEMS
No unfinished items.
- VII. NEW BUSINESS ITEM:
A. DISCUSSION ITEM – **Elections Marketing updates**
The ASI elections committee will discuss the marketing updates related to the zoom background for candidates for campaigning and will also discuss on how to evaluate candidates reaching out to students and any related updates for the campaign.
A. Bilapatte states in the last meeting we discussed the candidates zoom background. J. Carroll is going to have a meeting with the respective committee members, do we have any updates? **J. Carroll** states Angelica, Mary and I met already and after this meeting I will be sharing the updated document with everyone. If you have any last-minute feedback based on what we have already discussed for instance, campaigning in a virtual setting. We have those bullet points and ask that folks make a final



comment in order to share the updated powerpoint for the candidate’s meetings next week. **A. Bilapatte** ask if we are also going to have something in regards how candidates reach out to students? I remember we had this discussion on how candidates approach students. **J. Carroll** states we discussed what is and is not going to be allowed for instance, email and cell-phone information will be reflected in the updated document. **K. Lefin** states I am still waiting for the ASI logo from the marketing team. I also received the login information for Instagram just in time to post last minute deadline on Sunday. **J. Carroll** ask if E. Pinlac or K. Lefin have followed up with the marketing team in order to get that taken care of immediately? **K. Lefin** states I have only put in the marketing request. I will email K. Disharoon to follow up with the request. **J. Carroll** states to CC E. Pinlac in the email that way he can make sure it does not get lost in transition. If the marketing department is not able to create the logo, I would suggest for the committee to create one in order to start advertising. We have to start advertising by next week. Once we verify everyone, I will be sharing the candidate’s statements, application, and photo into our shared drive. Then marketing will be able to create a candidate profile. I will complete this in a couple of days due to having to copy and paste this information from BaySync. **K. Lefin** ask how many applicants do we have? **A. Bilapatte** states we will discuss this in action item c.

15:36

B. DISCUSSION ITEM – **Review of the Task List**

The ASI elections committee will be reviewing the committee task lists.

A. Bilapatte states for E. Pinlac, Julia and I will be having a meeting this week to discuss the task list for the upcoming week. The only task list that has been updated is for marketing and it has already been taken care of.

16:37

C. DISCUSSION ITEM - **Candidacy Application**

The ASI elections committee will be discussing the ASI Elections candidacy applications.

K. Lefin ask how many applicants do we have? **J. Carroll** states we are finalizing the verification of eligibility and should be completed by the end of today. Candidates will receive an email by today stating if they will be moving on to the next step. We did receive a total of thirty-three applications. All the positions seem to have at least one person apply; however, this might change once we have completed verifying the eligibility. Once we have everything verified, we will share the names of the candidates with the committees.

18:05

D. DISCUSSION ITEM - **Elections Timeline**



The ASI elections committee will be discussing and reviewing the Elections timeline.

J. Carroll states next week on Monday at 5:00 PM and Tuesday at 12:15 PM, we have the mandatory candidate's informational session. We will be going over language for campaigning virtually and finalizing the powerpoint, which Mary, Angelica and I will have that done. Candidates are required to attend one of those two meetings and will not be able to move forward if they do not attend. When we think about moving forward from this point, marketing will then need to decide on what events we would have for campaigning. The rest will depend on our social media leverage and how we can help candidates. We are not going to take photos for the candidates due to COVID 19 restrictions. If for some reason candidates are struggling, they can talk to us and see what we can do on our end. After candidates submit their photos, how are we going to help market the candidates? **K. Lefin** states that it will be a great idea to post candidates pictures and videos. I am not sure how we did post on YouTube for last year. **J. Carroll** ask what is the parameters that we should provide the candidates? That way they can be aware of the rules before submitting their videos or photos. I know in the past one of the challenges was ensuring everyone all felt equal when being posted. For instance, with Instagram we can release the photos during a certain time, and I do not want there to be any issues with candidates about how quickly they were posted. **K. Lefin** states we can create rules for what they need to provide in their videos like time or attire. One way we can ensure candidates think it is fair is by posting everyone in alphabetical order. **A. Bilapatte** ask we are talking about the profile background? **K. Lefin** states we are discussing the video that the candidates will be providing. **J. Carroll** states if it is one large group in alphabetical it might seem confusing to know what positions they are running for as oppose to posting by position. For example, posting who is running for president first and make sure those running for that position get posted after one another. **K. Lefin** states I personally think that is a great idea. **A. Bilapatte** states I also agree with giving everyone the same opportunity. **A. Gurrola** ask if we are going to give the candidates a type of prompt in order for them to follow in their videos? **K. Lefin** states yes, it will depend how much time we give candidates. I will come up with some questions and we can decide in our next meeting. **A. Bilapatte** states last year we did something similar; do you know if we have already something in our files? **K. Lefin** states I will check our files. **A. Gurrola** ask for those who do not have the resources to provide videos, what other accommodations would we be able to provide candidates? For example, if they need help editing a video would we be able to assist? **A. Bilapatte** states to clarify **A. Gurrola** stated if candidates need help in terms of editing the video during the given timeline, are we going to help them in anyway? **A. Gurrola** states yes. However, we have to keep in mind that we have to get the ball rolling by next week and we need to create the questions in order for everyone to meet the deadlines. **A. Bilapatte** states if someone is having any issues, they can message us before the deadline in order to help them in a timely manner. **A. Gurrola** states we also cannot give extensions and candidates will be responsible for reaching out to discuss any



issues they are facing before the deadline. **A. Bilapatte** ask are we sure on editing videos for students since it might be tricky? Wouldn't it be better if we tell students the video is two minutes long and that should be for a particular timeframe? Candidates will have to submit their video by the deadline. Maybe by doing it like this it will be easy to crop it down to two minutes with the different tools available in order to just collect the videos by the deadline. **K. Lefin** states that it sounds like a great idea in order to have everyone on a deadline and not delay our process. **J. Carroll** states since K. Lefin is discussing the talking points, you can also include the estimated due date. Campaigning begins Saturday, February 27th and voting opens Monday March 15th. In reality, candidates will have in between February 27-March 15th to submit the videos. We need to discuss when we would like to post everything on social media and when will be the deadline. This will allow us enough time if we need to do any edits. **K. Lefin** states I will email the group to discuss the timeline and suggestions.

33:31

VIII. ROUNDTABLE REMARKS

K. Lefin states now things are starting to move forward, and we should all maintain in contact with each other in order to be organized.

A. Bilapatte states we are now finalizing the applicants and will receive the finalized list. We should be helping candidates with any questions that they have in order to follow the timeline.

J. Carroll states I want to remind everyone that we have an ASI elections email address at asielections@csueastbay.edu. We should be emailing candidates through this email. If candidates are reaching out to you separately, refer back to the group in order to give the candidate the most accurate information.

A. Bilapatte states we should respond to them by the ASI elections email and bring it up to our group.

35:06

IX. ADJOURNMENT at 12:39 PM

Minutes reviewed by:

Committee Chair

Name: Abhay Bilapatte


Abhay Bilapatte (Mar 1, 2021 12:39 PST)

Minutes approved on:

2-25-2021

Date:










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Final Audit Report

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