Elections Committee Meeting Minutes of March 4, 2021

I.   CALL TO ORDER at **12:01 PM**

II.   ROLL CALL
         Present: Abhay Bilapatte, Julia Nkansah, Kenneth Lefin, Mary Katreeb, Miriam Okekenta, Erik Pinlac,
         Marguerite Hinrichs, James Carroll, Angelica Gurrola

         Absent: James Carroll

III.   ACTION ITEM – **Approval of the Agenda**
         Motion to approve the agenda of March 4, 2021 **K. Lefin**, second by **M. Katreeb**, motion **CARRIED**.

IV.   ACTION ITEM **– Approval of minutes May 29th, 2020 and Approval of minutes January 28th, 2021**
         Motion to approve the minutes of February 4, 2021 and February 25, 2021 by **K. Lefin**, second **M. Katreeb**.
         A. Bilapatte states that A. Gurrola name is spelled wrong in the February 4, 2021 minutes. I will let Sneh and her team know in order to correct it and send us the corrected one to sign.

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
         No unfinished items.
8:45

VII.   NEW BUSINESS ITEMS:
         A. DISCUSSION ITEM – **Elections Marketing updates**
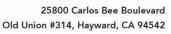   The ASI elections committee will discuss the marketing update and will also discuss on how to evaluate candidate's questionnaire for the videos.

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K. Lefin states the latest email we have received from J. Carroll is that we have received everyone's picture for the voter's guide. We are stilling waiting on a few bios due to two people going over the 250-word limit and they have until Sunday at 11:59 PM to submit it. If we do not receive it then they will no longer be able to have a bio on their post. I am not sure where the voters guide is going to be posted. I do know once it is completed, we will be sending it out to the student body. **A. Bilapatte** states last time I believe we sent it out as an email to all the candidates. **E. Pinlac** states last year we included it on the ballot, this year we can put it on the ASI website. **K. Lefin** states I was still getting in touch with Russell and now the logo is completed. We are just waiting for this Sunday's deadline with the voter's guide. **M. Hinrichs** ask if the candidates have started campaigning yet? **E. Pinlac** states I have seen that students have been posting themselves on social media, however, I have not seen anything posted by the campus. **M. Hinrichs** ask if the videos are part of the voter guide or separate? **K. Lefin** states I believe it is separate. **M. Hinrichs** ask therefore we need to discuss where the video will be located whether it is on BaySync or ASI website. **K. Lefin** states once the deadline passes, I will be placing them in the correct order to be placed on Instagram and Facebook. I was also wondering if we should post it on YouTube, however, I do not have access. **M. Hinrichs** states the reason why I am saying a YouTube playlist in order to be fair to all candidates. You would either have to post candidates back-to-back or you can upload them onto one site. **K. Lefin** states we can also plan it that way. I also posted the candidates roaster on Instagram and Facebook as well. **A. Bilapatte** states I also agree with M. Hinrichs that we need to fixate on what platforms we are going to use by our next meeting. **E. Pinlac** states I believe we posted everything on social media. If we hosted on a website, it would need to be posted on YouTube or somewhere else. It really depends on how we are going to do it. When I discuss my part, I will show everyone how the ballot is going to look like and include everyone's picture and bio. That way when they go to vote all of that information is listed there. **K. Lefin** states last year we posted on Instagram starting from President and going downward. Then we would go alphabetically like how the order goes on the roaster.

14:55

B. DISCUSSION ITEM – **Big Pulse voting platform**
The ASI Elections committee will learn more about the new voting platform for the 2021 ASI general election. Presented by ASI Executive Director Erik Pinlac.
E. Pinlac states I will first show how the candidates will look on the portal. When students go vote, they will see candidates' picture and bio, however, we do have some concerns with the ones we are missing. There are also some candidates that pose for their picture afar and you cannot see their face. This might be something that K. Lefin can reach out to the candidates to

submit another picture. I also have to edit someone photo due to seeing the lines from the iPhone camera. I also have to fix someone else's photo due to theirs turning sideways when I would try to upload it. Other than that, it should look pretty straightforward and I did want to have a sample ballot, but I can walk you through it. It is going to be behind what they call single sign on, which is similar to how one logs into Blackboard or anything on campus. One uses their net ID and password; we are also going to have our voters log in that way. On the back end, we have net ID and email addresses uploaded in order to confirm that they have voter rights. For example, if I try to log in as a staff member, I can maybe not log but it will not allow me to vote on anything. Due to only letting students who are enrolled in this semester to vote. This allows us to verify that we have all the active students be able to vote and not have any false votes. In the second part is with the emails uploaded on the back end, we are actually able to send update or email to these people at different times. The first time that I put was 8:00 AM on Monday when it opens and then another time will be 3:00 PM that same day. Then Tuesday another one will be sent out at noon and Wednesday we will send the final reminder at noon. These emails will only be sent out to students who have not voted. If you have already voted, you will not receive another reminder. This process makes it very easy as opposed to last year, in which we had to verify that only student enrolled in last spring semester voted. Next, this is where I will be inputting all the data, we just need to have Daniel Olguin and Jasmine Domino to resubmit another photo due to it being too far. This is what I have been doing for the past two weeks with IT and project manager. We are making sure everything is in place, despite it being a little challenging. This is not a bad system, the only issue we have is that the system is located in Australia, in which the timing of emails being sent out does not work. However, we have been getting through it and it is working so far. Once we have the sample ballot, we will make sure to send it out. If you notice here, we do have a test group, in which I will send it out to everyone to send in fake votes that will not count. This will allow for us to make sure that everything is working perfectly and to make minor adjustments if needed. There are some positions that only one person is running for, however, every time that someone goes in it changes the order. For example, to show four people and not allow for the same person to be placed on top always and it will rotate. I thought this was a cool feature that the vendor offered that way we are not discriminating anyone. We are also going to make it that whichever major you have in PeopleSoft, you are only going to be able to vote for your specific college. If you have a minor, you will be able to chose for your minor as well. I know last year students had to type in which college they were part of but this time it is going to be automatically. I do believe that 99% only had listed one major listed, there are a few people that have two major that are in the same college. However, if they have different colleges for their major or minor then you will have two votes. Hopefully, the platform has to hiccups and I will send the test platform to the

committee. I am happy with this platform, by next year we can create a template in order to make it easier. **A. Bilapatte** states thank you E. Pinlac for introduction the platform.

24:26

C. DISCUSSION ITEM – **Elections Grievances**
The ASI Elections Committee will discuss any elections-related grievances that have been submitted (Mary & James)
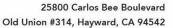**M. Katreeb** states that K. Dhillon sent us a grievance regarding the candidate for director of wellness, Zandrae Chan's. Their flyer includes the CSU East Bay logo, which violates Article VI: Campaigning and Publicity subpoint 8. This is due to not permitting the use of the CSU East Bay logo. They did provide evidence showing that they did use the CSU East Bay logo. In our elections code point seven, it states that CSU East Bay or university logos are not permitted. This is a clear violation. If we scroll down to page thirteen and look at article nine, states a protest of the election shall be filed, which they did. The next step would be that the elections committee shall determine the validity, investigate, instead of time to adjudicate the protest. **M. Hinrichs** states due to timing, are we going to ask the student to remove the post and let them know what they violated the ASI election policy. In order to remind them that they should read the policy carefully before they start campaigning. **M. Katreeb** states in J. Carroll email, he is stating that the next step would be to issue a reprimand and if another violation occurs then it would be a major issue due to violating other codes. J. Carroll also sent me a template on how to reach out to them in order for them to take it down. **E. Pinlac** states I do recommend we bring it up in the next meeting to issue a reprimand but not take action on it. **A. Bilapatte** states I believe it is better to go with what is written in the committee code and inform the candidates to read the committee codes thoroughly. Considering that they might have missed the piece of information and we can issue to reprimand in the next meeting. In the meantime, we can email the candidate from the ASI election to explain what happened and next week we can ask to take the post down. **E. Pinlac** states I think you made a good point; we should email them now in order for them to take it down. Then issue the reprimand in the next meeting as an action item. **M. Katreeb** states I do not know how to log into the ASI email since I do not have the login. **E. Pinlac** ask if J. Carroll shared the login with you? **A. Bilapatte** states J. Carroll shared it with me though I am not sure if he shared it with anyone else. Maybe M. Katreeb can do a draft of the email that is going to be sent out, then you can send it to J. Carroll in order for him to send it out. **A. Gurrola** states we just have to prepare the draft email and J. Carroll will send it out. **K. Lefin** ask should we have a timeline to have it removed? **A. Bilapatte** states yes, we can. We can get it done as early as possible because the grievance has already been filed. We

can also let her know that since the grievance is filed, we will also be discussing it in the next meeting, and we might file a reprimand.

30:12

    D. DISCUSSION ITEM – **Elections Timeline**
The ASI elections committee will be discussing and reviewing the Elections timeline.
A. Bilapatte states we are following the timeline that we have discussed. **E. Pinlac** ask when we are doing meet the candidates. I remember it was in between March 8th through the 12th. I am curious to see if we are on track with this event. **A. Bilapatte** ask if someone can check the dates? **M. Hinrichs** states I feel that this event should still be worked on due to not having enough effort be put to it. **A. Bilapatte** states I think we in the next meeting, we can mention this as a proper point in order not to be missed. **E. Pinlac** states the person who is in charge of the forum should start working on it this week since the event is next week. By the time we have our next meeting, we will already be at the end of the week. **M. Hinrichs** states that you would also have to prepare the candidates. I believe the marketing committee should probably have a meeting in order to plan. **K. Lefin** states I just checked the dates for the forum, and it is March 8th through the 12th.

32:52

VIII.   ROUNDTABLE REMARKS:
E. Pinlac states good job everyone. We are in a virtual setting which makes it harder to do this type of committee work. I appreciate everyone's effort that they are putting in right now. We do not have a huge slate of candidates this year, which is understandable. I hope that this year, we can set the foundation moving forward with our new platform. I love the new graphics that we have. It is a time that we need to do what we can. It is hard at the moment and let us push any ideas forward.
A. Bilapatte states adding on to E. Pinlac, I believe that we are doing a good job as a team. Due to being part of the committee, we still have other obligations outside of this, however, we are all still trying our best.
M. Hinrichs states I also believe that we are doing a great job. My only concern is meet the candidate's forum; I want to make sure that we are prepared enough in order to prepare the candidates. That way they are not told last minutes, therefore, we need to get together and plan out the questions. Afterwards, we send out the forum invite to have them save the date on their calendars. There needs to be infographics sent out to the campus community, which shows that there needs to be some work done. Then, we sent it out to the entire campus community in order for us to have attendance, if no one shows up then there was not effort in advanced.

A. Bilapatte states I agree with M. Hinrichs is saying, maybe we can plan something out by the end of the day? By tomorrow morning we can send out an email to the entire community or students regarding the forum.

M. Hinrichs states it sounds perfect, please advise if you need any support from any of my student assistants on social media or camera.

A. Bilapatte states thank you so much M. Hinrichs. In the meantime, K. Lefin can set up a meeting and you can let us know if you need any assistance.

36:09

IX.   ADJOURNMENT at **12:37 PM**

Minutes Reviewed by:
Committee Chair
Name: Abhay Bilapatte

Abhay Satishrao Bilapatte (Apr 14, 2021 13:21 PDT)

Minutes approved on:
3-18-21
Date: