

Programming Committee Meeting Minutes of April 19, 2021

- I. CALL TO ORDER at **10:06 AM**
- II. ROLL CALL
Present: Zaira Perez, Nicholas Brandao, Alexis Caringal-Holmes, Marlo Spooner, Aaishah Riaz, Arazeli Barragan, Maricarmen Marin.
- III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda of April 19, 2020 by **A. Barragan**, second by **N. Brandao**, motion **CARRIED**.
- IV. ACTION ITEM – **Approval of the Minutes of April 5th, 2021**
Motion to approve the minutes of April 5th, 2021 by **A. Barragan**, second by **N. Brandao**, 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 the ASI Programming Committee and/or the California State University, East Bay.**
No public comment:
- VI. UNFINISHED ITEMS:
 - A. ACTION ITEM – Basic Needs Boxes
The Programming Committee will discuss updates on the Basic Needs Boxes
Z. Perez states there was an issue with the budget, and we only got approved for \$1,800.00 instead of the \$5,000.00. I have already set out the list of items we were going to purchase, however, I had to pause it due to this issue. This happened four days ago when we found out. In order to start packaging these items soon, I know the previous programming director had some items to give away. This will be enough basic needs items. I want to give a shoutout to E. Pinlac and N. Brandao for going to the office this past Friday morning in order to check how many items we have. **N. Brandao** states what we had left was shampoo, conditioner, toothbrushes, floss, toothpaste, lotion, body wash and hand sanitizer. Most of these items were travel sizes, however, we would not be able to provide the 300 basic needs boxes like we planned. We also have some ASI shirts if we want to put it in there. **Z. Perez** states nothing has been ordered



yet due to Sneh having some issues with purchasing the items. **N. Brandao** states I will be the one to go into the office to package these items, if anyone else would like to join you can message me. **Z. Perez** states I am not sure if we are still planning on ordering more items. We are one week away from us sending out packages. I still want to purchase feminine products and looked into Staples, since E. Pinlac mentioned we can buy it from there. However, the only issue is that these products are not brand products. They also have tampons in a big box in which we can place it in the boxes. I can try to order the items and see what happens. We will have to use what is in the office in order to send out some items. **N. Brandao** states we can see what we can do in regard to completing the basic needs boxes. **Z. Perez** states Staples does two-day delivery, which might make it possible to still deliver some additional items. It will not be as much as we thought it would be. It will be \$200.00 or \$300.00. We want everything to be packaged by the 27th or 28th. Since there was an issue placing an order and with the budget, there is no way around it. The items will not arrive until the beginning of May and students will not receive their packages until June. We have items that can be used, but they will need to be replaced in the future. All of the packages will be different because there is not one specific brand of each item. **M. Spooner** states this is great and we will have to do what is possible. We are trying to meet some needs, although we may not meet every need. **Z. Perez** asks when everyone will be available to go into the office to package. **N. Brandao** states that as of now, his calendar is open. **A. Caringal-Holmes** states that she is busy with school and working multiple jobs. Whenever everyone is available I will try to make it, but I currently do not have a set date. **M. Spooner** states he has a full schedule, but can make exceptions. I do work and afternoons work best.

Z. Perez states she is thinking about the week of the 26th and 27th. If anyone is able, we can be in the office this Thursday or Friday. If we are able to place the order today and pay for next-day shipping, we may be able to do that. I do not want to leave everything to N. Brandao. **M. Spooner** states if it is next Monday or Wednesday after 10:00 a.m., I will be able to participate. Tuesdays do not work for me. **Z. Perez** states she will inform the committee if she is able to fly out. I will need to ensure that the office will be open. **M. Spooner** asks if he has a student volunteer, will they be able to help package the boxes. **Z. Perez** states



she does not know. The office is closed on the weekends. I will make a poll on the feminine products.

15:00

VII. NEW BUSINESS ITEMS:

A. DISCUSSION ITEM – Transfer Students

A conversation asking the campus to ensure that they provide a way for incoming transfer students to be able to speak to a counselor before they become fully enrolled into the school and discuss a road map to success.

M. Spooner states he reflected on his own journey to Cal State East Bay. I was transferring out of community college and I wanted to understand what classes are needed as a sociology major. I contacted the college and I was told that I could not communicate with a counselor until I was enrolled as a student. I came to the campus and was handed a piece of paper that did not provide much information. Having counselors that speak to transferring students will set students up for success. I was hoping for the committee to bring attention around this. I am unaware if the policy was changed from a year ago. As it stands, from the previous time of trying to receive information, I could not speak to a counselor unless I was a student. **A. Caringal-Holmes** states the same situation happened to her as well. It is something that happens to many people and I appreciate you bringing this to the committee's attention. We could propose the idea of having a transitional counselor. **M. Marin** states she is a transfer student and transitioning was difficult. When i needed assistance, I was told to communicate with my community college counselor because it was their job to guide me until I was fully enrolled at the university. **A. Barragan** states she is on the orientation team and this is an issue that many transfer students have. Most of the time, we refer students to their department. When you are not a student at East Bay, you do not have access to necessary resources. There should be resources available to help students transfer.

M. Marin states during orientation, she spoke to the head of her major department. They spoke about requirements, but someone is needed to help students transfer. I had to figure it out on my own. **M. Spooner** states that there is a document that shows students how to receive their degree in a timely fashion. If there are students transferring in, everyone should have access to the



document. You should not have to wait to enroll and receive your net id. Many of us have experienced this. This would be beneficial for incoming students.

A. Caringal-Holmes asks M. Spooner if he is talking about the major checklist.

M. Spooner states that it is similar to the major checklist. For the sociology department, students are told the order in which to take classes to receive a degree. I am not sure of the proper name of the document. I was lucky to select the classes that I needed.

A. Barragan states M. Spooner is referencing the degree roadmap. **M. Spooner** states it may be the degree roadmap. Speaking to someone is beyond the roadmap.

A. Caringal-Holmes asks if M. Spooner is trying to suggest someone to review the roadmap with students before transferring. **M. Spooner** states the roadmap should be available to anyone.

Once a student submits their documents, they should not have to wait to speak to a counselor.

Z. Perez asks if all students are given a degree roadmap. **N. Brandao** asks when **M. Spooner** was given his net id, did he have access to MyCSUEB.

M. Spooner states that he was able to access his account and accept admission. Once I accepted admission, I was still not allowed to speak to a counselor. In college, you want to pick the correct classes on time.

N. Brandao states he agrees, but it is also the responsibility of the school a student is transferring from. The previous counselor should walk each student through the degree audit report on MyCSUEB. Part of the website provides a list of classes upper and lower division classes needed. We need to strengthen the relationship between counselors and transfer students.

A. Barragan states that during Freshman orientation, the freshman meet with advisors and they help to create their schedule. For transfer students, they are given assistance, but it was not as in depth as the freshman orientation. The only people who receive academic advising that are transfer students are students with an associates degree transfer. This is something that should be mentioned campus-wide.

A. Caringal-Holmes states she did not participate in orientation. I had to communicate with the counselors frequently and do my own research. I was not aware of the extra classes needed. Maybe we can have one or two counselors from each major department to talk to transfer students.

Z. Perez states her schedule was already set. I had to reference my degree audit report. I go to PAC and they guide freshmen. This is something that should be available to all students.

A. Barragan states that transfer students want to graduate quickly. For online orientation, we send out emails to register for



orientation and students ask questions. Once we go back to in-person classes, things will be different. **M. Spooner** asks if the class that A. Barragan mentioned needs to be taken when fully enrolled into the university.

A. Barragan states that the class is taken alongside other classes. Freshman take a class to help transition into college. For transfer students, there is a class that can be taken, but it is optional. It is taken during the first or second semester. I only know about this because of a flyer. M. Spooner states he is not sure of how this will be addressed. I am not sure if this will need to be sent to another committee or straight to the university. **A. Caringal-Holmes** states it can be sent to the Internal Affairs committee. **A. Barragan** states the next Internal Affairs meeting was to discuss a software, but we can contact Brittney Golez. **Z. Perez** states it can be mentioned during round table remarks. If nothing can be done in the Internal Affairs committee, then it can be sent to the Senate or the Board of Directors. Please keep us updated.

38:12

VIII. ROUND TABLE REMARKS

Z. Perez states last year there was an event called Know Your Rights. A lawyer came and spoke to students and we will be doing it again on the 29th of this month. I am in the process of creating a flyer and hopefully it will be completed and sent out by tomorrow. If you are able to attend, please do. It is a week away and when I share the flyer in the chat, share it with everyone. I will not be speaking at this event, a professional lawyer will. They help many students.

M. Marin states she has been speaking with students. Many students are upset about DUO and having to push the button every time to log in.

Z. Perez states it has been an issue and many students have mentioned it. There is a password and calling option. I do not like DUO and the school is doing it for safety. Students have had their accounts hacked. I am not sure what we can do about it. I can ask if there is a different option because some students do not have a cell phone or their phone breaks.

M. Marin states she understands that it protects student information.

Z. Perez states she will ask what can be done, but she is not sure since the school implemented this.

M. Spooner asks where the committee is in regards to the CPR class.

Z. Perez states she will reach out to Kabir Dhillon and inform M. Spooner of what he says.



IX. ADJOURNMENT at **10:51 AM**

Minutes approved by:

Committee Chair

Name: Zaira Perez

zaira.perez

zaira.perez (May 12, 2021 13:21 PDT)

Minutes approved on:

5-3-2021

Date:

