Senate Committee Meeting Minutes of November 12, 2020

I.   CALL TO ORDER at **12:15 PM**

II. ROLL CALL
Present: Anjelica De Leon, Kabir Dhillon, Daniel Olguin, Tyler Engquist, MyKale Clark, Mirna Mamou, Rebecca Jimenez, Andrea Lumabas, Shane Cancilla, Kristina Tham, Jose Simon Carmona, Aashaka Kalavadi, Dessiree Cuevas, Ashley Depappa, Andrew Pajes, Kristopher Disharoon, Euridice Pamela Sanchez, Zaira Perez.

Absent: Bodhi Young

III. ACTION ITEM - **Approval of the Agenda**
Motion to approve the agenda by **D. Cuevas**, second by **A. Depappa**, agenda **APPROVED**.

IV. ACTION ITEM - **Approval of the Minutes of May 7, 2020**
Motion to approve the minutes of May 7, 2020 by **D. Cuevas**, second by **M. Clark**, minutes **APPROVED**.

V.   PUBLIC COMMENT – **Public Comment is intended as a time for any member of the public to address the Senate on any issues affecting ASI and/or the California State University, East Bay.**
No Public Comment.

VI. UNFINISHED ITEMS:
No Unfinished Items.

VII. NEW BUSINESS ITEMS:

A. INFORMATION ITEM - **Meeting Expectations**
The Chair will review Senate meeting expectations.
K. Dhillon states that everyone must make sure they are on-time and if they are late, the chair should be informed. If anyone is unable to attend a Senate meeting, there is a forty-eight-hour period to let someone know. You can email myself or A. De Leon and inform us if you will not be attending the meeting. In regard to being prepared, no food is allowed in the meeting, but snacks are acceptable. When the agenda is sent out, please read it before

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each meeting along with any items that come along with it. Please ensure that you are following Zoom etiquette and try to keep your camera on. If you would like to raise your hand, use the raise hand option, or directly message A. De Leon or myself. For attire, make sure to look presentable and you may wear the ASI polo, jacket, or East Bay gear. **A. De Leon** states that everyone must attempt to have three cameras off and would like to model what has been done in-person. If there are questions, please let us know.

8:49

B. INFORMATION ITEM - **Robert's Rules of Order**
The Chair will review Robert's Rules of Order.
K. Dhillon states that the Board of Directors, Senate, and all committees use Robert's Rules of Order, which is based on a book. The overall point of Robert's Rules is to have meeting structure and credibility. The majority rules and if there is a debate on a particular item, the majority would have it. Everyone has the right to speak and vote. When having a meeting, quorum must be met and for this meeting, quorum would be achieved at nine people. Each meeting has an agenda, and the agenda must be published seventy-two hours before a meeting. The agenda can be amended before a meeting begins or later in the meeting. A meeting cannot begin without approving the agenda. Closed sessions are rarely used. A motion is a proposal by a member for action to be taken. When making a motion, the correct language is move to. Possible actions are approving, adopting, and appointing items. A motion can either pass or fail. In a case or a motion failing, a new motion will need to be made. There are different categories to motions. When someone calls to question, they would be going back to the original motion. There are motions to table, postpone, and recess. There is point of correction, point of order, and seeking recognition to be included on the roll call.
These indicate the majority needed for a motion to pass. In Robert's Rules, there are hierarchies of motions. The main motion is the main topic and is brought by one member and must be seconded. Depending on what the item is, discussion proceeds. Subsidiary motions include the motion to postpone indefinitely or to a different time. Postponing indefinitely is used to kill a motion and to postpone to a different time, it can be discussed at another meeting or month. Tabling a motion is taking the item off of the table for discussion. The difference between postponing and tabling is that postponing the item results in dealing with it at a different time. Tabling pushes the discussion to the next meeting. Questioning is done when discussion is continuous, and a motion must be made to vote on. Everyone is allowed to speak twice, and this is enforced by the Chair. When referring an item, there is limited information, and it will be moved to another committee. Amendments change the agenda, and it requires a second. The amendment must be made before voting. Privileged motions include orders of the day. It is used when the agenda is not being

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followed. Point of privilege is used address some hinderance such as noise in the hallway. It does not require a second but must be recognized by the Chair. Objection to consideration is when the main motion will not be addressed. Point of information is asking for clarity on a motion. Someone can ask a point of information to ask for clarity on the discussion. Point of order is a violation of Robert's Rules and bylaws. A person can interrupt at any time, it does not require a second, and the Chair rules on it. The Chair has the right to object the motion or appeal. If an item is tabled, it can be taken up during the same meeting. To reconsider a motion, a person will be considering a past motion. For reconsideration, a person must be a member of the majority. If the agenda passed through with approval, anyone who voted yes could reconsider it. In discussion, a member can speak twice before anyone else and it ensures that everyone has equal opportunity to speak. As Chair, my role is to facilitate discussion and it is the responsibility of the Senate to have discussion. Voting is done through roll call. With the approval of the agenda, I do ask for unanimous consent. When voting, there is an aye vote, which is in favor of something, no or nay, opposition or abstaining, or abstentions, due to a conflict of interest or lack of information to make a vote. Abstentions can be made only for a specific reason. General consent is when someone does not have to go through consensus. If there is an action item for the ASI policy agenda, the agenda item description would be read, another person would take action, and someone would second it. After, discussion would take place and then it will be taken to a vote. With funding request, a person would request a specific dollar amount that will be allocated and from where. A person can second it and it will be discussed. If a decision has not been made, it can be postponed. When appointing people, someone will state, "I move to appoint" with name and position. Robert's Rules can be overwhelming, especially if someone has not used it before. The more practice you receive, the better it will be. Please review the resource guideline with the different motions that I sent. Do not be afraid of making a motion, if there is a mistake, someone will help.

23:24

C. INFORMATION ITEM - **ASI Social Media Process**
The Vice President of Communications will present the Social Media Process to be followed for the 2020-2021 academic year.
Brittney Golez states that many changes have been made to the Social Media Process. I wanted the new system this year to be inclusive, uniform, and consistent. My goal by the end of this presentation is to have all questions answered but keeping in mind that this meeting is public. During retreat, I will go more in depth. I sent an email to everyone and please respond to if there are questions. There are a couple of Social Media policies that currently stand over ASI. There is the Social Media Guidelines policy and Media Policy,

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which are both on the ASI website. The policies mention personal branding and prohibited actions on social media. I would like for you all to ignore the slide regarding the required posts, those only apply to the Board of Directors. The media policy talks about the media standards of ASI and East Bay. It helps to promote and develop leadership capabilities. Currently, there are fluid requirements for everyone. You can talk about your position, future events, or create infographics to post on social media. There are post expectations. You want to ensure that you have a quality photo and include the product, event, or people. Flyers are not being posted on Instagram as of now. Captions must use the proper hashtags and information needed for your audience. The posts must be engaging and fun. There is a rubric that goes along with posts this year. A level one or level two will result in removal. Level three and level four posts are acceptable. This year, we will be using Hootsuite, which provides access to all social media platforms on one app. When creating a post, you can select which platforms to post on. I will be sending the login credentials to everyone's emails. This is not meant to a workload, but a tool. I am open to suggestions and feedback. I am excited to see what you all will do with the posts.

31:27

D. INFORMATION ITEM - **[Point of Contact system](#)**
The Senate will be informed of the Point of Contact system.
A. De Leon states that the document is open to everyone. I want to discuss the differences between check-ins and collaborations. Check-ins are to provide updates on your role, any progress, or issues that may occur. The check-ins will be done with me and I plan to start in November. The purpose of collaborations is to complete tasks and pair people with other roles that may best fit each other. For example, I check in with E. Pamela Sanchez, K. Dhillon, Hoang Dao, and K. Disharoon, our Executive Director. For collaborations, I can work with the Executive Committee and the Chair. The collaborations are not limited to a certain group of people. We tried to include the Senate and Board of Directors for the collaborations. R. Jimenez could work with Presents because her position works with all students to create programs and resolutions. The Senator of Athletics will check in with me, as well as with the Athletic Director and will work with the Director of Wellness. We want to ensure that everyone understands who to go to if there are questions or collaborations.

35:02

E. INFORMATION ITEM - **How To Use Trello**
The Senate will be informed on how to navigate the online project management tool that ASI will be using for the 2020-2021 academic year.

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E. Pamela Sanchez states that things have changed, and it was important to find a platform to manage all projects and provide updates. Trello is an online project management tool. You can create an account using the ASI Google account information. Once an account is created, I will be able to add everyone. The Trello page for the Senate is empty right now. There is an area for check-ins and resources that are easily accessible. If you are working in small groups, Google documents can be added, and collaborators can be added. Deadlines can be added to the tasks. It is helpful and if there are questions regarding Trello, you can ask me. There are videos that explain Trello. If additional resources are needed, the link can be added. Please make sure to log in with your ASI email and password.

42:05

F. INFORMATION ITEM - **Simple In/Out**
The Senate will be informed about using the Simple In/Out system.
K. Disharoon states that emails were sent to each position account. The password was provided in the email and it can be changed later. Simple In/Out is a way to track your time spent in office hours. Hoang Dao is the manager and is able to access reports for accountability purposes. When logging in, you can update your status and add comments. There are comments that have been set by ASI and those can be selected. Comments can be managed or deleted. The profile picture and title can be changed. If you forget to clock out, send an email to Hoang Dao or myself. We want to ensure that everyone is available during office hours and check-ins will be done during that time. If there are questions, feel free to send an email and I will be willing to be of assistance. **A. De Leon** states that Simple In/Out is an app and it helps to log in on a phone. It makes it more accessible and easier to clock in and out. **K. Disharoon** states that Simple In/Out has geosensors that automatically sense when you are in the office and it will clock someone in. There are other features to the program that can be used, but due to our current situation, they have been placed on pause. **A. De Leon** states that office hours can be begin as soon as possible. I want to make sure everyone logs in and updates their status. **K. Disharoon** states that everyone should feel free to ask questions. **E. Pamela Sanchez** states that many members are eager to begin office hours. With staying home, it is important to hold ourselves accountable. As long as you are completing your work, everything should be fine. Working with ASI is rewarding and I am excited to see everyone flourish.

51:33

G. DISCUSSION ITEM - **CEAS Town Hall Funding Request**
The Senate will discuss a funding request for the CEAS Town Hall
event. **Move** to postpone indefinitely by **T. Engquist**, motion FAILS.

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T. Engquist states that funding is no longer needed for the event.

52:23

H. INFORMATION ITEM - **University Wide & Academic Senate Committees Delegation**
The Senate will be informed of the importance of serving as an ASI Student Representative on the University Wide and Academic Senate Committees.
Hoang Dao states that members must ensure that they actively attend meetings and return information to ASI during the biweekly Board of Directors meetings. An email can be sent to update all members of ASI, as well. We hope that your experience on these committees is as insightful as it was for past and present ASI student leaders. **K. Dhillon** states that Senate members have questions about the delegation and expectations. **Hoang Dao** states that the delegations have been done by himself, Martin Castillo, and Erik Pinlac. For the committees that you all have been assigned to, if you cannot attend a meeting due to classes, email me so I may find a replacement. **D. Cuevas** asks if someone was on a committee last year, but not this year, can that person be on the same committee? **Hoang Dao** states that if the Academic Senate and University Wide committees have been assigned by an ASI student representative, the committee will not be open for you all. D. Cuevas, do you have a specific committee you are interested in sitting on? **D. Cuevas** states that last year she was on the ITHC committee and there are incomplete projects that I was planning to work on. It would be easier to be on that committee again. **Hoang Dao** states that D. Cuevas should send an email and he will be willing to find a replacement. **K. Dhillon** states that the D. Cuevas is still on the same committee and she is in the same position as last year.

56:09

VIII. SPECIAL REPORTS:
No Special Reports.

IX. ROUND TABLE REMARKS
E. Pamela Sanchez states that she will be having an event next Monday. I invited the Student Trustees to have a town hall. I understand students have some concerns regarding the new President, salary increase and issues with the professor on campus. The Student Trustees are a part of the Board of Trustees and I need help to share the flyer. I know it is last minute, but the next Board of Trustees meeting is next Tuesday, and I would like for the Board of Trustees to receive East Bay's view before the meeting. Please share the flyer. Thank you.
M. Clark states that she has her event, Communicating with Faculty and Building Relationships, today. Please share the flyer. Thank you.

D. Cuevas states that if anyone needs help understand Robert's Rules or ASI related information, please reach out to me or A. Depappa. We have been in the organization for some time.

K. Dhillon states that everyone has been doing a great job.

A. De Leon states that she is proud of everyone and is excited to have everyone in ASI. There was a lot of information provided today and if there are questions, reach out to people. If there are questions, I may not be able to answer, I can refer you to another part of campus. I am enjoying the feedback we are receiving, and I am excited. Before the meeting ends, we would like to take a boomerang and post it on the social media page.

X. ADJOURNMENT at **1:15 PM**

Minutes Reviewed By:
VP of University Affairs & Chair
Name: Anjelica De Leon

Anjelica de Leon
Anjelica de Leon (Jan 29, 2021 07:58 PST)

Approved On:
1-28-2021
Date:

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Final Audit Report   2021-01-29

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