

Call to Order: Karlos Marquez calls the meeting to order at 5:00 PM

Attendance: Cynella Aghasi (President), Karlos Marquez (Vice President), Zoe Martinez (Vice President of Finance), Trinity Morataya (Executive Assistant), and Social Sciences), Destiny Suarez (Sustainability), Rosa Martinez (College of Education, Kinesiology, and Social Work), Fausto Garcia (At-Large), Nicolette Padron (College of Business), Katie Rotan (Leadership Manager), Anisa Saechao (Athletics), Maria Marquez (Student Government Advisor), Joshua Costello (College of Arts, Humanities), Francesca Ramus (College of Science), Samantha Johnson (Diversity), Cesar Rumayor (ASI & SC Executive Director), Michael Rodriguez (Student Orgs), and Andy Klingelhofer (Interim Dean of Students)

Absent: None

Tardy: None

Guests: Brandon Price, and Krishan Malhotra

Point Totals: None

Approval of Agenda:

Motion to approve agenda for September 8th, 2020 by Rosa, seconded Josh

Motion passes 14-0-0 @ 5:06 PM

Approval of Minutes:

Motion to approve minutes for September 1st, 2020 by Samantha, seconded by Francesca

Motion passes 14-0-0 @ 5:03 PM

Open Forum:

Announcements and Presentation:

- a. Academic Advising Presentation – *Brandon Price*, Interim Associate Vice President, Student Success, *Keith Nainby*, Speaker of the Faculty, *Gaby Nuño*, Director of the Academic Success Center

Gaby says it was important for them to understand where they are today and what kind of plans they hope for moving forward. Gaby states that the campus has a shared advising approach which means there are faculty advisors and staff advisors. Gaby says there are pro and cons to both, but she is really passionate about improving advising to create some consistencies across campus. Gaby says she represents the Academic Success Center as a central office supporting general education and helping Stan State's undeclared and pre-nursing students. She states the third high level of population they serve is those who are academic probation, academic disqualification and returning students. Gaby says there was a position created called Faculty Fellows which bridges the gap between student affairs and academic affairs

and trying to bring the best practices to advising. Gaby state around that time is when they also started graduation initiative planning which Keith and Brandon are chairs of. Gaby says Keith works closely with Faculty Fellows and works with faculty in different departments to support their training needs. Gaby mentions what they did last year as under advising practices team they had an opportunity to participate in an advising needs assessment that the Chancellor's Office paid for. Gaby states it is really nice when an external party comes in and confirms what they know is true about advising honestly such as: inconsistent, need to work together, and better define role within advising. Gaby says with COVID there were some opportunities presented that highlight their recent efforts on the advising hub. She says the version the BODs might have seen is what is considered phase one. Gaby states they also have looked at their peer mentor programs as an extension of Academic Advisors. Gaby says she thinks it is important to highlight the peer mentor program because they are focusing on the transition of first years and transfers. Gabby then moves on to Warrior Connect and how it is a student success platform that was started with staff advisors. Gabby shares that the highest users are the Academic Success Center, Promise Scholars, College of Business, and Stockton campus. Brandon says something new they decided on trying tis semester was pre-registering incoming first years in English and math courses. Brandon states he would call that advising improvement because it sped the process of orientation and advising first years on what courses to take. Brandon states that the first years were also given the option to choose a different course instead of the courses chosen for them as well. Brandon says they also have plans for the future advising such as an advising summit that was unfortunately derailed sure to coronavirus, but they plan to have on in the spring. Brandon says it's a way for those involved in advising to realize some opportunities to improve advising. Brandon says another item they plan is expanding the use of Warrior Connect to faculty advisors as well to have an integrated network that students can receive support from staff and faculty advisors to keep everyone in communication. Brandon then moves on to discuss Stan Planner and though it has issues Brandon would like to give students a platform to create an educational plan to be able to track and meet goals they have set for themselves.

Action Items:

Discussion:

Director Reports:

- a. Director, At Large: *Fausto Garcia*

Fausto reports he met with Maria, Katie and Trinity to discuss Motivational Monday social media campaign and he is happy to report it will start soon. Fausto states he



will be sending an email to the rest of the BODs on an overview of the campaign and how they can contribute.

b. Director, Athletics: *Anisa Saechao*

Anisa shares how she would like to focus on mental health and remind athletes to take care of their mental health just as they would take care of their physical health. She would also like to help Katie work with Mental Health Week. She would also like to focus on Life after Sports because she is aware that most student athletes have been playing their sport for their whole life and would like to give them a way to plan for life after college. Anisa then says her last initiative is nutrition to show athletes how easy it is to make a healthy meal instead of eating out.

c. Director, Arts, Humanities, and Social Sciences: *Josh Costello*

Josh reports that he worked at the tutoring center and he has been talking to someone at the library about their Instagram page. Josh says the Instagram page involves the webpage in their bio about COVID related update and tells students they are able to request print material from the library. Josh then reports that he attended the Scholar Strike Planning discussion which was productive to him and he states he supports the effort made to address systemic racism at Stan State. Karlos asks if books able to be checked out still at the library. Zoe answers saying that any text within the library system is available and if a student lives within 30 miles of the area they can mail the book to them. Josh says the shipping is free as well.

d. Director, Business: *Nicolette Padron*

Nicolette states she introduced herself to all her professor and told them if they had any ideas on how to improve the College of Business to let her know. She says this is her way of getting information to bring back to the academic advising committee.

e. Director, Diversity: *Samantha Johnson*

Samantha says she wanted to discuss the scholar strike and the educational teachings that have been happening. She says though she wasn't able to attend the meeting she still watched the recordings and from what she understands the scholarship is where professors, staff administrators, and students step away from their regular duties to engage in teaching about racial injustice. Samantha says she thinks it is a great way to start the discussion, but for the BODs not to think of it as something to cross off a list to show Black Lives Matter at Stan State, but they are meant to be educational so people have a better understanding of what is going on in the world today.

f. Director, Education, Kinesiology, and Social Work: *Rosa Martinez*

Rosa plans on getting in contact with her college dean to discuss her initiatives for the year. Rosa then says one of her professors are very vocal about the topic of racial injustice and is informed of the group's events happening on campus. Rosa then states she will be attending the zoom link meeting set for today not only to be informed but for extra credit as well.

g. Director, Graduate Students: *Santos Ayala*

Santos states he is going to meet with the Director of CEGE to discuss what they can do to help out students. Santos states he has been using Warrior Hub to post flyers and updated information such as checking out books from the library.

h. Director, Residential Life: *Vacant*

i. Director, Science: *Francesca Ramus*

Francesca says for the SHAC committee she has been elected as vice chair and would like her to present to an organization. Which she plans on doing for one of the BOD meetings.

j. Director, Student Organizations: *Michael Rodriguez*

Michael says he found a screen recording website that can be used when trying to navigate Warrior Hub. Michael states he was using the webpage and thinking of ways ASI can market it. He is also working on brainstorming on his initiatives.

k. Director, Sustainability: *Destiny Suarez*

Destiny states she attended her first committee meeting which was the Council for Sustainable Futures and she states that it was not as stressful as she pictured. Destiny then tells the BODs if they see the construction out in the parking lot it is because they were approved for a solar canopy installation. Destiny then reports they are also working on water filters for the Student Service building and new recycling bins have been installed and their next target is to get them internally. Then Destiny links a flyer on a Social Justice and Environmental workshop hosted by the WCCC on the 15th and 25th and suggests all the BOD to attend.

l. Dean of Students: *Andy Klingelhoef*

Andy reports on housing and states that the student at Stan State are following the COVID-19 requirements well and they had no issue when doing a fire drill last week. Andy says only four students were caught without a mask and were asked to put one on. Andy states he is glad that Stan State students are working with the requirements better than other campuses.

Faculty Member: (*Vacant*)

Executive Reports:

a. ASI Vice President of Finance: *Zoe Martinez*

Zoe says she attended an Academic Senate meeting and there was a lot of discussion on scholar strike as well. Zoe then says that UBAC was cancelled this week due to the cuts and budget were already reported. Zoe then states she will be helping Maria and Katie interview potential FLEx members.

b. ASI Vice President: *Karlos Marquez*

Karlos says he is in the process of contacting Polet Hernandez, Dreamers Project Coordinator, to see what is already in place for undocumented students including DACA and seeing ways on how ASI can help make a resolution.

c. ASI President: *Cynella Aghasi*

Cynella says she is working on finding a representative for Director of Residential Life and Housing. Cynella states though the position has been listed many times on social media she has only received one email about any interest and they never got back to her. Cynella then tells the BODs to promote to their peers who live in housing. Cynella then says she is also looking for a faculty member as well to join the ASI BODs. Cynella then provides background on the Scholar Strike and how the NBA, WNBA, Colin Kaepernick, among many others have influenced this action. Stan State has decided to join the movement and will be hosting teach-ins which are basically formal discussions, in regards to anti-racism. Cynella states she has attended the screening of the film *13th* and she was compelled to share with the BODs because of the current social justice climate and that is not to say that the Central Valley doesn't have a long way to go because it does. Cynella then says that although these discussions won't fix everything right away it gives her a sense of hope. She continues by saying these discussions are open to the campus community not just faculty and recommends them to the BODs. Cynella then says she attended the UEPC meeting and she noticed faculty members were confused about Zoom etiquette and they were wondering if they could require students to have their cameras on, but they cannot due to privacy issues. UEPC is working on writing a policy to address this. Cynella then says she is working on a shared governance resolution between students, faculty, staff, and administration to propose to Academic Senate.

Other Reports:

a. Student Government Advisor (Graduate Student): *Maria Marquez*

Maria reminds the BODs that they officially start ASI Student Government Tuesday programming. Maria says because this semester will be virtual

programming has to be creative. Maria then says on the Instagram page they have a giveaway opportunity and all students have to do is follow the page and tag three students. The post also tells students to use the link in the bio to register to vote. Maria then informs the BODs that next week there will be a post that highlights Warrior Discounter and Vendors where student can get a student discount. Maria then reports she is working on sending the student assistants, BODs, and chairs their University Wide Committee meetings.

b. Leadership Manager: *Katie Rotan*:

Katie says she is waiting on a draft of the Lifeskills workshops, but they will be emailed tomorrow and tells the BODs to check their email to sign up since it is mandatory to do so. Katie then mentions the welcome packages and how there were a few delays due to campus closure, but they will provide those packages in a few weeks. Katie then reports there are 18 application for FLEx members and they will be accepting only 10 and the interviews will happen soon. Katie says her and Maria are planning their Taco 'Bout It events which is scheduled on Tuesday September 29th, and they have invited PCS, Learning Commons, Library Services, and Basic Needs. Katie then informs the BODs that instead of a panel they are inviting four departments to do a 10 minute presentation on virtual services and what they will be providing. Katie then reports she sent an email regarding Stan Week and if the BODs haven't yet sent her a video saying Happy Birthday to please do so.

c. ASI & SC Executive Director: *Cesar Rumayor*:


No Report

Closing Comments:


Karlos states for anyone who has a presentation to propose to please email Trinity with the following information: presentation topic, presenter, title of presenter, and contact information of said presenter. Karlos states all the information is due by Thursday at 5pm to allow Trinity to have time to send the agenda on time.

Adjournment:

Michael motions to adjourn the meeting seconded by Rosa. Motion carries 14-0-0. Marquez adjourns the meeting at 6:19 PM.

Minutes approved by:  _____ Date: Sep 23, 2020
Karlos Marquez (Sep 23, 2020 10:38 PDT)

Karlos Marquez, Vice President

Minutes prepared by:  _____ Date: Sep 23, 2020
Trinity Morataya (Sep 23, 2020 13:23 PDT)

Trinity Morataya, Executive Assistant

Call to Order: Karlos Marquez calls the meeting to order at 5:00 PM

Attendance: Cynella Aghasi (President), Karlos Marquez (Vice President), Zoe Martinez (Vice President of Finance), Trinity Morataya (Executive Assistant), and Social Sciences), Destiny Suarez (Sustainability), Rosa Martinez (College of Education, Kinesiology, and Social Work), Fausto Garcia (At-Large), Katie Rotan (Leadership Manager), Anisa Saechao (Athletics), Maria Marquez (Student Government Advisor), Joshua Costello (College of Arts, Humanities), Samantha Johnson (Diversity), Cesar Rumayor (ASI & SC Executive Director), Michael Rodriguez (Student Orgs), and Andy Klingelhoef (Interim Dean of Students)

Absent: None

Tardy: Francesca Ramus (College of Science) 5:02 pm and Nicolette Padron (College of Business) 5:05 pm

Guests: Christine Erickson and Krishan Malhotra

Point Totals: None

Approval of Agenda:

Motion to approve agenda for September 15th, 2020 by Destiny, seconded Rosa

Motion passes 14-0-0 @ 5:06 PM

Approval of Minutes:

Motion to table minutes for September 8th, 2020 by Cynella, seconded by Michael

Motion passes 14-0-0 @ 5:06 PM

Open Forum:

Christine states she missed the BODs last week and though the minutes were not approved she heard the great conversation they had regarding advising. She then gives kudos for the programming groups and that she knows many on the ASI staff work with other departments across the Division of Student Affairs and the university which has been going well. Christine then informs the BODs that tutoring appointments are now available and they can be booked online.

Announcements and Presentation:

- a. Available Programs and Services for Undocumented Students – *Polet Hernandez*, Dreamers Project Coordinator

Polet states they provide working hours and they are meant for students who have questions to either meet with her or one of the student assistants. Polet says they are currently hosting those hours on Tuesdays from 9 am to 1 pm and Wednesday from 12 pm 4 pm. Polet states what they try to do is work with their students holistically and most of their services are open to their families as well. Polet then gives an

example of a student who isn't undocumented, but their parent is, then they will be able to help their parents as well. Polet says they provide educational workshops and specifically work with their immigration team who provides updates on policies such as DACA, Know your Rights, health and wellness, financial literacy and scholarships, and student support services. Another service they provide Polet says is peer support groups also know as healing circle which started in the summer, and the purpose is to have a safe space for student, staff and faculty. Polet says you do not have to be undocumented to attend the peer support group because it is more of a group to connect with one another. Polet moves on and says they provide Undocu-ally training every semester and the one coming up is in December. She says this training is open to students, staff and faculty. Polet states they will be collaborating with different organizations for organizing and advocating trainings, so they are hoping that their student can take leadership positions regardless of status to feel they belong and create change in our campus and outside of campus. Polet says they have a fellowship opportunity through their grant and they work with immigrants and they provide a fellowship opportunity for one student. Polet states there was one student who was chosen from Stan State and the opportunity provides a stipend, so the student who was chosen received \$3,000. Polet then mentions they outreach and do in class presentation and tells the BODs if they would like to request a class presentation whenever to please do so. She then says they are working on building more community engagement and find ways students can connect with a community at large. Polet mentions that they also provide free immigration legal services that are open to students, faculty, and staff. Polet says these services are free to current DACA recipients and they recommend each person who is eligible for renewal to contact them to make an appointment. Polet emphasizes that all information will be confidential and is not shared with the Undocumented Student Services. The information is only between the student and the legal team. Polet states though they have some funding it can be taken away at any moment and they strongly encourage those who can renew to do so to make those connections with the legal team. Polet states that they hope they are creating change with their students by providing these resources.

b. Conflict of Interest & Forms – *Karlos Marquez*, ASI Vice President

Karlos states he will be breaking down the key points of the Conflict of Interest Policy and form to make sure everyone is on the same page. Karlos says the purpose of this policy is Associated Student Inc. (ASI) and the University Student Center (SC) are legal entities under State law and subject to specific statues, regulations and policies of State, Federal, and some time local governments. Based upon the authority cited, both ASI and SC are required to adopt a conflict of interest policy and procedures for member of their governing boards, employees, and volunteers. Karlos

then states in 1.2 it is stated that No members of the ASI and SC Board of Directors, standing committees, or direct appointees of said Board, committee or council shall be financially interested in any contract or other transaction entered by the Associated Students and/or University Student Center. Any contract or transaction entered into violation of this section is void. Karlos then gives an example of say one of the BODs worked at Starbucks in the Student Center then they would not be able to get paid because the BODs are in business with the SC. Karlos then moves on and says in 1.5 No Director, Officer, or employee of ASI and SC may accept gifts, either in financial or non-financial form, from vendors or those seeking to do business with ASI or SC. They will also avoid a conflict of interest in relations with vendors, contractors and consultants doing business with, or seeking to do business with ASI or SC. Karlos moves on to 1.7 which states It is the responsibility of any board member to abstain from voting in such situations in which a conflict of interest may be present. Karlos says it is up to the BOD to abstain meaning they wouldn't vote because that would cause them to break the contract. Karlos then moves on to 1.8 No director, officer, employee, or volunteer of ASI or SC will be allowed to use confidential information gained through their position for his/her personal gain. Karlos says in 1.10 it states No program or employees of ASI or SC may endorse any specific candidate (local, state, or national) using his/her title or position within ASI or SC. Karlos then states 2.1 should evidence or allegations of violations of the Conflict of Interest Policy by directors, officers, or employees of ASI or SC come to the attention of the Chair/President of the board, which after further review by the Chair/President appears to constitute a breach of the Conflict of Interest Policy, the Chair/President shall forward all relevant information to the Judicial committee for review, perspective, and recommendation of the violation on the resolution to their respective board. Karlos moves on to 2.2. if the Chair/{resident of the BOD has violated the Conflict of Interest policy, the Executive Director shall review further and if it appears to constitute a breach of the Conflict of Interest Policy, the Executive Director shall forward all relevant information to the ASI/AC Rules Committee for review, perspective, and recommendation of the violation on the resolution to their respective board. Karlos then informs the BODs that Cesar is the Executive director and moves on to 4.1 which states No board member shall be allowed to sit as a member of the SC Board of Directors while as a Board member of the ASI Board of Directors, be employed by the University Student Center or Associated Students Inc., or be a volunteer with both ASI/SC. Karlos then explains how 4.2 states that 4.1 does not apply to the Dean of Students or the ASI Representative. Karlos then moves on to 4.3 that states no Board of Director, Officer, employee, or volunteer member shall be eligible to win any prize provided at any ASI or SC event as long as it is a game of chance. A game of chance is defined as any game that includes a raffle or when the outcome is probabilistic by nature. Board members shall be eligible to win prizes

provided at AASI or SC events as long as it is a game of skill. A game of skill is defined as any game where the outcome is determined entirely by mental and/or physical skill, rather than by pure chance. Destiny then asks if they are endorsing a candidate it cannot say their ASI title but is that within the individual post or is it within their profile too. Cesar answers it has to be within the post for conflict of interest so if the BODs have their titles in their bios then it will be okay.

Action Items:

Discussion:

Director Reports:

Executive Reports:

a. ASI Vice President of Finance: *Zoe Martinez*

Zoe says she reached out to Jen from basic needs via email regarding her and Karlos' initiative on the food pantry and that she is meeting with her next Friday. Zoe then reports with the FLEx interviews with Katie and Maria went well and she is happy and excited to start the program.

b. ASI Vice President: *Karlos Marquez*

Karlos says he is working on research about the DACA resolution to get the BODs the proposed resolutions so the BODs can review. Karlos then reminds the BODs to sign their Conflict of Interest contract. Karlos then moves onto university wide committees and how the BODs have 72 hours after their meeting to turn in their report otherwise it will result in points. Karlos then states once the BODs know when they meet with their individual meetings to let him know because he and Maria are keeping track of that as well.

c. ASI President: *Cynella Aghasi*

Cynella says there has been no interest in the ASI Housing and Residential Life position, but she has been able to connect with a faculty member who was recommended by the Speaker of the faculty and she email Cynella back during the meeting and Cynella has her fingers crossed that the individual is a good fit. Cynella states she created a sort of application process since all of the BODs had to go through one as well to keep things fair. Cynella then moves on to discuss university wide committees and she encourages all the BODs to ask question and give feedback when it is appropriate. Cynella then states she thinks one of the advantages of meetings in Zoom is if the BODs feel intimidated by raising their hand to ask questions or insert input they can always type what they're thinking in the chat feature. Cynella then tells the BODs if they have seen the sustainability challenge on

the student government Instagram page to please interact and participate. Cynella says they have till the end of the month and she is still waiting because she is trying to come up with creative ways to participate even though they won't be enrolled in the prizes.

Other Reports:

a. Student Government Advisor (Graduate Student): *Maria Marquez*

Maria asks the BODs to submit their letters to themselves though their letters will not be given to them in person like they originally planned it is still a nice exercise to see how the BODs started and how they are then. Maria then asks Rosa, Anisa, Fausto and Josh to reply back to her to set up a meeting to discuss their initiatives. Maria then says fir university wide committee some of the BODs are sitting in multiple and though it can be overwhelming she offers herself, Katie, Cesar and the executives as people who are there to help with any questions they may have. Maria then says in some committees there might be other student representatives and for that committee they will select one student to write the report. Maria tells the BODs to keep tabs with everybody and discuss who will be in charge of the report that meeting. Maria then mentions how on social media they highlighted a vendor within the Warrior Discounter and it was Mango Crazy in the Modesto area and Sweetbot Café in the Stockton area. Maria says is the BODs know anyone in that area to inform them about this giveaway.

b. Leadership Manager: *Katie Rotan*:

Katie says there are two Lifeskills workshops on Friday and she wants the BODs to take advantage of them if they are attending. Katie then reminds the BODs that Tuesday October 25th the Racism Historically workshop is going to take place at the ASI BOD meeting since it is at the same time and instead of attending their meeting they will be attending that event to show support. Katie makes sure to inform the BODs to register for that event and then moves on to discuss about Taco 'Bout It scheduled for Tuesday September 29th. Katie says they have confirmed basic needs, PCS and the learning commons as participating departments. Katie states each department will have a brief 10 minute presentation on their services and they will allowing time for student to ask any questions or provide feedback. Katie says since this is going to be a mandatory event technically they will be asking the BODs to bring at least two students that are interested in this discussion or that will find the information useful. Katie then gives a heads up to the BODs and states in the points policy it states that points can be given if BODs do not fulfill extra duties/assignments given to them. Katie then states students will be receiving a \$15 Doordash gift card as well. Katie then reports that the polos and student government t-shirts have arrived and once the campus opens again they will package and send them out. Katie then states they will be updating the profiles on the website soon because they have noticed a few

mistakes and she tells the BODs that there is an ongoing document with all of the mistakes listed so if the BODs find anything else to let her and Maria know that way they can make all the changes at once.

c. ASI & SC Executive Director: *Cesar Rumayor*:


Cesar states for Stan Week they are doing better than they originally thought and they got a lot of feedback from the throwback video they posted on the Instagram page on Monday. Cesar says they were hoping for 50 people to register for paint night and they received 61 to register and those students will be painting with artists. Cesar then says on Friday they have the dinner with alumni which they were hoping to have 75 to register and they received 85 to register. Cesar states as an alum of Stan State he is a bit disappointed that the university has yet to recognize that they're celebrating the 60th anniversary, but he is glad as an organization they are doing things for the celebration. Cesar states they will begin marketing their student organization funding. He states they have \$35,00 per semester for student organization to apply for up to \$1,500 which will start next week. Cesar states this is one of the conflicts of interest conversations where if you are a student to not write the date down right away because it is a first come first serve basis. Cesar continues and states they will begin marketing on Monday. Cesar then updates the BODs on the relationship between BSU and ASI. He states they have been doing a great job in rebuilding that relationship and they will be receiving 150 t-shirts that ASI designed for them. Cesar says he believes they will be receiving the shirts on Friday and they have also had some discussion on the Black Live Matter Video. Cesar says he will provide an update on ASI's relationship with their Indigenous student next week because the students have been taking the lead. Cesar then says as BODs they have to go through their annual financial audits. Cesar then asks Zoe as Vice President of Finance to ask a few questions about their presentation when they are a guest. Cesar then says he feels like they need to do more for the student organizations and they are working on a survey. Cesar says he is not sure what to expect from the survey, but once he gets a draft of the survey he will send it to Michael so Michael can present to the BODs. Cesar then moves on to speak about the mascot, Titus. Cesar says there have been questions over the gender of Titus and if Titus is male, why and what was the original intent of the mascot when designed in 2005. Cesar says Katie, Maria and other staff have been doing some research about the mascot and they are working on addressing the gender-neutral concern over the current mascot. Cesar then moves on to discuss the CSU recommending students get their flu shots. He states that the UC system has already made it mandatory for student to get their flu shots. Cesar says normally he does not push students to get their flu shots but after discussion with staff he highly encourages it.


Closing Comments:

Adjournment:



Nicolette motions to adjourn the meeting seconded by Michael. Motion carries 14-0-0. Marquez adjourns the meeting at 5:53 PM.

Minutes approved by:  Karlos Marquez (Sep 23, 2020 10:38 PDT) Date: Sep 23, 2020
Karlos Marquez, Vice President

Minutes prepared by:  Trinity Morataya (Sep 23, 2020 13:23 PDT) Date: Sep 23, 2020
Trinity Morataya, Executive Assistant