

**Call to Order:** Karlos Marquez calls the meeting to order at 5:02 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), 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), Francesca Ramus (College of Science) and Nicolette Padron (College of Business), Santos Ayala (Graduates), Katie Rotan (Leadership Manager), and Andy Klingelhofer (Interim Dean of Students)

**Absent:** Aletha Harven (Faculty Director)

**Tardy:** None

**Guests:** Krishan Malhotra, Clint Strobe, Paul Norris, Julie Johnson

**Point Totals:** 2 permanent points for Fausto Garcia (At-Large)

**Approval of Agenda:**

Motion to approve agenda for November 10<sup>th</sup>, 2020 by Nicolette, seconded by Cynella

Santos camera was off, unable to cast vote.

Fausto camera was off, unable to cast vote.

Francesca camera was off, unable to cast vote.

Motion passes 11-0-0 @ 5:04 PM

**Approval of Minutes:**

Motion to approve minutes for October 13<sup>th</sup>, 2020 by Samantha, seconded by Francesca

Santos camera was off, unable to cast vote.

Fausto camera was off, unable to cast vote.

Francesca camera was off, unable to cast vote.

Motion passes 11-0-0 @ 5:04 PM

**Open Forum:**

**Announcements and Presentation:**

- a. Policing at Stan State – *Clint Strobe*, Chief of Police

Clint starts the presentation by introducing himself and stating how he is an alumnus of Stan State and while he was studying Criminal Justice he was also a student athlete participating on the Track team. Clint then states he learned that UPD, University

Police Department, had an opening for a police officer and he became a student employee for UPD. Clint states he liked the idea of working for a UPD because the type of policing at a University is very different that what municipal police departments do and so he applied and got the UPD officer job in 1996. Clint says that he has held many positions within UPD and was promoted as Chief in 2017. Clint states that law enforcement has been under a lot of scrutiny which is also happening around the nation and he states it has started with the killing of George Floyd, and back to Michael Brown. He continues and states law enforcement has had a lot of calls to reimagine or re-scrutinize on how law enforcement interacts and what they are tasked to do within communities. Fausto enters at 5:27pm. Clint says there are many tasks that are done that are not within the law enforcement wheelhouse that he enjoys doing such as walking through dorms and some officers have had ping pong tournaments with student as well. He states though those activities are not part of the job they bring the officers closer to the community. Clint says more recently all 23 Chiefs from each campus agree that some sort of reform effort and something that guides that reform effort. Clint says after the Michael Brown incident, President Obama at the time, commissioned a group to study law enforcement and how to improve relationships between law enforcement and communities. Clint continues and says this group was made up of diverse people that came from all over the United States and formed a commission on 21<sup>st</sup> century policing and that report was completed towards the end on Obama's last term. Clint says normally when there is a new administration that comes into office anything that the Obama administration had on the table the next administration wanted nothing to do with it, so the commission on 21<sup>st</sup> century policing died. Clint states 23 Chiefs looked at the report and said it was roadmap to the future and contains things that should be implemented and a lot of it has been done on CSU campuses already. Clint states the Chiefs wanted to formalize their commitment to the report that has six pillars. Clint says the pillars are divided amongst the Chiefs to create working groups to make sure they can implement them on campus. Pillar one is building trust and legitimacy such as developing framework for creating police oversight through community engagement such as the Campus Police Advisory Council and bridging the CSU Strategic Plan from 2018 to 2020. Clint says the second pillar is policy and oversight by maintaining system-wide policies for the 23 CSU campuses, removal of 'Carotid Hold' from the system-wide Use of Force policies, and review CRU Policies and Oversight. Clint states after George Floyd the Chiefs immediately removed the restraint from all 23 campuses policies. Clint states the third pillar is technology and social media and they have implemented 'body camera' technology on all CSU campuses, research tech solutions for tracking data related to citizen contacts, and research and develop 'Use of Force Dashboard'. Samantha asks if the body camera technology will be on 24 hours a day. Clint responds by saying they will be activated from start to finish with

an interaction such as a call or a traffic stop. He continues and says that there are privacy concerns and certain calls that students do not want recorded because of the sensitivity of the matter as well. Clint moves on and states the fourth pillar is community policing and crime reduction and they are working on this pillar by working with various campus group to provide collaborative safety strategies and they are researching and developing a survey tool that a campus may use to collect data, as a method of assessing respondent satisfaction with CSU policing services. Clint states pillar five is officer training and education and to ensure that they are continuing to maintain CA POST certified training and all CSU Police Department have completed or are in the process of completing de-escalation training. Clint states the last pillar is officer safety and wellness and they are developing a staffing model that ensures that UPD officers are not exposed to stress related to excessive duties and loss of personal time. Andy leaves at 5:45pm. Clint then shares that UPD works 365 days and with their staff it can interfere with officer's personal time. Clint says the strengths are that they understand the duty of guardianship versus policing, meaning no call is too small. Clint then says their weakness and threats are poor at messaging progression and defunding or de-policing. Fausto leaves at 5:48pm. Zoe leaves at 5:48 pm. Clint then ends his presentation with the opportunities UPD has which they have the time to reimagine their current police deployment strategy and reform with the purpose of improvement. Zoe enters at 5:49pm. Cynella yields her time to Krishan. Andy enters at 5:50pm. Krishan asks Clint how many officers does Clint think the number of officers required for the campus to mitigate that risk and officer safety and wellness as a priority. Clint states they are currently at 12 officers but they are down two positions one being a management position the other being an officer position. Clint says they're hopeful that the number apart of UPD goes to 13, but then states he is very selective when finding officers because he has to make sure the candidate is suitable for campus. Francesca enters at 5:57pm.

- b. Inclusivity at Stan State – *Julie Johnson*, Sr. Associate Vice President for Human Resources and *Paul Norris*, Director of Equity Programs & Compliance and Deputy ADA, DHR, & Title IX Coordinator

Julie states in their office, HR Equal Opportunity and Compliance they have all HR functions for hiring administration, staff, and everyone besides faculty, then they have Title IX program which sort of relates to victim advocate services, the HR administration program and ADA whistleblower. Julie says they will be partnering closely with Clary and that those are their main functions of the unit. Julie states they are receiving feedback from multiple groups on campus and having the WCCC, Warrior Cross Cultural Center now, those conversations led to an acknowledgement that there's not a good avenue for bringing in concerns that our community members feel regarding something they don't know what to do with. Julie says a lot of the

times they get students who will come into their office and say they have a concern of their faculty member, but they would like to stay in their class and receive their grade. Julie states that is one of the services that they are looking at to expand to bring visibility. Julie then says the Chancellor Timothy White had said to all of the campus administrations' that every campus would provide a full-time victim advocate which is on the heels of the Obama administration created by Joe Biden's White House Task Force for ending sexual assault on college campuses. Julie states they work closely with Haven and their current victim advocate, Jennifer Gutierrez, and she is available 24/7 and the information given is confidential the same way that if someone were to go to Haven they would receive the same type of legal protection for sexual assault victims. Julie then introduces newcomer Paul Norris and states his goal is to meet about 100 people to receive feedback about the reporting tool for the community. Paul says he has been at Stan State for seven months and misses the campus and students. Paul states he came from the private legal world where he was a lawyer for 20 years and excited to go into higher education, but now there aren't any students. Paul states he is looking forward for everyone coming back. Paul says this initiative is important to him because the students need a voice to be heard and complain. Paul says he has a job because students on campus, not because of faculty or staff it's because students go to Stan State. Paul says he found in the last seven months is that students are not looking to start problems they only want to be heard when there's a complaint and know when that complaint is going to be acted upon. Paul says that the President and Julie have shown their interest and commitment and allowing all members of the community faculty, staff and students to have a place where they can express these complaints. Cynella then asked Julie if they are still receiving feedback or wanting feedback and when they plan to launch this reporting tool. Julie replies most likely early next spring semester. Julie says they want to be sensitive because initially it was being in a very student-centered space, but in her experience, faculty are concerned of complaints about faculty members. Julie states they want to make sure they do not rush into something that didn't have to be quickly dropped because someone feels they're not respecting their rights in the area of academic freedom. Cynella states her concern that within the reporting tool students can report good things as well and it does not make sense when put next to complaints about racial slurs or unwanted sexual advances and complaints of that sort. Samantha then asks if there is a way they plan to inform students when this reporting tool is launched. Julie says they have their own wording provided for professors to use in their syllabus. Julie says she appreciates the feedback and thanks the BOD for letting her and Paul attend the meeting.

- c. October Plenary Update – *Krishan Malhotra*, ASI Governmental Relations Coordinator

Krishan states since the last time the BOD and him spoke the CSU gained a new Chancellor, Joseph Castro. Krishan says he is a first-generation university graduate and he has been working at Fresno State as President since 2013. Krishan continues and says he was working in the UC system before that and he's the first person of color to lead the CSU system. Krishan states he take office on January 4<sup>th</sup>, 2021. Krishan moves onto AB 1460 mandated the implementation of ethnic studies by next fall and this remove three units from area D and create an area F for undergrad courses. Krishan states in the long run it has a lot of changes that junior and community colleges have to face due to transferring over. Krishan continues and starts talking about CSSA budget and starts off by saying their operating budget for the entire CSU system was \$6.9B, 55% coming from the state, 36% from tuition and 9% from campus-based fees. Krishan then talks about the years expenses and how 48% goes to salaries, 26% goes to benefits, 13% goes to supplies and services, 11% goes to financial aid, and 2% goes to other. In terms of reserves the CSU has \$400M for economic uncertainty and another \$23M for catastrophic events. Krishan says in 2020 the CSU received a \$300M budget cut from the state and about \$283M has been requested on behalf of the CSU. Krishan moves onto EX1102, fee break downs. Category one is systemwide mandatory fees, system two is campus-based mandatory fees, category three is miscellaneous course fees, category four state supported admin fees and fines, category five self-support admin fees and fines, and category six systemwide voluntary fees. Krishan says he brings this topic up because CSSA received a presentation about fees and some campuses went through fee reductions. Krishan then moves onto to updates on the legislative affairs committee. Krishan states all 23 campuses registered for the Ballot Bowl. Krishan then states Prop 16 that was highly advocated for by the CSU and CSSA looks like it is not going to pass which is unfortunate for public employment and higher education. Krishan then speaks about the CARES Act and states the CSU received \$525M with 50% going to students and the other 50% either went to student or to maintain programs. Krishan then informs the BODs on upcoming events such as the Post-Election Reflection held by the WCCC on November 10<sup>th</sup>, 2020 at 4pm, the November Plenary on November 14<sup>th</sup>, 2020 at 9:30am, and the Board of Trustees meeting on November 17<sup>th</sup> and 18<sup>th</sup>.

**Action Items:**

- a. Approval of the Points Policy Revisions – *Karlos Marquez*, ASI Vice President

Santos enters at 6:30 pm. Karlos states that him and the SC Vice Chair talked and receive guidance and they agreed on not wanting to promote tardiness as an organization. Karlos says within the last policy it was allowing leeway so they changed the policy to start off by saying a one-point assessment will happen if a BOD misses 1%-25% of the meeting. Karlos says this was brought to the Judicial committee and they also agrees and they are seeking the BODs approval. Karlos

states they also added a one-point assessment for failure to turn on video camera after the meeting is called to order. Karlos states the video camera is important when voting and the organization also provides those with the necessary tools to turn on cameras. Karlos then says they took off ASI Vice President and SC Vice Chair because committee reports are no longer submitted to them. They also added internet failure as an excusable reason for points. Zoe then asks if BODs would get points if they turn off their camera for a restroom break because if there is concern with cameras turned on there should be a time limit. Cynella yields her time to Trinity. Trinity states that when the BODs turn off their cameras she has to make a note of that for the minutes and she knows what time the BODs turn off the camera and turn it back on. Trinity continues and says she is aware of bathroom breaks, so if an individual is gone for a minute or two she is not concerned, but when BODs are gone for ten minutes an up that is why she brought it up to the executives. Cynella states she agrees with Zoe and things happen, but she also says that if any of the BODs have something come up and need to turn off your camera to let Trinity know through chat because like Karlos said the BODs are putting things to a vote. Joshua then asks Trinity about keeping track of minutes with cameras off during meetings and how she calculates that percentage. Trinity states after every meeting she reviews all the times recorded in her notes of those leaving and entering the meeting with their cameras. Cesar says she tracks people entering and exiting just as she would in a normal setting only this time it is with cameras being on or off. Joshua then says he thinks it would be easier if the BODs didn't have Trinity do that calculation because it seems like extra work though he understands the intention since presence is important. Cesar says Trinity and past Executive Assistants have been great and to not feel bad for them because it is part of the job to make sure they hold students accountable not only for the policy, but what they signed up for. Cynella adds on and says some students read these minutes and if they see their representative leave the meeting that can sway the student to believe the BOD decided a certain way because they were not there. Cesar then says the organization has a Public Records Act request for previous Board members who ran for political office, so these minutes can be used to show a candidate was not involved in their college because of all the meetings they have missed.

- i. Motion to amend the time limit to 3-5 minutes on 1.2.1 by Nicolette, seconded by Zoe
- ii. Motion passes 14-0-0 @ 6:55 PM
- iii. Motion to approve Approval of the Points Policy Revisions by Nicolette, seconded by Joshua
- iv. Motion passes 14-0-0 @ 6:56 PM

**Discussion:**

## Director Reports:

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

No Report

- b. Director, Athletics: *Anisa Saechao*

Anisa reports that Athletics had their first round of priority registration on November 2<sup>nd</sup> and she believes they have the majority of student athletes that are registered for their first pass and the second pass will be on November 12<sup>th</sup>. Anisa says she attend the second SAAC meeting of the semester and Terry Donovan, the athletic director, joined that meeting as well and gave the committee an update. Anisa says they still do not have an answer as to when sports are going back. Anisa states that Terry let them know that individual institutions in counties will be deciding if they're coming back to play and will also depend on sport. Anisa states at the end of the month the athletic director from each school will have a meeting to discuss spring. Anisa then announces that one November 9<sup>th</sup> through November 16<sup>th</sup> there will be an online auction and asks the BODs to share on their social medias because Athletics was not able to have their annual Crab Feed which fundraises money for scholarships so the auction is used in place of the feed and will also go towards testing. Anisa then informs the BODs that if Athletics wants to come back Terry said 25% of the athlete populations would need to be tested every couple of weeks and that can be costly. Anisa then says in February there is going to be a food drive that is normally done on Homecoming and if anyone wants to collaborate to let her know.

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

Josh says the web conferencing technology resolution that he has been working with ATLC on passed in Academic Senate and at the last ATLC meeting there were concerns about the language used within the resolution whether professors that were trying to use a camera for an exam or doctoring was included. Joshua says he doesn't think they changed the wording, but to his understanding the resolution would prohibit that. Joshua then announces he is no longer a part of the GREAT innovation committee anymore due to workload and wanted to make sure the rest of the BOD knew.

- d. Director, Business: *Nicolette Padron*

Nicolette updates the BODs on her giveaway and says they have chosen some winners, but they accidentally chose one of the FLEx members, so they are getting the last winners' information and gift card set up. Nicolette then states last Monday she had a commencement meeting and they discussed on exploring different ideas on what they can do for the graduates of 2020 and 2021. Nicolette then announces

Champions of the American Dream event on November 17<sup>th</sup> and invites all the BODs to register,

e. Director, Diversity: *Samantha Johnson*

Samantha updates the BODs that she will be having her first Multicultural Crime committee this week.

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

Rosa states last week on Thursday she attended the Child Development Center focus group and President Junn attended to provide feedback and receive an update on the building. Rosa shares that the new building will be three times as big as the building right now. Rosa says the design team is planning to continue to build on the initiatives the campus is already working on such as solar arrays on the roof and limiting water use within the landscape.

g. Director, Graduate Students: *Santos Ayala*

Santos says he met with Melannie on Monday to discuss the resolutions on extending hours of campus department services and programs and she will be presenting soon. Santos then reports he was also added to the security advisory committee and their first meeting was on November 3<sup>rd</sup>, 2020 but he was not able to make it due to work.

h. Director, Science: *Francesca Ramus*

Francesca says she met with Dr. Evans about three weeks ago to discuss doing a meet the firms' night, but for the college of science. She states what he is currently doing is reaching out to a director from the Career center to see if that is possible and what they would need. Francesca then states that he wanted her to send a message to the BODs stating how excited her is for the new child development center and showed her the statistics that 1 in 6 Stan State students are parents and he obtained the information from FAFSA.

i. Director, Student Organizations: *Michael Rodriguez*

Michael states that student organization surveys have been sent out and they are waiting on those surveys being sent back that way ASI knows what is going on within student organizations. Michael then reports SLD, Student Leadership Development, has been setting up monthly meetings with each organizations Presidents. Michael then says the Campus Safety and Management committee was cancelled and the Emergency Management audit is almost complete. Michael says there were two injury reports that happened within the past month one was an unknown incident and the other sounded serious within their email.



j. Director, Sustainability: *Destiny Suarez*

Destiny says her and Wendy are trying to get a documentary done with Fresno State called 'Kiss the Ground' that talks about sustainability and they are trying to do a free screening with Fresno State and the screen writers. Destiny says the issue they are figuring out is giving leeway for teachers and incentives for the students to attend these events and what they are thinking is to push this event to professors and see if they would like to add anything. Destiny then says she brought up an accessibility issue on their events and footage. Destiny says in the past Wendy has been trying to get Native garden pollinators set up on campus but the spot of where that will be has still yet to be voted on. Destiny then states they are also trying to work on getting signage for all of the campus' native plants with the Art department's 3D printing because a faculty member told the Council for Sustainable Futures that there is a lot of equipment that is not being put to use. Destiny then says there is progress on putting more solar panel around campus and then says this month's sustainability challenge is on fast fashion.

k. Dean of Students: *Andy Klingelhoef*

No Report

l. Faculty Member: Aletha Harven

**Executive Reports:**

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

Zoe says she will start conducting research regarding child care and other ASI's. Zoe then states she and the executives met with the FLEx members to introduces themselves and share their journeys with the organization. Zoe then states she attended numerous university wide committee meetings, worked curbside Ballot on Election Day, and met with Code Red Entertainment along with Karlos. Zoe then reports that they have started the first round of interviews for the Marketing Service Coordinator and she will be meeting with Terry, SC Vice Chair of Finance, and Ashley, Administrative Support Assistant, for student organization funding meeting. Zoe shares that she sent an email to Francesca, Nicolette, Destiny and Michael regarding the Ad Hoc committee and asks them to please email her back with their availability.

b. ASI Vice President: *Karlos Marquez*

Karlos says the advising ad hoc committee is doing research about whether or not they want to do a survey and asks the BODs to let him know any information they hear from students. Karlos then reports with the DACA Resolution they are hoping to

finish a first draft by the end of the week and after that they will seek approval from the BODs. Karlos then reminds the BODs that Winter retreat is coming up and to keep an eye out a save the date. Karlos says everyone reports are great and tells the BODs to keep it up.

c. ASI President: *Cynella Aghasi*

Cynella reports that the Web Conferencing Cameras Equity Resolution was passed which means faculty may not require students to have their cameras on during synchronous course sessions for winter, spring and summer 2021. They're expecting to have a permanent policy in place beginning of Fall 2022 and the reason for this is that they needed to review some courses that required the use of doctoring software's for some big exams. Cynella then clarifies students may be asked to do video submissions which is different and does not fall under the resolution. The next resolution that was passed was the reaffirmation of recommendations for covid 19 adjustment policy. Cynella says the faculty decided to reaffirm a resolution that was put into place in spring 2020 because learning online was unexpected and they didn't think it was fair that tenure to be impacted by student evaluations that may not be in their favor. Cynella said though the Provost and herself didn't think this resolution should pass the amount of faculty outnumbered them. Cynella then reports that 70 courses are requested for face to face in the spring semester, she hopes there is not any issues with the course students have added already, but she will speak to the President on Friday about it. Cynella then speaks on the implementing equity driven systems change concept paper and though she recognizes it is an extensive paper she encourages the BODs to ask questions and address them within an email. Cynella then reminds the BODs to accept or decline calendar invitations that way the organizer knows to count on you to show up.

**Other Reports:**

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

Maria updates the BODs about the Taco 'Bout It with the College Deans event and states because of lack of time some student's questions were not answered, so because of this they asked all unanswered questions through email to all the Deans and once they respond forward that message to the students who asked those questions. Maria then moves onto the topic of mental health ad hoc meeting is accidentally scheduled on Thanksgiving break so she will be deleting that meeting and they will be meeting on November 16<sup>th</sup> instead. Maria then reports for the virtual services loop giveaway to those who worked on the project Basic Needs thanks them because their follower count went up and appreciates their support. Maria then says for Warriors Vote campaign though the general election has concluded they know the results civic engagement does not stop there. Maria

says she will be working on revising the website for Warriors Vote and adding how students can be civically engaged. Maria states she will also work closely with Krishan and Katie with the revision on the website. Maria then refers to Destiny's report and says they will be working on the November Sustainability challenge and that post will be on Friday

b. Leadership Manager: *Katie Rotan*:

Katie says she is wrapping up Warriors Vote and thanks those who were a part of the Warrior Vote Video Contest and updates the BOD that they were able to award a grand prize winner. Katie then says for ASI scholarships they are going to begin promoting the Warriors Giving Back scholarship and offer 15 of them at \$1,000 each, and for financial services the scholarships are already available to students to view and apply. Katie says the deadline is March 2<sup>nd</sup> and they will begin to advertise to students. Katie then reports that the ASI and SC Virtual Food Drive kicked off yesterday and they are accepting donations until December 4<sup>th</sup>. Katie explains that the donor can go onto the Basic Needs Amazon wish list purchase what they can and those items will directly benefit the food pantry. Katie tells the BODs to feel free and share the information with fellow warriors. Katie then states that there are two more Life Skills workshops left in the semester and all should have been notified if they need more or not. Katie then reports that next week's BOD meeting the FLEx members are joining as well to do some introduction, team building, and mingle. Katie says everyone will have a Doordash code and if anyone is not able to attend let her know.

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

Cesar applauds Katie for her hard work in getting Stan State as drop off ballot location. Cesar says as an organization they thought it was important and they followed every safety protocol and they are on day seven of quarantine. Cesar says it's a good sign they didn't attract COVID because 80% of those who dropped off ballot were not wearing a mask, but they were interacting with those for less than a minute. Cesar thanks Katie and those who volunteered their time because it was a long day and they didn't expect to be so busy. Cesar says that they are reaching out to other campuses regarding Prop 16 because the BOD approved a resolution that was going to offer students based on race but legally they are not allowed to do so now. Cesar says once he gets an answer from the attorney he'll make sure to share with the executives, Andy, Samantha and the BOD as well. Cesar states Stanislaus County has went back into the purple tier meaning the county went back up in the number of COVID cases and tells the BODs to please be careful and make sure they wear their masks. Cesar says they were updated on the vaccine and once they get more clarity in what things will look like they are hoping to come back in person by Fall semester. Cesar says they have officially decided to host a virtual Homecoming week and asks the


BODs to recruit those who want to run for royalty. Cesar says they hope by December 1<sup>st</sup> they will launch their merchandise online stores for both Turlock and Stockton campuses. Cesar then tells the BOD to mentally and physically prepare for longer meetings and towards the end of semesters there's a lot of agenda topics or things the organization needs to get done. Cesar then tells the representative of the Colleges on mentioning to their Dean to have a social media site for their specific College because it seems to work for the College of Business.

**Closing Comments:**

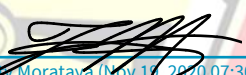
Krishan states he will be presenting next week on the CSSA Plenary and tells the BODs to be prepared. Zoe states Chowchilla now has DoorDash.

**Adjournment:**

Francesca motions to adjourn the meeting seconded by Destiny. Motion carries 14-0-0. Marquez adjourns the meeting at 7:44 PM.

Minutes approved by:  [Karlos Marquez \(Nov 18, 2020 16:29 PST\)](#) Date: Nov 18, 2020

Karlos Marquez, Vice President

Minutes prepared by:  [Trinity Morataya \(Nov 18, 2020 07:30 PST\)](#) Date: Nov 19, 2020

Trinity Morataya, Executive Assistant