

**A. Call to Order:** - JC Navarro - calls the meeting to order at 5:00 PM.

**Attendance:** Destiny Suarez (President), JC Navarro (Vice -President), Adela Gonzalez (Vice President-Finance), Adrian Sanchez (Director-College of Science), Miranda Gonzalez (Director-Sustainability), Taylor Pilot (Director-Athletics), & Emma Pohl (Director-Student Organizations), Katie Rotan, Jackline Soro (Director-College of Business), Hannah Bell (Director-College of Education, Kinesiology, & Social Work), Cesar Rumayor, and Dr. Heather Dunn Carlton (Dean of Students), Aletha Harven (Faculty Member), Jacob Brucker (Director-Arts, Humanities & Social Sciences), Rachel Riojas (Director-Graduate Students)

**Absent:**

**Tardy:**

**Guests:** Jennifer Humphrey, David Franco, Cesar Gonzalez, Eric Castillo, Trent Murphy

**Point Totals:** Hannah Bell 4 permanent points, Rachel Rojas 8 permanent points, Jackline Soro 1 permanent point, Destiny Suarez 2 permanent points, Aletha Harven 14 pending points, Anam Khan 3 pending points

**Approval of Agenda:**

- a. Motion to approve agenda for December 6<sup>th</sup>, 2022, made by Emma and seconded by Adrian.  
Destiny motions to take out action items c-h, seconded by Jacob  
Motion to approve new agenda for December 6<sup>th</sup>, 2022, made by Emma and seconded by Anam  
Motion passes unanimously at 5:01 PM.

**B. Approval of Minutes:**

- a. Motion to approve the minutes of November 15<sup>th</sup>, 2022, made by Hannah and seconded by Adrian.

Motion passes unanimously at 5:02 PM.

**C. Open Forum:**

**D. Announcements and Presentation:**

- a. Commencement Planning—*Jennifer Humphrey*  
Jennifer shares the upcoming plans for the 2023 Commencement Ceremony. This year they are looking at having 3 ceremonies on Thursday and Friday. The ceremonies went from 4 to 3 due to staff and volunteer availability along with the

facilities that are available. They are looking into livestream options for extra guests. She also goes over the layout that was chosen. The committee recommends a 3 foot distance layout that allows 4 guests per graduate and 1100 graduate seats. This was determined by looking at previous statistics and RSVPs from previous years. There will be two entrances for guests and graduates to check in. They are looking at continuing to have a reduced number of speakers. They are looking to have graduate photos, signage, and a two side entrance stage.

**E. Action Items:**

- a. Approval of \$350 for Table Cover Raffle for Recognized Student Organizations—*Director for Student Organizations, Emma Pohl*  
Emma presents an initiative funding request for a tablecloth giveaway. It will be held January 27<sup>th</sup> from 12-1pm. Org members will attend and provide their name, email, and phone number. They will be randomly put into a raffle where two student organizations will win a tablecloth customized to their liking. This initiative request benefits student orgs because it allows them to feel confident with their tabling appearance and it helps out with funding costs. It also supports student life and success through joining clubs.  
Motioned by Adrian, seconded by Daisi  
Motion passes unanimously
  
- b. Approval of \$1,000.00 for Food Pantry Contribution—*Director of Science, Adrian Sanchez*  
Adrian presents an initiative funding request for adding basic needs for parenting students in the food pantry. These include diapers, wipes, and baby formula. Adrian believes this will increase priority of student inclusivity and wellness for student parents. Adrian's request asks for \$1,000. He plans to promote this initiative through social media marketing, such as ASI & Basic Needs Instagram. Anam suggests that he includes a survey about diaper sizes and what kind of baby formula is mostly needed.  
Motioned by Taylor, seconded by Hannah  
Motion passes unanimously
  
- c. Approval of the University Hour Resolution—*ASI, Vice President, JC Navarro*  
JC presents his University Hour Resolution which encourages student, faculty, and staff engagement by setting aside time periods when no lecture classes are scheduled, thereby allowing the campus community to partake in various campus activities. Dr. Heather Dunn Carlton questions how this will affect class availability. Jacob encourages a study to be done on how much students will utilize a U-hour. Jacob motions to table this action item until our next board meeting.  
Motioned by Destiny, seconded by Adela  
Motion passes unanimously

- d. Approval of the Funeral Bereavement Time Off Policy for Student Staff—*ASI Vice President, JC Navarro*

This policy allows for 5 unpaid working days off immediately following the death of a close family member. The family members that are included in this are a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Emma suggests that we add parent/guardian to the list.

Motioned by Jacob, seconded by Adrian

Motion passes unanimously
- e. Approval of the Funeral Bereavement Time Off Policy for Professional Staff—*ASI Vice President, JC Navarro*

The wording has been changed from the original policy that is already in place in order to be more inclusive. Words such as brother and sister have been changed to siblings. Hannah asks why we are not using the same wording for the student staff policy. She suggests to use the same classifications for both student and staff.

Motioned by Adrian, seconded by Daisy

Motion passes unanimously
- f. Approval of the Revised Sick Leave Policy for Student Staff—*ASI President, Destiny Suarez*

This revised policy states that there is a designated person that you are able to take sick leave for other than just yourself. The only condition is it must be the same registered person for 12 months. Adela asks how we plan on keeping track of the designated person. Cesar says that HR will keep track of that.

Motioned by Jacob, seconded Anam

Motion passes unanimously
- g. Approval of the Revised Sick Leave Policy for Professional Staff—*ASI President, Destiny Suarez*

This revised policy states that the same thing as the previous action item. Professional staff is allowed one designated person that they are able to take sick leave for other than themselves. The only condition is it must be the same registered person for 12 months.

Motioned by Taylor, seconded by Adrian

Motion passes unanimously
- h. Approval of the Revised Family Medical Leave Policy for Professional Staff—*ASI President, Destiny Suarez*

The California Family Rights Act has been added to this policy. This act states that eligible employees are entitled to take medical leave and family care leave up to a combined total of 12 weeks in the 12-month period forward the date the first family leave begins.

Motioned by Taylor, seconded by Daisy

Motion passes unanimously
- i. Approval of the Revised Student Staff Performance Review Policy—*ASI President, Destiny Suarez*

Added to this policy is that all student staff will be evaluated after completing a six month “introductory period”. They also added that a continual observation will take place throughout the duration of employment. Taken out was that positive

- performance evaluations do not guarantee increases in salary and merit increases are based upon a combination of a positive annual performance evaluation and budgeted funding for such increases.  
They removed a final evaluation occurring during the last semester the student staff member is employed.  
Motioned by Daisi, seconded by Hannah  
Motion passes unanimously
- j. Approval of the Revised Professional Staff Performance Review Policy—*ASI President, Destiny Suarez*  
Added to this policy is that all professional staff will be evaluated after completing a six month “introductory period”. They added that a continual observation will take place throughout the duration of employment. Taken out was that positive performance evaluations do not guarantee increases in salary and merit increases are based upon a combination of a positive annual performance evaluation and budgeted funding for such increases.  
Motioned by Hannah, seconded by Daisi  
Motion passes unanimously
- k. Approval of the Revised Health Insurance Policy for Professional Staff—*ASI President, Destiny Suarez*  
The revised health insurance policy states that professional staff will receive \$300.00 Flex Cash per month if they waived medical coverage and \$12.00 Flex Cash if they waived dental coverage.  
Motioned by Taylor, seconded by Daisi  
Motion passes unanimously

**F. Discussion:**

**G. Director Reports:**

- a. Jacob Brucker – Director, Arts, Humanities, and Social Sciences  
Jacob brings attention to our previous parking discussion. He shares that the University police department told him students are not allowed temporary parking permits if their placard is unavailable and that he must pay \$6 for a daily parking permit.
- b. Jackline Soro – Director, Business Administration  
Jackline gives an update on Meet the Firms Night, there was a survey sent out to how many students will be interested.
- c. Adrian Sanchez – Director, College of Science  
Adrian thanks the Board for approving his initiative and is excited to see where it leads.
- d. Hannah Bell – Director, College of Education, Kinesiology, & Social Work

Hannah shares that the last commencement meeting was rescheduled and she would like for there to be more. She wants to push for there to be 4 commencement ceremonies and asks the Board for their input.

- e. Daisi Morales-- Director, Diversity  
Daisi had an initiative meeting with Maria. Her next steps are getting into contact with the bookstore and discuss different types of stoles students may receive. She is open to taking recommendations.
- f. Taylor Pilot – Director, Athletics  
Taylor had a meeting to push for a student section for every sports game. She is also looking into livestreaming sports teams away games at the Warrior Grill.
- g. Rachel Rojas – Director, Graduate Students  
No report.
- h. Emma Pohl – Director, Student Organizations  
Emma thanks the Board for approving her initiative fund request.
- i. Miranda Gonzalez – Director, Sustainability  
Miranda shares that she will be meeting with Maria soon.
- j. Dr. Heather Dunn Carlton – Dean of Students  
No report.
- k. Anam Khan-- Director, Housing  
Anam is holding off on plans until January once students return to campus. She plans to do monthly meetings at the café and getting that information out.
- l. Dr. Aletha Harven – Faculty Member  
No report.

## **H. Executive Reports:**

Vice President of Finance: *Adela Gonzalez*

Adela is working on marketing designs for her upcoming academic survey that she has been working on with Destiny. She shares that the scholarship committee awarded 5 scholarships of \$500 to students.

Vice President: *JC Navarro*

JC tells the Board to save the dates January 18<sup>th</sup> and 19<sup>th</sup> for winter retreat. He thanks everyone for the feedback on his U-Hour resolution.

President: *Destiny Suarez*

Destiny says that they are looking into priority registration and how to improve the process. She shares that there will be a Spring Welcome Address and that JC will be speaking.

**I. Advisor Reports:**

ASI Leadership Manager: *Katie Rotan*

Katie congratulates Emma and Adrian on the approval of their initiative funds. She reminds the Board of ASI and SC holiday party and to look for an email with further details. She adds that ASI is committed to supporting student organizations and that they will be hosting a tabling and recruitment workshop on January 27<sup>th</sup> from 12-1pm along with a student organization fair on February 8<sup>th</sup> from 10am-1pm.

Executive Director: *Cesar Rumayor*

Cesar adds to the parking conversation and shares that the purpose of it is to pinpoint the issues that students face with parking and then share that information with the Board and see where to go from there. He lets Jacob know that he will add his concern to the list of parking issues.

**J. Closing Comments:**

**K. Adjournment:**

Motion made to adjourn by Adrian and seconded by Daisi.  
Passed unanimously at 6:58 pm.

Minutes approved by:  Date: Jan 23, 2023  
JC Navarro (Jan 23, 2023 08:54 PST)  
JC Navarro, Vice President

Minutes prepared by: *Victoria Estrada* Date: Jan 24, 2023  
Victoria Estrada (Jan 24, 2023 14:14 PST)  
Victoria Estrada, ASI Executive Coordinator