

## Senate Meeting Minutes of November 5, 2021

- I. CALL TO ORDER at **4:00 PM**
- II. ROLL



can run through meetings smoothly. If you are habitually late then we miss out on the insight you have to offer! Notify me of an absence or tardiness 48 hours prior to the meeting if you want to be excused. I will allow a five-minute grace period from the time the meeting has begun, anything after that will be unexcused. Some exceptions may apply, speak to me after the meeting if you believe the reason for your absence or tardiness should exempt you. The purpose of being prepared is to eliminate distractions and maximize the value of discussion in every meeting. Come to each meeting prepared with what you need: water/beverage, laptop, notebook, something to write with, etcetera. No food. Snacks are okay. Diligently read through the agenda prior to the meeting, including the minutes from the previous week and any documents/links associated with an item on the agenda. I will email you 7 days prior to the meeting for agenda items. If you respond to this email, please debrief me on the item with as much information and references as possible. I will prioritize what items end up on the next meeting's agenda based on urgency and the research/background information that has been put into that item. For discussion, please be respectful of everyone's position, maintain that we are following Robert's Rules, and get through our agenda efficiently and thoughtfully. No one can speak twice until every person who wishes to speak has done so, according to Robert's Rules. To speak, please raise your hand or inform me that you wish to be placed on the speakers list. Please refrain from any side conversations during meetings, this is distracting. If there is an item on the agenda which requires further outside inquiry or one-on-one communication, then we will determine that in discussion or vote on whether to postpone until the next meeting. Be respectful of different opinions, all comments in the meeting should be directed towards the chair. For attire, please present us professionally as a unified group. Use your ASI Zoom Background or meeting-friendly Zoom background of your choosing. You may wear ASI or Easy Bay gear, business casual, and look presentable. No sweats, hoodies, baggy clothing, ripped clothing, flip-flops, or slides. Feel free to ask me if something would be appropriate to wear to meetings, this is preferred over coming to a meeting dressed unprofessionally. For Zoom etiquette, your camera must be on, mute yourself unless you are speaking, and feel free to take breaks when needed. Please raise your hand to speak, make a motion, questions, etcetera. On this document we have linked some resources. Lastly, please do not hesitate to come to me with any questions or feedback on meetings throughout the year. If you are having a problem with any of the above, I will check in with you to see how we can improve the situation. We need to work together to make sure we get the most out of every meeting. I am eager to hear your ideas and assist you i



**A. Barragan** states that you have mention we notify you if we are missing or need to be excused from a meeting. What happens if we do not notify you?

**K. Caro** states it will based on the situation whether it will be excused or not.

**A. De Leon** states in the bylaws, you are only allowed to miss 2 meetings that are unexcused. If they are unexcused, you can be sent for discretion by the Personnel Committee. Also, a lot that Krisstina had mention is mainly applicable in person, but we are on Zoom. We are expected to start in person next semester which a lot of that will come into play.

**J. Nelsen** states would there be a hybrid option for those of us who do sports, work, and have classes?

**A. De Leon** states there will a hybrid option for all meetings.

13:18

B. INFORMATION ITEM - [Robert's Rules of Order](#)

The Chair will



is to state, “I move to/that” not “I motion to/that” or “I make a motion to”. There are different types of motion such as main motions, secondary motions which are subsidiary, privileged, and incidental, and motions that bring back a question. Amending is to modify



look identical to this spreadsheet except for large item areas. This approved budget is from 2020 to 2021 which is last year. These were the expenditures from that year and the one in yellow is a negative amount. This is the reason why the budget for this year is more because the scholarship payment had increased. Your paycheck and benefits will usually be more than other areas of your budget. Your supply and services are \$18,000 and they are stationary items, office supplies, and bringing someone to campus that is providing a service. Hospitality that is non-food related is \$6,000 which are swag items, things for an activity, or thing that are not related to food. For food related items, it is \$2,000 which are things such as catering. The total budget is \$63, 519.84. Please keep in mind that each Senator does not have their own budget, you must plan accordingly from the Senate Budget spreadsheet. You do that by requesting money from the Senate which can take a month to receive the money you requested. First, you need it to be on the agenda which in the first meeting, it will be discussed, then you would have to wait 2 more weeks before it can be voted upon it. Once you have the money, depending on what you want to use it for, it can take additional time. When you do receive the funds, simply reach out to me then I can help you get what items or services you need. Does anyone have questions about the budget or money?

**A. De Leon** states I know many of you have events and need money for funding or giveaways. The process would be to put it on the Senate agenda for it to be approved. In terms of taking money out of your budget, feel free to contact **Krisstina** on how to word that in the agenda and the step afterward such as getting your giveaways or what you may need for your event.

**K. Caro** asks if there is any discussion or questions for **Kris**?

**30:50**

VIII. SPECIAL REPORTS:

No special reports.

**30:56**

IX. ROUND TABLE REMARKS

**K. Caro** states congratulations on making it to your first Senate meeting! I am excited to see all of us together! If you have any questions, please reach out to **Simon** or me. Please stay a little bit after the meeting, we are going to take a photo and a Boomerang.

**A. De Leon** states congrats on your first Senate meeting! I want to emphasize that **Tyler** and I are advisor to the Senate, so if you have any questions about programming or anything outside of that, feel free to contact us. **Tyler** does all the programming for **ASI** which he knows about the



events of that sort. You all are doing a great job on sending your weekly emails, please continue to do that. We will have a lot of rest weeks coming up. Make sure to check in with your support groups if you have any questions.

**K. Caro** states if you have access to your Senate emails, please continue to keep checking them and update the Google Calendar Invites which I send out. Please accept those invitations or decline if you are unable to come.

**J. Carmona** states if you all have events, please use the Google Calendar Invites as many things get lost in messages. If you have an event coming up, you want a good turnout, and you want to support the Senate and Board, send a Google Calendar Invite. It does help plan your day around that. Implement that into your system and it has helped me a lot this semester.

**A. De Leon** states that roundtable remarks are also announcements, this would be the time and space for your events and ideas.

**Z. Chan** states I have my first event for a club showcase on November 15<sup>th</sup> from 12:00 to 1:00 PM. It is the International Education Week for International Students because the person I am working with saw that international students are not aware of the clubs and organizations on campus. It is difficult for international students since they are far away from home, and they would love to make friends. So far there are only 2 clubs, but I hope there will be more. This will be my first event as a Senator for International Students. I am double checking the flyer before sharing it on social media.

35:47

X. ADJOURNMENT at **4:37 PM**

Minutes approved by:

**Chair of the Board**

Name: Kristina Caro

Kristina Caro (Nov 29, 2021 00:32 PST)

Minutes approved on:

**11-19-2021**

Date:

