



I. A.S. Committee Meetings

A. A.S. Executive Committee

- Had a meeting which was in closed session.

B. Lobby Corps

- Have not officially met. Will meet on September 4th, 2019.

C. Personnel Committee

- Tiffany Rodriguez is acting interim manager for Transportation Solutions (TS).
- Talked about the Child Development Center (CDC) and 401K plan
- Detail can not be disclosed due to closed session

II. University Committee Meetings

A. Academic Senate

- Had our first meeting in May to vote in the new board. Our next meeting will be on September 16th.

B. Athletics Board

- Have not officially met.

C. Budget Advisory Committee (BAC)

- The BAC August meeting was canceled.

D. Committee on Committees (CoC)

- Have met with the chair, Roxana, to discuss meeting dates for the committee. Our first committee will be on Monday, August 26th @ 4:30pm.

E. Executive Committee of the Academic Senate

- There has been three meetings over the summer.
- Due to the Board retreat, I could not attend the first meeting.
- June Meeting
 - Talked about the resolution the university will be taking in regards to AB 1460 in which San Jose State is against.
- July Meeting
 - Budget has been signed
 - \$4 billion will be split between the CSU's so will not scratch the surface on repairs for San Jose State campus (building maintenance and renovation).

F. Instruction & Student Affairs Committee (ISA)

- Have not officially met. Will have our first meeting next week.

III. Additional Meetings/ Activities

A. Campus Fee Advisory Committee

- Have not officially met
- Working on adding members to the committee



I. A.S. Committee Meetings

A. Personnel Committee

- Met July 25th to discuss a restructure of the Child Development Center staffing. The assistant director position will not be replaced once Teresa retires. Her responsibilities will be divided between the two Program Coordinators, the Food Program Coordinator and the Director. An increase in salary for additional responsibilities will also take place.
- Voted to approve the change of Financial Advisor for AS employees' 401k plan.

II. Additional Meetings/ Activities

A. Student Union Search Committee

- It occurred throughout the month of June 2019. Interviewed possible candidates for the Executive Director of the Student Union via phone and in-person interviews. The search committee recommended Tamsen Burke for the position to the Board of Directors. She will start on September 6, 2019.

B. Meeting with Dr. Daniels

- Initial meeting with Dr. Sonja Daniels and Alex Froehlich on June 10th, 2019 related to the purpose of the Student Union Executive Director search committee as well as the expectations for search committee members.

C. 1:1 meeting with Executive Director Carole Dowell

- Met with Carole on multiple occasions (6/18, 7/24, 7/26, 8/20). The earlier meetings took place to discuss the planning of bootcamp training and goals for the year.
- Options for board polos were discussed and have been ordered. Board polos should arrive in early September.

D. Bootcamp

- Conducted on August, 15th, 2019. The Board of Directors met to cover topics that were not covered at the summer retreat. The Board of Directors met with the auditor who explained how the audit works, its process and what to look for.

B. III. Upcoming Meetings and Activities

A. Professional Standard Committee of the Academic Senate

- Meeting will take place on Monday August 26th. The Professional Standards Committee is the first meeting of the year and deals with RTP and other faculty matters.

B. SJSU Football game

- The football game will take place on Thursday August 29th at 7pm. The Board of Directors has been invited by the VP of Student affairs to watch the first football game of SJSU's season

If you have any questions about this report, please email me at: zachary.birrer@sjsu.edu

IV. Liaisons

- A. *Mary Papazian* (Campus President)
 - Had an introduction meeting in May 2019.
 - Introduced here at the Fall Address where she spoke about her 2030 strategic plan.
- B. Patrick Day (Vice President of Student Affairs)
 - Talk regularly and have been speaking at the frosh/transfer orientations.
- C. Charlie Faas (Campus CFO)
 - Talked about our goals for the upcoming year
- D. Vincent Del Casino (Campus Provost)
 - Talked about our goals for the upcoming year.

V. Upcoming Meetings and Activities

- A. *Search Committee for University Advancement*
 - a. Have been nominated to sit on the University Advancement search committee as the student representative
- B. *SJSU Disability Awareness Fair*
 - a. Date: October TBA
 - b. Time: 10:00am-2:00pm
 - c. The fair is to promote the ability in students with disabilities and also to foster a community that is more inclusive to all students.
 - i. Will be working with Director Trang and Director

VI. Important Updates

- Vincent Del Casino is the new Provost of San Jose State. He started his position in the Summer of this year and is second of succession to President Papazian.
- Working on the 3rd Annual SJSU Disability Awareness Fair 2019 for October.
- Gave speeches for frosh and transfer orientations every Tuesday and Friday [June-August].
- Been active in the External Review for Associated Students
- The Faculty Trustee, Romey Sabalius, has been re-appointed as Faculty Trustee until 2021. Romey is a Professor at San Jose State and is very active advocating for student rights
- Working on the Campus Climate Assesment with a campus working group
- Signed for SJSU Associated Students Shivam, a San Jose State Student, to run in the California State Student Association (CSSA) for the position of Civic Engagement Officer (North).
 - He did not receive the necessary votes to hold the position

If you have any questions about this report, please email me at: [branden.parent@sjsu.edu]



I. A.S. Committee Meetings

- A. A.S Finance Committee
 - Nothing to Report
- B. A.S Operations Committee
 - Nothing to Report

II. University Committee Meetings

- A. CFAC (Campus Fee Advisory Committee)
 - Nothing to Report

III. Additional Meetings/ Activities

- A. A.S Board Retreat
- B. A.S Board Bootcamp
- C. Jim<>Jyotsna 1:1
 - Overview of Sage Intacct and Approval process
- D. Approved Funding Requests
- E. Approved APs(Accounts Payable) and POs (Purchase Orders)
- F. Carole<>Jyotsna 1:1
 - Strategy meeting to discover possible fiscal collaborations with A.S and SJSU
 - Review Term Goals and feasibility
- G. Christy<>Jyotsna 1:1
 - Reviewed Student-at-Large Application – added a question
 - Discussed RSO (Recognized Student Organization) funding process and tracking
 - Kickstarting A.S Funding Orientations for RSO officers/representatives

IV. Liaisons

- A. Vice President of Administration and Finance (Charlie Faas)
 - Nothing to Report
- B. Financial Aid Scholarship Office (Coleetta McElroy)
 - Nothing to Report

V. Upcoming Meetings and Activities

- A. A.S Funding Orientations for RSOs
 - a. Monday, August 26, 2019 (3-4PM)
 - b. Tuesday, August 27, 2019 (3-4PM)
 - c. Friday, August 30, 2019 (10-11AM)
- B. A.S Funding Orientations with Greek Council
 - a. Monday, September 16, 2019 (4-5PM)
- C. Carole<>Execs<>TS(Transportation Solutions)
 - a. To gain insight on operations and fiscal scope of A.S Transportation Solutions

VI. Important Updates [Schedule conflicts for covering purposes, heads up on upcoming events on campus, any changes we should be aware of, etc.]

- A. Nothing to Report

If you have any questions about this report, please email me at: as-controller@sjsu.edu

I. A.S. Committee Meetings

A. Did not attend any AS committee meetings as of yet.

II. University Committee Meetings

A. Will have attended my first Policy Committee meeting, Curriculum and Research by the time I am reading this report!

- a. The agenda stated that the committee generally speak on curriculum coming up this year. Also, the issue of rewriting the language for the 4+1 Degree Model, which is a recommendation to start a combined Bachelor's and Master's degree program, under the Provost's advisement. As well as looking through the GE task force which solicited many perspectives, including students.

III. Additional Meetings/ Activities

A. Had First 1:1 with Carole

- a. Worked on Academic Affairs application, finalized that in late July and the application is out now! Also wrote emails out to the Deans on Carole's recommendation. Currently editing the Academic Affairs handbook for use for the future college representatives. Did some social media spam about the application, if anyone wants to help me with that let me know?

B. AS Bootcamp

- a. Worked on Board goals, Audit training and learning about each department. Was very informational, specifically about meeting others who work in AS. Also spoke about AS collaboration. got involved early on in my college career, and the value of that.

C. Worked at multiple resource fairs, with Mosaic and GenEC too

- a. Primarily worked on just telling students about the newsletter, and the departments we responsibilities and expectations as well. I really enjoyed walking around and learning more about our 7 departments! In the future, we as a board wish to focus on increasing transparency and collaboration.

D. Speech at Transfer Orientation

- a. Introduced ways to get involved in AS. Tag teamed with Kenya, who spoke about the resources we offer. Spoke about my perspective as a first-generation college student who got involved early on in my college career. As well as the differences between AS from high school or community college. Did start promoting committees with students who wanted to learn more! Also visited college tables at the resource fairs to introduce myself and the new college representative opportunity!

E. Academic Senate Training

- a. Met with Chair Mathur to speak on Student Senator responsibilities as well as some background about the Academic Senate. One of the few CSUs with an Academic Senate, has admin, faculty and students. Has been around since the 1960s!

IV. Liaisons

A. Did not meet with any Liaisons as of yet. Will reach out to them soon regarding possible meeting arrangements.

V. Upcoming Meetings and Activities

A. Academic Affairs AS Committee Meeting

- Will be held on September 4th, 2019 from 3:00 – 4:30pm in the Student Union Meeting Room 5. We will be approving the meeting dates of the committee, discussion our goals as a committee and hopefully the applications of college representatives. As well as methods to continue reaching out (to the college or student body) if there aren't enough for every college.

B. Internal Affairs AS Committee Meeting

- Will be held on September 4th, 2019 from 4:30 – 6:00pm in the AS Government Office Conference Room. I look forward to learning about the bylaws and more about AS through this committee, serving as a Director-at-Large.

C. Faculty Diversity University Committee

- Will be held on September 6th, 2019 from 11:00am – 12:30pm in the Business Tower Room 550. Actually, do not know who chairs that committee and no one has reached out to me as of yet. Please stay tuned to my important updates later on in this report.

D. Curriculum and Research University Committee

- Will be held on September 9th, 2019 from 2:00 – 4:00pm in the Administration Building Room 144. This committee focuses on General Education policy, research, developing the academic master plan, and all responsibilities when it comes to curriculum. I will be updating the board regularly about the GE policy recommendations especially.

VI. Important Updates

- a. I have Physics 2A lecture during my Faculty Diversity University Committee Meetings. I have not had time to attend office hours as of this moment to speak with the professor about missing some of class for this meeting. So just in case, was wondering if any of my fellow Board members are willing and able to attend on my behalf. It is the first Friday of the month from 11:00 am- 12:30pm. The description of the committee goes as follows: “The Faculty Diversity Committee promotes diversity through appropriate recruitment and retention strategies. It also conducts periodic forums and other activities directed at increased recruitment and retention of diverse faculty. It reviews effectiveness of such activities and may recommend appropriate strategies and policies.” Please contact me if you are interested!
- b. Upcoming events: Smoothies at the Campus Community Garden tomorrow, August 29th at 10am. Live Music at Night on September 4th at 8:30 – 10:00pm. Mosaic Open Mic Night on September 5th from 6 – 8pm.

If you have any questions about this report, please email me at: anoop.kaur@sjsu.edu

I. A.S. Committee Meetings

1. Operations Committee

- Set dates and time for Operations committee meeting being every 3rd monday of the month starting on September 16th at 2PM.
- Currently looking for student-at-large. Actively promoting the position through my networks.

II. University Committee Meetings

III. Additional Meetings/ Activities

1. Associate Executive Director (AED) Hiring Committee
 - Met with AED Hiring Committee three times to conduct phone interviews with candidates that satisfied all the desired qualifications.
 - In-Person interviews are to follow resulting in a potential hiring.
2. External Review Meeting
 - Critically looking at all departments of Associated Students (AS) alongside of external review committee members to report back to external review team.
3. Personnel Committee Meeting
 - Discussed 401K plan offered to full time staff and discussed replacing investment advisor.
 - Reviewed restructuring of personnel of the Child Development Center (CDC).
4. CSUnity
 - Attended the two day conference at CSU Fullerton, networked with board members from different CSU campuses, and had discussions with different representatives from the CSU Board of Trustees surrounding topics such as Title IX, homelessness, and the Graduation Initiative 2025.
5. Pictures with President Papazian
 - Participated in a photoshoot with President Papazian representing A.S.
 - Photoshoot aimed to support the President's webpage.
6. One-on-One with Carole
 - Set one-on-one appointments with Carole.
 - Developed goal for position and personal goal during a session.
7. Speech for Transfer Orientation
 - Had the opportunity to talk about A.S and the resources offered to transferring students during the last transfer orientation.
8. Boot Camp
 - Gained exposure to all 7 departments of A.S and met with their respective managers.
 - Learned the importance of knowing the do's and don'ts during committee meetings; especially as chair or vice chair.
9. Tabled for Associated Students
 - Helped table on 7th st Plaza during the first day of school.
 - Engaged with students, encouraged them to sign up for the Spartan Coop, gave stickers out, and promoted the many ways to be involved within A.S.

IV. Liaisons

V. Upcoming Meetings and Activities

1. Audit Committee Meeting on Wednesday, September 4th.
2. Finance Committee Meeting on Wednesday, September 4th.

VI. Important Updates

If you have any questions about this report, please email me at: **(floriberta.sario@sjsu.edu)**



I. A.S. Committee Meetings

- A. Lobby Corps
 - N/A
- B. Programming Board
 - N/A
- C. Operations Committee
 - N/A
- D. Finance Committee
 - N/A

II. University Committee Meetings

- A. University Outstanding Professor Award Committee
 - Meetings for this committee have not taken place yet.
- B. University Library Board
 - Meetings for this committee have not taken place yet.

III. Additional Meetings/ Activities

- A. Economic Crisis Response Team (ECRT)
 - I have met with Marko Mohlenhoff (Student Affairs Case Manager) about being the student representative on the ECRT. The ECRT makes sure that we are equipped and have initiatives that address students basic needs in times of crisis. I have accepted being the student representative and meetings are every three weeks beginning Friday, September 5th, 2019.
- B. A.S. Board of Directors Video
 - I have begun sending people google calendar invites to film their section of the video with Antonia and I. Kenya and I have already filmed our sections.

IV. Liaisons

- A. CommUniversity
 - Meetings for this organization have not taken place yet.
- B. Center for Community Learning and Leadership
 - Meetings for this organization have not taken place yet.

V. Upcoming Meetings and Activities

- A. I have a meeting set up with Edilbert Signey (A.S. Marketing Coordinator) for Thursday September 5th, 2019. We will be talking about how to plan out scheduled social medias posts that will be coordinated between Carolina Zepeda (A.S. Social Media Assistant) and I. As well as how to set up committee takeovers on the A.S. Instagram.

VI. Important Updates

- A. N/A

If you have any questions about this report, please email me at: kira.nguyen@sjsu.edu



I. A.S.Committee Meetings

- A. N/A

II. UniversityCommittee Meetings

- A. N/A

III. Additional Meetings/ Activities

- A. I attended the AS retreat in June.
 - a. The board discussed proper committee etiquette, worked on goals for the year, discussed each member's roles, and worked on team building
- B. I attended the AS Boot camp in August
 - a. We discussed office etiquette, toured the AS departments, learned the importance of auditing, and held mock committee meetings

IV. Liaisons

- A. N/A

V. Upcoming Meetings and Activities

- A. Emailed all liaisons to set initial meeting.
 - a. Meeting's purpose is to share goals, roles, and to see how AS can benefit other departments
 - b. Time is to be decided
- B. Emailed Chief Diversity Officer to set initial meeting
 - a. Planning to share goals for the year and understand how we can support each other's goals

VI. Important Updates

- A. Details about the Spartan Community Fund are not present in the Bylaws so I shall be working to have it included.

If you have any questions about this report, please email me at: [***mira.mustafa@sjsu.edu***](mailto:mira.mustafa@sjsu.edu)



ASSOCIATED STUDENTS
SAN JOSE STATE UNIVERSITY

**Associated Students Board of
Directors Report**

Name: Kenya Gallo

AS Position Director of Internal
Affairs

Date: Thursday August 22 ,2019

I. A.S. Committee Meetings

A. Internal Affairs Committee

- Scheduled Meeting: The next Internal Affairs meeting is scheduled for Wednesday September 4th.
- The committee is set to go over the approval of the semester meeting dates as way as brainstorming for the semester and how we can recruit people in departments that may share similar interests to the Internal Affairs committee.

B. Academic Affairs Committee

1.The first scheduled meeting is set to be on Wednesday September 4, 2019 at 3 pm in the student union room 5.

C. Operations Committee

1.The first scheduled meeting is set to be on Monday September 1st at 1PM in the Government Office.

II. University Committee Meetings

A. Academic Senate

1. The first scheduled Academic Senate meeting is scheduled for Monday september 16th.

B. Organization and Government Committee

1. The committee went over AS 1725 and Discuss possible updates. Plan to collect input from others - after updates today, set meeting with Lecturer council and have an open forum; solicit input from BOGS, Program Planning, Undergrad Studies. We also discussed the General Unit Seats on Committees, Since the iSchool is now affiliated with a college that has not in the past included faculty, we need to consider where additional representation on committees for faculty in the general unit is needed needed. We Discussed the proposal, voted, to take to the Senate's 9/16 meeting as first reading.

III. Additional Meetings/ Activities

1. CSUNITY:

The weekend of august 10-12th, Directors Kaur,Sario, Ngyuen, Delgadillo and I had the opportunity to travel down to Cal State Fullerton and attend the annual CSSA conference, CSUnity. During the conference, we had the opportunity to learn more about the

importance of shared governance as well as speak to those who sit on the board of trustees which make the final decisions state-wide for the CSU. This was a great opportunity for the board members who are new because they had the opportunity to meet directors from all of the 23 CSU as well as students who share the same position as them in other campuses. Overall, the weekend was full of learning and fun while also getting to see the differences between the campuses and exploring the city of Fullerton. Thank You to the organization for providing this annual learning opportunity.

2. Board Retreat and Bootcamp:

This summer was eventful for the board of directors, beginning with the board retreat in the beginning of the summer. While staying in Monterey for the weekend, the board had the opportunity to brainstorm for the semester as well as get to know each other better with ice breakers and conversations as well as the activities that we participated in such as the box activity where we created a box with things that describe us. As summer was also coming to an end and as we anticipated this semester, we also held our annual BOD bootcamp where we established a deeper understanding of the different departments that make Associated Students an organization that is designed to cater for students and student resources. We also ended the long day of learning at bootcamp with a fun and competitive game of lazer tag.

3. Speaking at Orientation:

Before the weekend of CSUnity, Director Kaur and I had the opportunity to speak at the last transfer orientation and speak about the benefits and services of Associated Students. This was a great and nerve-wracking experience.

V. Upcoming Meetings and Activities

VI. Important Updates

A. A.S Student-at-Large Applications

For those who are interested in becoming a student-at-large within the A.S. committees are still looking to fill spots. To apply go to the A.S SJSU portal and click the link to fill out an application at:

http://as.sjsu.edu/asgov/index.jsp?val=c_landing

If you have any questions about this report, please email me at: kenya.gallo@sjsu.edu



I. A.S. Committee Meetings

- Lobby Corps

I. The first Lobby Corps meeting will be held on September 4th.

II. University Committee Meetings

- **Academic Senate**

i. On Monday August 20th, couple board members and myself received training on the academic senate by the chair of the Academic Senate Ravisha Mathur.

III. Additional Meetings/ Activities

- CSSA July

i. During the July plenary, it was held at the office of the chancellor. The Legislative Affairs Committee consisted of staff presenting an overview of the roles, responsibilities, and previous work of the Legislative Affairs Committee. We briefly discussed the 2019-2020 civic campaign. The purpose is to increase student participation and elevate student voices through the Legislative Affairs Committee. This is a competition where each CSU campus has a specific teammate and legislators assigned to them, in which we are responsible for engaging with throughout the semester. San Jose and Bakersfield are civic campaign teams. Throughout the year we can collect and log these points for the civic campaign.

- CSSA August

i. During the August plenary we discussed AB-369 PUBLIC POSTSECONDARY EDUCATION which explains that after completion of the first year in a position, and after completion of each subsequent year, each support staff employee of the California State University shall receive a merit salary intermediate step adjustment of five percent when the employee meets the standards for satisfactory performance. Elections were held for the 2019-2020 civic engagement officers which included the Northern civic engagement officer position which represents San Jose. I voted for Shivam Patel who is a student here at San Jose State, who previously served on the Associated Students Lobby Corps. Although, elected was a representative from Eastbay as the Northern civic engagement officer. We also discussed how the California State University system is currently looking to add four years worth of math or related coursework of quantitative reasoning. During the board of directors committee there was discussion about the findings and overview of the 2019 State Audit Report.

IV. Liaisons

i. None

V. Upcoming Meetings and Activities

- Academic Senate

i. The next Academic Senate meeting will be Monday August 26th.

VI. Important Updates

- CSSA
 - i. The next CSSA will be September 21st.

If you have any questions about this report, please email me at: (zobeida.delgadillo@sjsu.edu)



I. A.S. Committee Meetings

- A. Programming Board
 - Scheduled: September 3rd @ 3-5pm
- B. Campus Life Committee
- C. Finance Committee

II. University Committee Meetings

- A.

III. Additional Meetings/ Activities

- A. Homecoming
 - Link went live August 22nd
 - Flyers being printed and distributed around campus

IV. Liaisons

- A. New Student and Family Programs
 - Scheduling Meeting
- B. Residence Hall Association
 - Scheduling Meeting
- C. Intercollegiate Athletics
 - Student Involvement
- D. Spartan Recreation: Outdoor Adventures
 - Scheduling Meeting
- E. Spartan Recreation: Club Sports
 - Scheduling Meeting

V. Upcoming Meetings and Activities

- A. Board Meeting

VI. Important Updates [Schedule conflicts for covering purposes, heads up on upcoming events on campus, any changes we should be aware of, etc.]

If you have any questions about this report, please email me at: [**katrina.festejo@sjsu.edu**](mailto:katrina.festejo@sjsu.edu)

I. A.S. Committee Meetings

- Starting to recruit students to join the Campus Life Committee as well as helping other board members recruit students for their committees as well!

II. University Committee Meetings

III. Additional Meetings/ Activities

- Attended Associated Student Government Board Retreat (06/04-06/2019) with the student government board at Asilomar, California
 - Participated in activities to better understand the structure of Associated Students as well as the student affairs department
 - Engaged in team bonding activities to one better understand what each of our individuals goals are as well as get to know each other
 - Decide on team's goals
- August 12, 2019: I spoke at Frosh Orientation within the events center to welcome the new students and family of that session
- August 15th, 2019: I attended Associated Students Board Boot Camp
 - Was able to get a tour of all our departments, get to meet the different department staff
 - Learn how to properly chair a meeting -- was able to practice through a mock meeting and I served as vice chair

IV. Liaisons

- Emailed Counseling & Psychological Services (Kell Fujimoto), Accessible Resource Center (Cindy Marota), Undergraduate Admissions and Outreach (Deanna Gonzales), Enrollment Services (Sharon Willey), Peer Connections (Deanna Peck), and Registrar's Office (Marian Yao) with introductions of myself, my role on the board, asked about the department goals for the year as well as how AS can be a supporter.

V. Upcoming Meetings and Activities

- Will be tabling for Weeks of Welcome at Associated Students table on 7th street plaza
- Will also be filming for Associated Students Board Intro video with Antonia Avelar to share with students about my board position (Director of Student Resource Affairs)
- Will be scheduling a 1:1 with all my liaisons
- Will be attending the Instruction and Student Affairs Committee, Associated Students Board of Director Meeting, and Academic Senate Training

VI. Important Updates

If you have any questions about this report, please email me at: [**jeanne.trang@sjsu.edu**](mailto:jeanne.trang@sjsu.edu)



I. A.S. Committee Meetings

- A. Academic Affairs
 - Nothing to report
- B. Internal Affairs
 - Nothing to report

II. University Committee Meetings

- A. Instruction and Student Affairs Committee
 - Nothing to report
- B. Alcohol and Drug Abuse Prevention Committee
 - Nothing to report
- C. Campus Fee Advisory Committee
 - Nothing to report

III. Additional Meetings/ Activities

- A. A.S. Retreat
 - Discussed our positions to fully understand each other's roles in A.S.
 - Discussed the goals that A.S. wants to achieve for the upcoming year.
 - Went over the structure of A.S., SJSU, and CSSA
- B. A.S. Bootcamp
 - Toured all the AS departments to meet all of the AS staff.
 - Audit Training with Rolland Vasin.
 - Marketing presentation with Director Nguyen.

IV. Liaisons

- A. Student Conduct and Ethical Development
 - Scheduled a meeting to meet Director of Student Conduct and Ethical Development
- B. University Police Department
 - Scheduled a meeting to meet Chief of Police
- C. University Ombudsperson
 - Nothing to report

V. Upcoming Meetings and Activities

VI. Important Updates

If you have any questions about this report, please email me at: (Jose.roquevelasquez@sjsu.edu)

Daniella Carrera, Director of Sustainability
Board Meeting August 28th, 2019

1. A.S. Committee Meetings

1. A.S. Lobby Corps.
 1. Plans to meet on September 4th
1. A.S. Campus Life Affairs Committee.
 1. Plans to meet on September 6th
1. A.S. Programming Board
 1. Plans to meet on August 27th

II. University Committee Meetings

1. Campus Planning board of the academic senate
 1. Plans to meet on September 10th
2. Sustainability Board of the academic senate
 1. Plans to meet September 17th
3. Traffic, transit, and parking committee of the academic senate
 1. Plans to meet on September 20th
4. Spartan Shops Board of Directors
 - 1.

III. Additional Meetings/ Activities

1. A.S. Board retreat
 - Discussed the goals of the board for the upcoming year.
 - Discussed our roles as a board to fully understand our positions.
1. A.S. Bootcamp
 - Toured all of the departments and met all the A.S. staff
 - Audit training with Rolland Vasin
 - Marketing presentation with Director Nguyen

IV. Liaisons

1. Risk Management
 1. Planning on meeting soon
2. FD&O: Co-Generation Plant
 1. Planning on meeting soon

3. Environmental Resource Center
 1. Planning on meeting soon
4. CCCAC-Community Garden
 1. Planning on meeting soon

V. Upcoming Meetings and Activities

- First board meeting on August 28th

VI. Important Updates

If you have any questions about this report, please email me at: ***Daniella.carrera@sjsu.edu***



EXECUTIVE DIRECTOR REPORT

Highlights/ Accomplishments:

- **CDC** - Currently we have 93 children out of our 110 spaces filled at the center. 53 of the 93 children have parents enrolled at SJSU.
- **EVENTS** - This is How We Roll event: Roller Rink had 268 attendees!
- **GSC** - Installed Square point of sales system to speed the sales of clipper card and transit tickets.
- **HR** - Planned the first Student Development Retreat with 80 AS student employees who attended
- **MARKETING** - Completed 16 sessions of New Student Orientation: Frosh, Transfer, International students
- **TS** - PTTAC Meeting (May 7th) –Charlie Faas announced a plan to build a new Parking Garage at South Campus. Cost will be offset by San Jose Sharks and Giants for use of parking garage on nights and weekends

Staffing/ Administrative:

- Teresa Stuefloten, 30 yrs (CDC)
- Anna Silva, 19 yrs (CDC)
- Eve Gamero, 13 yrs (CDC)
- Heather Ponce, 12 yrs (CDC)
- Catalena Oropeza, 6 yrs (CDC)
- Alejandra Contreras 5 yrs (CDC)
- Linda Vera, 5 yrs (CDC)
- Diana Victa, 3 yrs (CCCAC)
- Bria Sterling, 3 yrs (HR)
- Heather Vise, 2 yrs (CDC)
- Lilia Braga, 2 yrs (CDC)
- Maddy Thomas, 1 yr (GSC)
- Samantha Cardenas, 1 yr (EVENTS)

Recent Meetings/ Activities:

- Attended Leadership Team Meetings
- Attended AS House Grand Re-Opening Meeting
- Attended External Review Meetings
- Attended Homecoming Committee Planning Meetings
- Attended Job Description Update Meeting
- Attended Audit Committee Meeting
- Attended ACUI Leadership Meeting
- Attended CDC Leadership Restructure Meeting
- Attended Spartan Squad Sponsorship Meeting
- Attended SageView Advisors Meeting
- Attended MOU Follow-Up Meeting
- Attended Campus Life Meetings
- Attended Presentation and Campus Partners Forum
- Attended Personnel Committee Meeting
- Attended Fireworks America Meeting

- Attended Web Server Follow-Up Meeting
- Attended CSUnity in Fullerton
- Attended Transportation Solutions Meeting
- Attended AS Staff Retreat
- Attended Board Bootcamp
- Auxiliaries Multiple Employer VEBA-VEBA Trustee Meeting
- Volunteered for WOW Kick Off
- Attended President's Welcome
- Attended Student Development Retreat
- Attended Meeting with Chief of Police
- Attended Meeting with Dr. Daniels
- Attended Spartan Squad Kick Off
- Held 1:1 Meetings with Pro Staff: Jim, Bobby, Tiffany, Mohammed, Christy, Joan, Heather, Cathy, Kevin, Diana, Stephanie, Samantha, Edilbert, and Teresa
- Held 1:1 Meetings with Execs and Board Members: Jyotsna, Zachary, Branden, Flor, Katrina, Anoop, Zobeida, Kira, Mira, Jose, and Danielle

Current Projects:

- External Review. We're moving to phase 2 of the review by turning over all documents, self assessments and information to the external team. They'll be on campus Oct 27-29 to meet with students and staff
- Advise all board members to get them started with their committee responsibilities and their individual duties
- Work with SJSU IT to finalize transition (MOU and funding)
- Continue to ask SJSU Leadership for our signed Operating Agreement and 2019-2020 Budget
- Help plan the Golf Cart parade for Homecoming 2019
- Reviewing and assessing Transportation Solutions programs and services
- On-campus interviews for Associate Executive Director (AED) should be scheduled for last 2 weeks of september
- Leadership and Government Coordinator still vacant but hoping to fill it within the next month

CHILD DEVELOPMENT CENTER

Highlights/Accomplishments:

Enrollment

- Currently we have 93 children out of our 110 spaces filled at the center. 53 of the 93 children have parents that are students at SJSU. Many of the spaces that are available are not a concurrent schedule of Monday-Friday, but a combo of Monday-Friday. For example, we have Thursday/Friday spaces available or Monday/Thursday/Friday space available. Because these spaces are not Monday-Friday, they can be difficult to enroll. We are waiting to the end of the add/drop period for students to see if they need these additional spaces that are available.

Staffing/Administrative Updates:

- Our Fulltime Lead Teachers and Program Coordinators attended Nature Explore Workshops that we hosted at the center. These workshops were professional growth opportunities for our staff to learn new techniques to how to extend the classroom and the children's learning experience to the outside.

All of our student staff attended a half day of orientation at the CDC. The student staff participated in a team building, a scavenger hunt and training on different aspects of caring for children.

We are currently in the process of hiring Infant Student Assistants.

EVENTS

Highlights/Accomplishments:

- This is How We Roll: Roller Rink event had 268 attendees!

Staffing/Administrative Updates:

- Jade Godoy graduated last Spring 2019. We hired a new student to replace her. We have 3 student assistants which will be very helpful when planning and implementing all of our events.
- Will help with Advisor duties for Programming board until new L&G Coordinator is hired

Recent Meetings/ Activities:

- Serving on both Tailgate and Homecoming Committee to enhance student experience

Upcoming/Current Projects:

- Creating survey for Equipment Rentals System
- Spartan Squad Kick Off, Tower Lawn, August 27th, 2:00pm - 4:00pm
- Tailgate, August 29th, 4:30pm-6:30pm
- Night Market, 7th Street Plaza, September 19th, 6:00pm - 8:00pm
- Form for booth and performers for Fire on the Fountain will go live on Friday, August 23rd. FOTF will be on October 17th from 4:00pm - 9:00pm on Tower Lawn.

GENERAL SERVICES CENTER

Highlights/Accomplishments:

- Installed Square sales system in January and imported 42,000 student and staff customer data to speed the sales of clipper card and transit tickets. From 8/19-8/22 GSC processed 1,735 transactions for 1,600 students and staff.
- Completed record storage project freeing up space in the GSC back office.
- Presented AS staff with a potential new retirement advisor, SageView

Current Projects:

- Annual Financial Audit is well underway, lots of questions from auditors as usual
- Propose banking service changes:
 - Adding ZBA structure to AS accounts
 - Adding ACH services
 - Adding remote deposit services
 - Increasing AS earning credit from .20 to .30.
- Enrolling vendors, staff and board in ACH (direct deposit) program.

HUMAN RESOURCES

Highlights/Accomplishments:

- Rolled out Injury and Illness Prevention Program (IIPP) and Hazard Communication (HAZCOM) program updates to current staff. Now being distributed and reviewed during new-hire onboarding. Ensures compliance with Cal/OSHA regulations.

- Audited and updated COBRA notices (required benefit continuation coverage notice for FT staff employment separations).
- Created and implemented a Voluntary Resignation Notice.
 - Streamlines resignation process.
 - Eliminates paperwork for supervisors.
- Created Benefits Summary letter for FT employees separating employment.
 - Will provide during exit meeting.
 - Provides key information, benefits termination dates, and vendor contact information.
- ADP - restored supervisor access to remotely review and approve time cards.
- Professional Staff Exit Interviews - Reviewed, updated, and started using Google form to collect feedback and create reports.
- Implemented meal period buttons in ADP time cards and all full-time non-exempt staff punching time clock for all work hours.
 - Meal period buttons prevent clocking in early and before completing a minimum 30-minute meal period.
 - Improves compliance with California meal period and overtime laws.
- Completed Student Development retreat.
- Year-end Federal Earned Income Tax Credit (EITC) Notification, and state information, created and ready for January distribution to all employees.
 - Fulfills compliance requirement.

Staffing/Administrative Updates:

- Reduced receptionists staffing from four to two due to house move delay. Found positions in other departments for two extra receptionists.

Recent Meetings/ Activities:

- Completed New Hire Orientation for 21 CDC teacher assistants.
- Attended AOA HR summer meeting.

Current Projects:

- Employee Handbook legal review completed. Need to finish rebranding with Marketing and publish.
 - Combined professional staff and student employee handbooks into one employee handbook. Easier to manage.
 - Updated information to ensure compliance with current employment laws.
- Employee Engagement Survey
 - What are we doing well and what do we need to improve?
- Benefits Fair and open enrollment for full-time staff.
 - Educational information, handouts, giveaways, Concern EAP seminar, 401(k) education seminar, etc.
- CSULearn
 - Creating compliance course templates.
- Continue working on publish BBP program draft.
- Schedule Basic First Aid/CPR/AED training for leadership group.

Upcoming:

- Create internal procedures for completing international student I-9's.
- Create a mileage reimbursement policy.

MARKETING

Staffing/Administrative Updates:

- Graduated designers
08/06: Ryan Martin 08/16: Stephanie Meza
- New marketing personnel
08/13: Cassandra Chen, Graphic Designer
08/13: Cassandra Nguyen, Graphic Designer
08/19: Carolina Zepeda, Web & Social Media Assistant
- Annual Performance Review/One Year Anniversaries for several students

Highlights/Accomplishments:

VIDEOS

Completed

- T.S.: services department overview
- T.S.: How to use Zipcar

In progress

- CDC: department overview
- Government: Meet the Board

T-SHIRTS

- CCCAC: Community Garden
- CCCAC: Rooted
- CDC: Spartan Grown

Events: Spartan Squad

HR: Workforce Awakens

TABLING: Trevor Large in marketing helped facilitate materials and sign ups

Completed

- New Student Orientation: Frosh, Transfer, International students
 - Sessions completed: 16
 - Newsletter sign ups:
(08/21) Wow Kick-Off Festival

Upcoming

(08/28) Student Union Open House

(09/04) Student Org Fair

WEBSITE

Access

- Updated A.S. staff with access to edit website
- Removed employees who have resigned

New design

- Phase 1: Division of Student Affairs to launch new A.S. landing landing page
- Phase 2: customize landing page
- Phase 3: update department web pages

Training: New Web & Social Media Assistant: Carolina Zepada, scheduled to attend trainings.

- OU Campus Refresher
- New website template
- Best practices

ASSIGNMENTS:

Introduced **monday.com** as new project management system

Completed over 25 projects over the summer

11 Fall assignments the team will work on.

Recent Meetings/ Activities:

- A.S. Leadership team meetings
- Biweekly 1-on-1 meetings with supervisor
- Director of Community & Outreach: Kira Nguyen
- Regular 1-on-1 meetings marketing and graphics design students
- Intermittent department client meetings
- SEC timeline meeting
- Student Involvement Search Committee meetings

TRANSPORTATION SOLUTIONS

Recent Meetings/Activities:

- PTTAC Meeting (May 7th) –Charlie Faas announced plans to build new Parking Garage at South Campus. Cost will be offset by San Jose Sharks and Giants for use of parking garage on nights and weekends. He also announced a partnership with ParksStash, a mobile app that tells individuals at what capacity the parking garages are filled.
- Meeting with VTA rep (July 1)- Tiffany had a phone meeting with Janice from VTA about Express bus partnership, with the Express bus 181 going away, the only relevant bus that affects SJSU is Express bus 168 to Gilroy, they stated this bus will be rolled into local access and will be covered with current SJSU SmartPass (Effective next year).
- TS/GSC staff met on July 12 to discuss operational improvements for transit sales. GSC introduced Square, which now allows us to accept cash and card for the SmartPasses and Regional Transit pass sales. Additionally, TS worked with GSC to improve customer experience for purchasing ACE tickets by eliminating the step of receiving a voucher from TS then purchasing at GSC.
- Tiffany is working on TFCA Grant Application for FYE 2020 and generating operations report for the first half of 2019 project.

Outreach Activities:

- SJSU HR's Spartan 101 New Employees' Orientation (May 8th, June 12th) – Tiffany made a presentation to 25 new-hire employees at the Spartan 101 orientation. The new employees received complimentary SmartPass Clippers.
- April 25th National Get on Board Day- An event put on in collaboration with VTA. TS staff promoted campaign throughout campus and encouraged individuals to commit to riding transit on this day. SJSU logo was included on VTA vehicle during campaign.
- Frosh & Transfer Orientations (6/14, 6/18,6/21, 6/25, 6/28) – TS staff provided presentations and one-on-one information about TS services and incentives to over 3,500 new students and families.
- Graduate Orientation (Aug 15th) TS Staff performed outreach to international and graduate students about their transportation options to campus, 800 students attended.
- Wow Kick off –Aug 21st TS staff participated in the WOW kick off and conducted outreach to new students about TS programs and services.

TS Marketing Activities:

- TS with AS Marketing to create video about TS services that was played during FROSH & Transfer orientations

Questions about this report? You can reach me at **(408) 924-6243** or **carole.dowell@sjsu.edu**