

I. A.S. Committee Meetings

A. Academic Affairs

- Held on September 18th, 2019 from 3-4pm in the Student Union: Meeting room 5.
- Invited Jenifer Vang, the student ambassador for Affordable Learning Solutions, to speak to the committee. She spoke about potential areas for collaboration, including what we spoke about in our meeting earlier in the day. Specifically, about increasing the AS textbook vouchers, passing a AS resolution in support of AL\$ and education equity, starting a new student organization about textbook affordability in efforts to start a grassroots campaign and get more faculty involved. May hold an event together the first week of February in Spring, this would be under Textbook Affordability Week. Could do workshops, storytelling and more!
- Also spoke about potential future events the committee was interested in: Meet and Greet between the college representatives and the Deans (Associate Deans and Academic Senators), to introduce representatives and Deans before their official meetings for the Fall. Also, a possible tabling event to increase visibility with students, college representatives, and the Deans later in the Spring. Those were the events that the committee found most important to hold.

B. Internal Affairs

- Held on September 18th, 2019 from 4:30-6pm in the AS Government Office conference room.
- Spoke about the Land Acknowledgement Act, and where to apply it in the AS Bylaws. Decided that this should be an AS wide action. Went over the first two sections of the Bylaws.

II. University Committee Meetings

A. Academic Senate Meeting (September 16, 2019)

- Policy committees presented their policies either as a first reading or final, pending approval reading. If you are interested in reading more into the policies, please visit: http://www.sjsu.edu/senate/operations/mtg_materials/index.html. The 4 + 1 Degree Model policy was officially passed, that was the policy CNR was working on (reference old board report).
- President Mary Papazian, Trustee Romey Sabalius, VP Patrick Day, Chief Diversity Officer Kathleen Wong(Lau), the Statewide Academic Senators, Provost Vincent Del Casino, AS President Branden Parent, and VP Charlie Faas all addressed the senate with updates about the work they are doing in their roles.

B. Curriculum and Research Meeting (September 23, 2019)

- Still in discussion about the Master's Degrees and the 30-40% issue for Cr/NCr (details in last board report). Also going over graduation credit for undergraduate students, policy may be unnecessary since it is addressed in the Executive Order. Spent most of the time talking about the accessibility issue in curriculum review. For me the focus was making sure students received the timely assurance of materials. Especially for students that may not be able to get those resources, since they may only be available as handouts.

III. Additional Meetings/ Activities

- A.** Attended Chicana/Latina Fall Welcome Dinner, as well as the Student & Faculty Dinner
- B.** StartComm Meeting and Media Training the following week

- C. Visited the first half of Operations Committee
- D. Affordable Learning Solutions 1:1 meeting with Jenifer Vang (student ambassador at SJSU).
- E. Also attended the Open Forum about the changes for the Board of General Studies.
- F. Attended one Associate Executive Director interview session on September 23rd

IV. Liaisons

- A. Dr. Preston Rudy, California Faculty Association
 - Waiting for email back, will update about the follow up and meeting dates.
- B. Associate Vice President for Student and Faculty Success
 - Still unsure about who is in this position. Emailed Stacy Gleixner, about what happened after they left that position, to see if they know anything. Will update about this as well!

V. Upcoming Meetings and Activities

- A. Luncheon Forum about Elsevier contract negotiations with CSU (ScienceDirect subscription)
 - September 26, 2019, 12-2 pm, MLK room 225
 - Purpose: To learn more about the contract negotiations in general, what the UCs are doing after they lost their contract with Elsevier, what future steps we could possibly take, etc.
- B. Small Group Discussion with Diane Guerrero
 - September 30, 2019, 4 – 5 pm, SU meeting room 4A/B
- C. 1:1 with Zach Birrer (VP)
 - October 2nd, 2019, 2:00-2:30 pm
- D. AS Committee: Academic Affairs
 - October 2nd, 2019 from 3-4pm in the Student Union: Meeting room 5.
 - Purpose: Edit the Academic Affairs Handbook to pass onto the college representatives to provide direction. Continue marketing the available positions. Meet and greet event, talk more in detail about this potential event.
- E. AS Committee: Internal Affairs
 - October 2nd, 2019 from 4:30-6pm in the AS Government Office conference room.
 - Purpose: Land Acknowledgement Act and next part of the Bylaws review. There are available Student-at-Large positions on this committee as well.
- F. AS in-service
 - October 5th, 2019
- G. Academic Senate Meeting
 - October 7th, 2019, 2-5 pm, Engineering Building 285/287.

VI. Important Updates

- A. Changed my office hours to Wednesday morning 9:30-11:30 am and Fridays 11:30-12:30 pm.
- B. Carried over from last report: Faculty Diversity Meeting will meet on October 4th. I spoke to my professor again and will actually make that meeting. But I am still in the lurch for the other two dates: November 1st and December 6th. It takes place from 11:00 am- 12:30pm in Sweeney Hall 213. Please contact me if you are interested so we can tell the chair of that committee! Thank you.

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



I. A.S. Committee Meetings

1. A.S. Lobby Corps.
 - a. Discussed UndocuSpartan workshop collaboration
 - i. Possibly working with the board of directors to direct tours
 - b. We talked about ideas for students to utilize SJSU Cares resources.
 - i. Possibly have the B.O.D. to do tours of the food pantry.
 - c. Voting Registration
 - i. On Sept. 24th and Oct. 9th, we will be going around campus with the swagin' wagon to encourage students to register to vote.
2. A.S. Campus Life Affairs Committee.
 - a. I was not able to attend.
4. A.S. Programming Board
 - a. Met and discussed ideas for the Haunted house in October.
 - i. Possible vendors for the event.
 - b. Went over plans for Homecoming and fire on the fountain
 - i. Decided which games and prizes that will be at the event.

II. University Committee Meetings

1. Campus Planning board of the academic senate
 - a. Met and introduced all members
 - b. Discussed the role of the board
 - c. Talked about a few ideas that we have for the year
 - i. Possible sign or new paint job to distinguish Dudley Moorhead hall from the IRC.
2. Sustainability Board of the academic senate
 - a. Met and introduced all members
 - b. Talked about STARS recertification
 - c. Went over the sustainability action plan, and upcoming events
 - i. Dia de Los Muertos altar
 - ii. Upcoming fall events
3. Traffic, transit, and parking committee of the academic senate
 - a. Plans to meet on September 20th
4. Spartan Shops Board of Directors
 - a. We will be meeting on October 4th.

III. Additional Meetings/ Activities

1. Board Meeting
 - Discussed the allocation of additional scholarships to recipients and Possible Reallocation of the Balance
 - Talked about the amount of each voucher as well as the number we will be giving out
 - Some discussion of scholarships for homeless students and
 - Approved the Amendment to the 2019-2020 A.S. Budget Policies.
 - Approved a Student-at-Large to the A.S. Finance Committee.
 - Was presented the variance Report by Jim Westbrook.
 - Approved the AS Audit Report Draft 2018-2019
2. 1:1 with Vice President Birrer
 - No updates at this time.

IV. Liaisons

1. Risk Management
 - a. Have made plans to meet soon.
2. The Office of Sustainability
 1. Met and discussed our plans for the year
 - i. Working on planting native and drought-tolerant plants on campus.
3. Environmental Resource Centers
 1. No current updates from our last meeting.
4. CCCAC-Community Garden
 1. Planning on meeting soon.

V. Upcoming Meetings and Activities

- Board meeting September 25th
- Meeting with more liaisons
- Homecoming
 - Fire on the fountain events
- Haunted house

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** - Girls Basketball Team came to volunteer at the center. The CDC children went to the Harvest Festival planned by CCCAC
- **EVENTS** - Spartan Squad Kick-Off had over 789 attendees check-in via SammyApp.
- **GSC** - Completed the annual financial audit, clean with no internal control matters reported by the auditors.
- **HR** - Created and published Safety Concern form. Supported with Wellness Week/Fair.
- **MARKETING - New Website: completed pages**
 - 1 main landing page;
 - 7 department landing pages
 - Subpages for Government
 - Subpages for CCCAC
 - Jobs page
- **TS** - TFCA Grant Application (9/10)- Tiffany submitted clean air grant application for FYE 2020, requesting \$169,187 with a 10% AS matching making the total project cost \$187,986.

Staffing/ Administrative:

- Participated in the two days AOA Student Union/Associated Students/Rec Center/CDC meeting
- Work on developing options for Transportation Solutions collaboration with University
- Work on the planning the Scholarship Dinner
- Reviewed SEC CEO applications
- Help with Golf Cart Parade - Homecoming committee 2019
- Anniversaries
 - Vivian Nguyen. 21 yrs (GSC)
 - Kevin Lowe, 17 yrs (PTC)
 - Amanda Del Rio, 2 yrs (CDC)

Recent Meetings/ Activities:

- Attended Leadership Team Meeting
- Attended Disability Awareness Fair Meeting
- Attended StratComm Meeting with AS Board
- Attended Executive, Operations, Programming Board, Finance, and Internal Committees
- Attended AS/SU/REC Fall AOA Meeting
- Attended Campus Life Meeting
- Attended meeting with Dr. Daniels
- Attended Scholarship Reception Meeting
- Attended Zayna's Appreciation/Send Off
- Interviewed AED Candidates
- Attended New Employee Performance Review Meeting
- Attended External Review Meeting
- Held 1:1 Meetings with Pro Staff: Kevin, Bobby, Jim, Samantha, Tiffany, Mohammed, Christy, Diana, Joan, Heather, and Edilbert
- Held 1:1 Meetings with Execs and Board Members: Flor, Chai, Zachary, Jyotsna, and Branden

Current Projects:

- External Review
- Preparing SEC training materials and review of what needs to be done, when
- MOU with IT to finalize

Future Projects:

- Review and organization of contracts for the organization
- Will review ICP (Internal Control Procedures) with Finance and Accounting Manager
- Looking at developing a new Performance Evaluation process for full time staff

CHILD DEVELOPMENT CENTER**Highlights/Accomplishments:****Enrollment**

- Currently we have 93 children out of our 110 spaces filled at the center. 52 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.
- The children went to the Harvest Festival hosted by the CCCAC. During this event, the children were able to paint pumpkins, explore the garden, taste different vegetables and get their faces painted. It was very exciting, and everyone had a great time.

Staffing/Administrative Updates:

- Our Teacher Assistant Monthly Staff Meetings will begin again in September. We will focus the training on supporting children's social emotional behaviors in the classroom.
- Heather Ponce, Lead Teacher, left our program after 12 years. Heather's last day was Friday, September 6th. Rubisela Garcia is stepping into the role as Interim Lead Teacher as we look to find the right fit for our program. We are currently hiring for the position.
- The SJSU Girls Basketball team volunteered at our center. They helped to restrain our play structure and planted flowers in our courtyard flower bed.

Facilities

- We have had to repair our a/c unit in our preschool classroom. And we had a few other minor repairs needed throughout the building.

EVENTS**Highlights/Accomplishments:**

- Night Market had ~1400 check-in's via SammyApp, still need to count manual check-in for total count.
- Spartan Squad Kick-Off had over 789 attendees check-in via SammyApp.

Staffing/Administrative Updates:

- Hiring for new Events Assistant

Recent Meetings/ Activities:

- Working with Leadership Today Committee. Tentative date for Leadership today is in early March.

Current Projects:

- Prepared to launch satisfaction survey for Equipment Rentals System in October
- Will be attending NACA Conference in November with Event Assistant and Programming Board chairs

Upcoming/Current Projects:

- Fire on the Fountain will take place on October 17th from 4:00pm - 9:00pm on Tower Lawn.
- Spartan Pumpkin Patch will be happening in conjunction with the Haunted House and will take place from 5:00pm - 7:00pm (Haunted House will occur from 6:00pm - 8:00pm) at Tower Lawn
- All That! Hip Hop Dance Party will take place on November 5th from 6:00pm - 9:00pm in the Student Union Ballroom.

GENERAL SERVICES CENTER

Highlights/Accomplishments:

- Completed the annual financial audit, clean with no internal control matters reported by the auditors.

Current Projects:

- Now that the financial audit is complete, GSC is working to:
 - complete the audit for the California Department of Education
 - prepare the annual IRS informational filing (Form 990) due November 15
 - prepare state informational filings
- Update banking services:
 - Adding ZBA structure to AS accounts
 - Adding ACH services
 - Adding remote deposit services
 - Increasing AS earning credit from .20 to .30.
- Working with CDC to enable electronic payments for parents.

HUMAN RESOURCES

Highlights/Accomplishments:

- Created and published Safety Concern form.
 - Employees can anonymously report safety concerns.
 - Available to all employees in ADP company forms library.
- CSULearn
 - HR Assistant created training courses and enrolled new employees in compliance training courses.

Staffing/Administrative Updates:

- AED In-person Interviews, September 23-October 4
- Employee engagement survey released. Deadline extended to September 19.

Recent Meetings/ Activities:

- Initiated Benefits Open Enrollment

- Supported with Wellness Week/Fair.
 - 401(k) educational meeting facilitated by new financial advisor, SageView.
 - Concern EAP educational seminar
 - Aflac vendor rep onsite to provide education/information on supplemental insurance.
 - Santa Clara County Federal Credit Union

Current Projects:

- Continue working on BBP program draft.
- Create internal procedures for completing international student I-9's.
- Create a Travel/Mileage Reimbursement policy.
- Update Harassment Reporting form and republish in ADP company forms library

Upcoming:

- Plan first Social Council meeting
 - Plan upcoming event dates and reserve event space

MARKETING

Staffing/Administrative Updates:

- **Annual Performance Reviews: completed and submitted on ADP**
 - Antonia Avelar
 - David Rhoads
 - Trevor Large
- **Recruitment: 6 positions**
Edilbert is a member in the following Search Committees
 1. Government: Leadership Coordinator
 2. PTC: Print Production Coordinator
 3. Student Involvement: Leadership Coordinator
- Edilbert will be an interviewer in the following panels:
 1. Administration: Associate Executive Director
 2. Government: SEC Chief Elections Officer
 3. Marketing: Graphic Designer: to replace Ali Burney; estimated hire date 11/04/19
- **Representing the Marketing team**
 - A.S. Social Council: Carolina Zepeda
 - (3) Assistant Executive Director Interviews: Cassandra Nguyen
- **Biweekly Marketing Meeting: Facilitation Pairs**
- **Hardware**
 - Video phones: an additional 5 video phones added to marketing work spaces
 - Bluetooth Wireless Mic: purchased for video interview purposes

Highlights/Accomplishments:

- **New Website: completed pages**
 - 1 main landing page;
 - 7 department landing pages
 - Subpages for Government
 - Subpages for CCCAC

- Jobs page
- In progress: detailed plan in place to continue populating new website
- **Videos**
 - Completed CDC - department overview
 - In progress: Government - Meet the Board

Designers working on 14 Graphics Projects

Recent Meetings/ Activities:

- 1-on-1 meeting: Carole Dowell
- A.S. Leadership team meeting
- Intermittent department client meetings
- Meetings with Director of Community & Outreach: Kira Nguyen
- Regular 1-on-1 meetings marketing and graphics design students
- Scholarship Banquet: planning meeting
- Search Committee meetings: A.S. Leadership Coordinator
- Search Committee meetings: Student Involvement Leadership Coordinator

TRANSPORTATION SOLUTIONS

Recent Meetings/Activities:

- Tiffany met with Board Execs (9/6)- To provide an overview and history of TS and discuss ways that the University can better support TS programs and services financially.
- Bike Enclosure Wireless Network update- Carlos attended bike enclosure walk through (9/9) with Mohammed, FD&O and University IT. We are waiting to hear back from FD&O and University IT about three different options for networking cages along with quotes.
- TFCA Grant Application (9/10)- Tiffany submitted clean air grant application for FYE 2020, requesting 169,187 with a 10% AS matching making the total project cost 187,986.
- Sustainability Meeting (9/17)- Tiffany and Carlos attended the first committee meeting of the semester. Transportation Solutions was added as an official member of the committee. Carlos and Tiffany are looking for ways to collaborate and incorporate alternative transportation into more of the discussion of sustainability. Topics of discussion included sustainability's action plan, Stars Recertification 2019, Fall events, October being Sustainability month, etc.
- Carpool Meeting (9/18) Tiffany coordinated a meeting between Steven Lemeshow from Waze, Eric Cross from Parking Services, and Tamela Sullivan from HR. We discussed ways we can reach employees and encourage overall carpool usage through Waze on campus. Action items include hosting an event in fall for Waze to conduct outreach outside of the garages, reserve premier parking spaces for carpool, and sending emails to HR's database of employees.
- Employee commute Survey- Tiffany followed up with Carrie Medders (9/18) from HR and is waiting to hear back about sending out an employee commute survey this semester and obtaining employee email addresses and zip codes to do direct email marketing to employees about their alternative commute options.

Outreach Activities:

- SJSU HR's Spartan 101 New Employees' Orientation (September 11) – Tiffany made a presentation to new-hire employees at the Spartan 101 orientation. The new employees receive complimentary SmartPass Clippers.
- TS hosted outreach during the first two weeks of school, inviting Baywheels, VTA, 511 Rideshare, and ACE to promote alternative commute options to students.

- Student Union Open House- TS participated in SU Open House event giving out various promotional items and information about TS program and services.
- Ride to School Day (September 12) –TS partnered with ERC to host sustainable transportation fair on 7th St Plaza over 150 students attended.

TS Marketing Activities:

- Preparation for TS annual commute survey- print material, social media, digital screens, email template, etc.

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

I. A.S. Committee Meetings

1. Finance Committee

- I chaired the second Finance Committee as Controller Kethepalli was unable to attend.
- Approved funding for eight Recognized Student Organizations (RSO's) including: Indian Student Organization, Queer and Asian SJSU, Black Honors Society, Alpha Eta Rho, Master of Public Administration Student Association, CRU, HFES SJSU, and Society of Women Engineers.
- Welcomed Sean Burton as a student-at-large for the committee.
- Reiterated 2019-2020 budget policy change that would require student representatives of RSO's to attend training prior to applying for funds.
- Discussed tentative date for the Finance Committee in service (October 30th).
- Early production efforts for Spartan Showcase were also discussed.

2. Operations Committee

- First Operations Committee took place on Monday, September 16th at 1PM in the Associated Students conference room.
- End of the year survey was discussed to see how we can be more intentional with the survey so that more students are inclined to fill it out and Associated Students (AS) can use the results to enact change based off of results.
- There was also a conversation on how to revamp the scholarships offered through AS so that more students apply. The committee toyed around with the idea of AS sponsoring specific departments/colleges so that they can target smaller groups of students and hopefully get more applications. AS Executive Director Carole will investigate whether or not this is something we can do.
- Lastly, the committee discussed the possibility of offering free feminine care in the Student Union (SU) bathroom. Cost of this operation would be low since there are already dispensers in the SU. Operations committee just needs a budget for the cost of supply of feminine care for an entire academic year. Once the committee gets this number and if we think it's feasible, we will move this discussion item to a voting item for next committee meeting.
- Next Operation Committee meeting is on Monday, October 7th.

3. Executive Committee

- Executive Committee met on Friday, September 13th.
- Discussed what is an excused vs an unexcused absence and the repercussions of being consistently absent.
- The possibility of Transportation Solutions (TS) being transferred to a University department was discussed. Pros and cons of this happening was also discussed as well as the possibility of the University increasing its monetary support for TS so that it remains an AS department.

II. University Committee Meetings

III. Additional Meetings/ Activities

1. Meeting with Strategic Communications and Marketing Team
 - The entire board met with the Strategic Communications and Marketing team on Friday September 13th.
 - Great discussion around potential collaboration with AS.
2. Search Committee for Leadership and Government Coordinator
 - Assigned to serve on the search committee for the Leadership and Government Coordinator position.
 - Met with the rest of the search committee on Monday, September 16th to review applicants and discuss search committee timeline.
 - Next steps are interviews.
3. Committee Meeting Highlight
 - Director of Community and Outreach Nguyen filmed my committee highlight and posted it to Instagram to promote the committee and incentivize students to attend meetings.

IV. Liaisons

V. Upcoming Meetings and Activities

1. AS Board Media Training on Friday, September 20th.
2. Student Org Fund Training on Monday, September 23rd.
3. External Review Meeting on Tuesday, September 24th.
4. Campus MovieFest Judging on Thursday, September 26th.

VI. Important Updates

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



I. A.S. Committee Meetings

- *Campus Life Affairs:*
 - Met with 2 more students who are interested in joining the Campus Life Affairs Committee (CLAC). Based on the meeting with them, my Vice Chair (Katrina Festejo-Director of Co-Curricular Affairs) and I will meet and decide on the final two students to select for our student-at-large positions
 - Gone over introductions/expectations of the committee
 - It was an unofficial meeting as we did not meet quorum!
 - Held the first meeting last Friday 09/06/2019 ; please refer to the meeting minutes and agenda here:
<http://www.sjsu.edu/as/docs/government/AS%20Campus%20Life%20Affairs%20Committee%20Agenda%20form.docx>
- *Internal Affairs:*
 - Reviewed the agenda/minutes from the meeting last Wednesday 09/04/2019
 - As a committee we have gone over the potential to apply land acknowledgement within our Bylaws and where was appropriate
 - We also approved the 2019-2020 academic year's meeting dates
 - We also reviewed our own individual and committee goals
 - Held the first meeting last Wednesday 09/04/2019 ; please refer to the meeting minutes and agenda here:
http://www.sjsu.edu/as/docs/government/AS%20Internal%20Affairs%20Committee%20Agenda%2009_04_19.docx
- *Academic Affairs:*
 - Reviewed the agenda/minutes from the meeting last Wednesday 09/04/2019
 - We reviewed the Associated Students Academics Affairs Committee Handbook that will be used by the student representatives from each college
 - Talked about different ways we can reach out to have more applicants for the college representatives
 - Gone over our goals and operations for the committee
 - Held the first meeting last Wednesday 09/04/2019 ; please refer to the meeting minutes and agenda here:

<http://www.sjsu.edu/as/docs/government/Academic%20Affairs%20Meeting%20Agenda%20for%209-4-2019.docx>

II. University Committee Meetings

- Attended the Instruction and Student Affairs Meeting on September 09, 2019
 - Gone over our subcommittee assignments for the upcoming semester
 - I am assigned to review policy referral F18-5 which focuses on students right to timely feedback
- Attended the Academic Senate Meeting on September 16, 2019
 - We have gone over the welcome for all the new senate members as well as some clarifications on policies that certain committees were working on.
 - Additionally, we had updates/reports from the chair of the Academic Senate, the president of the university, the provost, the VP of Student Affairs, the VP of Administration and Finances, the CSU board of trustee delegate, the president of Associated Students
 - Romey Sabalius has announced that California Governor, Gavin Newsome, has announced his approval of continuing another year of serving on the Board of Trustee

III. Additional Meetings/ Activities

- Filmed with Kira Nguyen (Director of Community and Outreach) for an Instagram highlight about Campus Life Affairs. So students can learn more about what we do and what we are all about!
- Attended the Strat Comm Meeting with the Board of Directors on September 13, 2019

IV. Liaisons

- Scheduled 1:1s with my department liaisons
 - Sharon Willey (from Enrollment Services) and had a meeting on September 09, 2019 and we discussed about the departments that are under enrollment services and their wholistic goals for 2019-2020. Which includes but not limited to: Improve first retention rate to 90%, Reduce equity gaps in graduation outcomes, Strengthen undergraduate academic advising, Increase Utilization of e-Advising tools, Increase students' sense of belonging, and develop a five year enrollment management plan. We will be hopefully collaborating to figure out creative ways we can reach out to students
 - Deanna Gonzalez (from Undergraduate and Admissions Outreach) and I met on September 11, 2019 and she had explain a bit about what her role consists of and how I can better support her department. For example, she suggested that maybe I can help sit in the ASD planning committee or even connect with a student that goes out to recruit with students in the East Side of San Jose and share with them so cool and interesting resources that are offered within our campus so they feel more connected to the campus. One thing that really resonated with me is the amount of work that they have to continuously do throughout each semester in order to help with admissions and much more. We will hopefully be collaborating soon to see how we can reach out more to students.

V. Upcoming Meetings and Activities

- Will be chairing the Campus Life Affairs Committee meeting on September 20, 2019
- Will attend the Instruction and Student Affairs meeting on September 23, 2019
- Will attend the Associated Students' Board meeting on September 25, 2019
- Will attend the Academic Affairs Committee meeting on October 2, 2019
- Will attend the Internal Affairs Committee meeting on October 2, 2019

VI. Important Updates

- I have updated my office hours they are now on Mondays from 12 PM - 2:00 PM and Tuesdays 11:45 AM - 1:00 PM

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



I. A.S. Committee Meetings

A. Academic Affairs

- Discussed how we can support and/or collaborate with the Affordable Learning Solutions
- Discussed events that we can put on in order to get the college representatives get to know the deans and other faculty of their respective college.

B. Internal Affairs

- Looked over the Elections Regulations Manual to get it ready for the following A.S. election.
- Went over some articles of the bylaws to make sure they are accurate.

II. University Committee Meetings

A. Instruction and Student Affairs Committee

- Discussed that we will be designating certain days for our subcommittees, where we will each discuss the policy that we have been assigned to.
- We had discussed the language for the SJSU CARES portion that would be put on the website that contains all the syllabus information.
- We also discussed the benefits and cons of putting the SJSU CARES description on the syllabus information website.

B. Alcohol and Drug Abuse Prevention Committee

- Have not officially met.

C. Campus Fee Advisory Committee

- Have not officially met

D. Academic Senate

- Voted in favor of the Academic Senate Executive committee's decision to oppose AB 1460 (mandating Ethnic Studies courses), which was decided over the summer.
- Discussed AS 1751 which was a policy recommendation for a combined Bachelor's and Master's Degree.
- Discussed a policy recommendation to restructure the membership of the sustainability board. Such as having 5 faculty at large instead of having a representative from each college.
- Discussed the first reading of the policy recommendation to add a general seat for faculty in the Student Evaluation Review Board, Student Fairness Committee, Library Board, and Writing Requirements Committee.
- There was an announcement that the campus climate and working committee will receive help from outside consultants for the campus climate survey.
- They are currently selecting and reviewing people to be part of a bullying committee.
- In terms for enrollment they are seeing that there is a national trend of that there are less first-year students than previous years. There was also a decrease in international students as well.

III. Additional Meetings/ Activities

IV. Liaisons

A. Student Conduct and Ethical Development

- Nothing to report

B. University Police Department

- Nothing to report

C. University Ombudsperson

- Scheduled meeting for the September 23, 2019

V. Upcoming Meetings and Activities

VI. Important Updates

I. A.S. Committee Meetings

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

- B. A.S Operations Committee
 - Discussed prelim changes to scholarships and scholarship types
 - Discussed the scope for our 2019-2020 surveys

II. University Committee Meetings

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

III. Additional Meetings/ Activities

- A. Discussed funding applications and process with 3 Student Organizations

- B. Meeting with Students who've applied/interested in applying for the Finance Committee
 - Discuss Personal Growth, Professional Development, and Special Project opportunities

- C. Carole<->Jyotsna 1:1
 - Discussed committee goals
 - Finance Committee Inservice plan/agenda
 - Process Implementation for Funding Approvals and Training
 - Scholarship Fund Distribution Plan (remaining balance)

- D. Approved APs(Accounts Payable) and POs (Purchase Orders)

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. Pending further dates/time

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



I. A.S. Committee Meetings

A. Programming Board

- Meeting September 10 & 17
 - i. Approved 3 Student-at-Larges
 - ii. Fire on the Fountain
 - 1. Came up with ideas for our 2 booths for Programming Board
 - 2. Various games (badminton game, football, duck fishing)
 - 3. Students can enter into a raffle for gift baskets created by Student-at-Larges
 - iii. AS Haunted House
 - 1. Alternatives: looked into an inflatable Haunted House, leaning towards utilizing the Terror Truck instead
 - iv. Brainstormed Program Events for the rest of the year!

B. Campus Life Affairs Committee

- Upcoming meeting: September 20

C. Finance Committee

- Meeting September 18
 - i. Approved funding requests for 8 student organizations

II. University Committee Meetings

A. Athletics Board

III. Additional Meetings/ Activities

A. Homecoming Royalty

- Timeline is pushed back
 - i. Application Requirement Deadline: Sept 25
 - ii. Homecoming Committee Interviews: Sept 30 - Oct 4
 - iii. Instagram Contest: October 10 - October 17

IV. Liaisons

A. New Student and Family Programs

- Greg Wolcott - Associate Vice President for Student Transition and Retention Services (STARS)
 - i. Department Goals: Help students find a sense of belonging/community on our campus, aid in the transition process for new students, and improve the retention of students.
 - ii. Currently recruiting for Summer 2020 Orientation Leaders!
 - iii. Parent/Family of the Year Award at Parent and Family Weekend - NOMINATE! :)
 - iv. Transformation 2030 Plan - hoping to implement a new program that they would love AS to be involved in.

B. Student Involvement

- Supposed to meet with Henderson Hill Sept 18
- Had to be rescheduled, currently in the process of rescheduling

C. Residence Hall Association

- Still trying to get a contact back to schedule

D. Intercollegiate Athletics

- Supposed to meet September 12
- Had to reschedule due to my E. coli
- Meeting scheduled for Tuesday, September 24

E. Spartan Recreation: Outdoor Adventures & Intramurals

- Meeting scheduled for Wednesday, Oct 2

F. Spartan Recreation: Club Sports

- Still trying to get a contact back to schedule

V. Upcoming Meetings and Activities

A. Programming Board: September 24

B. Campus Life Affairs: September 20

C. AS BOD: September 25

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***



ASSOCIATED STUDENTS
SAN JOSE STATE UNIVERSITY

**Associated Students Board of
Directors Report**

Name: Kenya Gallo
AS Position Director of Internal
Affairs

Date: Thursday September 19, 2019

I. A.S. Committee Meetings

A. Internal Affairs Committee

- Scheduled Meeting: The next Internal Affairs meeting is scheduled for Wednesday October 2nd.
- The first Internal Affairs meeting of the semester, the committee discussed where the Land Acknowledgement act will be inside of the bylaws and I provided the committee with a broader understanding of the referral that was approved by the last board of directors.
- The committee also discussed potential changes to the bylaws that we will be focusing during the course of the year.

B. Academic Affairs Committee

1. During the Academic Affairs meeting, Chair Kaur gave a brief introduction the potential event that may be called “Dinner with the Deans”

2. Director Kaur also met with potential college representatives and introduced the application process as well as potential ways of advertising more opportunities to recruit more college representatives. Returning potentials also returned from the first meeting.

C. Operations Committee

1. The first scheduled meeting was on Monday September 16th at 1PM in the Government Office. Due to schedule conflict I was not able to attend and have nothing to report at this time.

II. University Committee Meetings

A. Academic Senate

During the first academic senate meeting that was scheduled on September 16th, we went over the introduction of the new members, including board members such as President Parent, Vp Birrer, and directors Kaur, Delgadillo, Trang and Roque. As well as the first readings of the following: AS 1747, Senate Management Resolution, Amendment A to SM-F09-2, Change to the Composition of the Academic Disqualification and Reinstatement Review Committee

AS 1748, Policy Recommendation, Adding General Unit Seats to the Student Evaluation Review Board, Student Fairness Committee, Library Board, and Writing Requirements Committee, AS 1749, Policy Recommendation, Amendment B to S13-9, Merging, Dividing, Transferring, Eliminating Academic Units

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.

III. Additional Meetings/ Activities

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

A. Programming Board

- During this meeting, we discussed what games and programs we will do for Fire on the Fountain, such as a guess the amount of candy jar, fishing duck game, and etc. We also talked about a different alternative for the A.S. Haunted House. We also have our in-service date set.
- We also approved 3 Student-at-Larges

B. Lobby Corps

- We discussed our plans to get students to register to vote on National Registration Day (Sept. 24)
- We also talked about having events to help students learn about topics such as Roberts Rules or how to gain work experience when you are undocumented.

C. Operations Committee

- We discussed how we plan use the data from last years survey to help improve on AS departments and awareness.
- We also talked about how to improve the AS scholarship system and how to make it more accessible to students who identify with certain needs.

D. Finance Committee

- We approved about 5 organizations for funding for items like apparel, events, and any professional development conferences.
- We also talked about the date for our in-service and we started talking about the Spartan Showcase.

II. University Committee Meetings

A. University Library Board

- We have now sent out the invite to the public forum about Elsevier and the re-negotiations over our ScienceDirect contract.
- I have no updates since our last meeting.

B. Outstanding Professor Award Committee

- No meeting has taken place.

III. Additional Meetings/ Activities

A. A.S. Board Video

- We have the rough cut of the AS video, we are now just going through some edits.

B. A.S. Instagram

- I have created all the committee highlights. Please share with your friends and give me any feedback you hear about them.

C. Meetings with students/student orgs

- I met with the College Awareness Network (CAN) last week and we talked about how we can help make them a more legitimate and permanent organization on campus. CAN helps to immerse young students through college tours and interactive activities that give them a college experience.
- I also met with a student marketing intern from the news provider Oigetit. They are a brand-new company that is seeking to get student feedback on their service and they want to teach students how to filter out the fake news from the real news. They want to part with us to potentially bring an event on campus to help students get more involved in the news.

IV. Liaisons

A. Center for Community Learning and Leadership

- No update since my last report.

B. CommUniversity

- Have not gotten back to me yet.

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

C. Economic Crisis Response Team

- I am still looking for my replacement for the ECRT. Please let me know if you can take my spot. They meet every 3 weeks, so once a month, on Thursday from 1:30-2:30 pm.

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



I. A.S. Committee Meetings

- A. Campus Life Affairs Meeting
 - Did not have quorum, held a mock meeting

II. University Committee Meetings

- A. Faculty Diversity Committee
 - First meeting was cancelled

III. Additional Meetings/ Activities

- A. Disability Awareness Fair
 - Location, date, and features of the fair were discussed
- B. Chief Diversity Officer
 - Discussed Dr. Wong's role, how title IX takes effect on campus, the problems with recruiting diverse faculty members
 - The use of the campus climate survey was discussed
 - Dr. Wong suggested that AS could create a space for constructive discussion about highly politicized issues and a place for students to voice concerns
 - Can't secure a prayer space in new science building but will recommend that Tower Hall have a designated prayer space (pres and other offices are moving to Clark Hall soon) for students

IV. Liaisons

- A. Mosaic
 - Discussed Mosaic's services, fellowship program and funding
 - Wants to be more involved with AS and be more informed of events such as Diversity Day
- B. Chicanx/Latinx
 - Learned about what center provides
 - Discussed goals
 - Funding needs
 - Wants AS to help promote center and events and provide feedback to the center

V. Upcoming Meetings and Activities

- A. African American/Black Student Success Center
 - Oct 2, 3pm, initial meeting

VI. Important Updates

I have a scheduling conflict with Faculty Diversity Affairs and Campus Life Affairs committee meetings. Faculty Diversity meets every 1st Friday from 10:30-12, let me know if you can cover for me.

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



I. A.S. Committee Meetings

A. A.S. Executive Committee

- Met on Friday, September 13th
- Discussed Transportation Solutions and the benefits it holds for providing alternative transportation
- Discussed many unexcused and excused absences and how the executive committee will handle the future absence cases

B. Lobby Corps

- Discussed collaborating with the UndocuSpartan Resource Center
- Discussed implementing a campaign to get students to register to vote
 - Used the “Swaggin Wagon” on September 24th and will be using it again in two (2) weeks

C. Personnel Committee

- Have not had a personnel committee meeting since the last Board Meeting
- Nothing new to discuss

II. University Committee Meetings

A. Academic Senate

- Many policies went through a first reading and many went through a second reading

B. Athletics Board

- Discussed adding a student considered an athlete to the committee
 - The student will come from the Student Athlete Advisory Committee (SAAC)
 - This was discussed last semester (Spring 2019) and voted on in the committee to be sent to the president
- The policy has not been signed as of today

C. Budget Advisory Committee (BAC)

- Met on Thursday, September 19th
- Talked about the Associated Students budget
 - The reason said by Charlie Faas, the budget is not being signed is due to the supposed “risk” of the Child Development Center
 - No risk was done by a general council

D. Committee on Committees (CoC)

- Did not meet since the last Board meeting
- Nothing new at this time

E. Executive Committee of the Academic Senate

- Did not meet since the last Board meeting
- Nothing new at this time

F. Instruction & Student Affairs Committee (ISA)

- Did not meet since the last Board meeting
- Nothing new at this time

III. Additional Meetings/ Activities

A. *Campus Fee Advisory Committee*

- Have not officially met yet
- Will be appointing directors to sit on this committee
- Met with Marna

IV. Liaisons

A. *Mary Papazian* (Campus President)

- Will be meeting with her on September 20th @ 2:00pm
- Talked about the shooting at Martin Luther King (MLK) Library on September 9th, 2019
 - There are cameras around campus that were recently installed that can help track the direction of bullets
 - Unaware of this technology was used to track the recent shooting
 - The shooting in MLK was collateral damage since it seemed the intended target was not San Jose State according to San Jose Police Department
- A.S. will get a response back about our operating agreement and our budget next week, Friday, September 27th. Talk was similar to the talk I had with Charlie Faas in the Budget Advisory Committee meeting
 - 9 month delay in our operating agreement is due to be because the supposed "risk" our Child Development Center holds
- Will discuss a 2nd annual Pizza with the President and also a community walk with the A.S. board executives and also President Papazian

B. *Patrick Day* (Vice President of Student Affairs)

- Will be meeting with him on September 20th @ 2:00pm
- Had a joint meeting with him and President Papazian
- The conversation was the same as the portion I wrote under President Papazian
- Discussed ways we can show the history of Bud Winter Field though it will be constructed into a parking lot in two (2) years

C. *Charlie Faas* (Campus CFO)

- Talked to him at the Budget Advisory Committee about the Associated Students (A.S.) budget
- Faas says it is about risk management with the Child Development Center (CDC) and that the university will take the fall if anything happens
- I explain the risks will still be the same if the university takes over the CDC or if you leave the CDC with A.S.

D. *Ravisha Mather* (Academic Senate Chair)

- Talked about getting a designee to the campus planning board and how they will have to be a policy change within Academic Senate and Associated Students
- Outstanding Lecturer Award Selection Committee

E. *Vincent Del Casino* (Campus Provost)

- Nothing new at this time

V. Upcoming Meetings and Activities

A. *Search Committee for University Advancement*

- a. Nothing new at this time

B. *SJSU Disability Awareness Fair*

- a. Met on September 13th to discuss how the fair will be run

- b. Decided the fair was originally intended to give students with disabilities a platform to speak what it's like to live with their disabilities and not to promote other organization
- c. **Date:** October 24th, 2019 (*tentative*)
- d. **Time:** 10:00am-2:00pm
- e. **Location:** Smith/Carlos Lawn

C. California State Student Association (CSSA)

- a. Went to California State University San Marcos (CSUSM) for our CSSA Board Meeting
- b. Information could not be provided since this Board report had to be sent before the meeting

VI. Important Updates

- Associated Student Operating agreement has still not been signed
 - Since January (9 months)
- Associated Student Budget not signed
 - Since June (4 months)
 - The fiscal year started in July
- We are the only California State University (CSU) Associated Students that have an agreement to sign the operating agreement every 1.5 years
 - Other universities have an agreement for 10 years
 - Rarely do some have 5 year agreements but none, other than San Jose State, has 1.5 year agreements

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



A.

I. A.S. Committee Meetings

B. Executive Committee 9/13/19

- We discussed Board member absences from mandatory events such as board meeting, committee meeting, university meetings, as well as training days.
- We assigned 1 unexcused absence (Director Festejo) and 2 excused absences (Director Festejo and Controller Kethepalli)

C. [Personnel Committee]

- [None]

II. University Committee Meetings

A. [Professional Standards] 9/9/2019

- We talked about the amendment F12-6 that deals with SOTES and various teaching/observations that are used to judge teachers for tenure/ tenure-track faculty, and lecturers
- There was an idea brought up to incorporate visual representations of the assessment to make it easier to understand and comprehend.
- Discuss the format of implementation of RTP policy. People did not like the feel of a dossier when it was submitted electronically

B. [Academic Senate] 9/16/2019

- Mary Papazian thanked all the people who were returning and welcomed new senators to the academic senate, the CSU trustee Romey, and Provost Del Casino. She spoke about the budget saying that it was mostly supported by the governor. The school is working on single year budgets but plans as if it is on a multiyear basis. She talked about numerous bills that are working its way through the legislation that would have an impact on students.
 - SB 206- Name Monetization for student athletes
 - AB48- Capital budget bill combined 2 separate bills and had a collective worth of 15 billion dollars.
- Charlie Faas Spoke on the naming of the event center by Provident Credit Union.
- Patrick Day talked about enrollment and how there has been a decrease in enrollment, however he ensures us that it is a national trend. The census will be completed 2 days after this meeting took place
- Elsevier contracts is almost up so it is renegotiation time. The UCs have ended their deal with Elsevier. If an agreement is not reached then 15,000 journals could be lost.

III. Additional Meetings/ Activities

A. [SEM Undergraduate Team]

- [Got a brief introduction into what this team is trying to accomplish. The direction is to have a comprehensive plan to improve undergraduate student experience inside and outside of the class to improve retention rates and graduation rates.]

IV. Liaisons

A. [Not yet contacted]

D. V. Upcoming Meetings and Activities

A. [AS Board Media Training]

- [9/20/2019 Media training with Stratcomm]

B. [Professional Standards]

- [9/23/2019 Talk about RTP]

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

E.

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



I. A.S. Committee Meetings

i. Lobby Corps

- September 24th, is National Voter Registration Day
 - Lobby Corps is having an event to have students to register to vote, there is a specific link students can use to register and we will be handing out A.S gift items as incentives to encourage students to register.

II. University Committee Meetings

i. ISA (Academic Senate)

- S97-4 UNIVERSITY GOVERNANCE AWARDS FOR STUDENTS;
STUDENT SERVICE
 - This award is designed to recognize students who have contributed to the University through volunteer engagement with the Academic Senate efforts. This is not an academic honor, nor is it tied to academic performance.
 - Students who serve as members of the student government, student Senators, and students serving on University or Academic Senate boards or committees shall automatically be granted the award if they attend at least 80% of the meetings of the committee/board to which they were elected/appointed, as reported to the Academic Senate Chair or designee.
 - A notation of "University Governance Award" will be put on the student's transcript. This will be noted at the end of each academic year if the student qualifies.
 - Students who receive a University Governance Award are eligible to apply for the Baron Scholarship Endowment, which was established to recognize students for their service to the University.

III. Additional Meetings/ Activities

i. Parking Services

- Parking Stash
- PTTC
- We talked about different methods of transportation and traffic measures on campus

IV. Liaisons

V. Upcoming Meetings and Activities

- i. Meeting with Ana Navarrete from UndocuSpartans
- i. Meeting with the president of SAHE

VI. Important Updates

If you have any questions about this report, please email me at: **(email address)**