



## NOTICE OF MEETING OF ASI STUDENT GOVERNMENT OF CSU CHANNEL ISLANDS, INC.

NOTICE IS HEREBY GIVEN to the general public and to all members of the CSU Channel Islands Student Government that:

A regular meeting of the ASI Student Government Senate will be held on Wednesday, March 6th, 2024, at 9:00 a.m. in the Student Union Building, Coville Conference Room to consider and act upon the following matters:

- 1) Call to Order: 9:00 AM
  - 2) Roll Call:
    - a. Executive Branch: Daisy Navarrete, Jazmin Guajardo, Andrew Fox, Emily Conde, Edith Hernandez
    - b. Senators: Cassandra Gil, Lisa Marie Ruiz, Michael Iglesias
    - c. Advisors: Helen Alatorre, Annie Block-Weiss
    - d. Members of the Public: Lisa Henriksen, Karly Ibrahim, Julia Heck, Richard Yao, Christopher Jetton, Colleen Haws, Stephan Clark.
  - 3) Approval of Agenda:
    - I. M/S/P (C. Gil/L.M. Ruiz)
    - a. Discussion:
      - II. C. Gil: I move to approve the agenda
      - III. L.M. Ruiz: I second
      - IV. 2-0-0 Motion Passed
  - 4) Approval of Minutes:
    - a. ACTION ITEM: Approval of minutes from February 28<sup>th</sup>, 2024
      - V. M/S/P (L.M. Ruiz/C.Gil)
    - b. Discussion:
      - VI. L.M. Ruiz: I move to approve the minutes
      - VII. C. Gil: I second
      - VIII. 2-0-0 Motion Passed
- Senator Iglesias joins meeting at 9:02 AM
- 5) Public Forum: No comments made.
  - 6) Reports:
    - a. Legislative Reports:
      - i. C. Gil – Senator of Student Engagement

1. Met with Russell Winans, Coordinator of Student Organizations and Involvement, last week alongside VP Guajardo. Will be sending an email to discuss more ways to get involved.
  - ii. M. Iglesias – Senator of Graduate, Credential, and Alumni
    1. Will be attending the Career & Industry committee meeting
    2. Will be attending Social-Cultural committee meeting
  - iii. L. M. Ruiz- Senator of Veterans and Non-Traditional Students
    1. Met with Jason Pillado Coordinator of the Veterans Programs
    2. Veterans center will be having a kayaking event on Friday, March 15<sup>th</sup>
    3. Fireside chat will begin occurring consistently for all students from 5-7pm on a weekly basis
- b. Executive Reports:
- i. President Report (*D. Navarrete*)
    1. Past week was reviewing applicants for the Vice President of Business and Financial Affairs search
    2. Search committee met yesterday to debrief and select candidates to interview next week
    3. Attending ASI Board of Directors meeting tomorrow
    4. Will attend Strategic Resource Planning Committee (SRPC) on Thursday alongside VP Guajardo
    5. Friday-Monday will be out of office for the California Higher Education Student Summit (CHESS) in Sacramento, advocating for an accessible, affordable, and quality system of public higher education for all Californians
  - ii. Vice President Report (*J. Guajardo*)
    1. Attended Academic Senate last week with President Navarrete
    2. Met with SG intern, Wendy Batres, last week who will be included in email communication
    3. Will have a Senator Interest Meeting later today
    4. Student Government will be tabling today for Channel Your Voice
  - iii. Chief of Staff Report (*E. Conde*)
    1. Senator Interest Meeting today alongside VP Guajardo
    2. Interns have not officially begun their office hours at this moment
    3. There are 2 new potential interns
    4. Was out sick last week and had to reschedule Coffee and Chat with Chief of Staff, Kaia Tollefson, for April 8th

- iv. Director of Operations Report (*E. Hernandez*)
  - 1. Today SG will be Tabling for Channel Your Voice
  - 2. Student Government will be participating in the St. Patrick's Day Parade on March 16<sup>th</sup> in Ventura. Encouraged Senate to consider attending
  - 3. Reminded Senate to keep an eye on upcoming tabling opportunities for ASI Hiring, Run for Office, etc.
- v. Director of External Affairs Report (*A. Fox*)
  - 1. Will be in Sacramento this weekend with Lobby Corps for CHES
  - 2. Will be meeting with other CSU student leaders and advocating for higher education
  - 3. Will further discuss items in CSSA March Plenary Information item
- c. Judicial Reports:
  - i. None
- d. Advisor Reports:
  - i. Advisor Block-Weiss
    - 1. ASI Hiring is ongoing- the deadline is March 13<sup>th</sup> at 11:59 PM. Encouraged promotion for all of ASI to gather large candidate pool. Hiring process will encompass all groups of ASI including The CI View, Student Government, Student Programming Board, etc.
    - 2. Running for Office- encouraged Senators to run for office. The deadline is Friday March 15<sup>th</sup> at 5pm.
    - 3. Channel Your Voice Tabling will be today – ASI will be handing out post cards and encouraging students to make a difference by running for office. Asking students to write one thing they would change on campus in exchange for a food tick to glazed donut truck.
    - 4. Student Programming Board's next Block Party will be happening on March 14<sup>th</sup> from 8-11PM. The theme is Queen's Edition: Beyonce vs. Taylor Swift.
    - 5. Recently returned from AFLV West National Cultural Greek Leadership Conference with at least one representative from each Fraternity and Sorority. More details can be found via the Student Organizations and Involvement Instagram.
    - 6. Will be in New York next week with The CI View for the National College Media convention.
    - 7. Foodie Tuesday is next Tuesday with Student Programming Board. ASI Elections Council will also be tabling this day to promote running for office.
  - ii. Advisor Alatorre
    - 1. Not present at time of report.

7) Outstanding Business:

8) New Business:

- a. DISCUSSION ITEM: Academic Senate – Policy on Office Hours (*S. Clark*) [Time Certain: 9:05am]
  - i. Material will be included in Supporting Materials on Student Government website and included in Senate Packet.
  - ii. Presenter is currently serving as the Program Chair of \_\_\_\_\_ and Professor of Spanish.
  - iii. Faculty Affairs Committee (FAC) is a committee that enhances faculty rights and welfare. Presenter shared that faculty working conditions are often student learning conditions.
  - iv. Currently, there is no policy on Faculty Office Hours at CSU Channel Islands. The policy proposed today will provide some guidance for CSUCI faculty in regards to office hours and faculty availability to students outside of lecture times. FAC is looking to gain feedback and adopt a policy that will be in best alignment with Students and Faculty.
  - v. Faculty are operating under a Collective Bargaining Agreement (CBA) which states “faculty members have additional professional responsibilities such as... maintaining office hours, and/or opportunities for student consultation.” However, there is not a minimum of office hours or general guidance for office hours included in the CBA. Policies from across all CSU campuses were studied, and the policy draft presented today was modeled to serve as a baseline.
  - vi. Minimum Office Hour Requirement for Faculty proposed in draft Policy on Office Hours:
    1. If faculty are full-time a minimum requirement would be 3 office hours per week.
    2. If faculty are part time, the requirement would be 1-2 hours per week.
  - vii. Modality Guidance:
    1. Generally, should be in accordance with teaching modality, i.e. online courses would have online office hours.
    2. Faculty have the discretion to choose the modality of office hours that best serve their students’ needs.
  - viii. Appointments:
    1. If students can’t make office hours, faculty are expected to accommodate “to a reasonable extent.”
  - ix. Communication of Office Hours:
    1. Included in syllabi.
    2. Post on office door or department office.
    3. Notify students of need to cancel (when possible).

- x. Senate appreciated the printout draft of the policy and mentioned most of their professors have adhered to the recommendations made in the policy. Senate also mentioned experiences with office hours and stated how this policy would provide more initiative for faculty to be available and accessible to students.
- b. INFORMATION ITEM: Transportation & Parking Services Updates (*C. Jetton, C. Haws*)  
[Time Certain: 9:30am]
- i. Presentation will be included in Supporting Materials on Student Government website and included in Senate Packet.
  - ii. Lieutenant of Channel Islands Police Department (CIPD) and from Transportation as well as Budget analyst for Transportation and Public Safety (TPS) provided an overview regarding funding and reasoning for parking permits.
  - iii. Question as to why the CIPD public safety unit manages parking permits.
  - iv. Funding & Budget:
    - 1. TPS is classified as a university auxiliary service, meaning it is fully self-funded and does not receive general funds from the campus. Funding is generated from the sale of parking permits.
    - 2. Budget has been strained due to loss of income which has been down since pre-pandemic funding. Routes for the bus had to be reduced. Currently looking at metrics to ask campus partners to assist with share of the cost. Outlook on budgeting timeline predicted that if their current performance continues, Transportation and Parking will be bankrupt in about three years. In response to “what happens if TPS is bankrupt?” the answer is no one really knows, and the Chancellor’s Office won’t let it happen.
  - v. Cost of Parking Permits:
    - 1. The cost of a parking permit is determined by the department’s operational expenses.
    - 2. Comparison of price paid for parking permits across faculty, staff, and students was also discussed, where students pay the most out of any individual on campus per semester.
    - 3. Possibility of transportation dashboard was discussed, which would allow students to see the reason behind the cost.
  - vi. TPS Expenses:
    - 1. Majority of the operational expenses go to salary and benefits and the second largest portion goes towards the transportation programs encompassing the Ventura County Transportation Commission (VCTC) Intercity Bus, ZipCar, and Bicycle services. Services also include paying CSU administrative fees to conduct their Payroll and Human Resources processing.
  - vii. Parking Citation:

1. Philosophy is educational in nature and encourages students to dispute parking tickets/citations. Citations may also serve as an encouragement to comply with enforcement and promote the need for parking permits.
  2. TPS incurs fees each time they write a citation.
  3. TPS encourages everyone to fill out an appeal to a parking citation.
  4. Virtual enforcement with license plate recognition was mentioned, which could reduce costs of printing permits and alleviate forgetting to display permit on dashboard.
- viii. Yield of time to Director Fox by Senator Iglesias: What would happen if we reduced the fee could more students purchase the permit?
1. Presenters responded that this has not been considered due to the current student enrollment and discussed options that have been considered, including:
    - a. Increasing the daily permit price rates, and only having daily permits.
    - b. Recommended the option of parking at the metro station and using the bus to come to campus.
    - c. Presenters have a hesitancy to raise student permit cost if other permit costs are also not raised.
    - d. Possibly making parking permits a Category II Fee, which could potentially be covered by financial aid.
- ix. Senate inquired about the VCTC bus payments, presenters discussed the payments have been distributed by taking some out of fines and forfeitures.
- x. Yield of time to Director Fox by Senator Gil: Are the metrics worth the cost of the bus for students to be taking the bus to campus?
1. Presenter shared one has to come into the TPS office to activate their card and reactivate their portal annually to access the bus. Presenters are in the process of learning how to pool that data.
  2. 300,000 student rides have been tracked over the course of a few months. CSUCI is currently in it's 25<sup>th</sup> year of cooperative agreement, difficulty will present if need is presented after discontinuing VCTC partnership. This may also present accessibility issues if bus access is discontinued.
- xi. Yield of Time to Advisor Alatorre by Senator Ruiz: ASI finds itself dipping in reserves post pandemic. Provided reflection point about how money works differently at the University. The general fund comes from the state. Auxiliary services do not get funded by the state, and instead by student fees. This fluctuates annually and is dependent on revenue made from students. What is the vetting process on the University side for the University to approve an increase of prices, would TPS have to go through Student Fee Advisory Committee?

1. The process to increasing permit prices would have to go through Student fee committee and Board of Trustees for approval. The process for increasing the daily parking permit fee would not require the processes mentioned above.
  2. Presenters shared it is not their goal to solely increase permit prices for students and have considered increasing prices for faculty and or staff. Main advocacy point is that the University must fund bus transportation. There is not a requirement for TPS to cover the cost of transportation.
- xii. Yield of Time to Advisor Alatorre by Senator Ruiz: Other CSUs do chargebacks and keep an itemized list of items they covered out of “kind” for their universities.
- xiii. Presenters are currently inquiring about funding assistance and asked the Chancellor’s office for guidance to which it was shared that the only thing Parking is required to cover is their debt services.
- c. INFORMATION ITEM: CSSA March Plenary Agendas (*D. Navarrete, A. Fox*)
- i. Material will be included in Supporting Materials on Student Government website and included in Senate Packet.
  - ii. Presenters provided a plenary overview such as the committees and items that will be voted on.
  - iii. The Legislative Affairs Committee will discuss the following bills: AB 1160, AB 2458, AB 810, AB 2407, AB 2586, AB 2608, ad AB 3112.
  - iv. Systemwide Affairs Committee will further discuss the CSSA Resolution Calling of Ceasefire in Gaza Strip, Condemning Human Rights Violations, War Crimes and Reaffirming Freedom of Speech and Expression, where they will consider accepting recommendations and amendments and vote on the Resolution.
  - v. CSSA budget for 24-25 is also looking to be approved. Board of Directors will also vote on a trustee of the year, administrator of the year, (campus) President of the year, and faculty excellence award.
  - vi. Yield of time to President Yao by Senator Ruiz - what is CSSA’s position on the Cal-GetC conversation, is it in favor of streamlining the one pathway?
    1. CSSA Board of Directors official stance is unclear at the moment, however it will be voted on at the upcoming March Plenary.
- d. INFORMATION ITEM: Academic Senate Summary (*D. Navarrete, J. Guajardo*)
- i. Presentation will be included in Supporting Materials on Student Government website and included in Senate Packet.
  - ii. First Reading: Policy on Faculty Office Hours was discussed as well as the feedback provided by the Academic Senators. Policy outlines a baseline that would provide guidelines and recommendations and ensure student’s ability to connect with faculty outside of class times.

- iii. Reaccreditation report can be accessed through the CSUCI Reaccreditation webpage, thematic pathways to reaffirmation, and under presentation given for broader audiences titled "Academic Senate Presentation (Feb 2024)."
- iv. Honors convocation was discussed, including possible dates and locations. Senate inquired on the honors convocation and the lack of a Dean's List at CSUCI.
  - 1. Part of the honors convocation would be to highlight high GPA.
- v. Yield of time to Director Fox by Senator Ruiz - acknowledges that we have semesters honors on our campus, and verbalizes a preference for a Dean's List.
- vi. Yield of time to Advisor Alatorre by Senator Ruiz - CSUCI does not have a Dean of Academics, which is the reason as to why we don't have a dean's list. Recommended conveying this differently on resume. Honors status should appear on academic transcripts.
- vii. Yield of time to Karly Ibrahim by Senator Gil- mentioned experience during undergrad time at Channel Islands in regard to honors acknowledgment.

9) Closing Comments:

- a. Yield of time to Advisor Block-Weiss from Cassandra Gil- Student Organizations and Involvement sent out an email asking students in clubs and orgs to share their feedback on club and org recognition. Every ASI fee paying student received this email last week.
  - i. VP Guajardo inquired if there is a deadline for the survey. Advisor Block-Weiss clarified that there is no deadline for the survey.
- b. VP Guajardo - will be reaching out to Senators to work on a Resolution to update the GPA requirement for membership in student organizations on campus and is hoping to have this item on the agenda next week as a discussion item.

10) Adjournment: 10:30 AM

Next ASI Student Government Senate meeting is scheduled for Wednesday, March 13<sup>th</sup> 2024, at 9:00 a.m. in the Coville Conference Room.

Minutes respectfully submitted by Edith Hernandez, ASI Student Government Director of Operations