EAB Meeting Minutes

Time 2:00 PM| Date 11/08/2024| Location ARC 110

1. Call to order: 2:06
2. Roll call of EAB members
	1. Advocacy Chair – Olivia Kent-Horton - Present
	2. Programming Chair – Leila De Folo - Absent
	3. Molika Ny - Present
	4. Shaezel Khan - Present
	5. Taylan Allison - Present
3. [Approval of minutes](https://cascadiacc.sharepoint.com/%3Aw%3A/s/CascadiaStudentLife-EAB/EcKIat2IVTVHokhxMRGNmIEBmcGlLtRgSq6TIisxf3JAqQ?e=leIUak)
	1. Taylan makes a motion to approve; Moli seconds the motion
	2. Motion passes 3/0/0
4. Approval of agenda
	1. Taylan makes a motion to approve the agenda with changes; Shaezel seconds the motion
	2. 3/0/0
5. Open Forum
6. Special guests & funding requests
	1. Kelly Leahy, Instructional Design
		1. Needed to revamp the college 101 curriculum to match student’s needs
		2. The faculty is making adjustments
		3. Wants student perspectives
7. Member reports
	1. Advocacy Chair – Olivia Kent-Horton
		1. Common Hour Update
			1. Concerns about common hour came up at College Advisory Council
			2. Olivia met with Fernanda, ASUWB president
			3. Will communicate a proposal that will highlight/explain to students and faculty
			4. President Murray is working on building a task force to get research about common hour
	2. Programming Chair – Leila De Folo
		1. I uploaded photos from the Spooktacular photographer - Moli if you want to use these for your “in case you missed it” post feel free
			1. Find photos in Teams: General -> files -> photos -> Spooktacular
			2. If any EAB members have photos make sure to put it in teams
		2. There will be time limits for debriefs and reports at next week's meeting
			1. Will be a test-run for next meeting, we will then evaluate if that worked or not
			2. If you know you will take more than the given time (5-7 min) add that to the meeting agenda saying you need more time
		3. Pre-fill your topics on the Trello agenda (Shandy has an example)
			1. When you add an item to the agenda, you can add more details to speed up the meeting
	3. Molika Ny:
		1. Spooktacular Debrief
			1. EAB’s opinion on whether we want a discussion with CEB about Spooktacular
			2. Moli can go and represent EAB, because we’re so busy (maybe 1 or 2 other EAB people)
			3. Shandy is planning on having a EAB & CEB bonding/training day so we might not need to get together to discuss Spooktacular
	4. Shaezel Khan
		1. Veteran's Day Tabling Debrief - [Debrief Link](https://forms.office.com/Pages/ResponsePage.aspx?id=2e8FJV2fQUmGXAPJsbiGExmAkOtoKXdLkXd-6iAw1axUNDFDR1gwSVk3R0tRRDYxTU5VUDlFWDNDVi4u)
		2. De-Stress Fest updates
			1. Wednesday December 4th 11-3
				1. Set up 9:30 am
				2. Clean-Up 3-4pm
			2. Availability
				1. Olivia- 1:30 pm- 4pm
				2. Moli- 11am-3:15 pm
				3. Taylan
				4. Leila- to be asked later
			3. Quotes
			4. Cookie Decorating - Assistance
				1. $2500
				2. Special Deal $1875
			5. Self-Lead- Including Direction Guides
				1. $1375
			6. Petting Zoo
				1. $1900
			7. Teams Poll will be sent after meeting – deadline for response 11/12th Next Tuesday
	5. Taylan Allison
		1. Thoughts on dressing as waiters for Global Thanksgiving
			1. Having the event be a more fancy event
			2. EAB dressed as waiters at the food table
		2. Updates on Global Thanksgiving
			1. Had a meeting with all the clubs that were interested and figured out what each club wants to do
			2. Will put information from the club meeting in the teams folder
		3. What should they do while sitting and waiting for the next presentation?
			1. During the breaks in between club presentation what can we do
				1. Trivia Cards/game
8. Advisor reports
	1. Shandy Stomieroski
		1. TP Times due date Nov 13 for the 11/29-12/13 edition (De-Stress Fest, Finals Week tabling)
		2. Kodiak Cave is looking for someone to pop popcorn at Ratatouille on Tuesday, November 12th at 4pm, would anyone on EAB like to get paid to do this?
			1. Olivia will check her schedule and get back to Shandy
			2. Moli will also check and get back to Shandy
		3. SW Board schedule and CEO process is listed on the Student Life Engagement calendar Trello
			1. If you want to see where the sandwich boards are it’s all in the trello
			2. Same process to request sandwich boards
			3. If CEOs take out the sandwich board they bring it back and if EAB takes it out then they bring it back
		4. When to use Teams chat vs channel posts vs email: Teams Channel: Important Updates we want to go back to/follow up with, Teams Chat: quick updates, not too important ex "I took the tablecloths downstairs", Email:
			1. Email if they need something from you
			2. If confirming official business, talking to administration or other business stuff CC advisors
		5. Post event clean up - Reminder to clean up the ILO after an event within 2 days after the event. Spooktacular stuff is still out and needs to be put away today.
		6. Hiring update: Made two offers to Jack and Darin. Jack is new clubs coordinator, Darin is new events coordinator.
		7. Casino Night - CEB/EAB partnership - Do we want to partner with CEB on Casino Night?
			1. Revisit next week
		8. Budget Update
			1. Shandy will email us
	2. Becky Riopel
		1. Cascadia representation - ARC Phase 2 committees
		2. College closed Monday - no class & no work
		3. Committee report prep
			1. Encourage preparing a committee report before arriving at the EAB meeting. Have your notes, thoughts, and ideas ready to go to save time.
			2. Can add committee notes in Trello
		4. Out next Thursday & Friday
9. Committee reports
	1. ARC Advisory/SFAC -
		1. Orientation meeting Nov 1st
	2. Bothell Dining Advisory Committee -
		1. Did not meet
	3. Budget Council -
		1. Introduction meeting and brief discussion on current finances on Nov 5th
	4. Campus Community Safety & Wellbeing Advisory Council -
		1. Did not meet
	5. CC5 Public Art Committee -
		1. Did not meet
	6. College Advisory Council -
		1. Discussed Common hour and that there is vehicle speeding which is a safety concern. Meeting on Nov 4th
	7. Commuter Services Advisory -
		1. Did not meet
	8. Hazing Prevention Committee -
		1. Did not meet
	9. Information Security Management Council -
		1. Met Nov 8th, Introduction and discussed charter
	10. Student Learning Council -
		1. Will meet Nov 20th
	11. Student Success Council -
		1. Did not meet
	12. Sustainability -
		1. Will meet next week
10. Unfinished business/New business:
	1. Advocacy Question of the week: What do we want to ask students this week?
		1. Keep talking about college 101 and get responses on the form
		2. Deadline for collecting feedback through the form is Nov 22nd
	2. Upcoming Tabling dates
		1. Nov 26th – Mood Mixer 10am-12pm in CC1-LLL
11. Announcements:
12. Adjournment: 4:22