EAB Meeting Minutes

Time 3:30 PM | Date 03/10/2025 | Location ARC 110

1. Call to order: 3:32pm
2. Roll call of EAB members
	1. Advocacy Chair – Olivia Kent-Horton - Present
	2. Programming Chair – Leila De Folo - Present
	3. Molika Ny - Present
	4. Shaezel Khan - Present
	5. Taylan Allison - Present
	6. Jack McChesney - Present
	7. Darin Chung - Present
3. Approval of minutes
	1. Taylan Motions to Approve; Darin Second
	2. Motion Passes 6/0/0
4. Approval of agenda
	1. Motion to Approve with Changes Darin seconds
	2. Motion Passes with changes
	3. 6/0/0
5. Open Forum
6. Special guests & funding requests
7. Member reports
	1. Advocacy Chair – Olivia Kent-Horton
		1. If you haven't signed up or sent a calendar hold for a one-on-one, please do so this week. Send me a calendar hold, and I will confirm. Please remember to schedule within my office hours displayed on my calendar
		2. The new Calendar for taking minutes will be shared at the beginning of Spring Quarter. If you haven't had a chance to take minutes and would like to please Teams me. If you have taken minutes and would prefer to not take minutes in Spring Quarter please Teams me as well.
	2. Programming Chair – Leila De Folo
		1. Test running "Closed laptop" policy in the EAB meeting to see if it will help us have a more effective meeting
		2. Reminder: No phones during the EAB meeting unless it's an emergency or you have a reason that you talked to me about beforehand
		3. Continuing last week's discussion about how we as EAB are going to be more responsible and start striving for excellence in all duties. Solutions we have come up with so far:
			1. Having a Event agenda shared a week earlier from the event and shared physically on team members desks for clarification.
				1. Knowing that without this action it will reflect poorly on EAB and the event that is being planned.
				2. Implementation in Trello Checklist
			2. Have a meeting before the event and go through the agenda if there is not an EAB meeting before the event.
			3. Send a text if you are not able to make it, and consistently update your arrival time.
				1. If there is no good reason or explanation as to why they are late then there should be a discussion and maybe put their arrival earlier than everyone else.
				2. Communication to EAB text group chat to update the whole team.
				3. When saying that you are late, mention why you are late and adding the time you will arrive.
				4. If it becomes a consistent problem not having that person and managing
				5. To EAB check the time for morning events and leaving early, checking the maps
				6. It is important to discuss what is considered as a good reason for late arrival.

We want to maintain a safe and healthy work environment.

* + - * 1. If tardiness becomes a constant with any member of EAB then there will need to be a conversation in which the event coordinator of the event will then speak to that person and if needed reach out to Shandy.
				2. In the event that any member of EAB is late to an event EAB as a team has decided to Share 3 things,

A reason

A message through EAB Teams Channel OR text group chat

And will be required to share their estimated time of arrival through that message

* + - 1. (tabled final two topics to unfinished business/new business)
				1. Have tote bags and crates pulled ahead of time and placed on the cart
				2. Be clear and specific on agenda instructions
	1. Molika Ny
		1. I got a hold for the Event to be hosted at the ARC on Thursday, April 17th from 5-8PM
		2. Still deciding on whether to host a dance or gameshow.
			1. A game show would be something new that students haven't seen, the EAB lean is into the gameshow.
			2. Moli has also made a poll on the Instagram
		3. I need help advocating for students decisions at March Madness since I will not be there until it is cleaned up. Ask if they would prefer a game show or a ball and then when you receive the messages send them to Moli through Teams with what you hear.
	2. Shaezel Khan
	3. Taylan Allison
		1. March Madness Event Agenda
		2. Wear a bball or sports jersey if you have one!
		3. Pls teams/text me by tonight if you have any song suggestions for our playlist
		4. [Shifts for MM.xlsx](https://cascadiacc-my.sharepoint.com/%3Ax%3A/g/personal/tallison_cascadia_edu/EdmzC5dduldAsgvJ14xL-VEBvAam26a2DitpWgghUHuizg?e=kWkdFi)
	4. Jack McChesney
		1. Club Council Updates:
			1. Spring Involvement Fair sign-ups due March 13
			2. Club Council is sponsoring a passport prize! The plan is to have smaller food items and a big raffle prize
			3. Remaining Club Council Budget: $ 4,355.18 and they are spending money
			4. Club Involvement Initiative (CII) questions. Jack asked club council questions on how students got involved in clubs and asked questions to help with club involvement
			5. Club Activities:
				1. Chinese Communication Club - Mahjong at upcoming club meetings.
				2. Korean Club - planning an event (Korean Cup Noodles & Tteokbokki party) on March 13.
				3. MENA Club - hosting a Nowruz event on March 14 from 3:30-5:30 pm in CC1-102 to display the lentil sprouts. Also, their Ramadan event on March 18 from 6:30-8:30 pm in the ARC Overlook (they were approved by Club Council for $965.00).
				4. Programmers Club - hosting a guest speaker from Microsoft with Professor Brian B on March 13 3:45 pm CC1-210 to talk about Software Development.
				5. Sustainability Club - Partnering with Outdoor Wellness & UWB/CC Sustainability.

On March 24 from 10:00-1:00 pm there's a service hike (bring your own lunch) at St Edwards Park State Park.

On March 26 from 10:00-12:30 pm there's a clen-up & lunch at 21 Acres Farm.

On March 28 from 10:00-12:00 pm there's a beach clean-up at Log Boom Park.

* + - * 1. Thrifted Treasures Club - Collected a lot of clothes donations from around campus!
			1. What drinks or food do we want at Spring Involvement Fair?
				1. EAB Ideas- Lemonade, Boba, Ice Cream Cups, Refresher kinda drink that is pre-made ready, so it is not that interactive.
	1. Darin Chung
1. Advisor reports
	1. Shandy Stomieroski
		1. 25th Anniversary stats -
			1. Tues, 2/25: EAB Stay Afloat (10:30am-12:30pm) - 88
			2. Wed, 2/26: Student Life (10:30am-1:30pm) - 164
			3. Thu, 2/27:
				1. Party cart (12 pm) - 68
				2. CEOs (2-4pm) - 110
				3. Party cart (5 pm) - 38
			4. Fri, 2/28: Party cart (2 pm) - 14
		2. Reminder: TP Times deadlines for the first two weeks of the quarter is this Wed 3/12
		3. Reminder: Don't work over Spring Break - Take a break!
		4. Reminder: Submit your peer evals by Friday, March 14
		5. Finals week: Are you planning on working your regularly scheduled office hours during finals week? If not, let your advisors and teammates know. Committee meetings and 1:1s will stay the same. Message in enough time before your scheduled office hours
		6. Select Spring quarter EAB meeting options:
			1. ~~Mon 3:30 PM -5:30 PM~~
			2. ~~Wed 9 AM –11 AM~~
			3. Wed 3:30 PM-5:30 PM
	2. Becky Riopel
		1. Timesheets end Friday
		2. 25th anniversary shirt
2. Committee reports
	1. ARC Advisory/SFAC - Next Meeting March 4th
	2. Bothell Dining Advisory Committee - March 7th.
		1. Promotions: Buy one, get one 50% off every Friday. The convenience store offers weekly promotions on certain products. This week, the product is Planter's Peanuts.
		2. The Quad Market and the Village Cafe will be open during Spring Break from 10 to 5 and 11 to 2 on weekends. For Ramadan, students can fill out a form, and they can get a to-go box for their meals.
	3. Budget Council - Tue 3/11/2025 3:30 PM - 5:00 PM
	4. Campus Community Safety & Wellbeing Advisory Council - Not yet
	5. CC5 public art committee - Not Yet
	6. College Advisory Council - Mon 4/7/2025 3:30 PM - 4:30 PM
	7. Commuter Services Advisory - not yet
	8. Hazing Prevention Committee - Not yet
	9. Information Security Management Council - 3/14/2025, 1 - 2:30pm
	10. Student Learning Council - no representative
	11. Student Success Council - next meeting is March 18th
	12. Sustainability – Not yet
3. Unfinished business/New business:
	1. [Spring Quarter Event Planning:](https://cascadiacc.sharepoint.com/%3Ab%3A/s/CascadiaStudentLife-EAB/ERfuuBNnpT5DgpS34aUFbQ0B9z2CaJbBmgRQOZfO-Y9Rpg?e=bqPomb)
		1. Sexual Assault Awareness Month Event - Taylan – April
		2. Spring Involvement Fair – Jack
			1. April 9th and 10th, 12:30 PM - 2:30 PM- Mobius and CC3 Patio
		3. Moli- April 17th ARC
		4. Darin’s Movie Night - April Mobius 3:30 set up movie starts 4
		5. Kody’s Birthday - Shaezel:
			1. May 7th 1-4pm –Mobius and CC3 Patio
		6. Springfest – Leila and Moli:
			1. May 21st, 12-4 pm: CC3 Outdoor Patio & Promenade
		7. Olivia/ Advocacy - Open Office Hours in the Vistas on Thursdays after the first 4 weeks of Spring Quarter
	2. [Pro staff position funding through S&A fees](https://cascadiacc-my.sharepoint.com/%3Aw%3A/g/personal/rriopel_cascadia_edu/EdyHhT8Nw6dIvxe5fH8_2eAB4BET9rJ1JTnd4szP5_Q97w?e=Aj23It) (15 minutes)
	3. SFAC Questions to ask about ARC Phase 2 from EAB about current Option choices to bring to next SFAC meeting March 14th this Friday
		* 1. Do nothing
			2. Upgrade HVAC from natural ventilation
			3. Reduced sized building - 25,000 square foot
			4. Full program of 35,000 square foot expansion
			5. Additional EAB feedback
				1. Clubs are looking for more space – interested in option 3
				2. Having more space we will fill it up and allows for growth; would want space to be flexible to adjust to changing needs of the students – interested in option 4
				3. Have less students than UWB and will have CC5 so don’t think need full addition – option 3
				4. Ditto option 3
				5. Like option 4 but some classmates don’t even know where the ARC is – liking option 3
				6. Option 3 – like the idea for more space; need a bigger gym space; assuming the fee would not increase as much as option 4
				7. Overall EAB preferred option 3

Can we have a closer estimate based on option 3.

* 1. Tabled from Programming Chair report
		1. Have tote bags and crates labelled and pulled
			1. In the case of a double event, it is the event coordinator's responsibility to label what is needed or the event and stage properly.
			2. Instead of taking a cart stuff tote bag while there then pull out of the cart or pre-stage space to help share.
			3. White board or sticker to place on the carts or tote bags that will help with watching an inventory
			4. An idea shared was having the event coordinator prepare with the to-do list and sharing out what needs to be pulled.
		2. Be clear and specific on agenda instructions
	2. Advocacy Question/Task of the Month: Common Hour Surveys (What are you hearing students say?)
	3. Upcoming Tabling dates
1. Announcements:
	1. EAB will continue using this model of a no laptop and phone policy unless necessary. It was noted that the meeting went faster than usual with more content than usual.
2. Adjournment: 5:36pm