EAB Meeting Minutes

Time 3:30 PM| Date 03/17/25| Location ARC 110

1. Call to order: 3:34pm
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 Seconds
   2. Motion Passes 6/0/0
4. Approval of agenda
   1. Taylan Motions to approve with Changes Darin seconds
   2. Motion Passes 6/0/0
5. Open Forum
6. Special guests & funding requests
7. Member reports
   1. Advocacy Chair – Olivia Kent-Horton
      1. The S and A committee has been selected and currently scheduling our first training meeting. During the first 3 weeks of the quarter closing the common hour survey and the S and A budget will be my top priorities. I won't be able to give you updates in the process. My office hours will vary and so will my availability.
      2. Advocacy in Events - Advocacy in events is how we serve students. Advocacy is not a survey or asking questions. It can be in events, but Advocacy is incorporating student voice. For example, if the Recharge Board said workshops multiple times, then an event coordinator on EAB decided to program a workshop event is Advocacy. Taking the student voice and perspective and putting it into the programming we do in EAB.
      3. Dr. Murray will be meeting with legislators in Olympia April 8th and there are 9 meetings scheduled; is there anyone after hearing this still wanting to participate in Legislative Meetings?
         1. Most students have classes; Taylan may be interested if can be back by 3:30pm
         2. Olivia not able to attend but will get more information about the scheduled meetings
   2. Programming Chair – Leila De Folo
      1. Continuing last week's discussion about what we are going to do in the case that an EAB member does not follow the new solution we have proposed. For this meeting, we will specifically focus on the agenda because the solution proposed a couple weeks ago was: Be clear and specific on agenda instructions.
         1. Tay
            1. clear instructions and expectations from the event coordinator-
            2. including anything that would be in the minds of the event staff
            3. Be real and very specific on what is needed for events
         2. Darin
            1. Decor- event coordinator should share what the vision is and be specific on the layout
            2. If we have food and drink in the fridge include food and drink instructions within the event in the agenda
         3. Moli
            1. Try as an event coordinator think about the clarity of what is on the event agenda and making sure that there is specific decor pictures will be more helpful
            2. Dividing tasks during set-up for specific event coordinators to be more effective
         4. Leila
            1. Including locations of things being pulled
            2. Using specific Names for specific items as well as numbers
         5. Olivia
            1. If we utilize the same people for set-up and we should keep the same people that clean up the station they set-up
         6. Shaezel
            1. Using the same convention for where things are and the same language for all event coordinators in event agendas.
            2. Event coordinators have one-on-ones so instead of having to go over the agenda for clarity before it is shared before the event agenda is fully shared in the EAB meeting
         7. Jack
            1. Making sure there is a description of where and how things should be set-up before the event
      2. Idea proposal for how we can reorganize some events next quarter to give us more time and money: <https://cascadiacc.sharepoint.com/:w:/r/sites/CascadiaStudentLife-EAB/_layouts/15/Doc2.aspx?action=edit&sourcedoc=%7Bab302f5d-8486-428a-813b-ccabd6d4c34a%7D&wdOrigin=TEAMS-WEB.teamsSdk_ns.rwc&wdExp=TEAMS-TREATMENT&wdhostclicktime=1741981795854&web=1>
         1. What do you guys think of switching some spring quarter events around to save money and give us more time? I propose that we combine SpringFest and the Game show Moli is planning and have the game show be our main attraction.
         2. We can have regular SpringFest activities to make students stick around between 12-3 and then at 3:30 we would start the game show and end at 4:30.
         3. We would be able to participate in the Game Show after we quickly clean-up the patio.
         4. Here are the choices we have:
            1. Option 1 = leave everything the same which would make us busy but that's fine

We would have $12,000 for SpringFest

$3,500 for game show

$3,500 for Kody birthday

$2,000 for wicked

$158 for Taylan's event.

* + - * 1. Option 2 = combine game show and SpringFest.

We would be able to increase the Kody's Birthday budget to $4,000

$2,000 wicked

$1,000 for Taylan's event

$2,100 to spend on something else.

FYI with our current budget I know that Jack was planning to spend some EAB funding on Involvement fair and drinks, but with our current event plan we do not have the budget for that.

If we went with the second option, that would give us money to spend on extra things at Involvement Fair, however we also have a lot of left-over snacks and supplies if you guys would rather, we spend it on something else.

EAB has chosen to Option 2 and to keep Darin’s Movie in Mobius

* + 1. CEB Kody and Holly ribbon cutting idea for Springfest
       1. As an advertising idea with Holi and Kody ribbon cutting. EAB approved
  1. Molika Ny
  2. Shaezel Khan
     1. Do we want to move forward with laser tag at Kody's Birthday. We would rent an inflatable laser tag game which would be $1,156.06 for 3 hours. This would leave us enough money to pull of the rest of the event.
        1. EAB Approves very cool.
  3. Taylan Allison
     1. Let's have a chat about the volunteers who consistently don't show up. What can we do about this?
        1. Change the emailing format to make sure that students know they must attend and that it is serious
        2. Warning message should be sent first through email if a student shows up late the first time. The if the student is late again then they will be taken of the volunteer list and will be sent that message through email.
     2. Any ideas for making the sexual awareness event marketed to more demographics?
        1. Jasmine Thursday meeting- might be a workshop and an chalk exhibit where students can write messages
        2. Taylan will get back to with the specific event details
     3. Are there any events we could cut back on or combine so it's not as crazy as January was?
  4. Jack McChesney
     1. EAB availability during Spring Involvement Fair? Who's at a club table?
        1. Taylan and Darin will be at club tables
  5. Darin Chung
     1. [March Madness Debrief](https://forms.office.com/r/ch2qQpFfps)

1. Advisor reports
   1. Shandy Stomieroski
      1. Spring quarter office hours: please add to your outlook calendars by Friday, March 21
      2. Reminder: Submit your timesheets before you leave for break
      3. TP Times Deadlines: any events 4/11 - 4/25 (requests due 3/26)
      4. Welcome Week Tabling:
         1. Mon, 3/31 from 10:30-1:30
         2. Tue, 4/01 from 12-2:30
         3. Wed, 4/02 from 1:00-3:30
         4. Thu, 4/03 from 10:30-1:30
      5. Cards for tabling are in Student Life Engagement Calendar. If EAB is interested in working the table on any of these dates and times, sign up on the Student Life Engagement calendar and then save it to your Outlook calendar so you remember. If you have any questions, contact Sam
         1. Shandy will be out of Office first 3 days of the quarter
   2. Becky Riopel
      1. [Spring quarter committee reps’](https://cascadiacc.sharepoint.com/:x:/s/CascadiaStudentLife-EAB/EfHc6snapjRDl44rWecHPo8BIN1Z8Sq317quqntaKrvkQw?e=43xAKt)
      2. [AOI wall art feedback](https://cascadiacc.sharepoint.com/:i:/s/CascadiaStudentLife-EAB/EQw-WQEdeXJPhHKV4yqEknMBIYETyArtmU25jufiP3mSjQ?e=JJCDad)
2. Committee reports
   1. ARC Advisory/SFAC - Doing the 25,000 expansion does not mean we cannot add the extra 10,000 sq ft later. The building will be built in a way where we could expand it again at another point in the future when there is more funding available.
   2. Bothell Dining Advisory Committee - Next meeting Fri. April 4th @ 10am
   3. Budget Council -
      1. Last meeting was last Tuesday 3/11 As of right now enrollment is up and the budget is good. We will know more when legislative budgets are given and closer to the Spring quarter
   4. Campus Community Safety & Wellbeing Advisory Council - Not yet
   5. CC5 public art committee - Not Yet
   6. College Advisory Council - Not Yet
   7. Commuter Services Advisory - not yet
   8. Hazing Prevention Committee – Not Yet
   9. Information Security Management Council - Met Friday March 14th @ 1. We discussed approval on 2 new policies and the committee charter.
   10. Student Learning Council - no rep
   11. Student Success Council – March 18th
   12. Sustainability - Not yet
3. Unfinished business/New business:
   1. Advocacy Question/Task of the Month: Common Hour Surveys (What are you hearing students say?) Spend 30 minutes this week during your office hours to market the common hour survey and get some more feedback. We are close to our goal so let's do the final push.
      1. 290- Survey Responses so far
      2. Goal is 300
      3. Survey Closes March 21st
   2. Upcoming Tabling dates
4. Announcements:
   1. DONT’T WORK OVER SPRING BREAK- ARC WILL BE CLOSED
   2. Leila - No Computers
      1. Keep It – getting used to it, will need to work on taking notes differently, good to have at times specific in the event. Occasions might change but rely on not multi-tasking.
5. Adjournment: 5:34PM