EAB Meeting Minutes

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

1. Call to order: 3:33 pm
2. Roll call of EAB members
	1. Advocacy Chair – Olivia Kent-Horton - excused
	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, Shaezel second
	2. Motion passes 5/0/0
4. Approval of agenda
	1. Taylan motions to approve, Shaezel second
	2. Motion passes 5/0/0
5. Open Forum
6. Special guests & funding requests
7. Member reports
	1. Advocacy Chair – Olivia Kent-Horton
		1. To make meeting minutes easier to write, please avoid abbreviations, include the date/time/location, speak clearly, and provide context since the notes are for people outside of EAB.
		2. I’d like to schedule one-on-ones with each EAB member to discuss Advocacy. Please pick a time for a 1-hour meeting this week. My calendar is updated, so refer to it when scheduling.
		3. Spring Quarter Advocacy Ideas
			1. I’m interested in hosting Open Office Hours in the Vistas. I also want to work on a campus workshop inspired by the Recharge Board suggestion: “How to Work as a Young Woman.” These are my key things outside of S and A.
	2. Programming Chair – Leila De Folo
		1. [Stay Afloat Debrief](https://forms.office.com/r/ch2qQpFfps) (20 min)
		2. By Spring Quarter we should fix -
			1. EAB Tardiness and lack of communication when Tardy during and before events
				1. Be responsible
				2. Send a text if you are not able to make it, and consistently update your arrival time
			2. Reading Event Agenda's Thoroughly
				1. Having agenda done earlier
				2. Have a meeting before the event and go through the agenda if there is not an EAB meeting before the event
				3. Be clear and specific on instructions
				4. Rest of conversation tabled to New Business
			3. Cart Preparation and Tabling
				1. Tabled to New Business
	3. Molika Ny
		1. Masquerade Ball?
			1. The group decided to have the event: Masquerade party
	4. Shaezel Khan
		1. Timing for Kody's Birthday (May 7th)? Options 12-3pm or 1-4pm
			1. Send out a poll on Teams
		2. Thoughts on a water/pool theme
			1. Like idea but worried about rain
			2. Also talked about nostalgic birthday party idea (laser tag, pinata, water balloons, etc.)
			3. Teams any other ideas for activities or food to Shaezel by Friday
	5. Taylan Allison
		1. Date, time, and location for when we are filming the Kody advertising video for March Madness - Thursday is supposed to be sunny, who is available after 3:30 to help with the vid?
			1. Darin, Moli, Jack(maybe)
		2. Shandy+Becky can you please put that budget estimate in EAB teams so we can keep referring to it as we plan our events?
	6. Jack McChesney
		1. EAB, do we want to sponsor the passport prize at Spring Involvement Fair? If not, then we'll ask Club Council.
			1. EAB recommends that Club Council will sponsor the prize
		2. Do we want drinks at Spring Involvement Fair?
			1. Spring drinks: lemonade/fruity drinks
			2. Will EAB want to pay for these drinks? Yes we want to
		3. Club Involvement Initiative (CII) Plan
			1. Gaining understanding from students about their involvement in clubs
		4. [DUI & texting and driving simulator at Springfest?](https://drivingsims.simpent.com/.)
			1. The event is staffed by one event host, they will interact with the students during the event and discuss their simulation results with them.
			2. They will be in Washington in April for Alcohol Awareness Month and the discounted fee (on either Friday April 18th, Friday April 11th, or Saturday April 12th) is $4000 all inclusive.
				1. EAB decided too expensive
	7. Darin Chung
		1. March Madness Updates
			1. They're going to finish up the leftover root beer
			2. Having water in the cups for the cup pong
			3. Need help with the basketball cut-outs. See Darin for more info
		2. Movie night
			1. The Wicked movie (sing along version): $715 for movie license
			2. Wants to do a similar thing to casino night VIP cards. If they find it and bring it to the movie night they get a special treat.
			3. Food ideas:
				1. Popcorn
				2. Candy bar
				3. pizza
8. Advisor reports
	1. Shandy Stomieroski
		1. Event Paperwork Folder in Teams: when you are creating an event agenda, duties list, or filling out the purchase request form. Make sure you select the 3 dots at the end of the filename, then select copy to, and then save to your EAB folder. DO NOT, create a shortcut and DO NOT edit the form directly in the Event Paperwork folder. ALWAYS, create a copy in your folder, then rename it, and continue editing as needed.
		2. Peer Evaluations: Due by Friday, March 14th at noon - check your email for a link to the form.
	2. Becky Riopel
		1. Food in the ILO
			1. Mice have been found in the ARC
			2. Make sure if you have snacks/food in your drawers in the ILO they are in a closed, plastic container or zipper pouch
			3. Check your drawers now to make sure everything is okay
		2. S&A fee support for professional staff positions
			1. Future meeting we will define which staff positions can be funded by S&A dollars
9. Committee reports
	1. ARC Advisory/SFAC -
		1. We need student feedback on which of the four options should be considered for the ARC phase 2 feasibility study:
			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. EAB feedback:
				1. Don't currently see a need for Cascadia to have more event space
				2. UWB has more students, will their fee be higher?
				3. A larger fitness space would be awesome
				4. Not sure what additions would be worth raising tuition
				5. When would the pre-design process start?
		2. If Cascadia does not agree to an ARC expansion, we will most likely experience less services or students will have to pay a separate fee to use some of the resources.
		3. The maximum construction cost is $49,000,000 and the college would be taking out a loan.
		4. Construction on phase 2 would begin in 2028.
		5. Student fees would increase in 2027
	2. Bothell Dining Advisory Committee - March 7th 10-11am
	3. Budget Council - Budget Council - Last meeting we discussed the state of the college budget and the proposal for Cascadia employees, they are reaching out and discussing with their groups
	4. Campus Community Safety & Wellbeing Advisory Council - Not yet
	5. CC5 public art committee - Not yet
	6. College Advisory Council - Today
		1. Talk about Enrollment Services issues that came up at the beginning of the quarter. They will be making changes to fix it.
			1. Kodiak Corner will stay open the Friday before the quarter starts and the first Friday of the quarter until 5pm
			2. Working to make documents students need to access clearer to understand
			3. Hardship withdrawal process confusion
				1. Students must go to Enrollment Services; no one else can process it
		2. Parking
			1. There will be a fee increase set by Commuter Services
			2. If employee parking is paid by the college student fees will not increase
	7. Commuter Services Advisory - not yet
	8. Hazing Prevention Committee - Not yet
	9. Information Security Management Council - Not Yet
	10. Student Learning Council - No representative
	11. Student Success Council - Next meeting on March 18th
	12. Sustainability - 3/3/2025 worked on the concentration documents to prepare for the Student Learning Council meeting next week
10. Unfinished business/New business:
	1. Advocacy Question/Task of the Month: Common Hour Surveys (What are you hearing students say?)- The last week to collect feedback for the Common Hour Survey is coming up (March 17th - 21st). Keep marketing the survey, and if you have any new ideas or hear specific feedback, Teams me.
		1. Marketing Ideas for Common Hour Survey:
			1. Write on whiteboards next to March Madness.
			2. Email professors or mention in class.
			3. Mobile marketing with FAQ sheet and posters.
			4. Share at Club Council (Jack and/or Leila).
			5. Share at club meetings or ask them to promote.
			6. Visit the IP Office and ask students there.
			7. Market as popular classes end.
	2. Upcoming Tabling dates: none
	3. Spring Quarter Event Brainstorm (30 min)
		1. Sexual Assault Awareness Month Event - Taylan
		2. Darin’s Movie Night
		3. Springfest – Leila and Moli:
			1. May 21st
			2. 12-4 pm
		4. Kody’s Birthday - Shaezel:
			1. May 7th
		5. Spring Involvement Fair – Jack
			1. April 9th and 10th
		6. [For Spring Quarter Ideas- this is the Recharge Board Suggestions from student to make sure student voice is heard in the event planning](https://cascadiacc.sharepoint.com/%3Aw%3A/r/sites/CascadiaStudentLife-EAB/_layouts/15/Doc.aspx?sourcedoc=%7BF4F70BEA-AE5D-4169-934E-D8CA9E78C215%7D&file=CH%20Recharge%20Suggestions-Feedback.docx&action=default&mobileredirect=true&DefaultItemOpen=1&ct=1741039866073&wdOrigin=OFFICECOM-WEB.START.REC&cid=80210477-1474-4ef9-a350-104033aad677&wdPreviousSessionSrc=HarmonyWeb&wdPreviousSession=bd1e126b-94cd-457b-8aed-17e596310ad5)
11. Announcements:
12. Adjournment: 5:45pm