



EDMONDS COLLEGE

ASSOCIATED STUDENTS

Executive Board 2020-2021

Regular Meeting

11/20/2020

12:30pm – 2:30pm

[Online Meeting Link](#)

Agenda

I. Call to Order (12:31pm)

Jiyeon Song - Executive Officer for Diversity

II. Roll Call (12:32pm)

Wayne Anthony

Director of CSEL

Shayne Strey

Executive Officer for Administration

Jeanice Janlie

Executive Officer for Academics

Not Present

Executive Officer for Budget & Finance

William To

Executive Officer for Clubs

Not Present

Executive Officer for Community Relations

Jiyeon Song

Executive Officer for Diversity

Gary Yan Xuan

Executive Officer for Student Relations

Not Present

Executive Officer for Technology

Not Present

Assistant to the Executive Board

Tran Le

Communications Assistant

III. Introduction of Guests (12:33pm)

Think Vo - Executive Officer for Technology

IV. Open Floor (12:33pm)

V. Approval of Minutes (12:33pm)

1. Approving last November 13th Meeting Minutes
 - a. Gary moves to approve the November 13th meeting minutes
 - b. Seconded by Jeanice
 1. Vote passed by voice (4-0-0)

VI. Correspondence (12:34pm)

Jiyeon

- 1) Students and staff members requested the recording of the Indigenous Cultures Talk

Gary

- 1) Received an email from a student struggling with online learning

VII. Reports (12:38pm)

Wayne

- 1) Attended the Indigenous Culture Talk and was very pleased with the turnout and the presentation
- 2) Suggested that the Winter Quarter meeting schedule be discussed at the December 4th Executive Board Meeting
- 3) ctcLink would like to work with ASEC to assist students in troubleshooting and getting comfortable with the new programs and software
 - a) All students will be receiving brand new Student ID Numbers
- 4) Half of the Executive Board must be present to be considered a quorum, when meeting to discuss any official ASEC business less than half the board must be present
 - a) Quorum meetings are allowed when discussing day to day activities of the Board (for example: the DEI Committee was able to meet since they were simply preparing for the Indigenous Cultures Talk)

Shayne

- 1) The Executive Board will be joining the President's Leadership Team meeting on November 30th - more on that during the Board Discussion
- 2) The First Generation Drive Bye Event is cancelled due to the new lockdown announced by Governor Inslee
- 3) BOT Meeting Highlights -
 - a) Lots of concern from students, staff, and faculty about the reduction in force in the IESL and INTEN program
 - b) Enrollment at Edmonds College has been down 32% since the 2008-2009 recession

- i) The state average is down 22%
 - ii) Edmonds had 5780 students prior to the recession and now sits at 3903 students
 - iii) Dr. Singh and his team are working on ways to increase enrollment
- 4) Shayne will be meeting with Michelle Platt soon to discuss ways that student government can be involved with outreach and recruitment
- 5) Jorge de la Torre will join the December 4th Executive Board meeting to discuss ctcLink

William

- 1) The Assistant Hiring Committee will present their top two candidates to the Board at today's meeting
- 2) The DEI Committee met once this past week to finalize preparations for the Indigenous Cultures event

Jiyeon

- 1) The Indigenous Cultures Talk went really well
 - a) Will share the post-event survey results during the Board Discussion

VIII. Unfinished Business (12:45pm)

IX. New Business (12:45pm)

- 1) Assistant Hiring Committee Decision (12:45-1:08pm)
 - a) Top two candidates are Samuel Adrian Kosasih and Adel Sabiyeva
 - b) Gary moves to appoint Adel Sabiyeva to be the new Assistant to the Executive Board for the 2020-2021 school year
 - i) Vote passed by roll call (4-0-0)
 - (1) Shayne - yes
 - (2) Jeanice - yes
 - (3) William - yes
 - (4) Gary - yes
 - c) Jeanice will follow up with Adel to inform her that she has been awarded the position
 - d) Jeanice will also thank all other candidates for their applications
- 2) Community Relations Officer Position (1:08-1:40pm)

- a) Jeanice and Jiyeon created a timeline for hiring the new Community Relations Officer
 - i) Application deadline - December 13th
 - ii) Review of applications - December 14th-17th
 - iii) Applicant interviews - January 4th - 6th
 - iv) Present to Executive Board - January 8th
- b) Gary moves to authorize the ad hoc hiring committee for the new Community Relations position to advertise the position, review the candidates, interview them, and bring the top two to the Executive Board for final decision
- c) Seconded by Jeanice
- d) Vote passed by roll call (4-0-0)
 - i) Shayne - yes
 - ii) Jeanice - yes
 - iii) William - yes
 - iv) Gary - yes
- e) Shayne will join the committee once more members are onboarded

X. Board Discussion (1:40pm)

- 1) Meeting with President's Leadership Team
 - a) The Executive Board will join the meeting from 4-5pm on Monday, November 30th
 - b) Jiyeon will present the results of the Greeting Survey
 - c) Shayne will present the ASEC 2020-2021 goals, as well as a report of what the Executive Board has accomplished so far this year
 - d) Each committee may give a very brief report
 - e) Shayne will send an email to the Executive Board with more details prior to November 30th
- 2) Community Chat
 - a) The Executive Board Student Services Committee will host a Community Chat on December 1st from 3-4pm
 - b) Discussion will center around Winter break plans and Fall Quarter events
- 3) Officer Hours

- a) Gary requests that the Executive Board members make their office hours visible on their Google Calendars to make scheduling meetings easier
- 4) Indigenous Cultures Post-Event Survey
 - a) The majority of attendees learned of the event through their professors
 - b) Overall reaction was extremely positive
- 5) Committee Check-in
 - a) Shayne switched to a system where each committee has a designated chair
 - i) DEI Committee - Jiyeon
 - ii) Student Services Committee - Gary
 - iii) Advocacy Committee - Shayne
 - iv) Financial Code Committee - Jiyeon
 - v) Assistant Hiring Committee - Jeanice
 - vi) Marketing Committee - Trina
 - vii) Ad Hoc Community Relations Officer Hiring Committee - Jeanice
 - b) Chairs should post meeting times, meeting minutes, and meeting agendas
 - c) Chairs should also be the main point of contact between the committees and the Executive Board and between the committees and the Admin Officer
 - d) It is very important that the Financial Code Committee meets very soon
- 6) Approval of the plaque honoring ASEC's donation to help furnish Hazel Miller Hall
 - a) Will go in the study room

XI. Announcements (2:17pm)

Wayne

- 1) The CSEL department check-in will be today from 3:30-4:30pm

XII. Adjournment (2:18pm)

This document was signed on the _____ day of _____ in the year _____.

Presiding Chair Signature: _____

Advisor Signature: _____