



Executive Committee Meeting

Minutes

Tuesday, February 20th, 2018

Time: 4:19-6:04pm

Location: U-SU Board Room 303

Attendees: Executive Committee, General Public

Type of Meeting: General

I. Organizational Items:

a. Call to order by: Executive Committee at 4:01pm

b. Roll Call

David Zitser	<i>President</i>	Present
David Garcia	<i>Vice President for Administration</i>	Excused absent
Neyda Umana	<i>Vice President for Academic Governance</i>	Present
Aaron Castaneda	<i>Vice President for Finance</i>	Present
Marcos Montes	<i>Vice President for External Affairs</i>	Present
Jeovany Aguilar	<i>Chief Justice</i>	Present
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	Present
Lavernis Martin	<i>BOD Member</i>	Present
Jennifer Miller	<i>University Presidents Designee</i>	Present
Intef W. Weser	<i>Executive Director</i>	Present
Marcus Rodriguez	<i>Director of Programs and Leadership</i>	Present
Dena Florez	<i>Office Manager of Administration & Services</i>	Present
Gallery	<i>Undergraduate Academic Senator</i>	Present

c. Adoption of Agenda for Tuesday:

Offered By: Neyda Umana		Seconded by: Lavernis Martin				
Motion to approve the adoption of Agenda for Tuesday, February 20th, 2018.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Amendment to main Motion

Offered By:	Aaron Castaneda	Seconded by:	None			
Adding discussion item (A), U-Pass Letter						
All in Favor	3	Opposed	0	Abstained	1	Motion: Passed

- ✚ Aaron Castaneda: A U-Pass Letter proposal was submitted for the 2018/19 year. I want to bring this up to the committee for a consensus on whether they should present at the March 2nd Finance Meeting.

Friendly Amendment to the Agenda:

Offered By:	David Zitser	Seconded by:	None			
Remove Action Item (C). Zermeen officially resigned.						
All in Favor	Consensus	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Marcos Montes	Seconded by:	Neyda Umana			
Motion to approval of the minutes for February 6 th , 2018						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

II. Public Forum/Announcement

This time is allotted for members of the public or representatives to make announcements to the executive committee members.

- ✚ Marcial Romero: At Student Policy Committee today, the question of what to do while an active shooter is on campus was brought up. We were informed that Chief Wall gives free demonstrations on what to do in this situation. We'd like ASI to ask Chief Wall what is the proper procedure for when an active shooter is on campus. Chief Wall could present this at one of ASI's BODs.
- ✚ Jennifer Miller: All student employees are being invited to an hour-long version of Active Shooter/Working with Distressed Students presentation that Larry Bohannon, myself, and other directors are offering. It will be hosted in the King Hall lecture hall in about a month. We thought that the students working front desk and so forth would benefit from this refresher course. ASI could advertise this. I don't have a problem with non-student employees getting this information.

III. New Business

a. BOD Agenda-The committee will discuss potential agenda items for the next BOD.

- ✚ Neyda Umana: I will be gone next week for a trip to D.C. on behalf of CSSA. I'd like to request a time certain for I'Jazz Brooks to do a presentation at the BOD. It should take no longer than 15 minutes.
- ✚ Aaron Castaneda: Update on Referendum by March 1st.
- ✚ Marcos Montes: I'd like to request an action item on Bills for CHESS. Also, an action item on the tuition increase.
- ✚ David Zitser: Is this going to be based off a recommendation from the Legislative Affairs Committee or the discussion the Board had last week?
- ✚ Marcos Montes: There was no discussion by the Board last week. Legislative Affairs will take a position before the Board.
- ✚ Aaron Castaneda: Policy Revisions.

- Intef Weser: Marcos, for the position on the fee, do you think that should come from Legislative Affairs and not from Executive Committee? Or both?
- Marcos Montes: Last year it came out from Legislative.
- Aaron Castaneda: I think it should come out from Legislative.

IV. Informational Items

V. Reports

VI. Action Items

- a. **Policy Review & Amendments-** The Committee will review and take action on policy recommendations to the following procedures.

i. Ethics Policy- Policy 022

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana			
Motion to approve edits to Ethics Policy 22.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- Intef Weser: Under "office usage", add an (e). It will talk about ensuring the fairness and integrity of the general election process since we sent out that email in regards to office space usage.
- Marcos Montes: I don't see a lot of the changes discussed at our last meeting reflected in the language here. For example, under 10(b), we decided that "courteous" was not the right word to use.
- David Zitser: We didn't decide on a word to replace it with.
- Marcos Montes: But it was a discussion item and we instructed the Chair, or whoever was to work on this, to do so.
- Jazmin Ortiz: Under 9(a), I suggested to add the language regarding phone usage being permitted if it is an emergency.
- David Zitser: If the Committee would like, they can take two minutes to think of any language-specific edits to the policy.
- Jeovany Aguilar: With these new changes, these would also be able to have a grievance filed in relation to violating this policy? So, if any member sees another using their phone during a meeting, they can file a grievance against them?
- David Zitser: Yes.
- Jennifer Miller: Perhaps having the first step be an informal grievance process before using the formal grievance would be a better thing to consider.
- David Zitser: Jeo made a recommendation. For "office usage," changing the words, "must be courteous," to "must respect."
- Marcos Montes: I think that's fine, but maybe simply, "ASI members should handle ASI property with care."
- Intef Weser: For (a), "matters being discussed at the meeting, and/or in case of emergencies."
- Marcos Montes: Replace "phones" with "electronic devices."

Amendment to main Motion

Motion to Amend to Main Motion						
Offered By:		Marcos Montes		Seconded by:		Jazmin Ortiz
#9 (A). "Uses of electronic devices should be limited to committee business during meeting times, unless in case of emergencies."						
All in Favor	Consensus	Opposed	All	Abstained	0	Motion: Passed

Amendment to main Motion

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
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Add (E) to item #9. "Committee members are expected to engage and contribute to the discussion of committee business."

All in Favor	All	Opposed	0	Abstained	0	Motion: Passed
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- Marcos Montes: In regards to #10 (D), is that phrasing how it's meant to be?
- Intef Weser: Yes.
- Aaron Castaneda: On #10 (B), has anyone thought of using the word "considerate" in place of "courteous"?

Amendment to main Motion

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
#10 (B). "ASI members must handle ASI property with care."						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- Marcos Montes: Back to #10 (D), I would like to know what the other committee members think about it.
- Neyda Umana: I recommend to remove it.
- Lavernis Martin: I also recommend to strike it. I don't think it's possible to hold students accountable and monitor who and what is being printed.
- Aaron Castaneda: From a financial standpoint, it adds up. That sections prevents ASI dollars from being spent on personal work.
- Dena Florez: At the end of every month, we evaluate how much and what kind of printing is done on each ASI printer by the department codes used. We also get a university bill for those charges.
- Intef Weser: I would consider leaving that section in. We have to have some safeguards on what and how much is printed on ASI printers. Members are expected to do ASI business in the office, not personal work.
- Jennifer Miller: From a university perspective, being students are being paid on the clock for their work, it would actually be considered kickback. We do not allow students to print personal assignments during employee work time.

Amendment to main Motion

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
#10 (D). "ASI members are allowed to use office printers primarily for ASI related work."						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Friendly Amendment to main Motion

Offered By:		Marcos Montes		Seconded by:		Aaron Castaneda	
#10 (A). "ASI members are not allowed to sleep and speak foully in the common area."							
All in Favor	All	Opposed		Abstained		Motion: Passed	

ii. Ethics Policy- Policy 020

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda
Move to table to next Agenda item, but make it responsibility of staff to bring back edits to this proposal.			

All in Favor	All	Opposed	0	Abstained	0	Motion: Passed
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- ✚ Neyda Umana: I believe we need to shorten the process. Keep the new addition to the item, but I recommend a three-step process. Minor issues can be address in the one-on-one meetings members have with their direct reports, but major issues should directly lead into performance evaluations or reviews. Provide only five days instead of ten to correct the problem. After that period, if the problem is not addressed, I recommend moving straight into the removal process.
- ✚ Marcos Montes: I believe adding a performance review meeting as a first step is adding an extra step when we're aiming to shorten it. I think performance review meeting should be incorporated into performance warnings. Just rename performance warning to performance review.
- ✚ Aaron Castaneda: If something like this comes up during Winter Break, would the direct report have to wait until Spring Semester to address it?
- ✚ Intef Weser: No, it would have to wait during the winter period. Also, the most important step in this process is the follow-up documentation. Having emails that summarize the performance review meetings are essential to the removal process.
- ✚ Neyda Umana: Potentially, make the performance review meeting contained within a one-on-one meeting. Is there anywhere in the Policy that says we have the one-on-one meetings?
- ✚ David Zitser: No.
- ✚ Neyda Umana: I believe moving straight to direct removal will be difficult because we do not document what happens in our one-on-one meetings. That has been changing, so maybe we can edit the performance review meeting to not be a negative or positive? This meeting can be where the direct report can outline concerns or achievements, and this will be documented via email, and that will serve as the documentation for the removal process.
- ✚ Marcos Montes: Is there a performance review uniform worksheet? What are we doing to protect direct reports? So far, I believe a lot of the protections are for the student. I think that shortening the time frame would help protect the direct reports who have little human resources training in this difficult process.
- ✚ Intef Weser: We do not want to fast-track the removal process, but we need to develop the process. We need training for the direct reports to better handle this process.
- ✚ Aaron Castaneda: With respect, we're currently fixing the policy now because we think it's too long. I don't believe we should push this process back. I believe Neyda's suggestions are best.

b. Position Restructure

i. Chief of Staff Position

Offered By:	Neyda Umana	Seconded by:	Aaron Castaneda			
Chief of Staff would replace the Secretary/Treasurer position. To be effective in the 2019/20 year.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Aaron Castaneda: Will this position be an executive level position? I'm thinking about their stipends.
- ✚ David Zitser: It could be. It is an appointed position.
- ✚ Jeovany Aguilar: In what way can the Chief of Staff have authority over any other member?
- ✚ Marcos Montes: The Chief of Staff will be the President's right hand, so to speak.
- ✚ Jazmin Ortiz: Are we keeping the President's Administrative Assistant?
- ✚ David Zitser: We are no longer changing anything relative to the President's Administrative Assistant.
- ✚ Marcial Romero (Public): Will this person have voting power?
- ✚ David Zitser: Currently, the way the document phrases it, this will be a non-voting member. They will be a Board of Directors member and on the Executive Committee but both of them will be non-voting members and still remain chair of the Strategic Planning Committee.
- ✚ Aaron Castaneda: Before we move forward, we should decide if this position is an executive. I believe it would have to be at the executive level.
- ✚ Lavernis Martin: The Chief of Staff sounds very similar to the President's Administrative Assistant.

- ✚ David Zitser: The committee has already decided not to touch the President's Administrative Assistant position. Page 2 of the edits to the position have been stricken.
- ✚ Marcial Romero (Public): Is this position appointed by the B.O.D. or the President?
- ✚ David Zitser: By the B.O.D.
- ✚ Jazmin Ortiz: The Chief of Staff should be trained on every position's duties. The same with the Elections Commissioner. We need proper training overall.

Amendment to the main Motion

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Add essential duty and responsibility: "Review meeting minutes of all ASI standing committees and subcommittees for accountability."						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Joevary Aguilar: This would be an appointed position, and still be an executive position?
- ✚ David Zitser: When we say "executive level position", we mean in terms of compensation.
- ✚ Neyda Umana: Stipulate that this collection of meeting minutes is for the purpose of accountability. And change "collect," to "review."

Amendment to the main Motion

Offered By:		Marcos Montes		Seconded by:		Aaron Castaneda	
Add essential duty and responsibility: "Oversee a meeting attendance tracker for all of ASI standing committees and subcommittees."							
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed	

Amendment to the main Motion

Offered By:	Marcos Montes	Seconded by:	Neyda Umana			
Add essential duty and responsibility: "Serve as Chair of the Strategic Planning Committee and the Ad Hoc Workflow & Biweekly as needed."						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Amendment to the main Motion

Offered By:		Marcos Montes		Seconded by:		Aaron Castaneda	
Strike #5 from essential duties and responsibilities.							
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed	

Amendment to the main Motion

Offered By:	Neyda Umana	Seconded by:	Aaron Castaneda			
Add new essential duty and responsibility: "Chief of Staff will assist Elections Orientation Commissioner with ASI member orientation."						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Marcos Montes: Is this pertaining to internal, external, or both?
- ✚ David Zitser: The Chief of Staff would primarily be concerned with ASI members.

Amendment to the main Motion

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Add new essential duty and responsibility: "Chief of Staff will forward all adopted B.O.D. business to appropriate stakeholders.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Marcial Romero (Public): Jazmin, since this is the basis of your position, do these added duties increase work and responsibility load for the Chief of Staff position? If so, this position will need a pay raise.
- ✚ Jazmin Ortiz: No, it's essentially the same workload as my current position.
- ✚ Aaron Castaneda: Is this position's pay going to be at the level of the College Representatives', Executives, or somewhere in between?
- ✚ Neyda Umana: It's important to note that there's a difference between someone who would run and be elected into the position versus being appointed into it. I'm leaning more towards making it an elected position. In order for this position to have the authority to enforce the things it needs to, we need to empower it. Removing it from Executive status would take away that power.
- ✚ David Zitser: This position has already been approved in principle as an appointed position.
- ✚ Intef Weser: One essential function of the Secretary/Treasury is to sign and certify minutes. The Chief of Staff will also be in charge of this? Also, if appointed, they would not be able to sign RPP's, correct?
- ✚ David Zitser: Yes to both questions.
- ✚ Lavernis Martin: I also believe this position should be elected. The Chief of Staff should have the power to sign off on a lot of these important documents.
- ✚ Marcos Montes: It would not work if it was elected. It has to be appointed because it is the right hand of the President. It also tailors what we already have with the Secretary/Treasurer, which is very vague, and adds what this organization lacks: accountability of its members.

Amendment to the main Motion

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Move to table to next Agenda.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Jeovany Aguilar: If this is approved here, it would be implemented into the relevant codes, then forwarded to the Bylaws Committee tomorrow?
- ✚ David Zitser: Yes.
- ✚ Jazmin Ortiz: I know one of my duties is to record ASI history. Is that still going to be part of the Chief of Staff position?
- ✚ David Zitser: No.
- ✚ Dena Florez: That duty could fall under, "performing any other responsibilities that may be delegated by the President."
- ✚ Aaron Castaneda: Please make sure that the edits made are reflected at the next meeting.
- ✚ Jeovany Aguilar: For ease, can Bylaws Committee please get what policies this position is going to affect?
- ✚ David Zitser: Yes.

VII. Discussion

- a. U-Pass – The committee will discuss Public Safety's U-Pass proposal.

- ✚ Aaron Castaneda: This is the U-Pass Letter from October of last year. The only reason this is being brought up here is because Public Safety submitted a \$70,000 proposal for U-Pass for the 2018/19 year. I've talked to Carmen about the letter itself, but she continued to push it. This is why the proposal was submitted. The reason I bring this up for discussion is because on March 2nd, the next Finance Committee meeting, people are coming to present and I need to know if Carmen is actually going to present or not. I've already tried explaining the letter to her. I would like to know if this committee would like me to reiterate to her what this letter meant, or simply let her present. I would like feedback from anyone on this committee.
- ✚ Marcos Montes: At your discretion as Chair of that committee, I believe you should allow her to present. We know what the B.O.D.'s stance was on this at the beginning of the year. So at Finance Committee, she can present, but we know how the B.O.D. members there will react. They, me included, will cite that letter. But, when it comes to whether Carmen can present her proposal or not, this is a matter that is up to the Chair.
- ✚ Jennifer Miller: Since I thought you had communicated with Carmen about this letter before, did you tell her that this letter would be replacing an opportunity to apply for funding? What was that communication like?
- ✚ Aaron Castaneda: She did reach out to Marcus regarding the U-Pass back in Week 1 of the semester, and I followed up with her in Week 2. We discussed how she can get funding from other areas, and then she submitted a proposal to us. She was accidentally emailed by Intef for that proposal.
- ✚ Jennifer Miller: Ok, thank you.
- ✚ Aaron Castaneda: In the committee, when everyone is done presenting our proposals, there will be about twenty minutes after the last presentation for the committee to discuss the proposals. You will still be able to ask questions, but this time is for the committee to evaluate these proposals.
- ✚ Marcos Montes: That's fine. The Board can overturn a stance if they find it appropriate. In conversations that we're having with Carmen now, we should discuss what a true partnership looks like versus a grant from ASI.

Motion to Extend Time: 5 minutes

Offered By:		Jazmin Ortiz		Seconded by:		Aaron Castaneda	
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed	

b. 6th Academic Senator

- ✚ David Zitser: It was brought to my attention that Policy 01 isn't actually the place to do this because I don't think they talk about the specific amount of senators within the Bylaws. It would probably be addressed in Policy 23, Shared Governance Policy. Is there something specific anyone wanted to talk about?
- ✚ Neyda Umana: I reached out the Chair of the Academic Senate to receive an update. As far as the vote, I wanted to inform the committee is that the way it passed through the Academic Senate is that they voted in a sixth student seat. I believe the vote was for the student to be a Student at Large, which means the student can be of either undergraduate or graduate status. We're developing how this will go about through the election process. We're working with the election policy as well and aim for this to be pushed through to B.O.D. before the end of the semester.
- ✚ Marcos Montes: Do we have to change our bylaws or policies?
- ✚ David Zitser: No, not the bylaws. The Shared Governance policies do have to be changed.
- ✚ Aaron Castaneda: What if the B.O.D. votes this down? What if we can fund five senators, but not the sixth?
- ✚ David Zitser: I suppose the sixth senator would be unpaid.
- ✚ Marcus Rodriguez: Regarding the election paperwork, one thing that we'd have to add with the sixth senator there would be the amount of senators. We won't be able to match the requested timeline drafted to us.
- ✚ Neyda Umana: I understand the concerns expressed about this being a bad decision because it wasn't approved by the Board. Although I agree that we weren't as included as we wanted to be in that process, it is also a positive. Looking at it through a state-wide lens, we know that a lot of Academic Senates have only one student seat. I always welcome the ability to have additional student representation, but I know there's been some questions on whether that's necessary in the Shared Governance area. That's why I'm working on the bylaws and it's taking me so long. I want to make sure that whatever we pass, it'll be a useful and productive addition.

Motion to Extend Time: 10 minutes

Motion to Extend: Akin: 15 minutes						
Offered By:		Marcos Montes		Seconded by:		Aaron Castaneda
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ Marcos Montes: Regarding the Student at Large, I think it's changing.
- ✚ David Zitser: The purpose behind the Student at Large was to hard three undergraduate students, two graduate, and then have the Student at Large be either undergrad or grad.
- ✚ Aaron Castaneda: I think having a sixth senator would have been fine, I just wished that this recognition would have been done through ASI before it went to the Academic Senate.
- ✚ Neyda Umana: Looking at the timeline right now, they're currently drafting the pro/con statements regarding the suggested edits. My next Shared Governance meeting is March 8th, so maybe a debate could be done to pass our decision. However, their voting starts on March 1st, and by March 12st to 16th, if it's approved, it'll be bumped up to President Covino. Unless there is an unofficial way to do this, I don't know how we would go about it.
- ✚ David Zitser: I can craft a letter from this committee to the Academic Senate based on today's conversation, but I would need context on what that recommendation should be. What direction are we going with this? What committee should this come out of? Should we be defining what a senator is?
- ✚ Marcos Montes: We should create a pro/con statement to present to Academic Senate next Tuesday.
- ✚ David Zitser: Based upon these conversations, I'll incorporate the pros/cons of having the sixth spot being a Student at Large and send it to everyone in case you want to review it. I'll have it ready by Tuesday. Also, bring the Bylaws to look at the role of the academic senators.
- ✚ Marcos Montes: Can executive workflow be the first item on the next Agenda?
- ✚ David Zitser: Yes.

VIII. Adjournment:

Offered By:	Consensus	Seconded by:				
Motion to adjourn the meeting at 6:04pm						
All in Favor	All	Opposed		Abstained		Motion: Passed

CERTIFICATION

Official Minutes taken for the **EXECUTIVE COMMITTEE MEETING** of the Associated Students, Inc, Cal State Los Angeles held on Tuesday, February 6th, 2018 in the University Student Union 303AB. Consensus by the A.S.I. Board of Directors on Tuesday,

Prepared by:

Dena Florez
Recording Secretary

Jazmin Ortiz
Secretary/Treasurer