



Cabinet of Commissioners Committee Meeting Minutes

Friday, October 10, 2014
 Noon – 2 pm U-SU Board Room #203
 Attendees: Cabinet of Commissioners & General Public

I. Organizational Items:

a. Call to Order

The meeting was called to order at 12:01 PM

b. Roll Call

Dean Truong	<i>Vice President for Administration</i>	X Present
Melanie Kim	Environmental Affairs Commissioner	X Present
Cecilia Villarreal	Housing Commissioner	X Present
Alicia Soto	PR & Marketing Commissioner	x Absent
Summer Fraihat	Spirit Commissioner	X Present
Vacant	Elections and Orientation Commissioner	vacant
Deana Garay	Veterans Affairs Commissioner	X Present
	<i>JRC Representative (non-voting)</i>	N/A
Marcus Rodriguez	<i>Director of Programs and Leadership (non-voting)</i>	X Present
Guests of the Gallery		

c. Approval of Agenda (action):

Offered By:	Cecilia Villareal	Seconded by:	Summer Fraihat
Motion to approve the adoption of Agenda for Friday, October 10, 2014. Discussion: Sheila and the topic of midnight madness.			
Vote Tally:	5		
All in Favor	5	Opposed	0
		Abstained	0
		Motion	passed

d. Approval of Minutes (action):

Offered By:	Cecilia Villareal	Seconded by:	Summer Fraihat
Motion to approve the minutes for Friday, August 22, 2014.			
Vote Tally:	5		
All in Favor	5	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.

- ✦ Dena and her team: Fall Harvest fest in collaboration with Abbey and Arnold. Fun & games with kids: booths, balloons game, bean toss, and obstacle course. 10 booths. Asking for clubs & orgs to come and run the booths. Will end early enough for midnight madness. Pitched it to facilities and they were excited. Inviting elementary and junior high school children. They approved the flyer; it will go out to the community and if successful, it can be an annual thing. Local kids will be aware that this is the college for them. To make it an educational event, can involve the recruitment office for information. Parents will be there with them. Need help with the booths.

III. New Business

- ✦ Midnight Madness- Committee will discuss how to support SAAC with their plans for the event.
- ✦ Sheila: First meeting we discussed what happened last year: Free food for the first 300 people. The rest pay \$5, which will go to make-a-wish foundation. There will be games, raffles. Golden eagle radio will be attending to DJ.
- ✦ New thing: There will be a photo booth, and can have the photo emailed to them. Athletics needs volunteers to help serve the food.
- ✦ Marcus: I suggest that we invite Kogi to distribute food.
- ✦ **Program evaluations:**
- ✦ Every event, collect evaluations: having those that attend the events to take a survey and let us know how they felt about the event. It's a great way to show administrators justify why we had the specific event.
- ✦ Homecoming AdHoc Committee Sign Up
- ✦ Dean: I will contact CSI and other offices and organizations to collaborate with. 4-6 pm on Fridays. Invitations will be sent out two weeks from now.
- ✦ Program Evaluations- Committee will reaffirm their commitment to turning in assessments 72 hours post-event.
- ✦ Marcus: Make sure programs evaluations are done after event and have them emailed to Dean and I.
- ✦ Program Setup and Breakdown Protocols – Committee will consider the expectations presented at the Board of Directors meeting and apply to the Program proposal template.
- ✦ **Tabling 101:**

- ✦ Dean: During welcome week not many showed up to set up or breakdown. Prepare tabling meeting the day before. There's a tabling box that Ryan sets up. Flyer bin has everyone's stuff. Program proposal will stay with you until the event is over.
- ✦ Program proposals due October 24th – Committee will discuss plans for winter quarter events
- ✦ Cecilia: I want to plan programs that deal with assault prevention. In addition, give out pamphlets with resources. I want to plan Super bowl tailgate: great social environment. Ping pong-tournament to promote the Ping-Pong balls. Wheel of fortune theme. Basketball events with fortunetellers.
- ✦ Dean: Housing Commissioner should plan event for students who do not go home during the break.
- ✦ Summer: just got a team together for the screaming eagles. T-shirt designs, supporting athletics, and any other type of spirit events. Tailgate for the basketball games. Screaming eagles to highlight the new USU plaza. Charity events.
- ✦ Deana: operation gratitude donations and collaboration with women's basketball team in Feb.
- ✦ Mel: Have a day to teach students how to plant food to grow. Have a showing of an environmental documentary.

IV. Reports

a. Vice President for Administration - Dean Truong

- ✦ Update on music festival: Need to change the date because of the alumni gala. All the artists were approved by the administration.

b. Environmental Affairs Commissioner – Melanie Kim

- ✦ Working on the food pantry.

c. Housing Commissioner – Cecilia Villarreal

- ✦ Cecilia: Splash bash was a success. Internship: A panel speaker, Dean is on board, honors college.

d. PR & Marketing Commissioner - Alicia Soto

- ✦ None

e. Spirit Commissioner - Summer Fraihat

- ✦ Planning for a welcoming of the new USU Plaza.

f. Elections and Orientation Commissioner – Malik McMillian

g. Veterans Affairs Commissioner - Deana Garay

- ✦ Veteran's Week: Everything going as planned except changing the veterans forum into a veterans resource center.

h. **A.S.I. Staff - Marcus Rodriguez**

✚ None

V. Discussion

✚ None

VI. Action Items

✚ None

VII. Adjournment

Offered By:	Cecilia Villarreal	Seconded by:	Melanie Kim			
Motion to adjourn the meeting at <u>1:59</u> pm.						
Vote Tally:	5					
All in Favor	5	Opposed	0	Abstained	0	Motion: passed

Certified

Associated Students, Inc.
Cabinet of Commissioner Committee Meeting
Summary of Actions Taken
Friday, October 10, 2014

I. Organizational Items:

c. Approval of Agenda (action):

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Motion passed					

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Motion: passed					

CERTIFICATION

Official Minutes taken for the **Cabinet of Commissioner Committee** of the Associated Students, Inc., Cal State L.A. held on Friday, October 10, 2014 in the U-SU 303AB. Approved by the A.S.I. Cabinet of Commissioner Committee on: October 24, 2014.

Prepared by:

Recording Secretary
Deana Garay

Confirmed by:

Ruth Ramos