



# Cabinet of College Representatives Minutes

Thursday, January 28<sup>th</sup>, 2016 at 3:30PM  
 University-Student Union Board Room 303AB  
 Called by: Sean Weerasinghe  
 Attendees: Cabinet of College Representatives

## I. Organizational Items:

### a. Call to Order

The meeting was called to order at 3:00PM

### b. Roll Call

<b>Ashley Foskey</b>	College of Arts and Letters Representative	Present
<b>Gregory Bates</b>	College of Arts and Letters Representative	Present
<b>Megan Marie Dia</b>	College of Health and Human Services Representative	Present
<b>Luis Chavez</b>	College of Health and Human Services Representative	Present
<b>Jannah Mae</b>	College of Natural and Social Sciences Representative	Exc. Late; 3:40pm
<b>Hanz Legaspi (Vice Chair)</b>	College of Natural and Social Sciences Representative	Present
<b>Allen Cabanillas</b>	College of Engineering, Comp. Sci and Technology Representative	Unexc. Late; 3:55pm
<b>Karapet Karagezian</b>	College of Engineering, Comp. Sci and Technology Representative	Exc. Late; 3:45pm
<b>Roger Buena</b>	Charter College of Education Representative	Present
<b>Chris Barreras</b>	Charter College of Education Representative	Unexc. Abs.
<b>Cynthia Alvarez</b>	College of Business and Economics Representative	Present
<b>Sean Weerasinghe (Chair)</b>	College of Business and Economics Representative	Present
<b>Ejmin Hakobian (non-voting)</b>	ASI President	Present
<b>Ashley Joseph (non-voting)</b>	ASI Programs Coordinator	Present
<b>Melody Liu</b>	Associate Justice	
<b>Guest of Gallery</b>	Intef Weser – Executive Director Marcus Rodriguez – Director of Programs & Leadership Tim Achinger – Undergraduate Academic Senator	

**c. Approval of the Agenda (action)**

<b>Offered By:</b>	Hanz Legaspi	<b>Seconded by:</b>	Cynthia Alvarez			
Motion to approve the adoption of the Agenda for October 29 <sup>th</sup> , 2015 Discussion: None						
<b>Consensus</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion: Passed</b>

**d. Approval of the Minutes (action)**

<b>Offered By:</b>	Hanz Legaspi	<b>Seconded by:</b>	Cynthia Alvarez			
Motion to approve the minutes from October 1 <sup>st</sup> , 2015. Discussion: Friendly Amendment – Change Vice Chair to Hanz						
<b>Consensus</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion: Passed</b>

**II. Public Forum: This time is allotted for members of the public or representatives to make announcements to the committee.**

Marcus Rodriguez: Think about your programs through a co-curricular shared governance lens. Please reach out to faculty, department heads, deans, and so on. For example, the speaker series could use encouragement from professors for students to attend. We have Spirit Week events coming up, and we need people to be at the Parade and Pep Rally. We need lots of ASI members representing us, and we need an ASI float. There will be an Elections float already. If you are interested in the float, please let us know.

**III. Discussion**

1. Eagle Talks Speaker Series – Sean – Possibility of doing monthly speaker series, instead of once per quarter
  - Sean: There were amazing speakers this quarter, with amazing stories, but I was disappointed with attendance. We were backed up with marketing and graphics. Everyone spoke well of the speakers. In my evaluation, I am going to recommend they do this next year at a monthly basis instead. I'd love for other colleges to get involved, rather than just two.
  - Ashley: Sean, thank you for taking care of the speakers series and event and making sure we all knew what was going on.
2. Winter Warm-Up/Sock Drive – Sean – Collaboration with EPIC, donations to go to the Los Angeles Mission possible A.S.I. Day of Service for A.S.I. & BOD members to go donate.
  - Sean: There was a great turn-out yesterday, the University Times was there, and a lot of socks were donated. Socks are the most highly underdonated object at shelters. Please help spread the word. We have a box in ASI and Epic, and we would love to be able to go to the LA Mission, like we did the AIDS Project.
  - Cynthia: ASI partnering with EPIC made this very successful because lots of people showed up from fraternities and sororities that donated, and we hadn't expected that. If there is anyone that you think would donate socks, please tell them about our sock drive.
3. College Representative/BOD Member Roles, Responsibilities, & Duties – Sean – Refresher on the roles, responsibilities, and duties of college representatives/BOD members.
  - Sean: I wanted to remind everyone of their roles and responsibilities, as outlined in tab 4. Please make sure you go to your meetings and committees. If you are not there, your voice is not being heard. I also

printed out a packet and Robert's Rules for how to make a motion, amendments, rescind, and so on. Although no one can make you vote, you have a call of duty as a member of the board to show up and make hard decisions. We were not voted in to be silent. Silence means that your vote counts towards the majority. The only cases you should abstain is if you are not aware of what is happening or if you have a conflict of interest. We have to ignore personal attachments to voting, and vote what we think is best. Please see me or the justices if you have any questions.

- Hanz: I just wanted to mention that when informational items are not handed out in the appropriate amount of time, it becomes difficult to make a truly informed decision. This problem has happened a lot recently, so please make sure that when you make a decision, you make an educated decision and try to seek out as much information as possible.
  - Ejmin: I sent out a video early in the quarter that also explained Robert's Rules. In regards to the agendas and information getting out, we are improving the process and I've sent an email to chairs about sending in agenda items earlier.
4. February Monthly To Do List – Ashley J. – Questions?
- Ashley: I passed around the January/February To-Do List, and many of you have already gone through this with me during your 2-on-1, but if you haven't had your meeting with me yet, we will be going through this. Please know where your mind should be over the next month. I hadn't added homecoming to the list, but it would be great if the reps decided if they will be a part of the parade in terms of decoration, and I think the ASI float should be different from the Elections float. It is a lot of fun. Please think about it.
  - Ejmin: For the 2-on-1 scheduling, I talked to Ashley and emails will be sent out regarding scheduling 2-on-1s for meetings with me. Feel free to talk to me about anything even outside of those 2-on-1s.

#### **IV. Reports (Program Initiative Proposals; College Updates; Dean Updates)**

##### **a) Arts & Letters – Ashley Foskey/ Gregory Bates**

- Ashley Foskey: We had a great event on Wednesday with the Alumni Panel. It was great for students, since it incorporated the entire A&L college. An improvement I would make would be to give more time for students to ask questions. This will be a good event to have again next year.
- Gregory Bates: We had our first Resource Allocation Committee for A&L, which went well. We will get back to the Dean about meeting with him.

##### **b) Business and Economics- Sean Weerasinghe/ Cynthia Alvarez**

- Cynthia Alvarez: We had an awesome event yesterday for the Winter Warm-Up sock drive, as mentioned earlier. Students were educated about community service. People very much enjoyed ASI presence out there. The B&E college just completed their accreditation process, so the Dean will be more available to meet with us. We have an upcoming event that Roger actually started two years ago called the B&E Love Market, and I have successfully reached out to the clubs and they are very excited to have a chance to fundraise and participate. The Health Hut and EPIC will also be there. It is February 11 from 12pm-2pm. It is the same time as the USU Valentine's Craft, but the events may complement each other.
- Ashley J: Quick reminder to make sure that we have food permits.
- Cynthia: I am requiring all the clubs to submit to me a copy of food permits and event registration forms, and I have them coordinating with each other so that no clubs are competing for sales.

**c) Charter College of Education- Roger Buena/Chris Barreras**

- Roger Buena: Hello everyone, my name is Roger. I was just appointed last week and I am excited to get going on being a college rep. My first move was to contact the dean and I hope to meet with them next week so we can talk about the intra-college problems. I will also communicate with Chis so we can talk about how we can coordinate as co-reps.

**d) Engineering, Computer Science, and Technology- Karapet Karagezyan/Allen Cabanillas**

- Karapet Karagezyan: For my meeting with the dean, we talked about Engineering Week, in the third week of February, starting the 21<sup>st</sup>, and we are planning on having all the ECST clubs out and about. The Dean also asked about an ECST council so I will reach out to people about that. I have a meeting with T. Fox as well to talk more about it.
- Allen Cabanillas: Hello everyone, I am glad to be hear. I am currently doing everything that I need to in the first week so that I can become a rep.

**e) Health and Human Services- Megan Dia**

- Luis Chavez: This is my first meeting here in the cabinet. One of our events will be a suicide prevention event in the beginning of March, and SHAC is willing to help us out. About two weeks ago, President Covino had dogs out in the front, which was very popular and I am trying to get the same company to come out. We also met with our college's interim dean, Dean Vogel. He is very approachable and has come to some of our board meetings. He has experience being an HHS dean, and I look forward to working with him.
- Karapet: Would you ever consider doing a CPR training?
- Luis: We could do that. I think it's a good idea.
- Allen: I know that the Health Center may be able to help with that.
- Jannah: I think the Health Center requires payment, so it would be cool to hold a free event for our students.
- Ashley: Last quarter, Tashebia was actually planning to do that event and the CCOE dean was willing to pay for it. This may be an opportunity for a successful college collaboration.
- Megan Marie Dia: So, we also wanted to do a Condom Carnival with the Health Center in February.
- Cynthia: Yes, it's on February 11, and it is with Project Choice. They will have an AIDS truck and a variety of things to promote safe sex.

**f) Natural and Social Sciences- Jannah Mae/Hanz**

- Jannah Mae: This quarter, we have about 5 events going on, 3 of which are the Dare 2 Dream Series, taking place here in the USU. We will be cosponsoring the first event with the Dreamers Resource Center, which would help publicize the Dreamer's Center and familiarize the campus to what AB540 students are. The second event will be a Clubs and Orgs Bazaar. We hope to have them fundraise, and we hope to have about 15 clubs. We will email them soon. The second Dreamers seminar will be on Financial Aid for

Dreamers students, which will be a very useful resources. The fourth event is for career opportunities on and off campus for undocumented students. I will be working with Brenda Aguilar, who is in charge of on-campus opportunities. Our last event is going to be the State of the College with Dean Bowman to give students a comfortable chance to approach him with any problems they may identify within the college.

- Hanz Legaspi: I know it's close to the middle of the quarter, so I wanted to bring up some of our spring initiative ideas. First would be Speed Interviews, which Ashley and Jannah were thinking about last quarter, which could be a cabinet-wide event, with collaboration with the Career Center. It would be a chance for students to learn what many different interviews are like. We also would like to do the State of the College again this quarter, and it may be a good idea for other colleges to do so. I think if we do the Speaker Series again next quarter, we can learn from our mistake. We were also thinking about Dolores Huerta as a speaker to celebrate Cesar Chavez's legacy. We would also like to continue support for Dreamers students next quarter. We are also thinking of a Pre-Law Fair collaboration with the Pre-Law Society in order to address the social science side of the college. After what Marcus said about thinking about our roles, so the cabinet might want to think about collaborating with the Environmental Policy Committee for Earth Day. I would also really like to do an event regarding the Syrian Refugee Crisis.

#### g) ASI President – Ejmin Hakobian

- Ejmin: We should look into club councils, since we are having the discussion on whether we should take on club funding. I have noticed other ASIs have a lot of resolutions already, so I would like us to step up and start creating resolutions. I talked to Marcus about having a workshop dedicated to writing resolutions. There are a lot of projects that we have on the way, and I'm working with Nicole on how to prioritize and delegate them. The university seems to not support dead hour or the four-day classes set up. Please fill out surveys regarding this and encourage students to do so as well. Last BOD we approved a consultant for strategic planning and there are a lot of ideas. We want to make sure that students next year don't face problems we had and have the tools they need to succeed.

#### h) Cabinet Chair – Sean

- Sean Weerasinghe: I want to thank Ashley for getting us food, as well as all staff members for the work they do. It is always nice to hear thank you. If we can get updated nameplates and contact list, it would be great.
- Ashley J: If you shoot Josh and Kelly emails about this, they will be able to provide you with what you need.
- Ejmin: I'm working on expediting the process for getting tablets.
- Sean: If you have an agenda item, please make sure to let me know for next meeting. There are a lot of events going on, and everyone was very gung-ho about it and I'd like to see that energy this quarter. Support your fellow reps! Also, let me know if you will be late or absent.
- Ejmin: I have been mostly excusing everyone at the board meetings, but it is really important that you let me know if you will be late or absent. I know everyone is passionate about this, but I feel like at this point it is unfair to keep giving excused absences. I will be more strict about that from now on.
- Sean: Coming up on April 2<sup>nd</sup>, it is Preview Day so you may want to talk to your deans to be a part of that. Students who show up are those who have applied. It is a good way for ASI to promote itself to potential freshmen. A few hundred people show up per college.
- Sean: Antonio thinks that we are taking on too much that executives should take on, which I disagreed with; he said he never hears reports from the college representatives. The reason for that is we never get

through an agenda for board meetings. It's almost an hour worth of reports, but for next BOD I can just make a concise report at executive committee or the board.

- Ashley: I know that there is a report template we can use, so you can do that through Sean.
- Sean: Please don't be afraid to speak up. Once we are done with the meeting, it isn't personal.
- Intef: In past years, we would actually be able to hear individual reports about events and college initiatives. In other years, a few students would speak for the cabinet, but you all have to decide how you can make this more efficient.
- Sean: Yes, just let me know the consensus.

**i) Programs Coordinator- Ashley J**

- Ashley Joseph: Dena and I are helping organize Preview Day, so it would be a good idea to split your time between ASI and the college.
- Jannah: I was at Preview Day last year, and it was great to see ASI out there advocating for students and supporting clubs. I think it's a great idea for us to table at that event.
- Ashley: So, first thing, club councils would be really cool, especially if we look at other schools around us, and we can try to set up one for ASI. Please keep your events and ideas for your transition binder. Maybe event proposals or key contacts would be useful. Start working on it. I wanted to talk about respect and being solution-focused. If someone tells you they have not received that respect, please look inwards as to why you aren't giving them the respect or why they might feel that way. I don't want anyone to feel like they cannot come and work in the office. Everyone deserves respect given to them. We all work differently, so to be solution focused, we have to keep in mind other people's prerogatives. For example, at the event yesterday, we needed help hanging up a banner and instead of helping there, Cynthia was doing something else, and in my mind I was wondering, "What is she doing?" But I did not tell her that because I knew that different people had different ways of approaching a situation. Next update—for farmer's market days, we will also have heart health days, where you can get your heart checked. Spring initiatives—we are not rushing, but feel free to start submitting drafts now, and first drafts due February 17.
- Cynthia: I just got a message that the LA County Dept of Public Health will give free flu shots.
- Ashley: So, we are working on special seminars for students to learn more about enrollment, parking, and financial aid. For all the new members, please stop by the office to take your picture and pick up your polo. We will work on getting everyone folders. Election applications are open now, please make sure you attend a workshop. The next is Feb 8<sup>th</sup> down in housing. Lastly, this is the time of year for letters of recommendations, so if you need one please ask at least one week beforehand.

**V. Adjournment:**

<b>Offered By:</b>	Hanz Legaspi	<b>Seconded by:</b>	Jannah Mae De La Cuesta			
Motion to adjourn the meeting at <u>4:35PM</u>						
Discussion: None						
<b>Consensus</b>	All	<b>Opposed</b>	None	<b>Abstained</b>	None	<b>Motion: Passed</b>