



# Cabinet of Commissioners Committee Meeting Minutes

Friday, March 3<sup>rd</sup>, 2017

Noon – 1:30 pm U-SU Board Room

Attendees: Cabinet of Commissioners & General Public

**I. Organizational Items:**

**a. Call to Order**

The meeting was called to order at 12:10 PM

**b. Roll Call**

<b>Leopoldo Saldana</b>	<i>Vice President for Administration</i>	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>Sonia Lotfabadi</b>	Environmental Affairs Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>Madeline Niehues</b>	Housing Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>VACANT</b>	PR & Marketing Commissioner	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>Lavernis Martin</b>	Spirit Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>Elizabeth Lechtholz-Zey</b>	Elections and Orientation Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>Maria Garcia</b>	Veterans Affairs Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>Rachel Duffy</b>	<i>JRC Representative (non-voting)</i>	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input checked="" type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>Marcus Rodriguez</b>	<i>Director of Programs and Leadership (non-voting)</i>	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
<b>Guests of the Gallery</b>	Intef Weser	

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

<b>Offered By:</b>	<b>Maria Garcia</b>	<b>Seconded by:</b>	<b>Madeline Niehues</b>		
Motion to approve the adoption of Agenda for <u>Friday, March 3, 2017</u> . Discussion: -Leo: We are moving EOC and EAC reports to directly after public forum because they must leave early.					
<b>Vote Tally:</b>	<b>5</b>				
<b>All in Favor</b>	<b>5</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>
<b>Motion:</b> <input checked="" type="checkbox"/> passed <input type="checkbox"/> failed					

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

Offered By:	Lavernis Martin	Seconded by:	Elizabeth Lechtholz-Zey			
Motion to approve the minutes for <u>Friday, February 17, 2017.</u>						
Vote Tally:	5					
All in Favor	5	Opposed	0	Abstained	0	Motion: ✓ passed      failed

**II. Public Forum/Announcement:**

This time is allotted for members of the public or representatives to make announcements to the Executive Committee members.

- ✦ None

**III. Reports for EOC and EAC**

a. Elections and Orientation Commissioner – Elizabeth Lechtholz-Zey

- ✦ Elizabeth: I just finished conducting the candidate briefings this morning and have one makeup briefing Tuesday morning. So far, one person has been disqualified and three are attending the makeup one next week. I'm very happy with my new committee member and I'm planning on writing the debate questions in the next couple weeks before they begin in mid-April.

b. Environmental Affairs Commissioner – Sonia Lotfabadi

- ✦ Sonia: I did a class presentation and people seemed interested in Earth day. I have meetings with teachers and the music and art departments, to come up with some sort of documentary for Earth day.

**IV. Action Items**

1. Policy 017 Cabinet of Commissioners

Discussion:

- ✦ Marcus: We updated the title stuff and updated CSULA to CalState LA. We changed policy 15 to policy 17. We will probably spend more time working on the Veterans Affairs commissioner's section.
- ✦ Marcus: we are waiting the zero waste project in the EPC based on how the EPC meeting goes today. It's just the updated title based on Brad's presentation.
- ✦ Madeline: I was finally able to talk to Sam, and he was kind of confused about my position as housing commissioner. He said that in other schools, president of RHA is typically the housing commissioner, so is that something that should change?

- ✦ Marcus: That person has the ability to run for commissioner, but I don't want to take this position away from other people because we don't know when RHA president is going to be appointed since it typically happens later in the year. The workload is usually too much for just one person to handle.
- ✦ Elizabeth: We just need to add something about me working in conjunction with Secretary/treasurer to manage and perform orientations for students who have been newly appointed.
- ✦ Maria: I turned in my edits. I would also like to add something about me holding membership on any committee supporting and advocating for veterans affairs.
- ✦ Marcus: Outside of the VRC, I remember you saying you would like to be able to discuss with clubs and organizations.

<b>Offered By:</b>	Maria Garcia		<b>Seconded by:</b>	Madeline Niehues		
Motion to increase amount of time for discussion about Action Item A by one minute.						
<b>Vote Tally:</b>	5					
<b>All in Favor</b>	5	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> ✓ passed failed

- ✦ Maria: Intef, let's just have a separate meeting to discuss the VRC affairs.

<b>Offered By:</b>	Lavernis Martin		<b>Seconded by:</b>	Elizabeth Lechholz-Zey		
Motion to approve changes made to Policy 017 Cabinet of Commissioners.						
<b>Vote Tally:</b>	5					
<b>All in Favor</b>	5	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> ✓ passed failed

## 2. Budget proposal

- ✦ Leo: We will be creating a budget proposal similar to the BOD to feed both the COC and EPC.
- ✦ Intef: I don't think you guys have enough information about this right now to allocate a certain amount of money for the meetings.
- ✦ Leo: We will move this item to the next meeting's agenda.

## V. New Business

### 1. Housing Climate Survey

- Madeline: It is important to know how students feel around housing. A proposal of sending a survey to those living in housing was proposed. Questions regarding sexuality, safety, accommodation of disabilities, race, knowledge of rules were formed and drafted onto a survey. Topics that are not commonly noted should be added, a blank area for added comments, and topics one feels should be added to the survey. The survey is not online. It will be a paper survey with a rating scale.
- Marcus: Marcus will look at the survey to make sure the info that is received in the survey would be title IX compliant. He will work in conjunction with the housing commissioner to talk about the outcomes needed while making sure the questions are legal to ask.
- Leo: Once data is collected, what is the goal?
- Madeline: Data should be implement within housing to help people feel safe and confident while living on campus.
- Marcus: Marcus loved that there are questions about food security and safety. This will be useful to disseminate information, and help with the expansion of support.
- Madeline: Safety, food, sexual orientation, race, and how residents feel about the staff are included due to those topics being of high importance.
- Marcus: Jennifer Miller is a researcher by trade; it would be helpful to receive her feedback about the survey. The data can be collected and presented as a capstone project. Have outside researchers state what the findings mean and the information collected.
- Madeline: The purpose of the survey is to make sure the students have what they want and need. It is important that residents know about resources available on campus.
- Intef: Some sort of marketing should be placed within housing to recruit for vacant ASI positions. What is the best way to get the word out about vacancies of ASI positions? Usually tabling is used to spread information.

## VI. Reports

### a. Vice President for Administration – Leopoldo Saldana

- Leo: -

### b. Housing Commissioner – Madeline Niehues

- Madeline: RHA is finally working on Spring Madness and it supposed to begin in May. The committee needs to discuss budgeting. Events are being planned for the week of Spring Madness. Other events will be planned and based off survey results.

c. PR & Marketing Commissioner – VACANT

d. Spirit Commissioner – Lavernis Martin

Lavernis: Reviewing of homecoming events is wrapping up. Raw Henderson Spirit Scholarships fell through due to an eligibility issue. Applicant was not responding to e-mails. There are teams that need to resubmit paperwork. The committee is looking forward to creating a tailgate event during baseball season approximately around May 5<sup>th</sup>. This will be the new focus and there will be a discussion with Marcus to plan the details. Eagle launch party.

e. Veterans Affairs Commissioner – Maria Garcia

Maria: A proposal for Green Zone training and a coffee moral fund for student veterans is in progress.

f. A.S.I. Staff - Marcus Rodriguez

Marcus: Funding for homecoming is being planned. Members need to be mindful when balancing budgets. \$17, 300 was approved and spent on homecoming this year due to this year's board seeing the importance of Spirit Week to students. We need to be mindful of marketing funding as well when planning for events. We are planning to be a bit frugal when it comes to funding but there are exceptions when a plan is well thought out and extra funding is approved.

**VII. Adjournment**

Offered By:	María Garcia	Seconded by:	Madeline Niehues			
Motion to adjourn the meeting at <u>  1:04  </u> pm.						
Vote Tally:	5					
All in Favor	5	Opposed	0	Abstained	0	Motion: <input checked="" type="checkbox"/> passed <input type="checkbox"/> failed

Associated Students, Inc.  
 Executive Committee Meeting  
**Summary of Actions Taken**  
 Friday, February 17<sup>th</sup>, 2017

**I. Organizational Items:**

**a. Approval of Agenda (action):**

Offered By:	María Garcia	Seconded by:	Madeline Niehues			
Motion to approve the adoption of Agenda for <u>Friday, March 3, 2017.</u>						
Discussion:						
-Leo: We are moving EOC and EAC reports to directly after public forum because they must leave early.						

<b>Vote Tally:</b>	5					
<b>All in Favor</b>	5	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> ✓ passed      failed

**b. Approval of Minutes (action):**

<b>Offered By:</b>	Lavernis Martin	<b>Seconded by:</b>	Elizabeth Lechtholz-Zey			
Motion to approve the minutes for <u>Friday, February 17, 2017.</u>						
<b>Vote Tally:</b>	5					
<b>All in Favor</b>	5	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> ✓ passed      failed

**IV Action Items**

<b>Offered By:</b>	Maria Garcia	<b>Seconded by:</b>	Madeline Niehues			
Motion to increase amount of time for discussion about Action Item A by one minute.						
<b>Vote Tally:</b>	5					
<b>All in Favor</b>	5	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> ✓ passed      failed

<b>Offered By:</b>	Lavernis Martin	<b>Seconded by:</b>	Elizabeth Lechtholz-Zey			
Motion to approve changes made to Policy 017 Cabinet of Commissioners.						
<b>Vote Tally:</b>	5					
<b>All in Favor</b>	5	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> ✓ passed      failed

**VII Adjournment**

<b>Offered By:</b>	Maria Garcia	<b>Seconded by:</b>	Madeline Niehues			
Motion to adjourn the meeting at <u>  1:04  </u> pm.						

Vote Tally: 5						
All in Favor	5	Opposed	0	Abstained	0	Motion: ✓ passed      failed

**VIII. CERTIFICATION**

Official Minutes taken for the **EXECUTIVE COMMITTEE MEETING** of the Associated Students, Inc., Cal State L.A. held on Tuesday, March 21<sup>st</sup>, 2017 in the U-SU 303AB. Approved by the A.S.I. Executive Committee on: \_\_\_\_\_.

Prepared by:

\_\_\_\_\_  
Recording Secretary

Confirmed by:

\_\_\_\_\_  
**Bonnie Lee**  
Secretary/Treasurer