



Executive Committee Meeting

Minutes

Tuesday, February 6th, 2018

Time: 4:00-5:45pm

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>	Excused absent
Jazmin Ortiz	<i>Secretary/ Treasurer</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	None	

c. Adoption of Agenda for Tuesday:

Offered By:	Marcos Montes	Seconded by:	Jazmin Ortiz			
Motion to approve the adoption of Agenda for Tuesday, February 6, 2018						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Adoption of Amendment to the Agenda:

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes			
Amendment to the main motion: Move Amendment Reports to the end of the agenda						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Adoption of Amendment to the Agenda:

Offered By:	Marcos Montes	Seconded by:	Neyda Umana			
Add discussion ASI Evaluation Plan to item (a)						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Neyda Umana	Seconded by:	Marcos Montes			
Motion to approval of the minutes for November 21 st , 2017						
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.

None

III. New Business

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

Dena Florez: Does Policy 115 go back to Bylaws before it goes to BOD?

David Zitser: Yes. Anything else anyone wants to see on the next BOD agenda?

Aaron Castaneda: Update on the Referendum status.

Jazmin Ortiz: Are we going to start using the new biweekly template?

David Zitser: That will be discussed today.

Jazmin Ortiz: Add a discussion on expectations of biweeklies to the BOD agenda.

IV. Informational Items

V. 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:	Marcos Montes	Seconded by:	Aaron Castaneda			
Motion to table to the next meeting.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

ii.

- ✚ David Zitser: The main changes are updates of two new sections: meeting behavior and office usage. Also, responding to messages on a timely basis.
- ✚ Neyda Umana: I don't feel comfortable including that ASI members are not allowed to sleep in the office. I understand the complex life of students and that sometimes a break is needed.
- ✚ Jen Miller: The U-SU is scouting Nap Pod locations and rethinking the meditation room and making it a relaxation area. U-SU also plans on creating two breastfeeding stations, two nap pods, and a foot-washing station.
- ✚ Marcos Montes: Policy language appears too prescriptive.
- ✚ David Zitser: The Policy is vague overall, and so the goal in adding this was to be more specific and clarify what is being asked for.
- ✚ Jazmin Ortiz: For Meeting Behavior (a), if you have to use your phone because of an emergency, do I have to share what my emergency is with everyone?
- ✚ David Zitser: Members should simply say "Pointer privilege," and leave the room. Otherwise, phones should be put away unless they pertain to the meeting.
- ✚ Dena Florez: Grammatical changes for 10(a) and 10(b).
- ✚ Aaron Castaneda: I don't know if we should be defining "timely basis," in regards to #7. It would be a good practice for members because responding to emails within 48 hours what employers look for.
- ✚ Marcos Montes: Too many changes need to be made. Motion to table this to the next meeting.

Amendment to main Motion

Offered By:	Aaron Castaneda	Seconded by:	None			
Under "Respect" where responding to messages is discussed in Policy 22, add "...and emails within 48 hours."						
All in Favor	0	Opposed	All	Abstained	0	Motion: Fail

- ✚ Jazmin Ortiz: That's too specific. Few members would be able to adhere to the 48 hour requirement.
- ✚ Neyda Umana: Defining "timely basis" should just be left to the discretion of the direct report to allow for flexibility.
- ✚ Dena Florez: Responding to people's email on a timely basis is respectful. If you can't respond to the business in the email, at least notify them that you acknowledge the email and will respond as soon as you can.

b. ASI Infrastructure Restructure

i. Chief of Staff Restructure Proposal- The committee will continue the discussion, review recommendations, and possibly take action regarding this new position.

- ✚ David Zitser: Last meeting we discussed making Chief of Staff an appointed position and merging it with the ASI President Administrative Assistant position.
- ✚ Aaron Castaneda: Have you researched the duties of other campus' Chiefs of Staff?
- ✚ David Zitser: Yes, each campus has their own system. For example, Cal Poly San Luis Obispo Chief of Staff do general oversight, while Humboldt State's is a vice president position. Some campuses merge the Chief of Staff and Chief Justice positions.

- ✚ Marcos Montes: What does “aligning practices to policy” mean? In “oversee accountability and quality control”, what does “quality control” mean?
- ✚ David Zitser: For “aligning practices to policy”, the Chief of Staff should be the most knowledgeable person on ASI’s policies and making sure our practices reflect those policies. This leads to “quality control”. In the case that ASI’s practices do not align to our policies, the Chief of Staff should either send recommendations to policy updates or ask members to align their practices to the policies.
- ✚ Neyda Umana: To clarify, is the intention to merge the Secretary/Treasurer Position with the ASI President’s Administrative Assistant and some qualities of the Chief of Justice?
- ✚ David Zitser: No. Direct reports maintain quality control, the administrative side to that would be taking attendance and other office duties.
- ✚ Dena Florez: I’m concerned with giving the ASI President’s Administrative Assistant, a student worker, the responsibility to manage incident reports. That could involve worker’s compensation, which requires a lot of sensitive paperwork.
- ✚ David Zitser: If Executive Committee decides to rule off with this position, it’ll go to Personnel next. We can discuss updates and changes to this position there. Whereas, if we go with Chief of Staff Position, that’ll come out of Executive Committee and straight to Bylaws.
- ✚ Marcos Montes: I’m not familiar with this job description for the ASI President’s Administrative Assistant. Was this made to be too specific by a previous ASI President?
- ✚ David Zitser: This is what I found on the website and what the position currently entails. If everyone wants, we can go back through Personnel to update this.
- ✚ Marcos Montes: I suggest to leave the ASI President’s Administrative Assistant position as is and turn the Secretary/Treasurer position into the Chief of Staff and add more essential duties to it.
- ✚ Jazmin Ortiz: To clarify, if we leave the ASI President’s Administrative Assistant position alone, then we remove the Secretary/Treasurer position and add the Chief of Staff?
- ✚ David Zitser: If we go with the first proposal, the ASI President’s Administrative Assistant won’t be changed, and the Secretary/Treasurer’s duties will be transferred to Chief of Staff.
- ✚ Jazmin Ortiz: I’d rather have my position merged with the ASI President’s Administrative Assistant and leave the new position as an assistant so that they would be paid more.
- ✚ Aaron Castaneda: Do we want the Chief of Staff, as a staff employee, to make more than the ASI President? That’s already the case with the ASI President’s Administrative Assistant. I like Marcos’s position of converting the Secretary/Treasurer’s position into the Chief of Staff.
- ✚ Jazmin Ortiz: Are we going to be appointing the ASI President’s Administrative Assistant? Will the Chief of Staff be a member or staff position?
- ✚ Marcos Montes: I suggest that the Chief of Staff and ASI President run on the same ticket. Duties such as the attendance tracker and performance evaluations should be passed to the Chief of Staff. The Chief of Staff should also be responsible for the attendance tracker and performance evaluations.
- ✚ David Zitser: We can add language into the contract signed with each administrative assistant that the position would only be one year long.

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Motion to restructure the ASI Secretary/Treasurer into the Chief of Staff. Table to the next Executive Committee meeting.						
All in Favor	2	Opposed	1	Abstained	1	Motion: Passed

- ii. Executive Officer Workflow Hours- The committee will continue the discussion, review recommendations, and possibly take action on changes to the workflow of current Executive Officers.

- ✚ Intef Weser: I remember you wanted to drop one or two of your committees to allow more flexibility of time. It’s a conversation on what you want to do right now and what committees you don’t need to be on.

- David Zitser: This is how it's certainly broken down.
- Marcos Montes: Is it the answer to get rid of an internal committee.
- Neyda Umana: It concerns me.
- Jazmin Ortiz: When I created office hours and bi-weekly's it is to understand how much we work that is documented. This is something we report. I agree going on less meetings and focusing more in our area because on meetings alone in the last 2 weeks; David at least 10 hours of just meetings.
- Intef Weser: We cut down your unit requirement and that was a good move. I suggest looking at the meeting requirements so you can spend more time in your areas.
- Dena Florez: I don't want to take anything away from you because you all do a lot. Some of you do the minimum 28 hours and we know some of you go far above that so when you look at the student doing 28 hours plus how is the minimum of 6 units. I know most of you are taking more than 2 classes and some of you have full time jobs because GIA doesn't pay enough. To insure student success we need to reduce the number of hours (duty hours) it's going to be touch and go.
- Marcos Montes: I agree with what been said, how we get more ASI members involved. I recommend taking some of those committees (Personnel, Strategic Plan, and Executive) and open them and not require executives to sit on them anymore; being open membership. So each one of us can focus on our specific committees and that's our sole focus. I'm still loss on what Personnel is. Make at least 3 committees open membership to free up some time for executives.
- Jazmin Ortiz: I think executives should drop at least one, at least knowing one executives is sitting on the committee and report to us will be okay. I don't think we all need to sit all the committees. Drop an executives and add a BOD member.
- Jennifer Miller: What is essential to your job, adding a member you need to have trust in them? What do you like going to (committees)?
- Marcos Montes: Open committees, add the requirement for executives to sit on the committee they chair, one internal, and one external that would be for executives. Non-executive BOD members- instead of one internal change to two (one internal and one external). Opening up on a lot more seats with 3 important committees. I envision opening up Personnel, Finance, and SPC. Executives would have to sit on one internal on top of the one they chair. We get to choose which one we are passionate in.
- Neyda Umana: I agree with Marcos.
- Jazmin Ortiz: I agree but the only thing not what your passion is but what your duties relate too.
- Intef Weser: Which one should all of you sit on?
- Marcos Montes: Executive and BOD.
- David Zitser: BOD members will sit on the other internal committees with having a minimum of executives on the committees.
- Intef Weser: SPC- Secretary/ Treasurer

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motion to table until the next Executive Committee Meeting						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- Marcos Montes: Next time start seeing it in policy and how it will look in the policy. It will be good for us to see an idea.
- Intef Weser: Let the conversation be longer and continue to get that information from you. So I can write it down and you (David) and I can make a proposal on how exactly it's going to look like.

Offered By:	Marcos Montes	Seconded by:	Neyda Umana			
Motion to extend conversation by 5 minutes						
All in Favor	All	Opposed	0	Abstained	1	Motion: Passed

- ✚ Marcos Montes: We should all go around and say what committees our position should be in. In CSSA, Executives are non-voting members in BOD and things still work out fine. Here we are voting members.
- ✚ David Zitser: Let's all go and say what committees our positions should sit on.
- ✚ Aaron Castaneda: Exec, BOD, Personnel, and Sub-Funding.
- ✚ Jazmin Ortiz: Exec, BOD, SPC, and Shared Governance.
- ✚ Marcos Montes: Exec, BOD, Legislator Affairs, and CSSA.
- ✚ Neyda Umana: Exec, BOD, Shared Governance, Academic Senate, Cabinet of Academic Senate, and SPC (option).
- ✚ VPA: David Garcia- Exec, BOD, Personnel, Cabinet of Commissioners, and Administrator Unit.
- ✚ Need Umana: ASI needs better outreach externally to clubs and organizations on campus so with that I do think the ASI President should be on all internal committees because you are essential.
- ✚ Jazmin Ortiz: I think you should also sit on Shared Governance and SPC because I'm hoping for next year with whoever gets it they are making edits unless it's required at least once a semester.
- ✚ Jennifer Miller: I might be wrong but 3 years ago I recall that the ASI President didn't sit on any committees if it was a one year president but they changed the policy.
- ✚ Intef Weser: You should be part of the financial side so finance committee for sure.
- ✚ Marcos Montes: I recommend the ASI President just sit on the 4 internal so they can be a hands off president for all the other committees. Exec, BOD, Personnel, and Finance plus one external like all the other BOD members.
- ✚ Jazmin Ortiz: I picture SPC not a biweekly meeting, I see it as a once a semester meeting.
- ✚ Intef Weser: We need to recruit students for a Presidential Designee, they don't need to be appoint just chosen from the President to sit on the committees so relieve some of the committees the President has to sit on.
- ✚ Dena Florez: Since the Chief of Staff would have to be no policy and Intef just said have a Presidential Designee maybe the Chief of Staff can also go to some of these on behalf.
- ✚ David Zitser: Exec, BOD, Personnel, and Executive.

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Motion to table until the Executive Committee Meeting						
All in Favor	All	Opposed		Abstained		Motion: Passed

VI. Discussion

a. ASI Evaluation Plan

- ✚ David Zitser: This is Marcos' amendment to get discussion about having a class do an evaluation of ASI.
- ✚ Marcos Montes: It's uploaded it's a quick document. It's a core curricular opportunity for students in their masters in the public administrator program. We got to build strong connections with professors, political science department. So we can get a third party prospective. The students won't be able to evaluate us because the class is a semester but they can have a plan of evaluation. They will set up a framework for us to evaluate the organization. With the evaluate plans we will get key areas that need to be evaluated. They will also design tools to need to evaluate, for example; end of the year questionnaire for members. They will look at our policies. It will required interviews from staff. They will not evaluate our finances.
- ✚ Neyda Umana: This is something I strongly support, I think ASI should be taking the next steps and looking at ways to reform and make ourselves efficient.
- ✚ Jazmin Ortiz: Is this a onetime project, only one semester.
- ✚ Marcos Montes: It will be a onetime project, they will give us the framework. We can keep on going as an organization. It is tied to a graduate course.
- ✚ Aaron Castaneda: I like it.
- ✚ Marcos Montes: Will this need board approval?

- David Zitser: I don't think so, can you explain again what ASI will do.
- Marcos Montes: It's a commit, time commit. Interviews with staff and executive leadership.
- David Zitser: To staff will you all be open for interviews.
- Intef Weser: Yes, I've done some for other classes.
- David Zitser: Doesn't need BOD approval because all of our meetings are public.

b. Incentive Benefit Analysis- The Committee will review the Incentive Benefits Analysis to brainstorm potential changes in the Shared Governance Unit of ASI.

- Intef Weser: Neyda requested more of a breakdown of what everyone receives.
- Neyda Umana: The reason why I promoted these questions of who gets what when I came around last fall semester and who applies to what incentives it was revealed to me that some ASI members qualify for some incentives. We have no written policy about who and when someone qualifies or don't qualify. I want a chart analyzing who qualifies (positons). For example, a BOD member like what incentives do they qualify for.
- Intef Weser: Board members get priority registration, GIA, and that's their main perks and Academic Senators get the same. Executives get access to facility parking. They get an incentive of \$25 per committee meeting before it was \$100 per quarter. This incentive breakdown is to make sure we have it.
- Marcos Montes: Neyda I have a question, so what it the scenario of a BOD getting an incentive like how does it play out.
- Neyda Umana: For example, an ASI commissioner they aren't required to sit on an external committee but if they do sit on one they get the \$25 incentive but a BOD member goes and sits on two more external committees yet they won't qualify.
- David Zitser: They get extra service hours.
- Neyda Umana: I just want it to be spelled out because it's a lot for me to keep track of.
- Aaron Castaneda: I do agree the process is very long. For this semester I know we will be under incentives because we know not everyone doesn't turn them in but for next year Neyda and I are working on it.
- Jazmin Ortiz: What is the process?
- Intef Weser: They go to the meetings, submit their reports throughout the semester. When it's time for incentives an email goes out laying out the directions. They fill out the top part (name, etc.) and the middle part they have their chair sign it, and then they turn into Neyda. Neyda double checks, after she signs, Neyda goes and gets the incentives, and then it goes to the front desk. All they have to do it show their ID and fill out the forms.
- Neyda Umana: They also have turn in the minutes or the agenda the reason why I want to fix it is because it's not an easy process (some don't have access to the minutes, etc.). Page 2 of the incentive forecast, I know it list all the external committees and how many meetings there is however it doesn't consider the fact that BOD members are required to sit on external committees, we have to remove the cost of them sitting on those committees. It is a year to year bases so it will change the number. The \$11,725 that is no necessarily correct because it doesn't count the BOD members sitting on that committee.
- Aaron Castaneda- The drop of incentives will be on this years' budget review. We never hit the \$5,000 mark, we don't even hit the \$4,000 mark.
- David Zitser: At the next Executive meeting, have a written document on what incentives people should receive sitting on an external committee.
- Neyda Umana: Who qualifies for internal incentives and external incentives? I want an analysis of each position and what benefits do they receive.

c. Elections Update- The Committee will receive an update on the Elections Cycle of ASI.

- David Zitser: The general application is due this Friday.
- Marcos Montes: When looking at the website, we are missing job descriptions. I don't agree with the deadline because it's too soon, spring semester just started we are barley in week 3. The deadline doesn't give enough time for students to consider if they want to run.
- David Zitser: What would be a good deadline date?
- Marcos Montes: I would say a couple more weeks, it usually takes students a couple of weeks to settle in. I would give students another 2-3 weeks to consider.

- ✚ Aaron Castaneda: The reason for the deadline was for a longer campaign period but it's too long.
 - ✚ Intef Weser: The timeline is set and stone but since the website was down for a couple of days we will extend the deadline for 3 more days. After the deadline we check eligibility.
 - ✚ David Zitser: Marcos it can't be push back because it won't leave enough time for eligibility check.
- d. 360 Evaluation for Executives- The Committee will receive an update on the status of the 360 Evaluation for Executives.
- ✚ Intef Weser: I am interested in talking with a couple of companies. It will make evaluations easier for full time staff.
 - ✚ David Zitser: Any feedback, is this something we still want to do? If so, what template do you want to go for.
 - ✚ Marcos Montes: How long will the process be?
 - ✚ Intef Weser: It's going to be the window, for the staff the evaluation is going to be in March.
 - ✚ Marcos Montes: When can we get this going?
 - ✚ Intef Weser: It hasn't been approve financial yet but we can sooner than later with everyone's support.
 - ✚ David Zitser: Are we approving a special program or take these draft documents here.
 - ✚ Dena Florez: With what ASI has and the different organizations on campus. How does the university evaluated their staff, gather around the information. The total cost for grapevine is \$3,800 that is a lot of money. There's better things the organization can do with \$3,800.
 - ✚ Aaron Castaneda: I do agree with Dena but it is up to the Finance committee. We have HR here to do that but I do agree on the evaluations but I'm iffy on the dollar amount.
 - ✚ Neyda Umana: We need to come in terms that students aren't employees.

Offered By:	Aaron Castaneda	Seconded by:				Neyda Umana
Motion to table until the next Executive Committee Meeting						
All in Favor	All	Opposed		Abstained		Motion: Passed

Offered By:	Consensus	Seconded by:				
Motion to table all remain items until the next Executive Committee Meeting						
All in Favor	All	Opposed		Abstained		Motion: Passed

VII. Reports

VIII. Adjournment:

Offered By:	Consensus	Seconded by:				
Motion to adjourn the meeting at 5:53 pm						
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

DRAFT