



# Cabinet of College Representatives

## Meeting Minutes

---

- I. Organizational Items:
- Thursday, September 13<sup>th</sup> 2018
  - Call to Order: 3:32 pm
  - Roll Call

Jocelyn Vargas	<i>Rongxiang Xu College of Health &amp; Human Services</i>	Present
J. Isai Amaya	<i>College of Arts &amp; Letters Representative</i>	Present
Vacant	<i>College of Arts &amp; Letters Representative</i>	
Christopher Koo	<i>College of Business &amp; Economics Representative</i>	Present
Vacant	<i>College of Business &amp; Economics Representative</i>	
Raul Rodriguez	<i>Charter College of Education Representative</i>	Excused Absence
Vacant	<i>Charter College of Education Representative</i>	
Smitkumar Patel	<i>College of Engineering, Comp. Science &amp; Technology Rep.</i>	Present
Edgar Chavez	<i>College of Engineering, Comp. Science &amp; Technology Rep.</i>	Present
Rashad Freeman	<i>Rongxiang Xu College of Health &amp; Human Services</i>	Excused Absence
Fritza Plasencia	<i>College of Natural &amp; Social Sciences Representative</i>	Present
Davona Watson	<i>College of Natural &amp; Social Sciences Representative</i>	Present
Nia Johnson	<i>ASI President</i>	Present
Intef W. Weser	<i>Staff Support</i>	Present
Guests of the Gallery	Michael Leung, Aaron Castaneda, Jackie Acosta, Jessal Salas	

- d. Adoption of agenda for Thursday, September 13<sup>th</sup> 2018

Offered By:	Edgar Chavez	Seconded by:	Fritza Plasencia			
Chair asked for consensus to remove the Special Presentation: passes with consensus						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- e. Approval of Minutes for Thursday, July 12<sup>th</sup> 2018

Offered By:	Davona Watson	Seconded by:	Isai Amaya			
Amendment by Isai. Second by Fritza – Note that Rashad with an Excused Absence: passes with consensus						
All in Favor	All	Opposed	None	Abstained		Motion: Passed

II. Public Forum:

- This time is allotted to members of the public to address the board.
  - Michael Leung
- Offers a connection and mentorship as a past college representative.



# Cabinet of College Representatives

## Meeting Minutes

---

III. Informational:

IV. Action:

- a. Election of a Vice Chair – The Cabinet will take action on electing a new Vice Chair for the Cabinet of College Representatives.

Motion to appoint a College Representative as Vice Chair of the Cabinet of College Representatives.						
Offered By:	Christopher Koo		Seconded by:		Isai Amaya	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- Isai presented himself to the Cabinet offering his qualifications for the position.
  - b. Motion passes with all members voting yes.

IV. Special Presentation:

- a. Mark Pavelchak, Director of Institutional Effectiveness, Academic Affairs – Mr. Pavelchak will present to the cabinet college student data, student need, and general student performance relating to each of the six colleges. We will also discuss creating a useful survey tool for ASI and College Representatives.

V. Discussion:

- a. Review of Cabinet of College Representative Code of Procedure – The committee will review the COP and specifically the following
- Managing Col-College collaboration proposals and funding
  - Adding clarifying language on how to work with the Academic Senators.
- b. Listing Specific Duties – The committee will clarify and discuss college representative specific duty expectations.
- Jocelyn shared HHS plans for a Olympic Games and Mental health competition in the college that targets clubs.
  - General discussion regarding working with Deans and their support staffs.
  - Raul shared CCOE is mainly a graduate college and he was not receiving as much cooperation as desired but he would keep working at it.
  - Isai shared he was working on setting up a town hall meeting for the college of Arts and Letters.
- c. Jackie Acosta (VPAG) – Time Certain 4:30-4:45 pm – Jackie will lead a clarifying discussion regarding how information and collaboration efforts between College Representatives and Academic Senators can be developed going forward.
- Jackie talks about ways in which senators can work with representatives.
  - She explains how Rashad and Sosseh are working together for the Personal Statement Workshop.
  - Jackie then asks in what projects are the representatives working on.
  - HHS – They will be focusing on reaching out to clubs at large this coming fall gathering contact information; will want to add representative information on class syllabus if possible.
  - B&E – Working with the B&E Club Council that has two Reps from various clubs, meet once or twice per month, and it really helps improve communication and planning.



# Cabinet of College Representatives

## Meeting Minutes

---

- Executive Director – will assist each college rep pair with sending out a department and campus wide email sharing who you are and how to contact you.
  - CCOE – Raul mentioned bringing issues to Nia to survey needs.
  - Nia – Medrik is working on creating a research resource for ASI members.
  - NSS – Davona is interested in survey resources and if there is a way to make them mandatory like faculty surveys at the end of the year.
- d. General Election College Debates – Jessal Salas – Elections and Orientation Commissioner will lead a discussion regarding possibly coordinating College Debates. Also, seeking ideas to increase college voting during elections.
- Nia shared the campus Welcome Week will be August 21-24, 2018 at various times; ASI will be participating in the two Open Houses and tabling at the City of Orgs.
  - Raul shared the bookstore will give the Welcome Week Committee t-shirts.
  - Jocelyn suggested everyone connect with faculty at their main department meetings.
- e. Planning for De-Stress – The committee will discuss our future De-Stress, identify marketing strategy, and how we should work with Dean Rodriguez and the library.
- Jocelyn shares an idea about bringing food and making it an midnight event at the library, such as oatmeal, hot water, coffee, and so forth.
  - She also mentions maybe completing a task to get free Juice It Up
  - Fritza mentions bring warm drinks
  - Raul mentions bringing in super foods such as oranges
  - Possibility of handling out ASI swag
  - Jocelyn then closes with discussing Library Lock ins, pajama night, and carting around the library with goodies such as snacks.

### VI. Reports:

- a. Committee Chair: Jocelyn Vargas
- Planning regular lunches between ASI and the University President
  - Presenting at the Transfer Student Orientation and to EOP.
- b. Arts & Letters: Isai Amaya
- Meeting with Department Chairs to advocate for each department
  - Reaching out to CSI to discuss policies that clubs and organizations must follow.
  - Reaching out to USU to discuss policies with reservations with third floor community rooms.
- c. Business & Economics: Christopher Koo
- Looking for a Co-Representative
  - Closing the gap between His college and ASI.
- d. Charter College of Education: Raul Rodriguez & Raymond Peters
- Get safe event on September 29<sup>th</sup>.
  - Taco Mixer
  - Working with faculty to represent CCOE students.
- e. Engineer, Computer Science, & Technology: Smitkumar Patel & Edgar Chavez
- Mashup
  - Response of event
  - Get involved with the Dean to take part in ECST events
- f. Natural & Social Sciences: Davona Watson & Fritza Plasencia
- Reaching out to clubs and organizations
  - NNS Mixer on September 13<sup>th</sup>, Advisement will be present
  - Ice Cream Social on September 21<sup>st</sup>



# Cabinet of College Representatives

## Meeting Minutes

---

- Continuing to meet with Department Chairs
- Using concerns to facilitate the Open Deliberation Event
- g. Rongxiang Xu College of Health & Human Services: Rashad Freeman & Jocelyn Vargas
  - No report.
- h. ASI President: Nia Johnson
  - No Report
- i. ASI Staff: Intef W. Weser
  - No Report

**VII. Adjournment:**

Motion to adjourn at 5:38 pm.						
Offered By:	Christopher Koo		Seconded by:		Fritza Plasencia	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Cabinet of College Representatives Meeting  
Thursday, July 12, 2018  
Summary of Actions Taken

**I. Organizational Items:**

- d. Adoption of agenda for Thursday, July 12, 2018

Offered By:	Jocelyn Vargas	Seconded by:		Christopher Koo		
Motion to approve the adoption of the agenda for July 12, 2018.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

- c. Approval of Minutes for Thursday, May 3, 2018

Offered By:		Seconded by:				
Minutes for Thursday, May 3, 2018 were not available for approval. Will be provided at the next meeting.						
All in Favor		Opposed		Abstained		Motion:

**IV. Action:**

- a. Election of a Chair – The Cabinet will take action on electing a new Chair for the Cabinet of College Representatives.



# Cabinet of College Representatives

## Meeting Minutes

i. Motion to appoint a College Representative as Chair of the Cabinet of College Representatives. <ul style="list-style-type: none"> <li>➤ The committee accepted nominations for Chair:             <ul style="list-style-type: none"> <li>• Christopher Koo – self nominated and addressed the committee.</li> <li>• Jocelyn Vargas – self nominated and addressed the committee.</li> </ul> </li> </ul>						
Offered By:	Christopher Koo		Seconded by:		Jocelyn Vargas	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Roll Call vote requested:

Jocelyn Vargas	Abstained
Christopher Koo	Abstained
Jacob Amaya	Jocelyn

Raul Rodriguez	Jocelyn
Edgar Chavez	Jocelyn
Davona Watson	Jocelyn

b. Election of a Vice Chair – The Cabinet will take action on electing a new Vice Chair for the Cabinet of College Representatives.

i. Motion to appoint a College Representative as Vice Chair of the Cabinet of College Representatives. <ul style="list-style-type: none"> <li>➤ The committee accepted nominations for Chair:             <ul style="list-style-type: none"> <li>• Christopher Koo was nominated but did not accept.</li> <li>• Jacob Amaya was nominated and accepted.</li> </ul> </li> </ul>						
Offered By:	Davona Watson		Seconded by:		Christopher Koo	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

ii. After a brief discussion the following motion was made.

Motion to postpone the appoint a College Representative as Vice Chair of the Cabinet of College Representatives.						
Offered By:	Raul Rodriguez		Seconded by:		Jocelyn Vargas	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

V. Discussion:

Motion to extend the meeting by 10 minutes.						
Offered By:	Jocelyn Vargas		Seconded by:		Raul Rodriguez	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

VI. Reports:

Motion to extend the meeting by 5 minutes.						
Offered By:	Jocelyn Vargas		Seconded by:		Raul Rodriguez	



# Cabinet of College Representatives

## Meeting Minutes

---

All in Favor	All	Opposed	None	Abstained	None	Motion: Passed
--------------	-----	---------	------	-----------	------	----------------

### VII. Adjournment:

Motion to adjourn at 5:57 pm.						
Offered By:	Jocelyn Vargas		Seconded by:	Christopher Koo		
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

---

### CERTIFICATION

Official Minutes taken for the ASI **CABINET OF COLLEGE REPRESENTTTIVES MEETING** of the Associated Students, Inc, Cal State Los Angeles held on Thursday, July 12, 2018 in the U-SU Boardroom 303 AB. Approved by the ASI **CABINET OF COLLEGE REPRESENTTTIVES COMMITTEE**: \_\_\_\_\_.

Prepared by:

\* \_\_\_\_\_ \*

Intef W. Weser – Executive Director

Confirmed by:

\* \_\_\_\_\_ \*

Jennifer Martell - Secretary Treasurer