



Cabinet of College Representatives

Meeting Minutes

I. Organizational Items:

a. Thursday, February 7th 2019

b. Call to Order: 3:15pm

c. Roll Call

Jocelyn Vargas	Rongxiang Xu College of Health & Human Services	Present
J. Isai Amaya	College of Arts & Letters Representative	Present
Selene Castillo	College of Arts & Letters Representative	Unexcused Tardy 3:31
Christopher Koo	College of Business & Economics Representative	Present
Vacant	College of Business & Economics Representative	Vacant
Vacant	Charter College of Education Representative	Vacant
Vacant	Charter College of Education Representative	Vacant
Smithkumar Patel	College of Engineering, Comp. Science & Technology Rep.	Present
Edgar Chavez	College of Engineering, Comp. Science & Technology Rep.	Present
Rashad Freeman	Rongxiang Xu College of Health & Human Services	Present
Fritza Plasencia	College of Natural & Social Sciences Representative	Present
Davona Watson	College of Natural & Social Sciences Representative	Present
Nia Johnson	ASI President	Unexcused Absence 3:31
Marcus Rodriguez	Staff Support	Unexcused tardy 3:24
Guests of the Gallery	Jasmin Ramos, Aaron Castaneda	

d. Approval of agenda for Thursday, January 24th 2019

Offered By:	Christopher Koo	Seconded	Edgar Chavez			
Motion to approve the agenda for Thursday, February 7 th 2019.						
All in Favor	All	Oppose	None	Abstained	None	Motion: Passed

a. Adoption of minutes for Thursday, November 8th 2018

Offered By:	Fritza Plasencia	Seconded	Isai Amaya			
Motion to approve the minutes for Thursday, January 24 th 2019.						
All in Favor	All	Oppose	None	Abstained	None	Motion: Passed

II. Public Forum:



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- a. This time is allotted to members of the public to address the board.
 - Nothing was discussed with public forum members.

III. Informational Items:

- a. Bi-Weekly Meetings: The Cabinet will be reminded to set up bi-weekly meetings with the ASI President, their co-rep, and the Interim Executive Director.
 - Jocelyn reminds the cabinet to make appointments with their Direct Report and with Marcus. She also states that some of the representatives have not made their appointments with Marcus. She asks that representatives schedule a set time to meet with him as soon as possible.
- b. Special Presentation by the ASI Secretary/Treasurer (time certain 3:45PM-4:00 PM) The ASI Secretary/Treasurer will discuss spring semester expectations. More at <http://asicalstatela.org/sites/default/files/content/attachments/2019/01/service-proposal-asi-bod-members/pdf>
 - David starts his presentation by reminding the board about our bi-weeklys. He states that they are due every other Wednesday before noon. He also mentions the importance of the bi-weeklys, since it's a way that the Direct Reports can be able to know what the representatives and other ASI members are doing within ASI.
 - David also reminds the cabinet that we are mandated to do two hours of office hours weekly in the office. This would involve being physically in the office throughout our proposed office hours.
 - David also reminds the cabinet that if you have not submitted your proposed office hours to please do so immediately with him.
 - David also mentions that it is mandatory for all representatives to schedule bi-weekly meetings with Marcus the Interim Executive Director and Nia, the President. He mentions how Shaunteria would need help with judges for the Door Decorating Contest.

C. ASI Open Positions: The Cabinet will be informed about the open positions in ASI and how the group can help fill these positions.

- Jocelyn makes a point in which there are currently three open positions within the representatives, and discusses ways in which the cabinet can help fill those positions, by talking to students in their respective college and sharing with them that these positions are open.
- Nia also speaks about the open positions that are currently vacant within all of ASI such as the civic engagement commissioner. She asks that whenever representatives are speaking to their constituents, to speak about these positions as well, to get them filled as quickly as possible.

D. Special Presentation by the ASI Vice President for Finance (time certain 3:30PM-3:45PM): The ASI VPF will inform the Cabinet on ways they can support the referendum.

- Aaron first speaks about the referendum and notifies the cabinet that the form to sign the referendum is not available on GET. It has been provided by Information Technology Services (ITS).
- He also mentions that there are many representatives that have not fully completed the referendum with 75 signatures each ASI member. He urges the cabinet to please reach out to as many students as possible to sign the referendum as possible.
- Aaron also mentions that we will no longer take signatures on paper, that all students should be directed to Get in order to sign the referendum.



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- Aaron also urged the cabinet to please turn in any remaining signatures that students may have gotten on paper, so that the front desk staff could count them.
- Jocelyn also mentions that our duties are stated within the ASI library,
- David also mentions that tabling is also mandated within the representatives.

IV. Discussion:

- a. **Policy 018:** The cabinet will discuss Policy 018 – College Representatives Code of Procedure and take recommendations to enhance the current text regarding reports, accessing funds, and specific duties.
 - Jocelyn review what the polict entails for the cabinet and discusses how funding can be allocated to each college representative and what the fudning can be used for.
 - Aaron mentions the percentage of how much each representative has used from there yearly funding as a representative.
 - Jocely also adds that it is imperative that we use our funds throughout the year.

Motion to table reports.

Consensus had been met.						
Offered By:	Isai Amaya		Seconded by:		Fritza Plasencia	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

V. Reports: Reports were tabel

- a. ASI President: **Nia Johnson**
 - **Nothing to report**
- b. Arts & Letters: **Selene Castillo & Isai Amaya**
 - **No report.**
- c. Business & Economics: **Christopher Koo**
 - **No report.**
- d. Charter College of Education: **Vacant**
 - **No report.**
- e. Engineer, Computer Science, & Technology: **Smitkumar Patel & Edgar Chavez**
 - **No report.**
- f. Natural & Social Sciences: **Davona Watson & Fritza Plasencia**
 - **No report.**
- g. Rongxiang Xu College of Health & Human Services: **Rashad Freeman & Jocelyn Vargas**
 - **No report.**
- h. ASI Staff: **Marcus Rodriguez**



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VI. **Adjournment:**

Motion to adjourn at 4:28pm.						
Offered By:	Isai Amaya		Seconded by:		Christopher koo	
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

Cabinet of College Representatives Meeting CERTIFICATION

Official Minutes taken for the ASI **CABINET OF COLLEGE REPRESENTIVES 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 REPRESENTIVES COMMITTEE:** _____.

Prepared by:

* _____ *
Marcus Rodriguez – Executive Director

Confirmed by:

* _____ *
Isai Amaya – Vice Chair for Cabinet of Representatives