



Cabinet of Commissioners Committee Meeting Minutes

Day/Date: January 24th, 2020
 Time: 10am - 12:00pm ASI Conference Room
 Location: ASI Conference room
 Attendees: COC Commissioners, Staff Support, General Public

I. Organizational Items:

Call to order by: Chair Vice President of Administration, @ **10:00AM**

b. Roll Call

Teady Ochoa	Vice President for Administration	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Ugbad Farrah	Environmental Affairs Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Brianna Vela	Housing Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
VACANT	PR & Marketing Commissioner	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Victor Ceballos-Delgado	Spirit Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Javier Alfaro	Military-Connected Student Representative	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave
Damarea Parker	Senior Coordinator	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late <input type="checkbox"/> Early Leave

c. Adoption of Agenda: January 24th, 2020

Offered By:	Wendy	Seconded by:	Victor
Motion to approve Agenda for Friday, January 24 th , 2020			
All in Favor	consensus	Opposed	Motion: <input checked="" type="checkbox"/> passed

d. Approval of Minutes (action): November 15th, 2019

Offered By:		Seconded by:	
Tabled for next meeting			
All in Favor		Opposed	Motion:

II. Public Forum

This time is allotted to members of the public to address the board regarding items not included on the meeting agenda. Speaker cards are available for those wanting to speak on agenda items as listed below. Those comments will be heard as the item is introduced.

III. Discussion Items

a. Expectations: The Committee will discuss expectations for Spring Semester.

- Teady: I have been constantly messaging you all. As we know Damarea will be taking a new position so that means a lot of the programming and preparations will be entrusted to Dena and Gus. Anything you need for your event even to the slightest detail be aware. I know as a team we will contribute to earth week and spirit week. Anyway, we can help victor and get committee members participate in dodgeball. Other than that, I'm excited for Spring Semester. We are also having We the People series.
- Wendy: My expectations is to increase turnout for elections.
- Teady: Yesterday I went out with VPF and VPEAA giving out posters and I noticed we have a lot of night students. I just introduced myself and gave students flyers. Just as Damarea mentioned we need to get out there with the students.
- Ugbad: Are we tabling next week?
- Victor: Monday, tabling 11am-4pm
- Damarea: Just be on top of it and its going to take a lot of effort

b. Programming: The Committee will discuss potential events for Spring Semester.

- Teady: I'll let you all talk about events each of you all are doing
- Wendy: On the 28th and 29th I'm having workshops for election. Feb 4th running positions to be part of ASI rep and see what it is. Feb 5th I have *wethepeople*, March 10th and 11th is our ice cream social. We also have our voting party.
- Victor: I'm planning spirit week, Monday dodgeball, Tuesday parade, Wednesday bowling alley, Thursday the homecoming dance, and then eagle-chella
- Brianna: I have party hearty Feb 12th valentines theme party and what other relationships look at, march spring vibes and ties, and then another event and then a town hall.
- Wendy: I'm interested in the housing town hall
- Javier: what we got going on now is the baseball event on March 27th and get a meeting soon with the baseball head coach. Another thing we were concerned on is the ADA compliance button at the VRC. Another thing is signage at the building a lot of people do not know we have a VRC even being within the same building. So, we all agreed we need directional signs.
- Ugbad: All we have planned right now is earth week and working on the workshops and what documentary were working on. And then throughout the semester have habitat restoration event. Planned project around campus and also moving towards a sustainability map. Also, environmental illiteracy assessment.

IV. Informational Items

a. Spirit Week: The Committee will discuss upcoming events and how will the members contribute.

- Victor: For next week, like I said we will be tabling from 11-4pm. Cheer and Hailisee will come and support for tabling. For the scholarship only 2 people applied so we need to more advertisement. I was reading the office decoration and they put add a touch of Hollywood and they were confused. So, I was wondering if we can take the Hollywood off. Also, Dodgeball, some people did sign up on the excel sheet they signed.
- Teady: Let's just delete the roster because it's confusing.
- Victor: And then, if y'all can sign up for the volunteer sheet. More likely you'll be referring. So, far I have Teady, Jackie, David and myself. We also have the parade decoration going on the same night. Also, the parade will now be from 12-2pm. If you are in a club or something, we can book you a cart. The 5th will be the chilliest day, multiple of pizza will come in and only student. And then 6th is homecoming game. We will be announcing the winners of the scholarship in men half time. and for the golf cart two people need to do the defensive driver training.

b. Earth Day: The Committee will receive an update status on the event coordinating.

- Ugbad: It's basically what we said earlier, we booked the main walkway and we are using the whole week to celebrate it and contact other CSU to create a hashtag and connect the greater Los Angeles Area. I would love to have a great turnout and be more inclusive in the turnout we'll be having.

c. Policy 19: The Committee will review Campus Sustainability Campus Guidelines.

- Teady: I did not upload policy 19, can you give us some updates please
- Ugbad: I was just comparing it to the old policy and the last time it was edited 2013. We updated our definition; we took off the carbon credit and energy star because it is not something ASI is about. For definitions we also added environmental awareness. For procedural guidelines; EPC will be presenting reports to BOD and classrooms. And updated our references.

d. Elections: The Committee will receive an update from the Election Commissioner on the status of

ASI Elections

- Wendy: I don't think with anything coming up. I might need help with set up. February 4th we will be doing the day in the life of an ASI rep. I started handing out to flyers to everyone in the office. I'll follow up with Gus for applications. The deadline is February 6th.

V. Reports:

a. ASI Vice President for Administration

- Consist of me helping you all make events possible and let me know if you need anything. And this semester I will be pushing you all. And if you need anything im always in the office.

b. ASI Spirit Commissioner

- I am going to plan grad-chella. I did have a meeting with alumni association, this year they are not going to be able to collaborate. We will work together to make it amazing.

c. Elections & Outreach Commissioner

- I got city councilmen and mayor of Pasadena going to work on an itinerary, I also met with professor seals to promote elections committee. I got 60 people so far to attend we the people series. I contacted all the clubs and orgs on campus and talk to security.

d. Environmental Affairs Commissioner

- No report.

e. ASI PR & Marketing Commissioner

f. Housing and Residence Life Representative

- Party hearty next week and also the newsletter. Also, I heard for civic engagement, if there are any programs let me know.

g. Military-Connected Representative

- Two weeks from now I'm going to have a presentation, its basically me introducing the position since its has not been filled in a while. Also how they're voices can be heard.

h. ASI Senior Coordinator

- Food orders is the first things. there was CC all the executives and commissioners. We need to know by the 28th of next week, in that email it also talked about the dollar amount for food and attendants. If you have any questions reach out to me.
 - Ugbad: for the food is that for on campus?
- For your events it had the one and off campus at least let staff know by 4 weeks in advancement. I always book a block an hour or two before your event if you all can confirm with me and I can go back to the union. What I would do is tony will be emailing the graphics for marketing. Gus will be coming to the meetings here, so if you have any questions he will be here. Also if you have an event in February get wit me so we can work out details.

Adjournment: January 24th, 2020

Offered By:	Victor	Seconded by:	Brianna
Meeting adjournment at 10:55 am.			
All in Favor	consensus	Opposed	Abstained
			Motion: