



Executive Committee Meeting

Minutes

Day/Date: Tuesday, September 1, 2020
 Time: 4:30-
 Location: Zoom
 Attendees: Executive committee, General Public
 Type of Meeting: General Public

I. Organizational Items:

Call to order by: Chair Diana Chaves ASI President @ 4:31

b. Roll Call

Diana Chavez	President	Present
Ma Ledi Ham Loot	Vice President for Administration	Present
Kayla Misa	Vice President for Finance	Present
Analiz Marmolejo	Vice President for External Affairs and Advancement	Present
Gabriel Avila	VP for Academic Governance	Present
Anna Nguyen	Secretary Treasure-Rep-At-Large	Present
Ryan Yoo	Chief Justice	Present
Dr. Jennifer Miller	University President's Designee	Present
Susie Varela	University Designee- Human Resources Management	
Dena Florez	Office Manager of Administration & Services	Present

c. Adoption of Agenda:

Offered By:	Gabriel Avila	Seconded by:	Ledi Ham Loot
Motion to Approve Agenda for Tuesday, September 1, 2020			
Consensus to Approve Agenda for Tuesday, September 1, 2020			
All in Favor	9	Opposed	0
		Abstained	0
Motion: Passed			

d. Approval of Minutes (action):

Offered By:	Ledi Ham Loot	Seconded by:	Gabriel
Motion to table minutes of Tuesday, July 21, 2020			
Consensus to table minutes of Tuesday, July 21, 2020			
All in Favor		Opposed	0
		Abstained	
Motion: Passed			

II. Public Forum

- a. 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. Executive Officer's Goals- The committee will discuss their goals for fall semester.

- i. **Diana Chavez:** Since we are in fall semester it is important for us to discuss our goals that may be the same or it could be specifically tied to your area. So, I want an opportunity for all the executive officers to share their goal since we need to work together. My goals being in ASI I've come to realize that here communication is not key and ASI acts as a bridge between students and administrators and between students and student leaders there is a vulnerable gap and it leads to misinformation, miscommunication, and many things can happen between that gap. The key is comprehension and understanding each other and I always say that the number one attribute to a leader is empathy because we are student advocates and it is important that we are transparent with our process, so students understand. As president I want to make sure they understand the roll of the Board of Directors and the process for them to understand why we do the things that we do. The other goal is to continue to advocate and at the end of the day we are still there for our students in all our spaces and be available for them. My last goal is to continue to empower our student voices and how do we do that virtually which is something we need to discuss. And one internal goal is communication in the office.
- ii. **Anna Nguyen:** I want to make sure I make myself available if there is any question that might have and familiarize myself with ASI as much as I could with my area so I can really play my roll and be a good support system.
- iii. **Ma Ledi Ham Loot:** One of the main goals is to rebrand ASI because a lot of students don't know what we actually do. Another goal is to have at least five percent of enrolled students in the mailing list which is something I have been talking about and students can opt in to receive emails from us. I would like to ask you guys to help us reach out to student to opt in to out mailing lost so that they could receive, and we can engage more students in our activities. Another thing is to do virtual room campaigns. Another thing is to gain more followers in our social media. I want commissioners to be more active in student interactions like before when we did raffles and things like that, we don't actually know who won and the strategy we have been doing is like a roulette so student see we are actually doing it and now we have one vacant position which is the military connected. The election commissioner will need our help because he plays an important role in determining the future leaders of ASI so in the informational sessions we are planning we your help to explain what we actually do. I just been trying to support everyone in my department.
- iv. **Kayla Misa:** I'm happy to say that I've met a lot of my goas already by august. So now I need basic goals like understanding line items in the budget and funding policy for organizations ion campus. I want to make sure that I can still receive information from students that need to be reflected in the budget. I also hope I can still be an anchor with other organizations on campus. I want to be more transparent and not only just having the finance committee meetings, agendas, and minutes online and john in an interview asked if we had a social media account and I thought it would be cool if we just put a little post here and there to update people.
- v. **Gabriel Avila:** From my duties and responsibilities have been met and my goals are really simple because I am conscious of the fact that we are not in the great time and my goal is to have understanding the needs of every one of my members and give them a sense of support and my second goal is to be more productive in my own ways so that I'm able to leave a good legacy to that whomever is next can pick up whatever I left behind and have it easy. The third would be to be able to look able and see what I did and how did I contribute and that is something I won't know yet.
- vi. **Analiz Marmolejo:** I'm working on civil engagement events, so we have finalized a lot. It's a hundred years since women have been able to vote so I'm hoping we can have some speakers. I am doing an educational series for first time voters. In regard to CSSA we were advocating for bigger packages for financial aid but with the pandemic that is difficult but now we can ask about how we can get resources and forms to financially help our students. See how we can advocate for food insecure students. Then see what we can do with our state holders like legislation will be new because of the pandemic.
- vii. **Ryan Yoo:** My main goal is to an overhaul of policy and make sure everything is up ironed out. Another thing is having the associated justice play a bigger role because when I was one, I didn't understand everything, and I want to make sure that they can stand on their own.
- viii. **Diana Chavez:** One of my internal goals is to make sure we have staff support, like an ED. And I am blessed that we have a great staff which leads to our next item.

b. ASI Function Needs- The Committee will discuss the needs of ASI during the online transition

- i. **Diana Chavez:** Usually when I talk about functional needs, I'm, talking about who or what we need to succeed. So, I want to know what we need. I can speak first; we need an Executive Director and I have worked with one, but it wasn't having difference whether we had one or not I see we operate the same but hopefully we'll have one by spring 2021.

- ii. **Ledi Ham Loot:** Fast track the hiring of the social media person for graphics because we need because just Anthony and Gus they are overloaded by a lot of things and I have noticed that other positions have been stagnant for a while like the director for governmental affairs and I was thinking that we need representatives for international students and students with disabilities, like an student rep. We should consider because if there is no international students with ASI I don't think that we will be advocating for those students and for students with disabilities and the only people that are really able to advocate for them is people that belong to them and understand what they are going through. As for professionals I agree that we need that we need an ED. We need to encourage them to be more proactive.
- iii. **Dena Florez:** Yes, I concur with both that we need and ED and since you did mention the director of government affairs that's a position that only an ED can hire. I really feel that Ryan that it is an over hall of our policies and each individual section will look at their own like personnel will look at personnel and so on. Fortunately we have strong chairs and looking at the bigger picture and I have something new we have to consider we have a new college and it's the college of ethnic studies and that will require representation and while you're looking at that and our board is large and we need to look at the possibility that we are adding four more people to the board if we go with Ledi's point so do we reduce our college reps down to one and how does it work and those are conversation we should have and therefore that is more funds to our GIA and this will be a good time you should look at and keep in mind that it might take affect right away but maybe for the next academic year however you also want to get to have a feel to where you're headed as elections come up because you don't want to select two reps per college if you're going to scale down. As far as the office and I do concur that Gus needs another person.
- iv. **Ana:** Last year wasn't there the idea of assigning college reps depending on the number of enrollments in each college.
- v. **Dena Florez:** Yes, Ana you are right and don't remember who was involved in that. Is that something brought up in strategic planning?
- vi. **Diana Chavez:** I would say yes because I know that we are going to get ta new college and Ledi sparked interests of adding more and I'm not against it. For both exec and strategic planning and they can both do the logistics. And one of my goals if also structuring ASI, the staff and that helps me figure things out.
- vii. **Gabriel Avila:** From my perspective I feel like we need to do better communication because we don't enough. When I'm getting an email in Sunday afternoon I talked to about this to the execs that I need a day off from ASI and I need a day of selfcare and we all need to respect that from each other and in order for us to be fresh for the next day like we have to walk away right so I think we need to come up as executives of some ways we can hold each other accountable and say we have these dates and dead-lines and communicate whether you can or cannot do them ask for help and that's why staff is there and I feel like I'm never catching up.
- viii. **Dena Florez:** Right now given the situation we are in at five or six o'clock the office would shut down and that's it for the day and this is my opinion there are times like last Saturday I just shut the phone down and because I want to be available the operations I do later and I do understand about taking a day to just sit down and one of the things we have to look at for ourselves and having our computer open all day you are never leaving and if you shut down your computer you can step away but as long we understand that everyone works at different paces and you don't expect your ways onto someone else.
- ix. **Jen Miller:** I'll tell you; you have to set boundaries and I had to teach myself that. It is going to come from you, and I appreciate that you are having a dialogue because if there is ever a time as a pandemic to take care of themselves and this is a hard time and you have to set that tone for folks.
- x. **Dena Florez:** During the tech distribution it was so funny because while we were waiting for the students to come up, we were running our organizations through our phones and I found it funny.
- xi. **Analiz:** In regard to what Gabe is saying I know Sundays are your days off and even when the rest of us are like messaging I thought we had agreed that it would be our day off it think that varied because sometimes my plans are during the weekends and I'm still working Monday through Friday. What is our accountability in regard to everything ASI like showing up late to meetings or not coming or falling asleep or smoking on meetings? What is our process of accountabilities?
- xii. **Diana Chavez:** I expect to do your roles but to also be engaged and now like this I've learned to be a leader during this time is difficult and that is a great question not only them telling me are you actually doing your roll as an ASI member I know that the meeting are mentally and physically draining and I try to do a two hour time frame and for those are not on time or participating it is something that I do plan on discussing with everyone and this week is my one on one with everyone and I was planning on talking to everyone individually about my expectations for the organization. It's not that we cannot fire anyone we can if they are not doing their roll and we don't want to get to that but if they aren't doing their responsibilities but like I said it is the beginning I want to give it this week and end of next week and it is something I'll be talking to everyone individually.

- xiii. **Dena Florez:** One of the things we want to talk about is that this is not just a weekend thing when we assumed or took on the position or ran for the position the guidelines of your position and your expectations are outlines and summer training also explained that. One of the things that Diana is saying if you remember GIA's are payed using student fees and we have to make the best use of it and if someone is not fulfilling their position their responsibilities then they can be put up for removal. Attending BOD is very crucial and you are expected to be there and if you attend less than 2 hours you are technically not present and you can talk to Diana and Diana's flexibility is in the and the first two weeks of each semester everybody is kind of shifting classes and changing and if those changes make so that you can't fulfill your roll then that's a conversation you will have to have with Diana because ASI is a wonderful opportunity to serve other students but first and foremost you are a student yourself and that comes first but ASI is a business that has responsibilities and we things we need to do and it takes everyone to do that. When you are attending BOD that means cameras on and when you are chairing your meeting you need to require from your committee that they are present I mean in some cases they might be driving but ultimately it is about participation.
- xiv. **Diana Chavez:** To answer your question I have no problem doing that so that is why I am speaking to everyone this week just I make sure that they actually can follow through in their position and that they have time to do everything that we are doing and like I said student comes first. So, yes, we can remove someone, and I think Jackie implements rules for that.

IV. Reports

A. ASI President: Diana Chavez

➤ Diana: I gave a brief update on the ED and hopefully we get that soon other thing I have been doing is working on restructuring ASI staff and I need to bring up the point of director of government to affairs in which Dena responded that we are going to concentrate hiring the ED first. I the aspect of hiring staff I am also thinking of other restructures within the staff like more staff I guess you can say. Also trying to be as accessible as I can for everyone and I'm still working on my final decisions on the restructuring of ASI. So hopefully in the next executive meeting I will presenting my plan for the functional needs of ASI within the staff support.

B. ASI Vice President for Administration: Ma Ledi Ham Loot

➤ Ledi: As for events in Instagram we have events biweekly and I need everyone cooperation so please go ahead and share and like. I'm already working on the orientation for the screaming eagle and we have at least twenty students and it is very unconventional because usually before they would help us with events on campus, but everything will be virtual I'm trying to think of creative ways on how to engage with them. So I'll have the orientation September twelve and we will have their shirts soon to make a community between them and also these are potential student leaders too so we can offer mentorship opportunities to them and I would like to announce that I'm going to have interns from the sociology department so these are students that would like to know more about ASI and they are not representatives but they are students who are in engages in social civil engagement and who will be able to give us inputs on how to be able to engage more students and might be able to help us with our programming and I was invited to do some talks to really engage students to ASI.

C. ASI Vice President for Finance: Kayla Misa

➤ Kayla: On the Ledi's point on having a OSD representative we have an OSD advisory committee and no one sits on it because people are still getting assigned internal committees so maybe if you can get in contact with college reps to actually apply for that it will be good.

D. ASI Vice President for Academic Governance: Gabriel Avila

➤ Gabriel: We already met with our cabinet of academic senators, our first meeting of the fall, we have introduced them to their standing committees and their sub-committees. We introduces two new members last week in BOD so we have about 5 external

committees that are going to be connected with their perspective of committees and I have had my one on ones with all the senators already in regard to what they are working on and the consensus among us all is that we want to push for open deliberation to be ASAP because we feel like that is going to be a really important way for us to communicate with students and able to be transparent as we have been. I am already getting the logistics of it and starting to work on an outline for it so that we can get teams put together and have volunteers to sign up for the teams and get that going. That is something that the entire cast is going to work on as a team and that will be presented as an idea on Thursday. We are hoping that it will be November but if we can have it sooner the better.

- Dena Florez: If I may add we need to work with Jen because the people that get invited their schedules are really busy and they liked it last year. These are administrators that you really have to look at their schedules and see if they are going to be available.
- Jen Miller: What will be helpful is if you have dates and times you have in mind and who specifically you would like to show up because you can see who you will get the most out of then. I also think we have to be clear on the format and how we are going to ask questions and how we handle someone that might take over the mic to make sure that it is a productive dialogue. We don't want someone to take it over and make sure we keep it focused.
- Gabriel: the idea is that there is a preset of questions and then open it up to a Q & A with regards to that.

E. ASI Vice President for External Affairs and Advancement: Analiz Marmolejo

- Analiz: I was able to get a marketing team together so I decided to make a CSULA rock the boat which will be any events happening coming from our campus. So if there are any rules I'm suppose to follow please mention them to me.

F. ASI Secretary/ Treasurer: Anna Nguyen

- Anna: We appointed 11 new members and I'm almost done with orientation with all of them. Im getting ready for the first SPC meeting next Tuesday and one thing I want to bring up is that this semester we appointed a lot of people as committee members and we haven't been able to follow up with them on that and I've been getting a lot of questions like wondering what the next step is and maybe that's something we can focus on and we can talk about later.

G. Office Manager:

- Dena Florez: None.

H. University Designee: Dr. Jennifer Miller, Dean of Students

- Dr. Jennifer Miller: None.

II. Adjournment:

Offered By:	Ledi Ham Loot	Seconded by:	Ana Nguyen			
Motion to adjourn the meeting at 5:44 PM.						
Consensus to adjourn the meeting - Consensus reached.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

CERTIFICATION

Official Minutes taken for the ASI Board of Directors Meeting of the Associated Students, Inc., Cal State Los Angeles held on September 1, 2020, on Zoom and were approved by consensus by the A.S.I. Board of Director Committee on Thursday, September 15, 2020.

Prepared by:

Dena Florez- Recording Secretary

Anna Nguyen- Secretary/Treasurer