



Executive Committee Meeting

Minutes

Day/Date: Tuesday, August 31, 2021
 Time: 3:15- 5:45
 Location: Zoom
 Attendees: Executive committee, General Public
 Type of Meeting: General Public

❖ **Organizational Items:**

- **Call to order by: Chair Diana Chavez ASI President @ 3:15**
- **Roll Call**

Diana Chavez	President	Present
Angelina Gomez	Vice President for Administration	Present
Josue Montenegro	Vice President for Finance	Present
Analiz Marmolejo	Vice President for External Affairs and Advancement	Present
Amber Beasley	VP for Academic Governance	Present
Anna Nguyen	Secretary Treasure-Rep-At-Large	Present
Sasha Prakir	Chief Justice	Present
Aaron Burgess	University President's Designee	Excused Absence
Barnaby Peake	ASI Executive Director	Present
Dena Florez	Associate Executive Director	Present

➤ **Adoption of the Agenda**

Offered By:	Angelina Gomez	Seconded by:	Josue Montenegro			
Motion to Approve Agenda for Tuesday, August 31, 2021						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

➤ **Approval of the Minutes**

Offered By:	Analiz Marmolejo	Seconded by:	Amber Beasley			
Motion to approve the Minutes for Tuesday April 20, 2021						
Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

❖ **Public Forum**

- This time is allotted to members of the public to address the board regarding items not included on the meeting agenda.

❖ **Informational Items**

- **Office Hours**
 - **Diana Chavez:** Just reminder that office hours should be starting, and I want to hold everyone accountable to I want you all to pop into your section's meetings.
- **Service Hours**
 - **Diana Chavez:** As execs we are all responsible to attend to events from the campus events as we have to include them in our biweekly and this will help us connect more with the students.
 - **Analiz Marmolejo:** I know you mentioned that we can't go to ASI events.

- **Diana Chavez:** You are right they are not acceptable and the ones I am talking about is me asking for you all to participate.

➤ **Instagram Project**

- **Diana Chavez:** I noticed in other ASI that they are posting their execs and a mini bio in the post, and I wanted us to do that because I want the students to know who their executive cabinet are and we want to be more engaging on social media so if everyone can send a mini bio by the end of this week would be great.

❖ **Discussion Items**

➤ **Office Space Usage- The Committee will discuss the idea to broaden the usage of office spaces.**

- **Diana Chavez:** We wanted to bring this up because as execs we all have offices, and we had a great idea to open these spaces to the student leaders. I wanted to collectively decide if we can use your space.
- **Barnaby Peake:** This came up because of the pandemic and we were thinking since we are having anyone come in, we were thinking about opening and we would have to put in a cleaning procedure as well and we just want to make them open use.
- **Diana Chavez:** I want to hear what you all think.
- **Angelina Gomez:** I think it is a good idea.
- **Anna Nguyen:** I don't mind.
- **Analiz Marmolejo:** I would like to keep my office closed but I don't have a good reason why and I have been in my office, but the only issue is if someone is there when I want to be there.
- **Dena Florez:** Therefore, we need to know when you all are planning to go into the office so there won't be any infringement and this just for safety.
- **Diana Chavez:** I would like to have the offices only available for executive officers and if we are talking about safety then we shouldn't be having many students coming in.
- **Amber Beasley:** I agree with what you all have said unless the procedures are going to be instilled and be strict because I go to campus, I would prefer to keep them close.
- **Josue Montenegro:** I will vote to opening them if we do the right procedures and making sure we have comfortable.
- **Diana Chavez:** We are talking about if other student leaders use your office.
- **Josue Montenegro:** I think that for sanitary reasons we should wait.
- **Diana Chavez:** I would agree.
- **Barnaby Peake:** I would like to note two exec offices don't have somewhere where you can close the door and is more of a common space and those workspaces can be open to individual use.
- **Angelina Gomez:** What if we use those spaces that are not close to be open and then the rest to be closed.
- **Diana Chavez:** I think we are getting confused these offices are only for student leaders and not open to the public or students it is only for student leaders. These spaces are a bit cramped in the common area so should we open the exec offices so do we decide to open it.
- **Dena Florez:** We are not including the presidents and secretary treasurers' space but the other spaces we do have so can we open it to like sash who is a chief justice and maybe we can only propose this for a semester.
- **Barnaby Peake:** There is just not enough space for all of you and even if it is just for the execs and how would you feel if senators or commissioners came in just to have a place where they can do their work and take off their mask in their spaces.
- **Amber Beasley:** When you say take of the mask in the space would it be to drink water or entirely off?
- **Barnaby Peake:** If you are in an individual office alone you can take off your mask so you don't have to on in the office or you can go to a conference room but if someone else comes into your individual place then you should put on the mask.
- **Diana Chavez:** Who is cleaning the offices?
- **Barnaby Peake:** It would be the union staff and that is why we must leave by six so they can clean the general office because we are working in a shared environment but if it is early the requirement is that you clean your spot once you are done.
- **Diana Chavez:** We are not voting but it is more of a consensus to see how we are going to do it.
- **Amber Beasley:** Are they going to let you know to organize these spaces and will be able to know who plans to pop in prior to popping in that day.

- **Barnaby Peake:** That is why we have been asking for office hours and we did the survey, but we didn't get specific information. But we can make people set schedules, but we first need to have this conversation to know.
 - **Diana Chavez:** The office has not been busy.
 - **Dena Florez:** It has not been busy as far as student leaders.
 - **Analiz Marmolejo:** I think that is my issue the only reason I used my office was because I had to jump into a meeting last meeting, and I was on campus.
 - **Josue Montenegro:** I would have to agree with Analiz as well.
 - **Amber Beasley:** If they wipe it down but if you don't have to, I want to say no.
 - **Josue Montenegro:** I would go with no.
- **Policy 016: Appointment & Recommendation Procedure- The committee will discuss revising the appointment procedure of executive positions.**
- **Diana Chavez:** Diana goes over the appointment process. I want to propose for appointments for exec they won't interview just with me but with the while exec cabinet and then they give their recommendation to the board, and it is more strategic and simpler so that everyone knows what is going on. I don't have an exact revision, but it is a discussion.
 - **Anna Nguyen:** I think it is something to consider.
 - **Sasha Prakir:** How do they solve the problem of recommendations can get messy and time consideration.
 - **Diana Chavez:** To my knowledge that has not been a problem, but I will ask but there is a way to get one recommendation.
 - **Angelina Gomez:** Are you saying that we all interview them like I the commissioners and you the execs we would all get together and interview them?
 - **Diana Chavez:** No, it would only be for the execs and all execs interview so not only I give the recommendation.
 - **Dena Florez:** Would this be done in an executive committee meeting? Because I sit on the council and three of us are not allowed to get together and discuss business so how would that work?
 - **Barnaby Peake:** To my knowledge that is only for the board because exec is not the decision-making body.
 - **Dena Florez:** I would like us to investigate that just so we don't do any violations.
 - **Barnaby Peake:** We can talk to the attorney, but I think it depends on percentages and we are not the same. Diana Chavez when we are doing that appointment are they still making their statements on the board?
 - **Diana Chavez:** This is again only for exec positions, and I like the idea of it to align ourselves with other ASI's
 - **Dena Florez:** Would you consider just having the execs choose who is appointed?
- **Performance Warning Notice- The committee will discuss the process of performing warning notice.**
- **Diana Chavez:** Diana goes over the draft of warning notice and what it is used for. Sasha this is the warning notice and to my knowledge when someone writes this and brings it to the board to remove the officer.
 - **Dena Florez:** I have been through this before and the process when through execs and then the exec recommends it to the board and it gives you a paper trail and sometimes before we get to this point we give the student the option to resign.
 - **Amber Beasley:** Is there a paper trail leading up to this?
 - **Diana Chavez:** What I would do is emails to have proof but there isn't anything that leads up to this.
 - **Dena Florence:** Your attendance if that is the reasons.
 - **Amber Beasley:** Do we do mid semester and end of semester performance evaluations?
 - **Diana Chavez:** No it really is just emails that I send out but other than that no but we can work on.
 - **Barnaby Peake:** We do have policy 25 but it doesn't go into performance evaluations, and it might be worth taking a look at.

Offered By:	Amber Beasley	Seconded by:	Josue Montenegro			
Motion to table last discussion item. Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Offered By:	Analiz Marmolejo	Seconded by:	Josue Montenegro			
Motion to extend meeting by five minutes. Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

➤ **Board of Directors Agenda- The Board will discuss potential BOD agenda items.**

❖ **Reports**

- ASI President: Diana Chavez
 - Diana: Barnaby, Sasha, and I decided to tackle updating our policies this year. I onboarded Amber and Josue and I will be doing the Instagram stuff and I have set meetings with university partners.
- ASI Vice President for Administration: Angelina Gomez
 - Angelina: I am trying to get back on track and doing everything that is getting to get done and I am trying to get my one on ones with my commissioners.
- ASI Vice President for Finance: Josue Montenegro
 - Josue: I'm trying to catch up
- ASI Vice President for Academic Governance: Amber Beasley
 - Amber: Nothing yet.
- ASI Vice President for External Affairs and Advancement: Analiz Marmolejo
 - Analiz: I got off a meeting with the PBI executive team and we are working on the ballot rumble and they are my new partners on getting out the word and we are working on events and we are having a voting center on campus as well.
- ASI Secretary/ Treasurer: Anna Nguyen
 - Anna: None
- Executive Director: Barnaby Peake
 - Barnaby: None
- University Designee: Aaron Burgess
 - Aaron:

❖ **Adjournment:**

Offered By:	Amber Beasley	Seconded by:	Josue Montenegro			
Motion to adjourn the meeting at 5:49 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 August 31, 2021, on Zoom and were approved by consensus by the A.S.I. Executive Committee on Tuesday, September 14, 2021.

Prepared by:

Dena Florez- Recording Secretary

Anna Nguyen- Secretary Treasurer