



Date: March 24, 2023  
 Time: 10:00 am-12:00 pm  
 Location: USU - Alhambra Room 305  
 Attendees: Committee Members, General Public  
 Type of Meeting: General

- I. Organizational Items
  - a. **Call to Order by** Yahir Flores @10:10 AM
  - b. Roll Call (Establishment of Quorum)

Yahir Flores	Vice President for Administration	Present
Chyanne Casas	Military-Connected Student Representative	Present
Anna Kuchison	Spirit Commissioner	Present
Vignitha Muni Punabaka	ASI Elections & Outreach Commissioners	Present
Lohita Sai Naga Karmuru	ASI Elections & Outreach Commissioners	Present
Katherine Bonomo	Environmental Affairs Commissioner	Excused Absence
Barnaby Peake	Executive Director	Present
Dena Florez	Associate Executive Director	Present

c. Approval of Agenda for Friday, March 24, 2023

<b>Motioned By:</b>	Anna Kuchison	<b>Seconded by:</b>	Chyanne Casas
Motion to approve Friday, March 24, 2023 Discussion: None			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
			<b>Motion: Passed</b>

d. Certification of Minutes for Friday, March 10, 2023

<b>Motioned By:</b>	Chyanne Casas	<b>Seconded by:</b>	Anna Kuchison
Motion to approve Minutes for Friday, February 10, 2023 Discussion: None			
<b>All Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
			<b>Motion: Passed</b>

II. **Public Forum/Announcements**

1 of 6  
 Cabinet of  
 Commissioners  
 Meeting March 24, 2023

**A. This time is allotted for members of the public to address the Cabinet regarding items not included on the meeting agenda.**

### III. Information Items

### IV. Reports

#### **A. Vice President for Administration :**

**Yahir:** I've been working closely with Dena and Anna to finalize some things for the dodgeball tournament as well as discussing the Service Award and trying to coordinate and organize a tailgate event for one of the athletic sports events. In addition, I've been having one-in-one meetings with each of you.

#### **B. ASI Spirit Commissioner**

**Anna:** We decided to postpone the dodgeball tournament from March 16 to April 6 due to weather concerns. We've also been finalizing details for the Henderson Service Award. Now, I believe it just needs to get approved by Barnaby.

#### **C. ASI Elections & Outreach Commissioner: NA**

**Name:** We are planning the election campaigns and the debate. I am also thinking we should collaborate in the food truck event.

#### **D. Environmental Affairs Commissioner:**

**Katherine:** N/A

#### **E. Military-Connected Student Representative**

**Chyanne:** We had the Women's Veterans Appreciation. We had a lot of team bonding. There's going to be yoga for Wellness Week in the Garden.

#### **F. ASI Executive Director**

**Barnaby:** Gus has been doing a lot of updates to our website, most of which is infrastructure behind the scenes. Currently, the proposal form is down and so he is working on fixing that. For elections, campaigns begin April 3<sup>rd</sup>.

## V. Action Items

## VI. Discussion Items

### A. Spring Program Calendar

Dena: Chyanne just hosted the Women's Veterans Appreciation, which will require an evaluation. Evaluations help us build our strategic plan. Our strategic plan is coming up for the next 5 years. We will also be having Karaoke Night and Cinco De Mayo event in May. For Earth Week, there will be multiple events. Anna, you said you wanted a refill machine at the Movie Night on April 22?

Anna: Yes on April 22. I will talk to Dr. Jackson, my supervisor.

### B. Position Descriptions, Roles, and Responsibilities

Yahir: if anyone wants to has anything to discuss just really kind of going into depth as to what are some things within your roles that you think should be changed or things that should be added or any feedback that you had, that you have specifically on your in your duties, your role overall? Any challenges you faced or anything that can assist with making it easier or more helpful?

Chyanne: all of them seem relevant like being a part of meetings at the VRC. Obviously, cognitive commissioners hosting your events, because you're going to be but I have no complaints about any of the role responsibilities. It's not a very stressful role if, if you plan it out, right. If you don't overburden yourself, which I have not done so.

Anna: You must reach out to a lot of different people for collaborations like reaching out to housing for collaborations on events and housing. Reaching out to athletics for collaborations on athletics. So it's definitely has to be it's a job for someone who's not shy about talking to people not shy about that work in because that is a major part of it.

**C. Cabinet of Commissioners Code of Procedure Revisions, Policy 017**

Barnaby: So, this in the bylaws which is the primary document that is I that structures, our organization and the student government it has several standing committees of which the cabinet of commissioners is one. And so, each of the committees has a separate procedures code. And so, this is the procedural code for the cabinet commissioners. So, the Article One is about authority and function. Basically, that's what the charge of the committee is. Some of the recommended changes here. It's I think this has changed from this the original scope of what the committee was, you know, an article on a it says that COC plans the activities of the administrative units of a site. So, membership, this has changed a little bit. Again, it's we had already eliminated the Public Relations and Marketing Commissioner, but we didn't reflect that in the committee code. So, you can see some of the just changes there. This actually this document was one of the it was a finding from our audit as well because we list positions like the director of government affairs and leadership position doesn't exist anymore. So if we scroll all the way down to the end, Section Five is removal of members. That pretty much stays the same.

**Yahir:** we're going to be having this as an action item to the changes for the code of procedure for the next DLC. We're going to have the code of procedure as an action item for the next COC. Okay. But if anyone has any other discussion on the code of procedures right now, if not, then if you ever have if you have questions, you know, within the following weeks before the COC, or we can have a little bit more of a discussion before we vote on it at the next meeting. May I get a motion to add the discussion item of the Anderson Service Award to the agenda?

Motion to Add a Discussion to the Agenda

<b>Motioned By:</b> Anna Kuchison	<b>Seconded by:</b> Chyanne Casas
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Motion to add the discussion item of the Anderson Service Award to the agenda

**D. The Henderson Service Award**

Yahir: Anna, Cheyenne, and I took time last week on Friday to go more in depth into the application and discuss how we want it to be structured, you know, what, how can we evaluate and evaluate service and really talk about how we can see the possibility of having the service awards still go out to students for this spring semester. And our main reason for wanting it to go out now was that, you know, if a student receives this service award, the amount they receive can be applicable to the summer session, and where if they're taking a summer course, you know, it can help out with that.

**VII. Adjournment**

Motion to Adjourn the COC meeting @ 11:15am

<b>Motioned By:</b>	<b>Anna Kuchison</b>	<b>Seconded by:</b>	<b>Chyanne Casas</b>
Motion to adjourn the meeting. Discussion: None			



## **CERTIFICATION**

Official Minutes taken for the **Cabinet of Commissioners** of the Associated Students, Inc. Cal State LA held on Friday, March 10, 2023, in USU-Alhambra Room 305. Consensus by the ASI Community Engagement Outreach Committee on Friday, September 22, 2023.

Prepared by:

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**Mariah Garcia, Recording Secretary**

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**Cindy Nguyen, Chief of Staff**