



# Executive Committee Meeting

## Minutes

Tuesday, July 25<sup>th</sup>, 2017

Time: 4:15 – 5:45PM

Location: U-SU Board Room 303

Attendees: Committee Members, General Public

Type of Meeting: Special

### I. Organizational Items:

a. Call to order by: Executive Committee at 4:16PM

### b. Roll Call

David Zitser	<i>President</i>	Present
David Garcia	<i>Vice President for Administration</i>	Present
Neyda Umana	<i>Vice President for Academic Governance</i>	Excused Tardy
Aaron Castaneda	<i>Vice President for Finance</i>	Present
Marcos Montes	<i>Vice President for External Affairs and Advancement</i>	Present
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	Present
Dr. Jennifer Miller	<i>University President's Designee</i>	Excused Absence
Intef W. Weser	<i>Executive Director</i>	Present
Marcus Rodriguez	<i>Director of Programs and Leadership</i>	Present
Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present
Zermeen Vakil	<i>Associate Justice</i>	
Gallery		

### c. Adoption of Agenda:

Offered By:	David Garcia	Seconded by:	Marcos Montes			
Motion to approve the adoption of the agenda for Executive Committee meeting on Tuesday, July 25 <sup>th</sup> , 2017						
Consensus to move the application process to 3A						
All in Favor	All	Opposed	0	Abstained	0	Motion: PASSED

### d. Approval for Minutes (action): Minutes

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana			
Motion to approved minutes for Tuesday, July 11 <sup>th</sup> , 2017						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

### I. Public Forum

No Public present

### II. New Business

- a. A.S.I. Restructure –The Executive Committee will discuss a recommendation to the Board of Directors on a restructure of the A.S.I. Student Government. i. A.S.I. Bylaws – Policy 001- The Executive Committee will review the policy.

- ✚ David Z: Please refer to the PDF online. This is an addition to what you recommended. The connection between the centers and Reps at large collaborated together to get these positions. The Presidents elects the executive. Right now, I will add more information and have you review.
  - ✚ Aaron: Question about the ambassadors, what are their duties?
  - ✚ David Z: The positions are dropped and look up the exact names of what the ambassadors should me
  - ✚ Marcos: The ambassadors would serve the committee which replaces the UCCO. Thinking about creating another committee with a Social Justice. The committee is just offering an opportunity from different departments to join, bringing the campus together standing for social justice. We want to encourage students to join and become Justices
  - ✚ Marcus: What are the responsible for the campus affairs? There should be clear differentiation. There should be a work order for these different areas.
  - ✚ Intef: Community rep, is that going to be civic engagement?
  - ✚ Marcos: yes, please read discription178
  - ✚ Intef: Are these appointed positions or can just join? Policy driven, or issue driven, what is the purpose?
  - ✚ David Z: formalizing the connection between ASI and the Centers. There is not a direct connection, so by adding these ambassadors positions, this connection can be more tied of what ASI is doing and becoming appoint person to work with this center
  - ✚ Marcos: Board member would ask the director to recommend a student to sit on the committee to be aware of what is going on at Cal State LA Campus
  - ✚ David Z: The representative's job expectations will change. Reasons are for the cub councils to have a more direct route to the students. The academic seniors can receive feedback.
  - ✚ Aaron: How are you going to enforce members to get involved? Are there incentives? How will it be structured?
  - ✚ David Z: I will get back to you
  - ✚ Neyda: Changing our bylaws, I'd like to see an action plan of how this change will be effective. Im concern, if you divide the senators with the colleges. I'd like to see the descriptions for these positons. If we change the bylaws, I would like an action plan of how this is done and if it will be effective. Because it comes down to the club councils.
- b. BOD Agenda – The committee will discuss potential agenda items for the next BOD. – Appointments, Legal Consult with BOD, Policy,
- ✚ David Z: Potential Legal council
  - ✚ Intef: Next board of Directors meeting, hopefully we have someone for an hour to mentor us on some topics
  - ✚ Neyda: we need to collaborate and make sure we take action, especially since school is in session, declare goals etc.
  - ✚ Jazmin: Everyone should report what they are doing, this would help of understanding how involved these committees

#### IV. Informational Items

- a. Review of the A.S.I. Initiatives & Proposals Calendar - The Board will review the A.S.I. Calendar
- ✚ David Z: A mixer for college Reps
  - ✚ Jazmin: Is Eagles House Blues going to perform?
  - ✚ David Z: yes
  - ✚ Marcus: To clarify, some events on this calendar is collaborated with other campus areas, if you want the updated text, I can provide that via email
  - ✚ Zermeen: It's not relevant if the information is not up to date in the calendar, then it would be a waste of time
- b. President Designee Placement – The committee will review the committee membership that identifies president designee placement. (amended addition)
- ✚ Intef: Dr. Miller works with the President and helps select the President, she is the dean of students and wants to make sure we have the support that is needed, legislative affairs, student needs, etc.
  - ✚ Marcos: should we make a process ourselves in order to manage this better rather than just the Dean of Students. I would appreciate a memo from President Covino

Intef: There should be an able process for that

c. Application Process Review – The Administrative Assistant to the Executive Director will review a process map of the appointment process and clarity expectations. (Amended addition)

Alix: Refer to the application process on the website to help answer any questions. You can email me personally for, the application is received by me and some portions are for the executive board. Just wanted to clarify about the process. Once you have interview, please sign and return to Jazmin. Any problems, please let me know. Memos will be sent out and need your signature and returned. I don't have a language for people who don't get appointed, so we will be working on that.

Intef: The important that we use this process for the efficiency of the interviews and process for the applicants. We would appreciate your correspondence

Jazmin: Alix, what have you been doing for the people that have not been appointed?

Alix: I have not been reaching out to them yet, we send out an email about other opportunities.

Intef: Now that we have Alix, we are working towards those responses who don't get elected

Jazmin: For the first 300, I did send out notices to those what didn't get appointed

## V. Action

a. The committee will review and take action on a letter of support for Marcus Rodriguez and Ashley Joseph to attend NASPA Western Regional Conference (WRC) Travel Approval

David: Budget approval, Vice President proposed to cut down on travel cost, including ASI. At the last Board of Directors meeting, agreed to just send Marcus. President Covino said he has no idea about this. I will email Dr. Miller for more clarification

Aaron: In our budget, we have \$1,985, 700 on just Marcus travel alone. We are seeing a lot more than what we are intending to spend

Intef: Understand my philosophy on travel spend, conference are important, staff have leadership roles, which is important to me. Marcus is an example of that. Yet when we need additional funds, we take that to the finance committee to request for that travel expense in order to make these conferences. The numbers might increase by the end of the year.

Aaron: Ashley has been going for the last couple of years and every year, both are excited and want to share the information. Highlight Ashley's accepted proposal, presenting at NASPA Regionals, these are opportunities that highlight Cal State LA. Every year attending, Ashley grows with this knowledge. We shouldn't use Hawaii as an excuse to not attend, it was not her choice, Marcus, or the University of the location and I hope she and Marcus can attend.

David Z: If the Executive Committee approves, I will send the letter out to both Vice President and Dr. Miller

Dena: Hawaii is misspelled

Zermeen: that is the indigenous way of spelling, it stands corrected

Intef: Please CC President Covino

Aaron: request Dena to start on paperwork as soon as possible for flight tickets

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana			
Executive Committee approves travel expense for both participants						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

b. A.S.I. Restructure –The Executive Committee will discuss a recommendation to the Board of Directors on a restructure of the A.S.I. Student Government.

i. A.S.I. Bylaws – Policy 001- The Executive Committee will review the policy.

- ✚ Marcos: Removing the 1<sup>st</sup> action, bylaws are being used. Board of Directors Code of Procedures is how we should be doing business, not what the organization is. At the board, we need to be more cautious about handing policies, business items only. We are not experimentally, need real action.

c. Policy Amendments – (50 minutes) – The Committee will take action on the recommendation to the following procedures (amended text)

i. Approval for Action: Postponed Board of Directors Code of Procedure Policy 002.

<b>Offered By:</b>	David Zitser	<b>Seconded by:</b>	Zermeen Vakil				
Postponed till next Executive Meeting on August 29 <sup>th</sup> , 2017							
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion:</b>	<b>Passed</b>

- ✚ David Z: Please refer to Executive Committee Policy Amendments document:
  - Board of Directors Code of Procedure Policy 002.
    - ✚ David Z: Actual Board of Directors Code of Procedures: remove all non-ASI board of Directors requirements from the documents, meaning hours of Commissioners, Justices are removed. Refer to section 8: Increase responsibilities or cut down this positions
    - ✚ Intef: Service hours and responsibilities, I suggest we hold off on this until the Code of Procedures are identified
    - ✚ Zermeen: To clarify, you want to extend this to the next meeting? Or just suspend the item to the next meeting?
    - ✚ Intef: Talking about the items
    - ✚ David Z: Talking on the items about the hours
    - ✚ David Z: Check in other polices before moving non BOD Code off Procedures. Lowering it to 3 or increase to a higher number
    - ✚ Aaron: Article 2, section B: Specific duties and service hours. Want to reflect positions for Non BOD members
    - ✚ Neyda: Concerns, there can be another way of accepting students that is not based on just their hour status at Cal State LA for student who are part time and paying that ASI fee, but can't get involved is a bit unfair. Its more complex, I don't want to shut our doors to part-time students
    - ✚ Intef: There are a monument of qualifications, the minimum is 6 units. Students who are part-time members could be a consideration, but Students priority are to be students first and not student government
    - ✚ Jazmin: We should be open for part-time students
    - ✚ Dena: We are reducing the requirement from 9 units to 6 units and Neyda brings a good point. All students pay this ASI fee so we should accept all Cal State LA students, regardless of how many units they are enrolled in. A part-time students would have a high expectations in terms of GPA.
    - ✚ David G: If we lower to 3 units' requirements and high higher expectations for GPA for a better balance.
    - ✚ Intef: Propose a GPA expectation to a 2.3 or 2.5

**Motion to Extend Time**

<b>Offered By:</b>	Aaron Castaneda	<b>Seconded by:</b>	Jazmin Ortiz				
Extended time to 15 minutes							
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion:</b>	<b>Passed</b>

ii. Grant-In-Aid Policy 005

**Motion to Table (action): Policy 009, Policy 010 & Policy 010**

<b>Offered By:</b>	Aaron Castaneda	<b>Seconded by:</b>	Jazmin Ortiz			
Both Policies will be discussed next meeting on August 29 <sup>th</sup> , 2017						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

- iii. Eligibility – Policy 009
- iv. Attendance and Absenteeism – Policy 010
- v. A.S.I. Officer Performance Review and Removal Procedure – Policy 020.

**VI. Reports**

- a. A.S.I President: David Zitser
- b. A.S.I Vice President for Administration: David Garcia
- c. A.S.I Vice President for Academic Governance: Neyda Umana
- d. A.S.I Vice President for Finance: Aaron Castaneda
- e. A.S.I. Vice President for External Affairs and Advancement: Marcos Montes
- f. A.S.I Secretary/ Treasurer: Jazmin Ortiz
- g. A.S.I. Board of Directors
- h. A.S.I. Staff : Intef W. Weser and Marcus Rodriguez
- i. University Designee: Dr. Jennifer Miller, Dean of Students

**VII. Old Business**

**VIII. Adjournment**

<b>Offered By:</b>	David Zitser	<b>Seconded by:</b>	Aaron Castaneda			
Motion to adjourn today's BOD meeting at 6pm						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: PASSED</b>

Executive Committee Meeting  
 Tuesday, July 25<sup>th</sup>, 2017  
 Summary of Actions

I. Organizational Items:

- a. Call to order by: Executive Committee at 4:16PM
- b. Roll Call
- c. Adoption of Agenda:

Offered By:	David Garcia	Seconded by:	Marcos Montes			
Motion to approve the adoption of the agenda for Board of Director's meeting on Tuesday, July 25 <sup>th</sup> , 2017 Consensus to move the application process to 3A						
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d. Approval for Minutes (action): Minutes

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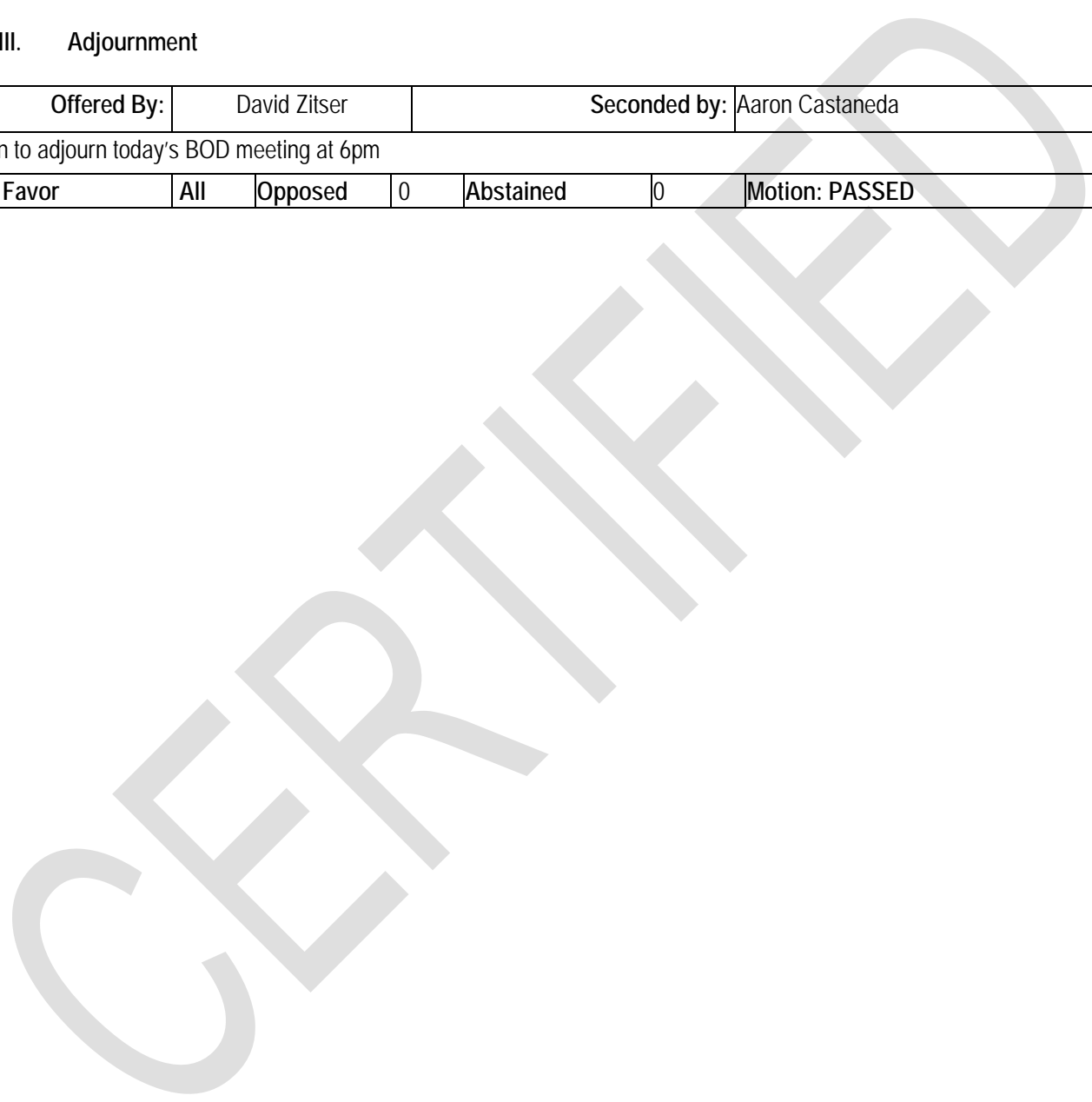
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**CERTIFICATION**

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Official Minutes taken for the **Executive Committee MEETING** of the Associated Students, Inc. Cal State Los Angeles held on Tuesday, July 25<sup>th</sup>, 2017 in the U-SU Board Room 303AB and were approved by consensus by the A.S.I. Executive Committee Meeting held on Tuesday, August 29, 2017.

Prepared by:

\_\_\_\_\_  
Dena Florez, Recording Secretary

\_\_\_\_\_  
Jazmin Ortiz, Secretary/Treasurer

CERTIFIED