



# Executive Committee Agenda

## Minutes

Tuesday, August 29, 2017

Time: 4:15-5:45pm

Location: U-SU Board Room 303

Attendees: Board of Directors committee, General Public

Type of Meeting: Special

**I. Organizational Items:**

a. Call to order by: Executive Committee at 4:17

**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>	Present
Aaron Castaneda	<i>Vice President for Finance</i>	Present
Marcos Montes	<i>Vice President for External Affairs</i>	Excused Tardy
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	Present
Jennifer Miller	<i>University Presidents Designee</i>	Excused Tardy
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
Jeovany Aguilar	<i>Chief Justice</i>	Present
Gallery	Kenya Pineda	

**c. Adoption of Agenda: Add Discussion Item**

<b>Offered By:</b>	<b>Neyda Umana</b>	<b>Seconded by:</b>	<b>Aaron Castaneda</b>
Motion to approve an additional item on Discussion for Kenya Pineda to discuss new opportunities and resolutions for the needed attention for the students with disabilities.			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion: Pass</b>			

- 🚩 Intef W. Weser : A copy of this additional discussion item is available online
- 🚩 Marcos Montes: Is their president for resolution to go through the executive committee?
- 🚩 David Zitser: Goes through the legislative committee, internal ASI stuff

**d. Approval of Minutes (action):**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Neyda Umana</b>
Motion to Action Item 5A correction for Aaron's statement regarding a clarification on \$1,185 in the budget and \$700 on just Marcus's travel alone. Several errors needs to be corrected on motions for candidates that are not allowed to First/Second.			
<b>All in Favor</b>		<b>Opposed</b>	
		<b>Abstained</b>	
<b>Motion: Pass</b>			

I. **Public Forum**

- a. None

II. **New Business** a. BOD Agenda – (10 minutes) – The committee will discuss potential agenda items for the next BOD. – Appointments, Review about Legal Consult with BOD

- ✚ David Zitser: Director of Housing will speak at BOD
- ✚ Aaron Castaneda: There are polices that's were approved by bylaws

IV. **Informational Items**

- a. **Review of the A.S.I. Initiatives & Proposals Calendar – (10 minutes) – The Committee will review the A.S.I. Calendar**

- ✚ David Zitser: Intef, is the overall ASI imitative up on the calendar yet?
- ✚ Intef W. Weser: Refer to the website
- ✚ David Zitser: This is where you find all the events for fall semester. We will be incorporating in the event calendar organizations events, like the Career Center events so we can spread awareness more on campus
- ✚ Neyda Umana: A correction for the Shared Governance Committee meeting for November 9<sup>th</sup>, 3:15-4:30. This should be an event not a meeting. Does this ASI App really existed?
- ✚ David Zitser: It is currently being worked on, but yes it does. That's just the new image.

V. **Reports**

- a. A.S.I President: **David Zitser**

- ✚ I am working on a way to market our positions
- ✚ Take categories and write what are some skills you can learn by being a part of ASI
- ✚ I would like executives can compile a list of skills that can be acquired by the students in their positions,.

- b. A.S.I Vice President for Administration: **David Garcia**

- ✚ Excited for Commissioners and all that is happening. PR commissioners, Election orientations are examples and excited for their initiatives that are beneficial to the whole organization. Looking forward to having a discussion the housing commissioner and finalize the Environment policy committee. I am able to assist with some projects the board is working on.
- ✚ Kenya Pineda: David Garcia, I am working on things for CCOE, is there a specific timeline for the Veterans Commissioner appointment deadline so I can relate that information to students who are interested.
- ✚ David Garcia: It is looking at about 3-4 weeks, if anything, send them to the event and let them work it out

- c. A.S.I Vice President for Academic Governance: **Neyda Umana**

- ✚ Working on recruitment, looking forward to the November 9<sup>th</sup> event for Open Deliberation

- d. A.S.I Vice President for Finance: **Aaron Castaneda**

- ✚ First draft on Audit already been made and under review. Hoping it will be on the Finance Committee (9/1/17) and subcommittee (9/8/17). Budget timelines has been sent out. Please review. I need people to apply for this committee.

- e. A.S.I. Vice President for External Affairs and Advancement: **Marcos Montes**

- ✚ Reviewing the code of procedures and Legislator Affairs 2 positions replacing campus affairs looks like National Voter Registration Day is set. We are moving to Plaza that will save money expenses. Excited for Dreamers Resources Center. National Board of registration day is set up and we are continuing to find volunteers. We moved from the Olympic park to the plaza to save thousands of dollars. Working on advocacy for the U-Pass, we wanted students to get the best possible use of U-Pass. Eminent threat to DACA. Working on two possible solutions in order to save our students status here at Cal State LA.
- ✚ Neyda Umana: David G., you have been doing a lot of tabling, perhaps as Marcos has resolutions we have them table out for DACA. Need to help spread information of DACA.
- ✚ Aaron Castaneda: Is there anything for DACE at the Town Hall this weekend?
- ✚ Marcos Montes: We are doing a resolution. We are waiting for CSSA to put out an initial letter, then we will fighting out a fighting message in order to insure we are fighting for the same thing.

- f. A.S.I Secretary/ Treasurer: **Jazmin Ortiz**

- ✦ Working with Adrianna and Ashley to fix election process for Orientation. Working with Intef and Dena regarding time spent in executive meeting, right now it is 10 hours; perhaps we can reduce that? Also working on officer's office hours being available on the ASI website.
  - ✦ David Garcia: what happens if you applied for so many committees, you don't have time to work to do University Committees?
  - ✦ Jazmin Ortiz: That's what I want to work on, that work flow. We want to make sure the work that's put in, we want to insure they are getting the full amount and being recognize.
  - ✦ Neyda Umana: You have to find time when you are in committees.
- g. **A.S.I. Chief Justice: Jeovany Aguilar**
- ✦ A lot of polices are piling up, spending a lot of time on finance committee policy producers. I will send a memo regarding more details of what polices we passed and the reasons. Highlights the past policies and the rest will be carried on to the next bylaw meeting. Please email me if you need something to be looked into it. The chair of Shared Governance Council know Jermaine (?) will be sitting on that meeting.
  - ✦ Aaron Castaneda: I'd like an informational list of committees of who are attending that meeting.
  - ✦ Jeovany Aguilar: Cannot provide that list as of now, but working on it to be finalized.
- h. **A.S.I. Board of Directors**
- ✦ None
- i. **A.S.I. Staff : Intef W. Weser and Marcus Rodriguez**
- ✦ Marcus Rodriguez: Looking at project list, we are really busy! Continue to allow the relationship with the Political Science department with Dr. Parker and creating programing will be hitting diversity and civic engagement and learning outcomes. Met with Risk Management as well to create the Standards now for the campus and organizations with response training and immediate response. This is taking a bulk of time, but we want to make sure we are taking advantage for the Registration event.
  - ✦ Intef W. Weser: Referring to Advisor Meeting, some stuff talked about drama of appointed and we talked about apply the proper procedures. Also focus on associability and creating the campus more comfortable and dynamics with housing and supporting students with disabilities. Travel grants, referendums were discussed. How we impacting student life on campus, so we will develop some things for that. Audits are coming up and talk about budget priorities
  - ✦ Dena Florez: We have new front desk area, we need to be ADA compliant. We will be doing a rewire data lines. Replaces phone lines, VP may lost the numbers visible. This is made to reduce cost. We are ordering additional chairs.
- j. **University Designee: Dr. Jennifer Miller, Dean of Students**
- ✦ Dr. Jennifer Miller: We have five homeless students, dealing with financial aid. Important to let our students know that there are resources available for them. We will continue to put evening events out.

## VI. Discussion

- ✦ Kenya Pineda: A resolution that I've been working on, the Presidential Advisor Committee for Students with Disabilities. Addressing the students with safety due to no vision, low vision, or vision deficiencies. Please review the Copy of the Resolution form for more information. I want to highlight the importance of our disability student's needs. Create different techniques that can help support this group.
- ✦ Marcos Montes: I feel like we are missing a cause with campus facilities. OSD expectations should be met with campus facilities.
- ✦ Kenya Pineda: ASI should be the role model and mentor this process to help these students in need
- ✦ David Zitser: Saying a specific name, is that done in Resolutions?
- ✦ Kenya Pineda: Talked about whoever is leading's email would be available
- ✦ Marcus Rodriguez: Use this Resolution as an Information document, like contact information. Expand on some titles, being specific things that are working towards.
- ✦ Dr. Jennifer Miller: I want to make sure this happens, but all offices have emails. OSD does have the same type of emailing system. There is no primary email person, multiple people could be using the same email because if someone is left sick, then a student wouldn't be in a complicated manner since another staff who has access to the email can help that student.

## VII. Action Items

- a. **Policy Review & Amendments - (50 minutes) - The Committee will review and possibly take action on policy recommendations to the following procedures**

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

- ✚ David Zitser: Concerns was changing the A.S.I. initials from A.S.I. to ASI and want to make sure that this change is okay. Refer to Article III, section I. A.S.I Secretary/Treasurer, this article classifies them as a committee but this is the wrong terminology, this needs to be fixed.
- ✚ Jeovany Aguilar: The approvals for these action items are forward to the BOD?
- ✚ David Zitser: Forward to the Bylaws. Consensus for VPAA to VP for A. Continue on this article, item I, A.S.I. Legislators Affairs Representative
- ✚ Intef W. Weser: Take it out
- ✚ Marcos Montes: From here it goes to Bylaws, then to the BOD?
- ✚ David Zitser: that's if Bylaws approve it. Health and Human Services name change to better fit
- ✚ Reducing the amount of undergraduate unit load from nine unit semester units to six until semester loads. And Master students from 6 semester units to 3 semester units.
- ✚ Aaron Castaneda: Dr. Miller, have the difference change from full-time to part-time? Has it changed since the semester conversion?
- ✚ Dr. Jennifer Miller: I don't have an answer, I'll get back to you.
- ✚ Neyda Umana: If you have over 150 units, you cannot participate in A.S.I.? There is a concern that we don't want to keep students too long, the requirement is a good effect

<b>Consensus Offered By:</b>	<b>David Zitser</b>				
<b>Motion for Action Items Approved: Policy 001</b>					
Approved: Correcting the language for the Secretary/Treasurer for A.S.I.					
Approved: A.S.I. initials to be changed to ASI					
Approved: VP name corrected to VP for AA					
Approved: Removal for A.S.I. Legislators Affairs Representative					
Approved: Reducing required semester units for undergraduate from 9 to 6 and Graduate students from 6 to 3					
<b>All in Favor</b>		<b>Opposed</b>		<b>Abstained</b>	<b>Motion: Pass</b>

2. **Chief Justice Memo Request**

- i. **A.S.I. Bylaws Policy 001 Bylaws and Judicial Review Committee COP Policy 301 – Per the attached memo the Chief Justice is requesting the addition of an Associate Justice position and recommend Finance Committee to fund the position as soon as possible.**

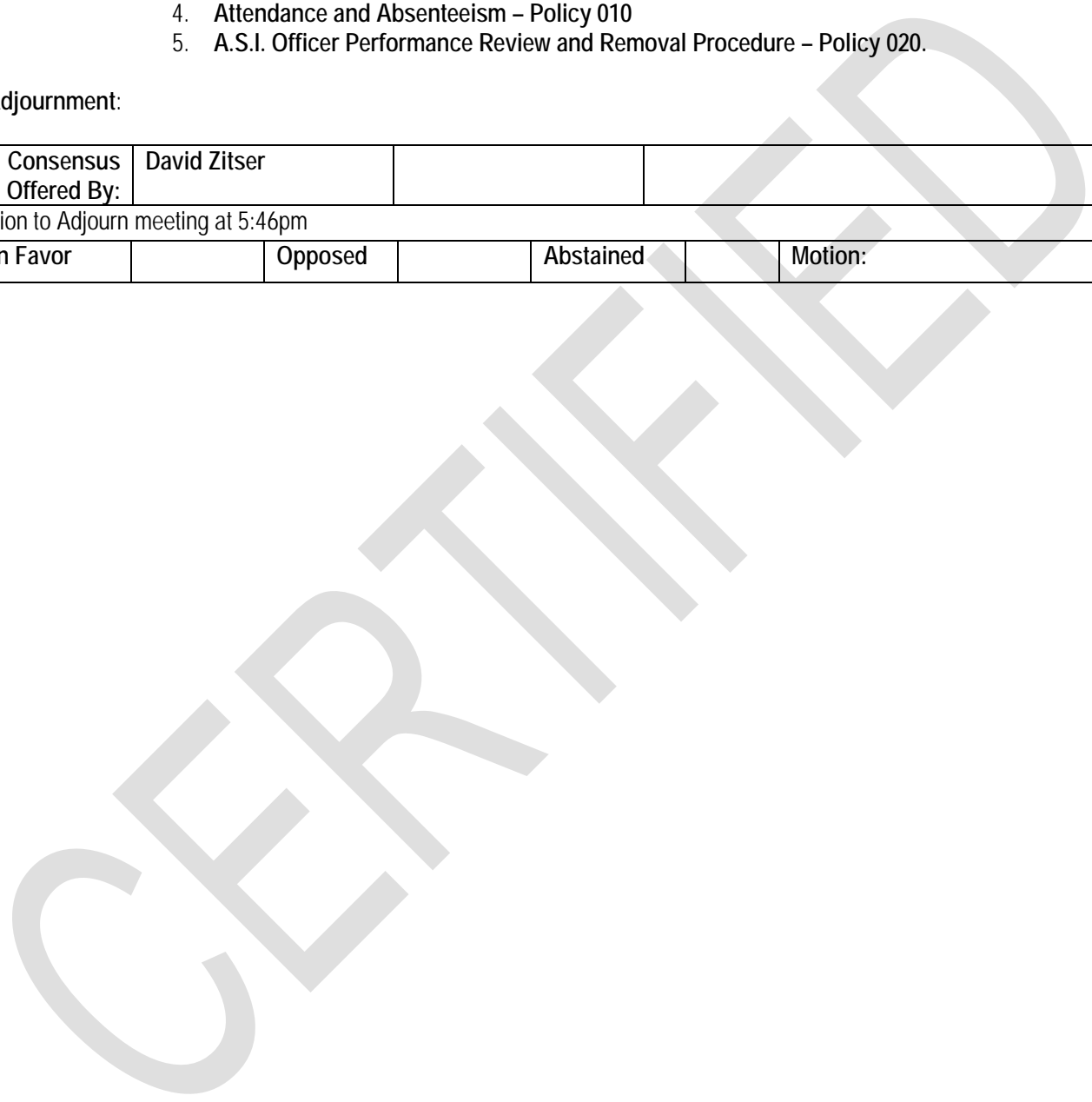
- ✚ David Zitser: Asking for the addition of one of more justices and if the Executive and finance committee approves it for a paid position, then finalized if the BOD approve it to be a real position. These are the request being made by the chief justice
- ✚ Aaron Castaneda: Please explain more reasons of why
- ✚ David Z: We want to make all these committees run efficiency. In attempt to do so, only having three Justices, it would be too difficult or too much work
- ✚ Jeovany Aguilar: this was motivated by the work flow of the chief justices. I do believe this attention needs additional support and always best keep associate justices involved with the committee as much as possible
- ✚ Neyda Umana: I would like to see more action from associated justices. The committee structure and efficiency of them, and depends how well understand how to imply Roberts Rule. If we do add another position, I'd like to see more work being done and involvement. Maybe involve more training.
- ✚ Jeovany Aguilar: If the executive believes the training is lacking, then we need to change as ASI. Maybe something in the orientation process should be added\
- ✚ Marcos Montes: How may committees does each of the associate justices responsible for?
- ✚ Jeovany Aguilar: There is a practice but no set. What's left over is about 6.
- ✚ Aaron Castaneda: With budgetary standpoint, a cost for an associate Justice is about ~ \$1,548, its not difficult and not a concern of a money issue. I am in favor for supporting this new action.

Offered By:	Aaron Castaneda	Seconded by:	David Garcia			
Motion to add an additional 4 <sup>th</sup> position for an Associate Justice to Policy 001 Bylaws						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

3. Board of Directors Code of Procedure Policy 002.
4. Attendance and Absenteeism – Policy 010
5. A.S.I. Officer Performance Review and Removal Procedure – Policy 020.

VIII. Adjournment:

Consensus Offered By:	David Zitser					
-Motion to Adjourn meeting at 5:46pm						
All in Favor		Opposed		Abstained		Motion:



Executive Committee Meeting  
 Tuesday, August 29, 2017  
 Summary of Actions

I. Organizational Items:

a. Call to order by: Executive Committee at 4:17pm

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>	Present
Aaron Castaneda	<i>Vice President for Finance</i>	Present
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Dena Florez	<i>Office Manager of Administration &amp; Services</i>	Present
Jeovany Aguilar	<i>Chief Justice</i>	Present
Gallery	Kenya Pineda	

c. Adoption of Agenda: Add Discussion Item

Offered By:	Neyda Umana	Seconded by:	Aaron Castaneda
Motion to approve an additional item on Discussion for Kenya Pineda to discuss new opportunities and resolutions for the needed attention for the students with disabilities.			
All in Favor		Opposed	Abstained
		Motion: Pass	

d. Approval of Minutes (action):

Offered By:	Aaron Castaneda	Seconded by:	Neyda Umana
Motion to Action Item 5A correction for Aaron's statement regarding a clarification on \$1,185 in the budget and \$700 on just Marcus's travel alone. Several errors needs to be corrected on motions for candidates that are not allowed to First/Second.			
All in Favor		Opposed	Abstained
		Motion: Pass	

VIII. Action Items

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

Consensus Offered By:	David Zitser		
<b>Motion for Action Items Approved: Policy 001</b> Approved: Correcting the language for the Secretary/Treasurer for A.S.I. Approved: A.S.I. initials to be changed to ASI Approved: VP name corrected to VP for AA Approved: Removal for A.S.I. Legislators Affairs Representative Approved: Reducing required semester units for undergraduate from 9 to 6 and Graduate students from 6 to 3			

All in Favor		Opposed		Abstained		Motion: Pass
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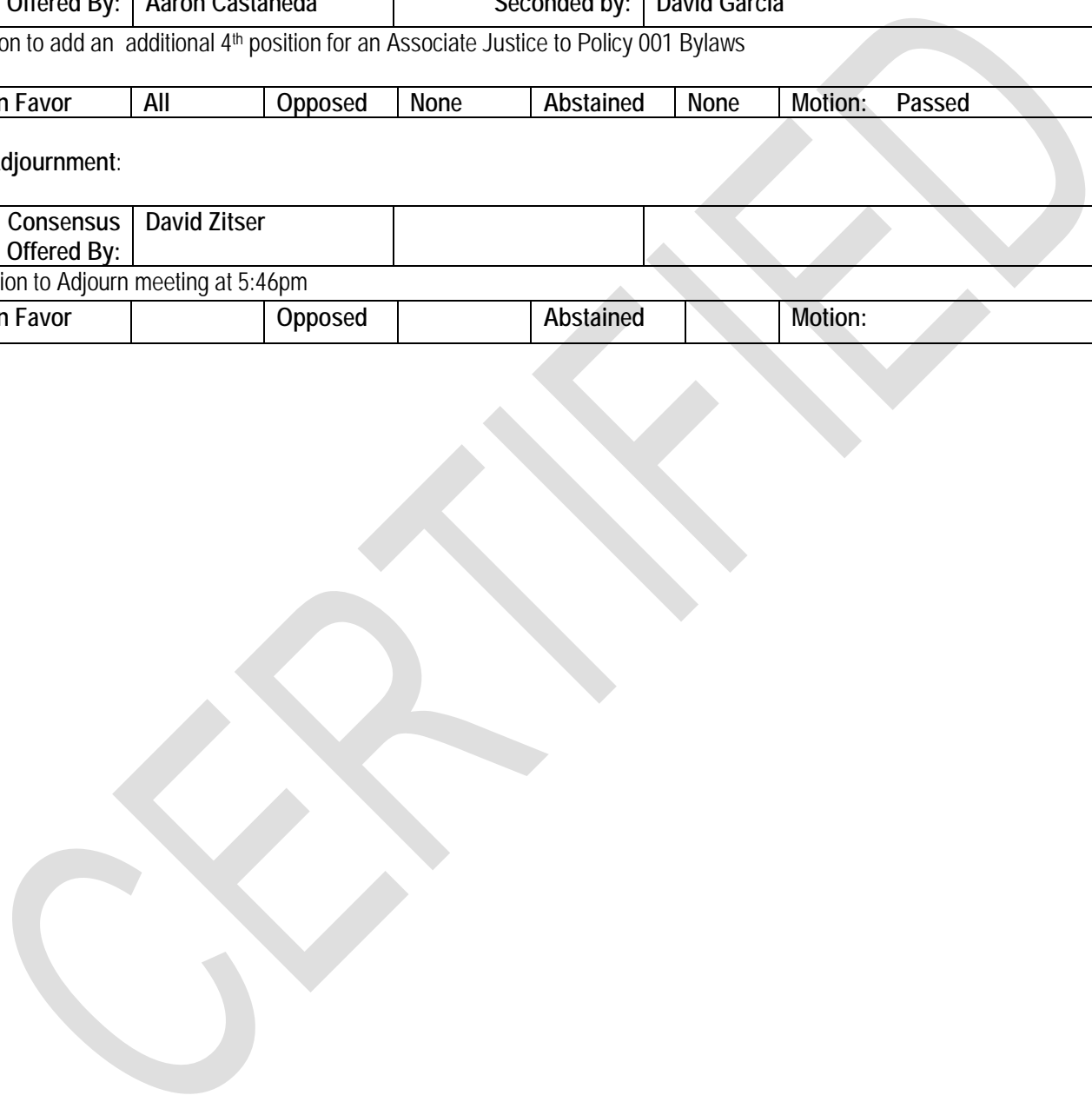
ii. Chief Justice Memo Request

1. A.S.I. Bylaws Policy 001 Bylaws and Judicial Review Committee COP Policy 301 – Per the attached memo the Chief Justice is requesting the addition of an Associate Justice position and recommend Finance Committee to fund the position as soon as possible.

Offered By:	Aaron Castaneda	Seconded by:	David Garcia			
Motion to add an additional 4 <sup>th</sup> position for an Associate Justice to Policy 001 Bylaws						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

VIII. Adjournment:

Consensus Offered By:	David Zitser					
-Motion to Adjourn meeting at 5:46pm						
All in Favor		Opposed		Abstained		Motion:



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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, August 29, 2017 in the University Student Union 303AB. Consensus by the A.S.I. Board of Directors on Tuesday, September 12, 2017.

Prepared by:

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**Dena Florez**  
Recording Secretary

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**Jazmin Ortiz**  
Secretary/Treasurer

CERTIFIED