



Executive Committee Meeting

Minutes

Tuesday, July 11th, 2017

Time: 4:15 – 5:45PM

Location: U-SU Board Room 303

Attendees: Committee Members, General Public

Type of Meeting: General

I. Organizational Items:

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

A. 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 and Advancement</i>	Present
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	Present
Jeovany Aguilar	<i>Chief Justice</i>	Present
Dr. Jennifer Miller	<i>University President's Designee</i>	Present
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 & Services</i>	Excused Tardy
Guests of the Gallery	None	

B. Adoption of Agenda:

Offered By:	Aaron Castaneda	Seconded by:	David Garcia			
Motion to approve the adoption of the agenda for Executive Committee meeting on Tuesday, July 11, 2017						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

C. Approval for Minutes (action): Minutes

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Motion to correct Jazmin's name. Motion to approved minutes for June 27 th , 2017						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

II. Public Forum

No Public present

III. New Business

a. Policy Review

- i. Board of Directors Code of Procedure Policy 002 i. Report System – The Executive Committee will discuss a recommendation to the Board of Directors on incorporating the Report systems into Policy 002

- ✦ David Z: Important policy because we discussed how our report systems should work. We can make a recommendation here. Have a formally written policy before we require people to do action
- ✦ Intef: Suggest a biweekly report & recommendations that can change that process
- ✦ David Z: Please read Codes and Procedures
- ✦ Aaron: We should distinguish Board of Directors vs non Board of Directors procedures
- ✦ David Z: We can take action to formal reputation to the Bylaws committee
- ✦ David Z: Only Action today
- ✦ Neyda: Concern about merging them together is a good idea (Board of Directors vs committee members), don't want confusion of what requirements are assigned to whom. What would be easier to apply for the students?
- ✦ Intef: There are specific duties that are listed, perhaps move some language to different codes and procedures
- ✦ Aaron: Is there a reason why the Chief Justice has to do more hours than compared to everyone else
- ✦ David Z: Because this position works more with the Board of Directors
- ✦ Intef: There is a significant difference between Board of Directors and Committee, therefore we adjusted the service hours that satisfies their specific duties
- ✦ Neyda: Had a question on page five regarding her position as VPAG
- ✦ David Z: Agreed to edit the wording to a correct format
- ✦ Aaron: Regarding of the specific duties of Executive board, VP's duties list needs to be reconstructed, additional information needs to be added and clarification
- ✦ Marcos: Specific for my position, it should be highlighted with importance, there should state duties and responsibilities to the board specifically
- ✦ David Z: Need amendments beforehand so I can make a document for next Executive meeting to conserve time
- ✦ Aaron: We should take the time of what action should take place for the bylaws so we can have them as accurate as possible, but expanding specific duties
- ✦ David Z: Thoroughly look over the code of procedures and if you have any questions, highlight them, bring them to the next meeting so we can handle this manner in a time efficient way

ii. **Grant-In-Aid Policy 005– The committee will review the Grant-In-Aid Policy 005.**

- ✦ Jazmin: I'd like to change the biweekly form and trust our members and based on the direct report and give them the full amount of earning. There can be a similar way in doing biweekly
- ✦ Aaron: Biweekly should be altered in service hours and responsibilities, the current one is too complex
- ✦ Neyda: If we don't require them to fill out the full biweekly, how would we know what exactly are they doing? I agree we need a new structure, but the system needs to be efficient in order to keep track of the work being done
- ✦ Neyda: Let's not marginalize those who are part time students and have time to get involved
- ✦ Jazmin: The Director part: What will be best? Students self-reporting or an executive to be in charge of them? What is the best way to keep everyone accountable and help me understand if they are doing their part or not
- ✦ Aaron: Perhaps because of the quarter to semester change, students are allowed to take more classes as in 5 for full time, perhaps this is why there are complications
- ✦ Dr. Miller: With the university academic change, there should be a reasonable amount of work that can be done that doesn't interior with the student's studies and graduation. People run out of financial aid eventually, they need to obtain their degree and not get stuck and not able to finish. I need to recalculate a number of students who can afford school
- ✦ Marcos: The GPA requirements can be relooked at because of this transition. The form of the biweekly could be the problem itself.
- ✦ Dr. Miller: We are working with this transition to an online/ electronic by next year so students don't run around. Please be patient and we can coordinate with the student union. Roasters and Event Registration forms will be all electronic for example. Student Union is helpfully supporting these efforts with funding.

- ✚ Jazmin: Going to keep the Biweekly form, but when will we move onto the new one?
- ✚ Intef: Yes, once the new product is set up then we can move forward. We can adjust our current form because we do have concerns. Perhaps we can talk to the members and incorporate a better process to document the work being done and services hours being paid. Change of the Board of Directors will be changed since we moved to semesters. A procedural process will be done for retrieving the money earned from service hours. Disbursement for money will also change due to this transition.

iii. Eligibility – Policy 009 - The Executive Committee will review the policy.

- ✚ Intef: This one is outdated, but how we process eligibility
- ✚ David Z: Jazmin, you do have the authority to change the structure of the biweekly's, but work as a team as an executive approval
- ✚ Aaron: What defines the beginning of the summer session? Confusing of when new administration comes in
- ✚ Aaron: We should state the units required to be a part of ASI on this policy
- ✚ Intef: We can reference it better here and GIA. The register office and Student Life are both involved in this process.
- ✚ Neyda: There is no specification on eligibility, so perhaps the student doesn't qualify but could still serve on board? We could apply some type of eligibility to participate
- ✚ Intef: Turn In documents, some students don't want GIA
- ✚ Marcos: Perhaps not call it eligibility? Do committees go through the same process and holding same standard as ASI members?
- ✚ Intef: Yes

iv. Attendance and Absenteeism – Policy 010 - The Executive Committee will review the policy.

- ✚ Aaron: This should apply to all committees, this should be open to all committees, not just Board of Directors. Also, Board of Directors, leaving early from the meeting should only be acceptable under certain circumstances like graduation classes
- ✚ Neyda: Page 5.1 Meeting times are changed to 3:15
- ✚ Marcos: Is this the policy for the amount of unexcused tardy/absence up for renewal process? This should be the place where we should. The amount of time during a meeting should be uniform for all committees. There should be a percentage of the meeting that should be required for attendance.
- ✚ Intef: Graduation can be a challenge, if its time effective in graduating that year, we want to avoid people leaving early from the meetings because a lot of information is lost.
- ✚ Dena: The two hours is only for the Board of Directors? Percentage across the board for all meetings?
- ✚ David Z: That was just ending 30 minutes earlier
- ✚ Dena: Percentage across all boards got it.
- ✚ Aaron: We should consider a lead "someone" who can regulate the time commitment during the meetings of the board members spent during their term.

v. A.S.I. Officer Performance Review and Removal Procedure – Policy 020. - The Executive Committee will review the policy.

- ✚ Neyda: I would like to propose an addition of guidelines. We should spell out positive policy reviews and rewarding our students. How can we make reports consistent during meetings? Perhaps it will motivate the students to keep going by finding a way to reward them for their efforts
- ✚ Aaron: What do you define as a performance warning? These are not employees, so how can we collaborate on reports being essential to follow procedures
- ✚ David Z: This can tie into direct one-on-one reports. We will return to this topic
- ✚ Marcos: It can be up to 40 business days of absence before the student can be removed. This should be changed to 10 days in probation. Is this too much? We want the best performance, but shouldn't take 40 business days

- ✚ Marcos: I recommend to get rid of the performance warning, already sounds like probation
- ✚ Neyda: I don't agree with get rid of the performance Warning
- ✚ David Z: There is a chance we won't be able to complete all policies during this summer

b. BOD Agenda – The committee will discuss potential agenda items for the next BOD.
i. Appointments

- ✚ Jazmin: New ideas for Biweekly's
- ✚ Neyda: Bring up expectations for training in meeting
- ✚ Aaron: Regarding the Children Center, the goal is to have option presented to the board, having a counsel at the meeting for additional information for knowledge/education. Opportunity for learning and students to ask questions
- ✚ Marcos: Initiative proposals just be submitted, we could call them program proposal instead. Review of proposals should be ready by next meeting
- ✚ David G: We should have a discussion of key goals, we need team work collaboration
- ✚ Intef: Strategic planning should be ready and formalized
- ✚ Marcos: What are some campus issues that are faced to a student's highest concern?
- ✚ Marcus: Use these as business meetings for the brainstorming concepts. Think about how to introduce these issues to the public, work out a space that can complete these goals. Expectations are highlighted and should be taken serious.
- ✚ Dr. Miller: Bring other folks into a retreat and think about the surrounding of where to share this information. We have a 1,000 more students so they need to be considered.

IV. Discussion

- 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.**
- b. **Priority Brainstorm Session – The Executive Committee will discuss and brainstorm priorities for A.S.I. for the 2017-18 school year**

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz			
Motion to table all Discussion items to the next Executive Meeting						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- ✚ David Z: I motion to move Action before Discussion
- ✚ Aaron: I motion the entire discussion, second by Neyda
- ✚ Jazmin: I thought we were just meeting together, but I didn't know it was a recruiting process.
- ✚ Aaron: Increase students across the board. The committees would be in charge of this research? Making an impact on the ASI operating budget
- ✚ Jazmin: My main focus is to make these biweekly's more easier, look over the finances
- ✚ Intef: We will do research and recommendations, standing by the finance meeting

V. Action

- a. **A.S.I. Workflow & Bi-Weekly Ad Hoc Committee – The Executive Committee will take action on reinstating the Ad Hoc Committee to address the following:**
 - i. **Streamlining the biweekly, state of affairs and transitional folders expectations**
 - ii. **assessing current workflow requirements of A.S.I. members**
 - iii. **moving the biweekly reporting process online, and iv. assessing current compensation metrics for A.S.I. members**
 - iv. **assessing current compensation metrics for A.S.I. members**

Offered By:	Neyda Umana	Seconded by:	Jazmin Ortiz			
Biweekly's to be reinstated into a new structure and be put into full effect						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

- David Z: Voting and motion on reinstating this committee
- Aaron: Referring to recommendations seems like most of this is already completed, what exactly are we changing?
- David Z: Opening up a formal space for formal reporting
- Intef: You would have everyone engaged on the reports of who should be on the meeting and what work will be getting done
- Aaron: Ad Hoc committee make recommendations of GIA amount in Board of Directors?
- Intef: It can be, yes

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

Offered By:	Aaron Castaneda	Seconded by:	Marcos Montes			
Motion to adjourn today's BOD meeting at 5:48pm						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

Executive Committee Meeting
Thursday, July 11, 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:	Aaron Castaneda	Seconded by:	David Garcia			
Motion to approve the adoption of the agenda for Board of Director's meeting on Tuesday, July 11, 2017						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

d. Approval for Minutes (action): Minutes

Offered By:	Marcos Montes	Seconded by:	Aaron Castaneda			
Motion to correct Jazmin's name. Motion to approved minutes for June 27 th , 2017						
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CERTIFICATION

Official Minutes taken for the **EXECUTIVE COMMITTEE MEETING** of the Associated Students, Inc. Cal State Los Angeles held on Tuesday, July 11th, 2017 in the U-SU Board Room 303AB. Approved by consensus by the A.S.I. **EXECUTIVE COMMITTEE MEETING** on Tuesday, July 25th, 2017.

Prepared by:

Dena Florez – Recording Secretary

Jazmin Ortiz - Secretary/Treasurer

CERTIFIED