



Cabinet of College Representatives
Meeting Minutes

Thursday, February 22, 2018

Time: 3:15-6pm

Location: U-SU Boardroom 303AB

Attendees: Cabinet of College Reps, General Public

Type of Meeting: General

I. Organizational Items:

Call to order by: Kenya Maria Pineda, Cabinet Chair at 3:21pm.

b. Roll Call

Candy Noriega	<i>Rongxiang Xu College of Health and Human Services Rep.</i>	Present
Jocelyn Vargas	<i>Rongxiang Xu College of Health and Human Services Rep.</i>	Present
Vacant	<i>College of Business & Economics Rep.</i>	Vacant
Vacant	<i>College of Business & Economics Rep.</i>	Vacant
Jesus Mora	<i>College of Arts and Letters Rep.</i>	Excused Absent
Selene Castillo	<i>College of Arts and Letters Rep.</i>	Present
Kenya Maria Pineda	<i>Charter College of Education Rep.</i>	Present
Lavernis Martin	<i>Charter College of Education Rep</i>	Recognized at 4:14
Richard Shu	<i>College of Engineering, Comp. Science & Technology Rep.</i>	Present
Smitkumar Patel	<i>College of Engineering, Comp. Science & Technology Rep.</i>	Present
Debbie Ascencion	<i>College of Natural & Social Sciences Rep.</i>	Unexcused Absent
Lily Nguyen	<i>College of Natural & Social Sciences Rep.</i>	Present
David Zitser	<i>ASI President</i>	Recognized at 3:23
Ashley Joseph	<i>Staff Support</i>	Present
Guests of the Gallery		

c. Adoption of Agenda:

Offered By:	Richard Shu	Seconded by:	Candy Noriega			
Motion to approve the adoption of the agenda for February 22, 2018.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

d. Approval of Minutes (action):

Offered By:	Candy Noriega	Seconded by:	Richard Shu			
Motion to approve the minutes for January 25, 2018 with the amendment to state that the Rongxiang Xu College of Health and Human Services is in the process of hiring a new dean and have not already hired a new dean.						
All in Favor	All	Opposed	None	Abstained	None	Motion: Passed

II. Public Forum

- ✚ This time is allotted to members of the public to address the board.
- ✚ None

III. Reports:

a. Arts & Letters: Jesus Mora & Selene Castillo

- ✚ Working on their midterm de-stress with Ashley
- ✚ Have been holding career center forums
 - Students attended and appreciated it because they liked seeing alumni who were able to find success after graduation.
- ✚ Met with philosophy department chair
 - There were no committees for students but they might add positions after learning about ASI's role.

b. Business & Economics: Vacant

c. Charter College of Education: Kenya Maria Pineda & Lavernis Martin

- ✚ College is trying to start teacher academy
 - A teacher academy involves high school students talking to community members
 - Passionate about an advocacy based forum (LGBT, teacher/student or color)
- ✚ Working on community college outreach to offer CCOE classes before transferring to CSULA
- ✚ Looking for point person for college committees
- ✚ Talking to Ashley about midterm de-stress

d. Engineer, Computer Science, & Technology: Richard Shu & Smitkumar Patel

- ✚ Has gotten all the food for midterm de-stress
 - Need help with packing goodie bags
 - Spoke to the student health advisory committee and another health office for tabling
- ✚ National Engineer Week
 - Inspiring high school students to pursue engineering and technology fields
- ✚ College Committees
 - Reaching out to department chairs

e. Natural & Social Sciences: Debbie Ascencion & Lily Nguyen

- ✚ Need to talk to Ashley and confirm things about de-stress
- ✚ Spoken to departments about department committees and have already received information about college committees
- ✚ Need to schedule a meeting with dean

f. Rongxiang Xu College of Health & Human Services: Candy Noriega & Jocelyn Vargas

- ✚ De-stress
 - Need to find an instructor for yoga on the green
- ✚ Wellness fair
 - Spoke to Marisa from the Student Health Center
- ✚ StigmaFree
 - Spoke to Dylan from NAMI
- ✚ Safe Spring Break
 - Spoke to Lauren from the Student Health Center

- Opening event up to awareness not only to alcohol, but any issues that happen when you travel (e.g. travel tips, sun care)
- ASI assisting with evaluation table
- ✚ Department chairs
 - School of social work has a committee which is working on offering a lower division class as an introduction to social work

g. ASI President: David Zitser

- ✚ There will be B&E rep candidates at next BOD
- ✚ New biweeklies will be sent out for next week
 - Template is different but information is the same

h. ASI Staff: Ashley Joseph

- ✚ Written reports are good to have so students can know what's going on in their colleges
 - Ashley example uploaded to the website
 - Shows highlights, key points, and things you're doing
- ✚ Electronic transition binders
 - Upcoming email from Ashley
 - Contains what you did in ASI, highlights, lowlights, things you want to keep going, key people working with this year
 - Prompt will be sent
 - Upload to OneDrive for last GIA
- ✚ Elections
 - Candidates applied and are doing candidate briefings soon
 - Go to election page for more info or contact Adriana
 - The ASI office is an election free zone
 - Striving for a grievance free election!
 - Endorsements are okay but not inside the office
 - Can't use ASI tech equipment for elections
 - No meeting with a candidate inside the office
 - Don't use the conference room as a meeting spot for campaign groups
 - Read election codes to see rules for those running
 - Students with questions about elections: refer them to Ashley or Adriana
- ✚ Alternative Break 2019
 - Tentative March 22 information session from 1-2
- ✚ College de-stress reminders
 - Food orders in one day
 - One week before de-stress send table and chair count
 - Raffle prizes by March 1
- ✚ Outreach
 - High school will be visiting and ASI doing welcome and tours of the U-SU building on March 7 from 10-12
 - Email Ashley if interested
- ✚ College committees
 - Neyda and Ashley are talking to Provost Mahoney and College Deans about requesting student seats on college committees

IV. New Business

a. Discussion Item: Cabinet of College Representatives Code of Procedure review/corrections.

- ✚ Whole document
 - Quarterly → semesterly
 - A.S.I. → ASI
- ✚ Article II
 - ASI Programs coordinator → Ashley's current title
- ✚ College rep responsibilities
 - Senators have their responsibilities in both SGC and Cabinet of Academic Senators
 - Review now or at the next meeting to decide
 - Suggestion for article II → membership and III → duties

- Duties of college reps outside of the cabinet are different from the general duties of college reps
 - Academic senators code includes how to serve as a chair/vice chairs
 - Compare cabinet of academic senators and SGC
 - Required meetings, service hours, responsibilities, duties in the cabinet
 - Refer to different articles already stating stuff instead of creating new language
 - Ensure consistency
 - Read through other articles
- 1.E.
 - Rongxiang Xu HHS
- 3.A. -Chair for only one semester
 - Easier and cleaner to have one person for the whole academic year
 - Principle of letting college reps learn how to chair meetings
- 3.B. -Scheduling meetings once a month
 - No consultation with chair thus far
- 5. -Removal for chair/vice chair
 - Removal process for college reps?
 - Recommend removal to exec committee
 - Cite which policy removal process is outlined
- 3.A. -Chair responsibilities/changing direct report
 - Direct reports for all college reps
 - For
 - Role of the president is to supervise and advise
 - Don't need to manage, delegate responsibilities
 - Reporting to a fellow college rep
 - Comfortable, familiar with responsibilities
 - Better for availability
 - Free up time for president to focus on university-wide goals
 - Against
 - Needs a chair like Kenya
 - Who has experience, knows what they're doing
 - Group of people choosing their direct report that the committee can remove
 - Weird relationship
 - Conflict of interest
 - Board of director oversees all the other board of directors
 - One college supervising the all the other colleges
 - A lot of work for the chair
 - Alternatives
 - Another executive to oversee cabinet
 - Chair oversees inter-collegiate activities
 - Need to establish relationship between college rep and president
 - All execs are committee chairs but not all committee chairs are execs
 - Reports
 - Electronic reports 72 hours in advance
 - BOD has codes about absences and stuff
 - Missing amount of meeting to be absent
 - Currently reviewing in JRC
 - Cabinet of academic senators
 - Reviewing policies to make the committee more productive
 - Something that could come out of this committee to be approved by BOD
 - Adding another set of responsibilities to produce things to send to the BOD
 - Maybe adding language to open the CCR as a starting place for things to go to the BOD
 - More friendly environment than BOD
 - Make new people aware that this is a power they can recognize
 - Want clear language about who to go to and what the process is to write a resolution
 - CCR for feedback or as a starting place to send up to BOD?
 - As a cabinet we agree that this is an important resolution and should be sent to the next governing body
 - Another responsibility for a chair; helping college reps with resolutions

- Chair can facilitate something the whole cabinet thinks is important
- Don't put it in policy, just pass it to the next people in our transition folders
- What is a resolution
 - Needs to be specific language of what resolutions are and what the process is
 - Resolve: action ASI takes once the BOD approves
 - If the BOD approves this, this is what ASI will do
 - Goes to Legislative Affairs → BOD
 - Chair should send an email to pro staff about training for resolutions
- Language for connection between college reps and senators
 - Add into membership as non-voting members
 - Already written in senator codes
 - Redefining SGC
 - Originally supposed to be a space for communication between reps and senators
 - Need to define what different committees do
 - This is supposed to be happening in this body already
 - Senators want to hear about student problems, not just the programs we're planning
 - Opportunities for college reps to focus our work on what problems students have
 - College reps will be able to sit in cabinet of academic senators

b. Discussion Item: Cabinet of College Representatives 2018/2019 budget/financial standing.



Proposal

- CCR funds -Pool that people can dip into or proposals being brought to cabinet (\$3000)
 - Why not both
 - D-stress
 - Giant games came from cabinet pool of money since everyone would use it
 - Specific language in codes needed
 - Co-college initiatives indicate pulling from pool
 - Single college need indicates the need for a proposal to the CCR
 - In practice
 - New article in codes for budgeting and responsibilities
- Extra funds for each individual college (\$3500)
 - Better opportunity to use CCR pool together
 - College reps creating individual budgets at the beginning of the year
 - College reps drop out all the time
 - More money lets people think bigger
 - Certain colleges have staple events
- Increasing pool and maintaining individual amounts
 - Better fiscal responsibility
 - Go through whole process to get money to do their event
 - Seed money for college reps but proposals for more funding from cabinet
 - Frequency of college rep meetings
 - Chair should schedule meetings monthly
 - Biweekly?
 - Planning things pretty far in advance
 - For things that you didn't expect/budget for
 - Not going to have a ton of proposals at every meeting
 - Need language for calling emergency meetings

c. Discussion Item: ASI Sponsored Club events: The Cabinet will discuss strategies on attending College-Specific Club events – David Zitser



Having ASI attend club events approved by Funding Sub-Committee



Can be counted as service hours



Newsletter

- Contact Communications Director of college to send out emails about ASI

V. Adjournment: Meeting adjourned with consensus at 5:21pm.

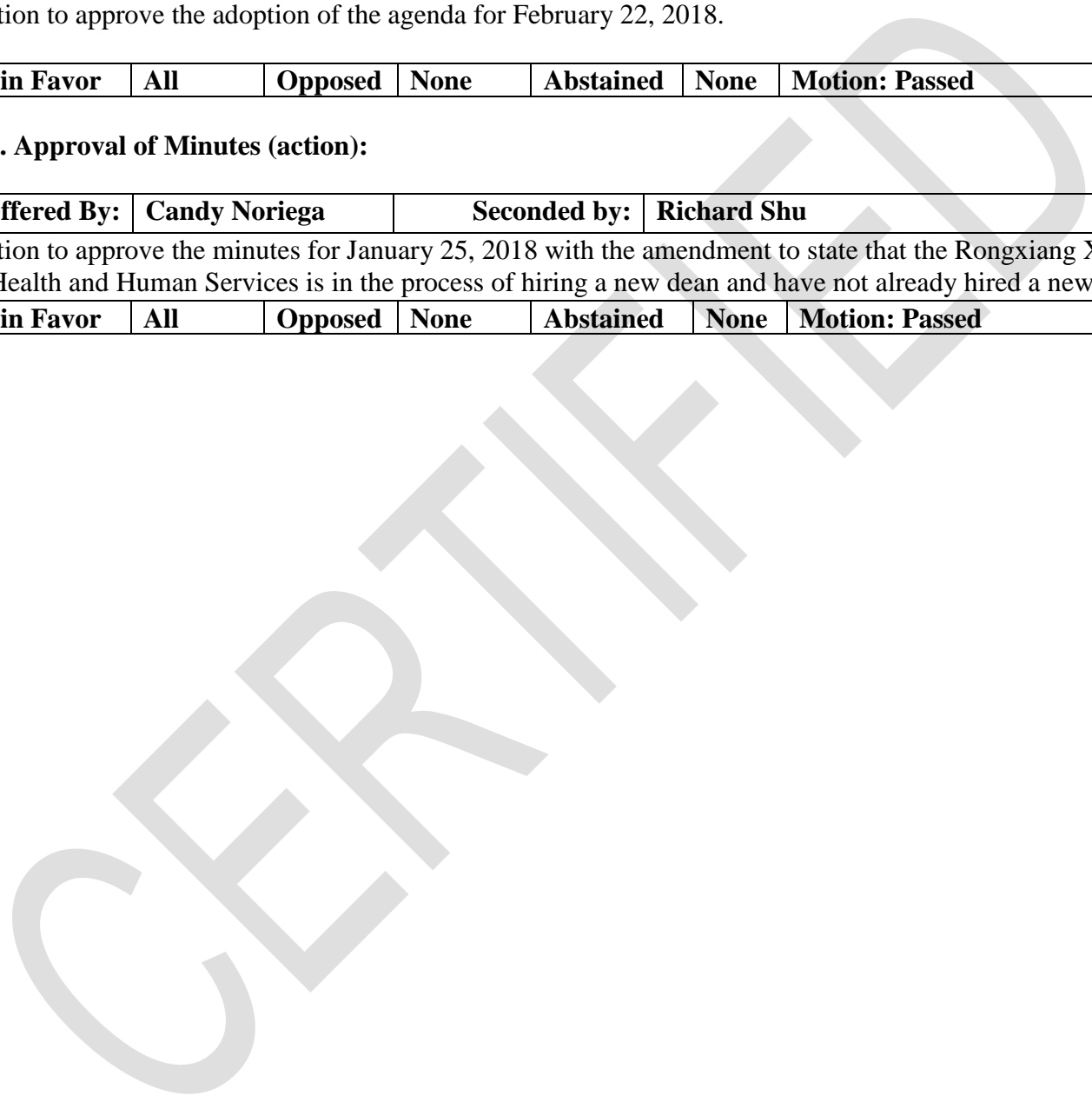
Associated Students, Inc.
 Cabinet of College Representatives Meeting
Summary of Actions Taken
 February 22, 2018

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CERTIFICATION

Official Minutes taken for the **CABINET OF COLLEGE REPS MEETING** of the Associated Students, Inc, Cal State Los Angeles held on Thursday, February 22, 2018 in the U-SU Boardroom 303AB.

Prepared by:

Lily Nguyen
Cabinet Vice Chair

Confirmed by:

Jazmin Ortiz
Secretary/Treasurer