



# Executive Committee Meeting

## Minutes

Tuesday, March 20<sup>th</sup>, 2018

Time: 4:18 – 5:54PM

Location: U-SU Board Room 303 AB

Attendees: Executive Committee, General Public

Type of Meeting: General

**I. Organizational Items:**

a. Call to order by: Executive Committee at 4:18pm

b. Roll Call

David Zitser	<i>President</i>	Present
Neyda Umana	<i>Vice President for Academic Governance</i>	Excused Absent
Marcial Romero	<i>Vice President for Administration</i>	Excused Absent
Aaron Castaneda	<i>Vice President for Finance</i>	Present
Marcos Montes	<i>Vice President for External Affairs</i>	Unexcused Absent
Jeovany Aguilar	<i>Chief Justice</i>	Present
Jazmin Ortiz	<i>Secretary/ Treasurer</i>	Unexcused Tardy @4:33PM
Lavernis Martin	<i>BOD Member</i>	Present
Jennifer Miller	<i>University Presidents Designee</i>	Present @4:19PM
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

**c. Adoption of Agenda for Tuesday:**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Lavernis Martin</b>
Motion to approve the adoption of Agenda for Tuesday, March 20 <sup>th</sup> , 2018.			
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>
		<b>Abstained</b>	<b>0</b>
<b>Motion: Passed</b>			

**i. Amendment to Main Motion**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin				
Add discussion item after Action Item "A".							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**ii. Amendment to Main Motion**

Offered By:	Lavernis Martin	Seconded by:	Aaron Castaneda				
Move Action Item "A" up, before the Standing Discussion Item.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**d. Approval of Minutes:**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin				
Motion to approve the adoption of Agenda for Tuesday, February 20 <sup>th</sup> , 2018.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**e. Approval of Minutes:**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin				
Motion to approve the adoption of Agenda for Tuesday, March 6 <sup>th</sup> , 2018.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**f. Friendly Amendment to the Agenda**

Motion to table the adoption of Minutes for Friday, February 23 <sup>rd</sup> , 2018 to the next Executive Committee meeting.							
All in Favor	Consensus	Opposed		Abstained		Motion:	Passed

**II. Public Forum/Announcement**

This time is allotted for members of the public or representatives to make announcements to the executive committee members.

None.

**III. Standing Discussion**

a. BOD Agenda: The committee will discuss potential agenda items for the next BOD.

There are 4 BOD meetings left on: April 12<sup>th</sup>, April 19<sup>th</sup>, April 26<sup>th</sup>, and May 10<sup>th</sup>. The committee noted that if a GIA Proposal is made soon, Finance Committee will first review it and then forward the proposal to the BOD, and will most likely be approved during the May 10<sup>th</sup> BOD meeting. The committee also requested a discussion item on the new Biweekly templates to be added to the BOD agenda.

**IV. Action Items**

a. MAD Scientist Lab Showcase Event Funding Request Presentation.

**Motion to approve: MAD Scientist Lab Funding Request**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Jazmin Ortiz</b>			
Move to approve \$2,490 for MAD Scientist Lab's Showcase Funding Request.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

- ✚ This organization is requesting \$2,490 from ASI to fund their robotic symposium and music festival event for the purpose of advertising robotics and engineering to the public as well as to provide entertainment for current CSULA engineering students.
- ✚ The Executive Committee approved this event.

b. Executive Director and Professional Staff Officer Performance Appraisal Timeline 2017/18.

- ✚ Timeline Overview: On March 20<sup>th</sup>, the distribution of evaluations to BOD members and ASI key stakeholders, which include external parties. The timeline closes on April 6<sup>th</sup>. All evaluations that the BOD has submitted to the Executive Director will go to Susie Varela. All evaluations submitted about full-time staff will also be given to the Executive Director. The evaluation results are then compiled from April 9<sup>th</sup> to the 13<sup>th</sup>, and during the same timeframe the Executive Director compiles the evaluations for the full-time staff. Afterwards, for the Executive Director evaluation, the ASI President reviews the results with Susie Varela, Associate Vice President of Human Resources, and Dean of Students. The Executive Director then reviews full-time staff evaluations with the staff members. All evaluations then to go the Personnel Committee on May 1<sup>st</sup>, and Personnel will send recommendations to the BOD on May 4<sup>th</sup>.
- ✚ The Executive Committee agreed that the Vice President of Administration should be involved in this process since they chair the Personnel Committee and would like to include this change in the timeline. A suggestion was also made to change who reviews the evaluations' results with the ASI President.
- ✚ A suggestion made to improve the Mid-year Evaluations turn-out rate was to send emails prior to the evaluation deadline.

c. Policy 20 Review.

**Motion to approve: Policy 020**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Lavernis Martin</b>			
Move to approve Policy 020 with all edits the Executive Committee has presented.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>		<b>Abstained</b>		<b>Motion: Passed</b>

**Amendment to Main Motion**

<b>Offered By:</b>	<b>Lavernis Martin</b>	<b>Seconded by:</b>	<b>Jazmin Ortiz</b>			
Remove Section 3 entirely and make Section 4 the new Section 3.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

- ✚ Step 4.1.1 "Building the Case": The direct report and their ASI support staff will review supporting documents and evidence that would constitute a removal. This recommendation will then be sent to the

ASI President and Executive Director for review. If this recommendation is strong enough to warrant cause, then this moves on to the Performance Warning step. Once a Performance Warning is issued to a direct report, they then have 5 business days to remedy this situation. After this 5-day period, then this moves on to the Remediation Meeting to see if the set expectations were done. If expectations were not met, the next step is the Executive Committee Hearing. At this hearing, all evidence is reviewed and both parties have the opportunity to speak about the situation I question. The committee will then take any disciplinary action they see fit. The Judicial Review Committee then reviews that the process has been done according to policy. Lastly, the BOD can reaffirm or overturn the decision of the Executive Committee.

- ✚ Several syntax and grammatical edits were suggested by various committee members to ensure clear language in the policy, such as 4.1.2 to replace the term "Performance Warning" to "Performance Review".

d. Chief of Staff Restructure.

**Motion to Board of Directors**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Lavernis Martin</b>			
Move the Chief of Staff Restructure to the Board of Directors as a discussion item.						
<b>All in Favor</b>	<b>2</b>	<b>Opposed</b>	<b>1</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

- ✚ Some committee members were in agreement that this item needed to be moved to the Board of Directors. The item has been heavily discussed by the committee, which lead to others agreeing that it still needs improvement before being sent to the BOD. One suggestion was that moving it to the BOD as a discussion item could be the first step in finalizing it.

**Motion to Extend Executive Committee Meeting**

<b>Offered By:</b>	<b>Jazmin Ortiz</b>	<b>Seconded by:</b>	<b>Aaron Castaneda</b>			
Meeting will be extended by 5 minutes.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>	<b>0</b>	<b>Abstained</b>	<b>0</b>	<b>Motion: Passed</b>

e. Policy 009 Review

**Motion to Table**

<b>Offered By:</b>	<b>Aaron Castaneda</b>	<b>Seconded by:</b>	<b>Lavernis Martin</b>			
Move to table Policy 009 to the next Executive Committee meeting on April 3 <sup>rd</sup> , 2018, and provide further clarification on Section 2.4.						
<b>All in Favor</b>	<b>All</b>	<b>Opposed</b>		<b>Abstained</b>		<b>Motion: Passed</b>

- ✚ Several edits were made to Policy 009 in a prior meeting. Under 3.0 and 3.4, the amendment was made to include that Academic Senators cannot take a semester off. The second amendment, under 5.7, the ASI Executive Director will inform each direct report and appropriate staff who in their areas are deemed ineligible. These edits were reviewed to ensure clarity.
- ✚ Some members felt that this change was necessary as taking a semester off in the semester system means taking half a year off, and that can affect grades as well as workflow. This was not a problem in

the past with the quarter system, as taking a quarter off from classes was a shorter period of time and would create fewer issues. It was suggested that if an Academic Senator takes a semester off from classes that they be deemed ineligible for their position.

**V. New Business**

**VI. Informational Items**

**VII. Reports**

**VIII. Discussion**

**IX. Adjournment:**

Offered By:	Consensus	Seconded by:		
Motion to adjourn the meeting at 5:54pm				
All in Favor	Consensus	Opposed	Abstained	Motion: Passed

Executive Committee Meeting  
 Friday, March 20<sup>th</sup>, 2018  
 Summary of Actions Taken

**Adoption of Agenda**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin				
Motion to approve the adoption of Agenda for Tuesday, March 20 <sup>th</sup> , 2018.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

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Add discussion item after Action Item "A".							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**Amendment to Main Motion**

Offered By:	Lavernis Martin	Seconded by:	Aaron Castaneda				
Move Action Item "A" up, before the Standing Discussion Item.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**Approval of Minutes:**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin				
Motion to approve the adoption of Agenda for Tuesday, February 20 <sup>th</sup> , 2018.							
All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**Approval of Minutes:**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin				
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All in Favor	All	Opposed	0	Abstained	0	Motion:	Passed

**Friendly Amendment to the Agenda**

Motion to table the adoption of Minutes for Friday, February 23 <sup>rd</sup> , 2018 to the next Executive Committee meeting.							
All in Favor	Consensus	Opposed		Abstained		Motion:	Passed

**Motion to approve: MAD Scientist Lab Funding Request**

Offered By:	Aaron Castaneda	Seconded by:	Jazmin Ortiz
Move to approve \$2,490 for MAD Scientist Lab's Showcase Funding Request.			

All in Favor	All	Opposed	0	Abstained	0	Motion: Passed
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**Motion to approve: Policy 020**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin			
Move to approve Policy 020 with all edits the Executive Committee has presented.						
All in Favor	All	Opposed		Abstained		Motion: Passed

**Amendment to Main Motion**

Offered By:	Lavernis Martin	Seconded by:	Jazmin Ortiz			
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All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**Motion to Board of Directors**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin			
Move the Chief of Staff Restructure to the Board of Directors as a discussion item.						
All in Favor	2	Opposed	1	Abstained	0	Motion: Passed

**Motion to Extend Executive Committee Meeting**

Offered By:	Jazmin Ortiz	Seconded by:	Aaron Castaneda			
Meeting will be extended by 5 minutes.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**Motion to Table**

Offered By:	Aaron Castaneda	Seconded by:	Lavernis Martin			
Move to table Policy 009 to the next Executive Committee meeting on April 3 <sup>rd</sup> , 2018, and provide further clarification on Section 2.4.						
All in Favor	All	Opposed		Abstained		Motion: Passed

Offered By:	Consensus	Seconded by:				
Motion to adjourn the meeting at 5:54pm						
All in Favor	Consensus	Opposed		Abstained		Motion: Passed

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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, March 20<sup>th</sup>, 2018 in the University Student Union 303AB. Consensus by the ASI Board of Directors on Tuesday, April 3<sup>rd</sup>, 2018.

Prepared by:

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**Dena Florez**  
**Recording Secretary**

Confirmed by:

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**Jazmin Ortiz**  
**Secretary/Treasurer**