



# Executive Committee

## Meeting Minutes

Day/Date: \_\_\_\_\_ November 28, 2023 \_\_\_\_\_  
 Time: \_\_\_\_\_ 4:30 - 5:30 pm \_\_\_\_\_  
 Location: \_\_\_\_\_ USU - Alhambra Room 305 \_\_\_\_\_  
 Attendees: Executive Committee, General Public  
 Type of Meeting: \_\_\_\_\_ General \_\_\_\_\_

### I. Organizational Items

**Call to order by: Yahir Flores, ASI President @ 4:36 PM**

#### b. Roll Call

Yahir Flores	ASI President	Present
Arwa Hammad	Vice President for Administration	Unexcused Tardy
Cindy Nguyen	Chief of Staff	Present
Andrew Klein	Vice President for Finance	Unexcused Tardy @ 4:39pm
Jared Blanco	College of Business and Economics Representative	Present
Caitlin Jane Calica	Rongxiang Xu College of Health and Human Services Representative	Present
Jenny Lucas	Vice President for External Affairs and Advancement	Present
Santhosh Kumar	Vice President for Academic Governance	Excused Absence
Ashley Foskey	Program Coordinator	Excused Absence
Dena Florez	Associate Executive Director	Present
Barnaby Peake	Executive Director	Present
Blanca Martinez Navarro	AVP & Dean of Students	Excused Absence



# Executive Committee Meeting Minutes

Amanda Maldonado	Administrative Coordinator	Present
Gus Salazar	Director of Graphics and Marketing	Excused Absence

### c. Approval of the Agenda

Offered By:	Cindy Nguyen	Seconded by:	Caitlin Jane Calica			
Motion to Amend the Agenda for Tuesday, November 7, 2023, to remove Jacob Ramos, the College of Natural and Social Sciences representative, as they do not sit on this committee. Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed



II. **Public Comment:** This time is allotted for the public to address the Committee regarding items not included on the meeting agenda.

### III. Reports

#### a. Members

**Jared:** Working on programs and interacting with different college departments on campus.

**Jenny:** Working on programs with service animals and has contact with OSD for that.

**Caitlin Jane:** Speaks on a collaboration with CSI and shares what she is doing with Ashley.

**Cindy:** Speaks on all her tasks that have been completed for the retreat.

**Barnaby:** Nothing as of now.

**Yahir:** Speaks on the president asking for ASI to be in the holiday card and to let Barnaby know if interested. Shares time and date. He shares what he has been doing and shares he thought everyone's report responses weren't what he expected. He wanted more as it helps ASI get more feedback and can improve for the student leaders. He speaks on the strike and what he thinks the ASI can



# Executive Committee

## Meeting Minutes

help with and get feedback and action plans to get a good start. He reaches out to see what students are saying and wants to get a bigger impact and show that ASI can work with the University in other areas.

**Dena** Shares that what they can do is research, and she thinks it's great and would like to get support from them.

**Yahir:** Agrees and will speak with the marketing team to get involved.

**Andrew:** He shares he has been invited to a dinner with the new President and will see how it goes. He hopes it goes well and shares that he attended an event that went well and was able to meet alumni and other student leaders from other campuses. He has been appointed to the federal union board.

**Yahir:** Encourages leaders to speak with students and what they would like to see for advocacy.

### b. Advisors

## IV. Informational Items

N/A

## V. Action Items

### a. Revision to Travel Policy - 214

#### **ASI POLICY 214 - TRAVEL PROCEDURES CLEAN REVISION**

**Barnaby:** Speaks on purpose for the additional language and what was moved down, goes over the policies, and shares it with all staff and student leaders. Shares the travel budget and that the policy will go into detail such as meal prices overnights and just day travel. Then, they share the accommodation allowance and lodging. Certain places do it very differently based on USU, and the CSULA union does not have those that others do. Goes into more detail about the policy, such as documents on food and rental cars.

**Dena** Asks Barnaby a question if her suggestion was added to the policy.

**Barnaby:** Shares he did not but explains what it is and shares he will, when done go into detail about what the suggestion was and was based on travel and refunds and student body fees but will speak on it in BOD>

**Yahir:** Question on something mentioned on the newly revised policy suggested.

**Barnaby:** Answers his question.



# Executive Committee Meeting Minutes

Offered By:	Cindy Nguyen	Seconded by:	Caitlin Jane Calica			
Motion to Approve Policy 214						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

## ASI POLICY 214 - TRAVEL PROCEDURES TRACKED CHANGES

**Barnaby:** Speaks on their changes and what they think will be best as for meetings and approvals. Shares Jenny sits on certain meetings and shares that ASI needs to be careful about what they say shares about advocacy and engagement.

### VI. Discussion Items

#### a. Revision to Legislative Affairs Code of Procedure- P014

## ASI POLICY 014 - LAAC CODE OF PROCEDURE CLEAN REVISION

## ASI POLICY 014 - LAAC CODE OF PROCEDURE TRACKED CHANGES

**Yahir:** Speaks and shares what Barnaby said earlier but shares he did not understand the committee in the beginning but shares that now this committee can do so much with the research and advocacy and get to that level, and he sees they can do it too an extent shares examples with what they can do with legislative affairs and the lobby corps officers and what he envisions for it and what can be done.

**Jenny:** Shares her thoughts and agrees with Yahir and his comments and shares what they can do.

**Barnaby:** Shares his thoughts and ideas with legislative affairs and lobby corps.

**Yahir:** Shares an idea of doing what they did to Finance and funding to conjoin them to get rid of one. Share the similarities of the two and why you joined them.

**Dena:** Shares she understands.

Offered By:	Cindy Nguyen	Seconded by:	Jenny Lucas			
Motion to Approve extending the meeting to 20 minutes						



# Executive Committee

## Meeting Minutes

All in Favor	All	Opposed	0	Abstain ed	0	Motion: Passed
--------------	-----	---------	---	---------------	---	----------------

**Dena:** Continues to share her thoughts and why things can be changed and why they should by the time is evolving. Shares her thoughts and thinks it should not go away it should be itself and did her research on other AS' of other campuses. Shares what Barnaby said and explains what she thinks. Gives examples.

**Yahir:** Ends that and shares any thoughts to please reach out.

### **b. Position description revisions**

**Yahir:** Shares for all student's leaders read there positions and their descriptions if any comments questions or concerns things they think needs to be added or taken to let them know on the there drafts.

**Barnaby:** Shares more about it and explains what to do if there are any revisions on positions so they can be used for the next semester.

**Yahir:** Agrees and asks for any questions.

### **c. Discussion of purpose and meeting schedule for Shared Governance Committee**

**Yahir:** Speaks on it and shares that the thoughts have been shared so explains a but for extra knowledge, goes into details of their thoughts on retiring committees and requests, and wants to get finalization soon.

**Dena:** Shares her thoughts and shares her offers she has offered before on the committees.

**Cindy:** Shares her thoughts and what she thinks and gives examples.

**Dena:** Shares what she thinks and what has been done before on Cindy's thoughts and her question.

**Amanda:** Answers questions and explains.

**Yahir:** Explains what he and Cindy will be doing.

### **d. Leadership Summit Update – Yahir and Cindy**

**Yahir:** Shares to join the Summit.

### **e. Feedback Survey Task Force**

**Yahir:** Shares he has assigned each leader to the survey tasks and will be looking forward to looking at them soon.

### **f.. Standing discussion items –**

#### **i. BOD agenda items**

**Yahir:** The agenda is not up.

#### **ii. Any feedback from student leaders and committees?**

## **VII. Adjournment**



# Executive Committee Meeting Minutes

Offered By:	Cindy Nguyen	Seconded by:	Andrew Klein			
Motion to Adjourn the meeting.						
All in Favor	All	Opposed	0	Abstain ed	0	Motion: Passed

Meeting adjourned @ 5:51pm

## CERTIFICATION

Official Minutes taken for the **Executive Committee** of the Associated Students, Inc. Cal State LA held on Tuesday, November 28, 2023, in USU-Alhambra Room 305. Consensus by the ASI Executive Committee on Tuesday January 30, 2024

Prepared by:

Alexis Narvaez

Alexis Narvaez (Feb 7, 2024 13:50 PST)

**Alexis Narvaez, Recording Secretary**

Cindy Nguyen

Cindy Nguyen (Feb 7, 2024 19:12 PST)

**Cindy Nguyen, Chief of Staff**











# Exec Minutes 11.28.23 CERTIFIED

Final Audit Report

2024-02-07

Created:	2024-02-07 (Pacific Standard Time)
By:	Amanda Maldonado (amaldo95@calstatela.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0jzGi7mxwfu2Av8cE4__t3wPiCAQbv69

## "Exec Minutes 11.28.23 CERTIFIED" History

-  Document created by Amanda Maldonado (amaldo95@calstatela.edu)  
2024-02-07 - 10:53:56 AM PST
-  Document emailed to asioa1@calstatela.edu for signature  
2024-02-07 - 10:58:43 AM PST
-  Email viewed by asioa1@calstatela.edu  
2024-02-07 - 1:49:15 PM PST
-  Signer asioa1@calstatela.edu entered name at signing as Alexis Narvaez  
2024-02-07 - 1:50:01 PM PST
-  Document e-signed by Alexis Narvaez (asioa1@calstatela.edu)  
Signature Date: 2024-02-07 - 1:50:03 PM PST - Time Source: server
-  Document emailed to asicos@calstatela.edu for signature  
2024-02-07 - 1:50:04 PM PST
-  Email viewed by asicos@calstatela.edu  
2024-02-07 - 7:11:10 PM PST
-  Signer asicos@calstatela.edu entered name at signing as Cindy Nguyen  
2024-02-07 - 7:12:03 PM PST
-  Document e-signed by Cindy Nguyen (asicos@calstatela.edu)  
Signature Date: 2024-02-07 - 7:12:05 PM PST - Time Source: server
-  Agreement completed.  
2024-02-07 - 7:12:05 PM PST