



## Executive Cabinet Agenda

Thursday, August 20, 2015, 3:30 PM  
Center of Student Life and Leadership Development (17-112)

*The public is invited and encouraged to attend all ASCSM committee meetings. All meetings are open to the public, and are accessible to those with disabilities. Start times are approximate. The public may address the committee on non-Agenda items during the Announcements & Hearing of the Public items on the Agenda. Members of the public may participate in discussions only when recognized by the Chair.*

**I. Call to Order**

**II. Roll Call**

**III. Approval of the Agenda**

**IV. Approval of the Minutes of Prior Meeting(s)**

**V. Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**

*At this time, any member of the public may address the body on non-Agenda items.*

**VI. Reports**

**a. Officers**

i. President	Sennai Kaffl
ii. Vice President	Samantha Trump
iii. Finance Director	Danuta Wang
iv. Vice Chair	James Roe
v. Secretary	Tim Exner
vi. Advocacy Board Chair	Daniel Wallace
vii. Cultural Awareness Board Chair	Grecia Mascareno
viii. Programming Board Chair	Katarina Stein

**b. Advisors**

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant

**VII. Unfinished Business, Discussion, and Information Items**

**a. Appointments – President Kaffl**

*The Executive Cabinet shall discuss and consider any and all appointments to the ASCSM Senate, the Advocacy Board, the Cultural Awareness Board, the Programming Board, any College and/or District participatory governance committees, and any other appointments that may be deemed necessary; possible action to take place.*

**b. Legislative Bills – Advocacy Board Chair Wallace**

*The Executive Cabinet shall discuss and consider legislative bills recommended by the Advocacy Board; possible action to take place.*

**VIII. New Business, Discussion, and Information Items**

**a. Agenda Items for the Next ASCSM Senate meeting – Secretary Exner**

*The Executive Cabinet shall discuss and consider items for the agenda of the next ASCSM Senate meeting; possible action to take place.*

**IX. Future Agenda Items**

*At this time, members of the Executive Cabinet may suggest agenda items for consideration for future meetings.*

**X. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**

*At this time, any member of the public may voice any concluding comments.*

**XI. Adjournment**

## **Executive Cabinet Minutes (Unapproved)**

Monday, July 27, 2015, 2:15 p.m.

College of San Mateo, Center of Student Life and Leadership Development (Building 17, Room 112)

- I. Call to Order:** 2:16 pm
- II. Roll Call**
  - a. Members Present: President Sennai Kaffl; Vice President Samantha Trump; Finance Director Danuta Wang; Secretary Tim Exner; Vice Chair James Roe; Advocacy Board Chair Daniel Wallace (ex-officio); Programming Board Chair Katarina Stein (ex-officio).
  - b. Advisors present: Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant.
  - c. Members absent: Cultural Awareness Board Chair Grecia Mascareno (ex-officio).
- III. Approval of the Agenda**

Motion to approve the Agenda by Vice President Trump and seconded by Finance Director Wang. Hearing no objections, the motion is carried.
- IV. Approval of the Minutes of Prior Meeting(s)**

Motion to approve the Minutes by Finance Director Wang and seconded by Vice President Trump. Hearing no objections, the motion is carried.
- V. Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**

None.
- VI. Reports**
  - a. Officers**
    - i. **President Sennai Kaffl:** stated that he thought the Ice Cream Social went very well and they gotten over 100 students' emails. He also stated that he has now heard from all the Senate members who are actively serving at this time regarding committee appointments. He explained that there are few conflicts they will need to resolve. Finally, President Kaffl stated that he also wants to proceed with Welcome Week preparations.
    - ii. **Vice President Samantha Trump** had no reports.
    - iii. **Finance Director Danuta Wang** had no reports.
    - iv. **Vice Chair James Roe** had no reports.
    - v. **Secretary Tim Exner** had no reports.
    - vi. **Advocacy Board Daniel Wallace** had no reports.
    - vii. **Cultural Awareness Board Chair Grecia Mascareno** was not present.
    - viii. **Programming Board Chair Katarina Stein:** stated that the Welcome Week Taskforce did not meet on Thursday as planned. She explained that no one had responded to her email. She stated that she sent out another email and hopefully people get back to her this week so they can meet and work on Welcome Week preparations. Finance Director Wang inquired about the items that will go into the Welcome Week bags. Advisor Schaefer stated that they would discuss that in him and Advisor Hamadeh's reports.

**b. Advisors**

- i. **Aaron Schaefer, Student Life and Leadership Manager**, stated that they have ordered the promotional items for the Associated Students that will go into the Welcome Week bags. He asked Advisor Hamadeh about the estimated shipping time. Advisor Hamadeh stated that they should arrive well within time for Welcome Week.

Regarding Board Chairs, Advisor Schaefer explained why they are invited to Executive Cabinet meetings. He stated that, though they are technically not officers, they are leaders in the Senate. Mr. Schaefer stated that the responsibilities of the Board Chairs include keeping the Executive Officers updated about what their boards are working on and how they are doing. If a Board Chair has a class that conflicts with these meetings they are excused, but Mr. Schaefer recommended sending the Board's Vice Chair instead. Advisor Schaefer stated that another important function of being a Board Chair is finding and recruiting students to join their boards and then to join the Senate, as they must serve on one of the boards first. He stated that President Kaffl will be looking to them to make recommendations and that you can gauge their commitment by how reliable and involved they are on your boards. Advisor Schaefer explained that as Senators who have taken that extra step therefor we want you to have the opportunity to discuss things with, and give feedback to the Executive Cabinet. He stated that, though they don't motion or second in these meetings, they are asked to participate. Mr. Schaefer further explained that Vice Chair Roe may first and second, as he is the Senate's representative to the Executive Cabinet and an official member of the board. He stated that this information will also be relayed to Cultural Awareness Board Chair Mascareno. Advisor Schaefer went on to explain that Executive Cabinet is the first place to bring any proposals you have, as there may be funding requests and other details to be discussed by this body first. He stated that here they have an opportunity to give more in-depth explanations and justify their proposals. The Executive Cabinet is the first stop before things proceed to the Senate. He further explained that if the administration comes to him or Advisor Hamadeh with potentially sensitive matters, this is the first group they want to discuss it with to gauge the Senate's reaction to it.

Advisor Schaefer reported that he had had a meeting with Vice President Jennifer Hughes and that the Cabinet, which is the President and the three Vice Presidents, would like to visit an early Senate meeting each fall to introduce themselves and meet the members of the Senate.

Finally, Advisor Schaefer stated that he would not be present at the next Senate meeting.

- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, stated that the next Senate meetings would be held on Monday, August 3rd and Monday, August 10<sup>th</sup>. He stated that there won't be a meeting on the following Monday, August 17<sup>th</sup>, as the Senate does not meet during the first week of the semester. Beginning Monday, August 24, the Senate will be meeting weekly. In addition, the week prior, Executive Cabinet will hold its first meeting of the fall semester. As the group agreed, Executive Cabinet will meet Thursdays at 3:30 PM.

Mr. Hamadeh also encouraged the Board Chairs to begin determining their meeting day and time for the fall semester. Board meetings may not be scheduled on Mondays at 2:15 PM because they would conflict with the Senate meeting. Mr. Hamadeh also encouraged that Wednesdays at 1:30 PM be avoided in order to prevent a conflict with the Inter Club

Council (ICC) meetings, Thursdays at 3:30 PM be avoided in order to prevent a conflict with Executive Cabinet, and Fridays after 11 AM be avoided.

Chair Stein asked when Programming Board met last semester. Mr. Hamadeh stated that it met Mondays at 1:10 PM. Chair Stein stated she would most likely keep that day and time the same. Vice President Trump pointed that two of the college's largest clubs, AGS and PTK, will most likely keep their meeting day and time the same from last semester and suggested attempts be made to avoid any conflicts with those club meetings.

President Kaffl asked when ICC would start meeting. Mr. Hamadeh stated that ICC usually begins meeting during the third or fourth week of the semester. Mr. Schaefer stated that we usually wait until there are at least 10 recognized clubs before starting the ICC meetings.

**VII. Unfinished Business, Discussion, and Information Items**

**a. Appointments – President Kaffl**

President Kaffl stated that he still needed to meet with Advisors Schaefer and Hamadeh to review and confirm the participatory governance appointments. He also encouraged the board chairs to begin recruiting for their groups.

**b. Legislative Bills – Advocacy Board Chair**

Advocacy Board Chair Wallace stated that he had reviewed a few websites that he will be referring to in order to find bills the Advocacy Board may support. He also stated that he subscribed to one that will give him daily updates on current legislation.

**VIII. New Business, Discussion, and Information Items**

**a. Agenda Items for the next ASCSM Senate meeting – Secretary Exner**

President Kaffl mentioned that he had spoken to some of the athletes on campus and they had expressed concern about adequate meals and nutrition. President Kaffl suggested the Senate explore some sort of way to help support the athletes. Mr. Schaefer suggested that President Kaffl begin by meeting with Athletics Dean Andreas Wolf to discuss the issue.

Items for the next ASCSM Senate meeting:

1. Ice Cream Social Debrief
2. ASCSM Apparel Funding
3. Welcome Week Taskforce Update
4. Funding for Fall Leadership Retreat

Advisor Schaefer explained that the Fall Leadership Retreat is like the Summer Retreat but is open to all students. It is an opportunity to promote leadership to the entire student community and hopefully recruit for ASCSM.

5. Funding to attend the Fall CCCSAA Conference

Advisor Hamadeh explained that each fall the California Community College Student Affairs Association (CCCSAA) holds a conference for student leaders. The conference brings together students from across the state for workshops conducted by student affairs professionals from the community college system. This year, the conference is being held in San Jose in mid-October.

**IX. Future Agenda Items**

None.

**X. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**

None.

**XII. Adjournment**

Motion to adjourn by Vice Chair Roe and seconded by Vice President Trump. Hearing no objections, the meeting is adjourned at 2:50 pm.

Submitted by,

/s Tim Exner  
ASCSM Secretary