

Executive Cabinet Minutes (Approved)

Monday, June 15, 2015, 2:15 p.m.

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

- I. Call to Order:** 2:18 pm
- II. Roll Call**
 - a. Members Present: President Sennai Kaffl; Vice President Samantha Trump; Finance Director Danuta Wang; Secretary Tim Exner.
 - b. Advisors present: Aaron Schaefer, Student Life and Leadership Manager.
 - c. Members absent: None.
- 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 Vice President Trump and seconded by Finance Director Wang. 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 said, “Summer school just started. Hopefully you do well if you are taking classes. I’m taking some classes as well. So let’s get that done. That’s it.”
 - ii. Vice President Samantha Trump had no reports.
 - iii. Finance Director Danuta Wang had no reports.
 - iv. Vice Chair is currently vacant.
 - v. Secretary Tim Exner said, “Welcome to the summer semester. I’m looking forward to working with you guys and it should be a fun summer.”
 - vi. Advocacy Board Chair is currently vacant.
 - vii. Cultural Awareness Board Chair is currently vacant.
 - viii. Programming Board Chair is currently vacant.
 - b. Advisors**
 - i. Aaron Schaefer, Student Life and Leadership Manager, reported back on the status of the Leadership Retreat. Mr. Schaefer stated that we have tried contacting people via email regarding alternate dates, but there has been a slow response. If we don’t hear back from more people in the next few days, we will start making phone calls because we need to nail down a date for the retreat. Because it is so late in the summer, we are probably not going to be able to visit one of our usual retreat sites because they are already booked. The alternative is to book rooms and a small conference room at a hotel and hold the

retreat there. This is not ideal as there are more distractions, but it may be our only option at this point. Finance Director Wang asked if the group could organize a camping trip; Advisor Schaefer said there were problems with the due to District liability issues and the fact that some people do not like camping. We are still looking at the possibility of incorporating a ropes course or similar activity into the retreat, but that will depend on where we end up going.

- ii. Fauzi Hamadeh, Student Life and Leadership Assistant, was not present.

VII. Unfinished Business, Discussion, and Information Items

a. Appointments – President Kaffl

President Kaffl stated that he has only received two email messages from senators indicating interest in being a Board chair: Senator Zavala would is interested in being either chair or vice chair of the Cultural Awareness Board and Senator Wallace is interested in being chair of the Advocacy Board. The group discussed the activities of the Cultural Awareness Board towards during the Spring 2015 semester. There was concern that the board seem disorganized and did not put on any events or activities. Advisor Schaefer indicated that Mr. Hamadeh had been the primary advisor to the Cultural Awareness Board during the spring and that he would like to get Mr. Hamadeh's feedback on the challenges the group faced. Finance Director Wang expressed support for Senator Zavala and explained that he may have not been clear on what his role as chair entailed. Mr. Schaefer reiterated that he would like to include Mr. Hamadeh in the conversation and get his perspective on what took place. The group then discussed Senator Wallace's interest in being chair of the Advocacy Board. The group was confident that Mr. Wallace would be able to fulfill the responsibilities of being chair, but there was concern regarding his unit load and the amount of commitment required to be chair of the Advocacy Board. Mr. Schaefer indicated that he would have a conversation with Mr. Wallace to outline the role and responsibilities for the Advocacy Board Chair to make sure that Mr. Wallace knew what he was getting into. Mr. Schaefer also said he would explain to Mr. Wallace that the Advocacy Board is not a means to push any sort of agenda or personal platform. Since no one has expressed interest in serving as chair of the Programming Board, the Executive Cabinet agreed to keep advertising and letting members of the Senate know that the position is available.

b. Legislative Bills – Advocacy Board Chair

Advisor Schaefer explained that once the Advocacy Board is up and running bills will be forwarded to the Executive Cabinet for review before going to the Senate. Since the Advocacy Board is not currently active, there are no bills to consider, but we include this on the agenda as a standing item.

VIII. New Business, Discussion, and Information Items

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

Advisor Schaefer indicated that Mr. Hamadeh would do a presentation on Participatory Governance. He will review the history, the students' role in college governance, and talk a little bit about the structure here at CSM. This is important because towards the end of the summer, the Senate will need to start making appointments to participatory governance committees. That way, when the fall semester begins, the committee chairs can contact you to schedule meetings and get the ball rolling. We will also need to approve a Stage 1.0 budget. Mr. Schaefer suggested that Finance Director Wang get in touch with Mr. Hamadeh to arrange a meeting to review the budget and put together a proposal. Because this is a preliminary budget, it will be similar to last year's. Once we have the final numbers in for 2014/15, we will make any adjustments necessary, but those are usually small tweaks or sometimes completely unnecessary. This is part of the annual

budgeting process which requires that the AS have a budget in place by June 30th for the following fiscal year, which runs from July 1, 2015 through June 30, 2016.

Finance Director Wang asked if any funds from last year's group would carry over to this year or if the funds go back to the College. Mr. Schaefer explained that the Senate's funds come from the \$8.00 student body fee that is assessed of all students. Some students do choose to waive the fee, but those are usually less than 100 students. These funds are held by the College and the District, which have fiduciary responsibility for the moneys, but the funds are considered student funds, which the Senate controls. There are generally some funds left over at the end of the fiscal year, and those funds are rolled over to the next year's Senate. We are estimating there will be approximately \$25,000.00 in carryover funds for this fiscal year. Technically, all of these funds are in something called this county investment pool, which is where the A.S.'s money is stored. Mr. Schaefer went on to explain that the Senate generally keeps approximately \$100,000.00 in its checking account. As those funds are spent down, periodic transfers are done from the county investment pool, usually in \$50,000.00 to \$60,000.00 amounts. This makes sure that the AS has enough funds to operate while reserve funds are generating interest.

In addition, Mr. Schaefer suggested that the Senate consider holding a small event for summer students. Past groups have done this over the last few years, and it has proven to be very popular. It would also be a good way to help see who may be interested in serving as Programming Board Chair. President Kaffl wondered if would be possible to advertise the event on social media. Mr. Schaefer indicated that ASCSM does have a Facebook page that can be utilized for just this purpose.

Items for the next ASCSM Senate meeting:

1. Participatory Governance Workshop
2. Preliminary Budget
3. Summer Event

IX. Future Agenda Items

There are no future Agenda items for the next Executive Cabinet meeting at this time.

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

None.

XI. Adjournment

Motion to adjourn by Vice President Trump and seconded by Finance Director Wang. Hearing no objections, the meeting is adjourned at 2:53 pm.

Submitted by,

/s Tim Exner
ASCMSM Secretary