

## **Executive Cabinet Minutes (Approved)**

Monday, June 29, 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.
  - b. Advisors present: Fauzi Hamadeh, Student Life and Leadership Assistant.
  - 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, “I have some ideas for this coming semester I want to share with the Senate. I’d be interested in sharing it at the next meeting, because I know we have to put it on the Agenda. We need to try and make the semester really cool and fun. ”
    - 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 had no reports.
    - 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, was not present.

- ii. Fauzi Hamadeh, Student Life and Leadership Assistant, reported that Kevin Henson, the College's Dean of Creative Arts & Social Science, will be leaving before the start of the fall 2015 semester. There will be an interim dean during which time the College will put together a hiring committee to find a permanent dean. Finance Director Wang asked if the dean position could be filled by a CSM employee. Advisor Hamadeh stated that the interim dean would most likely be a CSM employee and probably someone from the division who is familiar with the way things work. Mr. Hamadeh explained that sometimes they will bring in a retired former administrator to fill the position while searching for a permanent replacement. The search for a permanent dean will probably be nationwide, and CSM employees can apply. Finance Director Wang asked how many deans the college has. Advisor Hamadeh stated that CSM has eight deans at across both instructional and student services divisions.

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

### **a. Appointments – President Kaffl**

President Kaffl announced that, in addition to Senator Zavala, Senator Mascareno is interested in becoming chair of the Cultural Awareness Board and that Senator Wallace is interested in becoming Advocacy Board Chair. He further stated that he thinks Senator Roe would be interested in the Vice Chair position.

Advisor Hamadeh reminded the group that the Vice Chair is not an appointed position; it is an election by the Senate. Anyone interested in serving as Vice Chair has to be available at 1:30 pm on Wednesdays because the Vice Chair of the Senate is automatically the Chair of Inter Club Council (ICC).

President Kaffl stated that no one has approached him regarding serving as Chair of the Programming Board. Finance Director Wang asked who was still involved in the board. Advisor Hamadeh explained that Senator Stein had been interested but everything is up in the air at the moment, as she may be moving. Advisor Hamadeh stated that he has been reaching out to past members of the Programming Board to find out if they are interested in continuing on the board and if they maybe interested in serving as chair. In order to serve as chair, any former member of the Programming Board would first have to be appointed to the Senate.

Finance Director Wang asked if former Senator George Silva would be able to serve as Vice Chair of the Senate. Advisor Hamadeh explained that the Vice Chair of the Senate and the chair of any board has to be a current Senator. As George has reached his term limit as a Senator, he is not eligible to be appointed to the Senate and serve as a chair. Mr. Silva could serve as the vice chair of a board, and has expressed interested in doing so for the Advocacy Board. The group expressed support for Mr. Silva as Advocacy Board Vice Chair. Vice President Trump stated she will talk to him about it and that he could help Senator Wallace transition into his role as chair. She also expressed support for both Senator Mascareno and Senator Zavala.

Advisor Hamadeh mentioned that he had reviewed the minutes from the last Executive Cabinet meeting and spoken to Advisor Schaefer regarding concerns the group had

surrounding the Cultural Awareness Board. As the primary advisor for the Cultural Awareness Board in the spring 2015 semester, Mr. Hamadeh explained that the group had been left rather directionless after the abrupt resignation of one of the co-chairs at the end of the fall 2014 semester. Furthermore, the board lost several members and it was a struggle to re-establish a regular meeting day and time. Mr. Hamadeh stated that he felt either Senator Zavala or Senator Mascareno would do a good job as chair of the Cultural Awareness Board, but that Senator Mascareno, given her track record with working on events with the EOPS Club and other groups, might be better able to hit the ground running. Mr. Hamadeh also expressed his belief that Mr. Zavala would be a prime candidate for the vice chair of the Cultural Awareness Board.

Advisor Hamadeh stated that establishing the Programming Board with a chair should be a priority because that group would need to start planning Welcome Week and ordering any promotional giveaway items the Senate may wish to have at the event. President Kaffl asked what Welcome Week normally entails. Advisor Hamadeh explained that Welcome Week is an opportunity for ASCSM to welcome students to the campus, promote the Associated Students and recruit new members, and show students that their campus life at CSM. In the past, ASCSM has given away cloth bags that include pens, highlighters, water bottles, note pads, stress balls, and other small giveaway items, all of which have the ASCSM logo. Due to the production time required for such items, we need to place the orders by mid-July in order to receive them by the time the fall semester begins. President Kaffl asked who decides what goes in the bags. Advisor Hamadeh replied that it's usually the Programming Board Chair, the AS President, and whoever else is interested.

The group suggested that Senator Romano might be a good candidate for Programming Board Chair. Mr. Hamadeh indicated that Ms. Romano will be away for the entire summer, limiting the amount of input she would have in planning Welcome Week. In addition, both Mr. Hamadeh and Vice President Trump indicated that Senator Romano had several other projects that she wanted to take on during the academic year.

Advisor Hamadeh reminded the group that recruiting additional members to serve on the Senate is important. There are still five Senate positions available. Once the fall semester starts and participatory governance committee meetings begin, everyone will be stretched thin. Vice President Trump stated that Welcome Week, introducing ourselves and giving stuff out is a great way to familiarize students with us and recruit them into student government. Advisor Hamadeh stated that most of the inquiries about Advocacy Board came from the flyers that were handed out and hung up around campus. He suggested that promotional flyers be developed for each of the boards.

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

None.

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

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

1. Summer Event Task Force Update
2. Welcome Day

3. North Gateway Project Parking Update
4. Participatory Governance Committees

**IX. Future Agenda Items**

None.

**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 2:58 pm.

Submitted by,

/s Tim Exner  
ASCSM Secretary