

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

Tuesday, July 14, 2015, 1:30 p.m.

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

- I. The meeting was called to order at 1:45 p.m.**
- 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; Fauzi Hamadeh, Student Life and Leadership Assistant.
- III. Approval of the Agenda**
  - a. 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)**
  - a. Motion to approve the Minutes of the Monday, June 29, 2015 meeting 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)**
  - a. None.
- VI. Reports**
  - a. **Officers**
    - i. **President Sennai Kaffl** reported that he had received email messages from all but two members of the Senate regarding participatory governance committees. Mr. Schaefer pointed out that some members of the Senate who are on leave for the summer may be international students and may not have access to their email accounts. Mr. Schaefer indicated that there is still enough time to fill committee appointments, but that it should be done no later than the first or second meeting of the fall semester. Mr. Hamadeh asked which Senators President Kaffl had not heard from. President Kaffl said he had not heard from Senators Elkady and Yu. Mr. Kaffl also reported that most Senators had expressed interest in the Basic Skills Initiative (BSI) committee and the College Assessment Committee (CAC). President Kaffl suggested using a first come, first served model, but Mr. Schaefer indicated that other factors may need to be taken into account, and that not every Senator may be appointed to their first choice of committee. Mr. Kaffl also expressed concern about the time commitment and Senators' schedules. Mr. Schaefer recommended that President Kaffl meet with him and Mr. Hamadeh next week to review the requests and start formulating recommendations.  
  
President Kaffl also reported that he had not received any additional messages expressing interest in being chair of any ASCSM boards. To date, Senator Stein

has expressed interest in being Programming Board Chair, Senator Wallace has expressed interest in being Advocacy Board Chair, and Senators Mascareno and Zavala have expressed interest in being Cultural Awareness Board Chair. Mr. Hamadeh indicated that Senator Chin had expressed some interest in being Programming Board Chair, but that her schedule may not allow it. Mr. Schaefer recommended moving forward with Senator Stein as Programming Board Chair due to the need to move forward with planning for Welcome Week and other events. Executive Cabinet expressed support for Senator Wallace as Advocacy Board Chair and Senator Mascareno as Cultural Awareness Board Chair. Mr. Schaefer stated that the board chair appointments should be done at the next Senate meeting.

- ii. **Vice President Samantha Trump** had no report.
- iii. **Finance Director Danuta Wang** had no report.
- iv. **Vice Chair** is currently vacant.
- v. **Secretary Tim Exner** had no report.
- 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 that he is close to finalizing the site for the summer leadership retreat. He and Mr. Hamadeh will be visiting the site this week to make sure it will accommodate our needs. He and Mr. Hamadeh are also working to see if the group that coordinates the ropes course activities at the Happy Valley Conference Center would be able to come to CSM on the final day of the retreat to do some teambuilding activities with the group. This would not include any high rope activities, but it is the best we can arrange at this time. Mr. Schaefer reminded everyone that the group would meet at CSM on Friday morning, do some activities on campus, and then depart for lunch and then the retreat site. We will return to CSM on Sunday afternoon. Secretary Exner asked if arrangement had been made to leave cars on campus during the retreat. Mr. Hamadeh stated that once we are closer to the actual retreat, he will ask anyone who needs to leave their car on campus to email him with some information and then coordinate that with Public Safety.

Mr. Schaefer also reported that the District Enrollment Management Committee (EMC) is finalizing the wording for the student government transcript notation. Students who serve on student government and meet certain benchmarks will be eligible to have this service noted on their transcript. Mr. Schaefer and Mr. Hamadeh are finalizing the requirements, and will bring them to the Senate for review and input once they are finalized. Student government now joins Alpha

Gamma Sigma (AGS) and Phi Theta Kappa (PTK) as the only groups that have notations on their transcripts.

- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, reported that he is working with the Public Relations and Marketing Department to arrange for photos to be taken at the second or third meeting of the fall semester. The photos of officers and senators will be posted on the wall next to the ASCSM Office in Building 17 and posted to the ASCSM website.

Mr. Hamadeh also reported that Secretary Exner had done an inventory of the promotional items that we have on hand so that we will have an idea of what needs to be ordered. He recommended that funding for ASCSM promotional items be placed on the next Senate agenda.

Finally, Mr. Hamadeh reported that he and Mr. Schaefer had recently attended a meeting to begin preliminary discussions about changes to Building 17. While the changes are at least two years from now, Mr. Hamadeh indicated that the college is interested in remodeling the building to accommodate the learning communities, such as Puente, Umoja, Mana, and the Honors Program. Mr. Schaefer reiterated that the changes are well into the future, and that the current discussion is focusing on adjacencies and what possibilities exist within the budgetary constraints. At some point, there will be an opportunity for members of student government and students in the learning communities to provide input into what they would like to see, etc.

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

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

President Kaffl stated that, as the Cabinet had already discussed, he would like to move forward with appointing Senator Stein as Programming Board Chair, Senator Wallace as Advocacy Board Chair, and Senator Mascareno as Cultural Awareness Board Chair. Due to the special requirements of the Advocacy Board, Mr. Hamadeh suggested that Mr. Schaefer and Vice President Trump, as the former Advocacy Board Chair, meet with Senator Wallace to discuss the scope of the board, timelines, and other matters. Mr. Schaefer suggested that similar meetings be conducted with all the chairs. By consensus, the Executive Cabinet recommended forwarding these appointments to the Senate.

### **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**

The following items were approved for the agenda of the next ASCSM Senate meeting:

- Welcome Week Taskforce
- Welcome Week Funding
- Promotional Item Funding

- Vice Chair Election
- North Gateway Project and Parking Update

**IX. Future Agenda Items**

- a. None.

**X. Final Announcements & Hearing of the Public**

- a. Based on feedback to the online Doodle poll, Mr. Hamadeh announced that for the fall semester, Executive Cabinet would meet on Thursdays from 3:30 p.m. to 4:30 p.m.

**XI. Adjournment**

- a. Motion to adjourn by Vice President Trump and seconded by Finance Director Wang. Hearing no objections, the meeting is adjourned at 2:26 pm.

Submitted by,

/s Tim Exner  
ASCSM Secretary