



Associated Students of College of San Mateo

Executive Cabinet Meeting Agenda

Wednesday, August 17, 2016; 3 PM

Center of Student Life and Leadership Development (Building 17, Room 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	James Roe
ii. Vice President	Katarina Stein
iii. Finance Director	Sennai Kaffl
iv. Vice Chair	Stephen McReynolds
v. Secretary	<i>vacant</i>
vi. Advocacy Board Chair	Gabriela Topete Eng Goon (<i>ex officio</i>)
vii. Cultural Awareness Board Chair	Chak Haang Vina Wong (<i>ex officio</i>)
viii. Programming Board Chair	Ben Chettipally (<i>ex officio</i>)
ix. Commissioner of Publicity	<i>vacant</i>
 - 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 Roe**
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 Topete Eng Goon**
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**
The Executive Cabinet shall discuss and consider items for the agenda of the next ASCSM Senate meeting; possible action to take place.
- IX. Agenda Items for Future Executive Cabinet Meetings**
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)

Thursday, August 4, 2016; 2 PM

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

The meeting was called to order at 2:04 PM.

Members Present	President James Roe; Vice President Katarina Stein; Finance Director Sennai Kaffl; Secretary Samantha Trump
Others Present	Senator Laurie Chin
Advisors Present	Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Vice President Stein; seconded by Finance Director Kaffl. Hearing no objections, the motion carried

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the minutes of the meeting of June 24, 2016, by Vice President Stein; seconded by Finance Director Kaffl. Hearing no objections, the motion carried.

ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

REPORTS

President James Roe welcomed everyone to the meeting. He expressed his hope that everyone had concluded their fall session courses successfully.

Vice President Katarina Stein had no report.

Finance Director Sennai Kaffl expressed his hope that everyone is doing well and stated his excitement for the upcoming fall semester.

Secretary Samantha Trump announced that due to her class schedule, she will no longer be able to serve as ASCSM Secretary. She thanked everyone for their commitment and support during the two years she was involved with student government. The Student Assistant/ASCSM Secretary position has been posted on the College's online job system, and she encouraged asking anyone who may be interested to apply.

Aaron Schaefer, Student Life and Leadership Manager, reminded the group that Welcome Day would be taking place tomorrow, Friday, Aug. 5. He reminded everyone to arrive at 8 AM and to please be on time. We will start with registration and inflating some balloons. So far, we have approximately 70 RSVPs, which, based on past experience, means between 100 to 140 people will show up for the event. As part of Welcome Day, breakfast and lunch will be available to everyone, including volunteers.

Mr. Schaefer also reminded the group that the ASCSM Summer Leadership Retreat will be taking place between Sunday, Aug. 14 and Tuesday, Aug. 16. An email regarding the Myers-Briggs Assessment will be sent out later today, with the deadline to complete the assessment on Tuesday, Aug. 9.

Fauzi Hamadeh, Student Life and Leadership Assistant, had no report.

UNFINISHED BUSINESS, DISCUSSION, AND INFORMATION ITEMS

Appointments – President Roe

President Roe informed the Executive Cabinet of his intention to make the following appointments at the next Senate meeting:

- Chak Haang Vina Wong as Chair of the Cultural Awareness Board
- Gabriela Topete Eng Goon as Chair of the Advocacy Board
President Roe explained that both Senators Chettipally and Topete Eng Goon had expressed interest in the position. However, because of Senator Topete Eng Goon's internship with Congresswoman Jackie Speiers' office and Senator Chettipally's interest in also chairing the Programming Board, he decided to appoint Senator Topete Eng Goon as Chair of the Advocacy Board.
- Ben Chettipally as Chair of the Programming Board
President Roe stated that both Senators Chettipally and Chin had expressed interest in the position. After speaking with Senator Chin and given her extensive involvement with the Programming Board last semester, President Roe decided to appoint Senator Chettipally as chair. Senator Chin said that she supported the appointment, and that Senator Chettipally has already shown a desire to help out and learn about event planning and execution. Senator Chin indicated that she is interested in pursuing either the position of Vice Chair or Commissioner of Publicity.
- Natalia Gomez as a member of Advocacy Board
- Luke Awwad as a member of Programming Board
- Katrina Relos as a member of Cultural Awareness Board

By consensus, the members of Executive Cabinet recommended forwarding these appointments to the Student Senate for approval.

Legislative Bills – Advocacy Board Chair

None.

NEW BUSINESS, DISCUSSION, AND INFORMATION ITEMS

Welcome Week

Vice President Stein and Senator Chin explained the proposed plans for Welcome Week for the Fall 2016 semester. The plans include a video gram truck, carnival games, and a casino day. In addition, there will be free food and giveaways. The estimated budget is \$9,500.00, and the event will take place between Tuesday, Aug. 23 and Thursday, Aug. 25.

Promotional Items and Apparel

Mr. Hamadeh stated that he had discussed what promo items to order with Vice President Stein, Senator Chin, and Advisor Schaefer. The final decision was to order mini-staplers, lanyards, and car charges. The mini-staplers and car charges were particularly popular last year. The decision to forgo the ear buds was due to the fact that the only branding would be on the case, which is easily lost.

In terms of apparel, Mr. Schaefer explained that we should collect sizes at the first Senate meeting of the fall semester. Based on that count, we can determine whether or not any polo shirts need to be ordered. The group does need to think about the long-sleeve shirt item, such as sweatshirts, windbreakers, etc., that they would like to order.

Executive Cabinet Meeting Day and Time for Fall 2016 – President Roe

Based on the feedback from current members of Executive Cabinet, it was tentatively decided to schedule Fall 2016 meetings on Wednesdays from 3 PM to 4 PM. This day and time may need to be reconsidered based on who is elected Vice Chair of the Senate.

Agenda Items for the Next ASCSM Senate meeting – Secretary Trump

By consensus, the Executive Cabinet agreed to place the following items on the agenda for the Monday, Aug. 9, 2016, ASCSM Senate meeting:

- Election of ASCSM Senate Vice Chair
- Budget for Welcome Week for Fall 2016
- Review of ASCSM Office Rules
- ASCSM Summer Event Debrief
- Welcome Day Debrief

FUTURE AGENDA ITEMS FOR EXECUTIVE CABINET MEETINGS

The next Executive Cabinet meeting will take place on Wednesday, Aug. 17, 2016, at 3 PM. (This is the first day of classes for the Fall 2016 semester.)

Only the standard agenda items were recommended for the next Executive Cabinet meeting.

FINAL ANNOUNCEMENTS & HEARING OF THE PUBLIC

None.

ADJOURNMENT

Motion to adjourn at 3:01 PM by Finance Director Kaffl; seconded by Vice President Stein. Hearing no objections, the motion carries.

Submitted by,

Fauzi Hamadeh
Student Life and Leadership Assistant