



Executive Cabinet

Friday, June 24, 2016; 10:10 AM

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	vacant
v. Secretary	Samantha Trump
vi. Advocacy Board Chair	vacant
vii. Cultural Awareness Board Chair	vacant
viii. Programming Board Chair	vacant
ix. Commissioner of Publicity	vacant

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

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. ASCSM Stage 1.0 Budget – Finance Director Kaffl & Advisor Hamadeh

The Executive Cabinet shall discuss and consider a proposed Stage 1.0 Budget to recommend to the Student Senate; possible action to take place.

b. Event for Summer Students – Senator Chin

The Executive Cabinet shall discuss and consider plans for an event for students enrolled in the summer 2016 session; possible action to take place.

c. Purchase of ASCSM Promotional Items – Advisors Schaefer and Hamadeh

The Executive Cabinet shall discuss and consider plans to order promotional items for ASCSM events; possible action to take place.

d. Agenda Items for the Next ASCSM Senate meeting – Secretary Trump

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)

Wednesday, May 11, 2016, 3:10 p.m.
Center of Student Life and Leadership Development (17-112)

- I. **The meeting was called to order at 3:12 p.m.**
- II. **Roll Call**
 - a. **Members Present:** President Sennai Kaffl; Vice President Samantha Trump; Finance Director Danuta Wang; Vice Chair James Roe; Secretary Tony Tan; Commissioner of Publicity Jenine Elkady.
 - b. **Members Absent:** Advocacy Board Chair Kurtis Casperson; Cultural Awareness Board Chair Grecia Mascareno/Vina Wong; Programming Board Chair Katarina Stein.
 - c. **Advisors Present:** Fauzi Hamadeh, Student Life and Leadership Assistant.
- III. **Approval of the Agenda**
 - a. Motion to approve the agenda as presented by Vice Chair Roe; seconded by Vice President Trump. Hearing no objections, the motion carried
- IV. **Approval of the Minutes of Prior Meeting(s)**
 - a. Motion to approve the minutes of the Wednesday, May 4, 2016, meeting by Vice Chair James Roe; seconded by Vice President Trump. Hearing no objections, the motion carried.
- V. **Announcements & Hearings of the Public**

None.
- VI. **Reports**
 - a. **Officers**
 - i. **President Sennai Kaffl:** stated that he went to academic senate meeting on Tuesday and had a very interesting conversation involving scholarship criteria, how certain things need to fixed within the scholarship election process. He also stated that today's event went pretty well and hope us to continue to do our school work well.
 - ii. **Vice President Samantha Trump:** stated that there is an event regarding to social justice this Thursday from 11 to 12. She also stated that the event at Berkeley went pretty well.
 - iii. **Finance Director Danuta Wang:** had no report.
 - iv. **Vice Chair James Roe:** stated that they just had last ICC meeting and they were giving out pizzas to everybody and thanking them for spending time with us.
 - v. **Secretary Tony Tan:** stated that he won't be here during the summer and Advisor Hamadeh will do the minutes for the summer.
 - vi. **Advocacy Board Chair Kurtis Casperson:** was not present.
 - vii. **Cultural Awareness Board Chair Grecia Mascareno/Vina Wong:** was not present.
 - viii. **Programming Board Chair Katarina Stein:** had no report.
 - ix. **Commissioner of Publicity Jenine Elkady:** stated that the event was going pretty good. We had a lot of participation yesterday. The performers from school are trying not to show up but it was fine. She stated that they will leave notes for the next years' culture awareness board.

b. Advisors

- i. **Aaron Schaefer, Student Life and Leadership Manager:** was not present.
- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant,** stated that we are looking at the last week of activities and everything. We are wrapping things up and transitioning to next year. He stated that we have fulfilled the requirements for this year. Senate office will belong to the senators until the final day. He also stated that the banquet will be on June 6th at 11am and he will talk to James after the meeting. He is also looking for volunteers who are not graduating and want to get paid. The people who want to be ushers need to attend an hour training session, morning rehearsal and ceremony. It's a great opportunity to earn service hours or get paid \$13.50 an hour. He will send out the emails to reminder people later.

VII. Unfinished Business, Information, and Discussion Items

- a. **Appointments -- President Kaffl**
None.
- b. **Legislative Bills – Advocacy Board Chair Casperson**
None.
- c. **Proposed Guidelines for Minimum Levels of Senate**
This item will be tabled for the next year.

VIII. New Business, Information, and Discussion Items

- a. **Agenda Items for the Next ASCSM Senate meeting – Vice President**
By consensus, the members of Executive Cabinet approved the following items for the ASCSM Senate meeting on Monday, May 9, 2016: diversity week debrief, review of goals.

IX. Future Agenda Items

None.

X. Final Announcements & Hearing of the Public

Advisor Hamadeh stated that the board of trustees placed an item tonight for increasing the student body fees and ask if anybody will have time to go and support Student Trustee Bajwa.

XI. Adjournment

Motion to adjourn at 3:34 p.m. by Vice Chair Roe; second by Vice President Trump. Hearing no objections, the motion carries.

Submitted by,

Tony Tan
 ASCSM Secretary

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

ASCSM Senate Budget 2016/17

Proposed Stage 1.0 Budget

Income		
Account #	Description	Stage 1.0
4020	ATM	\$ 1,000.00
4070	Space Rental - Vendor	\$ 1,250.00
4080	Student Body Fee/Card	\$ 125,000.00
	Carryover from 2015/2016	\$ 25,000.00
	Transfer in from ASCSM Reserves	\$ 5,000.00
Total Estimated Income		\$ 157,250.00
Expenses		
Account #	Description	Stage 1.0
Non-Discretionary		
5140	Office Supplies	\$ 3,000.00
5145	Operation	\$ 5,500.00
5182	Student Activity Card	\$ 2,500.00
5183	Student Assistant - Salary	\$ 30,000.00
5184	Student Assistant - Benefits	
Discretionary		
5010	Awards & Scholarships	\$ 1,500.00
5030	Ceremonies	\$ 3,000.00
5031	Club Assistance/ICC	\$ 29,000.00
5032	College Program Assistance	\$ 18,250.00
5033	Conference	\$ 13,000.00
5050	Ethnic and Cultural Affairs	\$ 7,000.00
5080	Hospitality	\$ 1,500.00
5147	Printing	\$ 1,000.00
5150	Programs	\$ 30,000.00
5151	Publicity	\$ 10,000.00
5171	Repair & Maintenance	\$ 1,000.00
5181	Furniture, Fixtures & Equipment	\$ 1,000.00
Total Estimated Expenses		\$ 157,250.00



ASCSM Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the ASCSM Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of Monday, July 11, 2016

Title of Proposal Event for Summer Students

Being Proposed by ASCSM Senate ^{Lead} Coordinator Laurie Chin

Event Date(s) if applicable Tuesday, July 19 and Wednesday, July 20, 10:30 AM to 1 PM

Forwarded to the Student Senate by:

- Executive Cabinet Advocacy Cultural Awareness Programming ICC Other

ASCSM Account Number/Name 5150 Programs

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Every summer, ASCSM organizes an event for students enrolled in classes during the summer session. We will be offering free pastries (i.e. cookies, croissants, donuts/bagels), fresh fruit, as well as weather-appropriate beverages. This is an early opportunity to promote and educate the student body about ASCSM and our goals for the upcoming year.

Tuesday, July 19 – Noah’s Bagels and everything else

Wednesday, July 20 – Krispy Kreme donuts and everything else

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Cookies, Croissants, and Fruit (Safeway)</u>	<u>\$100.00</u>
2. <u>Noah’s Bagels (50) and Cream Cheese Spread [\$14.99/dozen]</u>	<u>\$60.00</u>
3. <u>Krispy Kreme Donuts (60) [\$7.99/dozen]</u>	<u>\$40.00</u>
4. <u>Beverages (Tea, Hot Water, Orange Juice)</u>	<u>\$20.00</u>
5. _____	_____
Total Costs	<u>\$220.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____
 Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____



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For the meeting of Monday, July 11, 2016

Title of Proposal Purchase of ASCSM Promotional Items

Being Proposed by Advisors Schaefer & Hamadeh ^{Lead} Programming Board Chair & Center for Student Life
Coordinator

Event Date(s) if applicable n/a

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5151 Publicity

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Each year, in preparation for the Welcome Day and the fall Welcome Week event, we purchase ASCSM promotional items. Examples of past items include backpacks, water bottles, pens, highlighters, etc.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>ASCSM Promotional Items</u>	<u>\$6,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$6,000.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____
 Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____

Items for the Next ASCSM Senate Agenda

There is no printed material related to this item.