



Executive Cabinet Minutes (Approved)

Friday, June 24, 2016; 10:10 AM

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

The meeting was called to order at 10:13 AM.

Members Present President James Roe; Vice President Katarina Stein; Finance Director Sennai Kaffl; Secretary Samantha Trump

Others Present Senator Laurie Chin (arrival time: 10:22 AM)

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 on May 11, 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 first meeting of the new executive team. He was as enthusiastic as he could be on a Friday but he's happy to getting things rolling with senate this summer. He went to the Board of Trustees meeting last Wednesday, as the new student trustee was welcomed. He will also be attending District Student Council next Wednesday.

Vice President Katarina Stein welcomed everyone and is also excited to get the ball rolling with Senate. She stated that she has nothing to report except she will be attending DSC next Wednesday.

Finance Director Sennai Kaffl noted that he has seen a lot of senators on campus during the summer. He is excited to see what the group is able to achieve over the next year;

Secretary Samantha Trump had no report.

Aaron Schaefer, Student Life and Leadership Manager, welcomed everyone to the first meeting and explained that because so many of the members of the Senate are currently away, Executive Cabinet is the functioning student government for right now. Because we need to get moving planning the summer event and ordering items for the fall, we will be asking Executive Cabinet to approve funding and then retroactively taking it to the Senate for approval. This is a very rare occasion, and only the second time in nine years that it has been done. Mr. Schaefer asked the members of Executive Cabinet to remind new Senators about the availability of the Senate Office. Members can claim keys and lockers by contacting Mr. Hamadeh.

Mr. Schaefer announced that renovation of Building 17 to accommodate the learning communities will start in December 2016. The Center for Student Life, Student Senate, and the Prep Room will be moving to Building 12 during the renovation. The construction management team is estimating a 10 to 12 month occupation time. After we move back, we are hoping for a lot of cross-pollination between the Student Life and ASCSM and the learning communities.

Finally, Mr. Schaefer announced that the annual Welcome Day event for new students will be taking place on Friday, Aug. 5. We will be needing help from members of the Senate to conduct tours and assist with other activities.

Fauzi Hamadeh, Student Life and Leadership Assistant, welcomed the group and announced that Jennifer Hughes, who has been serving as Interim President of Cañada College for the spring semester, will be returning to CSM after July 1. Cañada has successfully completed their search for a new president, and Ms. Hughes will be returning to her role as Vice President of Student Services at CSM.

Unfinished Business, Discussion, and Information Items

Appointments – President Roe

Mr. Hamadeh explained that the College is hiring a Director of Equity to coordinate the institution's various initiatives focused on student success and access. Because of an accelerated timeline for hiring, the hiring manager, Dean Jennifer Taylor-Mendoza, reached out to a student, Patricia Brown, to serve on the committee. Dean Taylor-Mendoza was not aware of the process for appointing students to hiring committees until Mr. Hamadeh explained it to her. As per the ASCSM Bylaws, Mr. Hamadeh is requesting that President Roe make a temporary appointment to the Director of Equity hiring committee. Mr. Hamadeh is recommending Patricia Brown. President Roe agreed to the temporary appointment. The appointment will be reported to the Senate at its next meeting.

Additionally, Mr. Hamadeh asked the members of Executive Cabinet to assist President Roe in identifying members of the Senate for possible leadership positions, including Board chairs, etc.

Legislative Bills – Advocacy Board Chair

None.

New Business, Discussion, and Information Items

ASCSM Stage 1.0 Budget – Finance Director Kaffl & Advisor Hamadeh

Finance Director Kaffl reported that he had met with Mr. Hamadeh to review the ASCSM Budget and learn about its development and background. Mr. Kaffl stated that he was comfortable with presenting a proposed Stage 1.0 budget to Executive Cabinet based on last year's initial budget projections. Mr. Schaefer explained that this Stage 1.0 budget would give the Senate a framework from which to build on, and once the final financial numbers were in for 2015/16, a revised Stage 1.5 budget would be proposed.

Hearing no objections, Executive Cabinet approved forwarding the Stage 1.0 Budget to the Senate.

Event for Summer Students – Senator Chin

Senator Chin reported that she had developed a proposal for an event for summer students. Instead of doing the traditional ice cream event, Senator Chin proposed doing something a little different, similar to a small breakfast or brunch. The event would be held over two days, on Tuesday, July 19 and Wednesday, July 20, starting at 10:30 AM and ending at 1 PM. Donuts would come from Krispy Kreme and bagels would come from Noah's Bagels.

Motion to approve \$220.00 from the Programming account (#5150) for the summer student event by Vice President Stein; second by Finance Director Kaffl. Hearing no objections, the motion carried.

Hearing no objections, President Roe suspended the order of the day and took up Agenda Items for the Next ASCSM Senate Meeting.

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, July 14, 2016, ASCSM Senate meeting:

- Stage 1.0 Budget
- Summer event funding
- Parliamentary procedure

In addition, it was mentioned that the Senate should consider at a future meeting revised Bylaws regarding club spending and requirements for Senate participation.

Hearing no objections, the order of the day was resumed.

Purchase of ASCSM Promotional Items – Advisors Schaefer and Hamadeh

Mr. Hamadeh presented the proposal that was approved by last year's Senate to purchase ASCSM promotional and give-away items. Senator Chin and Vice President Stein will be coming up with some ideas of what to order.

Motion to approve \$6,000.00 for ASCSM promotional items from the Publicity account (#5151) by Vice President Stein; seconded by Finance Director Kaffl. Hearing no objections, the motion carried.

Future Agenda Items for Executive Cabinet Meetings

- ASCSM Promotional Items and Apparel
- Welcome Week

Final Announcements & Hearing of the Public

The next Executive Cabinet meeting will take place on Friday, July 8, 2016, at 10 AM.

Adjournment

Motion to adjourn at 11:01 AM by Vice President Stein; seconded by Finance Director Kaffl. Hearing no objections, the motion carries.

Submitted by,

Samantha Trump
ASCSM Secretary