



# The Importance of Posting ASI Agendas & Recording Minutes

Hello Committee Chairpersons,

Associated Students, Inc. must follow the Gloria Romero Act of 2000 (see attached) which requires us to make our agendas and minutes accessible to our constituents and the general public.

Below you will find the expectations & procedures for posting ASI agendas and minutes. We will review the following at an upcoming Executive Committee meeting to ensure we are all on the same page.

## **Posting Agendas:**

Please review the attached sample agenda for your committee(s) and the blank minute's recorder. The agenda must be posted 72 hours prior to an official meeting and the minutes filed in the Administrative Office with the Administrative Assistant to the Executive Director and posted on the website 48 hours after being approved. Posted where you ask?

There are two places where the agenda must be posted. The most important place is the bulletin board directly outside the ASI Office, U-SU Room 203. It is your responsibility to ensure the physical agenda is posted up by the designated time 72 hours before your meeting.

The second posting place is on the website. You are to e-mail a soft copy (in Microsoft Word) of the agenda to the staff support that you work with or the Administrative Assistant to the Executive Director. Once received the document will be formatted into a PDF and posted on the meeting node on the website.

Finally, is it the committee Chair's responsibility to send a reminder of the meeting node to each committee member and the Board of Directors.

## **Recording & Posting Minutes:**

Board and other committee minutes are an official record of ASI's corporate business. Minutes reflect the historical record of action or evidence of interaction. Minutes are internal documentation of procedure to help provide information to new directors and the students we serve. They also serve as a reminder to meeting participants of deliberations and/or actions, as an update for members unable to attend, and provide documentation for director's follow-up.

Minutes serve as a legal paper trail in case of litigation and serve as a record of the factors considered in decision-making. Copies of the Articles of Incorporation, bylaws, and minutes of recent board meetings are the primary documents

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subpoenaed if the corporation is involved in any legal action. It is imperative that all minutes are always considered a priority and recorded professionally. This is one of the main reasons why minutes must be accurate and thorough. Board and committee minutes should provide a clear and concise summary of the meeting and reflect the board's due diligence in decision making. While the minutes should reflect the major discussions and decisions of the board, they should not contain confidential or protected information. Minutes should record the occurrence, final action taken, and be accompanied by relevant supporting documents, but not record the exact content of executive/closed sessions. The board is responsible for reviewing and approving all minutes.

It is very important that the quality of our minutes is detailed and thorough. These documents reflect the historical record of our actions and are official. Only minutes that have been approved by your committee will be posted up to the website. Once approved, please have the recording secretary make final edits, e-mail a soft copy to Alix, and print a hard copy for signature to be filed. Dena will have her student assistant format the document into a PDF and post the minutes on the website.

#### **Recording Committee Actions:**

ASI standing committees can form ad-hoc committees to research issues surrounding a particular need or pending decision. The question often arises as to how the actions of these committees should be reflected in the board minutes.

In many cases the committee's actions result in a report and recommendation to the full board. In these instances, the board minutes should reflect the recommendation and the committee's report should be attached to the minutes.

#### **Taking Minutes During the Meeting:**

If ever there was a gap between a job's glamour and its importance, such is the case for a recording secretary. It is of utmost importance to have the right person taking the minutes.

The recording secretary records minutes during the meeting, transfers the minutes into a professional, readable format, and submits the minutes to the board/committee for approval at the subsequent meeting. ASI Administrative staff serves as the recording secretary for the ASI Board of Directors, Executive Committee, and Personnel Committee. This provides better consistency and continuity with the ASI minutes. This way, the ASI Secretary/Treasurer can focus on the business of the meeting without the distraction of writing minutes during discussion.

For the other ASI Standing Committees someone from the committee will have to serve as the recording secretary. See the COP if someone is designated to serve in that role or the responsibility may need to be determined by the chair. Unfortunately, recording good minutes during the meeting may prevent the recording secretary from adequately contributing to the discussion, but it can successfully be done.

To ensure the quality of the minutes, two committee members can record the minutes during the meeting. The main recording secretary will review both sets of working

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minutes, formats the information to a readable format and presents the final draft at the subsequent meeting. This second set of working minutes also provides an unbiased “double-check” of what occurred at the meeting. Information that one recorder missed was probably picked up by the other.

**ASI Committee List of Chairs (CC), Recording Secretary (RS), and support staff (SS)**

Recording and capturing minutes is the collective responsibility of each committee chairperson (CC), recording secretary (RS), support staff (SS), and the ASI Administrative Office.

Once minutes are taken by the RS, they are to be transcribed within 72 hours by the RS. They should be sent for first draft review to the CC and SS for accuracy. Once approved the RS or CC should send the minutes out to all committee members to review prior to the next meeting; at least 72 hours prior.

Once minutes are approved by the committee, the RS needs to make any approved changes and print out a final copy for signature. The final draft should have the original agenda, amended agenda (if applicable), and all supporting documents.

The minutes should be signed by the RS and the Secretary/Treasurer and submitted to the Office Manager. The documents should be scanned and posted online by the ASI Administrative Office.

<b>ASI Committee</b>	<b>Chair</b>	<b>Recording Secretary</b>	<b>Staff Support</b>
Board of Directors	<b>Nia Johnson,</b> ASI President	<b>TBD,</b> Administrative Assistant to the ED	Intef W. Weser, Executive Director
Executive Committee	<b>Nia Johnson,</b> ASI President	Dena Florez, Office Manager	Intef W. Weser, Executive Director
Personnel Committee	<b>Nia Johnson,</b> ASI President	Dena Florez, Office Manager	Intef W. Weser, Executive Director
Strategic Planning Committee	<b>Jennifer Martell,</b> ASI President for 1 <sup>st</sup> Meeting	Dena Florez, Office Manager	Intef W. Weser, Executive Director
Cabinet of Commissioners	<b>Jesus Mora,</b> Vice President for Administration	<b>TBD</b>	Marcus Rodriguez, Director of Government Affairs & Leadership Programs
Finance Committee	<b>Aaron Castaneda,</b> Vice President for Finance	<b>TBD,</b> Vice Chair for Finance	Intef W. Weser, Executive Director
Funding Sub-Committee	<b>TBD,</b> Vice Chair for Finance	<b>TBD</b>	Intef W. Weser, Executive Director
Environmental Policy Committee	<b>TBD ,</b> Environmental Commissioner	<b>TBD</b>	Marcus Rodriguez, Director of Government Affairs & Leadership Programs



ASI Committee	Chair	Recording Secretary	Staff Support
Legislative Affairs and Advocacy Committee & Lobby Corp	<b>Veronica Garcia - Martinez,</b> Vice President for External Affairs and Advancement	<b>TBD ,</b> Civic Engagement Officer	Marcus Rodriguez, Director of Government Affairs & Leadership Programs
Cabinet of Academic Senators & Shared Governance Committee	<b>Jacquelyn Acosta,</b> Vice President for External Affairs and Advancement	<b>TBD ,</b> Academic Senator	Intef W. Weser, Executive Director
Cabinet of College Representatives Committee	<b>TBD,</b> College Rep Chair	<b>TBD ,</b> College Rep	<b>TBD,</b> Senior Coordinator of Student Engagement & Outreach
U.C.C.O.	<b>TBD,</b> Civic Engagement Officer	Jazmin Ortiz, Secretary/Treasurer	Marcus Rodriguez, Director of Government Affairs & Leadership Programs
Judicial Review Committee	<b>TBD,</b> Chief Justice	<b>TBD ,</b> Associate Justice	<b>TBD,</b> Senior Coordinator of Student Engagement & Outreach
Bylaws and Subcommittee	<b>TBD,</b> Chief Justice	<b>TBD ,</b> Associate Justice	Intef W. Weser, Executive Director
Elections Committee	<b>TBD,</b> Election & Orientation Commissioner	<b>TBD</b>	<b>TBD,</b> Senior Coordinator of Student Engagement & Outreach

Ad Hoc Committees	Chair	Recording Secretary	Staff Support
Alternative Funding & Referendum Ad Hoc Committee	<b>Aaron Castaneda,</b> Vice President for Finance	<b>TBD,</b> Vice Chair for Finance	Dena Florez, Office Manager & Intef W. Weser, Executive Director

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# "The Gloria Romero Open Meetings Act of 2000"

## Highlights of Changes Affecting ASI Board & Committees

- "Secret Ballots" no longer permitted [89305.1(e)]
- Must establish meeting time and location annually [903-5.5(a)]
- No action or discussion may take place of items not on the agenda, unless deemed an "emergency situation" by 2/3 of members present or unanimous vote if 2/3 or members not present [89305.5(b)(2), (c)]

## Subject to Public Disclosure, "Closed Session" Permitted for Limited Purposes When Considering...[89307]

- The purchase, sale or lease of real property [89307(a)]
- Advice from legal counsel regarding liability claim or pending litigation [89307(b)]
- Discussions with law enforcement officials on matters posing a threat to public safety or public access to facilities [89307(c)]
- The appointment, employment, evaluation, discipline, or dismissal of an ASI employee [89307(c)]
- Salaries, salary schedules, fringe benefits or other compensation of ASI employees [89307(e)]

Prior to adjournment, public disclosure required for all actions taken in closed session!  
[89307(f)]

## Summary of Procedural Implications for ASI Boards & Committees

- Board & Committee advisors must ensure that law is being followed and advise the Chair, as appropriate!
- Agendas must be posted in a public place at least 72 hours in advance.
- Agendas must include description of all items to be discussed or acted upon.
- Establish annual schedule of meeting times, dates and locations.

**For more information on the Gloria Romero Act go to:**

<http://law.justia.com/california/codes/edc/89305-89307.4.html>

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