



# Cabinet of Commissioners Committee Meeting Minutes

Friday, November 16, 2018

10:00am – 12:00 pm U-SU Board Room 303AB

Attendees: Cabinet of Commissioners & General Public

**I. Organizational Items:**

**a. Call to Order**

Jourdan Pineda called the meeting to order at 10:13 AM

**b. Roll Call**

Matthew Keels	Vice President for Administration	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late ____ <input type="checkbox"/> Early Leave
Javier Moro	Environmental Affairs Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late ____ <input type="checkbox"/> Early Leave
Caitlin Ramirez	Housing Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late ____ <input type="checkbox"/> Early Leave
Jourdan Pineda	PR & Marketing Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late ____ <input type="checkbox"/> Early Leave
Shaunteria Guerrier	Spirit Commissioner	<input type="checkbox"/> Present <input checked="" type="checkbox"/> Absent <input type="checkbox"/> Late ____ <input type="checkbox"/> Early Leave
Jessal Salas	Elections and Orientation Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late ____ <input type="checkbox"/> Early Leave
Vacant	Veterans Affairs Commissioner	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late ____ <input type="checkbox"/> Early Leave
Vacant	Director of Programs and Leadership (non-voting)	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late ____ <input type="checkbox"/> Early Leave
Guests of the Gallery		

**c. Approval of Agenda (action):**

Offered By:	Javier	Seconded by:	Caitlin
Motion to approve the adoption of Agenda for <u>Friday, November 16, 2018</u> . Discussion: <b>AMENDMENT</b> "To add discussion item of Public Relations Commissioner to have access to all social media platforms for better productivity. In addition, add discussion item of the Winter housing situation."			
Vote Tally:	4		
All in Favor	4	Opposed	0
		Abstained	0
Motion: <input checked="" type="checkbox"/> passed <input type="checkbox"/> failed			

**d. Approval of Minutes (action):**

<b>Offered By:</b>	Javier	<b>Seconded by:</b>	Caitlin			
Motion to table minutes to next Cabinet of Commissioners meeting on <u>Friday, November 30, 2018.</u>						
<b>Vote Tally:</b>	4					
<b>All in Favor</b>	4	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> ✓ passed        failed



**II. Public Forum/Announcement:**

This time is allotted for members of the public or representatives to make announcements to the Executive Committee members.

None

**III. Discussion Items**

1. Operation Gratitude and Veterans Day Celebration: The Veteran’s Affairs Representative will report back on the Operation Gratitude and the Veteran’s Day Celebration initiatives.

**Matthew** - Operation Gratitude went really well. There were 200 cards were filled out and the deadline to turn in any more cards is November 16. After the deadline, the cards need to be sent out to the organization that mails them. Veterans Day Celebration went really well and was much better than last years. The fly over was successful as well.

**Jessal** – What about the Career Fair issue that occurred?

**Matthew** – There was a lot of backlash on the Veterans Career Fair and made sure to answer certain questions with caution. Reached out to VRC and confirmed they have no part in the planning process and were unaware of the attendance of the vehicle on campus. There are certain procedures for organizations with vehicles like that. Public Safety was not notified of their attendance as well and this could have been prevented with proper communication.

**Marcus** – Yes, this was a collaboration that involved the CCOE.

**Matthew** – Yes, but let’s move on to the Veterans Reception. We were able to bring families undergraduate and graduate students. We had a student Veteran spotlight for a deployed student and presented the aware via Skype. It was really good.

2. Electrify Dance Competition: The PR and Marketing Commissioner will report back on the Electrify Dance Competition program planning process.

**Jourdan** - We have 6 judges confirmed but would 7. We have 2 opening acts and 4 competitors. Andrew from GEEK has offered to be the MC for the event and we are working on a written script together. The 3 judges we currently have confirmed are Jenn Miller, Nia, and someone from CSI.

**Caitlin** – If the person from CSI cannot make it, I would not mind being a judge. I would like housing to be involved somehow if possible.

**Jourdan** – Okay, thank you for the offer and I will let you know. Also, The trophies were ordered and should be here on November 19. On November 29 at 6PM is the event so make sure to come out and support.

3. Spirit Commissioner Outlook: The Spirit Commissioner will address Spring program proposals including Spirit Week and 2019 Homecoming Game.

**Jourdan** – We will table this to the next meeting since she is not here.

4. ASI Referendum: The Cabinet will discuss support for the upcoming initiative and events.

**Jourdan** – Jenn Miller was at the BOD meeting and discussed the importance of relaying information to students properly. The petition is mainly to have this as a voting item in the future.

**Matthew** – I just want to make sure that no one feels forced to go out and get signatures from students. This is suppose to be friendly and just make sure to communicate your concerns about this with me as your new VPA.

**Javier** – Can I get some clarification on this referendum petition? Is it possible to get a simple script or cheat sheet to make it easier to explain and know what to say to students.

**Jourdan** – Yes, we can do that and that is a good idea. To answer the first question, the referendum is an increase in the students' student government fee, gradually, in order to gain more revenue for ASI programming. This funding will be allotted to various things such as ASI events, supplies, and more funding for clubs and orgs and campus programming overall.

5. Review of the Cabinet of Commissioners Code of Procedures: The Cabinet will review the codes.

**Jessal** – Everything is fine but just looking over my title change.

**Matthew** – Same as Jessal, looking to do a title change.

**Jessal** – What about the section that explains the written reports?

**Matthew** – We will not be making those mandatory. We turn in bi-weekly's the same time as the week of the COC meetings. It is repetitive and would recommend just an oral report but the decision is ultimately up to you just as long as a report is provided, oral or written.

**Javier** – Can we make we know what the proper steps are for committee appointments and the communication for that? I had an issue with an appointment for my committee.

**Matthew** – Yes, I will figure that out for you and for everyone. I will provide clarification.

6. Public Relations and Marketing Commissioner to have access to all social media platforms for better productivity

**Jourdan** – I would like more clarification and access to the social media to effectively do my duties. Social media is able to connect students and with not being able to have social media at hand it makes it difficult to let students know then and there what is going on. I am looking to add to the COP *"Public Relations and Marketing Commissioner shall have access to all social media platforms."* There was no Mash-Up social media done and no direct access to social media without speaking to Marcus.

**Matthew** – That's interesting that the PR Commissioner has never had direct access to the social media. It does not make sense.

**Jourdan** – Yes, it makes my duties a little more difficult than they should be.

7. Winter Housing situation

**Matthew** – I wanted to add this item to the agenda because the BOD brought it up again. There are still concerns and confusion around the charging for Winter housing.

**Caitlin** – The deadline to apply was actually pushed back but payment is still required the first week of December. As of now, I do not have an exact deadline date.

**Matthew** – The BOD is looking to have Rebecca Palmer come back to BOD to present again the information for Winter housing. BOD was adamant about trying to assist or change this policy but Jenn Miller stated that housing is its own entity. The BOD also stated that there is conflicting information on the housing website and that it may need some updating. How many students will be affected for student housing for the Winter?

**Caitlin** – That is a little difficult to have the numbers to an exact due to the fact it is not always certain. But last year, 20% of housing students were affected. The reason for the charging for Winter is because of all the utilities being used and students having their own

socials. These occur often during the downtime and the RA's and Supervisors want to make sure we are keeping them accountable.

**IV. Action Items**

1. Title Change: The Cabinet of Commissioners will consider action on a position title change from Elections & Orientation Commissioner to Elections & Outreach Commissioner.

**Jessal** – I am looking to do a title change due to the fact that in my title it depicts my sole responsibility of doing member orientations. I have personally only done 3 new member orientations and I was only assisting. Facilitating these are not my sole responsibility but interacting and engaging with the students is. I would like to change the second half to outreach for this reason.

<b>Offered By:</b>	Jessal		<b>Seconded by:</b>	Caitlin		
<b>Vote Tally:</b>	4					
<b>All in Favor</b>	4	<b>Opposed</b>	0	<b>Abstained</b>	0	<b>Motion:</b> ✓ passed failed

2. Title Change: The Cabinet of Commissioners will consider action on a position title change from Veteran's Affairs Representative to Military-Connected Student Representative.

**Matthew** – The title is outdated and was created before the VRC was around. I would like to change it to Military-Connected Student Representative because the current title seems very limited. The new title would support all military-connected students and Veterans Affairs title is misleading as well.

**Jessal** – So it can be a spouse as well?

**Matthew** – Yes.

<b>Offered By:</b>	Jourdan		<b>Seconded by:</b>	Javier		
<b>Vote Tally:</b>	4					
<b>All in Favor</b>	4	<b>Opposed</b>		<b>Abstained</b>		<b>Motion:</b> ✓ passed failed

**V. Reports**

- ASI Vice President for Administration: **Matthew Keels**
- ASI PR & Marketing Commissioner: **Jourdan Pineda**
- ASI Spirit Commissioner: **Shaunteria Guerrier**
- ASI Elections & Orientations Commissioner: **Jessal Salas**
- Environmental Affairs Commissioner: **Javier Moro**
- Housing and Residence Life Representative: **Caitlin Ramirez**
- Veterans Affairs Representative: **Vacant**
- ASI Interim Executive Director: **Marcus Rodriguez**

**VI. Adjournment**

Offered By:	Jessal	Seconded by:	Caitlin			
Vote Tally:	4					
All in Favor	4	Opposed	0	Abstained	0	Motion: <input checked="" type="checkbox"/> passed <input type="checkbox"/> failed

**VII. CERTIFICATION**

Official Minutes taken for the **CABINET OF COMMISSIONERS** of the Associated Students, Inc., Cal State L.A. held on Friday, November 16, 2018 in the U-SU 303AB. Approved by the A.S.I. Cabinet of Commissioners on: \_\_\_\_\_

Prepared by:

\_\_\_\_\_  
Recording Secretary

Confirmed by:

\_\_\_\_\_  
Secretary/Treasurer