



Cabinet of Commissioners Committee Meeting Minutes

Friday, January 25, 2019
 10:00am – 12:00 pm U-SU Los Angeles Room
 Attendees: Cabinet of Commissioners & General Public

I. Organizational Items:

a. Call to Order

Matthew Keels called the meeting to order at 10:09 AM

b. Roll Call

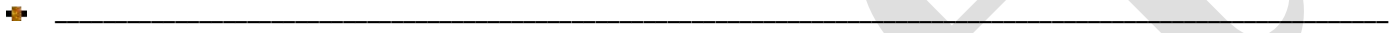
Matthew Keels	<i>Vice President for Administration</i>	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
Javier Moro	Environmental Affairs Commissioner	<input checked="" type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
Vacant	Housing Commissioner	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
Vacant	PR & Marketing Commissioner	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
Shaunteria Guerrier	Spirit Commissioner	<input checked="" type="checkbox"/> Present <input 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	<i>Director of Programs and Leadership (non-voting)</i>	<input type="checkbox"/> Present <input type="checkbox"/> Absent <input type="checkbox"/> Late _____ <input type="checkbox"/> Early Leave
Guests of the Gallery	Dr. Jennifer Miller, <i>Dean of Students</i>	

c. Approval of Agenda (action):

Offered By:	Jessal	Seconded by:	Javier
Motion to approve the adoption of Agenda for <u>Friday, January 25, 2019.</u> Discussion:			
Vote Tally:	3		
All in Favor	3	Opposed	0
		Abstained	0
Motion: <input checked="" type="checkbox"/> passed <input type="checkbox"/> failed			

d. Approval of Minutes (action):

Offered By:	Shaunteria	Seconded by:	Javier
Motion to table minutes to next Cabinet of Commissioners meeting on <u>Friday, November 30, 2018.</u>			
Vote Tally:	3		
All in Favor	3	Opposed	0
		Abstained	0
		Motion:	<input checked="" type="checkbox"/> passed <input type="checkbox"/> 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

a. Spirit Week: The Cabinet will discuss the week's events and how to maximize support.

Matthew - I would like to give the floor to Shaunteria to discuss any assistance she needs for her events, especially office decorating.

Shaunteria – On February 5th, assistance will be much needed because we need judges for the office door decorating contest. I was wondering how many sign-ups we have at the moment?

Marcus – We currently have a lump sum of participants and I will send over the rubric. There will also be a rubric for you to judge for the office door decorating contest.

Jenn Miller – What is the deadline to enter so I know when to do a mass e-mail about the final deadline date to enter the contest?

Marcus – Deadline is Friday before Homecoming.

Jenn Miller – I will send out the campus wide e-mail before then.

Shaunteria – Also, for the scholarship, how many entries do we have?

Marcus – Unsure of how many at the moment but we will not have a concrete number until after the deadline which is January 31st.

Shaunteria – I am currently trying to advertise movie night and will also need assistance for this event. ASI presence is important and there seems to be a disconnect between the student body and ASI. I will post more about it for the ASI reps to be involved in Homecoming events. In addition, the Bowl Out event will be very exciting with the cheerleaders and dancers performing. This event will be very informal and should be more exciting and inviting for the students. Thursday, February 7th, is the Homecoming game with the tailgating beginning at 4:30PM with banner competition happening with CSI for clubs and orgs. This will allow more engagement and tabling opportunities; Veronica wants CSSA to table with CSI but unsure about the amount of tables needed.

Marcus – CSSA tabling initiative is being spoken about but certain tabling spots are available. If needed to promote more there is the ASI booth and those promotional opportunities can be done on that platform. Public affairs wants to be a part of it and fanny packs will have an ASI component as compromise. There will also be needed announcements made for winners for the Homecoming competitions.

Shaunteria – Well, there are also various activities occurring during the half time so I will have to schedule out half time shows accordingly.

Jenn Miller – There will be areas of insert for the announcer to have ability to announce multiple things pertaining to all Homecoming activities/winners. Also, making sure that NCAA has seen the graphics of the hoodies for the athletes? Please make sure that Gus sends those graphics over so they are aware.

Matthew – As for the dodgeball tournament, ASI will be participating along with having referees but you can only participate in one area.

b. Cabinet Vacancies: The Cabinet will discuss the latest transitions and recruitment efforts.

Matthew – We currently have 3 vacancies in the Cabinet. Housing and Veteran's rep' have been interviewed and will be in time for appointment at next BOD. In addition, we are currently advertising for the PR Commissioner position.

c. ASI Referendum: The Cabinet will discuss planned events for the Spring and any support needed.

Matthew – We are currently at half and still petitioning; ASI has an ad in the hut for the referendum.

d. Spring Events: The Cabinet will discuss planned events for the Spring and any support needed.

Matthew – Its Elections season for Jessal and there is the Beach clean-up for Javier.

Jenn Miller – There is also ServeLA for those that participate for the community service events. Javier make sure to let those students know so they can be featured and win prizes for their services.

Jessal – Is it possible to do a promotional social media post for Elections?

Marcus – Yes, let's set up a date and time and get it going when there is low traffic noise.

e. Spring Budget: The Cabinet will discuss each Commissioner's current budget and proposals for 2019-2020 ASI Budget.

Matthew – Can everyone please look over the budget and if anyone has questions please ask?

Marcus – This goes back to the training and the need to do a better job of describing what these items oversee and keep track of them. Please look over each line item to decide your expenses. Housing spent the most money out of everyone. In n' Out expense is covered by USU which helps with the Elections budget. I will update everyone next month with numbers.

Matthew – When looking at the budget there are actual events that require the money to be spent when doing those exact events. Possibly those students do not want to do those events and we're working on loosening those line items so it is easier for each Commissioner to do as they please with the money.

Marcus – A lot of these areas have been there to nudge Commissioners to do these events and activities. Now it is a possibility to change areas of expenses to be more expanded and available for easier spending for the individual. When the budget is reviewed it would allow auditors to see the details of where money is spent and it not being tied to one single event.

Matthew – I will have to go to the Finance meeting to speak on behalf of the COC about their budget and any changes/request that might be needed for programming. We must be reasonable as a Cabinet and talk more about it and be more concrete about the details. Bi-weekly will need to be made so we can talk one-on-one in more detail.

Marcus – Looking at each line item and budget, there are some items that need to be taken out and new ones needing to be developed. An internal audit is being done so we can begin to account for some things such as room reservation's out at the plaza. Also, PR Commissioner does not have an account number and it does not fly when being audited. PR's expenditures are taken out through general programming and through the Spirit Commissioner's budget.

f. ASI Tabling: Spring Budget: The Cabinet will discuss current efforts on the walkway.

Matthew – ASI did well with tabling last semester but we need to engage more with students and reword the way we table. What worked before ended up not working for this semester. Tuesday tabling would go well but Thursday tabling did not work well and no students would engage with us. How are we going to get those students to talk to us and reiterate the idea of tabling? Everyone should participate in tabling – Commissioners

should not be the only ones tabling. Another idea that has been brought up is taking tablets out during tabling and will allow easy accessibility for students and it will allow ASI reps to assist them on the spot.

V. Reports

- ASI Vice President for Administration: **Matthew Keels**
- ASI PR & Marketing Commissioner: **Vacant**
- ASI Spirit Commissioner: **Shaunteria Guerrier**
- ASI Elections & Orientations Commissioner: **Jessal Salas**
- Environmental Affairs Commissioner: **Javier Moro**
- Housing and Residence Life Representative: **Vacant**
- Veterans Affairs Representative: **Vacant**
- ASI Interim Executive Director: **Marcus Rodriguez**
- Dean of Students: **Dr. Jennifer Miller**

VI. Adjournment

Offered By:	Jessal	Seconded by:	Javier			
Motion to adjourn the meeting at <u>11:00</u> AM.						
Vote Tally:	3					
All in Favor	3	Opposed	0	Abstained	0	Motion: ✓ passed failed

VII. CERTIFICATION

Official Minutes taken for the **CABINET OF COMMISSIONERS** of the Associated Students, Inc., Cal State L.A. held on Friday, January 25, 2019 in the Los Angeles Room, 3rd floor. U-SU. Approved by the A.S.I. Cabinet of Commissioners on: _____.

Prepared by:

 Jessal Salas
 Recording Secretary

Confirmed by:

 Secretary/Treasurer