



# Cabinet of College Representatives Meeting

## Minutes

---

Day/Date: Thursday, September 1, 2022  
 Time: 3:00- 5:00 PM  
 Location: Board Room N/S- USU Room 303/303A  
 Attendees: Committee Members, General Public  
 Type of Meeting: General

### I. Organizational Items:

- a. Call to order by: President, @Jaime Arellano
- b. Roll Call

Jaime Arellano	President	Present
Andrea Ramirez	College of Health and Human Services Rep.	Present
VACANT	College of Health and Human Services Rep.	
VACANT	College of Business & Economics Rep.	
VACANT	College of Business & Economics Rep	
Arwa Hammad	College of Arts and Letters Rep.	Present
VACANT	College of Arts and Letters Rep.	
VACANT	College of Engineering, Comp. Science & Technology Rep	Present
Marlen Trigueros	College of Engineering, Comp. Science & Technology Rep.	
Cindy Nguyen	College of Natural & Social Sciences Rep.	Present
VACANT	College of Natural & Social Sciences Rep.	
VACANT	Charter College of Education Rep.	
VACANT	Charter College of Education Rep.	
Dena Florez	Associate Executive Director	Present
Barnaby Peake	ASI Executive Director	Present
Guests of the Gallery		

### c. Adoption of the Agenda

Offered By:	Marlen Trigueros	Seconded by:	Cindy Nguyen			
Motion to Approve Agenda for Thursday, September 1, 2022						
Consensus reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

### II. Public Forum

- a. This time is allotted to address the Cabinet regarding items not included on the meeting agenda.
  - Jaime explains to a student what the Cabinet is for.

### III. Informational Items

#### a. Cabinet of College Representatives COP

- Barnaby explains what the COP entails.
- If Bylaws are changed, the COP will be as well, and the Cabinet is responsible for overseeing the COP and updating it alongside the rules of the Bylaws.

- Barnaby explains the roles of the Chair of the College Representatives plus the Vice-Chair of the College Representatives.

#### IV. Action Items

##### a. Nomination and Election of the Chair for CCR

- Marlen Trigueros nominates herself for the position of Chair for CCR.

Offered By:	Cindy Nguyen	Seconded by:	Arwa Hammad			
Motion to appoint Marlen Trigueros as the CCR. Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

##### b. Nomination and Election of the Vice-Chair for CCR

- Arwa Hammad nominates herself for the position of Vice-Chair for CCR

Offered By:	Cindy Nguyen	Seconded by:	Marlen Trigueros			
Motion to appoint Arwa Hammad for the position of Vice-Chair for CCR. Consensus Reached						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

#### V. Discussion Items

##### a. Communicating with your College and constituents

- Dena tells the College Representatives that, if need be, they can reach out to their peers or the Executive Board for any help.

##### b. Events and program proposals for Fall Semester

- Arwa expressed that her event did not go as planned and advised that, when creating events, you should make it public (outside the U-SU or other public, crowded places) and make people come to you rather than having people find you.
- Marlen shares that her peers with the same majors have a Discord server, so it is easier to ask for feedback. She recommends having an outlet to speak to students to voice their concerns.
- Dena recommends that College Representatives create posters/flyers and pass them out to advertise their events.
- Dena also recommends that the College Representatives have events in their college.
- Cindy expresses that her event went well: she got feedback from her students.
- Cindy would have made sure she gave students her contact info more directly, like stapling her business card on snacks she gave out.

#### VI. Reports

##### a. ASI President: Jaime Arellano

- Jaime notes that the abandoned Financial Building has a basement that could be used as an event venue.
- Marlen asks if it is safe to use the building.
- Dena and Jaime assured us it would be, as they would not be going inside the facility.
- Arwa expresses concerns about the cleanliness of the event.
- Jaime ensures Arwa that it would be adequately taken care of.
- Arwa asks where the budget for this event would come from.
- There is no answer yet, but the Finance committee will work on it.

##### b. College of A & L

##### c. College of HHS

##### d. College of NSS

##### e. College of ECST

##### f. College of B & E

##### g. Executive Director: Barnaby Peake

**VII. Adjournment:**

Offered By:	Marlen Trigueros	Seconded by:	Cindy Nguyen			
Motion to adjourn the meeting at 3:43 PM. Consensus to adjourn the meeting - Consensus reached.						
All in Favor	All	Opposed	0	Abstained	0	Motion: Passed

**CERTIFICATION**

Official Minutes taken for the ASI Cabinet of College Representatives of the Associated Students, Inc., Cal State Los Angeles, held on September 1, 2022, in Board Room N/S- USU Room 303/303A and were approved by consensus by the ASI Cabinet of College Representatives on Thursday, September 29, 2022.

Prepared by:

\_\_\_\_\_  
Arwa Hammad - Recording Secretary

\_\_\_\_\_  
Emily Chen- Secretary Treasurer