

CABINET MINUTES

Meeting #1

August 29, 2016

1. CALL TO ORDER

Chair Matthew Argame called the meeting to order at 10:03am.

2. ROLL CALL

Voting Members Present

Marvin Flores (ASI President)
Matthew Argame (Chair/Chief of Staff)
Dale Lendrum (Sec. for System-Wide Affairs)
Kenia Duarte (Sec. for AB540 & Undocumented Students)
Author Yao (Sec. for Academic Affairs)
Alex Bellenger (Sec. for City Affairs)
Victoria Villa (Sec. for Cultural Diversity)
LaKeisha Jeanmarie (Sec. for Government Recruitment) **(AR@10:52AM)**
Courtney Yamagiwa (Sec. for Internal Affairs)
Paul Fernandez (Sec. for LGBTIQ+ Affairs)
Emily Ayers (Press Secretary) **(DP@11:11AM)**
Amanda Martinez (Sec. for Sustainability)
Marc Guest (Sec. for Veterans Affairs) **(DP@10:50AM)**
Jacee Cantler (Sec. for Women's & Gender Equity Affairs)

Voting Members Absent

VACANT (Sec. for International Student Affairs)
VACANT (Sec. for Disability Affairs)
VACANT (Public Defender)
VACANT (Attorney General)

Staff Present

Ms. Lindsay San Miguel (Interim Asst. Director of Student Involvement & Leadership)

Guests

Laura Butt (ASI Department Secretary)

3. PUBLIC COMMENTS

ASI Department Secretary Laura Butt introduced herself and stated that she will be at the front desk and is available to answer anyone's questions. If members need to get in touch with other people she will connect them, and she is here to serve students. Ms. Butt asked members to confirm contact information on a roster being passed around by placing initials. Ms. Butt reminded Cabinet they will be utilizing CSULB student email addresses to conduct ASI Student Government business, although backup emails are on file.

Ms. Vrinda Bhuta introduced herself as previously serving as the Government Elections Officer on the ASI team last year and stated she is an applicant for the position of Public Defender. She stated that she came to observe the meeting and hopes to be working with the Cabinet soon.

4. ADDITIONS /CORRECTIONS AND APPROVAL OF THE AGENDA

(M) Lendrum (S) Villa to approve the Cabinet Agenda, Meeting # 1, August 29, 2016

VOTE ON THE MOTION

PASSES 11-0-2

5. ANNOUNCEMENTS FROM THE CHAIR

Chief of Staff Argame reported the following:

- Reminded the Cabinet to send him their office hours and times for one-on-one meetings
- Expects Cabinet members to reply to emails within 24 hours and fill out paperwork within 24 hours to ensure that urgent items do not fall behind

6. ANNOUNCEMENTS FROM THE PRESIDENT

President Marvin Flores asked Cabinet members whether they want food to be brought to the meetings on the 1st and 3rd meetings or the 2nd and 4th. The Cabinet voted for food to be brought to meetings on the 2nd and 4th of every month. Flores thanked everyone for attending and reported the following:

- He has been working with administration on the Skating Campaign to help inform students about places on campus where skating and biking aren't allowed. Currently on upper campus it is not allowed and if students get pulled over they will receive a ticket. He is working to see if students can receive warnings this semester and then in November see how many "warnings" were issued and decide if next semester they will give out citations. In the fall students will receive a warning first, and then if it happens again in the spring they will receive a citation.
- ASI Beach Pantry is looking for more sponsors every month. So far they have Housing, Athletics, and possibly EOP, but they need more departments to participate and sponsor a food drive.
- License Plate Recognition (LPR) went live on August 15th. He met with the Parking and Transportation Committee to get feedback, so far there haven't been many student complaints. Some students were parking in the wrong spots, but working to help with that. Also Parking is currently working on an APP so you can add time if paying by hour, this will launch hopefully by spring semester.
- Working to establish an ASI Scholarship using a portion of his Fellowship towards that, and will be finalizing this week.
- Working with Dean Klaus on finding more employment for students on campus through federal work study.

President Flores asked if there were any questions or comments. Sen. Yamagiwa asked if the food pantry was coordinating with just the dorms or possibly with the 49er Shops. He responded that they were working with both. President Flores thanked everyone for being there, expressed excitement for the semester, and encouraged everyone to reach out if have any ideas.

7. APPROVAL OF THE MINUTES FROM THE LAST MEETING

Chief of Staff Argame stated there would be no approval of minutes from the last meeting since this is the first meeting of the semester.

8. UNFINISHED BUSINESS

Chief of Staff Argame stated there was no unfinished business since this was the first meeting of the semester.

9. NEW BUSINESS

A. Orientation

Chief of Staff Argame thanked everyone for coming and referenced the binders and informed Cabinet to keep all important documents from the year in the binder so it can be scanned and held electronically. Then at the end of the year it will be put on the K-Drive.

He reminded members that they are part of the President's Cabinet and should act accordingly. It shouldn't be all about a single agenda and to realize that we are not just our own ideas; members are student's voices, and should act on behalf of President Flores.

Chief of Staff Argame reminded Cabinet that they are policy makers not event planners. He reviewed email etiquette and requested that all emails should cc him in them. He then provided an overview of ASI.

- Expectations
- Overview
- Organizational Restructure

- Parliamentary Procedure

Interim Assistant Director Lindsay San Miguel reviewed Parliamentary Procedure and Robert's Rules of Order. She handed out packets explaining Robert's Rule, the basics, and reasons for its use. Ms. San Miguel discussed the 7 fundamental motions and reminded that practice makes perfect and Cabinet members must utilize it until they get good at it.

Chief of Staff Argame asked if there were any questions about content covered during orientation. There were no questions. He read the cover letter out loud and reminded Cabinet to realize what they can do for students who aren't necessarily heard. He said he is there to help accomplish goals.

- B. Action Item: Approval of the Cabinet Working Rules for 2016-17
(M) Yao (S) Villa to approve the Cabinet Working Rules for 2016-17
VOTE ON THE MOTION

PASSES 11-0-2

Sec. Yao asked if the Cabinet will get the version of the working rules with red marks on it and the reason for the marks. Ms. San Miguel responded that they were waiting for Senate to approve the rules and for the Cabinet the rules with the track changes so they can note what was changed or added. Ms. San Miguel stated that the main changes pertain to the meeting times, gender neutral language, and the addition of the Secretary for International Affairs. Once all of the changes are approved by Senate, Cabinet will receive a clean copy.

Chief of Staff Argame stated that usual meetings will end at 11am, but for this first meeting he wanted to allocate 3-5 minutes for each cabinet member to talk about what they have been working on, and to be somewhat quick but thorough.

10. REPORTS

- A. Secretary for System-Wide Affairs

Secretary Lendrum reported the following:

- Attended July CSSA meeting which set the schedule and locations for all CSSA meetings for the year. At that meeting he joined the Student Trustee Committee with VP Vournas and they also joined the Social Justice Committee. VP Vournas will be part of a voting capacity, he will not be in a voting capacity.
- Attended CSUnity at CSU San Marcos and there a policy agenda was drafted for CSSA, they agreed to add formally incarcerated students to Project Rebound as part of the policy agenda for the coming year.
- Attended first Lobby Corps meeting, there are currently three Student-at-Large positions open, and also discussed voter registration drives up until the November election.
- The next CSSA meeting will be in September at San Diego State University, where they will be voting on the approval of the policy agenda and will discuss SIRC funding and the way it is used and how it should be used/trying to have it used. Want SIRC fees to act autonomously, and our ASI leadership are concerned with how the funding is being used the way and want to ensure that is used the way it was intended since it was the brainchild of Cal State Long Beach and make sure CSSA doesn't stray from that.
- He wants to address the student white papers that don't say anything about adding more student voices to the CSU BOT, which was the initial intention of the white papers.
- He brought up Vision 20/20 which he had proposed a few years back that is basically a 5-year ASI plan that would bring them into the year 2020. It would address a lot of things financially, legislatively, and address social justice issues, and textbook issues. He said Vice President Vournas asked that he bring back the idea and that the main vision is that ASI would incorporate the 5-year plan to address issues both present and future.

Chief of Staff Argame informed the Cabinet that they will all receive a report template to complete and submit to him by Tuesday at Midnight. It will be in the form of a bulleted list including the work completed since the last

report, goals for the next 2 weeks, any student concerns, and any additional comments. There are a total of four slides about 1 minute per slide will be sufficient.

Sec. Lendrum suggested saving the template to computer desktops and adding the information at meetings that they attend that way they do not feel inundated to do it all at once. Argame reminded that since members will be on various committees having notes in one place will be helpful.

B. Secretary for AB540 & Undocumented Students

Secretary Duarte reported the following:

Introduced herself and said she wasn't at the retreat because she was studying abroad in Mexico this summer and returned last week.

- Currently there is no Dream Success Center Coordinator, but it should be filled within the next 1-2 weeks.
- She met with FUEL to learn about their goals, and informed the Cabinet that they are a student organization that represents all undocumented students on campus.
- There are more undocumented students on campus this semester than last year. There are over 1,000 currently from various countries and the numbers are increasing. There are students who are refugees from Middle Eastern countries, Asian countries, not just Mexico.

President Flores asked if they have already hired a new coordinator for the Dream Success Center or if they are still waiting to hire someone. Sec. Duarte responded that they are down to the last two candidates and are deciding between the two.

C. Secretary for Academic Affairs

Secretary Yao reported the following:

- He be hosting workshops on how to complete committee reports after attending committee meetings. Reports will be due five days after the meeting.
- Researching start times for committees this semester and general outreach. He has also come across some concerns with CSSA's SIRF fee. He stated that he was charged and when he didn't pay it was taken out of his stipend, so he would like to do more research into it.
- He would like to expand outreach for research programs, such as the BUILD the MARC program, develop outreach with faculty on study abroad opportunities specifically to Germany and Taiwan.
- Found that Rate My Professor has a big influence on enrollment in classes, looking into the opportunities of this.
- Researching ways to get ASI funded grants more publicity and more coverage.
- Meeting with the Provost and each College Dean to assess current agendas and see what he can do in his capacity to assist.

Chief of Staff Argame asked if everyone received the committee list, or if anyone did not. Argame reminded that from here on out Sec. Yao will be contacting everyone about the different committees. Argame said for everyone to Google their committees to find out when the first meetings are and to make sure everyone is up to date because ultimately it is the responsibility of the Cabinet members to know when the meetings are. He said the committees are very important because it is a place to practice shared governance where students and faculty come together to tackle issues that both students and faculty have.

D. Attorney General

Attorney General reported the following:

- Chief of Staff Argame reported that he will be conducting interviews soon with President Flores.

E. Secretary for City Affairs

Secretary Bellenger reported the following:

- Attended the City Council meeting last week, they are postponing review of a draft ordinance to amend the municipal code that relates to raising minimum wage to \$15 dollars, and the postponement just gives them extra time to go over it, the wait will not impact when it goes into effect January 1, 2017. They also reviewed the budget hearings for library and development services and police department has two year renewable grant for \$600,000 to train officers in implicit bias.
- Working with Secretary for Sustainability to promote the ASI Recycling Center at the next City Council meeting, and will suggest they share information about the Recycling Center to constituents until they put a flier together.
- Would like to put together a flier or help promote the Student Emergency Intervention program so students are more aware of the program.
- Working with Secretary of Women's and Gender Equity on voter registration and 19th Amendment.

F. Secretary for Cultural Diversity

Secretary Villa reported the following:

- Finished summary on report on ethnic studies from the Chancellor's Office. The report was an examination of ethnic studies departments in last 10 years to figure out current state and looked at historical importance, and reasons why they are struggling. The report included 10 recommendations for what can be done and implemented across CSU campuses to support ethnic studies. It also extended moratorium for negative changes to ethnic studies program until 2017.
- Working with Dean Klaus and Chief of Staff Argame regarding the Genocide Awareness Project to improve responses of ASI and the University in supporting students' mental health.
- Taking business cards to meet organizations during Week of Welcome.
- She would like to create a Students Rights webpage. Sec. Lendrum recommended working with the Public Defender.

G. Secretary for Disability Affairs

Secretary reported the following:

- Chief of Staff Argame will be meetings with the coordinator of Project Ocean, ASI's Inclusive Recreation Coordinator and Disability Student Services. He will be fulfilling the duties of the position in the absence of a secretary.

H. Secretary for Government Recruitment

Secretary Jeanmarie reported the following:

- Beach Team's first meeting is on September 14th, and will alternate bi-weekly on Wednesdays from 1pm to 2pm and Thursdays from 12pm to 1pm.
- Current roster is at 69 people, but she anticipates more after Week of Welcome.
- She will be working with students to change meeting times to work with majority of the group if the current times don't work with their schedules, solidifying volunteer opportunities one of them includes joining Long Beach Leaders to give students more ways to earn service points.

I. Secretary for International Student Affairs

Secretary reported the following:

- The position is currently vacant.

J. Secretary for Internal Affairs

Secretary Yamagiwa reported the following:

- Excited for the semester and looking forward to working with everyone.

K. Secretary for LGBTIQ+ Affairs

Secretary Fernandez reported the following:

- Established contacts with organizations that would benefit from the position.

- Connected with Dr. Higgins in the Multicultural Affairs Office and connected with Juan Gonzalez, the Area Coordinator in Housing to provide more amenities, and or specific housing for students that identify as LGBTIQ+.
- The LGBT Resource Center is currently without a grad student coordinator.
- Coming Out week is in October and will be working with Dr. Higgins on the event.
- Out List and Pride Score will be addressed in the coming weeks.

L. Press Secretary

Secretary Ayers reported the following:

- No Report

M. Public Defender

Public Defender reported the following:

- The position is currently vacant.

N. Secretary for Sustainability

Secretary Martinez reported the following:

- Met with 49er Shops to discuss leftover food.
- Would like to improve signage for compost bins.
- Working with Secretary Bellenger on publicity of the ASI Recycling Center.

O. Secretary for Veterans Affairs

Secretary Guest reported the following:

- No Report

P. Secretary for Women's & Gender Equity Affairs

Secretary Cantler reported the following:

- Meeting tomorrow with Pam Rayburn from the Women's & Gender Equity Center and Dr. Caveness, Title IX Coordinator.
- Conducting research on teaching practices that resemble masculine features that are being applied in classrooms and starting to collect data, personal experiences as well as classmates' experiences. Classes need to incorporate a more feminist approach not only from professors, but also dialogue among classmates.

11. VOLUNTARY CLOSING COMMENTS

Sec. Lendrum demonstrated how the microphones should be used properly.

Chief of Staff Argame discussed needing help for the Open House on September 14th and 15th from 11am to 2pm.

12. ADJOURNMENT

Without objection Chair adjourned the meeting at 11:40am.