

CABINET MINUTES
Meeting #3
September 19, 2016

1. CALL TO ORDER

Chair Argame called the meeting to order at 10:02am.

2. ROLL CALL

Voting Members Present

Marvin Flores (ASI President) **(AR@10:35AM)**
Matthew Argame (Chair/Chief of Staff)
Dale Lendrum (Secretary for System-Wide Affairs)
Kenia Duarte (Secretary for AB540 & Undocumented Students)
Author Yao (Secretary for Academic Affairs)
Alex Bellenger (Secretary for City Affairs)
Victoria Villa (Secretary for Cultural Diversity)
Courtney Yamagiwa (Secretary for Internal Affairs) **(AR@10:15AM)**
Paul Fernandez (Secretary for LGBTIQ+ Affairs)
Emily Ayers (Press Secretary) **(DP@10:50AM)**
Amanda Martinez (Secretary for Sustainability) **(AR@10:03AM)**
Marc Guest (Secretary for Veterans Affairs) **(DP@10:49AM)**
Jacee Cantler (Secretary for Women's & Gender Equity Affairs)
Justin Bradley (Public Defender)

Voting Members Absent

LaKeisha Jeanmarie (Secretary for Government Recruitment)
VACANT (Secretary for Disability Affairs)
VACANT (Secretary for International Student Affairs)
VACANT (Attorney General)

Non-voting Members Present

Ms. Lindsay San Miguel (Interim Asst. Director of Student Involvement & Leadership) **(AR@10:03AM)**

Non-voting Members Absent

Guests

Ms. Ka Cin Wong (Senator, College of Business Administration)

3. PUBLIC COMMENTS

No public comments.

4. ADDITIONS /CORRECTIONS AND APPROVAL OF THE AGENDA

(M) Yao (S) Villa to approve the Cabinet Agenda Meeting #3, September 19, 2016

VOTE ON THE MOTION

PASSES 12-0-0

5. ANNOUNCEMENTS FROM THE CHAIR

Chief of Staff Matthew Argame reported the following:

- Maintain a high level of professionalism by arriving on time, not leaving early unless Cabinet members have spoken to him beforehand, not getting out of their seat throughout the meeting unless for a restroom break.
- President Conoley is interested in coming to observe a future meeting.
- Discussed the use of assistants, and explained that there will be a mid-year review in November to decide which positions can use an assistant, and it is important that all of the work isn't unfairly given to the assistants.

6. ANNOUNCEMENTS FROM THE PRESIDENT

President Flores had no report.

7. APPROVAL OF THE MINUTES

A. Action item: Cabinet Meeting #2 Minutes, September 12, 2016

(M) Cantler (S) Guest to approve Cabinet Meeting #2 Minutes, September 12, 2016

VOTE ON THE MOTION

PASSES 12-0-0

8. UNFINISHED BUSINESS

No unfinished business.

9. NEW BUSINESS

No new business.

10. REPORTS

A. Secretary for System-Wide Affairs

Secretary Lendrum reported the following:

Work completed since last report:

- Lobby Corps met on 9/15/16 and the New Voters Project had their kickoff meeting on the 9/13/16 with about 10-15 attendees.
- Met with Mr. Brandon Tsubaki the CSSA Director for Student Engagement on 9/13/16, had a discussion about student engagement.
- Attended CSSA in San Diego with President Flores and VP Vournas. At the meeting adopted the policy agenda for the year, and part of it is dedicated to helping formerly incarcerated students, as well as address social justice issues. This policy agenda was completed in record time, optimistic to achieve goals.
- CSSA reversed their stance on increasing the number of student voting representatives on the CSU Board of Trustees. They are now in support of it. Currently students are 1/24th of a voting voice, but contribute ½ of financial stakeholder, so felt it was only fair to have a more democratized CSU BOT.
- Elected as Vice Chair to the CSSA Student Trustee Committee.

Goals for the next week:

- Fill vacant Lobby Corps positions
- Register 50 voters on campus
- Continuing to thank USU/ASI staff members daily for their service
- Introduce Project Rebound to Cabinet at the next meeting and will speak to Chief of Staff Argame about adding it to the agenda

Student Concerns:

- 4 year graduation without the ability to use financial aid in the winter and summer sessions, and are proposing a project that by 2025 to have students graduate in 4 years.

Chief of Staff Argame made a comment about the student concerns and said that Provost Jersky is currently working on getting stipends or a form of reimbursement for students who take summer, or winter courses so that they can achieve a 4 year graduation rate. Sec. Lendrum added that the Governor is granting the CSU's 34 million dollars of one time funding to improve graduation rates, and some of that money might be used to reduce tuition rates during summer and winter sessions, but he will keep Cabinet updated.

Sec. Villa asked if there will be a timeline for when the financial aid for those sessions might take place. Chief of Staff Argame responded by saying students who are on the 4-5 year plan have been reached out to so that they can possibly take a winter course, but as far as the entire university, he did not have that information at the time.

Sec. Yamagiwa asked for clarification on whether Provost Jersky would be working to give students financial aid for the summer or winter session. Chief of Staff Argame responded by saying that it wouldn't be financial aid, but a form of reimbursement.

B. Secretary for Veterans Affairs

Secretary Guest reported the following:

Work completed since last report:

- Prepared courses of action for support to the Student Veterans of America, unfortunately CSULB will not be tabling because they are asking for more money than they are willing to spend as a display fee, but still will be supporting the event in multiple ways and looking to have students come down and visit campus during the event. Sec. Guest is currently working on picking dates for when they will have Student Veterans come to campus and figuring out what kind of support they can provide.
- Sec. Guest attended the first Vet Net meeting and finalized the Veterans Day 5k that will happen during Veteran's Awareness week and may be Sunday, November 6th, the day after the LB Veteran's Day Parade. It will be part of a kickoff for the week-long events and includes a Vet Net rally on November 4th, and culminating in the Veteran's Day Celebration on November 10th and the Marine Corps Birthday Celebration.

Goals for next week:

- Provide courses of action for ASI support to the Veteran's Day 5k run
 - Meet with the bookstore to utilize certain logos and marketing materials that ASI and CSULB has trademarked.
 - Meet with ASI Communications for marketing since they have helped with t-shirts in the past and can possibly help again.
- Look at the feasibility and cost of each course of action for the SVA National Conference and look at the other events they could possibly hold on campus.
- Provide recommendations for campus events during Veteran's week.

Student Concerns:

- No student concerns at this time.

Chief of Staff Argame said that for Veterans Week and the 5k run, Sec. Guest should talk to ASI Beach Pride Events to see if they can provide support with all the activities. He also said that he spoke with Ms. San Miguel about the SVA National Conference and they might be able to fund half the cost of lunch or the bus to travel to and from the Anaheim Convention Center, and if Sec. Guest could find a budget of how much those items will cost, further discussion can be had.

Ms. San Miguel said she will look into the possibility of using the ASI van. She said it does require training to learn how to drive it, and she isn't sure if its use reaches to student leaders in Student Government or if you have to be an employee, but she will look into it

Chief of Staff Argame asked how much it costs to table at the event. Sec. Guest said it costs \$1,500.00 for an 8x8 space, a 6x6 table, two chairs, and two conference registrations.

C. Press Secretary

Secretary Ayers reported the following:

Work completed since last report:

- Completed the minutes for Meeting #2.
- Developing ways to get link for "Weekly Govt. Recap" onto ASI website and hope to have that completed by the end of September.
- Finished Weekly Govt. box in the Union Weekly- which came out in print that day, and will be a column for ASI.
- Sent a list to social media team with possible coverage ideas, and set up a weekly meeting date with April De La Cruz.
- Wasn't able to meet with President Flores about the Kbeach show, but hoping to develop that project further.
- Pitched ideas about: "Ask an Exec," "100 Classes in 100 Days, POW event, and Border Angels Water Drop.

Goals for next week:

- Get the link on the ASI website and encourage everyone to forward Recap to constituents.
- Continue to foster relationships with media on campus, help with 1 key article a week.
- Establish lineup for Sexual Assault Prevention Program, and help with getting first "Beach Buzz" show completed.
- Update the Govt. website's FAQ section to reflect "Ask an Exec."

Student Concerns:

- No student concerns at this time.

Press Secretary Ayers encouraged everyone to reach out to her if they feel like something is important, newsworthy, or want help getting it coverage through use of the press. Sec. Guest noted using her help with Veteran's Week.

D. AB540 & Undocumented Students

Secretary Duarte reported the following:

Work completed since last report:

- Attended FUEL's first general body meeting. VP Taylor was there and she put Sec. Duarte on the Student Resource Cultural Board that will have different representatives from various cultural organizations on campus and will meet with President Conoley to discuss how she can help them all work together.
- Met with Director of MultiCultural Affairs and meeting again today to discuss how to support the "Life of an Undocumented Student" event that will happen next semester.
- Attended the Water Drop in San Diego, which was very successful. They had the largest group yet with 120 people and over 300 gallons of water. Sec. Duarte said it was a humbling experience for herself and Sec. Villa. They both suggested planning an ASI group trip to attend one of the water drop events, or simply to go to the border, or visit the graves.

Goals for next week:

- Finalize the date for first Ally Training and meet with the head of the resource center.
- Start reaching out to individuals interested in speaking at the "A Day in the Life of an Undocumented Student."
- Attend an event at the Miller House for Latinx Heritage this Thursday per invitation of President Conoley.

Student Concerns:

- Financial Aid concern when parents have no social security. This issue is happening at CSU Dominguez Hills, and Sec. Duarte wanted to bring it to the Cabinet's attention before it becomes an issue on campus. The issue is that when a student's parents have no social security number they put all zeroes on the FAFSA, and then when FAFSA wants verification, students have to take verification to the school, but CSU Dominguez is rejecting the whole financial aid application because the parent has no social security. This causes a conflict and students are unable to receive financial aid.
- DACA renewal, HR concerns for any students working on campus. A lot of people haven't received their DACA and Sec. Duarte wanted to know if Cabinet members were aware of the issue. She said it is affecting students who work on campus because people are afraid of getting fired and laid off because they don't have their new permit to show they can legally work in the U.S. She wanted to know how CSULB is planning on handling these situations.

Sec. Villa said she would look into a family lawyer who is familiar with DACA and could possibly provide workshops for students on campus. Sec. Duarte responded that her main concern is finding out how CSULB is going to deal with students who have not gotten their renewal, because of the delay in approval. She is concerned that the school would lay off students instead of giving them the opportunity to wait for their renewals.

Sec. Yamagiwa asked if Sec. Duarte was referring to students working for 49er shops, or for the university as a whole, and Sec. Duarte clarified for the university as a whole.

Chief of Staff Argame said he would look more into the issue and wanted to know how Sec. Duarte learned of the problem. Sec. Duarte said she found out during the FUEL meeting because the Long Beach Immigration Rights Coalition was present and discussed the issue that some of the people at the meeting were having with their permits expiring and having to convince bosses not to fire them.

Ms. San Miguel said that during a meeting last week she was informed about the delay, how it can extend up to 8 months, and to look into ways that it could impact our students. She reassured that they are more concerned with the student versus firing them.

Sec. Villa reminded that FAFSA opens on October 1st instead of March 2nd, so for these issues it means that the issues of verification might happen all at once and CSULB should be prepared. Chief of Staff Argame responded by saying although he encourages concise meetings, dialogue on important topics is welcomed.

E. Secretary for Academic Affairs

Secretary Yao reported the following:

Work completed since last report:

- Working with Dr. Norbert Schurer, Chair of the Academic Senate, to complete building a comprehensive list of all committees on campus that still require student representation.
- Identified all student reps that still do not have a meeting to attend, and reached out to these student representatives to request their participation and service in vacant seats in select meetings.
- Updated database of student representatives with the newly appointed.
- Inaugurated Chairs of select meetings to the student representatives that will be attending (and vice versa).
- Provided one-on-one orientation with additional student representatives who could not attend the committee workshops.
- Reviewed new reports from student representatives that have attended AS or University-level meetings.

Goals for next week:

- Continue reaching out to those student representatives that I have yet to meet.
- Continue searching for student representatives to fill in vacant seats.
- Continue updating information on existing committees on campus.
- Time permitting, check in with Chief of Staff Argame on proposed next steps for side projects that are in alignment with President Flores' vision for ASI.
- Time permitting, perfect the digital reporting form by testing the conversion process to printable forms.

Student Concerns:

- A technicality in the Academic Senate bylaws could potentially mean a great portion of student voices will be left unheard — not allowing “designees” to represent absentees.
- There is low representation among underrepresented groups in the University Honors Program — a small portion of Latino/a's and African American students are in the program, but the majority are Whites and very few are Asians.
- The WPE was replaced with the GEAR or GPE and one concern was that students aren't taking it because they can't find information on it, and if they do not take it then they can't graduate. Sec. Yao is working with the Committee to find new ideas on student outreach.

Chief of Staff Argame told Sec. Yao to keep Cabinet updated on the GPE and asked if it is taking effect soon. Sec. Yao responded by saying that it has already started Fall 2016. Chief of Staff Argame said to talk after the meeting about ways to publicize it.

Sec. Fernandez clarified that the GPE is mainly an issue for freshmen and sophomore students, since most transfers were notified about the test during SOAR and by email. Sec. Yao responded that the committee actually found that transfer students were a large part of the group that in fact need the outreach as well.

F. Attorney General

Attorney General reported the following:

- No report as the position is vacant.

G. Secretary for City Affairs

Secretary Bellenger reported the following:

Work completed since last report:

- City Council meeting discussed budget hearings.
- Lobby Corps Voter Registration Drive:
 - New Voter's Project kickoff meeting and
 - 6 students registered last week

Goals for next week:

- Smart Start.
- Voter registration drives: 9/20 10am-3pm, 9/26 11am-3:30pm, 10/4 10am-3pm, 10/10 11am-3:30pm - 10/18 10am-3pm, 10/24 11am-3:30pm.
- Inform City Council on Student Emergency Intervention Program.
- Work on prompting ASI Recycling Center.

Student Concerns:

- T3 Training for student organizations - BeachSync RSVP is full –and students weren't sure whether or not walk-ins are accepted.

Anything Else:

- VOTE 2016 information can be found on the flyers around campus and in the Student Government Office.
- Race, Gender and Identity panel - Oct. 12th from 5:00-6:30, Anatol Center
- Vigil for Domestic Violence Victims in Bixby Knolls because that is where the Women's Shelter has moved their headquarters and will be part of first Fridays.

Sec. Guest asked when the last day to register to vote is. Sec. Bellenger said October 24th.

Sec. Yamagiwa asked if Lobby Corps has talked about educating students on the various propositions. Sec. Bellenger said they are currently in discussion about it. Sec. Lendrum added that for the most part Lobby Corps is non-partisan and the reason is that they will take positions on issues when they go to CHES, but Title 5 doesn't allow them to talk about what is on the ballot because they are a non-profit organization that operates on mandatory fees. When it comes to issues on the ballot, they can only take an official position when the CSU BOT has taken one, but they are looking into providing students with more information on the ballot and creating smaller pamphlets with the pros and cons of key issues regarding students. Sec. Lendrum said although they would like to take strong positions on some issues, they cannot always do that.

H. Secretary for Cultural Diversity

Secretary Villa reported the following:

Work completed since the last report:

- Contacted Beach Pride Events about the Queer Arts and Crafts Fair and obtained more emails from representatives of the resource centers in order to arrange the meeting.
- Met/made contact with Jon Higgins and Cristian Lozano of MOA.
- Attended paint the night for Latinx Heritage Month.

Goals for next week:

- Get the last of the emails so I can send out the Doodle poll and finalize meeting details.
- Continue organizing the Queer Arts and Crafts Fair.
- Attend Border Angels water drop off, and wants to arrange a carpool for ASI.

- Continue reading resolutions, but wanted to gather Cabinet feedback as to whether that seems important or not, that way she isn't wasting her time on something that isn't useful.
- Examine room capacity chart.

Student Concerns:

- Same as last week, want to find ways to make ASI budget easier to digest, creative solutions for getting resource centers more money.

Anything Else:

- Sec. Villa wanted to be sure that each organization in FO4 feels that they cannot be treated homogeneously, and that any decision that has to do with them that is made without their consent will not be good.

Chief of Staff Argame said that something is being done in Senate to address Islamophobia and in regards to resolutions and sifting through them to set up a meeting with VP Vournas to help pinpoint which ones to look into.

Ms. San Miguel said to contact Sen. Elasmara since she is working on a resolution in support of a Muslim Student Ally program.

I. Secretary for Disability Affairs

Chief of Staff Argame reported the following:

Work completed since the last report:

- Someone has been selected to fill this position and she will go before Senate on Wednesday and hopefully will be approved. Chief of Staff Argame said he will pass down the issues from last week to her and wants to talk about creating a relationship with ASI and CAPS; something where the executives go once a month so they have a place to talk about what is happening and to de-stigmatize the use of CAPS.

Sec. Bellenger said another student concern was with CAPS and that once students have their 5 or 6 sessions they just get rid of students, and are not very helpful. She said she has also heard other things that are confidential, but that they don't make an effort to understand the student's issues. Sec. Duarte agreed that they tend to hurry you up. Sec. Martinez responded by saying that in her experience if they feel like a student needs more help they might refer you to someone else off-campus who is better suited. She said they gave her extra sessions so maybe they assess things based on the students who need more help. Sec. Lendrum said that maybe there is some way of disseminating a survey to find out student feelings regarding CAPS.

J. Secretary for Government Recruitment

Chief of Staff Argame reported the following:

Work completed since the last report:

- Chief of Staff Argame informed the Cabinet that he helped Sec. Jeanmarie with the Beach Team meeting last week since she was dealing with a personal matter. The meeting had 25 students and an additional 12 students emailed him about involvement even though they couldn't make it. The students expressed wanting leadership training which hasn't been done in the past, but will be looked into.

K. Secretary for International Student Affairs

Secretary reported the following:

- No report since the position is vacant.

L. Secretary for Internal Affairs

Secretary Yamagiwa reported the following:

Work completed since last report:

- Attended Senate meetings (9/7 & 9/14)
 - Elected Senator, College of Education: Andrea Alonzo
 - Elected 1 Isabel Patterson Child Development Center Trustee-At-Large: Kylie Martinez

- Senators are working on a resolution to add feminine hygiene products in bathrooms.
- Beachbites is an App that shows students with food insecurities where there is leftover food from events or food services (i.e. hot food from WallStreet Cafe); mentioned by Dean Jeff Klaus
- Attended Student Health Advisory Committee
 - The Student Health Fee will not go to a referendum and will meet with different student orgs to collect information.
- Attended Clean Energy Working Group Meeting
- Met with Student Transportation Survey

Goals for next week:

- Let leaders in student organizations and other students know about Sec. Yamagiwa's office hours so they can talk to her about any concerns, and she will send emails to organizations or will connect with them via BeachSync.
- Begin compiling data from past transportation surveys.
- Start looking into Food Master Plan to see what other universities do.
- See if campus can add more shuttles.

Student Concerns:

- Increase awareness of public office hours (Senate report)
- Safety concerns of classrooms- CBA lecture halls (Senate report)
- Difficulty getting classes needed for timely graduation (Senate report)
- Some buildings don't have hydration stations in or nearby (Senate report- CHHS)

Chief of Staff Argame noted that Sec. Yao put his office hours in the signature of his email and said it might help to make students aware of the times.

Sec. Bellenger said that the WGEC has free pads, tampons, and condoms. She asked for Sec. Yamagiwa to let her know more specifics on getting more shuttles since she sits on the Committee that deals with that.

M. Secretary for LGBTIQ+ Affairs

Secretary Fernandez reported the following:

Work completed since the last report:

- Met with several students, including leaders in queer organizations, to discuss current concerns regarding LBSU policy, funding, and the resource center itself.
- Initiated communication (and cc'd Sec. Villa) with several cultural organizations that might be interested in discussing the intersectionality of identities within their organization. These include Black Student Union, Beach Hilel, Hermanos Unidos and Hermanas Unidas, and the Asian Pacific Island Student Resource Center.
- Met with Juan Gonzalez, the Area Coordinator for Housing, to discuss the future of housing regarding LGBTIQ+ identified people.
- Mutual and attainable goal: Having a gender neutral floor or building.
- Initiated contact with Academic Coordinator for Housing, Cara Surkin.
- Continued planning of Coming Out week with Dr. Higgins.

Goals for next week:

- Follow up with organizations that have replied to my emails.
- Contact Enrollment Services to discuss new policy on gender identity with regards to paperwork and official University documentation.
- Promote Safe Zone trainings for ASI student leaders.
- Follow up with Juan Gonzalez, Melinda Patton and Cara Surkin (Housing Administration) to discuss specifics on current housing accommodations and policies for LGBTIQ+ identified students.
- Reach out to Center for Scholarship Information regarding LGBTIQ+ scholarships.
- Prepare for October.

Student Concerns:

- Underfunded resource center with no physical resources.
- Lack of LGBTQ+ oriented housing.
- Lack of visibility for LGBTQ+ events.

Anything Else:

- Raising our 'campus pride' score: Why and How" The 'campus pride' score reflects our University's dedication to our LGBTQ+ community. The Overall score: 4/5, Sexual Orientation Score: 3.5/5, Gender Identity score: 3.5/5.
- Needs: Queer Housing Space, Simple process to evaluate and change gender identity on University records, LGBT oriented scholarships.

Chief of Staff Argame asked if the campus score is from a third party source, and Sec. Fernandez said that it is, but that he will get in contact with them to see about updating some of the scores and information. Sec. Fernandez said that online it says CSULB does not have a scholarship, but they in fact do, so he will see what he can do about getting that updated.

N. Public Defender

Public Defender Bradley reported the following:

Work completed since last report:

- Met with Dean Klaus to discuss the student rights section on the university website
- He passed around information to see if anything should be added or changed.

Sec. Villa requested further information on the Know Your Rights Campaign. Ms. San Miguel said to connect with Chief Justice Vargas from Judiciary since they are creating a webpage section under the Judiciary site that will have information on the Know Your Rights Campaign.

O. Secretary for Sustainability

Secretary Martinez reported the following:

Work completed since the last report:

- Met with Alfredo Macias
- Sustainability Task Force meeting
- Water Conservation Working Group
- Campus Sustainability Month planning meeting

Goals for next week:

- Go to ES&P club meeting to get students involved in committee meetings
- Contact Jeff Klaus about food waste

Student Concerns:

- Science Learning Center redesign and students are upset because they want to get rid of all of the animals that they have. If any staff members are qualified to take care of exotic animals.

Ms. San Miguel said that Sen. Elasmir and Sen. Rincon are working on a resolution to find new people to manage the space and the animals since the current person is retiring. Sec. Martinez said that they will be having someone from the Science Education Department oversee it, but volunteers are upset because it seems like the Dean doesn't want the animals anymore.

Anything Else:

- If anyone still needs to add a committee I have some that you could help me with!
 - University Clean Energy Working Group

- Meetings will be on Fridays
 - University Sustainability Curriculum Working Group
 - University Sustainability Research Support Working Group
 - University Water Conservation Working Group
- Sept. 22nd at 10am in Facilities Management room TBA

P. Secretary for Women's & Gender Equity Affairs

Secretary Cantler reported the following:

Work completed since last report:

- Spoke with Jay Holloway about Kbeach.
- Communicated with Pam Rayburn about Domestic Violence Awareness Month.
- Continued Sexual Assault Prevention duties.

Goals for next week:

- Continue Sexual Assault Prevention duties.
- Prepare for Domestic Violence Awareness Month.
- Speak with Dr. Terre Allen to continue work on the staff project.

Sec. Cantler said that Sec. Guest is dedicated to including Veterans into this process and will explore that aspect.

Sec. Villa asked about classes with consent that count towards a capstone. Sec. Cantler said that almost all of the WIG's programs cover the topic of consent and maybe having more events on consent will be helpful.

11. VOLUNTARY CLOSING COMMENTS

Sen. Wong, College of Business Administration introduced herself and wanted Cabinet to know that Senate is always there if anyone wants to collaborate on a project.

Chief of Staff Argame recognized Sec. Lendrum's use of Trello and applauded him for writing down everything thoroughly. Sec. Lendrum responded saying that it helps him with his work in CSSA to see the concerns from everyone and to better carry out his job.

Ms. San Miguel said that as events get closer and things are needed such as brochures, fliers and other marketing materials done by ASI Communications to come see her for the ASI COMM work order and she will help to fill out the information and will give her signature which is needed before ASI Communications will create the project.

Sec. Villa asked what the budget is, and how can Cabinet access it. Ms. San Miguel said that the fiscal year budget has not been posted because the books from last year have not closed in the Business Office yet, but it should be done this week or next week. Chief of Staff Argame will have the budget so it will be at his discretion to allot money per secretary. She reminded the Cabinet to stay within budget, which is their responsibility to track expenditures, and that all of the invoices come to her for payment.

Chief of Staff Argame said that during the one-on-one meetings to keep him in the loop about events and potential costs so he can work that into the budget. Sec. Lendrum said to remember to utilize media on campus and consider student media because it is discounted.

12. ADJOURNMENT

Without objection Chair adjourned the meeting at 11:23am.