

**CABINET MINUTES**

**Meeting #6**

October 10, 2016

**1. CALL TO ORDER**

Chair Argame called the meeting to order at 10:01am.

**2. ROLL CALL**

Voting Members Present

Marvin Flores (ASI President)  
Matthew Argame (Chair/Chief of Staff)  
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@10:16am)**  
Emily Ayers (Press Secretary) **(DP@10:55am)**  
Amanda Martinez (Secretary for Sustainability)  
Marc Guest (Secretary for Veterans Affairs) **(DP@10:53am)**  
Simran Nath (Secretary for Disability Affairs) **(DP@10:43am)**  
Paul Fernandez (Secretary for LGBTIQ+ Affairs)  
Jacee Cantler (Secretary for Women's & Gender Equity Affairs)  
Justin Bradley (Public Defender)  
Darshan Patel (Secretary, Intl' Student Affairs) **(AR@10:54am)**  
LaKeisha Jeanmarie (Secretary Govt. Recruitment) **(AR@10:53am)**

Voting Members Absent

VACANT (Attorney General)  
Dale Lendrum (Secretary for System-Wide Affairs)

Non-voting Members Present

Ms. Lindsay San Miguel (Asst. Director of Government Affairs & Initiatives)

Non-voting Members Absent

Guests

Mr. Christian Lozano, Assistant Director, Office of Multicultural Affairs  
Mr. Enrique Campos, Assistant Director, Dream Success Center  
Ms. Bomi, Beach Team Member

**3. PUBLIC COMMENTS**

Chief of Staff Argame introduced Bomi, a Beach Team member who came to observe Cabinet because she is interested in different Secretary positions. He encouraged Cabinet members to speak to her after the meeting to let her know about their positions.

**4. ADDITIONS /CORRECTIONS AND APPROVAL OF THE AGENDA**

**(M) Yao (S) Villa to approve the Cabinet Agenda Meeting #6, October 10, 2016**

**VOTE ON THE MOTION**

**PASSES 12-0-0**

**5. ANNOUNCEMENTS FROM THE CHAIR**

Chief of Staff Matthew Argame reported the following:

- Thanked everyone for being on time and reminded everyone that reports are due on Thursday at 11:59pm, or else he has to come in over the weekend to compile them.

## 6. ANNOUNCEMENTS FROM THE PRESIDENT

President Flores reported the following:

- This weekend he will be going to Fresno State University with VP Vournas and Sec. Lendrum for CSSA and will be discussing the policy agenda and will bring up how they can work better with the President of the campus and improve shared governance.
- Working with CSULA and Cal Poly Pomona to learn more about their “dead hour,” where there are no classes and students are able to attend club meetings and office hours. So far Cal Poly Pomona has the best system, but President Flores will be working with faculty and staff to learn any affects it might have on students.
- Working with PPFM about signage for parking on campus and deciding how the parking lots will looks with the new signs; making them more accessible. After Cabinet looks at them, President Flores requested thoughts and then they will see how the new signs work.
- Working with Dean of Students Jeff Klaus to see how many students are currently employed at CSULB. They estimated 3,000 but want an exact number so they know how many jobs students hold.
- Participating on the interview committee for the Vice President of Enrollment and they are down to the final four, he is hopefully they will choose a candidate in the next few weeks and can begin working on enrollment.
- Met with Student Athletes Association to find out how they can work better to promote school spirit, they discussed student needs and the NCAA rules.
- During the past two weeks Academic Senate has been discussing creating a policy about Extra Credit that would establish a rubric so that no one can take advantage of extra credit. They are also looking at how to create an official rubric when it comes to papers and assignments that way when students get papers back they understand the reasoning behind their grades.
- There is an Academic Senate Retreat taking place on Thursday, October 27th from 2-5pm at The Pointe. They will be discussing how students and the university can work together to promote safety for students and the campus. The retreat is open to all students on campus.
- Meeting with Sec. Yao and Academic Senator Monique Harris to discuss how to prepare for the campaign “What’s in Your Way\_\_\_\_\_?” There is currently a 2.4 million dollar budget that is going towards helping students graduate, and so far some of the suggestions have been more summer and winter courses, but as soon as there is more information on how the money will be used, President Flores will inform Cabinet.

## 7. APPROVAL OF THE MINUTES

A. Action item: Cabinet Meeting #5 Minutes, October 3, 2016

**(M) Yao (S) Cantler to approve Cabinet Meeting #5 Minutes, October 3, 2016**

**VOTE ON THE MOTION**

**PASSES 12-0-0**

## 8. UNFINISHED BUSINESS

No unfinished business.

## 9. NEW BUSINESS

A. Action Item: Cabinet Meeting Time Change

**(M) Guest (S) Yao to change the Cabinet meeting time to 9:30am.**

**VOTE ON THE MOTION**

**PASSES 12-0-0**

B. Information/Discussion Item: Office of Multicultural Affairs and the Dream Success Center

Enrique Campos the Assistant Director for the Dream Success Center and Christian Lozano the Assistant Director for the Office of Multicultural Affairs came to discuss and support some of Sec. Duarte’s efforts for a Multicultural Fair in the Spring.

Mr. Campos discussed making an inclusive day for all of the heritage months to celebrate the different intersectionality that make up people’s identities. He asked everyone to come together to create one large event to form conversations and awareness about it.

Sec. Duarte added that she wants to create a Multicultural Fair during Spring that would combine Black History month, Hispanic Heritage month, and other cultural months that way people who identify with multiple have a space to celebrate them all.

Mr. Lozano explained that with undocumented students the intersectionalitys overlap with LGBTQI+, Asian Pacific-Islander, and that undocumented students are not just Latino or Latinx. The event would highlight that it effects many students in various ways and the event would bring dialogue to those topics. The events would be an ongoing conversation from February to May and the resource centers would be co-sponsoring the events with the help of Cabinet. He said it will take everyone's help and the main focus is on educating students. He also encouraged new ideas with planning.

Sec. Villa added that she is planning a Multicultural Festival in the Spring that could potentially be a part of their event and to involve the two in some way. She plans to have different cultural organizations tabling, with performances, and food from the various cultures and would love to work with both the Office of Multicultural Affairs and the Dream Success Center. Mr. Lozano encouraged the conversation and working together.

Chief of Staff Argame said he is excited at the opportunity and that in Cabinet alone there are many different cultures and identities represented and intersectionality is highlighted and any way that he can help make an event like this accessible to students on campus he would love to support it.

Mr. Lozano encouraged Cabinet to utilize their positions to make this event happen, not just financially but also with their ability to reach out to their constituents for support.

C. Information/Discussion Item: Project Rebound

Chief of Staff Argame tabled the discussion since Sec. Lendrum was absent.

## 10. REPORTS

A. Secretary for System-Wide Affairs

Secretary Lendrum reported the following:

- No Report.

B. Press Secretary

Secretary Ayers reported the following:

Work completed since last report:

- Finished the minutes for Meeting #5 and the "Weekly Recap."
- Interviewed Sexual Assault Victims Advocate Candis Simmons-Davis, Sec. Bellenger, the Women's Gender Equity Center Coordinator Pam Rayburn and Dr. Caveness, for the Domestic Violence Awareness Month article & attended the First Friday's Vigil. That article was finished and is in this week's Union Weekly newspaper.
- Brainstormed ideas for "Beach Buzz" with the show's Producer Travis Baker.
- Emailed the ASI Social Media Specialist April Dela Cruz updates from the previous week.

Goals for the next week:

- Complete a Cabinet Spotlight and either an article about a Domestic Violence Awareness event, or the Water Drop event.
- Solidify next 3 Beach Buzz Shows.
- Get the Social Media Team to cover one Government Meeting.

Student Concerns:

- No student concerns.

C. Secretary for Veterans Affairs

Secretary Guest reported the following:

Work completed since last report:

- Continued work on Veteran's Day 5k run and there is a signup now available on Eventbrite at <https://www.eventbrite.com/e/csulb-runs-with-veterans-5k-tickets-28383159795>
- Logo in process of being created.
- Continued work on SVA national conference.
- Created drop-off point for photos of CSULB veterans to be displayed during Veteran's Week events and as of Thursday, there is one photo.

Goals for the next week:

- Finalize list of events for Veteran's week on campus.
- Finalize the budget for SVA Conference.
- Decide how CSULB is going to support the City of Long Beach Veteran's Day parade on November 5<sup>th</sup>, and is working to get support from student veterans to attend.

Student Concerns:

- No student concerns.

Sec. Guest said there is still space available for the Vet Net Ally Training on Friday November 4<sup>th</sup>.

#### D. Secretary for Disability Affairs

Secretary Nath reported the following:

Work completed since last report:

- Met with the Project Ocean Coordinator Jane Killer and they are interested in hosting a booth for Disability Awareness Week, and choosing a date in November because the following week is "Love Your Body Week" so it will help to have the two together.
- Met with the SRWC Aquatics & Inclusive Recreation Coordinator Michael Freeman.
- CACoD "Making a Difference: Promoting Inclusion in the Workplace."

Goals for the next week:

- Meeting with Director of DSS, David San Filippo.
- Finalize dates for Disability Awareness Week.
- Begin reaching out to different programs on campus who would be interested in having a booth during the Resource Fair.
- Plan "A Day in our Shoes."
- Begin incorporating and reaching out to individuals who would be interested in being on the panel for Disability Awareness Week.
- Begin working on promotions/ads for Disability Awareness Week.
- Follow up with CACoD and President Flores.
- Confirming with CACoD chairperson to host a booth on behalf of ASI.
- Begin planning booth and creating awareness about the event on campus.

Student Concerns:

- No student concerns.

Sec. Nath said that she is concerned for the safety of students on campus especially concerning the "clown" incidents that have even happened on campus.

#### E. AB540 & Undocumented Students

Secretary Duarte reported the following:

Work completed since last report:

- Promoting Marco Antonio Firebaugh Tribute Night.
- Working with the Center for Latino Community Health to promote their ¡Salud a la Vida! project, and getting them to go to health care centers.
- Had a joint meeting with Dream Success Center and Office of Multicultural Affairs to start discussing potential Multicultural Fair Celebration for Spring semester.
- The first potential Ally Training is set for November 18th 8:30am-12pm.

Goals for the next week:

- Looking at the policies in place (if any) pertaining to AB540 & Undocumented Students.
- Promoting the Marco Antonio Firebaugh Tribute Night Oct. 13 8-10pm in USU 205.
- Joint meeting with DSC, OMA, and FUEL to collaborate on multiple events.

Student Concerns:

- No student concerns.

Sec. Duarte explained that there will be a 5k Run on November 9<sup>th</sup> at The Pyramid from 8am-2pm and participants will receive a T-shirt, a medal, and snacks. She also said that funding from the 5k will be going towards scholarships for Undocumented students.

#### F. Secretary for Academic Affairs

Secretary Yao reported the following:

Work completed since last report:

- Developing report tracking system and started sending out notices of missing reports, fine-tuning current system (computer code issues) and aggregation system to detect missing reports (summary form).
- Working on the print-friendly version (converter) of reports.
- Coordinating meeting info with student representatives and Chairs.
- Reviewing reports made in the system.
- Following up with Academic Senators about student representative's participation.

Goals for the next week:

- Continue working on report tracking system.
- Continue making reports printer-friendly.
- Investigate or follow-up with investigations of student concerns

Student Concerns:

- Who has the right to reprimand students for smoking? Follow-up on that discussion.
- What protects students from arbitrary grading practices? Are there rubrics, or a lack thereof?

Chief of Staff Argame said that he found the policy about the Breathe Campaign going into effect in September 2016, and there can't be any changes made in how it is enforced until 2019. However, he said that it can be brought before Academic Senate that changes do need to be in place for the future in terms of enforcement because if not then there is no reprimanding. He passed the policy around to Cabinet.

Chief of Staff Argame said that he found in the College of Engineering an assessment of how students are doing on programming and also in the College of Education there is a rubric posted online. He said that it would be a good idea to bring to Academic Senate because he experienced receiving a grade and not being told why, but it is important if students are expected to be able to improve their work.

Sec. Guest asked if students have gone up to the professors to express concerns and Sec. Yao said that students did, but many were brushed off and told not to worry, and professors don't feel a need to explain since there isn't

a policy about it. Chief of Staff Argame said that was his experience, as well as Sec. Cantler had a similar experience.

G. Attorney General

- No Report.

H. Secretary for City Affairs

Secretary Bellenger reported the following:

Work completed since last report:

- City Council meeting discussed Domestic Violence Awareness Month, and on October 19<sup>th</sup> is the day everyone will wear purple. Also talked about a Homelessness Study Session (10 year plan).
- Lobby Corps discussed Voter Registration Drives, collaborating with ASI Communications Department, Dorm Storm, Tabling at Pot Perplex, and tabled at VOTE 2016.

Goals for the next week:

- Voter registration drives will be the following dates: 10/10 11-3:30 West turnaround, VOTE 2016 October 12th panel, 10/18 10-3 Library, 10/24 11-3:30 USU.

Student Concerns:

- VOTE 2016 will be on Wednesday.
- Need designee for Parking and Transportation Advisory Committee on October 14<sup>th</sup>, but also posted that on Facebook.

Chief of Staff Argame said in regards to Smart Start he would start emailing the Career Development Center to get the ball rolling.

I. Secretary for Cultural Diversity

Secretary Villa reported the following:

Work completed since last report:

- Meeting about Queer Arts and Crafts Fair- and it is a go.
- Student representatives of Resource Centers meeting on Wednesday.
- Humanitarian week meeting with Senator Azam, and Senator Elasmarr on Wednesday.
- "Speak Your Peace" event on Wednesday.
- Campus Climate Committee on Wednesday.

Goals for the next week:

- Attend meetings- Humanitarian Week, Student Resources.
- Multicultural Festival too soon to plan, but in brainstorming phase.
- Looking at past Resolutions.
- Working on Crisis Protocol for ASI- resolution.

Student Concerns:

- Summary on Report of Ethnic Studies- did not mention Middle Eastern Studies, they were not represented.
- Prayer Room in VEC- can it be fixed up a bit?

Sec. Villa asked Cabinet for ideas on the Multicultural Festival in the Spring.

J. Secretary for International Students

Secretary Patel reported the following:

- Sec. Patel introduced himself and said he is an International Student from India and has been at CSULB since 2012 and is majoring in business economics.

Chief of Staff Argame welcomed him to the team and said himself and President Flores were impressed with his interview and he has already been working with concerns for international students.

K. Secretary for Internal Affairs

Secretary Yamagiwa reported the following:

Work completed since last report:

- Attended the PARC meeting.
- Met with HFHM Professor to go over “Mensa” idea.
- At Senate there was positive feedback for the “Mensa” idea.

Goals for the next week:

- Continue working on transportation survey.
- Continue working on “Mensa” idea.
- Look into where Student Excellence Fee is going and break it down because it is kind of vague.

Student Concerns:

- No student concerns.

Chief of Staff Argame said he brought up the “Mensa” idea to the Executives and they brought up a few logistical concerns, but still want to look into the event despite any hurdles they might have to jump through.

L. Secretary for LGBTQI+ Affairs

Secretary Fernandez reported the following:

Work completed since last report:

- Continued planning, structuring, and facilitating aspects of “OUTober.”
- Met with Beach Pride and Sec. Villa to discuss Queer Arts Fair specifics.
- Met with Q&A and Delta Lambda Phi to create a possible LGBTQ+ Outreach program for interested students.
- Attempted to meet with Housing Officials Juan Gonzalez, Cara Surkin, and Melinda Patton, but October is a busy month for Housing.

Goals for the next week:

- Promote Safe Zone trainings for ASI student leaders.
- Continue Assistance with “OUTober”
- Meet with the student assistant for CSULB’s LGBTQ+ Resource Center Madonna Hanna, to create list of needed items and resources.

Student Concerns:

- No student concerns.

Sec. Fernandez said the “Speak Your Peace” event will encourage the intersectionality of different identities and viewpoints.

Chief of Staff Argame reminded that there are Ally trainings for Vet Net, Safe Zone, and AB540 so if Cabinet could attend one of them that would be great. Sec. Fernandez said for the Safe Zone training there is a lean for the ASI Staff, but is open to all students. Sec. Guest said that Vet Net Ally Training is also open to all students.

M. Public Defender

Public Defender Bradley reported the following:

Work completed since last report:

- Meeting with President Flores and Chief of Staff Argame regarding the Know Your Rights campaign
- Reviewed the dates and topics for the upcoming Know Your Rights workshops.

Goals for the next week:

- No goals presented.

Student Concerns:

- No student concerns.

Ms. San Miguel explained the importance of attending one of the Know Your Rights Campaign events, and explained that the attorneys will be staying longer than just the one hour that is posted on the flyer. It is at no cost to students to get legal advice, so she encouraged Cabinet to let students know.

N. Secretary for Sustainability

Secretary Martinez reported the following:

Work completed since last report:

- Sustain U meeting: "Trash Talkers!"
- Meeting with Senator Jurado and USUBOT Sath about the Greenovation Fund, which will use the Grow Beach for fruits and veggies in the Beach Pantry, and will have reusable utensils

Goals for the next week:

- Continue working on Greenovation Fund
- Talk to President Flores about Sustainability Mixer presentation
- Attend the Zero Waste Committee meeting
- Complete Senate Report

Student Concerns:

- No student concerns.

Sec. Martinez encouraged Cabinet to bring a reusable cup for desks to reduce the amount of waste produced.

O. Secretary for Women's Gender Equity:

Secretary Cantler reported the following:

Work completed since last report:

- Worked on Kbeach segment that will happen for Domestic Violence Awareness Month on October 14<sup>th</sup>.
- Attended the President's Commission on the Status of Women.

Goals for the next week:

- Revise and develop a new way to achieve the Inclusive Classroom Project.
- Kbeach segment for Domestic Violence Awareness Month.
- Stay up to date with Women's Gender Equity Center Coordinator Pam Rayburn on the Center and on Domestic Violence Awareness Month.

Student Concerns:

- No student concerns.

P. Secretary for Government Recruitment

Secretary Jeanmarie reported the following:

Work completed since last report:

- 3rd Beach Team Meeting will be on October 3, 2016
- BeachSync account updated with events
- Mentoring Program survey
- Service Points sheets dispersed



Goals for the next week:

- Planning Fall mixer and need to come up with theme, date, and committees.
- Planning Mentor Program, and need to contact mentors and pair them up with students.
- Contact more ASI components that Beach Teamers are interested in

Student Concerns:

- Students want more involvement opportunities.

Sec. Jeanmarie said that the next Beach Team meeting is in USU 311, there will be a tour of the office happening and an ASI and Resources Scavenger Hunt.

#### **11. VOLUNTARY CLOSING COMMENTS**

Sec. Yamagiwa reminded Cabinet about the Academic Senate retreat that is on Thursday, October 27<sup>th</sup> from 2-5pm at The Pointe and they really want to get students out there with free food. Sec. Yao said that they are hoping for 20-40 students to attend.

Sec. Yamagiwa asked if there is any way to post when everyone's office hours are so that students are accessible to it.

Chief of Staff Argame told Sec. Jeanmarie that he has the budget for Beach Team and to see him after the meeting to go over it.

#### **12. ADJOURNMENT**

**Without objection** Chair Argame adjourned the meeting at 11:04am.