Chair, Monica DiLullo, has called a meeting of the Executive Committee on Wednesday, November 15th, 2017 at 2:00pm - 4:00pm in Delmy Rodriguez (T-152) in the Cesar Chavez Student Center.

I. Call to Order
Meeting called to order at 2:02pm.

II. Roll Call
President - Excused
VP of Internal Affairs - Present
VP of External Affairs - Present
VP of University Affairs - Present
VP of Facilities & Services - Present
VP of Finance - Present
VP for Student Affairs & Enrollment Management - Excused
Chief Justice - Present
Corporate Secretary - Present

III. Approval of Agenda
Motion to approve the agenda for November 15th, 2017.
Moved by VP of External Affairs, seconded by VP of Finance.

The following changes have been made to the agenda:
Motion to table Old Business Item b. Student Org Funding Approval Process.
Moved by VP of Finance, seconded by VP of University Affairs.

Motion to add New Business Item e. ECEC Facilities Lease Agreement.
Moved by Chief Justice, seconded by VP of University Affairs.

No opposed. No abstentions. Motion passed.

IV. Approval of Minutes
Motion to approve the Minutes for November 1st, 2017.
Moved by Chief Justice, seconded by VP of Facilities & Services.
No opposed. 1 abstention (VP of External Affairs). Motion passed.

V. Announcements (2 minutes each). Please submit literature to Chair when meeting begins.
None.

VI. Public Comment (2 minutes each). Must pertain to jurisdiction of Board. Please observe proper decorum. The board is not required to respond.

Ivy Tran, Freshmen Rep, announced that the applications for the Freshmen Rep position will be made available to the public later today and will close on Wednesday, November 29th, 2017. It was also stated that the Freshmen Rep job description was sent to the President for review. She explained that interviews will take a week and the top three candidates will be presented to the Executive Committee. Once the final candidate has been chosen, they will be presented to the board and will start their term by January 1st, 2018.
Chief Justice reported that he needs at least two board members to take part in the Rules Committee to go over the Bylaws before it is presented to the Board.

VII. Closed Session Pursuant to Education Code 89307 of the California Code for the purpose of to consider the appointment, employment, and evaluation of performance, discipline, or dismissal of an employee.
No Closed Session.

VIII. Old Business
a. IED Evaluation (Discussion Item)
   The Committee will discuss the proper evaluation structure and timeline for the Interim Executive Director.
Motion to go into Old Business Item a. IED Evaluation.
Moved by VP of External Affairs, seconded by VP of University Affairs.
No opposed. No abstentions. Motion passed.

VP of Internal Affairs reported that she spoke to Horace Montgomery, Interim Executive Director (IED) yesterday, and he reported that his written self-evaluation will be sent to her by this evening that will be reviewed by next week. VP of Internal Affairs recommended working on a process to prepare for a 360-evaluation. It was communicated that it was discussed during the previous Personnel Committee meeting and proposed dates and possible procedures for the IED Evaluation. It was proposed that the evaluation would be opened on February 1st, 2018 and closed for review by February 27th, 2018. The IED evaluation review process will begin on March 1st, 2018 and finished by March 15th, 2018. She explained that the evaluation would be completed through three separate google forms for the Board of Directors, AEDs, and those who have worked with the IED that will be created by December 1st. VP of Internal Affairs suggested creating a shared document to come up with questions through the Personnel Committee. Corporate Secretary indicated that it should be tasked only to the Executive Committee.

VP of Internal Affairs communicated that the committee members suggest three items to be focused on in the three separate evaluations. VP of Finance suggested evaluating the IED's communication and responsiveness to emails, outreach, and questions. The section would interpret the IED's accountability to responding to questions or follow-ups. VP of Internal Affairs suggested referring to the goals for the IED that were previously mentioned in the past to take note of his progress.

b. Student Org Funding Approval Process (Discussion/Action Item)
   The Committee will discuss and possibly take action on the consideration of the Finance Committee being charged with approving and denying funding for the Student Organizations.
   ** Item tabled until further notice.

IX. New Business
a. Council/Committee Updates (Discussion Item)
   The Committee will give reports on their council/committees: Internal Affairs Council, External Affairs Council, Facilities & Services Council, Finance Committee, University Affairs Council, Judicial Committee, Audit Committee, Personnel Committee, and Marketing and Communications Committee.
Motion to go into New Business Item a. Council/Committee Updates.
Moved by VP of External Affairs, seconded by Corporate Secretary.
No opposed. No abstentions. Motion passed.

Mia Veal, LCA Rep, communicated that the Internal Affairs Council passed the Staff Appreciation Policy, but that the program assessment policy will be passed by the next council meeting. In regards to programming, it was announced that there will be an event on Tuesday, after Fall Recess, in order for those to choose their top three performers for the upcoming RYTHMS Music Festival. She reported that she
also spoke to the **Interim Executive Director** and discussed that the board should also send in their top ten list in order for the students to choose from. **Ethnic Studies Rep** pointed out that during the last council meeting, the **AED of Programs** was asked to provide feedback on the program assessment policy as well. **VP of Internal Affairs** also recommended that the Vice Chair of Internal Affairs to set up a meeting with the AED and IED, to discuss and receive clarification from both parties in regards to the program assessment policy.

**VP of Internal Affairs** reported that the Personnel Committee approved the Executive Director Hiring Committee and it will be presented to the next board meeting. The Committee also approved the student leader membership and reported that the staff and university administration membership had not been approved yet. The Committee has been working on the interview questions for the Executive Director and discussed the timeline that was previously mentioned for the upcoming IED Evaluation. **VP of Internal Affairs** also announced that there will be a Staff Structure Ad-Hoc meeting tomorrow from 1:00pm to 2:00pm because it was cancelled last week.

**VP of External Affairs** reported that the External Affairs Council had a meeting today after two weeks and that CSSA will occur this weekend. The main topic that will be brought to be discussed at CSSA will be the International Women’s week and the CSSA agenda will be made available on calstatesstudents.org for anyone that is interested. The Council also approved the new revised External Affairs Council Charter that will be presented during the next board meeting. He commended the **Corporate Secretary** for doing a fantastic job in preparing for the next Townhall event that will take place on November 27th, 2017. **VP of External Affairs** also discussed the benefits of the USSA membership, which would allow the board to have a voice on a national level and become voting participants at USSA. It was explained that to become a voting member of USSA, the board would have to pay a fee of $0.50 per student and there have already been a budget allocation for students to go to USSA. **VP of External Affairs** reported that the Council has also been working on a resolution to condemn nuclear weapons and that he will be working with the **VP of University Affairs** to increase mental health resources on campus.

**VP of Facilities & Services** reported that the Facilities & Services Council has solely been working on the CCSC Pyramid Proposal and requested any possible tasks, from the committee, that the Council could work on and accomplish for the time being. **Ethnic Studies Rep** and **Freshmen Rep** indicated that all the signs in the CCSC need to be updated as well.

**VP of University Affairs** communicated that the Council just had their Student Org Assembly and that one of the main concerns was the need for a position that allowed student orgs to have proper representation on the board. It was also mentioned that she is trying to get everyone from the board to participate in the university committee and attempt to get students-at-large to participate as well.

**Chief Justice** discussed updates from the Judicial Council in regards to continuous review on the Elections packet that will be given to the elections commissioner, which when then be presented to the board to be approved by December.

**VP of Finance** reported that the Student Org Ad-Hoc that was approved in previous meetings, but he has not received any potential applicants for student org representatives. It was decided to remove the current members on the proposal for now and make them as preferred members. **VP of Finance** suggested creating a co-sponsorship policy that will define the terms of co-sponsorship.

**Corporate Secretary** exited at 2:32pm.

**Freshmen Rep** introduced herself as one of the Vice Chairs of Marketing & Communications Committee, reported that the committee’s charter has been approved. She explained that once it is approved by the board, the Marketing & Communications Committee will be co-chaired by two class college department representatives and that it will be revised in the Bylaws. The Committee has discussed about moving the AS Block Party to Thursday, December 7th, 2017 from 8:00pm to 10:00pm in the Tri Community Plaza.
Ethnic Studies Rep also stated the event is meant to be done in conjunction with the upcoming elections in order to allow other students to get involved by starting a type of campaign, “You are more than 3000.”

VP of Internal Affairs noted that there are currently no new updates from the Audit Committee.

b. Resolution on the Emergency Closure of CCSC (Discussion/Action Item)
   The Committee will discuss and possibly take action on a resolution regarding the emergency closure of the CCSC building during the North Bay Fires.

Motion to table New Business Item b. Resolution on the Emergency Closure of CCSC until the next Executive Committee meeting.
Moved by VP of Internal Affairs, seconded by Chief Justice.
No opposed. No abstentions. Motion passed.

c. Designation of AS Representatives to AS Executive Members (Discussion/Action Item)
   The Committee will discuss and possibly take action on the designation of college, class, and department representatives to executive members of the board.

Motion to go into New Business Item c. Designation of AS Representatives to AS Executive Members.
Moved by VP of External Affairs, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.

VP of Internal Affairs expressed that the President wanted the Executive Committee to have designated representatives to each committee member to create a feedback or reporting line. All executive members will be responsible for taking one to two class and college reps under their wing. It was requested that each member check in weekly with the class and college reps.

Corporate Secretary entered at 2:39pm.

VP of Finance suggested that if any member of the committee has experience in a specific position, it would be appropriate for them to work one-on-one with those representatives. VP of External Affairs expressed that there needs to be a sense of accountability so that the class and college representatives are comfortable with going to the other board members for assistance or feedback. Ethnic Studies Rep suggested that the board members should converse with their assigned representatives in order to fill the gap to make a mutual relationship in order to avoid making a reporting line. Interim Executive Director commended the Committee’s proposed idea, and also stated that the class and college representatives can also email him for support in order to make sure the representatives are held accountable for their assigned tasks. VP of Internal Affairs decided that each member of the committee will randomly select their designated class and college representatives.

d. CCSC Pyramid Proposal (Discussion Item)
   The Committee will discuss the proposal to repurpose the CCSC Pyramid.

Motion to go into New Business Item d. CCSC Pyramid Proposal (Discussion Item).
Moved by VP of External Affairs, seconded by Chief Justice.
No opposed. No abstentions. Motion passed.

VP of Facilities & Services reported that after taking everyone’s suggestions into consideration, he took some time to restructure the proposal. He requested clarification from the committee, in reference to the concern of changing the language of the proposal. Freshmen Rep stated that the language in the proposal was not very specific about the lobby level and that it should be stated that the upper levels will be evaluated at a later time due to the accessibility issue. Interim Executive Director highlighted that the purpose of the proposal was to create a budget that will determine how to operate the CCSC Pyramid.
e. ECEC Facilities Lease Agreement (Discussion Item)

The Committee will discuss the proposal to repurpose the CCSC Pyramid.

Motion to go into New Business Item d. ECEC Facilities Lease Agreement (Discussion Item).
Moved by VP of External Affairs, seconded by Chief Justice.
No opposed. No abstentions. Motion passed.

Interim Executive Director reported that the ECEC Facilities Lease Agreement has been expired since 2011. He expressed that this lease agreement needs to be signed by the board in order to make sure the Early Childhood Education Center (ECEC) will be able to continue to operate. It was stated there are no changes to the old lease agreement and that the lease agreement will be added to the next board meeting agenda to be approved. VP of Internal Affairs requested that the ECEC Lease Agreement to be sent out to the board for review prior to the next board meeting.

X. Adjournment
Motion to adjourn meeting at 3:10pm.
Moved by Chief Justice, seconded by VP of Finance.
No opposed. No abstentions. Motion passed.
Meeting adjourned.

Approved by: Monica DiLullo

Respectfully submitted by: Theresa Khong