

**CABINET MINUTES**  
**Meeting #2**  
September 12, 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)  
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@10:32AM)**  
Paul Fernandez (Secretary for LGBTIQ+ Affairs)  
Emily Ayers (Press Secretary) **(DP@10:45AM)**  
Amanda Martinez (Secretary for Sustainability)  
Marc Guest (Secretary for Veterans Affairs) **(DP@11AM)**  
Jacee Cantler (Secretary for Women's & Gender Equity Affairs)  
Justin Bradley (Public Defender) **(DP@11:31AM)**

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)

Non-voting Members Absent

Guests

**3. PUBLIC COMMENTS**

There were no public comments.

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

Chief of Staff Argame requested to amend the agenda to move Item 9L for Press Secretary report and Item 9O for Veterans Affairs report to Items 9B and 9C since those secretaries would both be leaving the meeting early.

**(M) Yao (S) Martinez to approve the Cabinet Agenda Meeting #2, September 12, 2016**

**VOTE ON THE MOTION**

**PASSES 13-0-0**

**5. ANNOUNCEMENTS FROM THE CHAIR**

Chief of Staff Argame reported the following:

- All Cabinet members should have created a Trello account, Public Defender Bradley still needed access to the account, but everyone else should have access. He said the goal is to keep people accountable and centralize all the information in one place. Trello is a program manager application which can accomplish this. He then presented on how to use Trello.
- There is a section for Policy Ideas and reminded the Cabinet that they are a policy making body so if anyone has ideas of policy to make student life better that is the place to put it and they can create a checklist and type the ideas there.
- He will add any due dates to the different cards that way members are notified.

- There will also be a section on presidential goals that will be added after President Flores and Chief of Staff Argame have one-on-one meetings, and also after his one-on-one meetings with the rest of Cabinet. The lists will be updated lists with goals that need implementing, so Cabinet needs to make sure they are going over it and check it off once it is completed.
- Sec. Yao stated that Trello also comes as an APP on cell phones, and he agreed with the convenience.

## 6. ANNOUNCEMENTS FROM THE PRESIDENT

President Flores also reported the following:

- Currently he is looking over the Ethnic Studies report with Sec. Villa that was brought up last week in Academic Senate. They are discussing the recommendations, wanted to gather support, and want others to look into the report. There will be a meeting tomorrow to discuss it further.
- Working on the executive scholarships with VP Vournas and it is hopefully going into effect next month, after he meets with the Center for Scholarship Information to get it organized.
- He attended Smorgasport and Week of Welcome last week, which went marvelous and was fun.
- Met with Provost Jersky to talk about changing the unit cap from 14 to 16 that way students can register for 5 classes instead of just four. At this meeting they also discussed “What stands in your way...” campaign, which will look at roadblocks to graduation, whether that is a job, lack of class availability, lack of money, etc. and what the needs are specifically to graduate and also the possibility of having an activity hour on campus where there are no classes. This is when clubs could meet and other events can be held.
- Met with Parking and Transportation Advising Committee and they wanted to talk to students who took alternate modes of transportation to school. The Committee wants students to come and state any concerns, share experiences and how it pertains to campus efficiency. If Cabinet knows of anyone who might be interested, let him know.
- Met with 49er Foundation Committee, which is an auxiliary on campus that funds things and it is comprised of community members from Long Beach and Los Angeles and they discussed the issue of divestment. Last year in Senate there was a resolution in regards to not having to work with outside organizations that have issues with human rights and exploiting historically marginalized people, and a variety of issues in regards to divestment.
- This weekend he will be attending CSSA in San Diego with Sec. Lendrum and VP Vournas. If anyone has any questions relay it to President Flores by Friday.
- Public Defender Bradley asked what CSSA meant, and he answered that it is basically the student association of ASI, it is the ASI of all the ASI’s in the CSU System.
- President Flores asked if there were any questions, and Sec. Villa asked him to go over the report about the executive scholarships. He responded saying that they would be paying for a scholarship out of their own pocket and hope to have it finalized by the end of the week.
- Sec. Yao asked about the Public Transportation Committee, he said that is different than the Parking and Transportation Advising Committee, and that he would send Sec. Yao information after the meeting.

## 7. APPROVAL OF THE MINUTES FROM THE LAST MEETING

A. Cabinet Minutes, Meeting #1, August 29, 2016

**(M) Yao (S) Martinez to approve the Cabinet Minutes, Meeting #1, August 29, 2016**

**VOTE ON THE MOTION**

**PASSES 13-0-0**

## 8. UNFINISHED BUSINESS

There was no unfinished business.

## 9. NEW BUSINESS

There was no new business.

## 10. REPORTS

A. Secretary for System-Wide Affairs

Secretary Lendrum reported the following:

Work Completed since the last report:

- Lobby Corps met on the 2<sup>nd</sup> and 9<sup>th</sup> of September and discussed voter registration training and collaboration with the New Voters Project for the November elections.
- Lobby Corps Welcomed Student at Large, Robert Espinosa to Lobby Corps.
- Lobby Corps did voter registration tabling
- I Reviewed CSSA's White Paper on Student Trustees and drafted a response for our September meeting.
- I Completed President Flores' "To Do List." (Best Practices, Alumni Award Criteria, SIRF Reserve Funding, CSU BOT Non Resident Tuition Increases, etc.

Goals for the next week:

- 20/20 Vision presentation to Cabinet
- Update Cabinet on CSSA's position, or lack thereof, on CSULB ASI's Resolution (2014) to Increase the Number of Student Trustees on the CSU BOT and generate feedback
- Fill all 3 of Lobby Corps Student at Large vacancies
- Elect a Vice-Chair to Lobby Corps
- Register 100 students to vote
- ASI/USU: Tell at least one student or staff member "thank you for doing what you do for our students"

Student concerns:

- Non-resident tuition increase

Anything else:

- Sec. Bellenger was recognized as Lobby Corps Member of the Month for her dedicated service during the month of August.
- "Success is to be measured not so much by the position that one has reached in life as by the obstacles which [one] has overcome while trying to succeed." Booker T. Washington

#### B. Secretary for Veterans Affairs

Secretary Guest reported the following:

Work completed since the last report:

- Prepared speech for 9/11 Memorial event on campus
- Met with the leaders of VetNet, the Student Veteran Organization on campus and helped set goals for this semester
- Met with the Director of Veteran Services on campus and deconstructed roles and responsibilities for the year
- Contacted Student Veterans of America (SVA) in regards to CSULB supporting their national conference being held at the Disneyland Hotel in January

Goals for the next week:

- Finalize support for VetNet 5K Veteran's Day run
- Decide how CSULB will support the SVA national conference and begin generating the details
- Attend the first VetNet meeting and provide support to student veterans as needed
- Contact the Career Center to identify veteran friendly employers during the job fair

Student concerns:

- None at this time.

Anything else:

- September 16<sup>th</sup> is POW Day and there will be a ceremony at the POW flag on campus.
- VetNet Ally training program is available Nov. 4 from 0800-1200 for faculty, staff, and students. Email him or Dr. Marshall Thomas to enroll. One course is offered each semester. All ASI is encouraged to attend.
- Veteran's Day ceremonies will begin with the Nov 4. VetNet Ally event and will culminate in a ceremony on Nov. 10. It may include a "wall of heroes" with pictures of current student veterans while they served and their major/year of study.

### C. Press Secretary

Secretary Ayers reported the following:

Work completed since last report:

- Completed the Cabinet Minutes for Meeting #1.
- Reached out and made connections with key people in regards to media on campus: Daily 49er, The Union Weekly, Dig Magazine, KBeach, College Beat TV, Danny Lemos (Student Media Coordinator), April De La Cruz (Social Media Specialist).
- Reached out/pitched story ideas to Union Weekly, Daily 49er, Dig Magazine.
- Met and worked with James Ahumada to complete the 2<sup>nd</sup> Weekly ASI Student Government Recap.
- Working with Sec. Cantler on Sexual Assault Prevention (Radio, Newspaper & Beach Buzz).
- Met with Travis Baker, Maggie Pourabedi, Lindsay San Miguel to discuss “Beach Buzz” YouTube video lineup, established connections.
- Met with Jay Halloway to discuss series on KBeach with President Flores and Conoley.

Goals for the next week:

- Continue to foster relationships with media on campus and have at least three articles in the works to be published.
- Continue to develop Weekly Govt. Recap/make it interesting/captivating/find ways to make students aware.
- Meet with Social Media Specialist to discuss ways to utilize social media to promote ASI Govt. happenings/bridge gap between students and ASI/streamline platforms.
- Set up an established time slot for Marvin’s show with Conoley/generate content ideas.
- Have first 4 “Beach Buzz” segments in the works and promoted.
- Have articles/KBeach show planned for Sexual Assault Prevention Program (October).
- Add FAQ section to “About Us” on Student Govt. website and update questions to reflect current student concerns.

Student Concerns:

- Making everything ASI is working on, easy and simple for students to understand and access easily.

Anything else:

- There are a lot of awesome things happening right now in ASI and in student government, I am doing my best to make sure that the key topics and issues are made aware to students at all times. I will strive to do that in a way that is both engaging and informative at all times.

### D. Secretary for AB540 & Undocumented Students

Secretary Duarte reported the following:

Work completed since last report:

- Attended last two FUEL board meetings
- Meeting with new Assistant Director of Dream Success Center on 9/7/16
- Meeting with Director of Dream Success Center on Thursday 9/8/16
- Booked Ballroom for Wednesday, February 8, 2017 for “A Day in the Life of an Undocumented Student”
- Water drop event happening on September 9<sup>th</sup>

Goals for the next week:

- Start planning Ally Trainings with Dream Success Center
- Planning Open Mic Night with FUEL
- Get in contact with Multicultural Affairs Office for support with “A Day in the Life of an Undocumented Student”
- Attend a water drop off at the US and Mexico Border

Student Concerns:

- No student concerns at this time.

Anything else:

- She will need ASI's support for next semester's event, and asked if ASI received Ally training and would prefer it take place fall semester.

E. Secretary for Academic Affairs

Secretary Yao reported the following:

Work completed since last report:

- Coordinated with Chief of Staff Argame to build a comprehensive database of ASI 2016-2017 Leadership.
- Cleaned existing spreadsheets of Committees, Councils, and Boards by cross-referencing with Academic Senate information.
- Built a database of all Committees, Councils, and Boards with pertinent information on the day/time/location of such meetings, chair information, and student representative information with email contacts.
- Set office hours.
- Created Committee workshop presentation, set room reservations & days.
- Digitized committee report form.
- Created and dispatched an RSVP Committee Workshop Form online.
- Identified meetings that still require student representatives.
- Identified meetings that have incomplete information; reaching out to University & Academic Senate coordinators to confirm info.
- Met more new faces

Goals for the next week:

- Continue reaching out to those student representatives that I have yet to meet.
- Check in with Chief of Staff Argame on proposed next steps for side projects that are in alignment with President Flores' vision for ASI.
- Continue learning the inner workings of ASI.
- Confirm assignment of additional student representatives to meetings.
- Provide orientation on how to complete/submit reports for newly assigned student representatives to meetings.
- Perfect the digital reporting form by testing the conversion process to printable forms.
- Continue updating the missing information for certain chairs & etc. for those meetings that are missing information (contingent on the Academic Senate's promptitude in updating such info.)

Student Concerns:

- No student concerns to report.

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 discussed minimum wage ordinance, and a public comment to inform council on ASI Recycling Center.
- The PCSW meeting took place on September 9<sup>th</sup>.
- Lobby Corps (2 meetings; second on 9/8/16) and will discuss voter registration drives, collaboration with New Voter's Project, and possible Campaign Action Meeting this week.

Goals for the next week:

- 8/17: Work Smart Facilitator Training to gauge interest in Smart Start Program
- Voter registration drive dates:
  - 9/6 10am-3pm
  - 9/12 11am-3:30pm
  - 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 flyer for ASI Recycling Center
- Work on collaborative event with Sec. Cantler and Lobby Corps

Student Concerns:

- The 93 bus has an inconsistent schedule late night and goes around the Lakewood Mall and not past it. Also, the last bus leaves at 10pm and classes get out at 10pm.

H. Secretary for Cultural Diversity

Secretary Villa reported the following:

Work completed since last report:

- Introduced myself and passed contact information to several groups, including American Indian Student Council, Black Student Union, Center for Latino Health, South Asian Student Association, La Raza, Persian Student Association.

Goals for the next two weeks:

- Pay particular attention to the organizations with resource centers in the building FO4 which include Asian/Pacific Student Center, American Indian Student Study Center, Black Student Union Center, LGBT Resource Center, Raza Resource Center and find out what kind of facilities they need.
- Breakdown of ASI budget
- Past referendums concerning allocation of funds for Student Cultural Organizations.
- Meet the organizations in the Resource centers as well as other cultural organizations.

Student concerns:

- Not enough funding.
- The state of the FO4 building.
- Having a safe, permanent resource center of their choosing (not in the USU), possibly in close proximity to each other, with no loss of square footage.
- They feel that they are continually brushed aside. When their opinions are asked for, they are later disregarded as decisions are made.

Sec. Villa said she needs to be sure of how each org in the FO4 feel- they cannot be treated as homogenous. Any decision that has to do with them that is made without their consent will not be good.

I. Secretary for Disability Affairs

Chief of Staff Argame reported the following:

Work completed since last report:

- Disability Awareness Day(s) – planned for October
- Renaming of Disability Affairs position – incorporate mental and physical
- Language in syllabi regarding disabilities and psychological services
- Send Silence Packing (October 3<sup>rd</sup>)

- Health and Safety Week (October 17<sup>th</sup>)
- Autism Ally + SRWC Inclusive Orientation = Disability Ally Training
- QPR Training for Student Leaders

Goals for the next week:

- Follow up with Michael (SRWC) to develop Ally Training
- Recruit Secretary for Disability Affairs
- Contact individuals working on syllabi

Student Concerns:

- The need for ramp from Coffee Bean to Upper campus

J. Secretary for Government Recruitment

Secretary Jeanmarie reported the following:

- No report.

K. Secretary for International Student Affairs

Secretary reported the following:

- No report as the position is vacant.

L. Secretary for Internal Affairs

Secretary Yamagiwa reported the following:

Work completed since last report:

- Attended Senate Meeting
  - Karla Estupinian new Government Elections Officer
  - No qualified applicant for Trustee-at-Large for Isabel Patterson Child Development Center, so will reopen application
  - Justin Bradley new Public Defender
  - Estefany Flores new Senator for College of Education

Goals for the next week:

- Let leaders in student orgs & other students know about my office hours so they can talk to me about any concerns. She will send emails to orgs or will connect via BeachSync.
- Begin organizing first ASI town hall
- Start tackling homelessness problem at CSULB

Sec. Yamagiwa suggested creation of an “affordable housing” program for low-income students.

Student concerns:

- Parking: increase in day parking rate, difficult trying to find parking, and having to put license plate number into the system.
- Health fee increase: Can we get more funding from the CSU/state?
- Access to outdoor outlets (from Senate report)
- Healthier food choices (from Senate report)
- Full shuttles (from Senate report)

M. Secretary for LGBTIQ+ Affairs

Secretary Fernandez reported the following:

Work completed since last report:

- Met with Assistant Director of Multicultural Affairs, Dr. John Higgins, to discuss the events of Coming out Month.
  - Specifically planned out the “Coming Out Monologues”
- Attended first meeting with Queers and Allies to discuss the role of the Secretary of LGBTIQ+ Affairs and

establish my office hours.

Goals for the next week:

- Assess my role in LBSU's LGBTIQ+ campus climate at the upcoming LGBTIQ+ Campus Climate Committee meeting.
- Continue meeting with the Office of Multicultural Affairs to further plan Coming Out Month.
- Continue attending Queers and Allies meetings to further engage the LGBTIQ+ student population.

Student Concerns:

- No student concerns at this time.

#### N. Public Defender

Public Defender Bradley reported the following:

- Introduced himself and thanked everyone for the election
- Spoke with Dean Klaus about working with Know Your Rights Campaign, and has a meeting Wednesday at noon and wants to discuss logistics and information and eager to connect with President Flores regarding key points to discuss at that meeting
- Working with Chief Justice Vargas to finalize dates for the Know Your Rights Campaign.
- Office hours will most likely be on Tuesdays and Thursdays.
- Sec. Lendrum offered his help with anything as a previous Public Defender and Chief of Staff Argame told him to stop by his office later so he can receive his binder for Public Defender.

#### O. Secretary for Sustainability

Secretary Martinez reported the following:

Work completed since last report:

- Emailed Alfredo Macias who is the Director of Catering & Residential Dining Services about information regarding what happens to the leftover food.
- Attended Sustain U meeting.
- Completed trash talker training to inform students in the USU about the composting program on campus.

Goals for the next week:

- Have a meeting with Alfredo Macias.
- Learn more about other sustainability programs on campus.
- Contact Recycling Center staff to work on advertising.

Student Concerns:

- Having to pay for parking for the day even though they purchased a parking permit.

Anything Else:

- Sec. Martinez will be working more closely with Sustain U helping with events that they hold which will be a great way to reach out to students and learn about their sustainability concerns.

#### P. Secretary for Women's & Gender Equity Affairs

Secretary Cantler reported the following:

Work completed since last report:

- Met with Dr. Caveness & Pam Rayburn – Sexual Assault Prevention info
- Outlined ASI duties for Sexual Assault Prevention Programs
- Communicated with other ASI members and school organizations for the Sexual Assault Prevention Program
- Emailed Terre Allen (recommended by Dr. Caveness and Lindsay) to discuss staff development options.
- Set up a date to meet with Terre Allen – Sept 14th



- Emailed KBeach for Sexual Assault Awareness Broadcasts (No Response)
- Two student leaders have volunteered for promoting Sexual Assault Prevention (Sen. Jurado and Sen. Shaddaei)

Goals for the next week:

- Meet with Terre Allen - Director for Professional Development – Sept 14<sup>th</sup>
- Continue to reach out to KBeach
- Set dates for KBeach broadcast
- Research and plan for the KBeach broadcast
- Work with Emily regarding survivor-centered articles for October
- Promote Domestic Violence Awareness Events – Oct.
- Spend more time at the WGEC
- Get USU to play Public Service Announcements
- Communicate with Social Media on sharing WGEC posts

Student Concerns:

- No student concerns at this time.

Anything else:

- Sec. Cantler reported that the things they have been working on since the start of the semester are event/development focused – They would like to start thinking more about policies that will benefit the community, since their role is a policy-maker.

## 11. VOLUNTARY CLOSING COMMENTS

President Flores said if members have any reports or events to post them on the Facebook page so it can be shared with friends.

Chief of Staff Argame brought up professionalism for the next meeting since some people had walked around and were going in and out. He expressed that he wasn't upset but that he wants to set the tone to be professional and to keep a focused environment in place. He understood that this meeting went longer than usual and next time try to keep reports concise and thorough to respect everyone's time.

Sec. Martinez asked how long reports need to be. Chief of Staff Argame responded 3-4 minutes is good, members should share concerns to spark discussion and if it is event related to post it on Facebook or send out via email. He thanked everyone for a great second Cabinet meeting and a thorough report.

## 12. ADJOURNMENT

**Without objection** Chair adjourned the meeting at 11:45am.