

**Associated Students
San Francisco State University**

Executive Committee

August 12th, 2020

11:00am- Zoom call

URL: <https://sfsu.zoom.us/j/91666786157?pwd=YlFGZHYzbGoySThwT25aU3dVay9VQT09>

Meeting ID: 916 6678 6157

**Meeting Password: Exec
Minutes**

- I. Call to order 2:06 pm
- II. Roll Call

President Andrew Carrillo- Present
Chief of Staff Tyler Lewis- Present
VP of Finance Rashid Abdul Rahiman- Present
VP of Internal Affairs Zoram Thomas Ruiz-Mercado- Present
VP of External Affairs Joshua Ochoa- Present
VP of Facilities and Services Alondra Esquivel Garcia- Present
VP of Social Justice and Equity Chantel Bermudez- Present
Executive Director Tonee Sherrill- Present
Chief Justice Krystle P.- Present

- III. Approval of Agenda

Motion to approve the Agenda for August 12th, 2020.

Changes to the Agenda are as follows:

Motion to add Discussion Item e: format of BOD Meetings

Discussion: **President** will discuss process of meetings.

Moved by Joshua Ochoa, seconded by Rashid Rahiman.

No opposed. No abstentions. Motion passed.

Moved by Joshua Ochoa, seconded by Tyler Lewis.

No opposed. No abstentions. Motion passed.

- IV. Approval of Minutes

Motion to approve the Minutes for July 8th, 2020.

Moved by Rashid Rahiman seconded by Zoram Ruiz-Mercado.

No opposed. No abstentions. Motion passed.

- V. Open Forum

Andrew Carrillo wishes for the meeting space to be held in a manner to understand rather than be understood. He encourages the Board to assume good intent of the other Board members.

- VI. Discussion Items

a. Discussion on Committee overlap/clarity

The Executive Committee will discuss Executive Committee overlap/clarity.

It is decided that this item is similar to Item d and will be discussed then.

b. Organization/Personal Privacy

The Executive Committee will discuss privacy etiquette when it comes to emails, phone calls, mail, and social media.

Alondra Esquivel Garcia describes an interaction she had with a former Board member, in which they had access to her email. She voices concern for the privacy and security of work emails and the necessity for privacy. She describes a need for a system where this can be avoided. **Chantel Bermudez** voices support for **Alondra Esquivel Garcia's** experience, and the complexity of student leadership, and the need for boundaries. **Joshua Ochoa** speaks to the division of personal and professional emails. He advises not including personal information in AS emails, as they are available to the public on request. **Krystle P.** voices the importance of having personal information kept private. She explains that her personal numbers have been shared without her consent and she agrees that having boundaries on work hours is crucial during this time of working from home. She suggests having this conversation with the full board to establish some etiquette on their personal desires around work hours. **Zoram Ruiz-Mercado** describes this incident as something he hopes is an isolated event. **Tonee Sherrill** reiterates the understanding reached by the committee about shared information, as well as **Joshua Ochoa's** sentiments of being cognizant of what is included in shared accounts and documents. He recognizes how much the Board has accomplished in their terms so far, and welcomes them to respond and do their work as they are able to. **Andrew Carrillo** voices that boundaries can be easily communicated and the Board may do this to adhere to their schedules. **AED of Marketing and Communications Mayra Saldana** states that expectations can be communicated and in the current times, having some leniency with turn around times, reply times etc. can be adjusted. **Joshua Ochoa** reiterates **Tonee Sherrill's** sentiment of being ahead of the game, and not having a need to apologize for not working overtime or outside of your hours. **Andrew Carrillo** speaks the Committee regarding **Tonee Sherrill's** quote "in our ability to change the world, let's understand the limits". He encourages the Committee to center themselves.

c. Goal Setting

The Executive Committee and ED will discuss the goals of the Board in addition to a conversation surrounding how goal setting will be brought to the various committees.

Andrew Carrillo addresses the Committee with goals for the year. **Tonee Sherrill** suggests overviewing the goals and establishing an achievable couple goals for the year. **Krystle P.** speaks to the point of reviewing policy and bylaws, which she intends to have completed by the end of Fall Semester. She speaks to the importance of increasing student representation, and how university staff can aid in these efforts. She suggests contacting department chairs for them to distribute information regarding student involvement. She states the importance of making meetings more accessible to students; students with disabilities have contacted her regarding this. **Zoram Ruiz-Mercado** speaks to his desire for meetings to be more accessible, as well as "closing the gap" between Deans, colleges, and students. **Andrew Carrillo** reiterates the importance of increasing student representation and representation. He voices the importance of expanding the basic needs references, as it is a staple of AS's mission. **Joshua Ochoa** asks for clarification regarding how this is intended to be commenced and implemented going forward. **Andrew Carrillo** responds that this will be an Agenda item at the next board meeting to further the discussion with the Board. **Krystle P.** asks if each committee will individually work on these goals or if it is a team effort. **Tyler Lewis** inquires about open forums. **Tonee Sherrill** states that some of the statements are strategies, rather than goals. He speaks to the efforts that these statements are communicating, and to consolidate the themes of them. He presents a guideline for how to set goals, develop strategies, and conclude realistic outcomes.

d. Delegating Committee Work

The Executive Committee will discuss a review of the organization's charters as well as reassess the

ways in which work is being distributed to those committees.

Tonee Sherrill speaks to his intent for the Board's efficiency. He has asked **Leadership Development Coordinator Christine Amador** to overview the charters and address the support needs per Committee; what each committee oversees can be realigned to better serve their needs and excel in their duties. **Christine Amador** speaks to the Committee regarding the previously established membership, policy, duties suggestions for committees. This document is ongoing and has not been finalized, but is discussed according to what has thus far been organized. **Christine Amador** overviews Facilities and Services: duties, which are broken down into delegations by chair, vice chair, and committee. She states that this charter review will be composed based on previous efforts, as well as ongoing efforts to reestablish duties and responsibilities. There has been confusion as to what may fall under Facilities and Services and SJEC. **Chantel Bermudez** discusses her intention to figure out her role as VP of Social Justice and equity. **Krystle P.** speaks to the importance of this conversation and suggests it is continued to the next meeting. **Andrew Carrillo** voices the intentions of the Committees, which is to further the agenda of the Board, rather than committees.

e. Format of Board Meetings

The President will discuss the format of Board meetings going forward.

Andrew Carrillo addresses the Committee regarding the amount of time Executives are taking in Board meetings; he states that reports are taking too long. **Joshua Ochoa** suggests reports be overviews, and full reports be sent later. **Christine Amador** proposes taking into consideration what the public needs to know versus what the Board needs to know; Board information can be presented via email, rather than take that much time in the meetings. **Krystle P.** states that previous Chief Justices used a two minute comment limit, and asks if this is possible or necessary to implement. **Christine Amador** clarifies that it is will of the chair and the chair is allowed to implement a limitation; however, during approval of the Agenda these time limits can be discussed and voted on. She dissuads having these time constraints continually at meetings.

VII. Announcements

Andrew Carrillo addresses the time constraints for exec going forward. He and the college reps are going to be having monthly meetings with the provost during fall semester to address needs of students. **Tyler Lewis** announces that she will bring Audit Committee to the next BOD meeting. **Christine Amador** announces that Mia Reisweber has invited the Board members to take part in ChopFest on September 15th, regarding AS and the work they do. **Andrew Carillo** speaks to the need to include Programs in

Meeting adjourned by consensus at 3:26 pm

Approved by: Tyler Lewis



Respectfully submitted by: Damanique Mott

