



Executive Committee

August 31st, 2022

2:00 pm - 4:00 pm

T-152

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

Meeting ID: 916 6678 6157

Passcode: Exec

Minutes

I. Call to order - Meeting called to order at 2:04pm

II. Roll Call

Karina Zamora, President - Excused

Iese Esera, Chief of Staff (serving as chair) - Present

Harsh Patel, VP Internal Affairs - Excused

Jeel Kankotiya, VP External Affairs - Present

Mea Montañez, VP Finance - Present

Arojit Das, VP Social Justice & Equity - Present

Ersa Rao, VP Facilities & Operations - Present

Mohit Malik, VP Academic Affairs - Present

Priyam Mavani, Chief Justice - Present

Dr. Jamillah Moore, VP SAEM - Present, entered 2:15pm

Dr. Tonee Sherrill, Executive Director - Present

III. Approval of Agenda

Motion to approve the agenda for August 31st, 2022.

Moved Arojit Das, VP Social Justice & Equity, Seconded Mohit Malik, VP Academic Affairs.

No discussion.

Yes: 6, No: 0, Abstain: 0

Motion passes.

IV. Approval of Minutes

Motion to approve the minutes from July 20th, 2022.

Moved by Arojit, Seconded by Jeel.

No discussion.

Yes: 6, No: 0, Abstain: 0

Motion passes.

V. Open Forum

Christine Amador, Leadership Development Coordinator introduced the committee to **Lily Gutierrez**, who served as the **Elections Commissioner** during the Spring 2022 election. **Christine** informed that she is expanding Lily's job description to be more engaged in outreaching during the Fall as well as running the election in the Spring. This will hopefully expand outreach efforts and translate into greater voter participation and involvement in the election and moving forward. She will also aid in planning Board tabling events.

Karina Zamora informed the committee that **Nicole Lange** reached out regarding the **Alumni Hall of Fame Dinner** event at the Chase Center, asking if this year's Board was interested in sponsoring the event through the purchasing of tables. Karina informed that she will be sending the information and prices to **Mea Montañez, VP Finance** for further consideration. Furthermore, **Karina** explained that it is a black-tie event with participants from throughout the campus community. She wanted to make sure that those that agree to attend follow through to ensure that our money is well spent and that AS is represented properly if we invest in this event.

Mea asked a question regarding the **Project Connect Book Loan Program** and if it was possible to change or extend the deadline to apply for the book loan. **Dr. Tonee Sherrill, Executive Director** suggested that he and **Mea** talk in greater detail during a separate meeting. **Dr. Sherrill** further explained that the program is already in extremely high demand, with the possibility of making changes to the program deadline unsustainable but that the discussion to accommodate the needs of the students is an important consideration.

VI. Discussion Item

a. Fall 2022 Welcome, Gators Giveaway (Mea Montañez - VP Finance)

The Committee will discuss and take action on potential items (school merch/ supplies, gift cards, electronics, Gator Swag Bag) to be given away, as a welcome to the fall semester and in-person return. The committee will discuss budget limits and 3 giveaway distributions throughout the semester (Welcome, Midterm, Finals).

Mea Montañez, VP Finance shared a presentation outlining the purpose and potential giveaway items for this item. She is interested in hosting a giveaway event in order to welcome the students to the new academic semester. **Mea** proposed that the outreach be a kind of contest, where students could create content to advertise AS and the Board of Directors as a means of entry. Ideas for giveaway items included bluetooth headphones, smart watches, gift cards of various amounts, and SFSU-themed items or school supplies.

Dr. Jamillah Moore, VP SAEM entered at 2:15pm.

Dr. Tonee Sherrill, Executive Director thanked **Mea** for bringing this item forward and wanted to be clear that this would be a Board initiative to reach out to the student body. He mentioned that the **Marketing Team** already does giveaway campaigns on behalf of the whole organization, but that this would be on behalf of the Board specifically. **Mea** clarified that this initiative is intended to be interactive and creative, and that students would have to produce content and be engaged to be considered for the prizes. **Dr. Sherrill** suggested that it might be beneficial to donate the \$2,000 for this initiative to the

Marketing Department on behalf of the **Board of Directors** so we are promoting the Board and student government using pipelines that already exist for these initiatives. Furthermore, this would allow experts in this area to take this on rather than have the Board take something else on.

In the chat, **Karina Zamora** asked if the intention was to be AS-only or student-wide and **Christine Amador, Leadership Development Coordinator** clarified that it is intended to be student-wide. **Harsh Patel** suggested in the zoom chat that the Board host an event in the student center with an entry fee to fund the giveaways. **Christine** responded explaining that AS already collects student fees so an entry fee may not be appropriate as it is not in our practice to charge students for most events since they are already student-fee funded.

Ersa Rao, VP Facilities & Operations affirmed that she likes the idea of a creative and interactive content creation aspect to the giveaway as it might increase excitement and engagement in the project. **Mohit Malik, VP Academic Affairs** wanted to make sure that all forms of media would be accepted if we went this route.

Christine summarized that the intention is to have a content creation contest where they must engage with the Board and AS with prize giveaways for the participants. **Mea** affirmed and clarified that it doesn't have to be via social media and could be anything to promote AS or any of our programs. **Mea** also offered that if the Board felt that \$2,000 is too much, we could lessen the amount or change the price of the giveaways to give to more students. She further mentioned that she liked the idea of giving the funds to **Marketing** to get creative with how we do the outreach. **Iese Esera, Chief of Staff** affirmed and suggested we put it on the agenda for the upcoming Board of Directors meeting.

Priyam Mavani, Chief Justice asked if we have a timeline for this event or plan for choosing winners. **Iese** said that since we are considering an allocation of funds, it would be better to leave the planning to the **Marketing team** and the Board could follow up with them directly regarding ideas or expectations. **Mea** and **Mohit** agreed. **Fayeeza Shaikh** asked if it would be on behalf of the Board specifically or on behalf of all AS and **Iese** said that we can ask for it to be branded specifically from the Board if they desire. **Dr. Sherrill** gave a summary of our branding structure and how it is divided between general AS and individual departments.

b. Exec Check-In (Dr. Tonee Sherrill - Executive Director)

The Committee will check in with one another and discuss reminders for the start of the Fall term.

Dr. Tonee Sherrill, Executive Director explained that the Board is late in getting committees started and emphasized the importance of responding to emails as well as asked members to provide their cell phone numbers in case we need to get in contact quickly. **Dr. Sherrill** also encouraged the members to have their AS email readily available on their phones for easy access and to best utilize the chat feature in gmail. We continuously get requests for engagement and membership and it is important to be responsive. Per the Bylaws, members must serve on AS and University Committees and it is important that we lock in all of those schedules so the work can truly get started. **Iese** asked if we are hoping to finalize committee assignments and schedules next week and **Christine Amador, Leadership Development Coordinator** clarified that most chairs have submitted their times but that there are still some pending confirmation and must be prepared before the next Board meeting. **Executive officers** have their committee obligation covered between the committee they chair and the Executive Committee but are encouraged to sit on

additional AS committees if they have the capacity. Discussion and action for committees will take place during the next Board meeting. **Dr. Sherrill** said we will also provide a list of University Committee details before the Board meeting. **Iese Esera, Chief of Staff** asked if there are assigned committees; **Dr. Sherrill** clarified that our members can only sit on so many and the rest are filled by students at large. **Christine** further clarified that some members are mandated members of some committees based on the **Duties & Expectations Policy** but we wish to ensure student representation throughout for optimal shared governance. **Jeel Kankotiya, VP External Affairs** asked for clarification if his committee obligations were met; **Christine** confirmed they are. **Dr. Sherrill** reiterated to check emails and calendars often. **Fayeeza Shaikh** asked how to sync their calendars with their emails; **Dr. Sherrill** confirmed that they are linked by default. **Christine** added that members have access to the Board calendar, which has all Board engagements already scheduled in addition to direct invitations for committees members are expected to attend. All meetings are open to the public. **Iese** mentioned that he would like AS staff and members of the public to utilize committees to engage and update the Board.

VII. Action Items

None.

VIII. Announcements

Iese Esera, Chief of Staff asked for assistance in cleaning and organizing the office. **Jeel Kankotiya, VP External Affairs** asked if there is a specific date and time and Iese said they can figure it out. **Priyam Mavani, Chief Justice** agreed that establishing a date and time where everyone can help would be good.

Jeel asked if an item regarding a time change for Board and Executive Committee meetings was possible since some members have conflicting internship or class schedules. **Dr. Tonee Sherrill, Executive Director** clarified that the Wednesday's from 2-4pm is institutionalized and that that is why it is specified when students are recruited to run for office. **Christine Amador, Leadership Development Coordinator** added that the time Wednesday 2-4pm time is also in the terms of office which members agreed to when they ran for office. Additionally, legally members cannot change the conditions of their office within the year they are serving so any changes could only take place in the following academic year. **Iese** offered to provide guidance and advice on how to navigate conversations with Professors regarding the Board obligations and time commitments and can discuss further during the Board meeting next week.

Ersa Rao, VP Facilities & Operations asked how to go about making changes to the Board office space; **Iese** said he would send a document. Arojit Das, VP Social Justice & Equity asked if AS would pay for replacement furniture. **Dr. Sherrill** said the Board budget could pay for it but that we can figure it out. **Ersa** asked if members are limited in the number of items they can submit; **Christine** clarified that they can submit as many items as they please. If chairs wish to have standing items, they just need to communicate that with the VP Assistants. If no items are submitted, the meeting is canceled. **Iese** asked if something urgent comes up after the deadline if he can call a Board meeting. **Christine** answered that technically yes, as a special meeting can be called but it must be at least 24 hours in advance.


Fayeeza Shaikh asked if she must bring events and plans she is making with her Dean to the Board for approval; **Chrstitine** said no, she does not but to consider including it in her report to inform the Board and public of the work she is doing.

IX. Adjournment


Meeting adjourned at 2:46 pm.

Members shall be teleconferencing in from the following locations: 207 Harvard Ave., N. Claremont, CA 91711

Respectfully submitted by: Christine Amador, Leadership Development Coordinator

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Approved by: Karina Zamora, President

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