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## **EXECUTIVE BOARD MEETING MINUTES**

**Monday, March 1, 2021**

*NOTICE IS HEREBY GIVEN that CCSG Executive Board will hold a REGULAR meeting. CCSG reserves the right to suspend the order of the agenda at any time if necessary to conduct business. Further notice is given that CCSG reserves the right to record the meetings as it sees fit and use it for business as needed.*

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**1. CALL TO ORDER AT 8:30 AM**

**2. VOCAL ROLL CALL OF ATTENDANCE ( 3 mins)**

President/Student Trustee: Lauren Sanders=P

VP of Administration: Keziah Thomas=P

Director of Finance: Diego Sotomayor=P

Director of Activities: Wynter Muro=P

Director of Communications: Simran Bhatia=P

Program Assistant: Julia Penigar=P

Advisor: Charles Williams=P

Dean of Student Life: Amy Nevarez=P

**3. APPROVAL OF AGENDA (2 mins.)**

President/Student Trustee Lauren asked for a motion to approve the March 1, 2021 agenda . Finance Diego motioned. Activities Wynter seconded. Discussion: none. Motioned passed.

**APPROVAL OF PREVIOUS MINUTES (2mins.)**

President/Student Trustee Lauren asked for a motion to table February 22 ,2021 minutes at 8:40am due to not having time to read it and errors needs to be amended. Activities Wynter motioned. Seconded by Communications Simran. Discussion: none.

**4. PUBLIC COMMENTS**

None

**5. GUEST/S**

None

**6. BOARD REPORTS (10 mins)**

- VP Keziah announced General Assembly. Discussion continued...
- Activities Wynter mentioned more activities to come...
- Finance Diego announced “there will be no finance committee meeting this week”
- Communications Simran briefly mentioned news letter this week...
- Program Assistant Julia will be working on signatures for signing bills.
- The faculty advisor spoke of parliamentary procedures. He reminded directors to speak clearly in their meetings and the importance of acknowledging speakers to minimize overlap. He shared his screen revealing a message from Parliamentarian Tamara Dunning who reminded us that all votes to be roll call votes. This can be done by using the yes/no buttons in Zoom or by verbally declaring one’s vote. He illustrated two strategies for quickly recording votes and the importance of clearly documenting this to reduce confusion.

**7. UNFINISHED BUSINESS (30 mins)**

**Concerns about CCSG & Staff**

- a. VP Keziah says we should not discuss errors about minutes in senate meetings. It takes up too much time. Discuss the issues with the individual. She also mention having issues sleeping and it gets overwhelmed.

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- Communications Simran says she do not get a chance to talk and talking about the same issues over and over is very exhausted.
- VP Keziah motioned not to discuss about communication issues in future E-board meetings, if there are any it should be discuss with that particular individual and not the entire E-board. Seconded by Finance Diego. Roll call: Activities Wynter-yes, Finance Diego-yes, Communication Simran-yes.

**b. CCSG Literature to Recruit**

Finance Diego made a motion to effective promote CCSG. Seconded by VP Keziah. Faculty Advisor Charles asked would the flyer be different from Election flyer. VP Keziah say yes it will be different.

Communications Simran is appointed to do the flyer.

**8. NEW BUSINESS (30 mins)**

The advisor mentioned that positions in CCSG are filled in the same ways that Chaffey uses in the hiring process throughout the campus:

- (1) there is a selection process that involves reviewing applications by a committee,
- (2) that committee conducts interviews,
- (3) then that committee advances names to be added on the board.

He then asked Lauren if these three steps were completed. Madame President acknowledged that she did step one and step three by herself without the committee. The advisor noted this to be true because as a member he confirmed the committee was not invited to review applications. Also, he reported that the names advanced to fill vacancies are different from the names the committee officially advanced.

- VP Keziah wanted a list of all students who applied. President/Student Trustee Lauren informed VP Keziah she will get her notification and information within 24 hrs. Senator Angela cited information about students information can't be given out.

**9. ANNOUNCEMENTS (2 minutes per speaker)**

**10. ADJOURNMENT**

The meeting adjourned at 9: 54am. Keziah motioned. Seconded by Finance Diego.

Discussion: None. Vote passed unanimously to adjourn.