

## 8/26/04 Executive Council Minutes

### Attendance:

Jared Wong, Esam Al-Shareffi, Virginia Morgan, Latoya Duncan, Rosario Minier, Shawn Bartlett, and Rajat Gupta.

Meeting begins at 12:50 PM

### Sonia Guttman:

- Head Accountant Search committee reports progress. Pool of eleven (11) candidates reduced to three (3.)
- Shapiro Law contract available, Sept. 8<sup>th</sup> will be the first day of Legal clinic. Advertising suggested.
- University Response contract to be drawn up.
- Front office staff: Receptionists were picked based on good skills, friendly service, and harmony in their schedules (combined they can be available for all work hours.)
- Assistant Treasurers (AT): Raj and Accounting Dept. need some.
- USG Promotional Items: P.O. issued for items (worth ~\$9000.) Majority supposed to arrive prior to the beginning of classes.
- General comments: Need to keep good minutes (these are legal documents.)
- Signatures for Pres., Treasurer, and Secretary needed promptly.
- Inventory for office supplies and equipment to be forthcoming.

-AD Position Discussion

Sonya exits at 1:10 PM

Motion to approve agenda: Passes with 6 For, 0 Against, 0 Abstentions (to be henceforth reported as "6-0-0".)

Minutes from last meeting **approved** with the following corrections:  
Virginia and Shawn (listed as Present) were absent from last meeting.

Pres. Wong's goals for the year:

1. Events and Activities
  - a. Tradition of a big event each semester.
  - b. Activities that appeal to everyone one campus.
  - c. Help clubs & orgs promote their events.
  - d. Promote athletic dept.
2. Streamline Clubs and Organizations process
  - a. Improve interaction
  - b. Coordinator to serve under V.P of Clubs & Orgs
  - c. FP&Ps (condensation to be created by Treasurer Raj within a few weeks.)
  - d. Better Communication.
3. Image of the Organization

- a. Press Secretary
- b. Briefings, newsletter, and website to gain new focus.

Further ideas were discussed by all Council members, they included:

1. An audit or a revamping of all USG expenses.
2. More accountability and more communication with clubs.
3. Definitions of USG Officers' positions beyond the Constitution.
4. Strong focus on the USG Website.
5. Better relationship with campus media.
6. Evaluations by USG officials of themselves and other officials, to promote responsibility and accountability.

Pres. Wong expressed his interest in a full presentation to the USG Senate at a later time of all of these goals.

Councilors then indicated that they should "dress up" for the next meeting in order to get pictures to be later used for the USG Website.

#### AD Search Committee Timeline:

- Advertisement to be created and reviewed prior to the end of the fall semester (Dec. 17<sup>th</sup>)
- Formation of an Interim AD Search committee, composed of 3 Council Members, 1 Senator, 1 student who is not a USG official, 1 Student Affairs Representative, and 1 Chairperson, to be completed by the end of the fall semester (Dec. 17<sup>th</sup>)
- FSA's input on ad placement, both in running times and ad locations to be considered.
- Projected ad start date: January 2<sup>nd</sup>, 2005
- Projected running time: Three (3) weeks (to end in late January.)
- Final cutoff date for selection of Administrative Director (2<sup>nd</sup> week of April, 2005.)

**Motion 1:** Motion to approve search schedule by Raj, Seconded by Esam.

Passes, 6-0-0

Procedural motion: Move item 9 of the agenda to present discussion, approved by unanimous consent.

Ilan Nassimi: Large events coordinator for Student Activities Board

Ilan: SAB voted to push the large comedy show originally scheduled for Homecoming to sometime in November.

Reasons indicated: Lack of adequate time to properly secure an artist, market the event, etc.

Instead, SAB to hold a large party in Pritchard Gym, DJ list for the event provided by V.P. of Student Life Rosario.

Ilan: Security costs skyrocket, increase by 41% of all police costs, CSS (Concert Security Specialists) are also a big cost.  
Council indicated its willingness and commitment to investigating the issue.

Comedian still undecided for comedy show, SAB to hold a campus poll at its events to aid in picking the right one.

USG Website discussion was then held; Ilan indicated the need for any and all USG documents to be placed on the website. Ideas for message board, polls, and other content were also discussed.

Procedural motion: Postpone item 9.b. of the agenda indefinitely, passes unanimously.

Procedural motion: Move item 10 of the agenda to present discussion, unanimous consent.

Audio/Visual (A/V):

-Consideration of Marilyn Boodoo as an A/V supervisor, despite being a Graduate Student:

Council indicated its willingness to approve this for several reasons, among them the experience and knowledge the applicant possesses, the work that Boodoo will be conducting in training Undergraduate students to replace the position, the short-term nature of the employment, and Pedro (an undergraduate) to remain as head of the department.

**Motion 2:** A motion to hire Marilyn Boodoo as supervisor for one (1) semester by Raj, seconded by Latoya.

Passes, 6-0-0.

-A/V would like to purchase expensive equipment, from its own budget, for A/V purposes.

**Motion 3:** A motion to approve up to \$8,600 from the USG A/V Budget for A/V equipment and warranties, made by Esam and seconded by Raj.

Passes, 6-0-0.

Front office receptionists:

- Receptionists needed for smooth functioning of USG office.
- Sonya/Mary interviewed applicants.
- Need for Council oversight over all clerical workers and staff of USG, specifically by the USG Constitution as a task for Executive V.P.

**Motion 4:** A motion to approve the hiring of front office staff upon final review by the Executive Vice President, moved by Raj and seconded by Virginia.

Passes, 6-0-0.

*Note: Such review was conducted by the Executive Vice President following the meeting.*

Conclave discussion:

- Need to pick an appropriate date for Pre-Conclave
- V.P. of Clubs and Organizations needs flexibility for the best date.

**Motion 5:** A motion to allow Virginia Morgan, V.P. of Clubs and Organizations, to set the Pre-Conclave time, place, and date as she deems appropriate for the Sept. 11/12 weekend, moved by Esam and seconded by Raj.

Passes, 6-0-0.

**Motion 6:** A motion to approve Felix Grucci, fmr. Congressman, as Conclave Speaker, moved by Latoya and seconded by Sean.

Passes, 6-0-0.

Senate Training:

“Very strong” recommendation for attendance by the USG Executive Council, in order to meet Senators and improve interaction.

**Agenda items 12-18 postponed.**

**Motion to adjourn:** Passes, meeting ends at 3:15 PM

Respectfully Submitted,

Esam Al-Shareffi

