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55-003; Transition Team Minutes 5-4-2014

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University of South Florida
Executive Branch Transition Meeting
May 5th, 2014

Meeting Called to Order At 2:03pm

Cocco: We're live. Hello, go for it.

Michalsky: Okay.

Morgan: *Inaudible*

Michalsky: So we are here for the first transition team meeting of the 55th Term on May 5th, 2014. Um, in attendance, I'm Joseph Michalsky. Oh, starting the meeting at 2:03pm. Um, I'm Joseph Michalsky.

Berkowitz: Greg Berkowitz

Christopher: Daniel Christopher

Hamed: Uh, Sammy Hamed

Morgan: Jessica Morgan

Hall: Maggie Hall

Cocco: Jean Cocco

Rutkowski: Dan Rutkowski

Cocco: And Mr. Aziz as well will be joining us, sort of. Okay.

Michalsky: So pretty much on the agenda, um, I just outlined different points of discussion or different things that we may want to talk about; um, just to make sure we are all moving forward kind of on the same page. Um, so I guess to start with the cleaning up the office suite, and arranging the workstations. Mr. Cocco, what did you have in mind?

Cocco: Well...I'd like to see, I have some ideas for the office layout. If you guys have your own ideas, please forward them to me. We will go over them as a team at the next meeting, and figure out where everyone is going to be placed, in terms to the office layout. So that shouldn't be too hard.

Morgan: Just one question, do you anticipate us needing to order or rearrange any furniture. Or are you just going to physically move like departments around?

Cocco: More of the latter. I do have an idea of the storage back of the business office, that storage, I'd like to turn that into an office possibly, see if we can get that done. I want to talk to Jen Hernandez about that.

Morgan: I think that we've asked them that in the past, and we can't because of the air system.

Cocco: Is that right? Interesting.

Morgan: Ill double check for you

Cocco: I appreciate that

Morgan: I believe that we asked two years ago.

Cocco: Okay. Let me know yeah about that. Uh, but no, most of it is going to be physical, uh, moving around and what not.

Michalsky: Were there any partition walls that you wanted to put in?

Cocco: There maybe one, I may want to have, around that area, where the secretaries were, potentially

Michalsky: Do we know where those are? Or where those were put when they were taken down?

Morgan: Uh, yes they are in storage. Um, if you want to put them back up, so the company charges us to put them back up, so we will get a quote for what that labour would be; and then assuming that we have, you know, all the parts that would be necessary.

Cocco: Alright, that sounds good; let me know as to the labour costs...Okay, thank you.

Morgan: If we were able to convert the storage closet, what would we do with all the a&s property that's currently being stored there?

Cocco: From what I've been told, we have storage, with the physical plant, is that true?

Morgan: That is not true. We store the generator for bulls radio there, but we don't have like, Marshall Center has limited storage there. But it is not Student Government storage, so I don't know how much space is in there, or I think the things that are in the ASBO closet, if there are things we need to get rid of, I think we can do that. But I think most of it is things that are accessed on a weekly basis, so what's in physical plant storage, wouldn't be items that we would need to utilize on a semesterly basis.

Cocco: Okay, I will talk with the MSC and see if they have any extra storage space that we could potentially use.

Morgan: But it depends are like what we're storing there. I think they store furniture. So we don't necessarily want to store cupcake towers.

Cocco: No.

Morgan: You know what I mean? Or things that like student organizations are going to be wanting to use. Which is the bulk of what's back there. So, I would say that we would need an accessible area that we could then be utilizing regularly. That is accessible also for ASBO.

Aziz: I would say like, ASBO needs their closet, because there is no other space to store anything.

Morgan: Yeah, I don't think we could convert that office. Because I asked *-inaudible-*

Cocco: Okay, we'll figure that out. Alright, anything else regarding office space? No?

Aziz: Computers? Did you talk about that?

Michalsky: We could jump into that now

Cocco: That's further down the list

Aziz: I can't read

Berkowitz: My question is about the front office, the transition office, what is the anticipated use for that?

Cocco: That's what we're here to talk about. So if you have any ideas?

Berkowitz: Well, I don't think the ERC should be in that office anymore. I think we should move them out to a more public space.

Hall: I agree!

Michalsky: I remember three years ago, for a brief period of time Chris Letti was the ERC person that he had to step down for whatever reason. Uh, I remember his, at least under Cesar's administration, the ERC kind of worked on the other side of the partition wall that was once in the back cabinet room.

Morgan: Well ERC isn't particularly there over the summer. So typically over the summer, we utilize that space for storage of promotional items for orientation. Um, but long term, I think you guys can put ERC wherever you see fit; but, um, usually over the summer we have massive boxes.

Cocco: Any other ideas?

Michalsky: This might be kind of random, but what is your opinion of programming?

Cocco: I don't know.

Emerson: Are you looking at me? Am I part of this meeting now? Because I'm just waiting on J-Mo.

Michalsky: It doesn't matter. I mean, it is my understanding that there are a lot of supplies associated with, like the different events that we plan throughout the year. So I don't know if there is any advantage to having programming near all of the shelves and boxes

Morgan: That's a good idea actually

Emerson: It's a good idea, because right now most of the stuff programming has are in these overhead bins.

Inaudible

Michalsky: And there are about six to eight boxes of other stuff.

Emerson: Yeah, there are lanterns and stuff.

Morgan: Yeah, most of the stuff in the ASBO storage closet is programming stuff. *Inaudible*. Except for when they were in this space, they've not been in a space, like, with the ability to put all of their things together.

Cocco: Okay.

Morgan: So I would say that is a consideration, because people who have been in these desks have not been able to use their overheads, because we've need them for storage for programming. And we utilize this stuff pretty frequently.

Michalsky: One of the alternatives to that might be if you want to keep programming in the back there, maybe plastic shelf units, to increase how much you can store in that back room. As like, a potential alternative.

Cocco: Okay, thank you

Michalsky: Alright so the next item on the list, kind of just things that this branch will do over the summer. We have new student and transfer orientation. We have a transfer orientation this Thursday, and I think that that is still considered Spring Orientation. Then we have about a four week break and then the regular Summer Orientation starts on June 9th.

Morgan: Correct

Michalsky: And then once June 9th hits, we will have, I believe, three showcase sessions a week.

Cocco: What time is the thing Thursday?

Hall: I think it's two a week

Christopher: It's just Monday, Thursday

Michalsky: Are we doing transfer at all? I'd have to check if we're doing transfer over the summer. Hopefully there is a showcase then

Morgan: No, but we tabled at it last year. We have a table, I don't think there is a large showcase; I think we just have a limited number of like five to ten tables. Yeah, just a few departments.

Michalsky: Okay, this Thursday's showcase will be from 11 to noon. We'll probably be there setting up at around 10:45. Because they want us like there ready to roll right at 11.

Morgan: I don't know how you're going to structure your roles but it might be helpful if Joseph and Maggie put together a schedule of all the dates and then if you guys want to sign up or whatever your expectation is going to be to make sure you have coverage for the first few. Or however you are going to do that, because there are a lot of them, and they are on multiple calendars, so I think it would be helpful if you guys create one calendar.

Michalsky: Okay, and probably what we can do is, we can do like a shared outlook calendar with all the summer dates and everything we need to keep track of.

Cocco: Is that okay?

Hall: Yeah, how many people did we have there last year?

Unknown: Four or five?

Emerson: Four or five, including judicial. Sometimes judicial was there to talk about parking stuff.

Hall: Yeah, but we had about four or five exec members. Well for that, we only used the wall for new student orientation, not for transfers. So we will not be using it this Thursday, we won't start using it until June, for new student orientation.

Morgan: I will start getting request for other tabling opportunities. For instance, there will be one for the RAs. So those will get sent to me, I just need to know who on staff will be responsible for scheduling those

Cocco: Communications

Morgan: Yeah, perfect. That's what it was last year; I just wanted to double check.

Cocco: Yeah through them, that's good

Michalsky: As far as summer programming, I believe we have a Summer B, Summer B event

Morgan: Yes, so we have the GLOW event with Campus Recreation and Housing on July 11, the event begins at 7pm. I just need to know who on transition can work with me in terms of programming for the event, so booking the vendors and those types of things.

Cocco: Have both Joe and Maggie work it

Morgan: Okay cool. So I will work with you two on that. I just want you to have these events on your calendar, because these come up pretty quickly. The welcome week kickoff, so typically we have a table out in front of our space for that is going to be August the 21st; that's a Thursday at 3o'clock. And then that will kick off WOW. And typically we host our Welcome event for Student Government, that can be whatever you want it to be, but we typically do it on that Thursday. So if we are going to do something, we are going to need to reserve space pretty soon.

Cocco: What did we do last year? That was the barbecue?

Morgan: That was the barbecue that we typically do. We've also put in the planner this year an ad for senate midterm applications and Mr. and Miss USF, just so we would already have some marketing out.

Hall: So we already have a date for the event we're going to use?

Morgan: We don't. We typically do it on that Thursday, because people host their things *-inaudible-*.

Cocco: Can we, the barbecue is at MLK? Can we go ahead and book that for now? And if we come up with a new idea we can just follow up then. Thank you.

Michalsky: Were there any other events we need to plan over the summer?

Morgan: No we've just been doing the Summer B program and then the tabling in different things, so...

Michalsky: And then obviously 55th term hiring. I guess I'm ready to post on the website for when the first four positions are up

Berkowitz: We just spoke with Tammy and she is waiting for Gary to confirm it, and when we can *-inaudible-*

Cocco: Alright

Michalsky: Was there anything else the Executive Branch should be doing to prepare for the fall?

Rutkowski: The hiring for the next term, now we are changing the dynamic of *inaudible* department. I was going to run it by you in a presentation either this week or in the next one. Just to give you a glimpse of how it is going to look.

Cocco: Yes sir, we will talk about the structure of the department. Maggie sent you a list of stuff to market. Did you get that? Does that look kosher to you?

Rutkowski: Yeah we've been working on that. Everything is coming together

Cocco: Okay, so we can get started on the hiring graphic and all that good stuff. Word.

Morgan: And just remember that it is the same approval process as in the past. Any graphics that you are asking, plan that we need three or four days to get them approved by Renee.

Cocco: Correct. Just let me know what deadline you want those done.

Hall: Wait, one question. Were you able to find the SG brochure that David was working on? No?

Berkowitz: He said he would be in later right?

Cocco: He said he would be in later.

Hall: Okay.

Aziz: It's like 2:37 so he should be in in a couple hours.

Hall: Yeah I was just trying to give it to him, so he didn't have to create a new one.

Cocco: Okay, so the roles of each member. Maggie and Joe will be focused on orientation, summer programming, and working with Dan on graphics, and all that good stuff. Is that correct?

Hall: Uh huh

Michalsky: So we are going to be doing existing communications stuff, and dabbling in programming?

Cocco: A bit, until we get programming hired

Morgan: Just for that one event.

Cocco: Greg will be focusing on the university affairs aspect, kind of helping with the more integral stuff here. Helping with hiring, timelines, stuff like that.

Berkowitz: Student Memorial is still going on. We are still talking to physical plant about that.

Cocco: we are going to find a date for the next one, because Sullins is ready to move forward on the actual ceremony itself.

Berkowitz: He's ready to move forward?

Cocco: He's trying to figure out a date for that

Berkowitz: Well we are just waiting for the...so the date being the day which the *inaudible* was built were trying to make it a go around that. There has also been discussion to move it from twice a year to once a year. To kind of avoid the staggering of students were still missing or have to wait longer. We also think we can make a larger profit with one a year as well.

Cocco: What do you think?

Morgan: I think one a year could be, because we have a physical structure, because I think its challenging for students in the summer. Its like they're waiting but if we know its once a year, then when the Dean of Students is working with the families and student passes then they can say "and the student memorial day will be x,y,z." I think it makes it more *inaudible*.

Berkowitz: The essentially cutoff will be one month before the student memorial, because some students have passed away the first week in January and we couldn't include them in the last one, so they were waiting until the next one, so I think it kind of avoids that whole mess up.

Cocco: Okay, if you can um. I have a meeting with Director Manka soon, so ill let you know when that is so we can discuss some of those logistics, and we'll have something ready for Sullins.

Morgan: Is Berk going to be the point person for hiring?

Cocco: Yes, for now, yes. We have some timelines setup, so we'll try to get those printed out, so everyone can be aware of the hiring timelines.

Morgan: What is your goal in terms of your structure going to senate? Are you going to try and get it in by the first meeting?

Cocco: If possible

Berkowitz: I was asking, does it have to go to rules to approve the structure, or can it go directly to Senate?

Morgan: It has to go through rules, so probably the second meeting then

Cocco: So the 22nd, would be the second meeting?

Berkowitz: No, because its two weeks

Aldridge: No the first two meetings are back to back

Cocco: So the 20th and the 27th

Aziz: Yes. And if you are making appropriation changes, it has to go to appropriations.

Morgan: If you have an interim budget request.

Cocco: We still don't know when rules is meeting yet

Aziz: Thursday at six, but it is not confirmed yet.

Morgan: When are they giving you their final committee times?

Aziz: I have all of them

Morgan: Can you send them to Gary and me

Cocco: Myself as well

Morgan: We just need them.

Berkowitz: And a question about senior staff. Since they are automatically included in the structure due to statutes, can they go ahead of the first meeting of the summer?

Aziz: What are you trying to say?

Berkowitz: Senior staff, like Chief of Staff...

Aziz: You mean the top four?

Berkowitz: Yeah. On the 20th for Confirmation

Morgan: They all have to go before JEC

Aziz: I would prefer all of them to go before JEC and the Senate.

Cocco: JECs first meeting is the 22nd, correct?

Aziz: Yes

Morgan: I think as an addition, you want the senate to have one meeting, I mean they are all coming together as a group, this is their first time on their own.

Christopher: And the 22nd would be a Wednesday?

Cocco: Thursday. And that's at 2?

Aziz: 3 on Thursdays

Cocco: Yea

Morgan: I think Abdool and prepare JEC, so they need to do a training

Cocco: Computers. I'm going to speak with Mr. Housman today

Morgan: He sent us back the list of.

Cocco: I did see that. Right. So we have a list of where they would be going. So im going to speak to him today to hash out some more details, and then we will see about ordering them. Okay, document archiving strategies. You want to hit that?

Michalsky: Quick question about that, did you want new monitors, or did you just want new towers? And another question on that was looking at the breakdown of the numbers for each branch. Ive noticed that exec is getting one more pc than there are current pc's in the branch. Obviously, you've got the court who will be getting 5 workstations, when they have 7 people.

Cocco: That's why I'm going to talk to him about that today. I'll have something more definitive next meeting, once I meet with him. Want to hit on the strategies?

Michalsky: Just among the other things the transition team is doing, I didn't know if we wanted to work on cleaning up the papers. I know when I was cleaning out some of the workstations earlier, there were binders and papers and...

Cocco: Are there any names on it?

Michalsky: I mean we know some of it is like legal aid stuff, and okay this is what this person was working on, really it's probably going to find its way in a box anyway.

Cocco: Well if there is anything of value, let's keep it

Michalsky: Well it has to be kept anyway, but it's like do we have any intention of looking at it, or keeping it stuffed in a box for three years.

Morgan: If it's not an obvious, like, oh here is where we would file it, then I would be happy to go over that with you, and figure out where we could store it. If it's a duplicate record, because we have a lot of those, if we have it accessible on the p-drive, do we also need it? So there are some of those things we can work out because there is a lot of paper that we might not be utilizing because we would not have it elsewhere.

Cocco: So where are you putting that stuff right now?

Michalsky: Right now it's everywhere.

Cocco: Can we find a centralized location to put it?

Michalsky: Well ideally we would scan it and...

Morgan: He means like in the interim, until we can go through it

Michalsky: I would put it in the back

Cocco: Okay let's just find a place for it

Morgan: Maybe that way you can just put it all together and then we can have a little public record party

Cocco: There we go! Do you want to make a graphic for that?

Rutkowski: Hell yea!

Morgan: I can't wait for that to be typed up

Cocco: Okay, so workstations. Are these okay for you guys? You'll still be in the back with your Mac. And then the items, where are we with the promo items?

Michalsky: Okay, the FAST requests have been submitted to the business office for the draw-string bags and for the pens. So we are at 10,000 draw string bags and 15,000 pens. Just for reference, last year we were at 10,000 bags and 18,000 pens. So 3,000 fewer pens this year. Those are pretty much on the way that was taken care of last week on Friday, right now we haven't submitted any POs or anything for lanyards or any other items we were hoping to have at the table. So we just need to figure out what we want to do with those.

Cocco: The lanyards?

Michalsky: I mean we've got 550 lanyards left over, so we can *-inaudible-* without needing the new lanyards. It's not as time sensitive getting those items in.

Cocco: What would you recommend?

Morgan: Joseph and I talked about it, so.

Cocco: Okay

Morgan: Yeah, we've been working out the timeline and been communicating about that.

Cocco: Okay, you guys have that handled. The video, I saw your email and we're going to work on that. Yeah, after rewatching it it's like, yeah. So I'm going to get together with AK like you suggested and when would the final date for that, when would you need that copy? The re-rough draft?

Morgan: I haven't sent it, maybe if you guys could give it to me Wednesday or Thursday. If you think that's feasible.

Cocco: Okay Thursday if you don't mind. I'll get a hold of Rhondel and AK.

Michalsky: Did we, like whenever we solidify where those shots are going to be, we should probably try to get permission from those facilities to film in those locations. So whenever, we should reach out to housing, the manager of ISA and Sujit.

Morgan: You should probably write that into the script. Like this piece will be shot at this location.

Michalsky: Like were those three locations good?

Cocco: I think they were fine, I think just more of the content, should be more up to par.

Morgan: Ive also asked Adam Kowalski this week to go through the exec titles just to make sure there is an outline for any dates that would be coming up that you would need to be hitting soon.

Cocco: Right, you worked on that right?

Christopher: Correct

Cocco: You want to work with AK on that just to make sure you are on the same page?

Christopher: Sure

Morgan: Just to crossover, because we made a lot of changes to statutes this year. It might not be a bad idea to do it for all three branches. Then you can share that with them, as a resource guide.

Christopher: Okay, definitely

Cocco: Is that alright?

Christopher: Yes its perfect

Cocco: Statutory deadlines.

Morgan: It happens a lot where we are like, oh that happens in a week

Cocco: Okay, so Berk you are the timeline. Tweak it a bit. Alright, open forum. Court, what do we have planned this summer? Orientation stuff, expect you to be out there.

Hamed: We will definitely have a representative of the branch out there at each orientation. As long as the executive branch is willing to collaborate and is willing to share those dates with us, I just want there to be a communication between the branches so we can all work together. Because as of now, Im not aware of any dates

Hall: *Inaudible*

Cocco: What's that Ms. Maggie?

Hall: I scanned it and sent them to you

Cocco: Is there anything else?

Hamed: No

Cocco: Ms. Morgan? How we doing?

Morgan: We're going good. Natalie and I are wrapping up the planner for final submission, so we're going some final edits. So it should be here by mid-July, that book. We've talked to the Marshall center about beginning to distribute as residents, prior to the week of classes. We've gotten a lot of feedback; of course a lot of students are planning their lives out before the first week of classes. So we'll start the distribution early. I've mended our partnership with housing, so they will be a distribution source again.

Cocco: How many planners did we order again?

Morgan: We order 20,500 planners. So there's a lot. So I'm working with Marshall Center on that piece. The composite has been really delayed, but it should be in soon. And then, in our office, we are looking at which components each of us will advise. I will stay on with Exec. Gary will stay

primarily with the legislative branch. And then we are talking about whether KB will stay on with the Judicial branch, I'm sure they would love to have her back. And obviously Evan's role would be. But KB will transition to being supervised by me and Evan will be supervised by Gary. KB leaves on Wednesday, and she will be gone for her summer in California. Evan will begin in July, I believe the second week of July. We will communicate that all to you once it's all broken down. Not too many changes, we just might switch up the agencies and the court.

Cocco: Okay, word. Alright. Anything else?

Hall: oh the Our shirt. What is the status on that?

Morgan: David was under the assumption that the POs were put in, so he was going to double check with Justin. Cocco when you talk to him today if you would like to confirm, but if not, it will be fine.

Hamed: I just want to make sure, there are two vacancies on the court, I just want to make sure those positions are advertised sometime in the summer so kids can look at that before class starts.

Cocco: Dan, we're straight?

Rutkowski: Are you getting back to me with a new script?

Cocco: Yeah, I'm going to meet up with Rhondel and we will change up a few things, then we will get back to you.

Rutkowski: Because the biggest issue is the prop usage so that's going to be an issue, other than that *inaudible*

Cocco: We'll fix the script, get back to her, and then I guess if you just want to start thinking about props. So purchasing, now that there is no transition CFO, does the Business office take care of it?

Morgan: Ive not gotten to talk to them.

Aldridge: What about not having a CFO? Can you pick a person to send out POs, in the meantime you can have someone...

Morgan: Cocco and I just talked about that on Friday

Aldridge: Internally you can decide who you want to submit those POs.

Cocco: Anything else? Danny?

Christopher: No, things look good

Cocco: Berk?, Maggie?, Joe?

Michalsky: Im probably going to send out a e-mail about which date will look best for most people to stuff bags. It will probably an all-day thing. Like for me Friday doesn't work, but if it works for everyone else then we can do it on Friday.

Cocco: Does this time, Mondays look good for a transition meeting for everyone? Alright, we will plan that here soon

Morgan: Kowalski's last day is the 23rd

Cocco: Are we doing anything for him? We should, whatever you guys recommend. Maggie?

Hall: Okay!

Cocco: Okay, we'll do something nice. Adam do you have anything?

Aldridge: No

Cocco: Alright that's it, thank you so much; we will go ahead and adjourn this meeting at 2:38. Bye-bye. Stop, right? You press stop right?

Meeting Adjourned at 2:38pm