Executive Cabinet Meeting Minutes 06/16/11

University of South Florida. Student Government Executive Branch

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Zachary Johnson: I will call this meeting to order at 10:02. We have Mr. Matthew Diaz present, myself Zachary Johnson, Ken Getty, Brian Goff, Gary Manka, Lindsay Lewis, Sarah Rashied, and Ivan Gil all present. Any additions or deletions to the minutes of the day? Okay cool. We will go ahead and enter into reports, Mr. Diaz would you like to start us off…

Matthew Diaz: Thanks again for coming so early, I know its 10 o’clock but we’re all here. Its great to have a staff finally, this is nice. Its great to have other people here with us and working on our endeavors and everything we want to work on this year. And just get ready because its going to be a really good year, and something I want to charge you all with is we need to create that family and that team atmosphere so within your departments when you’re looking for people to hire make sure they’re going to be a good part of this team, that’s what we’re going for because were not going to be able to accomplish anything if we aren’t working together as one cohesive unit. So yeah, that’s it. Go Bulls!

Z. Johnson: All right thank you. I just want to talk about a few things- we just finished up the SAFE team hiring and we are going to nominate Scott, he is one of the current associate directors and he is going to be the new director. Just so you know, SAFE team, because of our partnership with University Police, University Police has control of hiring and firing and that was written into the contract that has been in place for a year now, so technically the Chief of Police is responsible for hiring the SAFE team director. Mr. Diaz doesn’t have an appointment, and its just because of the new contract situation. Mr. Gary Manka made sure to follow up on all this and get a legal opinion and that’s just the way it is so what we did with the hiring process is we emulated the Student Government hiring process, we did four interviews, we also had a team of four panelists, two from University Police, Ms. Judy Walker as an SGATO rep and myself, we all sat on the hiring committee so it basically followed the same procedure. With that, we are proposing that we have the new SAFE team director go in front of Senate and they will do their oath of office just to symbolically show they are still a member of Student Government and so I think it would be a good show to make sure we maintain that partnership. Also, we have been closing out purchasing, tomorrow is the last day for purchasing, as you know I’m still a financial officer for all of our stuff so I got a couple cool goodies I’m getting for SGCS, Bulls Radio, and marketing. We have a Rays meeting tomorrow, as you guys know we’ve entered talks with them some of you will be in that conversation. The last thing I want to touch on real quick is one thing that Matt and I haven’t stepped up to do as of yet which is start formulating a detailed strategic plan, so we’ve been talking and just look forward to working with us in the next two weeks or so and we’ll start doing some department meetings with you all to set an order for our staff
so once you have a staff in place you’ll have a reason for why we’re going what we’re doing, something that we didn’t have last year. Mr. Getty?

Ken Getty: All right, I’m gonna hand these out to you guys. As you know, Commitment to Honor has been huge, Khalid and myself have been working on it and next Wednesday we meet with Sandy Lovins and that meeting is really set up so we can start pushing to get some of the areas on campus and buildings available for plaques. We want to make a big splash with the Commitment to Honor this year and Student Government really has been a full partner in this working with Dean Sullins and Janet Moore, as you are all aware of there is now a committee, the Ethics and Integrity Council that does report to the President, so its very important, I sent out an email before saying everyone should be familiar with this document, I really hope SG as a whole takes it on as an initiative for each of the branches. So, this seal that you’re looking at upfront is something Ivan and I briefly had a conversation about with Jen Hernandez, and tomorrow I’m meeting with Jen about it, but the idea is to put this seal about the south doorway that goes out towards the bulls. There was a 50-year seal there for Student Affairs this past year, but it would just be the seal not the words, but we just want that brand recognition. Does anyone have any thoughts about that? Again, thank you Sarah and Ivan, you guys definitely did a good job on the seal and the placing. When it comes to purchasing, I just got this, I’ll pass it on to you and we can talk about it after. The idea was for 12 plaques to go around campus- I have a list of all the areas I found- but there is the cost of the plaques that we can talk about later. Another thing I’ve been working on is the Zimride, Manny Lopez and I have been talking and this is a conversation I’ve had but I’d like to know everyone’s opinions on this. I’ve talked to Ivan and Sarah about Branding. I think that your administration- we have a lot of transportation choices, and those are listed last in the document, we have a great transportation portfolio but I don’t think our students are aware of the entire thing, so Sarah, Ivan and I talked about the possibility of doing a branding campaign. Because the Zimride contract is up, they want to get this thing signed within the next week and I don’t think our current students use it at all but I think that they would use it if we branded this right and really promoted it, we just don’t do a good job at this. This is really a decision I think we should talk about right now because they kind of need to sum up this contract, and I think it’s a good idea. On here on the second page I clicked on the events module and you can kind of see the entire football schedule, I think if athletics gets on board and promotes the away football games its kind of a cheap way for students to attend. I think having their user base could also help this branding initiative but I don’t know what anybody else’s feelings are on this…

M. Diaz: How long have we had Zimride?

K. Getty: For a year.

M. Diaz: Is it effective at other campuses?

K. Getty: It is at UCF, the problem is here they’ve tried to use a ride-sharing program and I don’t think that’s the proper place for Zimride, I think its more of larger events, weekend trips, who’s going back to Miami? You can put if you have three spaces in your car that you’ve got three spaces for $30 ahead, and they haven’t used it like that so we kinda talked about doing the portfolio as “Hey, wanna go to a football game? Take Bulls Blitz” and show people that you really don’t need a car on campus. Our portfolio is huge looking at it, there is a bus service for $50 roundtrip, there’s little things that I’ve found out…
**Ivan Gil:** I know when we were talking with Ken that because the incoming class is required to live on campus a lot of them don’t have cars because they’re on campus all the time so its really promoting to them in the aspect that “hey, you can still go home, to Orlando, where you want” its just a matter of utilizing these services and that’s really one of our primary targets would be hitting those students who live on campus that do not have a car because surprisingly it’s a high number.

**Z. Johnson:** Who would own this program or this initiative?

**K. Getty:** The initiative would still be housed in cutter, I’m trying to get it to where Student Government would control the marketing end, and then conduct communication with the user-base and stuff

**Z. Johnson:** So they would manage the service but we would give them the student feedback…

**K. Getty:** Right. And the problem is they want to sign a 2-year contract for $9,500 per year. I’ve talked with Manny and he actually gives Student Government $10,000 a year that goes into the SAFE Team auxiliary account, and right now that account is at $27,000 and he said if we do this, if we do agree, he would like part of that money that he gives us to go to the Zimride contract for the next few years. The Office of Sustainability, we could probably get about $2,000 out of them for this, and SG would pick up the rest. Again, we do have an auxiliary account and I know this is probably above the SAFE Team levels.

**Z. Johnson:** You said it was $9,500 for a two-year contract or per year?

**K. Getty:** Per year, for two years.

**Gary Manka:** Okay I just wanted to make sure I’m understand it, and then for the Zimride itself and the things that are a part of it, like when we do buses to the football games and stuff, we really couldn’t use it for that or would we have to advertise it a different way? I’m trying to figure out how we can make it work in a lot of different ways, be cause it looks like a carpool thing but is there a way to use it as an advertisement as well to work across more context…

**I. Gil:** When we talked it was like people didn’t want to ride the buses out of fear that they might miss it or don’t want to come back so early and that’s where they could use the program to come back earlier or later or whatever

**K. Getty:** Yeah we can have a link on there too, like “here’s the event, but click on this link if you want to take the student government bus…”

**G. Manka:** That’s actually not a bad price

**K. Getty:** No, and it links with safe partners so you have to login with your NetID so its not some creepy guy, its only students and UCF and HCC would be trusted partners so if you have a ride on there they would be able to see that you’ll be leaving this date and this time and they could contact you and say they’re interested. You accept or reject these people, and its also connected to their Facebook page so you can kind of do your forensic analysis. Any thoughts? Because this is going to have to be a fast moving thing and I want to talk to you guys first and see if you’re confident…

**Z. Johnson:** I’d love to see the program expand, I think we can work out the money and partnerships but my biggest concern is with marketing, and do they have to have someone on this all year?
I. Gil: The way I’m hoping to get a lot of the projects like this and services and all that is try to get that done once we get everybody in July and August and that will cut out a lot of the focus and we will have everything done and ready to go for the year so its not like December and we need new graphics, they will already kind of be done.

Z. Johnson: How long will it take to turn around to update the marketing package so its ready and in place for football season?

I. Gil: It honestly depends on the amount of workload we put on ourselves, obviously this one would be a big one but we’d have to see what else comes up in July and August.

K. Getty: And the idea was to have an overall umbrella branding campaign that this all falls under and then you have a chance to roll out bulls blitz in football season and throw out the bikes around thanksgiving...

Brian Goff: We’re revamping the Student Government website, right? So maybe in there there’s an opportunity to do a page like this but for our own that will be a little more user friendly...

I. Gil: Yeah there is going to be a section that’s gonna be services and its going to be three categories, like students, organizations, then any business partnerships so that would probably be one under students.

G. Manka: we’re going to meet with Sandy and Nick at the end of the month and doesn’t parking services fall under their area? Maybe we could talk to them and get their sponsorship to send a campus-wide email and if we can get someone like them to do that I think it would really contribute to the marketing campaign.

K. Getty: All right, the other two things really quick are obviously the IT partnership has worked out pretty good, the first week was a little rough, Zach and I have met and I’ve also met with Ivan about branding and giving students the proper information about how the printing model has changed. There will have to be some changes and I don’t think SGCS is ready for the change in the scope of their roles so I’ll keep you guys informed with that. Another service, we’re talking with rent solutions today regarding future contracts and stuff and also looking into a partnership with Port Furniture and this would allow students to furnish apartments for $99 a month and we just need to sit down and talk about it. I would invite you to the meeting today but its not going to be a very nice meeting. Other than that, Summer C is half over and if there is stuff you have questions about please make a time to meet with me because at the beginning of August I won’t be around anymore and I want to help you guys as much as possible.

M. Diaz: The priority is really getting a deputy chief of staff so we can start getting ready to move them up.

K. Getty: That was my short report.

Z. Johnson: Mr. Goff?

B. Goff: As far as office of the attorney general stuff goes, I was starting to work on legal aid and getting in touch with the library and electronically submitting all of our minutes, agendas, all that stuff that is public record, and then I lost my email earlier this week so I am back to square one as far as legal aid goes and talking with the library, but university IT is trying to fix my email so we’ll see where that goes. I got 15 plus request for legal aid requests already and I spoke to at least 8 or 9 of them and referred them to attorneys and I’ve heard back form two of them who were really appreciative. Besides that, I’ve been working a lot with executive hiring and judicial hiring committees, doing memos and stuff like that. I’ll talk more about that later though.
**Z. Johnson:** Mr. Gary?

**G. Manka:** You all know there is going to be a big ENG funding cut based on Governor Scott’s decisions in Tallahassee, and the language says the Universities have a little bit of play with how they determine those cuts. Basically the ENG funds, according to Governor Scott, should be used for the academic domain, so USF is interpreting that to mean it all goes to academics, so student affairs is going to get, I think, about a 1.8 million cut in ENG funds. Its between that and 3. This fiscal year we will be okay but the following year we don’t know what that means. Right now the ENG departments are taking a 6% cut across the board and from auxiliaries they’re assigning a 6% assessment. Next year, who knows, and that means that departments could be totally cut and sorts like that so the challenge for Student Government will be, as we work towards ASRC process for this year, student affairs hopes to have a strategic plan in by December, and as you enter ASRC you should be cognizant of the fact that there may be some big changes. And I’m not sure what those changes will be, they’re going to try and see what departments might fit under the academic realm, there may be an issue with orientation and those kinds of things, so it will be very interesting. As part of the change, we all know about the IT reorganization, and we will no longer have Dennis and Joe come in and we will have to go through IT like every other department on campus so it will take a little longer to get computer problems fixed.

**M. Diaz:** Is it the provost that decides where the money goes?

**G. Manka:** The ENG money? I don’t know if that was President Genshaft or the provost or her cabinet, but all departments across the board will see it.

**M. Diaz:** Do you think these are the ramifications for moving to that system model and moving student affairs under academic affairs?

**G. Manka:** Dr. Meningall said no, we’ll see. I think its partially true, this is my own personal opinion for the record. I think it plays a role and shows the academic focus that the university is trying to go to, but being AAU you also have to have strong student affairs so its sort of a catch 22. I don’t know what that means in terms of lobby departments, and part of it’s the philosophy that the university has used seeting up permanent departments and its my personal opinion that I don’t know why they’re waiting so long to realize you shouldn’t be doing that, because if you fund something with one-time money what happens when it runs out? So, there will be some issues and local fee increase is being moved back to the fall so it will be happening by October and they want to put it before ASRC this year, and I had one question for Zach, the safe team interviews, do I need to take to the Major about problems with the process he is using?

**Z. Johnson:** No, we discussed it before hand and we had an opportunity to ask questions it was just from a sheet he was directing on.

**G. Manka:** Okay, the only other thing is July 11-12th we’ll have three external reviewers coming in to go over the student government program, we just finished up the internal review so we were picked this year for the external as well, and not only SGATO but student government as a whole. Thank you.

**Z. Johnson:** Okay thank you. Lindsay, do you have a report?

**Lindsay Lewis:** Umm, I didn’t really get anything done in between the appointment time, but I did look through all the new voter registration laws and its not that much different, I just have to submit a lot more paperwork. Most of the paperwork is actually already filled out, I just have to re-do some of it because they never submitted it last year
so USF is really the only student government that isn’t already registered as a third-party voter registration group so I’m going to do that and I’m going to wait until we get some more people in here because you have to list who is going to be working on it. So until I get an associate director I don’t want to submit that because then I would just have to withdrawal and resubmit it with new names so that will probably be done once I have an AD. I’m also working with Aziz and we are getting schedules ready and fitting them together with President Genshaft and Mayor Buckhorn, and see if any of the dates work so we can set up the event. That’s pretty much it for right now.

G. Manka: You all know this year in ASRC we cut the $25,000 for the Tallahassee internship, and I don’t know if that’s something you might want to talk to Kathy and Mark about.

K. Getty: Robin Jones oversees it.

M. Diaz: I gave her a heads up that it may be cut last year and she wasn’t happy about it. There is nothing we can do now, they don’t need that much money, but it was a bad move by ASRC.

Sarah Rasheid: Okay so for me, I’ve been transitioning from marketing, still helping out with Orientation, also yesterday I started working on a year at a glance with other departments so I’ll be sending that out to Jessica and Gary then I’ll move it onto you guys. Things I’ve been working on with marketing is we have a barbeque event and an involvement kickoff that we’re planning and its kind of like a showcase for SLT and marketing to work on together and we should have everything finalized soon. We’ve also been working with the Alumni Association on the book of bull and get plugged in so we’ll be helping out with those two things, and that’s all.

Z. Johnson: Okay thank you. Ivan?

I. Gil: Orientation Mondays and Thursdays 2-7:30 if anyone wants to come, hiring marketing, outside of that, meeting with Ken and Sarah on everything that they talked about, and I started working on a campaign for elections

B. Goff: They can start technically campaigning next week after their meeting with Jessica

I. Gil: Okay. We’re doing some last minute shopping for random stuff, promotional items, and I think that’s it…

Z. Johnson: Any questions for Ivan?

M. Diaz: Frat tanks?

Z. Johnson: We can discuss that in our budget request… The student government membership and employment manual has been updated so I asked Gary to touch on a few details so everyone is kind of up to date…

G. Manka: All right, I’ll just go through and give you the basic changes- we added a clause the back page stating that you further understand what you’re signing. There is a push to be more professional in the work place, I’ll go to 8.1 and review that standards because we’ve had some complaints about inappropriate dress and basically what we’ve done is moved it from a casual dress code to an office dress code. We’ve removed bib/overalls, left in jeans-

Z. Johnson: Uhh, could you take the bib/overalls off the marketing request?

G. Manka: One change is under shorts or capris, which was a more gender related issue to women, we added in a clause that shorts must be fingertip length. Very short shorts are inappropriate in the office. Shirts, tops and blouses hasn’t changed but certain employees
have caused issues with the showing of body parts and things like that. In terms of shoes and footwear, we’ve left in flip flops, but for some reason slippers and clogs are still left out. We’ve added a meeting attire that we’re asking for meetings you come in business casual or above. Basically, the one major change is if we make the decision about inappropriate clothing, that the employee will just be sent home, that includes my students and my staff. I know that Ivan has asked that we put a clause in there about when and when not to wear the student government polo’s. Other than that the major thing that has changed is the correct discipline procedures, we’ve added pay rates in there, we’ve tweaked the consensual relationships and nepotism and made it more lenient, but basically the bottom line is if you’re in a power relationship with someone else you cannot date that person. Also, just so you know, the real political world doesn’t work like this in terms of nepotism but that doesn’t mean we have to copy what other people do, we can set the standard for ourselves. But the other thing we added was exceeding hours, on holidays you cannot get paid no matter what, if you work more than 8 consecutive hours during a shift you still need to get that approved by your supervisor, and finally the correct procedures where you’ll get a written reprimand and then you either be suspended or you’ll be fired. Those are the main changes with the exception of we added the commitment to honor to the member handbook, where basically we’ve added a clause to sign the commitment to honor. Any questions?

L. Lewis: When are those going to be ready?

G. Manka: Probably within 10 days…

Z. Johnson: Okay, Brian, did you want to touch base on hiring?

B. Goff: Tomorrow the applications close for associate justice and ERC supervisor, thanks to mostly Robert we’ve been doing rolling interview for associate justice and interviewed at least 12 people Khalid wants people cleared before we formally nominate them. That being said, next week there is no senate so there won’t be anybody going up because its summer A finals week but we need to keep in mind that we need to reappoint the director of university and community affairs. We need to appoint that and a Bulls Radio Director. We’re looking to appoint associate justices on the 24th. That being said, I’ve submitted the job descriptions to HR for the Associate Director of SLT, Governmental Affairs, my Deputy and Solicitor General last week, they’re not live so I’m going to talk to Ms. Judy after this and see why they’re not on the site, they should end on the 28th of June. We’ve had a minimum of 30 applicants per position we’ve posted. In terms of the calendar beyond June, there is already a hiring committee formed for ERC but we need to appoint someone by the third week of July, and there is no rush to appoint the other ERC positions any time soon. We are looking to appoint by the 5th of July a CFO and Director of SGCS, we have to repost those jobs and they have to be on HR for 5 days though, we still have to post chief justice, deputy chief of staff, CFO, deputy CFO, the assistant directors, SGCS and the ERC positions.

Z. Johnson: Would you touch on what our directors should keep in mind during their hiring process?

B. Goff: The process has to be the same as what you went through, so you’ll form a hiring committee and sit as the chair, schedules interviews, keep up with marketing,
you’ll have a representative from SGATO, then you have to have another member of exec or your department.

**Z. Johnson:** Can you touch on the appointments and what needs to be sent over?

**B. Goff:** You need to send off their name with U# to Ms. Judy to get cleared through HR and SRR, once they’re cleared you write an appointment memo, then send their resume and application or any other documents you need to send that in a hard copy packet to Rachel Brown including a job description. You will need to be able to present them to JEC on Thursday morning, after all that have them fill out all the HR paperwork.

**K. Getty:** The only thing time stamped is the appointment memo?

**B. Goff:** Yeah that will be done right when Matt signs it. We also need to keep in mind that we’re only sending 4 nominees through JEC at a time.

**I. Gil:** Just so you know, I want to make my appointments by the 30th so we can have them through the following week.

**M. Diaz:** Sorry guys, but Sarah and Ivan, we have to go.

**Z. Johnson:** One last thing, Plunge is August 7-8th so as you’re hiring and making appointments make sure to include that information. Any announcements? I will conclude this meeting at 11:04.