Executive Cabinet Meeting Minutes 07/29/11

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Zachary Johnson: Alright champions, we will go ahead and call this meeting to order at 3:16 pm. I’ve always wanted to do that. Our executive branch cabinet meeting, we will go ahead and go through the attendees real quick. Matthew Diaz (present), myself Zachary Johnson, I’m here, Ken Getty (present), Brian Goff (present), Lindsay Lewis (present), Sarah Rasheid is excused we have Jessica Lee here for Student Life and Traditions, Ivan Gil (present), Briana Jones (absent), Scott Nee (Nelson present), Brian Cannata (present), Nick Gryniewicz (present), excellent and Mr. Gary Manka (present).

Ken Getty: Cab you please add Ryan Hebda? It’s my fault, sorry.

Z. Johnson: Good call.

Brian Goff: You also need to add James.

Z. Johnson: And James Bodden, Election of Rules Supervisor. Okay. Lindsay, were the minutes sent out for June 16.

Lindsay Lewis: No

Z. Johnson: Okay we will have the minutes for June 16th meeting for the next cabinet meeting; we will approve them then as well as the minutes for this meeting. We will go ahead and go through our department updates. Matthew Diaz

Matthew Diaz: Alright, hello everybody, the room keeps filling up more and more, so thank you all for joining us today on Friday, I know it’s a Friday so thank you for coming. So I guess a little update on my end. We went to FSA this past weekend, we finalized our legislative agenda for the students, so the top three things that we will be working on is maintain funding levels for the SUS, CITF funding get it localized the authority, and lastly was Bright Futures. And then I guess going on at USF the only big thing that’s really happened recently as you guys have probably read, is that there has been a letter going around saying that Poly-Technic wants to separate from the USF System. So the University has sent out a press release, the president did, she is reaffirming her confidence in the system, how we want to keep all our regional campuses a part of this. St. Pete and Sarasota have also reaffirmed the importance of that and that partnership between us, so they are on board with us, it’s Poly-Technic, which is the only issue that’s going on. Just keep your eyes on the news; I’ll update you guys as much as I know. But at this point, the president is just reaffirming her commitment to the system and we will see what the Legislature and the Board of Governors does in the next couple weeks. Any questions for me? Alright, thank you.

Z. Johnson: Okay, I’ll go ahead and touch up on my report. I’ve been doing some work on a presidential taskforce for exercises, medicine, we putting together an exercise and medicine month in the spring semester. We are having a roll out of some programs coming this fall; it’s actually been kinda a fun task force. As of right now it’s really more of a marketing platform, and we are trying to do some cool reaching out to staff and getting staff to really take hold of the idea of exercise and wellness at the university as a
big national program. So it’s pretty exciting. Also, I’ve been working giving student feedback for USF dining services, working with Jeff Mack, we have had a few meetings to discuss the priorities for the students for the next year, or sorry not the next year, for the future for the next five years, the contract form for USF dining goes up next summer. This is the last year. So obviously getting our priorities straight, and what we are looking to do for the students and the facilities is going to be a high priority for business and fiscal services. Been working on some other small programs. Working with Dr. Banks for Notre Dame v. USF Watch Party, I’ve also been in touch with the Lighting over the past week and half to set up some USF student nights with the Lightning. And lastly, most everyone should have seen an invitation for an Executive Branch Social next week; I actually just confirmed everything with Airheads three days ago. We are set; they are actually taking care of our cover, so everyone in the Executive branch gets to going for free. Just a couple details on it, it is a trampoline arena so there is a lot of physical activity, although we do have a lot of other activities for anyone that doesn’t actually wanna participate in the trampoline aspect. We really just wanna provide a good opportunity for everyone to kinda come out and really get to know one another you know beyond our daily dealings here. So definitely it is a high priority for us. Those of you who have seen the strategic plan one of our initiatives is to make sure that we prioritize building healthy, strong, relationships. We want to make sure that we start that out-front with ourselves. You guys have any questions about any of those issues? Okay, I am gonna go by the attendance on the outlook calendar for the social. So please Directors, get make sure that you are getting it out to your staff as you are doing hiring, we are gonna get some food provided it is going to be a great time next week. Thank you.

Alright Ken.

K. Getty: Alright, quick update, Joana Rabassa. Joana is the confirmed Deputy Chief of Staff. She will be in next week; currently she is in Odessa and for her to travel just for this hour meeting didn’t make sense. But she will be in the office, she is moving in around campus, so you will see more of her. She will be in charge of the next and I’ll make sure I get her information out to all you. She will kinda be the contact with the Chief of Staff. Kinda updates on initiatives, the Commitment to Honor/ Ethics and Integrity Council is moving along really great. We will have all the plaques received and to take around to all the different Deans for placement Aug. 10th. Everything will be in house. Just got back, why I was late, I was at a website meeting; University Communications and Marketing are on board with the website, so we will have a resource for students, faculty, and staff in regards to ethics and integrity. Again, this is an initiative is in the Exec. Admin Code that I know both President Diaz and Vice President Johnson feel strongly about and as we are promoting to our students we also have to remember we need to conduct ourselves in the highest ethical manner both when you are in the office and out. The last thing we want is to basically fly back in our face. The media at USF Center downstairs, basically Dr. Banks has signed off on it today, President Diaz signed off on it and we are looking to have Michael Pierce to ratify that agreement and we are looking to making motions on opening a computer repair, a help desk, and a print center downstairs in 1503. Now all those pieces will be available for the start of the semester. But we are looking to have a significant of those services available. Contracts, finishing up the Zimride contract, Rent Solutions that contract is up in the middle of August, I hope to have that done, within early August and our court furniture contract, the
University has signed but we have not had a signature from court yet, only because they would like to have a signed document as well and our purchasing office isn’t the fastest moving when you ask for something. Personally, I will out of town Aug. 3-9 I will be back, I am in town Monday, Tuesday and then I’m back the 10th. I will be leaving, as much as people don’t believe it, my last day here will be Aug 21st and then in September I’m moving to Chicago. So please use me as a resource, I know I’m bouncing around trying to work around on these initiatives, but I’m kinda like Gary, I will make time for anyone who needs it and with that I conclude my report if there’s no questions.

Z. Johnson: Do you have a timetable for the COURT sponsorship? Or is it just going through university and purchasing contract right now?

K. Getty: It’s signed. What they want is the person their end that signs it they also want an original copy, not a copy of what we signed. That’s the hang up right now.

Z. Johnson: Okay

K. Getty: If worse comes to worse, I will tell them “Hey we signed it. It is a legally binding document.” Just pull the trigger.

Z. Johnson: Okay. Thank you. Brian Goff

Brian Goff: Alright, so what I’ve been working on, besides from hiring which thankfully is coming to an end for the most part is the Admin. Code which will be up today. It was 18 pages before, we managed to cut a bunch of fat to trim down to 15 pages we are also adding some new things to which we will talk about a little bit later. Then besides that, starting Monday the 1st when Will Warmke the solicitor comes back in town we will start a complete over-haul of the Free Legal Aid fixing up the disclaimers, figuring out if we want to do them every other week or if there is a more effective way to go about doing it. Working with marketing to maybe re-brand it and stuff, but just basically to give it a overhaul because it’s been largely the same disclaimers we’ve used for the past two or three years and there are a couple of issues that have come up and we want to have addressed. Besides that, we are just doing legal opinions and things that interest.

Z. Johnson: Okay. Lindsay

L. Lewis: As President Diaz mentioned, we went to FSA that is one of the main focuses of my department. I sat on the legislative agenda team for the planning conference. We basically liked everything; we got rid of some things that some universities wanted to handle. One thing that I’m really working on, I’ve been meeting with Veteran Services, Dr. Brow and Tony in their office and Matt and I are really, wanna push for in-state tuition for veterans. We think that is something that should be done for them after they have been serving our country for however many years in the Middle East. So we are really pushing for that we are getting statistics and everything put together to present to FSA or the Board of Directors of FSA so they can vote on that put it on there agenda if they feel so incline. I have Toby now; he is confirmed this week so he is my associate director. We are going to expand the voter registration events to include some of the other organizations on campus, college democrats, republicans anybody who really wants to be involved with that. That is pretty much what we are doing right now. That’s it. Abdul Aziz and I have been working on having the mayor here on September 12, he’s confirmed, President Genshaft has confirmed, it will be like a town hall Q&A kinda thing they will be take a seat for a few minutes. We are hoping to get Dr. MacManus to moderate the event, who is a political science professor she is pretty much the best in town. So, we asked her we are waiting for her response. Q&A will you know there is
gonna be Twitter, Facebook all of that hooked up. So I think that is going to be a good event. We are putting together the budget for that. That’s pretty much it for that. Is that good? Okay.

**Z. Johnson:** Okay. Jessica Lee.

**Jessica Lee:** Sorry Sarah couldn’t be here she off on a conference but some of the events that we’ve been working on are what SG’s roles gonna to be in the Week of Welcome Kick-off. What exactly we are going to have there. Working on Get Plugged In, our Welcome Back BBQ. We just finished figuring out what food vendors we are going to use. We will probably gonna go with Aramark. They’re kinda want to pull a partnership with us and they are giving us a really good deal on a lot of food that we would not be able to afford without their help. We are also picking an amusement vendor, working with what we are gonna have there. Working on the contract right now with Christy Gerber. The involvement kick off is the second week of school, so we have about 4 events during the first two weeks of school. We also just finished hiring 2 coordinators. Amanda and Justin just got confirmed yesterday. That’s pretty much all of it. I’m working on contracts all week while Sarah is out of town.

**Z. Johnson:** Okay. Thank you. Mr. Ivan.

**Ivan Gil:** Pretty much what everybody else has said, marketing has a hand on, some of it projects that we are working, marketing the Welcome Back BBQ Aug. 25, Get Plugged-In Aug.24, and the Involvement Kick-Off Aug. 29. Trying to get a hold of the Rays to see how we can start that marketing campaign for the game Sept. 9 is for Sept. 11 memorial working with Student Affairs on that. The mayor event that Lindsay was talking about. Working with the University Affairs and Marketing. Working on International Festival, that’s gonna be sometime in November, more details to come. Orientation is done, so no more orientation, which we are very excited; however we have lot of boxes downstairs, so we need to find some room somewhere upstairs. We have probably 30-40 boxes that we need somewhere, so we will start looking around where we can borrow some space.

**K. Getty:** But they need to be out by Tuesday.

**M. Diaz:** How about the ERC?

**L. Lewis:** I vote we built a fort in the executive cabinet.

**M. Diaz:** Second.

**Z. Johnson:** Second.

**I. Gil:** We have plenty of boxes and toys. Book of Bull, sitting with Matt and some others to kinda do an overhaul of Book of Bull. I have one last coordinator, we will be conducting interviews this week and that is my communications coordinator. The rest have been confirmed. So we are excited about that. Most of my graphics, however are still gonna be home until classes start, so a lot of the work that’s graphics related until we get it into the system will be off-site. But that’s ok because it’s graphics. I think that’s it, any questions? No? Cool.

**Z. Johnson:** Briana is absent so we are gonna go ahead and skip over her. And we will go ahead with Nelson for S.A.F.E Team.

**Nelson Ling:** Well, Scott isn’t here; he is actually at a meeting with University Police. Speaking of which we have a new advisor his name is Captain Klingebiel. He was out on a I guess family situation for the past couple of months where we had Mayor Withrow. As far as that goes the relationship between S.A.F.E team and University Police is really taking off now, especially with Captain Klingebiel there. I’m looking forward to that and
also D-2 Interviews, that’s the last interviews that we need to fill as far as the supervisors go. The application process has already been closed and interviews should be going on sometime next week. Other changes include now that we are ordering new S.A.F.E team shirts that are gonna be a reflection of the relationship between Student Government as well as University Police, will be in hopefully by the end of the month. Those will be rolling out in fall and all the previous uniforms won’t be going to the garbage but they won’t be used for S.A.F.E team anymore. So, from now on you guys should see a unified look for us, which will be that polo with either khaki shorts or jeans. The sites we are actually trying to put more emphasis on patrolling lots, making sure peoples cars aren’t getting broken into. Also keep in mind that we are trying to work during breaks as well. So keep that in mind that if you are on campus at night or whatever, that we should be operating during breaks with the consent of UP. Purpose of that is just because crime rates do tend to kinda go up during breaks, because there is no one on campus. And last but not least I basically finished a complete update of our standards to operate procedures that reflect all our recent changes and so forth.

**Z. Johnson:** You’re currently transitioning with the new director Scott, when is your transition scheduled?

**N. Ling:** I will officially be done on the 8th of August.

**Z. Johnson:** Are you going to stick around with S.A.F.E team after that?

**N. Ling:** Yeah, actually I’ll be a driver.

**Z. Johnson:** Cool. Okay. Brian Cannata

**Bryan Cannata:** I am a new face here, so my name is Bryan Cannata. I am the new Director of Student Government Computing Services. As far as report I don’t really have anything, we are still working out a lot of details with transitioning and everything.

**Z. Johnson:** Yes, Brian just got confirmed this week so he is taking on the reigns, quick learning curve to say the least. Nick Gryniewicz, Bulls Radio.

**Nick Gryniewicz:** Another new face, my first meeting in here too, so I’m Nick. I’m the new Director of Student Government Computing Services. As far as report I don’t really have anything, we are still working out a lot of details with transitioning and everything.

**Z. Johnson:** Yes, Brian just got confirmed this week so he is taking on the reigns, quick learning curve to say the least. Nick Gryniewicz, Bulls Radio.

**M. Diaz:** Have you begun interviews yet?
N. Gryniewicz: No, that is the end of next week probably Thursday. I gave them about 5 days just about, I’d like to get as many people to apply as possible.
M. Diaz: So your application pool closed today or something?
N. Gryniewicz: No application pool should close Wednesday next week. They just went up yesterday, or wait what’s today Friday? They went up Wednesday.
M. Diaz: Gotcha, alright. Awesome.
Z. Johnson: Okay. Mr. Gary.
Gary Manka: Most of you already covered some of the stuff I’m sorda off co-working with you all on. Either that I’ll be doing it, Jessica will be doing it, or one of my grad advisors will be doing it. It is good to see all these faces here because for the longest time we had like 2 or 3, it was Ken, Zack, Matt and Brian and eventually we got Lindsay, so it’s good to see this many people here.
Z. Johnson: I don’t know if Ivan and Sarah ever left us.
L. Lewis: They don’t count.
Z. Johnson: Okay. Any other report? Mr. Ryan wanna go ahead and introduce yourself?
Ryan Hebda: I know most of you, but for those of you who I haven’t met, I’m Ryan Hebda. I was appointed earlier this week as Chief Financial Officer for this fiscal year. I just, Wednesday actually was officially terminated from the SASSC office so that I can be fully acclimated into Exec. now, so my first order of business will be getting a Deputy CFO, writing up their job description and whatnot and from there I’ll be working with Zack and Matt and the rest of the executive branch to write up our budget and whatnot.
Z. Johnson: Okay. Cool. So now you guys know that if you wanna buy anything, he’s the man. Hands off, pal.
L. Lewis: We’ve already got stuff down.
Z. Johnson: Ok then and Mr. Bodden
James Bodden: Hello everyone, I’m James Bodden I’m the Supervisor of Elections. It is my second week on the job now. Pretty much what we’ve done so far in the ERC is I’ve got RP’s passed through JC and Rules, completed all the applications, so everything will be done for the first week of school. Also, we are now hiring for the supervisor of Senate Elections so that closed on Aug. 5 and then we will proceed with interviews after that and hopefully have an appointment for the first week of school. Also, the timeline for the mid-term election, that is gonna happen on Oct. 11 and 12th, I’ve also successfully removed signatures from Title 7 now there is less barriers for entries for Senators.
Z. Johnson: Congratulations.
M. Diaz: Can we get introductions for the coordinators and the AD’s for everybody else. Yeah go for it.
Z. Johnson: You wanna do some introductions real quick?
M. Diaz: Yeah. For at least the individuals that didn’t get to speak like the AD’s, coordinators and such.
Z. Johnson: Okay, cool. We’ll start over with Toby.
Toby Thomson: I am the new associate director of governmental affairs. I was just confirmed yesterday. I don’t really have much going on, but I hope to work with Lindsay get those things going especially with the veterans in state tuition.
Justin Smith: My name is Justin, I was also confirmed yesterday, and I am one of the new coordinators for student life and tradition. I’m excited. Are you excited?
M. Diaz: Yeah I’m excited!
Amanda Alvarez: Hi I’m Amanda, I am also a new confirmed coordinator for student life and traditions. I am also looking forward to our upcoming events in the beginning of the school year.

R. Hebda: Hi I’m Ryan. (Chief Financial Officer)

Z. Johnson: And that’s your brother right?

R. Hebda: Yeah

Matthew Gil: I’m Matt Gil, no relation to Ivan. Strangely enough. I am the new associate director of marketing. Just started working this week on Get Plugged In and hopefully the other events soon. I look forward to all the projects.

Vinny DeFrancesco: My name is Vinny DeFrancesco, I am the associate director of communications this is the end of my second week on the job.

M. Diaz: Hey can you walk up front? Or, oh too soon?

Z. Johnson: Alright. So I have one guess as to who put plunge on the agenda for business. Mr. Gary Manka.

G. Manka: Well, I guess how many of you are actually going, with a show of hands? Cool. Okay and if you go what it is it is a leadership retreat, to cover basic leadership development and team building things since a lot of us are new in this, it is not only for the executive branch but it is for all three branches including agencies and bureaus. It is at Date Springs and it’s on Sunday and Monday Aug. 7 and 8 I believe we leave from 1 on Sunday here. Hopefully most everybody will ride the bus from here, which will take us there and we will stay Sunday night and come back on Monday night. While you are there, everything is taken care of in terms of food, bed linens things like that. We will have snacks, other kinds of things there; we have a whole regimented agenda of items to discuss about, activities to do, etc. We hope it will bring us all together as a student government not as three separate branches, but as a student government in it of itself.

Z. Johnson: I was about to say, we have about 3 or 4 hands which didn’t go up for attending, and I know there have been other hiring activities going on, is it possible for members of the branch to I guess late registration?

G. Manka: Yes, just let us know if, let me know today if you can. Some people here have been excused because of other they belong to multiple campus things or they have to go to a wedding or something like that. So some of those things happen, you can’t stop life. For the most part if you are not going because you just don’t want to go then you are in the wrong sign up.

Z. Johnson: So if any of our Directors, if you haven’t confirmed with your staff make sure to confirm by the end of the day to Mr. Gary. Okay. Cool. And, the elephant in the room.

K. Getty: Yes, the Exec. Admin code I have some people in the room get back to me. If you want, I know Brian you’re probably gonna want me to go page by page, with the.

B. Goff: Sure

K. Getty: A lot of them are just small housekeeping items. The first on page 6, is Government Affairs needs to read Governmental Affairs. I know it’s small. And then there is not a period after the last e after S.A.F.E team, which Nelson takes very personally.

B. Goff: Alright well little things like that are grammatical and we can just change those. They don’t need to be amendments on it.

K. Getty: They do.
B. Goff: We don’t really need to discuss them.
K. Getty: Last year we ran this and they need to be amendments.
B. Goff: Alright.
K. Getty: Same thing with S.A.F.E team on page 7. And then the largest is I guess it would be at the top of page 7 before the executive agencies. It would read, Elections Rules Commission: The Elections Rule Commission shall operate as an entity of the Executive Branch for all administrative purposes and shall independently execute all statutorily mandated duties free of influence or bias.
B. Goff: Ken what I was saying is that we aren’t going to entertain amendments today because they weren’t sent out 3 days in advance. So we are going to vote on the bill as it is today and then at the next cabinet meeting we are going to do amendments.
K. Getty: But you can do them now, before because this isn’t enforced yet and if you do it now, part of the reason when you pass them then you can say all future amendments.
M. Diaz: Mr. Attorney General what do you think?
B. Goff: I mean if we are going to that then we have to go by each one and do it the same way by Roberts Rules of Order and each amendment vote on it as a voting body whether or not we want to accept that method.
Z. Johnson: Does this need to be passed today? Or can it be passed the next meeting?
B. Goff: I mean it can be passed at the next meeting.
Z. Johnson: So perhaps, we can take these amendments now and then we will re-introduce this on the agenda next cabinet meeting. And we’ll have everything settled for the next meeting. So sound good?
B. Goff: Yes.
K. Getty: And then the last thing is the visitor policy, we, this was something that Juan wanted to set up, the whole visitor badge thing, so if you could just remove the second paragraph under visitor policy it would reflect what we have now.
B. Goff: Alright if you just want to send me all the amendments that have been sent to you. And then for anybody else if you guys read through it and think of anything just go ahead and email it to me and I’ll email it back out.
M. Diaz: So, I’m sorry, so say that Ken so we are removing the second line?
K. Getty: The second paragraph.
M. Diaz: Yeah we are going to remove it?
K. Getty: Yeah
M. Diaz: Good.
Z. Johnson: Any other comments regarding the Executive Administrative Code? Like we spoke about, we are going to go ahead and take amendments. These are going to go to Brian. Is that correct? Okay, so if you guys see any further amendments please send them to Brian Goff over the next week and a half and then we will vote on a finalized copy of the Executive of Administrative Code at the following cabinet meeting. Any further business? Any announcements?
K. Getty: I know Nelson mentioned, you guys are operating 100% S.A.F.E team during the Aug.
N. Ling: Well, that’s getting confirmed right now that is one of the things Scott is meeting up with Captain Klingebiel, uh right now. So I did ask him though before it and he said that he had talked to him previously mentioned it and they were for the idea.
K. Getty: Okay because computer Services will be closed from Aug. 6-22.
M. Diaz: Opens the 22.
I. Gil: I will be sending mass email – Google form, if you can fill that out it is for SG bio to put on website. If composite photo is not available, photo-shoot will be set up for you.
G. Manka: Executive Branch will need think about, Bryan this is your area, not Goff I don’t remember the quote you may have a transfer orientation which we are commited to staff for about a 2 our period to open up the second floor computer lab which costs about $25 per staff and right now we don’t charge orientation but we probably need to think about that when we close. So I just wanted to throw that your way so that you can work with Jessica on that in the future.
B. Cannata: Okay. Thanks
Z. Johnson: Okay. Any other announcements? Okay we will go ahead and adjourn this meeting at 3:50 pm.