Executive Cabinet Meeting Minutes 08/16/11
University of South Florida. Student Government Executive Branch

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Zachary Johnson: Alright, we will call this executive cabinet meeting together to order at 4:36 pm. And we will go ahead and go through roll call.

Joana Rabassa: Matthew Diaz (present), Zach Johnson (present), Ken Getty (present), myself, Brian Goff (present), William Warmke (present), Ryan Hebda (present), Lindsay Lewis (present), Toby Thomson (absent), Ivan Gil (present), Vincent DeFrancesco (present later on), Matthew Gil (present), Mark Araya (absent), Kathleen Tran (absent), Daria Milligan (absent), Sarah Rasheid (present), Jessica Lee (present), Amanda Alvarez (absent), Justin Smith (present), Briana Jones (present), Nick Gryniewicz (present), Bryan Cannata (Sarah Wilson present on behalf), Scott Nee (present), James Bodden (present)

Z. Johnson: Okay, thank you Joana. We will move to the minutes from June 16 and also July 29th were there any amendments?

Lindsay Lewis: I just want to clarify, just so you all know, I was a clerk I had problem with minutes sometimes, they need to be verbatim correct?

Z. Johnson: They don’t.

Matthew Diaz: They do.

L. Lewis: They don’t?

M. Diaz: The Board of Trustees does.

Ken Getty: If you look up under Florida Sunshine Laws, it says that they can be a summation as long as you do have an audio and we are keeping the audio file and the summation of the minutes.

Bryan Goff: Are you going to be sending the audio file off to the public records? Because if not they need to be verbatim.

K. Getty: They don’t. If you look up Florida Sunshine Laws.

B. Goff: The reason why the Senate meeting minutes are verbatim is because they don’t publish the audio. So unless you are going to publish the audio as well as the meeting minutes they need to be verbatim.

Z. Johnson: Okay. So are you recommending that we send them out to cabinet for approval or they are posted on the p drive. So they are available.

B. Goff: That doesn’t mean that they are available publicly we have to send those as well as the minutes off to the library to be archived and additionally make the audio available on the website.

Z. Johnson: Okay. Make note of that.

Joana Rabassa: Yes.

Z. Johnson: Okay. Thank you.

L. Lewis: I just wanted to clarify.

Z. Johnson: Okay. Any amendments or any motions to approve the minutes from June 16 and July 29th meetings?
M. Diaz: Motion
Z. Johnson: Any objections? Okay we will go ahead and accept the minutes from June 16 and July 29th. We will go ahead and start with department updates and we will start with president and trustee Matthew Diaz.
M. Diaz: Thank you for the introduction. Nice to see everybody at the table and nearly all directors are here. The first thing I want to touch on is Plunge. For all you guys that did attend I want to thank you. It was great, it was fun I know a lot of us got a lot closer at that event. And for those that weren’t present we are going to be having our executive branch socials that I know Joana has been working on and Zack helped plan the first one. So don’t worry you will be, you are a part of this family but you will closer to us soon enough. Some things I’ve been up to has been preparing for the AICE work group meeting, that is this week. We just had a de-brief of that today. Nothing really special going on with that. Just pretty much procedural things going on there. Something that we’ve been working is this taskforce I’m sitting on, The Global Experience Fee. We are looking at the feasibility of that and implementing that for students next year. We are looking at possibly doing some research on that. FSA has been going well, we are probably gonna have some conference calls coming soon. Really just been working on Book of Bull, which is something that hits close to home. I’ve been working closely with Sarah. Just really been going to a lot of events and representing the students, I guess you can say. They have me speaking at a lot of events. Nothing much to report on my behalf except that. Anything that you guys may have questions about? Yes sir?
Ivan Gil: For the Global Experience Fee, I forget who approached me about helping promote that research, some sorta survey poll.
M. Diaz: For the Global Experience Fee or the Green Fee?
M. Diaz: The Global Experience Fee hasn’t been implemented yet, right now we are in conversations, to see what we want it to be. Because until we have the language to speak to the students about it, we don’t want to get any feedback, because we are looking at changing it, last year they had more of a narrow minded perspective that it would be a study abroad, now we are looking to making it more expansive, giving more opportunities for students not only to have a Global experience outside of the county but having a different experience outside of say Tampa or the state of Florida. Because getting here to California is quite an experience and it’s very, very, different from here. K. Getty: What he is referring to is last year the provost asked Cesar for student government to host a poll and so we did. But all that allowed for is emails to be sent out to people that were not even students anymore, pleading with them to go to the student government page and vote yes on a poll. So basically it’s so when the information is presented they say there was a student government poll and it negates the student government, Senate proclamation or resolution, basically saying anonymous saying that they were against it. So that was a little bit of trickery that was used against us last time. And then it ended up other students were angry that things were going on.
M. Diaz: We haven’t gotten that far in the conversation just yet. They are not going to do any polls, and if they do they will run through us. That is why it is not on the AICE work group meeting. I caught it and inquired about it and they removed it as soon as I did. Anything else?
**Z. Johnson:** Okay. I will go ahead and give my report. Had another meeting for the exercise medicine presidential taskforce, we basically compiled our final information and are having our final meeting next week. And Dr. Ken from Student Affairs will be giving a presentation to the president as to the recommendations for our committees. That is exciting it’s been a lot of work and has included a lot of players from across the university. Also been working with dining services, I’ve had some follow up conversations with Jeff Mack as to the priorities of students. Matthew actually gave some good feedback to that too. But overall, it is very attractive as to what they are looking to do for the students. If you guys have any questions on that I do have some more information in my office. Also had our first meeting last week for the executive director search for the Alumni Association. We met up with the hiring staff of Boston, MA. They are a professional recruitment firm, and so they are doing a very aggressive search to find a new executive director. So if you guys have any questions on that again please feel free to let me know. A lot of my time has also been focused on more internal, administrative stuff. I’ve been working closely with Ken and Joana and as you will be hearing more updates as to that and I’ll let Joana speak on that in a bit. I’ve been very impressed with the staff over the summer; however we do need to improve our performance in a few things. The strategic plan, many of our members have been filling it out, flushing it out which is great but Ryan is trying to get started on the budget and our lack of really getting that flushed up for the year is holding up our budget process. The sooner we can get that accomplished the sooner we can really commit to some of these programs that are going on. So please, take the time and get that flushed out. Also, Joana will touch on some of the department meetings with getting start on the schedules real quick. We didn’t execute as well as we had planned on that and I don’t want to see us moving forward with issuing reprimands for not having our bi-weekly department meetings but we do need to get a regular track here. Classes do start next week so if you have any questions or suggestions on how to manage the process we welcome them. However look forward to also hosting those. Any questions for me? Okay. Thank you. Ken.

**K. Getty:** I am going to yield most of my time to Joana but the one thing I do want to say is that tomorrow is move-in day. It’s gonna be kinda hectic I know that an email, I don’t know if everyone has received it but I know that it’s been asked that everyone park in the Crescent Hill parking garage tomorrow because they are trying to keep everything pretty free in the lot next to the building. Second the recreation center opens tomorrow. Some of you won a chance to tour it. This is definitely a unbelievable facility. I urge you all to use it and let other students know that it is open early, but Joana.

**J. Rabassa:** Okay. I have a couple of things so bear with me. Our next social is in the mist of being planned and I’ve met with Sarah today. We thought about having it during the first home football game and what we thought was we can meet up here in the Marshall Center around 2 right before we have to get ready for Bulls Blitz and we can have a customize your Our-Shirt Getty. You can bring your Our-Shirt and you can cut it up, we can have food and just bond and whatnot. And then after we finish with Bulls Blitz we can meet up at the Bulls Radio Tailgate area by 6 and if you’d like to sit together we would leave by 6:15 pm. So then, as Zack mentioned and we have been talking and we have this idea, and if you guys like it let me know. I was thinking that we could have all the meetings scheduled within the same week. So if we have cabinet meetings, this week department meetings can be schedule the same week. And the reason for that is
because every off week we will have, I am going to be preparing a newsletter similar to the one that Senate sends out with Ivan. And this way anything that you touched up in your meeting or any other information that you would like to send out you can send it to me by that Thursday. And then during that off–week your department can work without having any interruptions of a meeting so on and so forth. So if that is something that can be done let me know and within the next two weeks if you can figure out what day and what time you would like to have your department meeting that would be great. As soon as school starts and all of that, don’t forget to update your calendar. We really need to have those as up to date as possible so that whenever meetings do need to be scheduled; I don’t have send out a meeting saying “hey is this date okay for you?” So other than that, we have been signed up for Community Plunge, which is August 27th if I am not mistaken, I will be sending out an email about that later on this week. And we are inviting everybody in student government, not just exec. So just be on the lookout for that and when I send out the invite and you will be in attendance please confirm so that I can have a head count of everybody and whatnot. I don’t know if you’ve all noticed but there was a Wiggio that was made. Basically this is going to be a listserv so that if you don’t have your email set up to your phone or whatever the reason be, it will be a quicker way for us to get in touch with you. And that way your inbox isn’t bombarded with lots of emails. For example, if there is meeting like this happening we would just send you a text alert about 30 minutes before the meeting. So please go on there and update your information to make sure you receive text message alerts. Other than that, I have here copies of the Exec. Admin Code which you all should have already received in your email and I also have copies of the Student Government Policies and Procedures. Make sure that if you haven’t already done so, sign the Commitment to Honor paper and the Handbook Acknowledgment and return those either to myself or Mrs. Judy. Any questions for me?

I. Gil: Can I invite street team to Plunge?

J. Rabassa: Of course. It supposed to be for all of us. Any other questions? Okay.

Z. Johnson: Brian Goff the Attorney General.

B. Goff: Alright, well believe it or not still working hiring three months later now. But we are wrapping it up now, we are working on Chief Financial Officer, the associate directors for UCA, Bulls Radio, Chief Justice and Associate Justice I think is what we have got left here, oh and Deputy Attorney General. We are working re-organizing Free Legal Aid. It hasn’t been touched a re-vamped since ’09 so Will and I have been working on that. Working with Marketing to re-brand it a little bit and really get it out there to the students and looking at making it, I think they made it 4 times a semester last year to doing it solidly every other week, or if we could get an attorney to come in for a couple of hours every week to do that so that way students who have more pressing legal matters can get them addressed in a more timely matter instead of having to wait a week or two to see an attorney. We are also working on Wills position, the Solicitor General since it’s a brand new position this year. Meeting with Manny Lopez and Loraine from parking and transportation services to get Will appropriated in that process so that in a couple of weeks we can start advertising that to the students since there will be more students on campus parking appeals will start to pick up so we can get busy with that. We are looking to get Will more involved in the process. Besides that we are working on planning out the year, tax services, lease look overs, living wills, and stuff like that. Besides that we have
been working on job class descriptions, the Admin. Code, bylaws for BOT, legal issue stuff. While we are the subject, for the Admin Code I want to emphasis it is an addition to the handbook so make sure everybody reads over the handbook as well.

**Z. Johnson:** Any questions for Brian? Okay. Alright, Lindsay Lewis, Government Affairs

**L. Lewis:** We haven’t really been doing much else different since the last meeting. I worked a lot last week on researching in-state tuition for veterans typed up a thing for Matt. We are going to be talking with Mike Long, tomorrow I believe about the FSA possibly endorsing it. I have a meeting with Hillsborough County Supervisor of Elections on Thursday we are going to their offices and set up dates for them to come to campus and do voter registration with us. So we are probably going to do at least two or three in the fall and then hit harder in the spring. So that’s basically it for me. Any questions for me?

**Z. Johnson:** Okay. Miss Sarah Rasheid, Student Life and Traditions

**Sarah Rasheid:** We have wrapped up hiring in our department so we have a full department now, so I’m excited about that. We have a bunch of events coming up in the next two weeks, which I would love for everybody to be there. Jessica has been really hard at work with that contract that we just got finished today, yesterday and Gary has been very helpful. Just to kinda briefly go over the events that are going on, tomorrow is the first event which is the Week of Welcome Kick – Off. You guys probably saw them start decorating and stuff for it already. If you would like to volunteer your time we are going to be working from 3 to 6 and we will be handing out planners and Jimmy Johns food and soda and stuff. On the 24th we have the Alumni Association Get – Plugged In event that is from 5 to 8 pm and a lot of the time slots that I gave you guys are an hour before and after for volunteers to help. So if you got the invites they are an hour before and after. The next event is August 25th which is the Thursday of the Week of Welcome, it is our SG Welcome Back BBQ, I would love for everyone to be there if you don’t have class and that will be going on from 1 to 6 pm and then after Round-Up will happen and hopefully it doesn’t rain. We will have a lot of BBQ food and inflatables so it’s gonna be a lot of fun. The following Monday we are going to wrap up the SG crazy events and we are going to have the involvement kick off which is like our street team involvement kick off and that will be in the ballroom from 3 to 8 pm. So that’s going to be like the first couple of crazy weeks and events. We really need a lot of help and if you have your SG Polo or an SG shirt our Our Shirt you can wear it at these events. Later in September which is like 2 weeks believe it or not. We will have the Notre Dame Watch Party which I’ve been working with Zack on. That’s going to be Saturday Sept. 3rd and we will be having it at the Baseball Field. Next we are going to have Bulls Blitz which is going to be a series of 3 in a row. That is Sept. 10th, 17th and 24th and for the Sept. 10th Bulls Blitz we will be having a social which Joana has been working on. Then Bulls Night out at the Rays is going to be Sept. 23 which is the Friday before. As you can see we are kinda, back to back every weekend for the next couple of weeks because of the events going on. So your time will be very much appreciated. Some other things we are working on are I-Fest which is coming up in November, Off-Campus Housing, Shirt Exchange, Bulls Blitz and the planner. Ya SLT.

**M. Diaz:** Best department of the year. No?

**Z. Johnson:** Any questions for Sarah?
S. Rasheid: Oh and Book of Bull. Forgot about that.
Z. Johnson: We will go ahead and move onto Ivan Gil with Marketing.
I. Gil: I don’t think I can top that. So some of the projects I’ve been working on obviously will be the promotions from all these events, which as a side note if you guys need any marketing whatsoever you need to fill out a form that we are going to be sending out. If you haven’t gotten it shoot me an email and I will get that out to you. Start off campus printing, talked with Ken the Thursday before to get some bookmarks and posters so that we have those for the first day of classes so students know how to print and what’s changed. We saw a little bit of resistance I would say during the first launch during the summer. So we want to make it as smooth a transition as possible. The BBQ that Sarah mentioned, helping with promotions of that. Our Shirts we are going to start pushing it really hard beginning this Monday. Just as a side note, it is $5 for any student and you can still get last year’s OUR shirt for $2. So for anyone who wants to get almost free shirts it is a pretty sweet deal. USF night at the Rays been in contact with the Rays they should be getting me the graphics either later today or tomorrow, hopefully. With that the student government involvement on Aug. 29th promotions for that and Vinny has been working with Sarah on the logistics of that. Tampa Tomorrow, been meeting with UCM been in contact with Lindsay, Abdul and a bunch of other people to really get the graphic approved and finalized, get a press release going and lot of the marketing resources going with that. It is going to be an awesome event. For those of you who don’t know what Tampa Tomorrow is we are bringing the mayor of Tampa to campus it is going to be on Sept. 12th at 7 pm in the Oval Theater and we are going to be doing a live stream and taking questions from students via Facebook and Twitter. It is really going to be very interactive event for students. International Festival working on promotions and t-shirts so on and so forth for that one. Just met today with the computer store to help market the first annual ASF tech fair, some of the big names that are going to be here are Adobe, AT&T, Apple, Skull Candy and some other big names and a lot of promotional items. It is going to be kinda like an ABX just tech wise. They are going to be spending a lot of money on all these resources. That is going to be on Sept 23 from 11 am to 4 pm. It is going to be right before the USF night at the Rays. It is going to be a big event and it is going to be at the atrium just like ABX was this past year. Helping with Bulls Blitz promotions and also helping with promotions of Bulls Radio welcome back. They are hosting kinda like a Welcome Back this Sunday for a lot of volunteers and so on and so forth. I actually just got the graphic so I will be sending them to you. And then get some flyers to start passing out tomorrow. Also, working on getting the polo’s, I have to send Gary links so people can start looking at the polo’s. I have some sample polo’s of what I would say are my top picks just from looking at probably dozens and dozens of polo’s Zack has been kinda helping with that process. It is hard when you are trying to stand out from the crowd. That’s our goal and trying to look nice. Book of Bull I’ve been sitting in on that and I will it is kinda something I’ve been putting in the back burner and that is my last coordinator, I will hopefully be scheduling interviews within the week. With everything else that we have going on and a lot in my department they will hopefully start coming in tomorrow a lot of them so just got their letter of offer last week so it’s been kinda a slow process unfortunately but a lot of them have been doing a lot of remote work with the graphics and I am very thankful for that. I think that is all.
Z. Johnson: Just wondering do you have your first street team meeting planned for after the Get Involved Kick-Off?
I. Gil: That is something that I am working with Vinny on. So we will let you know. We will probably try to keep it on Tuesdays but once we have dates and times we will let you know. So everybody can make sure to come out to those events as well, we usually have free food.
Z. Johnson: Any questions for Ivan? Okay. Alright we will move on to Briana Jones UCA I know you are just started a couple of days ago.
Briana Jones: Yes and with that I want to apologize for my absence from the last meeting, I didn’t have access to Outlook or the calendar. Some things I have been doing, I have my job descriptions ready and Brian is going to be helping with that so that I can get the rest of my department filled in all my associate directors. Matt has assigned me to the Global Experience Fee committee and we will meet with Provost Wilcox next week. I look forward to doing that and getting input he also forwarded me from emails from graduate students with their concerns with the program. So I have been doing my own research with that but, I will be needing some further assistance as to what they mean and what they need, before I can handle those. As well as I have contacted my contact for USA today the newspaper distributor for on campus and she is letting me know what she need so far. So I am going to be speaking with her very often. And as well because my job does not have a lot to do yet I will be working with Joana with scheduling those department meetings that she was talking about so you guys better be ready. Sarah has been nice enough to allow the USA Today contact to have a set up at the Involvement Kick– Off on August 29th so I will be working with her to make sure that the distributor has everything she needs for her distribution on campus and the UWC committees are pretty much finalized. We are just making sure that everyone’s schedules are the same as what we put on the application so that they are able to meet during the school year with those meetings.
Z. Johnson: Any questions for Briana? Okay. Mr. Scott Nee from S.A.F.E team.
Scott Nee: One of the things I’ve been working on particularly first is our agency has a bunch of openings for staff so I’ve gotten the positions opening for our general field staff, the drivers, our dispatchers who answer the phones and I just last week replaced my old position when I got promoted I hired my new associate director of employee relations. So I’ve been working on that, I’ve also been requested by the University police department and Allied Barton Intel for a few volunteering projects for the next couple of weeks. This week my staff and I are going to helping them to make sure that all the blue emergency lights phones on campus are operating finding any that are down there’s basically about 80 or so on campus and we are also going to go to all the dorms and the garages and there is emergency phones in all of those. Going to be helping with that tonight for about 8 hours and then next week we have the week of welcome events which police requested because of last fall we had a bunch of incidents with students and cross walks getting hit by cars so safe team will be helping people cross the street. We will be passing out flyers we will set up a table right in front of the library we have planned we are going to try to work with Allied Barton to patrol around the dorms to make sure people who don’t look like they should be going in and out of the dorms because the police and I are going to have a handle of complaints at the beginning of the semester about thefts so they want us to help out with that. Our new shirt uniform standards starting next week will be added
for fall class, so that should help out give us more of an air of professionalism and a uniform message, vision. I have been working on one of my main objectives for decision, setting up a system for prioritizing escorts based on areas that are deemed less safe to wait after dark and I’ve been going out at night and basically setting aside areas that are what I deem prioritize, we are getting police and Allied Barton feedback and I am going to collaborate all that information into a general game plan and get that full running for the beginning of the semester. I am also working with a Mr. Scott Sandoval for our employee customer satisfaction cards and that is pretty much all I’ve been working on.

Z. Johnson: You said you were working with UP and Allied Barton to get the information based on safety on campus and deeming areas safe. Are they helping in the decision process?

S. Nee: Well, they are more of an advisory role, they have been helping on how to make decisions based on my experience with the job and but I have been really relaying on the police captain because he has been here for a long time and he has been really helpful.

M. Diaz: You may want to maybe talk to, what’s the department that houses n.i.t.e.?

Z. Johnson: It is a student organization.

M. Diaz: You might want to reach out to them and see if they have any suggestions and that would be a great collaboration.

Z. Johnson: Any questions for Scott about S.A.F.E team. Alright we will go ahead and move to Sarah Wilson representing SGCS.

Sarah Wilson: Hi, I’m Sarah Wilson I am here for Brian I have worked in SGCS for three years and now I started my fourth year. So hopefully I can answer any questions. Brian’s report, SGCS and Bulls Radio server are being migrated to IT resources within the next 2 weeks and Brian is in contact with Craig Cooley from IT to ensure a smooth transition. Brian will be with Mrs. Judy to start a hiring process for the new tech director and business director on Thursday if anyone is interested in being part of the hiring committee please let Brian know. The lab will be officially open the first day of classes which is the 22nd.

Z. Johnson: Okay. If anybody has questions about job descriptions or anything like that make sure you check with Brian Goff the Attorney General.

Gary Manka: Y’all know there is a last transfer orientation on the Thursday.

S. Wilson: I don’t know of that.

G. Manka: I’m sure Brian is aware of that and I had a question on the server migration, is Matthew still working as a tech or is he gone?

S. Wilson: He is gone.

G. Manka: Okay, so when you get the servers migrated I want to make sure everything is done.

S. Wilson: I know Matthew did send out an email describing the new system we will be working with. But we are still working on it.


Granola bits for Bulls Radio.

Nick Gryniewicz: Funny to hear that’s the most creative one too. Since our last meeting, since it was like my 3rd day on the job I’ve gotten a lot done. This week since everybody we have kinda been working on hiring between last week to this week, the jobs closed last Monday so today we pretty much finalized the paperwork for our business, sports and DJ directors. Our programming director has been decided upon he just needs to come
in and fill out his information. So we kinda just need to manage the place a little bit better. I’ve been able to get a hold of all the information for the social media counts there are slightly a little more controlled there as well as all the locks off of things that keys disappeared off to. So we are kinda getting a little bit more access and control in the place, when it was being run during the summer some things disappeared and we are starting to get caught up on that. The hiring should be pretty much done by the end of next week. I know Justin, Matt and Zack have really, Brian as well, really integral in getting the hiring done and in an expedited manner as well. So thank you guys for that as well. I am also talking with Brian from Student Government Computer Services since the servers are being moved over, one thing I’ve spoken with Zack about is moving the Bulls Radio website from the Bulls Radio server onto the student government server so that we have a little bit more control of that as well because currently since it’s on its own server, Jake Trumper who was the old station director has all the passwords for getting in and out of that server and really one of the goals for this year is to make sure student government has control of everything a little bit more access instead of having to be at the disadvantage of having to call someone for everything if it’s needed. That and our new website the design of that is kinda being finalized. I am working with the contractor that we had that is working on that. Like Ivan said we are working on our Bulls Radio Welcome Back event on Sunday. That is going from 1 to 4 pm. anyone who is here that would like to come I have sent out invites on Facebook and stuff if you’d like to come along. Really the idea for that is for any previous volunteers or new ones that want information it’s kinda to say hello and let them know that since the staff changes we are going to have an entirely new re-vamp staff, I don’t think one person is back except for myself from last year that was on the paid staff except our DJ and for shows that were there last year to sign up for the time slots they want for this year we spoke we Jake Trumper our new automation system is going in on Friday and that is coming pre-loaded with music on it so at least we are going to be able to get ourselves back up and we will be able to turn our am-trans up on Friday. Probably most of next week will be used for training our staff and our volunteers. The 22nd was my day to try to get everyone back on the air for shows, looks like we are going to miss that slightly because the automation system took a little bit longer than it was supposed to. So we are probably looking at the second Monday of classes to have all the shows up and running but with the people in place that we have on right now it seems that we will be able to get everyone working on that Monday and have business as usual.

**Z. Johnson:** Any questions for Nick?

**M. Diaz:** I got one. How are preparations for tailgates?

**N. Gryniewicz:** Preparations for tailgates, I know I need to meet with Scott Glazer to talk about it, besides that I’ve requested parking passes for all that stuff. Besides that I am still getting a real feel for what is need from me on that. I have talked with Brett the previous station director and we have, I know we are going to take sometime next week and go see I know we have a storage spot over at the industrial spot over there to see and make sure I have what I need. So that’s kinda where we are so far.

**Z. Johnson:** Okay. I know you guys that have programs coming up and would like to have DJ services you know call up Nick as well to get those up.

**N. Gryniewicz:** Right, one thing I did forget, DJ services but also if you guys are working on some kind of project and you want to be able to advertise it, Bulls Radio is a
great spot to do that so if you want to just either send me an email request we can put together a slot to run and definitely a public service announcement for on the air. So it is something else we can definitely do.

**Z. Johnson:** Any other questions for Nick? Okay we will go ahead and move to Gary Manka.

**G. Manka:** Just three quick things because most of the stuff I’m working on you are working on. Do we want to, there is a deadline for the Verizon white pages that student government listings, the two listings that were in there last year and will not be in there if we don’t pay are the S.A.F.E team and student government main line listing, I don’t know if anyone uses telephone books anymore. I was not going to renew that order unless S.A.F.E team wants it in the phone book or student government does you let me know because the deadline will pass.

**J. Rabassa:** Does that go on the yellow pages app?

**G. Manka:** It is just the white pages for Verizon. Now last but not least anytime you do an event please remember there is a form you have to do and a student government event checklist. We have to do those forms, anytime you set up outside the Marshall Center in Cooper Hall over here, you have to do a form to get it approved you just go there and setup a table. That’s all I have, any questions?

**Z. Johnson:** Okay. We will move onto Ryan Hebda Chief Financial Officer.

**Ryan Hebda:** Mostly been working on a lot of purchasing for the upcoming events, week of welcome, involvement kick-off, and things like that. I also sent in my Deputy CFO application should be up on the student government website pretty soon. So if any of you know anyone who would be good for that position please let them know it won’t be up for too long. As I said earlier we would really like to get the budget finalized so that we can figure out what programs we want to do for the year. So if we could post it on the p drive.

**Z. Johnson:** The Strategic Plan.

**R. Hebda:** Yes, you know any ideas and events you would like to plan, once it’s up there I can include it in our budget and that’s pretty much it. Any questions?

**Z. Johnson:** Okay we will move onto James Bodden, Election Rules Commission.

**James Bodden:** Good news is that student government has done a great job of retaining its senators. The bad news is for the mid-term election I have less Senate seats open. So we are still going to try and shoot for the 2,500 votes but it is going to take some more work. We have 10 opens seats 4 of them are in College of Arts & Sciences, 2 are in Nursing, 2 are in the College of Medicine, 1 is the Arts, and 1 is in Education. Obviously we are missing a ton of students through engineering and business and since this is only a Senate election they won’t be able to vote in the election. So it detracts a lot of people.

**K. Getty:** Can we throw a referendum in there?

**J. Bodden:** Let’s raise them up. Applications are going up the first day of school; Thursday Ivan and I are going to meet to talk about marketing for the elections which will be October 11th and 12th. Last week or beginning of this week I talked to Copenhan, talked to the boss of our votenet rep and she was very surprised we had so many problems with votenet last year and she has gone to assure us that we will have rock solid facility. She says they run events with 10 times more voters than this and they have no problem. So she doesn’t understand what happened. So, we are going to try it out and hopefully they can pull through on this one so we can stick with them for general. Also
talked about branding the ballot, talked to Zack about this and getting colors on it so it’s USF not the generic red and white. She did say it would be an extra cost so we requested a quote for that and hopefully it will be something feasible. Next week and the end of next week we will be doing interviews for the Supervisor of Elections. And as I mentioned about Campus Rec, I went on a tour a few days ago they have all the machines hooked up to the network of campus rec and on the internet. Like the stairs, tread masters and such so I am going to talk to Eric Hunter to see about possibly getting them to send out messages over those machines to say “Today is a voting day” and even encouraging voting.

M. Diaz: Hold on is that a mobile polling station?
J. Bodden: We can make it an official polling station.
Z. Johnson: It is called a stationary bike for a reason.
J. Bodden: Also we can broadcast these signs across the TV’s at Campus Rec and stuff.
M. Diaz: Have we started beginning to go out in the community and get some sponsors for or is it too early?
J. Bodden: It is a little too early for general in terms of the stuff for midterm I wasn’t looking too much at sponsorships because we got a budget increase for the midterm election. But for general we will have and try to secure at least one major food vendor to provide some giveaway food and I want to couple that with three to four hundred t-shirts to giveaway.
Z. Johnson: Any questions for James? Okay we will move along. I guess we will go ahead and move into the business we have the Executive Admin Code. I am going to go ahead and yield the chair to Brian Goff to present and also manage the floor for that. So Brian

B. Goff: Alright so mostly, the same document that we looked at two weeks ago, I took the amendments into consideration that were suggestion last time we were in cabinet. I sent them out 2 weeks ago so that it could be looked over again for everyone to see and since nobody sent me anything I am assuming that everyone is fine with it and if that is the case we can go ahead and vote on it now or if you guys have any questions and you want me to repeat let me know. Do you have any questions?
M. Diaz: Yeah, do you care just briefly, touch on the amendments?
B. Goff: On the amendments or all the changes, because the document because this is a different document than it was last year. Only two amendments were recommended to it, everything I can do the amendments.
M. Diaz: I think we went over those last week so just the two amendments.
B. Goff: We didn’t go over any of the changes last time.
K. Getty: I read the amendments last time.
B. Goff: Yes that’s what I’m saying those are the suggested amendments; I can go over whatever you want.
M. Diaz: Let’s just go over the submitted amendments.
B. Goff: Alright the submitted amendments both of them were submitted by James for the ERC. The first was adding the clause which says “The Election Rules Commission shall operate as entity within the Executive Branch for all administrative purposes and shall independently execute all statutorily mandated duties free of influence or bias.” Basically what that means for all intends and purposes, James and the ERC are part of the
Executive Branch but we can’t tell them that they have to do this or they have to do that so that way they can work unbiased from our influence.

Z. Johnson: So just to clarify this doesn’t strike out any preexisting language this is just.

B. Goff: No it doesn’t strike any existing language, what it does it makes it so that way Matt or Zack you can’t say he has to have a polling location at UP which wouldn’t make sense but that is just an example. So he is still a part of the exec and has to follow the admin code and things of that nature. So that is the first one are there any questions?

Alright and the only other change was made to the visitor policy which previously stated that all visitors needed to check in at the front desk and get a name tag. The amendment was to rid of that entire sentence. So the last paragraph says that employees should introduce themselves to visitors and provide them with the appropriate assistance which we should be doing that anyways. So those were the two amendments that we suggested besides the additional period on the end of S.A.F.E team. Are there any questions? Any motions to further discuss other changes or motion to vote?

M. Diaz: I move to vote.

B. Goff: Alright any objections? Alright you want to go through roll call? Directors are the only voting members.

J. Rabassa: Okay bear with me this is my first time okay. Matthew Diaz (yes), Zachary Johnson (yes), Ken Getty (yes), Lindsay Lewis (yes), Ivan Gil (yes), Sarah Rasheid (yes), Briana Jones (yes), James Bodden (yes), Scott Nee (yes), and Nick Gryniewicz (yes), Bryan Cannata (yes). Did I miss anybody? No okay good.

B. Goff: Alright with a vote of 12-0 the admin code passes and will be effective immediately. If you feel that there is a need to make any amendments to it you need to make those in writing to myself and the chair of cabinet is Zack for the time being and they need to be made in writing 72 hours before the next cabinet meeting.

J. Bodden: Do we have a date set for the next cabinet meeting?

J. Rabassa: No we don’t have it yet; as soon as school starts I will get those out. I am just waiting to make sure that we can keep the schedule at the same time or if we need to change the time depending on class schedules. And will look at it from there one.

B. Goff: Just a reminder before I pass the chair back to Zack this is an addition to the handbook so we touch on dress code, and the phone/computer policy and golf cart policy briefly in the admin code and more in depth in the handbook so make sure to know that because you all are expected to follow that. Any last questions? Okay back over to that.

Z. Johnson: Thank you Brian and congratulations and all the hard work you put into that. We will go ahead and move into announcements, does anyone have any announcements? Mr. Matthew Diaz.

M. Diaz: Do you know what day it is? It is Taco Tuesday. So I think we are trying to go to Taco Tuesday at 6?

L. Lewis: Whenever.

M. Diaz: 6:30 Taco Tuesday I will be there tacoing it up.

K. Getty: Do you want to let them know where it’s at.

M. Diaz: Tijuana Flats, I am not buying, it’s like $5 but it’s at Tijuana Flats by Sweetbay.

J. Rabassa: Next Coldstones.

M. Diaz: And Broadway Pizza, so 6:30 Taco Tuesday it will be great. Get your Taco on.
J. Rabassa: Did everybody turn in the Commitment to Honor and the handbook paper. If not I have copies here and of the handbook if anybody wants a copy so just see me if you would like one.

I. Gil: For department meetings does a member of SGATO have to be in those? And then will you be the one coming to department meetings or Joana?

J. Rabassa: Yes

I. Gil: Okay because most likely we will be doing them weekly so I will make sure to look at your calendar.

Z. Johnson: Brian Goff.

B. Goff: I just to make sure that if you are going to be doing bi-weekly or weekly department meetings and that Joana is you are going to be there that we are taking minutes for all these meetings. And then I guess if we are going to do department meetings I guess I’ll send an email once a month saying that you guys need to send me your agendas and minutes so we can post them onto the library so that way we are complying with Sunshine State Laws.

Z. Johnson: Alright and I just want to say real quick, classes start up next week. It has been an incredibly hellacious summer and there has been a lot of work that has been accomplished from all of our staff here and we can’t say thank you enough. Part of the orientations and programs and team building and everything it’s been a phenomenal experience for myself and I hope for all of you. Please make sure your classes are your number one priority going to school here is absolutely intimidating hearing Sarah’s list of programs coming up the first two weeks of classes you know we need high enthusiasm at all these events, we need to be firing all cylinders but please make sure classes are number one. With that, any other announcements?

M. Diaz: Yes, really quick tomorrow is the Welcome Jam it is kicking off the entire year it is a 4 pm and I know Sarah touched on it and we will need some help with it. We will have everybody speaking at it and if anybody has any good ideas Zachary and I have a little skit to put on for Round-up so you have anything interesting that you’d like to do please let us know. We love the ideas.

Z. Johnson: Okay. Seeing no further business we will conclude this meeting at 5:31 pm. Thank you everyone.