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Executive Cabinet Meeting 6/30/2014

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Executive Cabinet meeting
June 30, 2014

Berkowitz: This is Greg Berkowitz, Chief of Staff, I’m calling this meeting of the 55th term Executive Cabinet to order on June 30th at 4:00pm to order. We’ll start with roll call, starting at my left.

Rutkowski: Dan Rutkowski, Director of Marketing
Garcia: Ashley Garcia, Director of Government Affairs
Forbes: Jeremiah Forbes, CFO
Redford: Jeremy Redford, Director of Community Affairs
Hall: Maggie Hall, Director of Communications
Arbaelze: Jacqueline Arbaelze, appointed Director of Programming
Whyte: Rhondel Whyte, Student Body Vice President
Cocco: Cocco, President
Resmondo: Sidney Resmondo, appointed Director of University Affairs
Christopher: Daniel Christopher, Solicitor General
Johnson: Johnson, Attorney General

Berkowitz: Can we please have our guest introduce themselves as well? Starting with Mr. Aziz
Aziz: Abdool Aziz
Giering: Cole Giering, Intermediate Director of Bulls Radio
Kuiper: Zak Kuiper, Incoming Director of Bulls Radio
Johnson: Chris Johnson, Senate Chairmen of Appropriations and Audits
Truong: Kristen Truong, JEC Chair
Lieb: Evan Lieb, first year graduate advisor
Hamed: Sammy Hamed, Chief Justice
Hartman: Brandon Hartman, Chairmen of University, Community, and Government Affairs

Berkowitz: Thank you. Now looking into the agenda, are there any additions or deletions to the orders of the day?

AG Johnson: I have a question

Berkowitz: Yes
AG Johnson: Are we going to put the Executive Administrative Code under Officer of Legal Affairs, or somewhere else?

Berkowitz: We can put it under New Business

Johnson: Ok

Berkowitz: So I’m hearing a motion to add the administrative code after SGATO updates, are there any objections? Seeing none. Mr. Johnson were the minutes sent out?

AG Johnson: There on the website

Berkowitz: Ok, thank you. Are there and additions, deletions, or changes from the minutes? Seeing none minutes are passed. Alright now we’re going into department updates, starting with our marketing department, Mr. Rutkowski.

Rutkowski: So basically guys as you know things have been moving, slowly but surely. We’re still hiring today and tomorrow for our associate director. Everything is going swimmingly, but I enjoy it and we’re moving along.

Berkowitz: Thank you Mr. Rutkowski. Are there any questions for Mr. Rutkowski?

Cocco: What are you working on exactly?

Rutkowski: Right now I have five marketing requests in the pot, you want me to go ahead and list them?

Cocco: Yes

Rutkowski: We got tent day, city council forum, banner is just taking a lot of approvals and is stagnant right now because Jessica Morgan isn’t in, other than that we’re moving on, just moving swimmingly.

Cocco: Alright, now we have out SGCS Director Mitchell Fratesi walking in

Berkowitz: Mitchell Fratesi walking in at 4:03pm. Department of Programming.

Arbaelez: My update, I just confirmed with JEC and I’ll be presenting at Senate tomorrow. Working and brainstorming on the huddle, a new tradition and had a meeting this morning at 10am, seeing where we are at with the budget, and picking up glow in the park on July 11th.

Berkowitz: Are there any questions for Ms. Jacqueline? Seeing none Director of Communications Ms. Maggie Hall.

Hall: I had two assistant director interviews today, the last one is tomorrow so hopefully by the end of the week we will have an appointed Assistant Director of Communications. I’ve been working a lot on the website and getting transitioned on that. Glow in the park is next week which is something I’ve been working on. We’re going to need volunteers for various events on that and I will work with Greg to send out a sign-up sheet to see if anyone is available to help on that from 7-11 next Friday. I’ve also been helping out Jackie with the department of
programming and transitioning her on everything we’ve done for the huddle and week of welcome and have been transitioning Ashley for USF day at the capital and I have been working on our street team structure and confirming a date for our kickoff for the second week of classes.

Berkowitz: University Affairs, Ms. Resmondo

Resmondo: I sent out a mass email to all the organizations on campus today asking them to update their contact information and I’m getting responses already. I’m working on a textbook exchange program, doing a little research through text.com, it would be free for us and free for our students and would help them by connecting through third party vendors so that would be completely free of charge for us, I’ll be in contact with the bookstore about what we are doing but we’ll be moving forward no matter what. I also have interviews for my assistant position at the end of this week coming up so that’s pretty exciting.

Berkowitz: Let the minute’s show that Mr. Evan Lieb walked in at 4:05pm, one of our SGATO advisors. Are there any questions for Ms. Resmonndo?

Cocco: One more thing to add to your list, tedex USF if you don’t mind talking to Malarie in CLC and hopefully get ready for that so we can do it this year, and Maggie the Bull Hall, what did you say we had to individually sign up?

Hall: Correct so if we are interested in helping out with Bull Hall this fall semester housing does not let us sign up as an organization so we would have to sign up individually, so if we want to do that we can send out the page and we can make it like an Exec initiative or whatever you wanna do. I’ll get you the dates and times so we can help the freshman move in.

Cocco: Yes please, please send that out.

Berkowitz: Mr. Hartman you had a question.

Hartman: I just wanted to inform you that I’ve been corresponding with Malarie so when she sends me a meeting time I’ll invite you too.

Cocco: Cool. Fantastic.


Garcia: There has been a lot that’s been going on so I’ll start with voter registration information. We’re planning on hopefully having on National Voter Registration day which is September 23rd, that’ll hopefully be at the Ampha theater and hopefully we’ll be working with our Supervisor of Elections. I also want to sign up as a third party so we go ahead and do voter registration without having the SOE come down, that way we can partner up with like Housing so RA’s can go ahead and sign people up to vote when they do their floor meetings and different stuff like that. There’s also a program called Turbo vote and there’s a webinar for that on July 10th from 7-8pm, I have all the information like the access code and the website. It’s a software that pretty much every other college is using right now in Florida that helps people register and gives them information about upcoming elections so we defiantly want to partner up with them. There’s also the Tampa City Council forum that will be taking place here and that’s in July on the 23rd from 6-8pm in the
Senate Chambers so we’re helping them out. You’ll have your city council members here, you can meet one on one with them, it’s really an educational opportunity for people to come and learn a little bit more about elections. The gubernatorial debate is on October 7th and hopefully we’ll be having a candidate forum we’re trying to plan out for the last two weeks maybe in September where we can have people come like last year. And then there’s also campaign opportunities for students, there’s a contact, Clay Parker, who works with capital consulting. There are a couple of judicial races, a school board race, and a county commissioner race where he needs paid workers and volunteers. They can work up to 40 hours a week so if you know anyone in the science department we can get people signed up for that.

Berkowitz: Any questions? And now on to our new appointed Director of Community Affairs Mr. Jeremey Redford.

AG Johnson: I can’t snap.

Redford: Just so you all know I’m a transfer student from Santa Fa College in Gainesville, Florida, I did two years there. I was super involved in Student Government, I was Senate President Pro Tempore for a year, amongst other things. I was involved in the state level Student Government system as well and when I graduated I took a little hiatus in the Spring and the Fall and now I’m back in the game so thank you thank you for everyone who interviewed me and thank you for hearing me speak. For updates basically I’ve been trying to get as much information as possible and conducting a lot of research. Today I heard of an individual by the name of Bob Fialo who used to be the marketing and community person over in administration since he’s back from his big hiatus in Asia. I’ve already tried to set up a meeting date with him. He’s the person who kinda started the Bulls Country kinda idea, I don’t know if you’ve ever heard of Bob.

Cocco: Yes

Redford: And so basically I’ve been trying to compare what would be best, Cocco forwarded me a discount card that they basically set up a whole discount program for you, but I wanted to look into the comparisons and what really works out so basically finding out how much a bulls country and expanding it and growing it and how much that would cost and comparing it to the discount program it what I’ve been doing. Also I just got the information for Bush Gardens and they want to renew our passes, they kinda wanna do the same thing but I wanna find out how many student actually purchased the passes last year and how we can add on to this or how can we improve this and the program and how we can make it a better relationship for us and the students and for Bush Gardens. Other than that USF night with the Rays it coming up and I know that’s August 2nd, alumni center is kinda going through that and has posted it on Facebook and I kinda wanted to see if we could promote that a little bit more for them since they are one of our community partners as well. That’s about it.

Berkowitz: Any questions for Mr. Redford?

Cocco: One more thing, Muvico tickets, new movie theater on BB Downs try to get that $5 matinée.
Redford: Ok

Cocco: I know Rhondel’s been working on that a little bit and he can forward you some information. And then if we can look at also look at getting ready for USF day with the Buc’s, you’ll wanna talk to Andy about that, he’s been the lead on that. Also look for Lighting day with USF and maybe the Yankees here, the Tampa Yankees.

Redford: Ok so work with sport teams, gotcha.

Cocco: Sweet, thank you.

Berkowitz: Alright, let me say I apologize to the agencies, I did not include you in the report but we’ll do you guys during announcements if that ok? So our report from our office of legal affairs Mr. Johnson.

AG Johnson: Alright so from my side of the Office of Legal Affairs we had the Bureau Advisory Council a couple of weeks ago, the business office wanted to adjust their structure a little bit and we ok’ed that unanimously. Thus far I’ve had four legal opinions, there posted on the P-Drive if you wanna take a look. Been working on a lot of minutes along with Solicitor General Daniel. Been looking at a lot of contracts, looking at doing a contract with Off Campus Partners and then also looking over a lot of the SAFE team contract as well. We just recently had our judicial summit at USF Sarasota and that was a blast I encourage you all to go if you have the opportunity. As you’ll see later today I’ve been working a lot on our Executive Administrative Code and in conjunction with Daniel been working a lot on legal aid. In addition I’ve written 14 resolutions for Mr. Cocco, five of them have already passed Senate thus far. That’s all I have for you today.

Berkowitz: Mr. Christopher

Christopher: So from my end of the Office of Legal Affairs with legal aid we have or first attorney hired, his name is Brian Esposito and he works for the BJ law firm here in Tampa and looking at that we have a tentative date of September 5th to start legal aid so that would be the 2nd week of classes in the fall and also Mr. Rutkowski here, he set up a legal aid graphic that I thank him for and it’s up on the website now so if you wanna go on our website and look under services tap under legal aid you can see the great work he did and also we have a meeting with him tomorrow to talk to him about an Office of Legal Affairs for a visual campaign so student can get to know a little more about us and see our faces and know what services we can offer for them. Two weeks ago we assisted the Supreme Court in mock parking appeals so that was a great opportunity for Mr. Johnson and I to see how the Court is going to be doing parking appeals this year and to practice it from the different sides and as Mr. Johnson said we attended the judicial summit in Sarasota-Manatee and that was just a great opportunity to see the different campuses of USF and how there judicial systems work. So that’s pretty much it.

AG Johnson: Not only there judicial but there other branches as well

Christopher: Right, there we go

Cocco: Work with Sidney so she can get you the list
Christopher: The list of?

Cocco: The list of contacts, she can get you the graphic. Have you worked with Tammy on reserving this conference room yet?

Christopher: We’ve talked to her, just have gotten the dates down yet

Cocco: And you said September 5th

Christopher: Yeah September 5th

Cocco: Do we have a Friday or are we working on the attorney schedule?

Christopher: Well with Mr. Esposito I want him to be the lead attorney on this, I’ll have him doing, the way I wanna do it is have three attorneys, having him do the 1st and 3rd weeks of the month and having the other two doing the 2nd and the 4th. So according to his schedule he’s available from 9am-12pm, so we’re looking at that being the time range for legal aid. On a Friday with other attorneys it should be something very similar that they would be able to work with, so it would be on Fridays from 9am-12pm.

Cocco: Love it. Also, work with the SGATO about working with the notary services, helping boost that up.

AG Johnson: Make sure Danny that if you put in the graphic somewhere if someone wants notary services that they have to bring their USF ID and their state issued ID, and if their trying to get a marriage they need to bring in a marriage license.

Rutkowski: Go ahead and put in a marketing request form.

AG Johnson: Alright.

Cocco: Are we gonna talk about Admin code now or later?

AG Johnson: Later

Berkowitz: After SGATO updates and before announcements.

Cocco: Alright

Berkowitz: Alright Office of Finance updates, Mr. Forbes.

Forbes: Alright pretty much my number one priority is finalizing the polo designs so we can get that going. I pretty much made a couple of designs for that but it’s never really, promoted it so that’s something I’ve been working on. Another thing is I’ve been working on the purchasing for Glow in the Park with the business office, trying to get those ready because that’s coming up pretty soon. Either this week or possibly this upcoming week I wanna sit down with the new directors so we can go over you know, within our exec branch, what is part of your budget so you know how much is yours. My biggest thing is I do wanna stay within the budget, I wanna try and avoid budget transfers if we could, that’s the point of having a budget, to stay within it from what we set from the beginning. I do wanna sit down with directors and do that. This coming
week or next week I’m gonna be working with Chris and work on the Audits process. That’s something that came up, I’ve met with the business office so we can go over travel and then the topic of today was the oracle racks from Aziz so we can upgrade them and get new ones.

Berkowitz: Are there any questions for Mr. Forbes

Cocco: If you could, could you make the departments a deadline kinda of a thing for when you need things along with the agencies?

Forbes: Ok

Cocco: Alright so that way it makes it a little easier for you, like a little cheat sheet?

Berkowitz: Yeah like two week’s notice, that’s a great idea.

Forbes: Gotcha

Cocco: Thank you

Berkowitz: Alright the Office of the President, Vice President, and Chief of Staff, Mr. President

Cocco: Mr. Chief of Staff

Berkowitz: Alright my updates are we’re obviously hiring and it’s my number one priority for me right now, just getting you guys the help you need. It’s an important thing we need and I’ve never seen it done as fast as we’re doing it now and it’s not just about the hiring committees it’s also been the Senate being open minded and really been approving the people and asking great questions and being professional about it and I really appreciate that. I wanna give a shout out to our JEC chair, Kristen for her professionalism and the committee’s, I really appreciate it. The other thing last Friday me and Ms. Resmond met with the graduate professional student council and starting the conversations about what they wanna see, we’ll have some legislation coming up in the next coming weeks so they can have their own council as a functioning group in Student Government. That’s really all the updates for me, they’ll be more postings for jobs obviously in the near future, just tell your friends to keep an eye out for them and if they have any questions forward them to me. Now, Mr. Vice President.

Whyte: I don’t wanna detract from the meeting from what Jean has to talk about so he’ll talk about anything new on the strategic plan but because everyone’s been doing such a great job in detailing with what they are doing within their particular departments ect., there’s really nothing I have to talk about besides the agencies so I’ll let our Directors speak but I will comment on what SAFE team is doing since Hathaway isn’t here.

Fratesi: Hello I’m Mr. Fratesi, I was recently reappointed to director of SGCS and confirmed through JEC on Tuesday

Berkowitz: Last Thursday

Fratesi: Yeah, tomorrow is Senate and I am up for confirmation again so wish me luck on that. Other than that we are working on hiring this week for my Associate Director of Business. Other than that we’re going to be hiring for additional computer assistant probably in the next two
weeks so tell your friends to apply. The posting will probably be live at the end of this week. We’re working on new initiatives and working on getting settled in for the next year.

Giering: Hey I’m Cole Giering I’m the outgoing director of Bulls Radio, today’s actually my last day as the bulls radio director, Zak will be taking over, he was hired last week. His confirmation through JEC and Senate will take place next week. Trying to get him up to speed, comments on how some of you who know about USF day with the blank, some of you know bulls radio has been involved with USF day with the Bucc’s in the past and would like to be involved with that again. University Affairs, you and Zak should be best friends, Zak’s really good at logistics and he will make sure you have everything you need so if you guys want to introduce yourself to him Zak’s the new guy but he has a bright future.

Cocco: Zak if you could just introduce yourself.

Kuiper: Zak Kuiper, just coming in to replace Cole here as Director of Bulls Radio. Looking forward to getting involved with the USF community and bringing my skills to the Student Government and ready to get started.

Cocco: Fantastic. Are there any updates on the contract?

Giering: The update is that now that I am no longer employed the focus will shift to Rhondel and Jessica Morgan taking over. We’re waiting on a paper contract, it’s been outlined, it’s done I’ve seen it, we’re just waiting on official documentation.

Cocco: From?

Giering: Joann at WUSF.

Cocco: Ok. So we’ll follow up with her, and then from my understanding you guys ordered some cameras.

Giering: We did, we meet with Jessica Morgan and we’ve decided that they’ll sit in the business office to be pooled with the rest of Student Government. I believe its two DSLR’s and a Go-Pro, to allow for us to document for stuff like round up and week of welcome and to provide media for our website and social media.

Cocco: Ok. Work with Dan whenever you guys need that.

Whyte: So here’s what’s going on with SAFE team. SAFE Team tap ride will be operational very soon, hopefully mid-July or something to that effect so that’s exciting. Ipad charging stations, they have already purchased that so basically what it is Ipad will be charged continuously and they are connected to a Mac computer so they are already tested and it protects everything so that’s prefect and everything should be operational very soon and I’m meeting with Captain Michael (inaudible) and Hathaway to discuss if we’re going to change SAFE team from a Bureau to an agency so I’ll be working with Johnson on that. The contract between UP and SG has ended, or going to end tomorrow so we need to figure out what exactly is going to happen with that.
Cocco: Could you also have Mike put in a marketing request for tap ride so we can start promoting that and let me know when you have that meeting with him?

Whyte: Ok

Cocco: I think that’s it for SAFE, Alert Cab you wanna talk about that? Or we’ll wait?

Whyte: Let’s wait.

Cocco: Berk, oh it’s my turn?

Berkowitz: Yup.

Cocco: Awesome, for my report just we’re working on the strategic plan as an entire student government so that’s good. I had lunch with the provost today with Rhondel, that’s good, he gave us the Dean funding, for the Dean of Students position so that’s great, we don’t have to fund that out of our own pocket. We also talked about consortium between FIU, USF, and UCF and what that entails is getting our three universities together to work to go to Tallahassee and promote our universities, because we are the ones that have the most job creators, the most degrees awarded, and stuff like that, so I’m going to be working with the other Student Governments and sometime in September all the university presidents from those three campuses will come to USF and we’ll have a consortium day and I’ll update you on that and we’re going to bring our three campuses together so that’s good. He also talked about wanting to bring a big name speaker to campus sometime within the year and since I had the privilege to meet Clinton this last weekend he was thinking on trying to bring the Clinton global foundation, which is his initiative so I’m going to be working with Ashley on that and seeing if we can lay the groundwork of something like that here, it may not happen this year but at least we can lay the groundwork to see if we can get him on campus because he usually comes on universities, he comes on at least one university each year, so we’ll see if we can make that happen. In addition, BOT duties are pending right now, we passed our work plan with the board of governors, so our next meeting will be in September regarding BOT and the board of governors meeting will be in Pensacola, University of West Florida. In addition, FSA will be held July 25th through 26th in Tallahassee, probably have Ms.Garica and Ms. Resmondo go if you’re available. Andy from the Senate will be joining me as well, maybe Rhondel depending on his availability so that’ll be great, Florida Student Association this July. Glow in the park as you know is next week on the 11th. I meet with John Long, our Chief Operations Officer for the University and he’s interested in coming and speaking to Senate and presenting the budget, the realities of the budget and what we need to understand of it, so that’ll be very interesting, be on the lookout for that. We’re gonna be meeting with INTO, the leadership of INTO, to focus on international development for the students, QEP, that kind of stuff. I have a meeting tomorrow with Genshaft, hopefully she doesn’t cancel, she tends to do that. Meeting with Vet services as well, meeting with Larry Browl from veterans services office to figure out how we can plan a veteran’s event around veteran’s day, have a student government component. Know that we have a veteran, from what I understand right Zak? So thank you for serving and I’d like to get Student Government more involved in our vet services. We’ll be meeting with Dr. Warden regarding mental health and sexual assaults to figure out how we can combat that, come up with a plan to do that. The
renovations across campus are going well, the library is going well, the new starbucks here in argos, that’s going well. Lakeland, we’re having a budget meeting on Wednesday to figure out there budget. There’s a family weekend meeting on Wednesday regarding family weekend in September, we’re looking to hopefully host a SG open house as well as a watch part for that game that, Wisconsin’s playing that weekend. Mary lee’s house you talk about that.

Whyte: Ok. Does anybody know anything about Mary lee? Ok so basically we toured a compound with is serviced by USF Health which is called Mary Lee’s house. They basically work with children that were abused around hillsborough county, in fact Hillsborough county is now number three in the state for abused children at 16,040 case a year, which is terrible, but luckily Mary Lee’s house in doing their best along with USF Health to mitigate the situation, seeing the circumstance that they have to go through. So we are working with the leadership there to have an event here on campus which basically bring awareness to our relationship, which already exists but developing it more and hopefully getting college students more involved with those kinds of situations and how exactly they can be of assistance with volunteering, ect so that’s coming soon.

Cocco: That’ll be next spring, so that’ll be when we’re looking to do it, next April out of our campaign. I just rememberd, Daniel, DC, when’s your next tent day?

Hartman: The 8th.

Cocco: If you can come out there for that?

Christopher: July?

Cocco: Yes. Next Tuesday and promote legal aid. Ok. Alright, is that it? That was quite a bit. Word. Senate, you guys have anything to say?

Johnson: Other than we are seeing appropriations bills

Cocco: Thank you for passing the budget

Johnson: Sorry it took so long, but at least we didn’t see it later.

Cocco: Ya in terms of the budget I’m meeting with Dean Miong at the end of the month regarding the arts awareness event so we’re gonna get on the ball with that, Gustavo Lopenz from the Senate will be helping us with that and then I’ll keep you all updated on Mallala. We’re trying to get another speaker for ULS as well so be on the lookout for that. Great, Hartman you had something?

Hartman: Ya if you guys have any suggestions for tents days or anything you need numbers behind in regards to student opinions and stuff feel free to get in touch with me, and then another update, the SG office has made a movement to stop buying Styrofoam so that’s a good thing. We already got paper cups in there and once we use these Styrofoam cups for now we will not buy anymore and we are in touch with Arymark, the lady that emailed us actually is from UF and, UF is actually a 100% Styrofoam free campus so shes, I guess, familiar with how they did it and hopefully we can bring that to USF as well just to prove our green and environmental movement.
Cocco: Awesome. Ms. Truong

Truong: So last week we had our town hall initiative which I guess is going to be a joint initiative between the judicial, legislative, and executive and so, I was like kinda MIA for the last three days but now that I’m back today I’m going to be working on it and so I’m going to be working with Maggie to get some kind of website section, something through Dan in Marketing and that stuff. Sidney because, well she’s University Affairs and so we’re going to be starting to work on it pretty quickly. Week of welcome, what we want is to have a tablet out there so people can like save the day, we’ll make a google doc. Also working with Brandon to maybe do a tent day to see what students concerns are and then the next step is just trying to figure out where we’re going to have it and at what times. The first one it’s gonna be in the Marshall Center so it’ll be in a location that good for everything. That be starting soon.

Cocco: Love it. Good vibes. Court, how we doing?

Hamed: Court doing good. First of all, congratulations to everyone that was recently appointed and/or confirmed. If you have yet to be confirmed good luck to you all. Looking forward to working with you guys this year. Thanks to everyone that came out to the Summit last Friday, it was a blast. Thank you legal affairs, Aziz, Mr. Whyte, everyone else that came out. We had a lot of fun. That’s all I have to report.

Cocco: Sweet. Look into a trip to UF, for their law school.

Christopher: Ok.

Cocco: Go ahead Berk.

Berkowitz: SGATO, I just wanna thank you guys for helping us through the interviews, and we have the privilege to have Evan Lieb here, he’s our first year graduate assistant. So Evan what do you have to report?

Lieb: Nothing super pertinent at the time. So we had a staff meeting on Monday, PLUNGE retreat will be Sunday, August 24th tentatively from 2-6pm, again this is tentative so it could change, we know that not going to work for everybody. Tentatively from 2-6, that may change as well, it will defiantly be in the afternoon so if anybody has a religious affiliations in the morning they can still attend that. Other things, we’re looking at developing an emergency preparedness workshop or resources, Mitch had mentioned there was a seizer downstairs down in the computer lab earlier in the semester, so we were talking about like do our student know what to do in those situations or something worse than that were to happen like if there was a legitimate fire in the building and we had a student with limited mobility on this floor. What’s our plan? So we’re going to start looking into stuff like that and I defiantly can keep you updated as well as like mental health workshops and resoruces, obviously you guys are high caliber, high stress so there are thing we want to address. Gary and Jessica will be out of the office for the week so if you need anything please feel free to reach out or talk to Tammy and that’s it.
Berkowitz: Alright well thank you Evan, right now I’m gonna go ahead and turn it over to Mr. Johnson to go over our administrative code. He did send it out so, so hopefully you took the time to read it so we’ll go through it quickly because it has a significant impact.

Johnson: Yeah so I just wanted to, basically were supposed to approve this once a year and also when we make amendments throughout the year. So this is basically our operating procedure and our terms of employment. I sent it out over the weekend and there were two individuals that I know that were able to get back to me, and I know they did because they told me what their favorite candy is, so I’m going to reward them as such. I wanted to start off light so now we can get into the deep stuff.

Cocco: Wow.

Johnson: Alright so as there have been changes made, what I’ve done is I’ve done tracking changes just as the Senate does whenever they do bills, so I just want to go over them with you all really quick because I don’t want anyone to feel like they were misinformed, and then I end up turning in a notice of non-compliance, and so I don’t want anyone to feel like they were misinformed at all. So basically overview, I’m just going to go over the big thing because I don’t want to insult you by reading the little things, I know you all can read. Obviously Lakeland Student Council is obviously not a council anymore. There are no more deputies or an executive clerk as of right now so those have been crossed off throughout all the job descriptions. I highlighted that because I don’t know why tracking changes didn’t work. So as a substitute for the Lakeland Student Council we’ll now have a department of Lakeland affairs consisting of a director and an assistant director. Lakeland is gone. Alright chain of command obviously everyone reports to Cocco or Rhondel or Berk when applicable. This is a new thing for agencies, so agency directors if you guys are authorizing overage hours you need to keep Rhondel informed of why and make sure that he’s ok with it so he can get into contact with Jeremiah to make sure we’re still all balancing out. Reports, so from what I’ve being informed we’ll start doing executive cabinet meetings on a bi-weekly basis, so on the weeks we’re not having meetings everyone has a report that is due to Greg.

Berkowitz: So what I would like to see if during those off weeks you’ll be having one-on-ones with me, we’re gonna try and make it work and see where that goes. That’s the time to turn that into me but also to let me know how you’re doing and what things are affecting you and staff issues, things like that I just wanna have that personal connection with you guys so during the off weeks we’ll be meeting one-on-one so I’ll probably be sending out a google doc with my times and you all just sign up for them. Terrific, cool.

Johnson: General staff meetings, this is sort of another thing that we’ve been able to differentiate. General staff meeting will consist of everyone in the executive branch and cabinet will just be the directors or their representatives if the director can’t be there. Are there any questions on that?

Berkowitz: So we’ll call like a general staff meeting when we have like a speaker coming in, so I’d like a general staff meeting. And it’s also for, it’s hard to have everybody meet together, it’s hard to schedule a meeting that way, so just directors and senior staff will be appropriate I feel.
Johns: Alright. There were some things Gary sent to me this morning that I’ve added in there. This is one thing, personal, I now this is a bad thing to say but public records requests, just adding one little thing in there. Obviously, this is something that should have been in there earlier but you can never go over 40 hours in one week, no exceptions. Everyone needs to share their outlook calendar with SGATO and Tammy so that way if SGATO needs to set up a meeting with us they can set up a meeting that way.

Berkowitz: Also on another note, you need to send your class schedules to Tammy because you’re not allowed to be clocked in during class because we’re student first so just send your classes to her when you have them.

Johnson: All employees working 8 consecutive hours you have to take a lunch break so I know all of us have that servant attitude but please make sure you punch out for lunch, have a healthy lunch, so one you can stay healthy, and two they’re going to take it from you anyway so you might as well clock out for lunch.

Whyte: Johnson, minute is spelled wrong.

Johnson: Alright, Ill fix it, I’m a terrible speller just so you know. Alright, just making sure there’s no other big things I added in there. Ok, are there any questions, concerns, additions you think need to be made? Aziz.

Aziz: I see you crossed out termination.

Johnson: I think it was a repetitive thing. Depending on the severity of the infraction of the administrative code and the unacceptable behavior which does not lead to the immediate termination, so how could you be led to termination without immediate termination? It just didn’t make sense to have it in there, in my mind. Any other questions? Ya if you’re not immediately terminated why would a.

Giering: It would imply that there was an investigation that led to termination.

Johnson: Ok. How do you fix that?

Resmondo: It’s probably a read only.

Johnson: Ok, I’ll fix it.

Arbaelez: So we share are schedules with SGATO and who else?

Berkowitz: Tammy, Tammy is SGATO.

Arbaelez: Ok.

Johnson: Alright, are there any other questions or concerns? Any objections, does anyone feel like their rights are being violated, does someone feel like they’re not getting due process somewhere?

Cocco: Has SGATO seen this?
Johnson: Ya Gary gave me feedback on it.

Berkowitz: So do I hear a motion to approve the administrative code?

Johnson: So moved.

Berkowitz: Any objections? Seeing none the administrative code is approved for the 55th term.

With that off the agenda we move onto announcements, are there any announcements?

Hall: I’ve got two things, one I forgot to say that we have completed June orientation, July orientation starts the 20 something, so I would love to have more exec there, the court and Senate has done a great job representing so once you guys get like your new AD’s that would be great to have out there and also marketing requests, if you don’t know how to properly fill out a marketing request for Dan you can come see me or Dan so we can start being more proactive on that and get started on that before fall so if you already know.

Berkowitz: And eventually there will be a new system on how to do it.

Hall: Ya just for now come see us.

Berkowitz: Terrific. Are there any other announcements? Seeing none do I have a motion to adjourn?

Fratesi: So moved.

Berkowitz: Any objections? Seeing none we are adjourned (4:41pm).