Associated Students of Claremont McKenna College
Executive Board Meeting
March 29th, 2015

Highlights: (Find the matching color within the minutes for more information)
- Meeting/Voting Procedure
- Confidentiality and Conflict of Interest Policy
- Event Debrief
- Party Zone Renovations

Call to Order: 7:11pm

1. Introduction of Guests
   A. Elaine Sohng, sophomore
   B. Christine, freshman, writer for The Forum

2. Introduction of Board Members
   A. President: Will Su
   B. Executive Vice President: Iris Liu
   C. Vice President, Student Activities: Christine Horne
   D. President Pro-Tempore: Michael Irvine
   E. Dormitory Affairs Chair: Nicky Blumm
   F. Class of 2015 President: Abby Michaelsen
   G. Class of 2016 President: Kathryn Chakmak
   H. Class of 2017 President: Kris Brackmann
   I. Class of 2016 President: Russell Salazar
   J. Chief Financial Officer: Tooba Karim
   K. Controller: Sharan Seth
   L. Event Commissioners: Becca Zimmerman, Caroline Peck, Cole Mora, Cristina Lee
   M. Campus Organizations Chair: Melissa Muller
   N. Executive Secretary: Mica Laber
   O. Presidential Advisors: Makari Krause, Tyler Finn
   P. Resident Assistant Liaison: Ben Turner

3. Meeting/Voting Procedure
   A. Always begin with approval of minutes, introduce guests, move to close meeting
   B. 14 voting members. For most things, need a 50%+1 majority to pass (8 votes). When there's a motion on the floor, someone says “motion to...”, there's a second, and then it's up for a vote. Will asks for those in favor, those opposed, and those abstaining. Abstentions don't count toward anything.
   C. Quorum: there's a certain # of voting members that need to be present, we need 50%+1 (8 members). The idea is that if 3 people come to the meeting, it's not fair for them to make decisions for the entire board.

4. Approval of Minutes
   A. Motion to approve minutes passes.
5. Confidentiality and Conflict of Interest Policy
   A. If you are involved in any other organization that has business with ASCMC – especially if paid officer there – important to disclose and not take part in voting when it involves both. For example, an MUN member should not partake in voting for funding of it.
   B. Michael emailed it out to board members, please look at. Sometimes we go into closed minutes to discuss things that we don't want to go public yet. Confidentiality policy basically says that it's your responsibility to not share this information outside of board members. For example, some musical artists can't have the public know how much we pay for them to come.
   C. All board members need to sign confidentiality policy, and the conflict of interest policy. Conflict of interest page is double sided, disclosure statement.

6. DL Guidelines
   A. Ability to email the entire student body. It's a privilege, if abused or misused it will be revoked. You may not send emails using DL access for any personal gain. All emails must follow college's policy. Cannot directly or indirectly mention alcohol. If in gray area, check. If you have DL access please read the form and sign.
   B. If you do not have DL access and need to send an email to the school, talk to Will and we can arrange it.
   C. Any email you send out through DL will be sent to the deans as well (including Chodosh).
   D. Send your email to yourself first to make sure that everything you embed in the email works (links, gifs, etc.).

7. Event Debrief
   A. Jello wrestling was fun, went well. Less mess than last year; story house was adamant about making sure of that.
   B. Issue: Balcony. Devon warned Christine about monitoring it, and then we as ASCMC had to help with that. Barbara said that there were too many people on the balcony, told us that campus security officers would be there not letting anyone else up, but there were no officers there. She said she asked campus security, but the sergeant has to approve the repositioning and it wasn't approved.
     ● Elaine: if we need to request re-stationing, then on Thursdays it's Michael who oversees it, and they should follow DOS instructions.
   C. The rest of the Spring is planned out.
     ● Working this week on adding more “SLC” events.

8. Board Updates
   A. Will – lent fences to Pitzer for SAC birthday and they agreed to pay event damages.
   B. Iris – first senate last Monday, Melissa Schild (new assistant VP of facilities and campus services) spoke. She off-hand said that DOS was trying to cancel pirate party which is NOT TRUE, it's definitely happening this year and we're working together to address any potential scares of it being canceled in the future. We are being collaborative and making sure we can still throw it every year. Also discussed the
drug memo, got diverse thoughts (written in the minutes being sent out tomorrow), thinking of doing some sort of closed minutes with senate as well to make sure that students feel comfortable discussing things very candidly. Still working on trying to find new committee chairs, and in the coming weeks sending email about appointed student committees (trustees, college, faculty). One stipulation will be that they all have to come to at least 2 senates a month. This will help bring more invested members to the meetings, and making sure they're well-informed

C. Mica – public affairs email coming soon to exec board.
D. Nicky – first DAC council tonight, will have more update next time.
E. Kathryn – no update
F. Christine – see event debrief
G. Russell – Asking class to send ideas, got 3, one pertains to ASCMC. One pertains to social responsibility pledge/initiative, asking about revamping and how to implement better in the student body. The others are about composting and lactose-free ice cream in dining halls, redirecting to appropriate people. Sending out first class email tonight (with recap from retreat)
H. Christina – sent out email for Frost ticket sales and set-up, please sign up!
I. Cole – what Christine said.
J. Kris – 5C sophomore mixer on Friday, talking to Will about getting speakers.
K. Ben – RA meeting tomorrow, compiled list of everyone's phone #'s and pictures of the new RA's. They're excited about working with ASCMC and having synergy and ensuring more communication. Meetings Monday nights instead of Tuesdays.
L. Abby – TBT to freshman year party on Thursday, lots of fun, good attendance.
M. Tyler – no update
N. Becca – no update
O. Sharan – no update
P. Tooba – Everyone has fluidreview access now. Financial officers meeting separately.
Q. Melissa – Sent first club inform, only one thing but colored! Meeting with Kari, working on club budgeting. Sending out club leader inform tonight.
R. Caroline – no update
S. Michael – Everything looks ethical! Working on first audit processing. Missing ASCMC podium so please tell us if you see it or know where it is.

● Christine – Last time seen it was in the hallway.

9. Retreat Recap
A. Public affairs – data from student body for feedback, getting information out.
B. Advocacy – accessibility to all kinds of students.
C. Event planning strategy – using student security, communicating with deans.
D. Thanks to Mica & Will for planning!

10. Open Forum
A. Ben – No registered parties at CMC on Saturday night. That usually makes it harder to get a handle of what's going on. 6 RA's on duty instead of 4 especially since it's the first weekend. Word of caution to event planners: DOS gets very nervous when
there's no event planned because sometimes trouble happens, higher likelihood of injuries and transports. It might be a good idea to have at least something so people can focus their energy somewhere.

- Christine – didn't have one because we funded Pitzer's and there was Relay For Life. Usually don't have Saturday events when there's a Friday event.
- Will – Relay for Life sent us a request to not throw any event, and there was a big Friday party. Sorry if it caused any distress.

B. Melissa – questions from club leaders about where to put their club funding. Things like extra food and t-shirts. Inclined to say no but want feedback.

- Tooba – agree that excessive food shouldn't be funded.
- Iris – organizations like APAM are about building community and mentoring, and to gather people together a big part is providing food, which often has some sort of cultural root, so if the food is relevant to the club's mission I think it should be fine. Students should pay for their own shirts.
- Elaine – back when I was DAC, a lot people used to ask for dorm tanks to be reimbursed, and anything ASCMC purchases is considered property.
- Tyler – we cannot purchase property for students, clubs can't purchase property for their club because we're a 501(c)3.
- Kathryn – for certain things it seems necessary. But is there a definition to “excessive”? Is there a money cap? Last year with budgeting they set a percentage, but there aren't checks on that.
- Will – there are appropriate times to have food at events, i.e. first meeting of the year.

C. Elaine – Chloe and I had started a diversity project to collect qualitative data on campus climate on racial identity, and it might be a good idea for ASCMC to do in order to expand role in event planning. We will be gone and this is supposed to be a continuing project. Created fellowship in Title IX office, but think it might be interesting to be a part of ASCMC, and Spellman said we could make it part of room draw so you could get feedback.

- Iris – come present at senate!
- Cole – this was presented at Campus Climate PSR. We should talk about that after the meeting. Talking at Senate is a good idea.
- Will – give me more information and I will forward to the executive board.

D. Party Zone Renovations

- Devon missed the meeting with the architects, so it's going to be a summer renovation process. We need to make sure that the idea we have is something students want and will go to. The school is willing to give a lot of money for this but want to make sure it's a good idea.
- Kathryn – would it still be a place we could have an event like wedding party?
- Christine – yes, everything is removable. Divider system, keg-erator, making things more accessible.
• Will – we have a student committee working on it, please let me know if you want to join.

• Russell – have we talked to story house about maintenance and clean up?
  i. Will – the idea was to make it student-run, it will probably become part of event damages but we can talk to story house.
  ii. Cole – the weight rooms have people sign up for shifts to help upkeep.
  iii. Will – it can be a student employment opportunity.
  iv. Becca – could we employ people? How would we pay them?
    1. Will – we would have to budget for that. Hopefully the revenue would offset the expenses of labor.
    2. Caroline – what if we talk to the trustees to help?

• Will – meeting sundays @ 4pm, but not just yet because Devon has to review the ideas.

• Iris – we should probably notify the student body that this is happening with a more solid layout.

E. Ben – what's the fitness room going to be used for when Roberts is done?

• Will – the new career services is supposed to be there.

• Christine – Devon likes the idea of turning it into a student store (kind of like Scripps). Roberts pavilion is not going to have a cafe or anything.

• Kathryn – DOS members shot down the idea of a new cafe because people still go to the Motley.

• Will – the second floor of Heggblade will be open up. Do we need to fight for the space? Are there groups that need space?
  i. Iris – APAM stands alone! Every other campus has an overarching organization and office with the college (with a dean or full time employee). All the other 5C Asian-American groups have a physical location except CMC.

• Michael – any information on gender-neutral housing plans for next year?
  i. Abby – in the email sent out about residence halls.
  ii. Ben – discussed in residential committee. Talking about a floor or two in the towers being gender-neutral, but a big complicated. Potential having a suite in NQ being gender-neutral, but also complications with changing the room draw system. Hopes for the future, though. Thoughts about making Marks more mixed if not fully gender-neutral. There will be girls and guys on the same floor in more dorms in the future.
  iii. Will – all the mid-quad renovations has gender-neutral capacity.
  iv. Russell – what defines gender-neutral capacity?
    1. The stall goes floor to ceiling for more privacy.

11. Closed Minutes
   A. When you make the motion to go into closed minutes, have to give reason for it.
   B. 3 reasons: protect people's names, confidential money situations, tentative information or awards.
   C. Due to names and financial information, moving into closed minutes to discuss
Frost.

Adjourn: 8:31pm

Respectfully Submitted,

Mica Laber
Executive Secretary