Associated Students of Claremont McKenna College

Executive Board Meeting
October 11th, 2015

Highlights: (Find the matching color within the minutes for more information)
- Monte Carlo Debrief
- LA Times Program
- Student Body Fee Discussion
- ASPC Letter on Mudd goes Madd

Members Present: Cole Mora, Michael Irvine, Sharan Seth, Kris Brackmann, Russell Salazar, Angel Zhou, Griffin Ferre, Timmy Song, Kathryn Chakmak, Makari Krause, Iris Liu, Cristina Lee, Nicky Blumm, Mica Laber, Melissa Muller, Eliana Keinan, Will Su, Christine Horne

Members Absent: Autumn Khym, Ben Turner


Call to Order: 7:02pm

1. Welcome & Minutes
   A. Congratulations to Kris on a great Monte Carlo
   B. Timmy is new freshman class president! Sworn in.
   C. Welcome to Angel, new CFO and reimbursements coming in.

2. Introductions & Board Updates
   A. Board did not meet last week
   B. Minutes 9/27 approved
   C. Guest Introductions
   D. Board Updates
      i. Cole – no update
      ii. Mikey – budget committee met today
      iii. Sharan – budget committee met
      iv. Kris – Halloween party for class, stuffed mailboxes with career services packets
      v. Russell – sophomore pre-Monte Carlo social went well, had chocolate covered strawberries. Good turnout, definitely need to get started earlier with preparations
      vi. Angel – finished cutting the reimbursement checks for this semester, Will and I are going to begin checking reimbursements for last semester
      vii. Griffin – nice having more people working
      viii. Timmy – started “Tim Talks” next week and applications for cabinet
      ix. Kathryn – 200 days is underway, almost booked venue, band, thesis tanks going out in pre-order
      x. Makari – it would be good to get input from you all about how many more event host trainings we should have and when. Didn't have any last week, should we do one or two a week? By the end, 6 or 7 people at each
      xi. Iris – second diversity and inclusion roundtable in place of board meeting last week. 15
people, a lot were new. Drill down the specifics of what we would like to see from a chair. What would we like to see done from the position, what traits/characteristics necessary. How do we access those skills? Drafting potential application questions. Set on one person being appointed and serving on exec board and as a liaison. Discussion at senate asking if minutes from these meetings should be sent out – no, should be open and safe discussion, if students are interested in participating then they should send me an email and they will get information. Would like position fleshed out by spring.

xii. Cristina – no update
xiii. Nicky – talking to a bunch of people about dorm cup, meeting with Priya from the Athenaeum. Hard to import all the date. Need information for athenaeum attendance, athletic attendance
xiv. Mica – Spoke on phone with D&I training option, LA times social media
xv. Melissa – Amnesty International and Literary Appreciation chartered
xvi. Eliana – met with Dean Uvin, talked about RDS, wanted to understand student perspective on the program since a lot of reform is being talked about. He wants to know what ASCMC's main priorities are (related to academics/faculty)

xvii. Will – 5C presidents met last week to talk about social scene, talked about Halloween. Getting draw down on Monday. Still forming policy group, PSR sub-committees assigned.

3. **Monte Carlo Debrief**

   A. Kris – thankful that things ran smoothly. Thanks to Kathryn/Makari/Will, helping with security at the door. There were Pitzer kids with fake tickets. The second round of student security let a lot of people in but it was okay because we weren’t at capacity. I want to debrief them before they get there. Liked the vendors we used. Set up was good, for future, have people 30 minutes before event because that’s when we’re scrambling, thanks to those who got water during the event. Met with Pomona on Saturday to get funding, not sure how much they’ll give me if anything. Other schools would be down to fund their students’ tickets.

4. **Event Debrief**

   A. Circus TNC
      i. Cristina – lots of people, they liked being able to be sober and have fun. Cool performers.
      ii. Iris – at the event there were a ton of people who didn’t go to CMC who were trying to watch. Consider 5C TNC when there are 5C performers.
      iii. Cristina – LC Kravis can’t hold as many, told performers I could put their friends on the guest list
   B. Baldy TNC
      i. Caroline – buses went well
      ii. Cristina – Christine ran that, but heard it went well
      iii. Caroline – people actually paid
      iv. Christine – only 2 buses but worked out okay, people were annoyed that the first bus back was at 11. Buckhorn was fine, it was a good time
   C. SAGA
      i. Caroline – they actually did a lot of the event planning, we were there mostly for support. A lot of work to do in refining what those partnerships look like. Moderate
attendance. Not bad considering first time it was done. Ended at 12:30 even though supposed to go until 1, hosts were hoping it would go longer. They had 5 DJ’s who were freshmen from around the 5Cs. Great opportunity for underclassmen to get involved

ii. Daniel – for future events, estimate how many people will go

iii. Russell – how do EC’s pick DJ’s because I’ve heard of people interested

iv. Caroline – sent out interest form, but they can reach out to us. This time it was done by SAGA

5. **LA Times Program**

A. Will – touching base with the LA Times representative, they are going back and making it $1 per student

B. Iris – the current contract says we'll have maximum cost of $650

C. Will – this contract should accommodate 1300 students. I think this is the down payment, the minimum. Michael is this appropriate to come from general fund?

D. Michael – we've discussed breaking it out as a line item in the budget, but we should do general fund now and if we do it again in the future then we can create the line item

E. Will – unlimited articles, access archives, events on campus, events hosted by LA Times

F. Iris – should a student sign up through this link in May, would it be viable for a calendar year?

G. Will – within the scope of the academic year, if someone were to sign up then, they could access it until next May.

H. Caroline – FERPA stuff?

I. Will – because we are coordinating with names of CMC students, need some confidentiality. I've negotiated so that when we audit, we retain all information and will have list of students who signed up so we can make sure it's CMC students. Protecting CMC students privacy rights.

J. Kathryn – do we have a certain amount that they have to come each semester?

K. Will – it will be 2 events guaranteed for this academic year, not in the contract. For example, they offered Jose Vargas

L. Kathryn – if it's not stated in the contract, then there's nothing legal holding them to it

M. Will – I'm not worried because we're a pilot school and they have incentive to hold events

N. Michael – will people actually sign up

O. Mica – we're working closely with the LA Times to have publicity plan and figure out the DL that will go out, we're going to use social media and really push this forward

P. Michael – this program doesn't have enough appeal to justify the cost. We're almost certainly not going to get half of the student body to sign up. If that is the minimum, it will be more than the stated cost of $1 per person. I think there could be cool events, but we have journalists come all the time through the Athenaeum. If we want more of that, then it should be the journalism club that organizes it.

Q. Blake – will all students get a physical subscription or be online

R. Will – online

S. Iris – even if it's only 300 that sign up, barely comes out to over $2 per student which is way cheaper than any other subscription.

T. Will – I pursued this because I thought it was appealing enough to students, no cost to them, bring it easily to them. I easily think it will be 40-50% signed up, and it's all year.

U. Makari – can we send survey to entire school

V. Mica – we want more of a wow/surprise factor when we publicize it
W. Caroline – I think it's okay to do something as a service to the students even if it's at a cost to us, future boards can choose to not continue it
X. Melissa – I like the idea of being connected to LA community
Y. Will – Mica and I can give monthly reports regarding subscription
Z. Motion to approve contract – general fund allocation up to $1300
AA. Motion passed
BB. Will – Mica and I will meet with LA Times, will update.

6. **Student Body Fee Discussion**
   A. Will – if we want to increase student body fees, we make a proposal and Board of Trustees discusses in December. Last increase was 5-6 years ago to subsidize fences
   B. Michael – we had a 20k surplus last year because people didn't use all the money allocated. We have money, if everything gets used up this year then we can revisit
   C. Melissa – CO increases should be offset by the Forum money not being used and a few other clubs and the alcohol spending changes.
   D. Will – if we're not even thinking about it then we can put this to rest
   E. Russell – we should have discussion about efficient spending. Discussions with people who have experience with this
   F. Will – will not talk about student body fees, and will stay at $245

7. **Reimbursements Updates and Reminder**
   A. Will – we're going through and approving reimbursements from this semester. We've noticed discrepancies in the approval process and even board members were making mistakes. Check process is really important. Negligence on our part will affect future audits. We use FluidReview. Formal document explaining system of Officer Approval, CFO Review, etc. Please be thorough with this. Receipts must be itemized.
   B. Russell – for the gas receipt, what if they don't refill for that trip?
   C. Will – need some sort of receipt post-trip
   D. Melissa – for club leaders I ask for a map, miles, and how much they want reimbursed per mile
   E. Will – let me check IRS rules.
   F. Kathryn – study abroad for driving/flying somewhere, they want a map and they say they'll reimburse up to certain amount per mile.
   G. Will – make sure it's all reported. Take a screenshot of Google maps and attach where receipt goes
   H. Iris – is there a standard reimbursement rate that we do use?
   I. Will – no, max is 55 cents, it's the club budget and they decide up to how much.
   J. Melissa – in theory it's supposed to go with how many miles per gallon the car gets
   K. Will – board officers submitting reimbursements use non-CMC email as reimbursement account
   L. Iris – I've run into not knowing what has and hasn't been approved. Not an easy way to check on FluidReview. Is there any way we can look into that. Log of approvals and denies

8. **ASPC Letter on Mudd Goes Madd**
   A. Will – ASPC president asked me to forward this email to CMC community. Wanted to come to decision as a board. Clarification as to why ASPC didn't fund the party.
   B. Iris – when was the 3rd party letter written?
   C. Christine – the week after
   D. Iris – I would love to see a record of previously cited communication between these
organizations and ASPC. Seems to be huge basis to the controversy. Would like to know what the facts of the case is.

E. Melissa – I don’t see a problem sharing it, doesn’t take a stance on it
F. Iris – I disagree, we haven’t discussed with Mudd
G. Will – Mudd knows that Pomona made this request
H. Caroline – I went with Will to 5C presidents meeting. The actual event head of Mudd and president are aware of the circumstances and what went well. There was no objection to this being shared. It’s not an issue
I. Mica – can we put some sort of disclaimer before it
J. Timmy – we are aligning ourselves with ASPC by sending this
K. Will – this was just a request from ASPC
L. Christine – can’t we just ask the Forum to publish it
M. Melissa – do you think the Forum would be willing to publish this
N. Kathryn – I would hesitate having it be ASCMC going to the Forum, it should be ASPC to the Forum
O. Nicky – we say it’s not from us
P. Iris – the Forum can do investigation on the facts of the case if they want
Q. Michael – we should check with them that they’re okay with it going out past the Claremont community
R. Iris – tell them we’re not sending it, they can reach out to the Forum

9. Clubs and Storage Room
   A. Melissa – no place for table tennis and create clubs to store their stuff besides presidents' dorm rooms. Not accessible for all board members. In the meantime have been storing things in ASCMC storage rooms except that they can't access it themselves. Can we allow certain clubs to store certain amounts of things in the storage room. Open to upstairs storage offices
   B. Kris – I don't like having it in the storage room because we have a bunch of stuff there, and they have canvases that we can accidentally damage and I don't want to be responsible. I would say business offices are probably confidential. Conference room? We also have big roles of paper and paint and that should be accessible to students
   C. Russell – pretty much same thing
   D. Kathryn – we have so much stuff already in the downstairs storage closet that we can't keep organized, and we could accidentally throw things away.
   E. Melissa – stipulate that's a risk
   F. Kathryn – stipulate size of bin
   G. Melissa – can get bins from discretionary club
   H. Nicky – why is create club different from the other clubs?
   I. Melissa – not every club has this much stuff that needs to be stored
   J. Nicky – we're going to end up with a lot of people with swipe access
   K. Melissa – could say access to only 3 clubs, first come first serve
   L. Caroline – there are other clubs that are going to need space. Bigger issue than allowing clubs access to conference room. Not a long-term solution at all. I get that there's no place on campus right now, but in DOS and our interest to figure out
   M. Will – Chodosh planning on collapsing RDS and career center, Heggblade second floor will end up opening up
   N. Melissa – this is a short-term solution for now
O. Iris – echo Nicky and Caroline, propose Marks basement space
P. Melissa – we've looked into it, we can't, DOS can't even get access. They thought they'd get a closet space and didn't.
Q. Nicky – there are two storage closets that are completely empty this year, not sure why, the RA does/did have swipe access
R. Melissa – DOS is aware of spaces, but reserved for story house. In theory, these ideas have been tried, it seems to me unlikely that they would have missed space
S. Michael – the fact that they've been out there communicating with Melissa is demonstrative of their need
T. Will – as ASCMC need to demand more storage space for students
U. Melissa – I would love if you joined me in talking to DOS
V. Will – can also talk to VP of facilities and grounds
W. Iris – under the lights has a storage space
X. Melissa – it's jam-packed
Y. Iris – find out history of how they got that space and if create club could have a piece of that. First come first serve is not a good way to do that. Need to see who needs a space, not who's on their email at the right time. Could be compelling reason why a club needs 24 hour versus other
Z. Mica – if things are messy in the offices it ends up being my responsibility and I shouldn't have to clean up after clubs if things get unorganized, can use shelves in hallway with individual bind so we don't have security issues with the conference room and storage
AA. Caroline – things get out of control every once in a while and it's easier for me as an event commissioner
BB. Nicky – if we do have a space and any number of clubs need help, it does make sense to provide help and it's valid
CC. Melissa – thanks for your help with this, I'd love to vote on this next week
DD. Will – I think a lot more thought needs to go into this before we make a big policy decision, talk to story house about temporary access

10. Open Forum
A. Christine – Thursday Halloween TNC, Pomona wants to use bike racks to lower costs, and I don't want to charge them because they're the only other school making effort to organize some Halloween event and relieve us. For Edmunds outside, for the stage. Deadline for when they bring it back, not damaged. Back by Friday. We have lost 8 speaker cables. A lot of that is on the events crew, but people use them for random events. From now on, there will be one with each speaker and the event commissioners will have them and I will not spend more, so when you need them you need to talk to us about it. They've all disappeared since Neon.
B. Iris – any chance they're in the cave?
C. Christine – they're not. Neon was Tiger, he wouldn't have taken all 6.
D. Kathryn – traditionally underclassmen will come help at 200 and 100 days, if you're interested in coming to Fox theater I need 4 people. It's on the 24th. You would come early to my apartment and check seniors in, seniors assigned to a bus, each person will be in charge of a bus of people, 3 or 4 round trips depending how many people sign in. At the event, make sure things run smoothly and need you to deal with problems, and buses to bring people home.
E. Catherine – We would like to know how to apply for space – heard that Source's room is up
for discussion, we think we need a safe space on campus, wanted to put that on the table.
F. Will – they got it 2-3 years ago, don’t pay any rent/lease on it, it’s been automatically assumed that they get it
G. Michael – need to renew contact with whatever we do
H. Kathryn – I always thought it should be a space that all clubs use, a space for meetings and sign-ups
I. Catherine – we just know that we’d like a safe space, SAGA probably as well, and I know using “safe space” is controversial, we also say community-building space.
J. Christine – we talk about the safety of our items, would only the club heads have access?
K. Will – in the contract it’s outlined that they have to be respectful of the hallways.
L. Christine – I'm all for it, but concerned about security for rental
M. Eliana – not sure how the Source room would be useful, it’s a tiny room and am not sure if the Women's Forum would fit. Room useful for working on something.
N. Catherine – not looking as a space for general meetings. Talked to Devon about couches. At my old college, clubs had space with couches and computers, another place to hang out, hold smaller meeting. Not a general meeting space
O. Caroline – I think a community space for organizations on campus can be in talks about Heggblade. I don't know that the Source room, even if as a club space, the main issue is accessibility to that area and I don't know that it works for any group
P. Cristina – I’m part of inland fund and we don't have space to meet clients, we use CIE offices right now, and it's inconvenient, but it would be nicer to have something more on campus. It's better to have an actual place that students can go to for more professional meetings
Q. Angel – I don’t agree that we should change the Source space to open space. Problem with access. Every organization would need access and it would not necessarily be safe.
R. Will – do we want to move forward in considering reallocating space
S. Melissa – would like to open up to applications. We haven’t discussed logistics enough
T. Will – going to move forward with considering other options
U. Will – Iris sent out a groupme today about Pomona's new anti-demonstration policy. Sounds like there's a lot of discontent at Pomona and Scripps. Placing more restrictions on how you can demonstrate such as sound
V. Timmy – that’s only for class time
W. Will – wanted to get this on your radar
X. Will – general fund request: desktop for CFO's desk so things can go quicker, computer with institutional knowledge. Files could be saved on that desktop. It would try to be an archive as a backup to Google drive as well.
Y. Iris – incompatibility of Angel's laptop right now
Z. Will – printer wasn’t working, had to troubleshoot, the CFO should be able to walk in and do their job
AA. Michael – ultimately that'll be a problem only the first time
BB. Iris – we’ve had 3 CFO’s in the last calendar year
CC. Will – cheapest on Dell looks around $400
DD. Iris – could find cheaper refurbished
EE. Will – the desktops need to be wired in, not compatible, Mike Malsed has a fuss about paying for software. I have not done due diligence on more cost-effective desktops, but wanted to bring it up and will have more formal proposal next time.
11. Executive Session: Censure

Adjourn: 8:22pm

Respectfully Submitted,

Mica Laber
Executive Secretary