MINUTES
DASB ADMINISTRATION MEETING
Friday, 23, 2010
10:00
Senate Chambers

Call to Order

Roll Call

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<tr>
<th>Name</th>
<th>Present</th>
<th>Absent</th>
<th>Late</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Ahmad Fayad</td>
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<td>Ali Masood</td>
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<td>Denny Jeon</td>
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<td>Neesha Tambe</td>
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<td>Gloria Cheung</td>
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Excused

Approval of Minutes
Friday, 16, 2010
Wednesday, 30, 2010

Neesha Tambe moved to approve the minutes as presented.
Denny Jeong seconded.
The motion was passed by consensus.

Public Announcements

Please note: Members of the public are limited to two minutes. The Body cannot take action or respond to items during public comments.

Committee Announcements
Neesha Tambe says that people have been taking our supplies and using our office without asking.
Ahamd Fayad is disappointed that two committee meetings didn’t happen: one because an agenda wasn’t posted, and one because the committee did not have quorum. He notes that the senate did a good job at cleaning and that the committee needs to know all the codes by July 30th.

Business

1. INFORMATION/DISCUSSION/ACTION
Senator Binders
This item is to discuss the binders that will be created for the DASB.
Presenter: Denny Jeon
Time Limit: 10 minutes

Denny Jeon says we need to order more binders.
Ali Masood says that the binders should include a flow chart of how motions work and a sheet of the administration staff.
Neesha Tambe says that the binders should include copies of any forms they may or may not need.
Neesha Tambe moved to approve the binders plan.
Ali Masood seconded.
The motion was passed by consensus.
2. DISCUSSION/ACTION
Concerns Policy
*This item is to discuss the creation of a concerns policy for DASB.*
Presenter: Ali Masood
Time Limit: 10 minutes

Ahmad Fayad moved to table the Concerns Policy item until work on the Judicial Board codes is completed.
Neesha Tambe seconded.
The motion was passed by consensus.

3. INFORMATION/DISCUSSION/ACTION
Environmental Sustainability Codes
*This item is to go over the Environmental Sustainability Codes before submitting them to the senate.*
Presenter: Ali Masood
Time Limit: 20 Minutes

The ES codes were reviewed.
Ali Masood moved to approve the Admin codes as amended.
Denny Jeong seconded.
The motion was passed by consensus.

4. INFORMATION/ACTION
Shared Governance
*This item is to discuss updating the shared governance committee list in the Senate Bylaws.*
Presenter: Neesha Tambe
Time Limit: 10 Minutes

The shared governance committee list was discussed.
Ali Masood moved to approve the Shared Governance amendments at the next meeting.
Neesha Tambe seconded.
The motion was passed by consensus.

5. INFORMATION/DISCUSSION
GSM Extender
*This item is to discuss the logistics of having a GSM Extender in the Senate Office to improve the connect ability of Senators, Agents, and Guests when working in the Senate Office and Chambers.*
Presenter: Ahmad Fayad
Time Limit: 10 Minutes

Discussion on the acquisition and placement of a GSM extender occurred.

6. INFORMATION
Senate Inventory
*This item is to update the committee on the inventory of the Senate Office.*
Presenter: Denny Jeong
Time Limit: 5
Discussion on the senate inventory, and discussion on items that the DASB may need occurred.
Ali moves to extend time by 10 minutes.
Neesha seconded.
The motion was passed by consensus.

Informational Reports

Public Announcements

Appreciations

Future Agenda Items
Neesha Tambe says future agenda items should include: Shared Governance, Marketing Forms, Excuses, and Forms.
Ahmad Fayad says future agenda items should include: workshops.

Adjournment
Neesha Tambe moved to adjourn the meeting.
Ali Masood seconded.
The motion was passed by consensus.