ASSOCIATED STUDENT GOVERNMENT

MINUTES
Friday, July 24th, 2015
9:00 a.m. STCN-129
Senate Meeting

MEMBERS PRESENT:
Dana Levine, President
Tabitha Kumar, Executive Vice President [ARRIVES AT 9:09 AM]
Avneet Ghorra, Student Trustee
Jarrett Duran, Vice President of Inter Club Council
Amy Mori, Executive Vice President of Activities
Antonio Jimenez, Vice President of Activities - Valencia Campus [ARRIVES AT 9:03 AM]
Shana Azani, Public Affairs Officer [ARRIVES AT 9:03 AM]
Caryn De La Cruz, Cultural Student Involvement Coordinator I – Valencia
Tessa Rudas, Social Student Involvement Coordinator I – Valencia

MEMBERS ABSENT - NONE

OTHERS PRESENT:
Kelly Dapp, Activities Advisor
Robin Herndon, ASG Specialist
Andrew Rodriguez, Student

GENERAL BUSINESS:

1.1 CALL TO ORDER/WELCOME/RECOGNITION OF QUORUM
Officer Levine calls the Senate Meeting of the ASG to order at 9:01 a.m. She recognizes quorum being present with officers Kumar, Jimenez, and Azani absent.

1.2 FLAG SALUTE – Led by Officer Mori

1.3 ANNOUNCEMENTS/CORRESPONDENCE - None

1.4 APPROVAL OF THE AGENDA FOR THE SENATE MEETING JULY 24TH, 2015
MOTION: Tessa Rudas, Social Student Involvement Coordinator I – Valencia
SECOND: Amy Mori, Executive Vice President of Activities
RECORD OF BOARD VOTE: ........... 6-0-0 WITH CHAIR VOTING AYE

1.5 OPEN FORUM - Andrew informs the Officers that the Heath center is having a welcome event during the first day of school from 8am to 1pm and ASG has been requested to assist with event at flagpole
2.0 CONSENT CALENDAR:

2.1 APPROVAL FOR SUMMER 25 SCORE CARDS BEFORE JUNE 30TH
2.2 APPROVAL FOR SUMMER 25 SCORE CARDS AFTER JUNE 30TH
2.3 APPROVAL FOR FALL 25 SCORE CARDS AFTER JUNE 30TH
2.4 APPROVAL OF OFFICE SUPPLIES AFTER JUNE 30TH
2.5 APPROVAL OF POSTER ROOM SUPPLIES AFTER JUNE 30TH
2.6 APPROVAL OF THE MINUTES 6-19-15 FOR SPECIAL MEETING AT 10:00AM
2.7 APPROVAL OF THE MINUTES 6-19-15 FOR SPECIAL MEETING AT 10:30AM
2.8 APPROVAL OF FUNDS- ASG TRAINING
2.9 APPROVAL OF FUNDS- CLUB HANDBOOK SUPPLIES

MOTION: Caryn De La Cruz, Cultural Student Involvement Coordinator I – Valencia
SECOND: Tessa Rudas, Social Student Involvement Coordinator I – Valencia

RECORD OF BOARD VOTE: .............. 8-0-0 WITH CHAIR VOTING AYE WITH OFFICERS AZANI AND JIMENEZ NOW VOTING MEMBERS

3.0 REGULAR BOARD MEETING ITEMS:

3.1 ACTION: MEMORANDUM OF UNDERSTANDING – STUDENT SERVICES SPECIALIST/ASG

MOTION: Caryn De La Cruz, Cultural Student Involvement Coordinator I – Valencia
SECOND: Tessa Rudas, Social Student Involvement Coordinator I – Valencia

BACKGROUND: The ASG Computer Lab is a benefit that is provided to students who pay for the Student Support Fee. Over the past few years, usage of the lab has significantly increased with an average of 500-700 students visiting the lab on a daily basis during the 2014-2015 academic years. Currently, ASG funds a full-time Student Services Specialist to oversee the lab along with several college assistants who provide additional coverage. Due to the increasing student usage of the lab, the 2014-2015 ASG reached a consensus and agreed that ASG needs to fund an additional permanent position on a part-time basis to ensure adequate staffing of the ASG Computer Lab.

✦ See Document
✦ MOU for ASG to fund a new position at the ASG Computer Lab in Valencia
✦ This includes the benefits as well as pay increase [COLA= cost of living adjustment]
✦ Request for the position will be the next step with job description following
✦ Senate read through the Memo of Understanding with no recommended changes
✦ Clarification on where the Student Service Specialist job will be located and the cost per year
✦ 1 ASG Officer will be present in the hiring process
✦ Clarification is given on the role of Executive Board
✦ There will be additional funds left over in the account with both positions
✦ Officer suggestions, including grammar errors should be brought to the boards attention

RECOMMENDATION: MOVE TO APPROVE THE ASG MEMORANDUM OF UNDERSTANDING TO FUND A PERMANENT PART-TIME STUDENT SERVICES SPECIALIST FOR THE ASG COMPUTER LAB.

RECORD OF BOARD VOTE: .............. 9-0-0 WITH CHAIR VOTING AYE WITH OFFICER KUMAR NOW A VOTING MEMBER

3.2 ACTION: MEMORANDUM OF UNDERSTANDING – STUDENT SERVICES COORDINATOR - CCC (PERMANENT PART-TIME) FUNDING

MOTION: Tessa Rudas, Social Student Involvement Coordinator I – Valencia
SECOND: Shana Azani, Public Affairs Officer
BACKGROUND: The ASG provides a number of services, programs, and activities to students attending the Canyon Country Campus. With the student population increasing at the Canyon Country Campus, additional staffing is needed so that ASG and the Office of Student Development can expand the services, activities, and programs offered to students. Currently, the ASG funds a short term employee to staff the ASG Computer Lounge at the Canyon Country Campus. It is being proposed that an ASG funded permanent part time Student Services Coordinator position be created for the Canyon Country Campus. The additional staff would provide a consistent presence and support for ASG and Student Development activities and services for both the student government and the students at the Canyon Country Campus. The 2014-2015 ASG also reached a consensus and agreed that ASG needed to fund a permanent part-time Student Services Coordinator for the Canyon Country Campus.

- See Document
- The employee will also be responsible for assisting with CCC ASG Events
- There is additional funds to employ a short-term employee along with new position
- The CCC event supply request will be submitted to this employee
- A staff that easily accessible is needed for CCC
- Currently, the short term employee at CCC is increasing the hours of work from 20 hours to 25 hours per week
- The MOU is reviewed no recommendations have been made

RECOMMENDATION: Move to approve the ASG Memorandum of Understanding to fund a permanent part-time Student Services Coordinator at the Canyon Country Campus.

RECORD OF BOARD VOTE: ............ 9-0-0 with chair voting AYE

4.0 REPORTS (Reports are limited to five (5) minutes)

4.1 OFFICER REPORTS-

4.1.1 Director Reports-

4.1.2 Executive Vice President of Activities - Amy Mori, She is hoping activity board members received her email that states the expectations throughout the semester and be at the Activity Meeting

4.1.3 Vice President of Activities (Valencia) – Antonio Jimenez, None

4.1.4 Vice President of Activities (Canyon Country) – (VACANT)

4.1.5 Social Student Involvement Coordinator I (Valencia) – Tessa Rudas, Apologize for not being present for last meeting

4.1.6 Social Student Involvement Coordinator II (Valencia) - (VACANT)

4.1.7 Social Student Involvement Coordinator (Canyon Country) - (VACANT)

4.1.8 Cultural Student Involvement Coordinator I (Valencia) – Caryn De La Cruz, Is a Power Point Presentation necessary for Activity Board? - Yes

4.1.9 Cultural Student Involvement Coordinator II (Valencia) - (VACANT)

4.1.10 Cultural Student Involvement Coordinator (Canyon Country) - (VACANT)

4.1.11 Public Affairs Officer - Shana Azani, None

4.1.12 Vice President of I.C.C- Jarrett Duran, None

4.1.13 Officer of Marketing & Information – (VACANT)

4.1.14 Executive Vice President – Tabitha Kumar, None

4.1.15 President- Dana Levine, posted the training agenda on basecamp and explains the 2nd training is intended for Activity Board. Please dress formal as interviewing will be taking place and feel free to prepare your own questions. Please arrive 5 minutes early and be on time. All emails will be contacted using her ASG email. Open forum is intended to ask questions so please hold them until open forum. Any summer professors that are willing
to have a presentation should be brought to her attention and she will contact them. The ASG Office is in need of rules so please bring suggestions.

4.1.16 Student Services Specialist Report - Robin Herndon

4.1.17 Activities Advisor Report - Kelly Dapp, August 7th 8-12 will be first meeting where interviews will take place and Officer Handbooks will be reviewed. The following Thursday will be Activity board where the section pertaining to them will be reviewed that is found in the Officer binder. The following Tuesday from 9 am to 4pm will be the final training along with a team building activity/Leadership activities and development. They may hold a meeting during the final training date. Breakfast will be provided for the 3 training and lunch will be provided for the training that will be longer. Only extenuating circumstances should prevent an Officer from attending the three training dates. Event proposals seem intimidating but it really assists in the efforts that are put into each activity. All Activities should be presented as an ASG Sponsored event. She will be sending a basecamp message asking what they want their Legacy to be and would like to get an early start to incorporate it in events. What do you want to accomplish? Office is not ready to be used and the goal is to have the office ready by the first training date. Your name plaques will be given at that time. More Outreach this year is highly recommended and Officer Mori has already gotten a start. Welcome Week starts August 31st and she would like to see some ASG events during the week through September 4th. The location and time is up to the board and the deadline to submit events will be August 13th.

➢ Table Items 4.2 and 4.3

Motion: Amy Mori, Executive Vice President of Activities
Second: Tessa Rudas, Social Student Involvement Coordinator I – Valencia

Record of Board Vote:...... 9-0-0 WITH CHAIR VOTING AYE

4.2 District Committees

4.2.1 Academic Calendar-
4.2.2 Academic Senate-
4.2.3 Advocacy-
4.2.4 Bookstore-
4.2.5 College Policy Council-
4.2.6 College Planning Team-
4.2.7 Curriculum – Diversity-
4.2.8 Enrollment Management-
4.2.9 Facilities Master Planning Team-
4.2.10 Food Services-
4.2.11 Grade Grievance-
4.2.12 Health and Safety-
4.2.13 Measure M-
4.2.14 PAC-B-
4.2.15 Parking-
4.2.16 Skills4Success-
4.2.17 Safety Committee-
4.2.18 Student Equity-
4.2.19 Sustainable Development Committee-
4.2.20 Technology-

4.3 Ad Hoc Committees

4.3.1 Legacy-
4.3.2 Finance Committee-
5.0 **Open Forum** - During activity officer training a timeline of events that occur throughout the year will be reviewed and thank you to Officer Mori for contacting different departments. The Committee Meetings will begin at the start of the fall semester. Tabitha will be assigning officers to designated committees. Please put your stuff in a box and take them or it will be placed in a box in Student Development. The Power Point Presentations do not need to be more than 5 to 10 minutes. Some Staff will be present to speak during open forum. Officer Rudas would like to go into detail with a few events and have a list of the other events that she would like to see. Some typical events are: Club Rush, Big Fall Festival, Spring Event, and Club Showcase are the most common events held throughout the year. Start posting on Facebook and social media a few days before the start of the semester.

6.0 **Announcement of the Next Meeting** - August 7th at 8:00 A.M.

7.0 **Adjournment [9:43 A.M.]**

**Motion:** Tessa Rudas, Social Student Involvement Coordinator I – Valencia

**Second:** Caryn De La Cruz, Cultural Student Involvement Coordinator I – Valencia

**Record of Board Vote:** 9-0-0........ with Chair Voting Aye