

College of the Canyons

Associated Student Government

Senate Meeting Agenda

Wednesday, September 20, 2023; 1:30 pm

HSLH-137

[Teleconference Location:](#)

*17200 Sierra Highway
Santa Clarita, CA 91351-1622*

1. General Business

- 1.1 Call to Order/Welcome/Establish Quorum
- 1.2 Flag Salute/Trophy Cup
- 1.3 Announcements/Correspondence
- 1.4 Approval of the Agenda for the Senate Meeting of September 20th, 2023
- 1.5 Open Forum

2. Consent Calendar

- 2.1 Action: Approval of the ASG Senate Meeting minutes from September 13th, 2023
- 2.2 Action: Appointing Harley Zepeda

3. Regular Board Meeting Items (Discussions are limited to 10 minutes)

- 3.1 Information: Program Mapper Presentation
- 3.2 Action: ASG Financial Code Revisions – Second Reading
- 3.3 Action: Approval of funds for “Mid-Autumn Festival”
- 3.4 Action: Approval of funds for "Find the Ghost!"

4. Reports (Limited to 5 minutes)

4.1 Officers Report

- 4.1.1 Director Reports.....(Any Directors)
- 4.1.2 Executive Vice President of Activities.....Kristian Mengistu

- 4.1.3 Vice President of Activities – Valencia.....Lijuan Zhu
- 4.1.4 Vice President of Activities – Canyon Country.....(Vacant)
- 4.1.5 Social Student Involvement Coordinator I – Valencia.....Jiahong Sun
- 4.1.6 Social Student Involvement Coordinator II – Valencia.....Cody Imperial-Pham
- 4.1.7 Social Student Involvement Coordinator – Canyon Country.....Jesus Martinez Desantiago
- 4.1.8 Cultural Student Involvement Coordinator I – Valencia.....Yu Wu
- 4.1.9 Cultural Student Involvement Coordinator II – Valencia.....Erik Polanco
- 4.1.10 Cultural Student Involvement Coordinator – CCC.....(Vacant)
- 4.1.11 Public Affairs Officer.....Stephanie Ofilada
- 4.1.12 Vice President of Inter Club Council.....Ellie Wingo
- 4.1.13 Officer of Marketing and Information.....Harrison Kim
- 4.1.14 Officer of Equity.....(Vacant)
- 4.1.15 Executive Liaison Officer.....Sanjana Sudhir
- 4.1.16 Student Trustee.....Hestia Sartika
- 4.1.17 Executive Vice President.....Caitlin Herron
- 4.1.18 President.....Christopher Bordbar
- 4.1.19 ASG Technician.....Robin Herndon
- 4.1.20 ASG Canyon Country Campus Advisor.....Joanna Kelly
- 4.1.21 ASG Activities and ICC Advisor.....Lynn Suh
- 4.1.22 ASG Lead Advisor.....Kelly Dapp

4.2 District Committees

- 4.2.1 Academic Senate
- 4.2.2 Academic Calendar
- 4.2.3 Accreditation Taskforce
- 4.2.4 Advocacy Team
- 4.2.5 Body, Mind, Wellness
- 4.2.6 Bookstore
- 4.2.7 Calendar
- 4.2.8 CCC Advisory Committee
- 4.2.9 Celebrating the Humanities
- 4.2.10 Chancellor’s Taskforce Workforce Development Committee
- 4.2.11 Civic Engagement Steering Committee

- 4.2.12 College Planning Team
- 4.2.13 College Policy Council
- 4.2.14 Committee for Assessing Student Learning
- 4.2.15 Curriculum
- 4.2.16 Diversity
- 4.2.17 Enrollment Management
- 4.2.18 Emergency Preparedness Plan Committee
- 4.2.19 Facilities Master Plan
- 4.2.20 Faculty Professional Development Committee
- 4.2.21 Food Services
- 4.2.22 Grade Review
- 4.2.23 Honors Advisory Committee
- 4.2.24 Institutional Effectiveness & Inclusive Excellence (IE2)
- 4.2.25 Measure E & M
- 4.2.26 President's Advisory Council (PAC-B)
- 4.2.27 Program Viability
- 4.2.28 Safety Committee
- 4.2.29 Student Art Collection
- 4.2.30 Student Conduct
- 4.2.31 Sustainable Development Committee
- 4.2.32 Technology
- 4.2.33 Women's Conference

4.3 Standing Committees

- 4.3.1 ASG Finance Committee
- 4.3.2 ASG Recruitment/Election Committee

4.4 Ad-Hoc Committees

- 4.4.1 Legacy Project Ad-Hoc Committee

5. Open Forum

6. Announcement of the next meeting: September 27, 2023

7. Adjournment

IF YOU NEED A DISABILITY-RELATED MODIFICATION OR ACCOMMODATION (INCLUDING AUXILIARY AIDS OR SERVICES) TO PARTICIPATE IN THIS MEETING, OR AN AGENDA IN AN ALTERNATE FORM, PLEASE CONTACT CAMPUS LIFE & STUDENT ENGAGEMENT AT COLLEGE OF THE CANYONS AT LEAST 48-HOURS BEFORE THE SCHEDULED MEETING

Date: 9/20/2023

Item Type: Action

Agenda Section: Consent Calendar

Item Number: 2.1

Agenda Item Title: Approval of the ASG Senate Meeting minutes from September 13th, 2023

Background: The minutes from the ASG Senate Meeting held on September 13th, 2023, need approval. The Senate shall review the minutes and vote. You may view the minutes to approve on the [website](#).

COST: N/A

Recommendations: *Move to approve the minutes from the ASG Senate Meeting held on September 13th, 2023.*

Submitted by: Robin Herndon, ASG Technician

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled:

Date: 9/20/23

Item Type: Action

Agenda Section: Consent Calendar

Item Number: 2.2

Agenda Item Title: Appointing Harley Zepeda

Background: Harley has been interviewed for the position of Staff Writer for Paw Print. The selected candidate will start their role immediately if appointed.

COST: N/A

Recommendations: *Move to appoint Harley as a Staff Writer for Paw Print*

Submitted by: Harrison Kim, Officer of Marketing and Information

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled:

Date: 9/20/23

Item Type: Information

Agenda Section: Regular Board Meeting Items

Item Number: 3.1

Agenda Item Title: Program Mapper Presentation

Background: Alisha Kaminsky, Career Counselor, will be presenting on the Program Mapper tool.

COST: N/A

Recommendations: N/A

Submitted by: Lynn Suh, ASG Advisor

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled:

Date: 9/20/2023

Item Type: Action _X_ Information _X_ Discussion _X_

Agenda Section: Regular Board Meeting Items

Item Number: 3.2

Agenda Item Title: ASG Financial Code Revisions – Second Reading

Background: The ASG Financial Code is ASG’s governing document that outlines guidelines and procedures for the allocation of ASG funds. There are a few changes that need to be made to the document including some language referring to ASG’s savings account and the procedure for handling inactive club funds. The ASG Finance Committee reviewed and approved the changes. The revised document was also presented to the ASG Senate last week. A final review will take place at this time so that the updated Financial Code may be adopted.

ASG Finance Code Changes:

Article X. ASG Accounts

Section 1.

The only funds that may be housed within the ASG budget are club accounts and actual ASG funds that will be used for appropriate ASG purposes with the exception of those defined in Article XVI, section 2.

Section 2. Checking Account

- A. The Associated Student Government shall maintain a checking account to conduct financial transactions.
- B. Any revenue generated by the Associated Student Government shall be held in the ASG checking account.

~~Section 3. Savings Account~~

- ~~A. All ASG surplus funds shall be held in a savings account. The Associated Student Government will maintain a minimum of 25% of the amount of the ASG’s operating budget in the ASG’s savings account each year.~~
- ~~B. The ASG savings account may be drawn upon for the following purposes:~~
 - ~~i. To address any budget shortfalls to ensure a balanced budget.~~

- ii. ~~To fund unanticipated and/or emergency expenses that could not have been foreseen or budgeted in the current fiscal year budget.~~
- iii. ~~Major improvement or capital outlay which may benefit students and campus population of College of the Canyons~~

Section 4. ASG Merchant Account

- A. Funds received from the ASG credit card merchant machine shall be deposited in the ASG's ~~merchant~~ checking account.

XVI. Trust Funds

Section 1. Club Trust Accounts

- A. Club and organizational funds are held in trust for the organization and may not be drawn upon by the Associated Student Government or expended by it. These funds are subject to withdrawal only by approval of the club reflected in the agenda or minutes. An account is maintained to fully cover complete withdrawal of such funds.
- B. If a club is placed on probation status, club funds shall be frozen except for the payment of outstanding debts. Funds shall be frozen for a period of two months from the day of the meeting at which the club was placed on probation.
- C. If a club is placed on inactive status, club funds shall be frozen except for the payment of outstanding debts.
- D. If any ASG chartered club or organization which the ASG holds money in trust for should become inactive for three (3) successive semesters, all funds in the group's club account shall revert to the ~~ASG Inactive Club Trust Fund account which may be used for Inter Club Council activities~~ general fund, Miscellaneous Income, and programs established in the ASG Annual Budget at the end of the third successive inactive semester. If a club becomes active during this time, funds shall be returned to the club.

Section 2. Other Trust Accounts

- A. Funds for Financial Aid scholarships and ASG sponsored programs are held in trust and may not be drawn upon by the Associated Student Government or expended by it. These funds are subject to withdrawal only by Payment Authorization Form approved by the staff or faculty

person(s) responsible for the funds. An account is maintained to fully cover complete withdrawal of such funds.

- B. All ASG awarded scholarships which funds have not been used/exhausted after 2 years of no action revert back to the ASG.
- C. ~~The Associated Student Government can also set up trust funds for its own purpose. The ASG shall be able to remove these trust funds if conditions change.~~

Recommendations: *Move to approve the second reading of the revised ASG Financial Code.*

Submitted by: Kelly Dapp, ASG Advisor

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled:

Date: 9/13/23

Item Type: Action

Agenda Section: Regular Board Meeting Items

Item Number: 3.3

Agenda Item Title: Approval of funds for Mid-Autumn Festival

Background: As time passes, it is already the end of September and one of the most important festivals in China is the Mid-Autumn Festival. Therefore, we will organize an event to share mooncakes, introduce the history of Mid-Autumn Festival and how people celebrate Mid-Autumn Festival. We will host a table and students will also get a cup of brewed tea, so they can drink tea and eat mooncakes at the same time. The point of this event is to make people more aware of the multiculturalism of different countries. We are expecting about 50 people at the Valencia campus. The Valencia event will be held on Thursday, September 28th from 12:30-1:30pm.

COST: Not to exceed \$350

tea bag \$13

paper cup \$20

mooncake\$250

Recommendations: *Move to approve up to \$350 from account number 001.9813 VC Social and Cultural for Mid-Autumn Festival Event.*

Submitted by: Yu Wu, Cultural Student Involvement Coordinator I - Valencia Campus

Jiahong Sun, Social Student Involvement Coordinator I - Valencia Campus

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled:

Date: 9/20/23

Item Type: Action

Agenda Section: Regular Board Meeting Items

Item Number: 3.4

Agenda Item Title: Approval of funds for "Find the Ghost!" event

Background: The purpose of this event is to celebrate Halloween. It takes place on October 30th from 1:30pm-4:00pm. During the event students will be tasked with finding a paper ghost hidden around the Student Center, Canyons Hall, and Honor Grove on the Valencia campus in order to receive a candy bag. We anticipate the participation of 100 students. We will need a substantial amount of candy and lollipops which are not to exceed a cost of \$165.

COST: Should not exceed \$165

Costco Lollipops: \$18

Costco Funhouse Treats: \$125

Recommendations: *Move to approve up to \$165 from account number 001.9813 VC Social & Cultural for the Valencia Event.*

Submitted by: Chris Bordbar, President, and Lijuan Zhu, Vice President of Activities-VC.

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled: