

College of the Canyons

Associated Student Government

Executive Board Meeting Agenda

Wednesday, October 18, 2023; 2:30 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 Announcements/Correspondence

1.3 Approval of the Agenda for the Executive Board Meeting of October 18th, 2023

1.4 Open Forum

2. Consent Calendar

2.1 Approval of the ASG Executive Board Meeting Minutes from September 27th, 2023

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

3.1 Approval of Bylaw Changes

3.2 Legacy Project Updates

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

4.1.12 Vice President of Inter Club Council.....Ellie Wingo

4.1.13 Officer of Marketing and Information.....Harrison Kim

4.1.14 Executive Liaison Officer.....Sanjana Sudhir

4.1.15 Student Trustee.....Hestia Sartika

4.1.16 Executive Vice President.....Caitlin Herron
4.1.17 President.....Christopher Bordbar
4.1.18 ASG Technician.....Robin Herndon
4.1.19 ASG Canyon Country Campus Advisor.....Joanna Kelly
4.1.20 ASG Activities and ICC Advisor.....Lynn Suh
4.1.21 ASG Lead Advisor.....Kelly Dapp

5. Closing Forum

6. Announcement of the next meeting: TBD

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 THE STUDENT DEVELOPMENT OFFICE AT COLLEGE OF THE CANYONS AT LEAST 48-HOURS BEFORE THE SCHEDULED MEETING

Date: 10/18/2023

Item Type: Action Information Discussion

Agenda Section: 2.0

Item Number: 2.1

Agenda Item Title: Approval of the ASG Executive Board Meeting minutes from September 27th, 2023

Background: The minutes from the ASG Executive Board Meeting held on September 27th, 2023, need approval. The Executive Board shall review the minutes and vote. You may view the minutes to approve on the website [here](#).

Recommendations: *Move to approve the minutes from the ASG Executive Board Meeting held on September 27, 2023.*

Submitted by: Robin Herndon, ASG Technician

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled:

Date: 10/18/2023

Item Type: Action Information Discussion

Agenda Section: Consent Calendar

Item Number:

Agenda Item Title: Approval of Bylaw Changes

Background: In an effort to keep the Bylaws accurate, there have been the following updates that reflect the current duties of certain positions and the changing needs for ASG.

Cost: N/A

Recommendations: Move to approve the following Bylaw Changes.

Submitted by: Joanna Kelly, ASG Advisor

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled:

Section 17. The duties of the Executive Liaison officer shall be:

- Clause A. To serve as a voting member of the Executive Board and Finance Committee and to attend all Activities Board meetings in a nonvoting capacity.
- Clause B. To serve as the liaison between the ~~main campus and all satellite campuses of the college.~~ Valencia and Canyon Country Campus.
- Clause C. To coordinate at least one event per semester at the Canyon Country Campus ~~and each satellite campus~~ with the cooperation of the Activities Board.
- Clause D. ~~To serve on all district committees pertaining to the planning/coordination of all off campus sites.~~
- Clause E ~~To coordinate at least one meeting a month with a California Community College Student Government to discuss events, California Community College legislature, and college policies.~~
- Clause F To appoint an Administrative Assistant(s) and upon ratification by two- thirds (2/3) vote of the Student Senate, to supervise the non-voting powers and activities so delegated.

Section 4. Exceptions

- Clause A. Staff writers for The Paw Print are appointed and removed by the Officer Of Marketing and Information, or may be removed by the Senate.

Section 5. The non-voting members of the Student Senate and their duties shall be:

~~Clause A. Historian~~

~~The Historian shall be appointed by the Officer of Marketing and Information with the approval of the Student Senate.~~

- ~~1) To keep written record and descriptions of all ASG events~~
- ~~2) To provide a written update/record to Campus Life and Student Engagement staff with ASG accomplishments for the year.~~

~~Clause E. Photographer~~

~~The Photographer shall be appointed by the Officer of Marketing and Information with the approval of the Student Senate and shall work closely with the Senate through that office.~~

- ~~1) The duties of the Photographer are:~~

- ~~a) To make a continuous photographic record of campus activities and events especially those pertaining to students and the A.S.G.~~
- ~~b) To post photos and to maintain a physical or digital record of photographs~~
- ~~c) To work with the Historian with the development of photos for the scrapbook.~~

Clause F. Director(s) of Publicity

1) The Director(s) of Publicity shall be appointed by the Public Affairs Officer with the approval of the Student Senate and shall work closely with the Senate through that office.

- a) To make and distribute posters and signs to publicize events on and off campus, and to dispose of outdated posters and signs.
- b). To make and publish social media posts on ASG social media platforms for the purposes of publicizing events on and off campus.
- ~~e) To keep the Canyon Call ASG sponsored publications informed of events.~~
- d) To assist in accepting and fulfilling Spotlight Media ~~Requests~~ from campus departments and clubs/organizations wanting to publicize ~~their~~ events on campus

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- b). To make and publish social media posts on ASG social media platforms for the purposes of publicizing events on and off campus.
- ~~e) To keep the Canyon Call ASG sponsored publications informed of events.~~
- d) To assist in accepting and fulfilling Spotlight Media requests from campus departments and clubs/organizations wanting to publicize their events on campus.
- ~~e) To attend Senate, Activities Board and committee meetings as proxy for Public Affairs Officer under the following conditions:~~
 - ~~1. The Public Affairs Officer cannot attend a meeting.~~
 - ~~2. The necessary proxy forms have been filled out and submitted.~~
- ~~f) To attend Activities Board meetings.~~

Clause G. The Paw Print, Staff Writer(s)

- 1) Staff writers for The Paw Print shall be appointed by the Officer of Marketing and Information ~~and~~
- 2) They will work closely with the Officer of Marketing and Information and the senate in that office and as a contributing writer for The Paw Print the other Paw Print team members. He/she is3) Writers are required to submit at least one article per month.

Clause H. Graphic Artist(s)

- 1) The Graphic Artist shall be appointed by the Officer of Marketing and Information and will work closely with the Senate through that office.
 - a) To ~~provide graphics~~ design graphics for the Paw Print.
 - ~~b) To assist the Public Affairs Officer in the creation of publicity.~~
To use a software program that the Paw Print can be created in.

Clause B. Student Services Coordinator

1. Serves as the main advisor of Activities Board and Inter Club Council.

Clause C. Student Services Coordinator – Canyon Country

1. Serves as the main advisor for the Canyon Country Officers/Directors and other officer positions as needed.

Date: 10/18/2023

Item Type: Action ___ Information _x_Discussion_x_

Agenda Section: 3.0

Item Number: 3.2

Agenda Item Title: Update on Legacy Projects

Background: With the upcoming Board of Trustees Meeting, we must discuss the progress we have made with our legacy project and identify the steps we can take to further our progress.

Recommendations: N/A

Submitted By: Chris Bordbar, ASG President

Approved By:

Moved By:

Seconded By:

Carried:

Failed:

Tabled: