

Associated Student Government

Minutes

Wednesday, October 5, 2022

1:30p.m. STCN-129

Special Senate Meeting

Teleconference Location:

17200 Sierra Highway
Santa Clarita, CA 91351-1622

Members Present:

Collin Shneour, President
Jesse McClure, Student Trustee
Clarissa Zuo, Executive Vice President
Sharika Shahid, Executive Vice President of Activities
Stephanie Smith, Officer of Equity
Erik Polanco, Officer of Marketing and Information
Vincent Tran, Public Affairs Officer
Kimberly Lopez, Vice President of Activities – Valencia
Chiao Chi, Cultural Student Involvement Coordinator I
Caitlin Herron, Social Student Involvement Coordinator I
Kaelani Keesee, Social Student Involvement Coordinator – CCC

Members Absent:

Others Present:

Kelly Dapp, ASG Advisor
Robin Herndon, ASG Technician
Joanna Kelly, CCC Advisor
Melinda Ursetta, CCC Technician

1. General Business:

1.1 Call to order/Welcome/ Recognition of Quorum

Officer **Collin Shneour** calls the Senate Meeting of the A.S.G. to order at 1:32 p.m. with quorum established and 9 ASG Officers present and Officer McClure and Officer Herron not present.

1.2 Flag Salute/Trophy Cup:

The Flag Salute is led by Clarissa Zuo, Executive Vice President.

Erik Polanco, Officer of Marketing and Information will award the trophy cup to Collin Shneour, President because he has work ethic that is done well and hard working.

1.3 Announcements:

Melinda Ursetta, introduces herself and informs everyone that she will be gone for 3 months and will return spring semester. Any questions regarding vendors should be addressed to her now.

1.4 Approval of the ASG Senate Meeting of October 5, 2022

Motion: *Kimberly Lopez*, Vice President of Activities – Valencia

Second: *Sharika Shahid*, Executive Vice President of Activities

Record of Board Vote... 9-0-0 with chair voting

1.5 Open Forum:

Try to wrap up the meeting in an hour and keep up pace of meeting. Make sure to arrive on time to the meetings and plan to arrive 5 minutes early. More efficiency is ideal and keep chatter to minimum

Jesse McClure, Student Trustee, arrives at 1:37 pm to make quorum of 10

Team discussion last week and would like to clarify- student resource project broken up into 4 teams. Kimberly is recommended to be a part of team 3 that focuses on AB540. Will address the team leads during closing forum.

2. Consent Calendar:

Motion to Amend 2.1 minutes to reflect Vincent and Chiao was present

Motion: *Collin Shneour, President*

Second: *Sharika Shahid, Executive Vice President of Activities*

Record of Board Vote...10-0-0 with chair voting aye and Officer McClure now present

2.1 Approval of the ASG Senate Meeting Minutes from September 28, 2022

- Correction- add Chiao Chi, Cultural Student Involvement Coordinator I and Vincent Tran, Public Affairs Officer to member's present during the meeting

2.2 Approval of Alexa Haddad for Director of Athletic Affairs

2.3 Appointment of Director of Academic Affairs

Motion to strike 2.4

Motion: *Collin Shneour, President*

Second: *Sharika Shahid, Executive Vice President of Activities*

Record of Board Vote... 10-0-0 with chair voting aye

~~2.4 Appointment of Cougar Mascot~~

Motion: *Erik Polanco, Officer of Marketing and Information*

Second: *Sharika Shahid, Executive Vice President of Activities*

Record of Board Vote... 10 -0-0 with chair voting aye

3. Regular Board Meeting Items:

3.1 Action: Fall Fest Budget

Motion: *Kimberly Lopez, Vice President of Activities – Valencia*

Second: *Kaelani Keesee, Social Student Involvement Coordinator – CCC*

Background: As our fall term officially begins to transition into the fall season, ASG wants to bring a falltastic social event where students can bring new friends/family along and play different kinds of games. There will be various clubs/organizations who will be joining in on the event and host their own booth! Some of the games and events we expect at each of the booths are pie the president, rock painting, cornhole games, and giveaways!

The event will begin with a welcome booth where students will be handed a bag that will serve as a pamphlet (similar to Cougarfest). They must visit 10 booths to earn 10 stickers in order to get lunch! Each booth will have stickers that they reward students with. Completed, the stickers should spell out “Trick Or Treat With ASG 2022 Fall Fest at COC.” Each booth will also have candy that they will hand out to anyone who decides to play a game, playing into the idea of trick or treating!

COST: Should not exceed \$2,100

Erik’s Station: Party props: Halloween OR Western Themed (\$30.00 without and \$60 with shipping and tax)

Total: \$60.00 (Anderson’s Homecoming- Vendor)

Kaelani’s Station: Whipped Cream (3 packs) = \$15 estimate

Total: \$30 (Costco)

Kim’s Station: Rocks and Googly Eyes [(3 packs x \$34) + (1 x \$8.00)]

Total: \$120 (Office Depot)

Incentives:

- Candy
 - o Kirkland Signature All Chocolate Bag (assortment), 150-count = 22.99 (10 bags)
 - o Hershey's Miniatures, Variety Pack, 180 ct = 16.49. (10 bags)
 - 125 students expected x 2 (each getting 2 pieces from each booth)= 250 pieces of candy
 - 250 x about 16 booths = 4,000 pieces of candy
 - 1500 +1800 = 3300 pieces of candy (accounting for people either not going to every single booth)
 - o Total: \$400 (Costco)
- Subway for 125 students (\$8.49, Cougarfest)
 - o Total: \$1061
- Bags (for trick or treating): 25 bags/\$13.00 = (9 x \$13.00)
 - o Total: \$130

TOTAL ENTIRE EVENT: 1786

Motion to amend budget to approve \$2,200

Motion: Sharika Shahid, Executive Vice President of Activities
Second: Kimberly Lopez, Vice President of Activities – Valencia
Record of Board Vote... 10-0-0 with chair voting aye

- ASG's table as well as the candy and Subway
- Each table will have candy and stickers to hand out
- Supplies will also include the items at the ASG tables
- Overestimate

Recommendation: Move to approve up to ~~\$2,000~~ 2,200 from the Social Activities account, number 001.9813, for Fall Fest.

Record of Board Vote...10-0-0 with chair voting aye

3.2 Action: Approval of Funds for Fall 2022 Star Party Snacks

Motion: Kimberly Lopez, Vice President of Activities – Valencia

Second: Stephanie Smith, Officer of Equity

Background: Each Fall and Spring semester, the Canyon Country Campus hosts Star Party, which involves a renowned speaker, an opportunity to view the stars through telescopes, explore different science activities the stem-related clubs display as well as free snacks that ASG provides. This event is free and open to students, staff and the community.

Cost:

10 boxes of pastries: @\$25.00 for a dozen=\$250.00

4 boxes (30-count) of full-sized candy bars @ \$22.99= \$91.96

3 cases of Kirkland water bottles @10.00 each= \$30.00

Total Cost (including taxes): \$420.00

- Each year ASG represents during the fall and spring star party
- Open to the community and staff and students welcome
- Oct 28 from 7-9:30pm
- The vendor did not accept checks so should be less expensive
- Contact Joanna if ASG Officers are interested in helping

Recommendation: Move to approve up to \$420.00 from the CCC Social and Cultural Account #001.9805 for the purchase of snacks for Fall 2022 Star Party.

Record of Board Vote...10-0-0 with chair voting aye

3.3 Action: Transfer Nights Budget (Kimberly)

Motion: Stephanie Smith, Officer of Equity

Second: Erik Polanco, Officer of Marketing and Information

Background: The purpose of Transfer Nights is to create a safe place where students can work on their college applications together and obtain help from College of the Canyons Counselors. The goal is to educate people on how to start their college applications and how to effectively write their PIQ's. Transfer Nights will be held on the following days:

- October 10 (UC App focused) 4 pm - 7 pm
- Oct 21 (CSU App focused) 10 am - 2 pm
- Oct 24 (Private/Out-of-State focused) 4 pm - 7 pm

I want to order food for these three days. I will be ordering from Subway, Urban Café, and Jersey Mikes. I expect to provide for 30 people for every one of these days. This amount is an estimate on how much money I will need.

COST:

- Subway - Sandwich Box Meal (1 box containing the sandwich, cookie, and chips): 35 x 8.99 = 314.65
- Urban Café - Specialty Sandwich Box (1 box containing the sandwich, cookie, chips) 35 x 13.50 = 472.50
- Jersey Mikes – Sandwich Box (1 box containing the sandwich, cookie, chips) 35 x 11.50 = 402.50

-Dates are Monday and Friday

-Can work on private for the first day and will focus the first hour on UC app

-Tony Law and two other Counselors will be present at the event

-Suggestion is to use application will be reviewed for the first hour and will be hybrid

Recommendation: Move to approve up to \$1,300 from account number 001.9805 for the Transfer Night Event

Record of Board Vote...10-0-0 with chair voting aye

3.4 Discussion: Discussion of Financial Literacy Event: Money Talks

Motion: Sharika Shahid, Executive Vice President of Activities

Second: Kimberly Lopez, Vice President of Activities – Valencia

Background: With inflation at its highest, its more important than ever to make sure we are managing our money responsibly, tackling debt and maximizing our savings. Canyons Cares and Classified Senate are hosting this financial literacy event on Wednesday, October 12 in Canyons Hall-Room 201 from 11am-1pm to help inform both classified staff and students about different savings accounts, budgeting strategies, and general money management information. Plus, you get a free Subway lunch if you attend! Students do need to register for the event and the link can be found in the email sent out.

- ***Next Wednesday if you have office hours during event, please attend***
- Canyon cares feel financial literacy is important for both students and staff
- Education on Canyon Hall 201 and subway lunch included for free
- Start around 11:05 and will be done within an hour
- You may attend for part of the event

4. Reports (Reports are limited to 5 minutes)

4.1 Officers Reports

4.1.1 **Director Reports-**

4.1.2 Executive Vice President of Activities- Sharika Shahid – Spread Student Support and Caitlin was a big help at CCC. Will put up notes in the lounge. Pet Therapy was yesterday and was successful. Another Pet Therapy at CCC tomorrow in lobby 1 from 11 to 1pm

4.1.3 Vice President of Activities—Valencia – Kimberly Lopez – Information meeting went well with 9 students in attendance. 16 students are interested but having trouble getting international students to join and have 4 currently. Asked if ISP could send communication to the ISP students. Sent an email to officers regarding Transfer night and the buddy event

Caitlin Herron, Social Student Involvement Coordinator I, arrives at 1:54 pm to make quorum of 11

4.1.4 Vice President of Activities—Canyon Country (***Vacant***)

4.1.5 Social Student Involvement Coordinator I—Valencia- Caitlin Herron- Made more posters for homecoming and went to the field to see where they will set up and worked on movie night.

4.1.6 Social Student Involvement Coordinator II—Valencia – (***Vacant***)-

4.1.7 Social Student Involvement Coordinator— Canyon Country -Kaelani Keese-
Have a new Director that will help with homecoming next week

4.1.8 Cultural Student Involvement Coordinator I – Valencia – Chiao Chi-November holding event with ISP focusing on a COC postcard and will invite all students to write appreciation to send out to family and friends. Will provide snacks or drinks such as Boba and store called Teaspoon and willing to offer a discount.

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 -Vincent Tran-nothing

4.1.12 Vice President of Inter Club Council- (***Vacant***)

4.1.13 Officer of Equity- Stephanie Smith- Fall fest and finished form for the suggestion box and finished flyers requested

4.1.14 Officer of Marketing and Information- Erik Polanco-BaNC spread and informational spread done and waiting to finish. Transfer is almost done and with Therapy Dogs will now be back in the Paw print. Reinstated deadlines for the Paw Print for due dates. Focus on event stories and send pictures through ASG email. Asking everyone to take photos during events and information in the photo for a description. An email will go out with more information

4.1.15 Executive Liaison Officer- (***Vacant***)

4.1.16 Student Trustee- Jesse McClure- Town Hall working with Patty and Collin. Specific detail is in the works. Concern not enough questions and background on Christy Smith who lived in Santa Clarita and community member. More laid-back approach rather than politician. Please submit questions to incorporate in event. Requesting something for food/drink but no way to get the funds approved ahead of time. May have to reimburse whoever purchases the food/drink. Working with Nick on Legacy project. Data driven rather than

emotionally driven. Using data collected to make it better. Data should justify the work being done and where change is needed. Be mindful to make things better. Discussed ISP to multicultural stairs. Decorating project. ISP partnership concerning the Legacy Project and the buddy project should be something that is not a one-time thing but continued. Focus for next week is Town Hall and looking for ASG participation. Difficult time to get everyone signed up so the dates have changed between the events and those in attendance. Scholarships and identify need such as single parents who want to return. Partnership opportunity with different types of assisting groups or organizations. Jesse will not be able to attend CCCSAA. Names of candidates- Christy Smith and Mike Garcia, City council and hart district candidates. Suzette and Polar Castro are the two assembly people who are running within Santa Clarita. Group called Common-core where you can enter your address and all of the representative's pop up. Kimberly is happy to collaborate with Scholarships. Executive Vice President – Clarissa Zuo- Appointed Director of Academic Affairs and she will attend committee meetings. After the district committee will be assigned and will go over the ones that meet as needed. Along with little gift you can decorate each other's cubicle when giving each other a gift. Every month the last week will be given a small gift. Leave when buddy is gone and little decorations on the cubicle. Secret pals placed in her drawer at the ASG office. Consider November decorations or Halloween soon. Emailed John Amador for livestreaming and waiting for a response for the town hall to put on social media. Send Vincent an email regarding the google form

4.1.17

4.1.18

4.1.19

4.1.20

4.1.21

President- Collin Shneour - nothing

ASG Technician- Robin Herndon – nothing

Advisor – Joanna Kelly- based on the log sheet, some people are going over your 8 office hours. If you are attending a district committee at a certain time, write it on the log in sheet. Submit your progress reports due today

Lead Advisor- Kelly Dapp- be sure to log off when you are leaving the office. Sometimes when writing hours, the information is not showing up when logging back in. Click the refresh button before exiting. If you forget to log in from last week make sure to include that. Expectations next week will be to attend the town hall in room 258 at the University Center. Dress appropriately for the town hall. Earlier today she forwarded an email on inclusivity series and include different topics on October 18 on accessibility 101 and incentives are given like a digital badge or a certificate may also be earned at the end. ASG front door left unlocked and check before leaving to make sure the door is locked before leaving. For homecoming, next Thursday from 5 to 7pm – free food for first 600 students. We need as much help as possible for the event. Pregame and halftime event will be done by ASG. Please participate if available. Send out emails for events is usually asked for Robin to send to students but there were multiple emails sent out. Developing a system to fill out where email will be sent out once a week. Before the meeting today, Collin, Stephanie and Jesse

met with Jasmine, Diane Fierro to discuss topics on the meetings on October 26th in CCC with the room TBA at 2pm.

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 (CT)
- 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 -adding test prep for paralegal test prep and tech changes to different courses. Communication was modified and new distance learning with noncredit paralegal. Looking for a proxy for next week so talk to Directors and is 3 to 5 pm next week at Bonelli Hall 330.**
- 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
- 4.2.27 **Program Viability- Erik discussed creating a better EMS program and will start off with EMT certificate. Engineering and Physics should be split and focus there groups directly rather than different students with different majors and subject matters. Next year will be the pilot year then split.**
- 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 Vincent- Discussed the multifactor and the benefits with being safer. Will start marketing to students and have meetings every Monday with Hsiawen and doing things for cyber security including the authentication system. Implementing new process for loaning out any technology to**

students, currently there are no repercussions when not returning equipment. Student emails will be deleted after not enrolled in the school at a certain time. A reminder will first be sent out.

4.2.33 Women's Conference

4.3 Standing Committees

4.3.1 ASG Finance Committee-

4.3.2 ASG Recruitment and Election Committee-

5. Closing Forum:

Since Jesse cannot go to CCCSAA, another student could not take his place, due to travel arrangements. In today's meeting, discussed a student spotlight form to engage students and was thinking of holding an event focused on this. Due to the meeting not taking place next week, Erik is concerned there is not enough time for funds to be approved. Funds should not be needed because supplies can be used that are in the office. Next week is very busy with events so perhaps it could be added to fall fest and have this at the table rather than his original table idea. Another option would be a different date to avoid next week.

Last week, discussed the Prospective Student Resource Project where teams were established and a list of ideas where to be submitted.

Teams:

getting to (transportation/parking spots)-Jesse and Stephanie leading.

Applying (guided pathways and welcome video with Counseling and website updates)- Collin is leader and Vincent.

Paying for (analyzing weak spots in financial Aid and AB540– Kimberly leader and Caitlin, Sharika and Jesse.

Attending – Stephanie will be the leader Clarissa, Chiao and Collin. Focus on Data gathering. Erik will a part of team two applying to and Kaelani (assistant lead) will also be a part of team 2. Would like to have the option to offer in multiple languages.

The teams will be added under the AD Hoc Section under district committees. Reports will be given during each of the upcoming meetings on the progress. A total of 4 Ad hoc committees will be created. Setup a time to meet between your group. If anything should be added or changed, address at the next meeting.

For Fall Fest, Kimberly needs help with her table from 2pm to 4pm. Empowerment Programs can be included with Kimberly's table during the Fall Fest. Email ASG officers for who is attending at which location for fall fest. Floaters are also needed during the event.

Next week the time to arrive at the Town Hall is 1:30 pm in the University Center and will go for two to three hours

6. Announcement of the Next Meeting- October 19, 2022

7. Adjournment (2:44p.m.)

Motion: *Kaelani Keesee, Social Student Involvement Coordinator – CCC*

Second: *Sharika Shahid, Executive Vice President of Activities*

Record of Board Vote: 11-0-0 with chair voting Aye with Caitlin now present