

# Associated Student Government

## Minutes

Wednesday, October 18, 2023

2:30p.m. Hasley Hall 137

Executive Board Meeting

[Teleconference Location:](#)

17200 Sierra Highway  
Santa Clarita, CA 91351-1622

### Members Present:

**Christopher Bordbar**, President  
**Hestia Sartika**, Student Trustee  
**Caitlin Herron**, Executive Vice President  
**Sanjana Sudhir**, Executive Liaison Officer  
**Kristian Mengistu**, Executive Vice President of Activities  
**Harrison Kim** Officer of Marketing and Information

### Members Absent:

**Ellie Wingo**, Vice President of Inter Club Council

### Others Present:

**Kelly Dapp**, ASG Advisor  
**Robin Herndon**, ASG Technician  
**Joanna Kelly**, CCC Advisor

## 1. General Business:

### 1.1 **Call to order/Welcome/ Recognition of Quorum**

Officer **Christopher Bordbar** calls the Executive Board Meeting of the A.S.G. to order at 3:32p.m. with quorum established and 5 ASG Officers present.

### 1.2 **Announcements:** none

### 1.3 **Approval of the ASG Executive Board Meeting of October 18, 2023**

**Motion:** **Hestia Sartika, Student Trustee**

**Second:** **Kristian Mengistu, Executive Vice President of Activities**

**Record of Board Vote...** **5-0-0 with chair voting**

### 1.4 **Open Forum:** none

## 2. Consent Calendar:

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

**Motion:** *Sanjana Sudhir, Executive Liaison Officer*

**Second:** *Hestia Sartika, Student Trustee*

**Record of Board Vote...** 5-0-0 with chair voting aye

## 3. Regular Board Meeting Items:

### 3.1 **Action: Approval of Bylaw Changes**

**Motion:** *Sanjana Sudhir, Executive Liaison Officer*

**Second:** *Kristian Mengistu, Executive Vice President of Activities*

**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

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 is<sup>3)</sup> 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.

Changes to Bylaws takes place by first reviewing and approving any changes here.

Mindful of legacy and the changes are suggestions but not the final change.

Related to the relevancy to what ASG is doing now.

CCC Advisory Committee satisfies a clause within the Liaison position.

Director positions reviewed and looked at for relevancy and removed based on an ASG Officer satisfying said position.

***Caitlin Herron, Executive Vice President, arrives at 3:38 pm to make quorum now 6.***

Photographer not needed with everyone having a phone with a camera as well as some other officers taking event photos.

Removed proxy rules that were specific for a position.

Easy instructions to replace the language for the Graphic Designer.

Clear instructions on the expectations for Director.

Amend one of the positions to include within the description to represent the delegate for SSCCC.

This would create an opportunity to connect on a larger-scale.

Expand the opportunity for delegates to all executive officers suggested.

The ASG President may also appoint the delegate.

Officers agree with the proposed changes to the Bylaw changes.

Both ASG officers at CCC met with CCC Employees this semester.

Suggests that Clause E fall under the duties for the Student Trustee.

***Recommendation: Move to approve the following Bylaw Changes.***

***Record of Board Vote: ...6-0-0 with Chair voting aye and Officer Caitlin Herron, Executive Vice President, now present.***

### **3.2 Discussion: Legacy Project Updates**

***Motion: Kristian Mengistu, Executive Vice President of Activities***

***Second: Caitlin Herron, Executive Vice President***

***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.

Translation for the Student Brochures is in the works as well as turning into a digital version.

The English version is done and the other versions are in progress.

Suggestion Box- a few changes required as it is just a suggestion and should include other options like a work order.

An example is passed around for the board to review.

May cause some confusion if the option for a work order is included with the suggestion box.

The work order is available for staff only.

Suggestion is to add a question to the suggestion box, rather than the term work order.

If it is a work order, will include the location and problem.

User-friendly and easily searchable.

Facilities oversees the work orders at the college.

Status may be checked for individuals only but not everyone's work order.

Suggestion is to add a phone number to contact for things that may not be working on campus.

Discussion on who will oversee the suggestion box submissions as the Officer of Equity is vacant currently.

There will be a need to recreate the Virtual Suggestion Box and disable the current Suggestion Box.

Director of Equity may be a good option to check the submissions for the Suggestion Box.

Suggestion Box should be repainted.

Should include on the box how to inform when something is not working.

Students do not know where to go when something is not working.

A discussion with the Executive Cabinet may be a more appropriate place to discuss.

A new way for students to contact facilities for any issues on campus.

Alumni Foundation no progress since last meeting.

BaNC updates no progress since last meeting.

Another meeting will take place with Executive Board.

Discussion on the Art work for the ASG board for this year's group design.

Library and hygiene products may also be discussed.

Free parking is given if you are a part of the Honor's Program.

Working on getting free parking for ASG officers.

May be looked at as ASG getting preferential treatment.

Priority registration is also similar and given for the reasons that attending committee meetings are given.

Leadership scholarships are also given so it may still be perceived as preferential treatment.

Review of Legacy items discussed at last meeting.

Baby changing tables - looking at what is currently on campus.

Review of what will be included in the slide for legacy.

Updates will be included in the next slide and can incorporate the changing table updates.

Update campus map to include the changing tables on campus.

Digital brochure has a map for each campus and will include lactation station on the map.

One idea is the theme for presentation may be ignite and include event photos in the slide.

Hestia will send the ASG design to Christopher.

Presentation should be done by Monday afternoon.

#### 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- **Kristian Mengistu** -nothing

4.1.3 Vice President of Inter Club Council- **Ellie Wingo** - absent

4.1.4 Officer of Marketing and Information-**Harrison Kim**- nothing

4.1.5 Officer of Equity- (***Vacant***)

4.1.6 Executive Liaison Officer- **Sanjana Sudhir**- nothing

4.1.7 Student Trustee- **Hestia Sartika**- nothing

4.1.8 Executive Vice President – **Caitlin Herron**- nothing

4.1.9 President- **Christopher Bordbar**- nothing

4.1.10 ASG Technician- **Robin Herndon** – nothing

4.1.11 Advisor – **Joanna Kelly**- good luck

4.1.12 Activities Advisor- **Lynn Suh**- nothing

4.1.13 Lead Advisor- **Kelly Dapp**- For next week's meeting, the board members will be seated up at the front including Hestia. The executive board will also sit up with them.

#### 5. Closing Forum: none

#### 6. Announcement of the Next Meeting- TBD

#### 7. Adjournment (4:20p.m.)

***Motion: Hestia Sartika, Student Trustee***

***Second: Stephanie Ofilada, Public Affairs Officer***

***Record of Board Vote: .... 6-0-0 with chair voting Aye***

