

# Associated Student Government

## Minutes

Wednesday, February 21, 2024

2:30 p.m. Hasley Hall 137

Finance Committee Meeting

### Members Present:

**Christopher Bordbar**, ASG President

**Hestia Sartika**, Student Trustee

**Lijuan (Judy) Zhu**, ASG Executive Vice President of Activities

**Sanjana Sudhir**, ASG Executive Liaison Officer

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

**Moussa A. Haj Ghaban**, Officer of Equity

**Harrison Kim** Officer of Marketing and Information

### Members Absent:

**Caitlin Herron**, ASG Executive Vice President

### Others Present:

**Robin Herndon**, ASG Technician

**Kelly Dapp**, ASG Advisor

**Ronna Randall**, Student Technician

**Lily Walizadan**, Student Technician II

**Carlos Chavez**, Admin Assistant in Campus Safety

**Be Phan**, IT Staff

**Reinhardt Schuerger**, Director of Campus Safety

**Kristen Haywood**, BaNC Staff

## 1. General Business:

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

Officer ~~Caitlin Herron~~, Executive Vice President, Christopher Bordbar, ASG President, calls the Finance Committee Meeting of the A.S.G. to order at 2:30p.m. with quorum established and 6 ASG Officers present.

### 1.2 **Announcements:** none

### 1.3 **Approval of the ASG Finance Committee Meeting of February 21, 2024**

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

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

**Record of Board Vote... 6-0-0**

**1.4 Open Forum:** none

**2. Consent Calendar:**

**2.1 Approval of the ASG Finance Committee Meeting Minutes from January 22, 2024**

**2.2 Approval of the ASG Finance Committee Meeting minutes from November 1, 2023**

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

**Second: Lijuan (Judy) Zhu, ASG Executive Vice President of Activities**

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

**3. Regular Board Meeting Items:**

**3.1 Discussion: ASG BaNC & Campus Escort MOU Discussion**

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

**Second: Sanjana Sudhir, ASG Executive Liaison Officer**

**Background:** For many years, ASG supported students by providing funding for student jobs on campus. These ASG positions have supported programs in the ASG Computer Lab, Campus Life & Student Engagement, the BaNC, and the Campus Escort Program. In 2021, ASG renewed a 5-year MOU with the District to help provide college assistant funding for the Campus Escort Program. That same year, a new MOU was established to provide college assistant funding for the BaNC to help provide needed staffing. While both MOU's are set to expire in 2026, ASG has expressed an interest in reviewing both MOU's and determining if any changes need to be made in light of their current budget situation.

Kristen is here from the BaNC as student services technician at CCC.

Use for the grant from ASG is to hire more college assistants at both campuses.

Two new college assistants were hired last week to support at both campuses.

Goal is to hire on more staff to extend the hours at Canyon Country to match the hours of operation at Valencia.

Goal is to maintain the grant that the department is now receiving.

College Assistants were hired to replace the ones that have left and within the past year, about 5 or 6 employed.

College Assistants can work up to 20 hours per week as a college assistant.

College Assistant funding further discussed at a later time.

5 or 6 college assistants is the total for both Valencia and Canyon Country currently.

On average, about 300 students are served at Valencia and 50 to 75 at CCC per day.

The impact if the budget is cut would be unable to hire any support staff or extend the hours at CCC.

Would also be difficult to maintain the current hours if the budget was cut from ASG.

Primarily use is for employment for the ASG MOU.

Clarification on whether the current MOU should be rewritten to include other use options from funding.

Other options for funding the college assistants through the BaNC.

Last year, the funds did not get used from the MOU.

One of the areas to make cuts since it was not used last year.

Funding from the State was a one-time funding that was used last year.

The paperwork for the new hires includes the ASG funding.

Director and staff from Campus safety is here to discuss the Campus Escort MOU.

Escort staff are trained and trustworthy, which is primarily used after dusk.

The service is mainly used at Valencia but also used at Canyon Country.

Conduct an annual security report each year and have to show measures of making the college safer which is the Campus Escort program.

Many other colleges have services such as the Campus escort program.

Carlos is here to help answer any questions the board has.

Currently, 3 college assistants are hired for Campus Escorts.

Working on permanency of having Campus Escorts more prominent at the Canyon Country campus.

Some areas are a challenge at CCC, which Campus Escorts assists with transportation.

Each year, the funds are used in its entirety. The remaining funding is covered as this is a vital service.

Set time of escorts is from 5:00 pm until 10:00 pm Monday through Thursday.

Many classes are not offered on Fridays.

Campus Escorts picks up students and staff, which is used for safety at night.

Special Events also include the Campus Escorts to assist to and from vehicles.

Two Golf Carts at CCC are dedicated for Escorts and 3 at Valencia are for Escorts.

Grants are not a part of the budget at this time.

The use of this service fluctuates based on where the calls are coming from initially.

The staff are consistently busy while on their shift.

Many people also are lost and looking for the University Center.

This information was intended to provide background for both of the programs.

Want to find out more information on if the State is able to assist with some funding for the BaNC college assistants funding.

Will follow up with the Director of the BaNC to help understand how the budget is being spent.

### **3.2 Discussion: ASG Computer Lab Funding**

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

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

***Background:*** As ASG continues to review their budget and prepare their operating budget for 2024-2025, ASG has been examining various operating expenditures. With the upcoming relocation of Campus Life & Student Engagement, which oversees both ASG and the ASG Computer Lab, to Hasley Hall in Summer 2024, and with consideration on what ASG's budget is able to support, discussion needs to take place about what plans ASG would like to pursue with the ASG Computer Lab while the Student Center undergoes construction and in the years beyond. ASG will be presented with some options to consider helping them make an informed decision about the future of the ASG Computer Lab.

Numbers were provided for students using the lab during the day.

The Lab is open to all students and printing is free.

Students print up to 50 color and 80 black and white prints weekly for free.

Only place to offer the free printing on campus for students.

Other office supplies are available for students to use.

Also provide technical support through zoom for students.

Some instructors send students to the zoom room.

Curbside printing service was created during Covid and kept this service going currently.

For the students online completely, this is a good service.

Post Covid, the foot traffic has gone down but is slowly picking back up.

AOC students also tend to use this service frequently as well as nursing and EMT students.

Open hours are 8am until 5pm Monday through Thursday and 8-12pm on Fridays.

Suggestion is to reduce the open hours where student traffic is lighter.

As semester picks up, the number of students increases.

Some students are ready to come in right at 8am and some stay until closing time.

Friday is a half a day, which the student traffic is less this day.

Mix of services students are using and more students have been staying for a longer period of time.

One student was present the entire day while taking the In-Design course.

Some students come in to use the computer without printing.

One of the computers is a Mac computer for students to use.

Students do frequently reach the printing limit for the week.

Majority of the types of students include Nursing and EMT students as well as Non-credit students.

Majority of students do not reach their weekly limit.

Since we have started the discussion of budget cuts, hired 4 out of 5 college assistants through Federal Work Study.

Also, changed the vendor to purchase ink toner and saving a lot on funds using new vendor.

Another cost is maintenance of the printers which may cost up to \$300 or \$400 for repairs.

Saving money on paper purchased that is about a 40% savings with new cost.

The capacity of computer use at times may be about 60% of computers being used.

A waitlist during finals in the past was frequent for computer use.

Replacements happen every 5 years for technology purchases such as printers and computers.

Every student is logged in and out as well as the amount each student prints.

Monthly totals are provided back to 2009 until present.

Changes are ahead with the move from the Student Center to Hasley Hall temporarily.

The intention of the item is to convey the importance of this service for students.

Printing stations are on both campuses and students pay through Apple Pay.

Paid printing that cost \$.10 per page the contract was last in place in 2021.

Provided the equipment and toner and the college provides the maintenance for any use or paper jam.

Provide support for any students in need of printing assistance.

The stations are located in the Library and Canyon Country Student Services building at CCC and University Center.

Prior to this service, printing was done through a card that funds were added to.

The paper is provided by the vendor for the printing service.

How do students access services after 5pm is clarified.

This is another option to consider for student printing options.

The possibility of hiring someone to take the place of the staff retiring is not likely.

Keep as is with reduced hours is another option.

A combination of both is also an option to consider.

Difference to consider would be no operator or color prints with the print stations.

More options are available through the ASG computer lab, such as adding additional slides to a page for a Power Point presentation.

Unanticipated printing issues may arise for the printing stations without staff support.

Collaboration efforts should be made to allow more options for printing on campus.

Budget currently cannot support extending the hours of operation.

At times, students needing printing services after hours, which is what the printing stations may assist with.

Plan to incorporate color printers in the printing stations would occur more of a cost.

Will ask and bring it back to the board to consider color printing to incorporate.

Implement free printing within the printing stations for student's requires further research.

Based on decision, is this something that may be offered in the future when the construction on the Student Center is done?

The TLC is open at the same time as the Computer Lab.

Remove and reduce on the cost is suggested for the ASG Computer Lab.

Look at the staffing at Canyon Country campus for their Computer Lab.

If Valencia switches to a printing station campus, suggestion may be to have staff work at the lab in Valencia work at Canyon Country campus.

A way to incorporate a student ID card to obtain the free printing with the print stations.

Three benefits of the lab are: the computers, printing, and tech support for students.

Tech support for students is unique and videos may be a good replacement for troubleshooting that is used in the Zoom room.

Clarification on the number of computers for student use in the TLC or Library.

Reduce computer lab services and offer computer use in the Library.

The computer lab is convenient in terms of location on campus.

All services in the Student Center will be relocated during construction of the building.

The hours at the Library are 8:00 am until 8:00 pm.

The library needs printing stations and tech support options.

Consideration may be tech support college assistants in the future.

The amount of funds that are used are \$15,000 with college assistants and \$10,000 supplies at the computer lab.

Employment for full time and part time is over \$100,000 for the computer lab.

At the next Finance Committee meeting, will have a more definitive way to go.

Conversation of district and funding assistance.

Want to cut the department but retain the resources throughout campus.

Timeline discussed along with the cost associated with the printing stations.

Until then, perhaps reducing the computer lab services.

Printing stations options are discussed.

### **3.1 Discussion: ASG Grants Overview**

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

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

**Background:** An overview of the ASG Grants program will be provided to the ASG Finance Committee. This will include information about the grants timeline, the process for awarding grants, and review of the ASG Grants application. The ASG Finance Committee will also need to discuss the grants structure and award amounts.

The timeline is reviewed (see document).

ASG Grant deliberations will take the place of the Senate meeting for May 3<sup>rd</sup>.

The available ASG Grants is reviewed (see document).

Continue with the same categories or make it open as general?

The rankings of applicants are discussed as well as the categories for the grants.

ASG Grant Funding Guidelines (see document) -based on FCMAT guidelines.

One grant is the maximum amount one department/group may apply for.

Funds come from next year's budget.

Two - \$500 grants in each category.

Suggestion is to have a section where the applicants may select more than one category for the grant applications.

Select all categories the grant would fall under in lieu of the general category.

Category would be used to help explain the intention of the grant request.

Justification with each category selected would be needed.

Fundraising question is already included in the application.

Maintain transparency with the grant amount being \$500.

Should limit checkboxes to two boxes.

Kelly will work with Caitlin to update the grant applications.

See the revised application next week.

4. Open Forum: None

5. Announcement of the Next Meeting- TBA

6. Adjournment (3:58p.m.)

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

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

**Record of Board Vote:** ....6 -0-0