

Associated Student Government

Minutes

Wednesday, September 20, 2023

1:30 p.m. Hasley Hall 137

Senate Meeting

[Teleconference Location:](#)

17200 Sierra Highway
Santa Clarita, CA 91351-1622

Members Present:

Christopher Bordbar, President
Caitlin Herron, Executive Vice President
Hestia Sartika, Student Trustee
Kristian Mengistu, Executive Vice President of Activities
Sanjana Sudhir, Executive Liaison Officer
Harrison Kim, Officer of Marketing and Information
Ellie Wingo, Vice President of Inter Club Council
Stephanie Ofilada, Public Affairs Officer
Lijuan (Judy) Zhu, Vice President of Activities – Valencia
Yu Wu, Cultural Student Involvement Coordinator 1
Erik Polanco, Cultural Student Involvement Coordinator 2
Jesus Martinez Desantiago, Social Student Involvement Coordinator-CCC
Jiahong (Johnson) Sun, Social Student Involvement Coordinator I
Cody Imperial-Pham, Social Student Involvement Coordinator 2

Members Absent: None

Others Present:

Kelly Dapp, ASG Advisor
Robin Herndon, ASG Technician
Lynn Suh, ASG Advisor
Joanna Kelly, CCC Advisor

1. General Business:

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

ASG President, **Christopher Bordbar** calls the Senate Meeting of the A.S.G. to order at 1:30 p.m. with quorum established and 13 ASG Officers present.

1.2 *Flag Salute/Trophy Cup:*

Stephanie Ofilada, Public Affairs Officer, leads us in the flag salute.

Stephanie Ofilada, Public Affairs Officer hands the trophy cup to **Ellie Wingo**, Vice President of Inter Club Council, for doing a good job with getting involved with the Ad Hoc Committee meetings.

1.3 Announcements: None

1.4 Approval of the ASG Senate Meeting of September 20, 2023

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

Second: *Erik Polanco, Cultural Student Involvement Coordinator 2*

Record of Board Vote... *13-0-0 with chair voting*

1.5 Open Forum: None

2. Consent Calendar:

2.1 Approval of the ASG Senate Meeting Minutes from September 13, 2023

2.2 Action: Appointing Harley Zepeda

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

Second: *Hestia Sartika, Student Trustee*

Record of Board Vote...*13 -0-0 with chair voting aye*

3. Regular Board Meeting Items:

3.1 Information: Program Mapper Presentation

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

Second: *Erik Polanco, Cultural Student Involvement Coordinator 2*

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

Would like ASG to help promote Program Mapper on campus.

One of the banners on the home page is Program Mapper on the website.

10 schools are how the different fields of study are displayed in the program.

Officer Caitlin Herron, Executive Vice President, arrives at 1:34 pm to make quorum 14

Alisha Kaminsky shows how to access this information on the website.

Ability to make a counseling appointment is available through this feature

Map out classes needed over a two-year time

Color coding for different features

Built in collaboration with the Counselors and Faculty

This is not built to register into a class but is a reference to the class needed

Current students may use this if changing majors

3.2 Action: ASG Financial Code Revisions – Second Reading

Motion: *Caitlin Herron, Executive Vice President*

Second: *Hestia Sartika, Student Trustee*

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.~~

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

Record of Board Vote... 14-0-0 with chair voting aye

3.3 Action: Approval of funds for "Mid-Autumn Festival"

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Ellie Wingo, Vice President of Inter Club Council

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

62 mooncakes will be purchased for the event and some come 2 and some come in 4 packs.

Online store is the place of purchase as discussed during Activity Board last week.

New process that can put a financial burden when using personal funds.

Reimburse discussion based on vendors and other circumstances from event.

This was a vendor that was most suitable to purchase mooncakes.

Advisors have right to say yes or no to the request.

This event is taking place at flagpole.

You are not allowed to purchase your own thing to be reimbursed.

This vendor takes only two days when placing the order so it will be delivered on time.

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

Record of Board Vote... 13-1-0 with chair voting aye and Erik Polanco, Cultural Student Involvement Coordinator 2, voting nay

3.4 Action: Approval of funds for "Find the Ghost!"

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Erik Polanco, Cultural Student Involvement Coordinator 2

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

Motion to amend the amount to approve up to 250.00 for candy

Motion: Caitlin Herron, Executive Vice President

Second: Jesus Martinez Desantiago, Social Student Involvement Coordinator-CCC

Record of Board Vote... 14-0-0 with chair voting aye

Costco may not have the exact items and should change wording to candy rather than funhouse/lollipops

Explanation of why the number of bags is being ordered as there is a lot of extra candy.

Each person is limited to one ghost if you bring the ghost to them

100 will be given out but their may be more of a turn-out and should consider more

Recommendation: Move to approve up to ~~\$165~~ \$250 from account number 001.9813 VC Social & Cultural for the Valencia Event.

Record of Board Vote... 14-0-0 with chair voting aye

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**—homecoming will take place on September 30 and asks who can help at 3pm on Saturday- Ellie and Sanjana. Erik is a maybe and would help at the ASG table or the lawn games. ASG table may give out t-shirts and ASG will help with the half-time show. Harrison will also be at the event. Stephanie is also able to go. Last year, huge posters were made and the student section will need to be roped off. 1:00 pm is a good time to arrive to assist with setup.

4.1.3 Vice President of Activities—Valencia – **Lijuan Zhu** – nothing

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

4.1.5 Social Student Involvement Coordinator I—Valencia- **Jiahong Sun**- nothing

4.1.6 Social Student Involvement Coordinator II—Valencia – **Cody Imperial-Pham**- nothing

4.1.7 Social Student Involvement Coordinator— Canyon Country – **Jesus Martinez Desantiago**- nothing

4.1.8 Cultural Student Involvement Coordinator I – Valencia – **Yu Wu**- nothing

4.1.9 Cultural Student Involvement Coordinator II—Valencia – **Erik Polanco** – Tuesday & Wednesday from 11:45 until 12:45 is pre-events if you want to help at the Valencia campus. Will have some games in line with spirit week and will have bucket ball and corn hole on Wednesday. Prizes awarded for scoring enough points and will get a flag, keychain or sticker. If you want to have a booth at fall fest let him know.

4.1.10 Cultural Student Involvement Coordinator— Canyon Country (**Vacant**)

4.1.11 Public Affairs Officer –**Stephanie Ofilada**- Student Trustee and Social Student Involvement Coordinator will need to submit their ASG Bio to her still.

4.1.12 Vice President of Inter Club Council- **Ellie Wingo**- nothing

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

4.1.14 Officer of Marketing and Information- **Harrison Kim**-his team is full with 2 staff writers, an Assistant Editor and Graphic Designer. Thank you!

4.1.15 Executive Liaison Officer- **Sanjana Sudhir**- Homecoming Pre-event taking place at CCC next week and will have corn hole and Giant connect 4.

4.1.16 Student Trustee- **Hestia Sartika**- nothing

4.1.17 Executive Vice President – **Caitlin Herron**- Once you go to one committee, please go to all of them for that committee.

- 4.1.18 President- **Christopher Bordbar** –How to approach is diplomatic and polite address and their first priority is students and wait to see response. Tomorrow will have event from 12 to 2 at flagpole to Register to Vote.
- 4.1.19 ASG Technician- **Robin Herndon** – Thank you Ellie, Chris, Stephanie, and Judy for dropping off your business cards to the front desk of Campus Life. Directors may come by to have an ASG Badge made if they have not done so.
- 4.1.20 Advisor – **Joanna Kelly**- nothing
- 4.1.21 Advisor- **Lynn Suh**-recruiting for elections starting in October. Let her know by next week and cannot be a part of committee if you plan on being a part of ASG next year. Could reapply for open positions next year and be on this committee for elections taking place in the spring.
- 4.1.22 Lead Advisor- **Kelly Dapp**- Thank you for RSVPing to CCCSAA and will speak with Advisors to see if this will be pursued and follow up. The next meeting will cover topics including baby changing table, Map, etc. The virtual tours will also be discussed. October 12th will address other topics of discussion. At yesterday's Executive Cabinet meeting, the ASG budget was brought up and discussed. Will gather information for questions and hold another meeting to focus solely on the ASG budget. Reminder, concerns or ideas that want to be brought to administrations should always be discussed with advisors initially. Advisors are here to help mentor while at the college.

4.2 District Committees

- 4.2.1 Academic Senate
- 4.2.2 Accreditation Taskforce
- 4.2.3 Advocacy Team
- 4.2.4 Body, Mind, Wellness
- 4.2.5 Bookstore
- 4.2.6 Calendar
- 4.2.7 CCC Advisory Committee
- 4.2.8 Celebrating the Humanities
- 4.2.9 Chancellor's Taskforce Workforce Development Committee (CT)
- 4.2.10 Civic Engagement Steering Committee
- 4.2.11 **College Planning Team – Hestia discussed AI with Dr. Torres and there will be a few classes that are focused on AI. AI was the focus and a speaker presented on AI.**
- 4.2.12 College Policy Council
- 4.2.13 Committee for Assessing Student Learning
- 4.2.14 Curriculum
- 4.2.15 Diversity
- 4.2.16 Enrollment Management
- 4.2.17 Emergency Preparedness Plan Committee
- 4.2.18 Facilities Master Plan
- 4.2.19 Faculty Professional Development Committee
- 4.2.20 Food Services
- 4.2.21 Grade Review

- 4.2.22 Honors Advisory Committee
- 4.2.23 Institutional Effectiveness & Inclusive Excellence (IE2)
- 4.2.24 Measure E & M
- 4.2.25 President's Advisory Council
- 4.2.26 **Program Viability- new class created for drafting for the entertainment industry and is a credit/non-credit. Discussed 3D mapping where students can access for free.**
- 4.2.27 Safety Committee
- 4.2.28 Student Art Collection
- 4.2.29 Student Conduct
- 4.2.30 Sustainable Development Committee
- 4.2.31 Technology
- 4.2.32 Women's Conference

4.3 Standing Committees

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

4.4 Ad-Hoc Committees

- 4.4.1 Legacy Project Ad-Hoc Committee – meeting to discuss which language will be translated for the student brochures and a digital version will also be created. Most of the translation is done, using a different language already known. Spoke with Dr. Ruys about the BaNC to create vending machines available at all times and accessed from anywhere. This is intended to be available at both campuses. There will also be a locker where students can get supplies. Suggestion template was made already and would like to send to the board for approval. Take a look to see if the online suggestion box needs to be revised.**

5. Closing Forum:

Counseling sent out a good workshop on "Money Management" where Financial Aid and scholarship opportunities are discussed.

Elections committee is a commitment as you work up until the spring semester when Elections take place. Make sure you are able to continue with obligations. The next meeting is located in Canyons Hall 201 at 3:00 pm.

6. Announcement of the Next Meeting- September 27, 2023

7. Adjournment (2:14p.m.)

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Ellie Wingo, Vice President of Inter Club Council

Record of Board Vote: 14-0-0 with chair voting Aye