

Associated Student Government

Minutes

Wednesday, October 18, 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
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:

Ellie Wingo, Vice President of Inter Club Council

Others Present:

Kelly Dapp, ASG Advisor
Robin Herndon, ASG Technician
Lynn Suh, ASG Advisor
Joanna Kelly, CCC Advisor
Melinda Ursetta, ASG Technician
Sean Rosskyof, SSSCC Region VI Intern
Karina Arteaga, SSSCC Legislative Affairs Director Region 6
Dr. Jasmine Ruys, Vice President of Student Services
Sharlene Coleal, Assistant Superintendent/ Vice President Business Services
Jason Hinkle, Associate Vice President, Business Services
Hsiawen Hull, Executive Director, Infrastructure and Information Security
Dr. Tara Williams, Faculty Coordinator- Rising Scholars Program

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 12 ASG Officers present.

1.2 ***Flag Salute/Trophy Cup:***

Kristian Mengistu, Executive Vice President of Activities leads us in the Flag Salute.
Kristian Mengistu, Executive Vice President of Activities passes the Trophy Cup to ***Jesus Martinez Desantiago***, Social Student Involvement Coordinator-CCC because of his successfully and unique event done last week.

1.3 ***Announcements:*** none

1.4 ***Approval of the ASG Senate Meeting of October 18, 2023***

Motion: Caitlin Herron, Executive Vice President

Second: Hestia Sartika, Student Trustee

Record of Board Vote... 12-0-0 with chair voting

Officer Jiahong (Johnson) Sun, Social Student Involvement Coordinator I, arrives at 1:32pm and quorum is now 13

1.5 ***Open Forum:***

SSCCC is here and brought two representatives. Delegates would like them to have a seat at the table. The organization will send a follow-up email. There will be an upcoming Advocacy event taking place in December. Legislative stories – many diverse stories to share with legislatives and send any stories to them to have voice heard. Representative is here as legislative affairs director for region 6. The is the region that the college is a part of and would love to have the college activate a delegate. COC has not been active for about 5 years and would like the college to have a voice at the state-wide level. Will be here after the meeting for any questions. A list of important items that the organization is working on is requested from the ASG Board. The Student Trustee will send a list of important items with

2. Consent Calendar:

2.1 ***Approval of the ASG Senate Meeting Minutes from October 11, 2023***

Motion: Caitlin Herron, Executive Vice President

Second: Kristian Mengistu, Executive Vice President of Activities

Record of Board Vote...13 -0-0 with chair voting aye and with Jiahong (Johnson) Sun, Social Student Involvement Coordinator I now present

3. Regular Board Meeting Items:

3.1 Discussion: ASG Budget Overview

Motion: *Lijuan (Judy) Zhu, Vice President of Activities – Valencia*

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

Background: : Dr. Jasmine Ruys, Assistant Superintendent/Vice President of Student Services, will be providing an overview of the ASG budget. Information will be presented about the background, revenue received, and the purpose of ASG fees. These fees include the Student Representation Fee, Student Center Fee, and the Student Support Fee. Information will also be shared about what ASG, and the district currently fund as well as a comparison of fees and benefits offered at other colleges.

Cost: N/A

A presentation is given from Jasmine Ruys, Sharlene Coleal, and Jason Hinkle who have worked together to provide an overview of the ASG budget.

Some background will be provided to give the board a better idea of why decisions are made.

Student fees reviewed-student fees:

Student Support Fee – 15\$ per Fall and Spring and \$10- summer and winter semesters

Student Representation Fee- \$1 to \$2 and is Advocacy efforts

Funds must be spent on Advocacy efforts.

\$1 now goes to the state and this is a recent fee increase from \$1 to \$2.

Legislatures are interested in students voice; which funds may be used for.

Student feedback is important to include with legislatures.

About \$70,000 is received annually and \$40-\$45,000 is used.

Student Center Fee-Paid by the students to help pay for the renovations done in the Student Center.

This was voted in by the students and is a collaboration between students to help pay for renovations of the Student Center building.

\$185,000 is spent to pay off the funds owed and district pays \$50,000 per year.

Debt service gets paid off in 3 to 4 years.

Student Support Fee- student benefits

A graph that goes back before the pandemic is reviewed.

Comparison with the income from 2019 v. current income.

The income is down about 12% since 2019.

Prior to the pandemic the fund balance was 1.7 million but has since been depleted.

To increase fund balance would need to increase the revenue.

ASG staff positions were voted in by the students and a MOU was written in for board approved as well.

Changes occurred over the years to staff positions that meet the changes with the times.

Student Services Technician I,II, and III explanation of when hired and how much funds.

Explanation of Computer lab employment and services provided.

Canyon Country position was also created.

Two positions are partially covered by the district.

Salary increase over the years in a chart and the reason for the cost increase.

Benefits for employees have also increased over the years.

Other Colleges ASG budgets are reviewed in comparison to this ASG budget

The benefits are given for each school along with the number of staff and income.

An explanation of what the benefits are given for each college.

Some colleges have the student fee has optional.

Some colleges have an opt-in fee whereas this fee for the college here is an opt-out.

The fee students pay per semester is also given for the different schools.

Some colleges fund student staffing positions.

District funding includes management and classified staffing, district offices, utilities, Student Center Annual Cost, Commencement.

Many schools use the ASG budget to fund Commencement.

Revenue budget vs expense budget is a problem.

Scholarships and part-time staffing are also part of the ASG budget.

Low enrollment also contributes to the funding decreasing along with COLA increases.

There are two choices: increase revenue or decrease expenses.

The Board cut about 200,000 from the budget this year but will need to make additional cuts.

Question regarding expenses from the Student Benefits.

Theme parks have no cost and movie tickets bring in a small revenue.

Some student benefits should be cut if students are not using the benefits.

Another option is to increase the student support fee but would make it difficult to remove benefits in that case.

Currently the 25 Scorecard, has about a \$4,000 expense per year.

Scholarships are a significant portion of the budget and this number will be emailed to Sharlene.

The non-wage portion of the budget is requested.

Right now, the salaries would be about the amount for the expenses for the budget.

Some support includes both campuses and providing a computer lab for students.

Projecting that enrollment is increasing.

This fall is higher than last fall for enrollment.

It will take a long time to get back to pre-pandemic level.

Some things that were removed from the budget are Student Center Modifications, ASG Grants, BaNC Support supplies as well as other scholarships were cut.

Significant cuts were made when passing the budget for this year.

Total budget is \$786,000 this year and about \$200,000 was cut from the last year.

Staff funding is about \$600,000, which Valencia employment is \$490,000.

Ed Code said classified staff must be employed by the district which the ASG is under the Federal ID number.

Amount of services provided by the college is above and beyond many other colleges.

Explanation of what the staff helps with in relation to ASG.

The growth caused a need at CCC to hire more staff at that campus.

The computer lab used to only have a part-time staff which made the hours of operation not consistent.

When the positions were approved, the revenue was much larger and the bills were much smaller.

Some MOU's have an expiration date that is reviewed at the time of it expiring.

Student feedback should be looked at in adjusting the student benefits.

How can some of the fees be restructured to better work with the current budget, such as the athletic dues.

As the times change, the needs of the students change.

Athletic expenses are a separate entity then the ASG budget.

The district has a longer turnover to disperse funds.

Revisit priorities then discuss the budget as a whole to bring to the Finance committee for further discussion.

May invite athletics to the meeting to further explain the fees .

3.2 Discussion: Cybersecurity Month – Understanding How IT is Working to Protect Students

Motion: Kristian Mengistu, Executive Vice President of Activities

Second: Stephanie Ofilada, Public Affairs Officer

Background: Over the last year, the IT team has been working in the background to integrate a number of tools like Single Sign on and recently MFA. We would like to share with you the WHY. We will go over threats/attacks and student impact as it relates to many of the systems we've put into place and how they protect our students.

Cost: N/A

Hsiawen is here to present on Cybersecurity and has a presentation.

Recent roll within cybersecurity for the district including phones, emails, servers, etc.

Reviews some IT Jargon for clarity, including:

Data breach- lost information

Ransomware-dropped payload to force payment to be ransomed. Must pay to retrieve and not to share

Data exfiltration- someone who steals data from organization

Phishing- sending false information to cause data breach through email

Smishing- sending false information through texts to cause data breach

Sextortion- extorting money through compromising acts of evidence

Huge rise in sextortion cases, targeting college and high school students as well as social media.

120,000 reports of sextortion this year alone.

This is an embarrassing topic that causes issues for the individual.

Last year, many colleges were attacked using ransomware and data leaks.

This year, T-Mobile, MGM and Caesars resorts breached.

Movelt- CalPERS, CalSTRS, National Student Clearing house caused about 300 different places breached.

Johnson Control Systems- air conditioning, light controls were also breached.

Leading cause for cyberattacks is money.

In the past the security of the schools was not a concern, whereas today schools have become a target.

Most attacks are from other countries such as China, Russia, etc.

Intent is to bring awareness to students to understand how important your user name and password are.

3.3 Discussion: Rising Scholars Program

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Stephanie Ofilada, Public Affairs Officer

Background: Dr. Tara Williams, the faculty coordinator of the Rising Scholars Program, would like to discuss the program with ASG and explore how ASG can collaborate with the program to provide support.

Cost: N/A

Dr. Tara Williams is here to discuss the Rising Scholar Program and asks if anyone has heard of the Rising Scholars Program.

Jails must be provided educational services within designated area.

Pitches Detention Center is the facility the college teaches this program.

Certificates are offered in jails and two credit courses are also offered per semester.

She is hoping to have some graduates by next year.

The program continued then grew during Covid but is lacking with the on-campus program.

An issue is students do not want to identify themselves.

Suggests to add a question to the application process to keep this information discreet.

A designated counselor works with this program.

Having an event in November where zoom speakers will be in attendance.

Programs may have a slightly different name based on the school.

Goal is to help students who do not want to self-identify to maintain as students or refer to another school.

Will provide the information when more details are given for the upcoming event.

Please come by the event if you can and will invite staff from counseling.

Eligibility question on what it means when using the term “formally incarcerated”, which includes serving time in jail at any time in a person’s life.

Social media spotlight form is available to advertise events.

Help from ASG with the event would be appreciated.

3.4 Action: Approval of Funds – Día de los Muertos

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Caitlin Herron, Executive Vice President

Background: Dia de los Muertos is about remembering and celebrating those in our lives that have passed on. In collaboration with the Intercultural Center (ICC), I want to share this holiday with the community by having them experience this historic holiday. People will write a fond memory of their loved ones on a giant cempasuchil (orange marigold) mural.

After, they'll be treated with music and Porto's tamales and empanadas. Educational Posters will also be on display educating the community the history and tradition of this holiday.

COST: Not to exceed \$460

BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens: \$5.99

Poster Board: \$10 (x2)

Gold Tablecloths: \$2.24 (x3)

50 pc Orange Marigold Flower Heads: \$10 (x3)

Porto's Pork Tamales: \$3.25 (x100) --->\$325.00

Porto's Chicken Empanadas: \$15.99 (x3 dozen) ---> \$48

Total: \$443

Motion to amend the amount in the recommendation to not exceed \$515

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Caitlin Herron, Executive Vice President

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

Event's goal is to show traditions that happen during this occasion.

Students will have an opportunity to experience this tradition and students will contribute to the mural.

A change to the food would be to include Spinach as a vegetarian option.

Pens are needed for event and explanation of other expenses are given.

Suggestion is to offer port Tamales and the Spinach option.

Anticipating 150 attendees at the event.

Suggest to reduce the Pork tamales to order 75 rather than 100.

Ensemble that plays mariachi will participate during the event.

2 dozen spinach option will be purchased.

2 dozen chicken will be substituted for the 3 dozen.

Recommendations: Move to approve up to ~~\$460~~ \$515 in funds from account number 001.9813 VC Social and Cultural for "Dia de los Muertos" event.

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

3.5 Action: Approval of Funds – Guess the Blind Box

Motion: Kristian Mengistu, Executive Vice President of Activities

Second: Stephanie Ofilada, Public Affairs Officer

Background: Guess something, I guess everyone loves. Today I will present my activity which is called Guess the Blind Box. It is where there is a box, but inside the box, there are some objects that are scary to touch, for example, there are wigs, wire balls, and so on. The rules of this game are that the contestant needs to reach inside the box to get the ball inside the box which has questions in it and the contestant must answer the questions inside to get the prize. The questions were about cultures around the world, such as naming the five permanent countries in the world. The purpose of this event is to increase your knowledge about cultures around the world. We are expecting about 50 people at the Valencia campus for this event. The event will be held on Thursday, October 26th from 11:30-1:00p.m.

COST: Not to exceed \$280

The Dreidel Company Fillable Easter Eggs with Hinge Bulk 50 pack \$ 10

Tea bag

Chocolate Chip Cookie 2 boxes \$20

Milk Tea \$200

The box that will be used is the box the paper case comes in.

One hand will go through a hole in the box to feel mystery items.

The question will be taken from the box in an Easter egg.

Drinks will be purchase from Tea spoon and the cost is \$5.00 per drink.

Hand sanitizer will be used during event.

Recommendations: Move to approve up to \$280 from account number 001.9813 VC Social and Cultural for Mid-Autumn Festival Event.

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

3.6 Action: Approval of Funds – Movie Night

Motion: Stephanie Ofilada, Public Affairs Officer

Second: Erik Polanco, Cultural Student Involvement Coordinator 2

Background: This event will be held on November 17th at CCC from 7:00-9:30pm and we'll be showing Spider man across the spider verse for the community, students and staff to enjoy. Free snacks and drinks will be provided by ASG for attendees.

COST: Not to exceed \$1100

\$850 (includes DVD, license and shipping)

~\$80 for snacks & drinks from Costco

Total: ~\$930

The location will be outside of the Science Center at CCC.

Question regarding the licensing for films is discussed.

This could be cause for the college to get sued if a license is not purchased when viewing a film on campus.

Based on the popularity, the price of the movies license fluctuates.

Images from the movie may not be used with the advertisement, unless the license is purchased.

Snacks will be popcorn, candy, and chips.

Any leftover snacks will also be used for the event.

Popcorn was purchased at Valencia that may be used during the event.

Any leftover food will go towards other events for ASG.

Recommendations: Move to approve \$1100 from account CCC-Social & Cultural (001.9805) for "Movie Night"

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

3.7 Action: Approval of Funds – Thaw Old Bones

Motion: Caitlin Herron, Executive Vice President

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

Background: Winter is coming, and people often become lethargic during winter. During the event, they will face two challenges: juggling the ball and answering questions. I will ask them some simple but thoughtful questions while they juggle the ball to help activate their thinking. If they are successful, they will receive a small doll that they can attach to their backpack. The event will be held on November 7th from 12pm-1pm and will be held under the flagpole.

COST: Not to exceed \$150

Backpack pendant doll \$100

The prize cost \$2.00 each and will have a variety of prizes.

Planning to use a balloon, in place of a ball.

Recommendations: Move to approve up to \$150 from account number 001.9813 VC Social and Cultural for Thaw old bones Event.

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

3.8 Action: Approval of Funds – Emotion Treatment Station

Motion: Stephanie Ofilada, Public Affairs Officer

Second: Erik Polanco, Cultural Student Involvement Coordinator 2

Background: The “Emotion Treatment Station” event will be held on November 30th from 2:30pm-4pm at the flagpole. The purpose of the event is for students to write down their mood or bad experiences on a piece of post-it, and then throw it in an “Emotion trash bin”. After that, students can get an encouraging comment on the wind-sign. Students can also adopt a “paper pet” and have some snacks and drinks they want. The event is expected to have 50 or more participants.

COST: Not exceed up to \$180

Any snacks that Costco has (mainly chips and cookies) x 80 CT

Soda and Water x 80 CT

Confirmed that the Pet Therapy will be present either from 2:30 pm until 4:00 pm or from 1:00 pm until 3:00 pm.

Recommendations: Move to approve up to \$180 form account VC Social & Cultural 001.9813 for “Emotion Treatment Station” event

Record of Board Vote... 13-0-0 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** -Fall fest went well. Many events upcoming, so please submit the evaluation forms. Next Activity Board meeting will discuss February events. She will give the card for AOC student to sign and Therapy Dogs coming on 10-31 from 11-2 and November 30 from 2:30 until 4pm.

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**-Thanks for all who attended the event and thank you to Sanjana for all of her help.

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

4.1.11 Public Affairs Officer –**Stephanie Ofilada**-Reminder for the Social Media Spotlight to submit one week in advance and bring QR codes for both campuses. Some interviews were done at Computer lab today.

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

- 4.1.13 Officer of Equity- (***Vacant***)
- 4.1.14 Officer of Marketing and Information- **Harrison Kim**- nothing
- 4.1.15 Executive Liaison Officer- **Sanjana Sudhir**-Thank you for helping at the event today. Great turnout with all of the clubs present at event.
- 4.1.16 Student Trustee- **Hestia Sartika** -Apologizes for missing the Fall Fest as was at the other event with the board today.
- 4.1.17 Executive Vice President – **Caitlin Herron**- Instructions done for the desk decorating for the ASG office.
- 4.1.18 President- **Christopher Bordbar** – Executive board meeting after and encourages everyone to attend.
- 4.1.19 ASG Technician- **Robin Herndon** – nothing
- 4.1.20 Advisor – **Joanna Kelly**- Reminder for Star Party and great to have some ASG officers hand out snacks. If you are interested, please let Joanna know but will be out of the office next week.
- 4.1.21 Advisor- **Lynn Suh**-Back door was unlocked today for the ASG office and it needs to remain locked. If someone sees door open, may go inside if door left open and unlocked. Please make sure to lock door after event is set up. Another request came in for a GoFundMe account. Will create a guideline for what can be posted and will not post anything that is personal. Want to remain fair with everyone. As organization must not share one story without allowing everyone.
- 4.1.22 Lead Advisor- **Kelly Dapp**- Reminder next Tuesday is the Social Mixer at CCC from 11am until 2pm. This is a chance to welcome the departments in the quad and lawn game along with popcorn. Joint board meeting is at CCC and in the first-floor lobby at 2:30 pm. Try to arrive by 2:15 pm to meet the board members. There will be a meeting tomorrow to finalize the agenda items to discuss during next week’s meeting. Events, legacy, social media, Paw Print, Club updates will be given and have about 10 to 15 minutes to present. A few slides are good to include during presentation. Will meet next to Joanna’s office before the meeting begins next week.

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 -Grants and dual enrollment. Sign off on as many classes as you would like now, rather than obtaining counseling approval. Discussion on the ATC new programs and curriculum, with pathways leading**

**to jobs that start at \$70,000. After the program ends, automatic interviews.
Castaic also has a new technology center for the college.**

- 4.2.13 College Policy Council
- 4.2.14 Committee for Assessing Student Learning
- 4.2.15 Curriculum
- 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
- 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
- 4.2.33 Women's Conference

Non-credit Committee – Report for each non-credit class

Parking Committee- someone fighting their ticket

Web Committee – a new upgraded website in discussion

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

5. Closing Forum:

Bring families to the event that Erik is coordinating.

Teen safe driving event will meet with Kristian.

Submit agenda items for November 1st by October 26th for budget approvals in November.

6. Announcement of the Next Meeting- October 25, 2023

7. Adjournment (3:23p.m.)

Motion: Caitlin Herron, Executive Vice President

Second: Erik Polanco, Cultural Student Involvement Coordinator 2

Record of Board Vote: 13-0-0 with chair voting Aye