

# Associated Student Government

## Minutes

Wednesday, October 4, 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  
**James Temple**, Assistant Superintendent/Vice President Technology & University Center Operations  
**Areesh Fatima**, Director of Clubs & Organizations and Proxy for the VP of Inter Club Council

## 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:**

**Erik Polanco**, Cultural Student Involvement Coordinator 2 leads us in the flag salute.

**Erik Polanco**, Cultural Student Involvement Coordinator 2 awards the trophy cup to **Sanjana Sudhir**, Executive Liaison Officer for going above and beyond.

**1.3 Announcements:**

A Consent Calendar item approves appointing the Director of Equity who will work under **Erik Polanco**, Cultural Student Involvement Coordinator 2.

Reminder is to speak up so people of zoom can hear you.

**Officer Caitlin Herron, Executive Vice President, arrives at 1:32 pm to make quorum 13**

**1.4 Approval of the ASG Senate Meeting of October 4, 2023**

**Motion:** *Jesus Martinez Desantiago, Social Student Involvement Coordinator-CCC*

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

**Record of Board Vote...** *13-0-0 with chair voting and officer Caitlin Herron, Executive Vice President, now present*

**1.5 Open Forum: none**

**2. Consent Calendar:**

**2.1 Approval of the ASG Senate Meeting Minutes from September 27, 2023**

**2.2 Appointing Alexa Empleo**

**2.3 Appointing Alexis D. Regina as Director of Equity**

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

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

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

**3. Regular Board Meeting Items:**

**3.1 Discussion: Joint ASG & Board of Trustee Meeting**

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

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

**Background:** The joint ASG and Board of Trustees meeting will be taking place on Wednesday, October 25, 2023. Information will be provided about the meeting along with guidelines for ASG's presentation. Ideas for topics may also be brought up for discussion during this item.

The meeting will be held at Canyon Country campus and is mandatory to attend.

This is something done for many years, not traditionally done at other colleges.

In the past, ASG had updated the smoking policy.

ASG also brought to the Board of Trustees the Student Support Fee.

Executive Cabinet meetings now cover many topics that would be discussed during joint meetings.

ASG Budget is most likely a topic of conversation and will be comparing to other community colleges.

ASG Computer Lab and the difference between other college computer labs services offered.

Ronna may be invited to the Joint Board of trustee meeting to give a presentation on some of the services in the ASG computer lab.

The Student Center remodel is another potential topic of conversation during the joint meeting.

This meeting may go longer than the normal length of Senate meetings, so do not exceed 4 topics.

For the joint meeting, dress is business casual.

This is a chance to meet the board members and Jasmine Ruys will also be present.

Start time is tentatively 2pm and will confirm at a later date.

Pre-meeting discussion of topics that will take place.

The joint meeting will take the place of the ASG senate meeting on that day.

This is a good opportunity to meet the board members who have a high standing at the college.

Everything is very professional and more formal than the typical ASG senate meetings.

The past officers enjoyed the opportunity last year and very similar to the joint Executive Cabinet meeting.

A lot of the topics included other items during the joint meeting last year, not necessarily related to ASG.

A section of the meeting is designated as the joint session with ASG.

The meeting then recesses and reconvenes after dismissing the ASG members.

Avoid leaving early during the joint meeting with the Board of Trustees.

Other topics may include clubs and organizations section.

Past meetings for the Board of Trustees are posted online and you may look to get an idea of how the meetings normally run.

The joint meetings take place around the same time each year.

**Hestia Sartika, Student Trustee, arrives at 1:42 pm to make quorum 14**

The senate agrees with the topics discussed above.

May also have an update on a few key ASG officers who will present.

You will be informed of which item you will be dismissed during the meeting to help keep track of the duration of the meeting.

Unless discussed at an early time, you may not leave the meeting early for this meeting.

Suggested 2:15 as the start time for the joint meeting.

Do not be late to this meeting as some officers will be sitting next to the board members.

2:30 pm is suggested and will confirm start time and room location.

**3.2 Action: Approval of Funds- Sip, Snack, & Paint: Mug Artistry Gathering**

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

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

**Background:** This event will be held on October 9th from 1:30-3:00pm at the upper plaza in front of the science center at the Canyon Country campus. This event is centered around students decorating a mug with acrylic paint along with oil-based markers. Instructions will be provided for them to help them along the way and upon completion they will be able to take some beverages and pastries with them.

COST: Not to exceed \$340

Painter's tape: \$12

Acrylic paint: \$50

Rubbing alcohol (70%): \$11

Oil-based markers: \$20

Q-tips: \$8

Mugs (x20): \$30

plates: \$7

Pastries (Costco): \$40

Cups: \$15

Beverages (Costco): \$50

Alcohol wipes: \$6

Total: \$269-----> \$295.9 (w/tax)

Paint brushes: \$20

Drinks will come in cans or bottles for this event.

Taking place next Monday and help is needed around 1:15 pm next Monday- Kaitlin, and Yu .

The event is taking place in Canyon Country at the upper plaza.

Stop by Joanna and she can let you know how to get to event if you have trouble finding it at the Canyon Country campus.

**Recommendations:** Move to approve up to \$340 from account CCC-Social & Cultural (001.9805) for "Sip, Snack, & Paint: Mug Artistry Gathering" event

**Record of Board Vote... 14-0-0 with chair voting aye and Hestia Sartika, Student Trustee, now present**

### **3.3 Action: Approval of Funds- CCCSAA Conference 2023**

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

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

**Background:** Each year CCCSAA holds a student leadership conference in the fall semester for student government training. This year, four students and an advisor are attending the conference being held in Burlingame California.

Cost:

- \$2,250 Registration @ \$450 each
- \$941.96 Hotel 4 rooms with double beds
- \$1,739.80 Flights at \$347.96 per person
- \$120 parking at Burbank Airport
- \$150 mileage
- \$150 dinner for Saturday night \$30 each

Total cost: \$5,351.76

The rooms will be assigned with 4 rooms- one per room except two females will share a room and all of the rooms will have double beds.

May spend \$30 at dinner tentatively and save your receipts for parking when at the airport.

Saturday night Melinda will need your itemized dinner receipt and there is no alcohol at the conference.

Itinerary will be sent Friday from Melinda.

Lynn is the advisor that will be attending the conference with the 4 officers.

This will be coming out of the student rep fee which is a different pool of money used for advocacy.

If the attending officer will be dropped off, mileage reimbursement may be given for the distance from airport to college and back.

**Recommendations:** Move to approve \$5,351.76 from Student Rep Fee Conference account 72-65220-00-696000-3000.

**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 was last Saturday and thank you to all of you who made it to help. The event went well and had fun. Cougars won. Activity board meeting next Wednesday.
- 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**-His event went well with many people who came to event.
- 4.1.6 Social Student Involvement Coordinator II—Valencia – **Cody Imperial-Pham**-no
- 4.1.7 Social Student Involvement Coordinator— Canyon Country – **Jesus Martinez Desantiago**-no
- 4.1.8 Cultural Student Involvement Coordinator I – Valencia – **Yu Wu**-thank you Judy and Lynn for help during his event.
- 4.1.9 Cultural Student Involvement Coordinator II—Valencia – **Erik Polanco**-Fall fest is going well and there is another event he is planning on November 1.
- 4.1.10 Cultural Student Involvement Coordinator— Canyon Country (**Vacant**)
- 4.1.11 Public Affairs Officer –**Stephanie Ofilada**-no
- 4.1.12 Vice President of Inter Club Council- **Ellie Wingo**-ICC meeting Monday at 2pm. Ellie attended a committee and for the Legacy project, the digital brochures are complete.
- 4.1.13 Officer of Equity- (**Vacant**)
- 4.1.14 Officer of Marketing and Information- **Harrison Kim**- no
- 4.1.15 Executive Liaison Officer- **Sanjana Sudhir**-no
- 4.1.16 Student Trustee- **Hestia Sartika** -Joint hart meeting attended and Manufacturing Day with Hart District if anyone is interested is tomorrow. During joint meeting a student said it is really hard for students to get the resources, such as mental health, BaNC, and free therapy. Awareness of these services is lacking according to the student.
- 4.1.17 Executive Vice President – **Caitlin Herron**- Planning on setting up an arts and crafts cubicle for ASG officers to decorate their space and will email the officers soon.
- 4.1.18 President- **Christopher Bordbar** – Attended a meeting with Omar and James about the TLC hours. Will include you all in the email with the details. The issue is with employment, rather than the hours.
- 4.1.19 ASG Technician- **Robin Herndon** – nothing
- 4.1.20 Advisor – **Joanna Kelly**- Reminder progress reports due and thank you for those who turned yours in. Tomorrow by 5pm is deadline. Ribbon-cutting has not yet taken place since Campus Life, ASG Computer Lab, BaNC and a few other departments moved into this area. Will hold a mixer 10-24 from 11 to 4pm in this area where music will be played. IF you have office hours at this time and would like to bring out some board games, email her if interested. Canyon Cares committee member and is similar to ASG where it is staff-led. Hosting workshop on 10-16 where a presentation will be hosting and discussing credit scores and making large purchases. 10 to 11am will be on zoom and in person

will be 11:30 to 1pm in Bonelli Hall 241. She will send an email out to everyone and please share with directors.

- 4.1.21 Advisor- **Lynn Suh**-If you see solicitor on campus please do not be afraid to approach them. Some have been approved by Melinda but experienced a lady speaking to another person about financial discussion. She let the individual know where to check in as a vendor on campus. Working on a system to require approved vendors to carry a laminated piece of paper while on campus and approved to be on campus. Want to bring awareness to student leaders. Your “pick” will be announced at a later date. Budget approvals should be done by the 18<sup>th</sup> if you have an upcoming event. Confirm your item was included when the agenda is posted online.
- 4.1.22 Lead Advisor- **Kelly Dapp**- Thanks Kristian, Erik and others who helped plan the ASG activities. Did not win the door decorating prize and the BaNC won first place. Jasmine will come do a presentation on fees within the ASG budget and what exactly they go towards. This is part of the process in looking closely at the budget to determine what the decision will be. This will take place next week and will take up the majority of the meeting time. Specific items that you want to discuss may be emailed to her.

#### 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 -Judy attended and discussed repeating courses and course updates**
- 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 -Hestia attended and connecting with staff to add more resources online.**
- 4.2.33 Women's Conference

#### 4.3 Standing Committees

- 4.3.1 ASG Finance Committee-
- 4.3.2 **ASG Recruitment and Election Committee- Meeting next week at 11am and Chris will need to appoint the chair of the committee. If you will not run you may be a part of the committee.**

#### 4.4 Ad-Hoc Committees

- 4.4.1 **Legacy Project Ad-Hoc Committee -digital brochures done**

## 5. Closing Forum:

Dr Temple is here to discuss safety and gives a hand out.

He is here to also discuss the college's emergency efforts.

He introduces himself as well as other staff that assist with emergency preparedness at the college.

The great Shakeout will be coming in October on a specific date and time but he has been encouraged to do the drill at a different time.

In the past, alerts included television and computer screens as well as phones.

Instructors also discussed with class the emergency procedures which is in every class and instructs where to evacuate.

Evacuation site locations depend on where you are located when the emergency takes place.

In the spring, the college is planning an active shooter drill.

Recent events may cause this drill to be a trigger event and the health center is prepared to provide services as needed.

He plans to Confirm date of Shakeout and active shooter drill tomorrow at the meeting.

Emergency bins are in all of the departments and classrooms.

Some recently added items to the bins include a tunicate, an emergency toilet, and charging cables for personal devices.

AED boxes are across campuses and available for any cardiac episode.



This machine assesses and shocks if needed.

Stop the Bleed kit is included in the AED box as well as Narcan which may be used with any overdosing with opioid.

If it is not an opioid incident the Narcan will not hurt the person who had it administered.

Telephone resource guide is also included in the emergency bins and there are many “take a second” videos that are available to view on the website for the college.

Covid updates are also available to review on the website.

Some staff that assist with Campus emergencies may have a Green vest - around campus.

Those wearing the red vests are the building captains.

Those wearing the yellow vest are in charge of a specific evacuation zone.

If someone is trapped, you must leave them and find someone with a vest and inform them of the trapped person.

Every floor that does not have an exit has an exit chair.

The exit chair is meant to be used for any person unable to walk down the stairs in the event of an emergency.

There is a question on how the process works with active shooter.

When the doors are locked, you are not allowed to let anyone in.

If you find yourself outside, find another place to shelter as you will not be allowed in a room.

Find an alternative place like bathroom until told to do otherwise by staff.

AOC students evacuate to the evacuation site, where someone will be sent to pick up the AOC students to bring back to AOC campus.

If you have questions, feel free to reach out to him as well as suggestions from you or students.

## 6. Announcement of the Next Meeting- October 11, 2023

## 7. Adjournment (2:22p.m.)

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

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

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