

# Associated Student Government

## Minutes

Wednesday, November 1, 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  
**Cody Imperial-Pham**, Social Student Involvement Coordinator 2

### Members Absent:

**Jiahong (Johnson) Sun**, Social Student Involvement Coordinator I

### Others Present:

**Kelly Dapp**, ASG Advisor  
**Robin Herndon**, ASG Technician  
**Lynn Suh**, ASG Advisor  
**Joanna Kelly**, CCC Advisor  
**Melinda Ursetta**, ASG Technician  
**Dr. Jasmine Ruys**, Vice President of Student Services  
**Evelyn Garcia**, Director of EOPS/Care, CalWORKs and Rise  
**Ronna Randall**, ASG Specialist

## 1. General Business:

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

ASG President, **Kristian Mengistu, Executive Vice President of Activities**, calls the Senate Meeting of the A.S.G. to order at 1:31 p.m. with quorum established and 11 ASG Officers present.

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

**Jesus Martinez Desantiago**, Social Student Involvement Coordinator-CCC leads us with the Flag Salute.

**Jesus Martinez Desantiago**, Social Student Involvement Coordinator-CCC, passes the Trophy Cup to **Cody Imperial-Pham**, Social Student Involvement Coordinator 2 for doing well with becoming an officer later in the semester.

### 1.3 **Announcements:** leftover tamales in the poster room and welcome to take home.

### 1.4 **Approval of the ASG Senate Meeting of November 1, 2023**

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

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

**Record of Board Vote...** 11-0-0 with chair voting

### 1.5 **Open Forum:** none

## 2. Consent Calendar:

### 2.1 **Approval of the ASG Senate Meeting Minutes from October 18, 2023**

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

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

**Record of Board Vote...** 11 -0-0 with chair voting aye

## 3. Regular Board Meeting Items:

### 3.1 **Discussion: Empowerment Programs**

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

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

**Background:** Evelyn Garcia – Director of Empowerment Programs – will be providing us a presentation on the different services offered by her department.

Evelyn has a presentation and passes around some flyers that are color coded.

She is the Director of the Empowerment Programs that includes 5 programs:

EOPS, CARE, CalWORKs, INSPIRE and NextUP.

Diverse students that come from a wide array of backgrounds may benefit from one or more of these programs.

Would like help from ASG by getting the information out to students.

**EOPS-** (Extended Opportunity Programs and Service)

Eligibility is also reviewed and how to qualify.

Must meet with Counselors in order to be a part of the program.

Constant support as well as workshops are offered to students.

Some past workshops include transfer information.

This also includes completing the applications for transferring.

Some other requirements are: full-time student and California resident.

Must also qualify for grants formerly called the BOG fee waiver, A, B or D.

Determination is categorical and determined based on application such as different language at home or first generation.

Priority registration, and grants to assist with text books is available as well.

Application opened today for spring admission and will go three weeks into the semester.

**CARE-** (Cooperative Agencies Resources for Education)

Must qualify for EOPS who are single parents.

Up to \$1,000 may be reimbursed for CARE students for any transportation services such as car repair.

Parents must take parenting workshops in addition to taking classes.

Currently 16 students are a part of the program and trying to grow the program.

**CalWORKS-** (California Work Opportunity & Responsibility to Kids)

Students that are recommended by referrals – The welfare to work program.

Not actively recruiting but want the students to know they are here.

Want to give the resources to students while they are still here taking classes.

Assistance with applying for the program as well as through the BaNC.

Certain forms are required as part of the program.

***Officer Christopher Bordbar, President, arrives at 1:47 pm to make quorum now 12***

Work-Study opportunities and assistance with finding employment on campus.

The amount on the subsidies card varies based on the individual.

Recipients of TANF with children under 18 qualify for the program.

**Inspire Scholars/NextUP-** (Foster youth current & former & assist with transfer)

Funding was just given to all California Community colleges.

Documentation or proof that student was a part of foster care even by one day before the age of 13 would qualify for program until the age of 25.

Special circumstances may allow flexibility or qualify for the Inspire Scholars.

NextUp has the age restriction whereas the Inspire Scholars do not.

External funding allowed the same benefits for both foster programs and receive priority registration.

Provides 3 transportation and 3 meal cards per semester are given to students from these programs.

Grants are provided to those who come in to see them.

Mental Health Services are provided by referrals through the program.

Located in the Student Support Center at Valencia and at Canyon Country campus on the first floor. Limited coverage at this time but making plans to increase the coverage at Canyon Country.

[Evelyn.garcia@canyons.edu](mailto:Evelyn.garcia@canyons.edu)- Correct Department EOPS as there are another staff on campus with the same name.

Laptops are provided by LA Country and have some in the office to lend out.

Students must be a part of the program in order to qualify for a laptop loaner for the semester.

Work with students to provide laptops as many were purchased during the pandemic.

Check out office to see qualifications and open 9-6 Monday through Thursday and Friday from 9 -1pm.

If any of the programs may be something students qualify for, they should apply for the program.

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

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

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

***Background:*** The Associated Student Government (ASG) Computer Lab has been an important resource for students since it was created in 2004. The ASG Computer Lab helps hundreds of students each day with their printing, faxing, and scanning needs at both the Valencia and Canyon Country campuses. The use of the ASG Computer Lab is one of the benefits that students receive when they pay their Student Support Fee. Students are able to receive a limited amount of free printing each week and may either access those services in-person or online. Information will be shared with members of the Board about the ASG Computer Lab and staff will be available to answer any questions.

Ronna is here to give overview of computer lab.

The Lounge was converted to a computer lab and hired full-time staff.

Expanded lab in 2009 and hired college assistants until 2015 and then hired permanent part time staff.

Opened at CCC in 2011.

One of the benefits of the Student Support fee includes use of lab in addition to the benefits available to students through this fee.

Free black and white prints up to 80 per week and 50 for color printing.

Faxing is also a free service at the lab for students.

Office supplies are available for students to use.

Staff is also available for technical needs.

200- 300 students in 2009

500- 600 students in 2014

Up to 799 in one day

Per month average 200- 400 prints per month

Covid created the opportunity to offer printing through an online form for curbside pickup.

This is still offered now to students.

Technical support is also offered through a zoom room Monday through Thursday from 10:00 am until 3:00 pm.

Coordinated with other departments to become the student support zoom room.

Slow since returning from the pandemic and now about 200 students come in average per day.

***Officer Caitlin Herron, Executive Vice President, arrives at 2:11 pm to make quorum now 13***

The technical support offered to students is reviewed.

Assist with specific software requirements that are determined by the type of computer students are using.

Also assist with iCloud student questions.

Also assist with photocopies or printing including formatting type of ink and single sided or double.

Students come in from all types of departments.

Nursing students and EMT students have printing needs throughout semester as well as ISP, Music, AOC students, etc.

Non-credit students now have the ability to pay the Student Support Fee for that semester to be eligible to use the lab and the services.

Some students gave testimonials about how the computer lab has assisted them during their time here at the college.

Ronna gives a testimonial from a student very much impacted by services.

Prior to Covid, the printing maximum was 15 per day and students then would pay for any extra prints.

Now the staff monitor the amount allotted to students so no one goes over.

Recently installed a phone charger station.

The ASG Computer Lab does not loan laptops out to students but refer them to the BaNC who may be able to assist with student laptops to loan.

If ASG wanted to offer this to students, may be something to consider within the budget for the future.

New Computer Lab space includes a genius bar.

With the new remodeling of the Computer Lab, there are also be plans to offer a lounge space outside of the computer lounge.

There is also space for students to gather and sit to do some school work.

Computer Lounge is also needed for students and the remodel is TBA.

Airdrop is a useful resource available through the Mac Computers.

### **3.3 Action: Approval of First Reading of Bylaw Changes**

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

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

***Background:*** 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.

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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~~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 3) 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.

**Recommendations:** Move to approve the First Reading of the Bylaw Changes.

**Record of Board Vote...** 13 -0-0 with chair voting aye with Bordbar and Herron now present

### **3.4 Action: Approval of Funds – Fall 2023 Star Party Snacks**

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

**Second:** Hestia Sartika, Student Trustee

**Background:** Each Fall and Spring semester, the Canyon Country Campus Hosts Star Party, which involves a renowned speaker, an opportunity to view the stars through telescopes, explore different science activities various clubs display as well as free snacks that ASG provides. This event is free and open to students, staff and the community. Cost: 2 boxes (36-count) of chips (variety pack) @ \$22.00 each= \$44.00 2 bags of mini candy @ \$20.00= \$40.00 2 cases of Kirkland water bottles @10.00 each= \$20.00 Total Cost (including taxes): \$130.00

Based on the last Star Party, discussion on if more water may be needed.

The smaller bottles are purchased to spread out more.

Snacks and candy from the previous events will be used specifically the leftover chips.

Anticipated number of attendees is 150 – 200.

Sanjana and Harrison and Jesus will be present during the event.

**Recommendations:** Move to approve up to \$130.00 from the CCC Social and Cultural Account #001.9805 for the purchase of snacks for Fall 2023 Star Party.

**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** – Congratulate Judy and Chris on Find a Ghost event on Monday and Erik and Cody for todays event as it went well. Next meeting is on the 14<sup>th</sup> of November for Activities.

4.1.3 Vice President of Activities—Valencia – **Lijuan Zhu** – Thank you Kristian and Jesus for help during event and gave out most of the candy during event

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

- 4.1.5 Social Student Involvement Coordinator I—Valencia- **Jiahong Sun**- Absent
- 4.1.6 Social Student Involvement Coordinator II—Valencia – **Cody Imperial-Pham**- thank you for helping during today’s event and it was a great idea.
- 4.1.7 Social Student Involvement Coordinator— Canyon Country – **Jesus Martinez Desantiago**- None
- 4.1.8 Cultural Student Involvement Coordinator I – Valencia – **Yu Wu**- None
- 4.1.9 Cultural Student Involvement Coordinator II—Valencia – **Erik Polanco**- Event went well and some highlights are a student deaf explain struggles to find a place to celebrate his culture. For some students, it was a time for them to remember and honor their loved one’s past life. Event was successful and gave some leftover to Banc.
- 4.1.10 Cultural Student Involvement Coordinator— Canyon Country (**Vacant**)
- 4.1.11 Public Affairs Officer –**Stephanie Ofilada**-Thank you Lynn for attending the CCCSAA conference. Please submit the media request with at least one week in advance notice. Try not to resubmit the same request more than one time.
- 4.1.12 Vice President of Inter Club Council- **Ellie Wingo**-CCCSAA was a lot of fun last weekend.
- 4.1.13 Officer of Equity- (**Vacant**)
- 4.1.14 Officer of Marketing and Information- **Harrison Kim**- Had a great time at CCCSAA and thank you to Lynn for attending as the advisor. The reports are available to view on the OneDrive.
- 4.1.15 Executive Liaison Officer- **Sanjana Sudhir**- CCCSAA was amazing and thank you to Lynn for taking them. Met with SSCCC who representatives came to the last meeting. Expressed interest in becoming a delegate and would like to share with the board. Attend monthly meetings and submit reports and informing of the issues experienced here. For example, SSCCC passed the law requiring tampons, special needs requirements, and much more. Would like involvement in passing future bills. December 1<sup>st</sup> to 3<sup>rd</sup> is the next conference and as the delegate would attend. This is in Riverside and asks for any interest from the board in also attending. The voting will take place for the delegate next week. Concerns about past have been addressed and the growth may be further explained by Sanjana if requested. An agenda item would need to be submitted if the board would like to be a part of SSCCC again. If you choose to move forward, would like future boards to continue in this organization. Discussion of having the Executive liaison assume the role as the delegate of the SSCCC because currently, the President assumes the role of the SSCCC Delegate. This would expand advocacy efforts. An item would also need to be approved for the travel of the conference taking place in December. Suggestion is to sit in one meeting to make sure the board does want to be a part of the organization. She will try to attend one meeting and will report back to the board. Will continue in this organization as she is planning on being a part of ASG next year.
- 4.1.16 Student Trustee- **Hestia Sartika** -Strongly recommend attending some meetings before making this commitment. Should put this on the boards calendar for upcoming meetings. Proceed with caution in the organization. Recommends to request some recordings of the past meetings within the organizations. To

attend the event, the delegate would go free and other board members would pay through the Student Rep Fee. Currently the amount is about \$400 to \$500 per person. Working on getting parking passes for the board and working on the MOU. Next week will start the first reading. After the second reading, the board members will sign then it will be forwarded to the Chancellor.

- 4.1.17 Executive Vice President – **Caitlin Herron**- None
- 4.1.18 President- **Christopher Bordbar** – Met with the Chancellor who suggested to ask for a survey to be given on other schools using similar services.
- 4.1.19 ASG Technician- **Robin Herndon** – None
- 4.1.20 Advisor – **Joanna Kelly**- met with Coordinator of SSCCC and we are one of a few schools that do not have a delegate currently. Star Party this Friday in front of the Science Center at Canyon Country campus. During meeting with SSCCC’s support staff, 11-10 will hold a board training at the Embassy Suites in Valencia from 12 to 5pm and 12 to 1 is a free lunch and available to all officers and directors. 11-11 invited to a board meeting with free breakfast and lunch and good opportunity for those who may have reservations about the organization should attend. Will email this out to the board. Hestia will help during Star Party.
- 4.1.21 Advisor- **Lynn Suh**- CCCSAA was great and thankful for the opportunity.
- 4.1.22 Lead Advisor- **Kelly Dapp**-Finance committee after this meeting. Great job with the joint board meeting last week with great dialogue. Answered questions perfect and the next meeting will take place in March at the University Center. Next week will be an Executive Board Meeting that will include some information on officer positions. Kelly will not be here next week and next Friday is Veterans Day so campus closed.

#### 4.2 District Committees

- 4.2.1 Academic Senate
- 4.2.2 Academic Calendar
- 4.2.3 Accreditation Taskforce
- 4.2.4 **Advocacy Team - Legislative requests from dual enrollment and access to Financial Aid for students with disabilities. Issues with Housing funding- pull back funding given for student housing and said to get local lease bonds but with low-housing, this would not work. State-lease bond is being thought on and will know January how it could be paid for. Currently, funds must be returned by June 2024.**
- 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 College diversity and advancement team- Conducting an Ethnic Study course and working with Curriculum committee and will submit to the state in December.**
- 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- Attended and discussed a ceramic class for credit and status report.**
- 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

#### 4.3 Standing Committees

- 4.3.1 ASG Finance Committee-
- 4.3.2 **ASG Recruitment and Election Committee- Reviewing Election code and first reading will be on the 15<sup>th</sup> of November. Some changes to the Bylaws will be discussed at next week's Executive Board meetings. Dates were also set for upcoming meetings.**

#### 4.4 Ad-Hoc Committees

- 4.4.1 **Legacy Project Ad-Hoc Committee – Survey will be given regarding the Vending machine Project. Discussion of work order will go to Enrollment Services. Thank you all for coming to Erik's event.**

5. Closing Forum: None
6. Announcement of the Next Meeting- November 8, 2023
7. Adjournment (3:09p.m.)

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

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

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