

Associated Student Government

Minutes

Wednesday, November 29, 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
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:

Caitlin Herron, Executive Vice President

Others Present:

Kelly Dapp, ASG Advisor
Robin Herndon, ASG Technician
Lynn Suh, ASG Advisor
Joanna Kelly, CCC Advisor
Hiba Edgeheim, Employment Center Staff
Concerned Student
Employment Center Staff

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 1:31 p.m. with quorum established and 10 ASG Officers present.

1.2 Flag Salute/Trophy Cup:

Ellie Wingo, Vice President of Inter Club Council, leads us in flag salute.

*Ellie Wingo, Vice President of Inter Club Council, passes to **Christopher Bordbar**, President, because he is doing so much and recently won an award outside of ASG.*

1.3 Announcements: none

1.4 Approval of the ASG Senate Meeting of November 29, 2023

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Erik Polanco, Cultural Student Involvement Coordinator 2

Record of Board Vote... 10-0-0 with chair voting

1.5 Open Forum: none

2. Consent Calendar:

2.1 Approval of the ASG Senate Meeting Minutes from November 15, 2023

2.2 Approval of Funds—25 Score Cards—Winter/Spring 2024 Semesters

2.3 Approval of Funds—ASG Computer Lab (VC)—Winter/Spring 2024 needs

2.4 Approval of Funds — ASG Computer Lab (VC)—Winter/Spring 2024 needs

2.5 Fund Transfer Approval – ASG Equipment Repair

2.6 Approval of Funds—Office Supplies—Winter/Spring 2024 Semesters

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Sanjana Sudhir, Executive Liaison Officer

Record of Board Vote... 10-0-0 with chair voting aye

3. Regular Board Meeting Items:

3.1 Discussion: ASG Senate Input on Employment Center Website

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

Second: Ellie Wingo, Vice President of Inter Club Council

Table Agenda item 3.1

Motion: Kristian Mengistu, Executive Vice President of Activities

Second: Ellie Wingo, Vice President of Inter Club Council

Record of Board Vote... 10-0-0

Re-open Agenda Item 3.1

Motion: Kristian Mengistu, Executive Vice President of Activities

Second: Erik Polanco, Cultural Student Involvement Coordinator 2

***Background:** Faculty from the Employment Center are currently working on updating their website and would like the ASG Senate to provide feedback on how they can make it more user-friendly.*

Staff from the Employment center is here to ask for feedback on designing a new user-friendly website for the Employment Center.

What may be done better to be more appealing for students is asked.

The current website is discussed as well as where to find the services within the website.

Website looks different on the computer and on the phone.

Staff is here that has designed the website in the past and she pulls up the Career Education Programs website to show an example.

Is accessibility being checked to ensure everyone is able to receive the information correctly?

The order may not make sense for an individual with impairment.

Administration of Justice is pulled up as an example and a few different models are shown.

Stephanie Ofilada, Public Affairs Officer, arrives at 1:46 pm

An officer gives feedback that he likes the example that included blocks.

Online Education is pulled up next for another example of blocks.

The format is good for students as no student wants to read just words.

Some photos that are used are real students and staff.

Different colors can assist with catching attention and with many block buttons, it is a lot on the eyes.

Counseling Office is the next example and is a good example of incorporating both blocks and texts.

Some features work only on the desktop and The Ujima Scholars is a website within a website.

Just enough information is given to navigate to the information being sought out.

Feedback is asked of any websites that are user friendly.

The Job Seeker portion of the website is outdated.

Dumpling is an example of a website an officer likes the format and is pulled up.

The website program is limited with the editing.

Officer Hestia Sartika, Student Trustee, arrives at 1:58 pm

3.2 Action: ASG Winter Training

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Erik Polanco, Cultural Student Involvement Coordinator 2

Background: The advisors are planning winter training to be held on Monday, January 29, 2024, to start at 1:30pm.

Please make sure to clear your schedule for work. Attendance at the training is MANDATORY.

Advisors are still hashing out the details, but the training will be held for ONE DAY only for a span of 3-4 hours. Advisors will review the availability filled out and announce a finalized date by the end of the Senate meeting today.

COST: Not to exceed \$750

CCLR conference is occurring and waiting on an officer to confirm attendance.

Training may have to be moved from Jan 29th if the officer is attending the conference.

A few officers are taking classes as well, so the new date is 1-22 which is a Monday.

Jiahong (Johnson) Sun, Social Student Involvement Coordinator I, arrives at 1:36 pm

Erik may have a winter class on this date.

This is the date where no classes online/hybrid would conflict.

An advisor would need to know in advance if an officer is not attending.

Hoping to go out for a meal/snack to have time for bonding at the end of training.

Funding is being approved for this meal/snack.

Judy will be out of Country and may not attend training.

Erik is good with the date.

Everyone agrees with the new date on the 22nd.

Recommendations: *Approve up to \$750 from account number 001.9350 ASG Retreats and Conferences for expenses related to ASG Winter Training.*

Record of Board Vote... *11-0-0 with chair voting aye and Officer Sun now present*

3.3 Action: Approval of 2nd Reading of ASG Constitution Changes

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

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

Background: The Executive Board, along with the Public Affairs Officer, VP of Activities – Valencia, and Social Student Involvement Coordinator II had a robust discussion regarding ASG Officer Restructure/Revamp during the Executive Board meeting held on November 8, 2023.

The ASG Senate received a report on the changes made in the ASG Constitution on November 15, 2023, and approved the first reading.

The Senate will now provide any comments or suggestions for the second reading if needed.

Once the 2nd and final reading is approved, a special election will be prepared for the ASG Constitution changes so that these changes can be reflected for the Spring 2024 Elections.

No feedback was given for changes to the first reading.

Officer of Equity position change of title follow-up to match the other ASG officer titles.

VP of Equity is suggested for the changes to the name.

Should the equity be combined with the advocacy officer?

Amend the title to read Exec VP of Equity & Advocacy which would reduce the total of available position by one.

First Informal vote: 3 want to combine the positions; 4 want to change the name; 4 want to keep as is.

Discussion as to why the Executive word is in front of the Vice word.

All positions would be a part of Executive Board

Recommendations: Move to approve 2nd Reading of the ASG Constitution

Record of Board Vote... 13-0-0 with chair voting aye and Officer Sartika and Officer Ofilada now present

3.4 Action: Approval ASG Election Code Section II, Point A (Candidacy, Qualifications)

Changes

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Stephanie Ofilada, Public Affairs Officer

Background: The Senate had a discussion regarding the Election Code language pertaining to candidate qualifications at the November 15, 2023, meeting. ASG Elections Committee Chair, Ellie Wingo, and ASG Advisor, Lynn Suh, drafted two options to present to the Senate. The Senate will provide input on which change should be implemented for the second reading of the Election Code.

1st reading language: Candidates for President, Executive Vice President, and Student Trustee previously must have been a part of COC's ASG as an officer.

Option 1: Candidates for President and Executive Vice President must have completed at least 20 semester units at COC.

Option 2: Candidates for President, Executive Vice President, and Student Trustee must have completed at least 20 semester units at COC. Candidates for President, Executive Vice President, and Student Trustee must submit a Letter of Recommendation written by an individual (excluding family and friends) that can speak on the candidate's leadership skills.

- Candidates will input the recommender's information (name, phone number, and e-mail address) in their Candidate Application.
- An e-mail with instructions will be sent to the recommender to submit a letter of recommendation by April 8, 2024, at 11:59pm.
- Letters of recommendation for candidates will be posted alongside the candidate's platform statement without revealing the identity of the recommender.

The candidate platform statement would not include the author of the letter of recommendation.

Clarification on the 3 selected positions: President, Student Trustee, and Vice President and extra requirements.

The requirements will be put in place to make sure the candidates are running for positions for the right reasons, rather than to just have a title.

Previously, discussed requiring past ASG experience to apply.

Want to ensure the individual has the skills to take on the position and requirements will ensure capabilities to fulfill position's duties.

These three positions require more of a time commitment and being familiar with the college, especially for the Student Trustee position.

To have an instructor write the letter of recommendation may be conflict of interest as it may come off as endorsement of that candidate.

Qualifications may just be discussed within the letter of recommendation.

A questionnaire, rather than letter of recommendation is suggested and should include a ranking system.

The instruction sheet will include a rating scale as well as a 200-word limit on the letter or recommendation.

Recommendations: Approve option 2 to be written into the Spring 2024 ASG Election Code

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

3.5 Approval of 2nd Reading of ASG Election

Motion: Stephanie Ofilada, Public Affairs Officer

Second: Ellie Wingo, Vice President of Inter Club Council

Background: The Elections Committee has made changes according to the feedback provided by Senate members during the meeting on November 15, 2023. The Senate will review the changes and provide additional feedback if needed.

COST: N/A

Section E- Officers will be changed after election results.

Number 6 and 7 on second page will be changed with the special election under qualifications.

Information sessions times in the student center room 129 are the following:

Monday, 3-4-24 is 1:00 pm to 2:00 pm

Tuesday, 3-12-24 is 10:00 am to 11:00 am

Wednesday, 3-13-24 is 11:00 am to 12:00 pm

Thursday, 3-21-24 is 3:00 pm to 4:00 pm

This accommodates as many times as possible.

Missed setting a time for the review sessions.

Procedures for campaign is highlighted in yellow and videos may not be longer than 30 seconds.

Updated the math to correct mistake.

Undated the requirements for posting flyers and distribute flyers during campaign week only.

The flyer page also may be cut down to make additional copies.

Clarification for number 10 with campaign materials and providing a sample to Campus Life & Student Engagement.

Food items may not be part of a campaign.

With the food requirements, it would make it difficult to manage.

The third reading will change this table to include the dates to have the different times.

Recommendations: Move to approve 2nd reading of the Election Code

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** -Judy's event is the last one for the year along with therapy dogs.

4.1.3 Vice President of Activities—Valencia – **Lijuan Zhu** – Event is tomorrow from 2:30 until 4pm and help is needed if available.

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**-resigning from position next semester and hoping Sara will take his position to trade.

4.1.7 Social Student Involvement Coordinator— Canyon Country – **Jesus Martinez Desantiago**- Thank you for helping during movie night.

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

4.1.9 Cultural Student Involvement Coordinator II—Valencia – **Erik Polanco**-nothing

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

4.1.11 Public Affairs Officer –**Stephanie Ofilada**-thank you for submitting flyers and all looked great.

4.1.12 Vice President of Inter Club Council- **Ellie Wingo**- Running for treasurer and VP along with Hestia.

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

- 4.1.14 Officer of Marketing and Information- **Harrison Kim**-Tomorrow is the release of Paw Print and will be uploaded tomorrow. Thank you for finishing semester strong
- 4.1.15 Executive Liaison Officer- **Sanjana Sudhir**-Delegate assembly meeting last Friday with region 6 where everyone got to know each other. Legislative update and where they are within the process and alternate delegate was discussed and offers this option to the board. Discussed responsibilities which is joining one committee and there is a list for those interested.
- 4.1.16 Student Trustee- **Hestia Sartika** -Finished the second MOU for parking and went to the College planning committee to discuss the promise program. Went to conference and brought gifts from the conference. Student Trustee was not allowed to go from other schools. She passes around pens and stickers from the conference. She will send it to you all as there was not time to submit an item. Will get clarification on the type of parking spot for the 2nd reading changes. May be able to hold a meeting during winter training. Hoping to get parking passes by spring. Legislative/advocacy in discussion with the Chancellor and some things like extending the BaNC hours, she learned about a new law passed in 2021 that includes extending the BaNC hours. The rest was discussed with Jasmine on the funding resources and reached out to a few congressmen. Would like feedback on the surveys created prior to presenting the assembly member who is interested in working with her such as Mike Garcia. The last discussion with Jasmine on funding for affordable housing, 15 colleges were able to retain funds plus received additional funding, however, was in good terms with a good relationship with congressman. Would like to build relationships with assemblyman. Part of the conference that she will be attending will include an opportunity to meet with the assembly member/legislatures. Great topics for the executive board to assist with advocacy as a whole board rather than just one. When attending the upcoming conference, she will send out surveys for the boards feedback before giving the surveys.
- 4.1.17 Executive Vice President – **Caitlin Herron**- absent
- 4.1.18 President- **Christopher Bordbar** – majority of officers completed the forms and discusses the focus for this group. Kelly is breaking down the ASG budget and will send an update on financial well-being. Met with the Chancellor yesterday to discuss the BaNC along with Hestia and offer after hours services. Will have an update.
- 4.1.19 ASG Technician- **Robin Herndon** – Vote for your favorite Holiday Door!
- 4.1.20 Advisor – **Joanna Kelly**- Thank you for your hard work and all of your accomplishments. As a reminder, ASG evaluations are asked of from officers and directors. This is mandatory to receive scholarship and is due this Friday by noon. No office hours this week or next week for any officers or directors. Cougar packages will be given out tomorrow at 2:30 pm at Valencia and 10:30 until 11:30 at CCC for all students. Pleasure working with you all.
- 4.1.21 Advisor- **Lynn Suh**-Heads up on CougarFest on Monday 2-12 and 2-13 10 until 2pm and format is changing next semester. Doing away with the tables except

for Student clubs and organizations. Want to make the event more fun and include the departments and where to find them. Tours will be given from peer leaders during the event and meeting different student organizations. A fun booth idea is welcomed and brainstorming with Joanna to see how to make the event more engaging rather than information overload. Face painting is suggested and incorporate the Cougar Mascot is another idea. Good luck with finals and no stress.

- 4.1.22 Lead Advisor- **Kelly Dapp**- No joint meeting with the Executive Cabinet today. Jasmine will reschedule winter or spring but if anything, urgent please let her know. Finance committee meeting will take place over winter where the budget priorities will be discussed with the positions in detail. Scholarship discussion for any changes will also take place along with the grant process and if it should be continued and how much to allocate to the program. Jasmine will be invited to this meeting to discuss potential MOUs with staff salaries. So proud of each and every one of you. You all have come so far from when you started the training and very proud of the growth seen. Will talk about some of the challenges this semester and have a wonderful time with your family over the break. Spring will fly by when you return from you break.

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 – Chris and Hestia attended and discussed the promise program being geared towards first generation students.**
- 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 Kristian attended and water presentation was given where a reimbursement will be given to exchange lawn with the desert style lawn. Let them know if interested. Eco Alliance-path to the UCEN will be decorated with wild flowers. Detachable charging stations may be coming to campus to offer charging stations for students while they are in class. Working with local elementary schools on a biodiversity project.**
- 4.2.32 Technology
- 4.2.33 Women's Conference

4.3 Standing Committees

- 4.3.1 **ASG Finance Committee- looking at the next meeting date.**
- 4.3.2 **ASG Recruitment and Election Committee- meeting a week after finals to review changes**

4.4 Ad-Hoc Committees

- 4.4.1 **Legacy Project Ad-Hoc Committee – Chris will prepare emails after finals for the Alumni Network.**

5. Open Forum:

A student is here today and attended here at the college for the past 4 years but had a bad experience this semester. She is getting PHD in psychology and discusses her transfer schools along with Masters degree. Taking a psychology class designed to be a prerequisite. From start of class, her professor has refused to show up and she asks how many have gone to office hours and had lectures in person. She goes to see her instructors during office hours two times a semester to build repour. She attends every lecture and her final is on Monday but not held one class all semester. She has also not met any of her classmates along with no lecture from instructor for the entire semester. She has complained since October regarding this issue and she has seen instructors disrespecting students. The professor has not come to class or held office hours or presented any expectations for the class. If she gets accepted, she will be unprepared due to the lack of teaching from this class. Insufficient information for the next program of education as she has not been given the correct content during this class. Working to have instructor removed as the students are not being served within the class. The content of the class has not been discussed and now they are at the end of semester, so bringing it to ASG as she needs advocacy to change this for all of the other students. Five complaints have been given on Psychology Instructors. IRB conducts experiments on students that include the students within the class. People are being misused and students come for an education. She is calling upon the board to make changes. Have not had an opportunity to meet students in the 15 weeks of class. No guidelines were given when a project was assigned over Thanksgiving. The class is designed to prevent her from learning and advancing. Some instructors

have been working 20 years to falsify send students to the next school uneducated. Designed to create imposter syndrome and she had reached out to a former advisor to realize her place at the institution attended, then graduated. Teachers are preventing her from moving forward and hands the board her complaints. Class originally designed as a hybrid class when registering. Only contact was at the beginning of the semester where an exam was given by the Instructor. She has been on Canvas many times and have taken courses here in the past.

This is the next step from the student and all of her information is on the piece of paper she handed them. She wanted to make sure her voice was heard and what she is going through to the student body. Will meet with HR on Friday to complain further regarding the Instructors with the issues she is experiencing.

6. Announcement of the Next Meeting- TBD

7. Adjournment (3:07p.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