

# Associated Student Government

## Minutes

Wednesday, February 28, 2024

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  
**Lijuan (Judy) Zhu**, Executive Vice President of Activities  
**Sanjana Sudhir**, Executive Liaison Officer  
**Moussa Haj Ghaban**, Officer of Equity  
**Harrison Kim**, Officer of Marketing and Information  
**Ellie Wingo**, Vice President of Inter Club Council  
**Stephanie Ofilada**, Public Affairs Officer  
**Pin-An (Aaron) Lin**, Cultural Student Involvement Coordinator 1- Valencia  
**Sara Wali**, Social Student Involvement Coordinator 1 – Valencia  
**Jesus Martinez Desantiago**, Social Student Involvement Coordinator-CCC

### Members Absent:

**Hestia Sartika**, Student Trustee

### Others Present:

**Kelly Dapp**, ASG Advisor  
**Robin Herndon**, ASG Technician  
**Lynn Suh**, ASG Advisor  
**Joanna Kelly**, CCC Advisor  
**Michael Joslin**, Dean of Students Services

## 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 10 ASG Officers present.

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

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

**Moussa Haj Ghaban**, Officer of Equity, arrives at 1:30 pm

**Stephanie Ofilada**, Public Affairs Officer, passes the Trophy Cup to **Sanjana Sudhir**, Executive Liaison Officer because she is on top of things and doing well with SSCCC.

**1.3 Announcements:** none

**1.4 Approval of the ASG Senate Meeting of February 28, 2024**

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

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

**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 February 21, 2024**

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

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

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

## 3. Regular Board Meeting Items:

**3.1 Action: Approval of BP/AP 5400 – Associated Students Organization**

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

**Second:** *Moussa*

**Background:** The Associated Student Government will review and vote on proposed revisions to BP/AP 5400 – Associated Students Organization.

Cost: N/A

Michael Joslin is here to review the board policies.

Changes suggested are legally required and minimal.

**Recommendations:** *Move to approve the proposed revisions to BP/AP 5400 – Associated Students Organization.*

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

**3.2 Action: Approval of BP/AP 5410 – Associated Students Elections**

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

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

**Background:** The Associated Student Government will review and vote on proposed revisions to BP/AP 5410 – Associated Students Elections.

Cost: N/A

Question for a way to define the term “equivalent” in section number 1.

The term Equivalent is Referring to quarter units.

ASG Body may determine if non-credit students are eligible to be members along with the education code.

**Recommendations:** *Move to approve the proposed revisions to BP/AP 5410 – Associated Students Elections.*

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

### **3.3 Action: Approval of BP/AP 5420 – Associated Students Finance**

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

**Second:** *Lijuan (Judy) Zhu, Executive Vice President of Activities*

**Background:** The Associated Student Government will review and vote on proposed revisions to BP/AP 5420 – Associated Students Finance.

Cost: N/A

Guided by the education code and legal counsel of CCLC.

**Recommendations:** *Move to approve the proposed revisions to BP/AP 5420 – Associated Students Finance.*

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

### **3.4 Action: Approval of BP/AP 5535 – Student Participation in Collegial Consultation**

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

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

**Background:** The Associated Student Government will review and vote on proposed revisions to BP/AP 5535 – Student Participation in Collegial Consultation.

Cost: N/A

**Recommendations:** *Move to approve the proposed revisions to BP/AP 5535 – Student Participation in Collegial Consultation.*

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

### **3.5 Action: 1st reading of ASG Bylaw Changes in Article I to Article IV**

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

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

**Background:** The 2024 – 2025 ASG Senate structure has been approved by the student body. It is now time to approve changes in the ASG Bylaws to reflect the new structure.

The ASG Senate has been sent copies of the bylaw changes in advance to review.

COST: N/A

No notes are given for article 3.

Expectations added, including office hour requirement in Clause B, Number 2, under submit office hours.

Intention is to have a presence at the Canyon Country campus.

Many of the officers who report to the CCC advisor do not go to that campus frequently.

Concern about the required 16 hours per semester last week, during the Executive Board meeting.

The 16 hours may be spent during CCC events as well as other activities done at the Canyon Country campus.

Consensus from officer that the required hours is a good amount and fair.

May be unfair to those who do not have class at Canyon Country.

Some officers are not in favor of the requirement of 16 hours.

The advisors are flexible with good communication from the officer.

Suggestion is to include alternatives, including a meeting with Joanna to provide updates for that campus.

Attending a CCC district committee meeting is also suggested.

A good alternative to add may be 8 hours at CCC as well as holding/attending 2 CCC events.

Due to the time it takes to commute to and from each campus, it may deter some from applying for a position.

The 16 hours may be completed over the course of the entire semester and if it is decreased, it may decrease ASG's presence at CCC.

If everyone has the same requirement for office hours at CCC for the positions, it would be best.

Transportation issues should be communicated to the Advisors.

Plan is to include this information on the ASG application as well as the ASG candidate information sessions.

Should more context be given to elaborate on the different ways the CCC office hours may be fulfilled?

Another alternative is to set up a meeting with CCC staff online.

If this was a requirement now, it would be very difficult to fulfill the 16 hours at CCC.

Responsibility for the officer to communicate the difficulties with fulfilling the CCC hours.

Common complaint is the lack of services available at CCC from students.

The number of hours may be reduced if the board is all in favor of reducing the hours.

Recommendation is 10 hours, rather than the 16 hours at CCC.

Suggestion is to change the word “must” or including an alternative for those who are unable to fulfill the required minimum hours at CCC.

Exceptions may be made for an officer’s extenuating circumstances.

Mindset is getting more of a presence at the Canyon Country campus.

Struggle to get students to apply for CCC positions.

Suggestion is to add a goal striving for with the required hours for CCC.

This is something that the next year is able to change.

In the past, the CCC officer positions were required to take classes at CCC until the board changed this requirement.

Majority is good with the minimum hours being 16 for Canyon Country campus.

In the past, one of the officers was unable to attend committee meetings but advisors were able to work with the student.

Change the wording “respective board” in Section 4.

No notes given regarding the officer descriptions.

All officers will be a part of the Finance Committee.

Clarification on the officers that should be a part of the Activities Board committee.

Officer of Communication should be present for the Activities Board meeting.

VP of ICC should also be a part of Activities Board.

Officer of Equity should attend as needed.

**Recommendations: Motion to Approve first reading of the ASG Bylaw Changes in Article I to Article IV**

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

### **3.6 Action: International Women’s Day Event**

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

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

**Background:** The purpose of this event is to recognize women by having students write down a loving message to a woman they appreciate on a poster. We would also be providing cards and cookies so students can write a heartfelt message on the card and grab a cookie for themselves or for a woman they appreciate. Colored paper to make cards will be provided and any writing utensils provided by the ASG office. Cookies from Costco will be purchased. Each pack includes a variety of 24 cookies and \$100 or less would be purchased for both CCC and Valencia.

**COST: \$100 cookies for both campuses**

2 boxes of Famous Amos Cookies will be purchased for the events.

Next Monday is the date and help would be appreciated at either campus.

**Recommendations: Move to approve \$100 from the account CCC-Social & Cultural (001.9805) and \$100 from the account VC Social & Cultural (001.9813)**

**Record of Board Vote... 11 -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- **Lijuan Zhu** – Activities Board meeting next week.

4.1.3 Vice President of Activities—Valencia – **(Vacant)**

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

4.1.5 Social Student Involvement Coordinator I—Valencia- **Sara Wali**-Next Monday International Women’s Day from 11:30 until 12:30 and in front of ICC at Valencia and upper floor for CCC.

4.1.6 Social Student Involvement Coordinator II—Valencia **(Vacant)**

4.1.7 Social Student Involvement Coordinator— Canyon Country – **Jesus Martinez Desantiago**-changed the name of his event.

4.1.8 Cultural Student Involvement Coordinator I – Valencia – **Pin-An (Aaron) Lin**-none

4.1.9 Cultural Student Involvement Coordinator II—Valencia – **(Vacant)**

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

4.1.11 Public Affairs Officer –**Stephanie Ofilada**-Send cougar mascots applicants to her.

4.1.12 Vice President of Inter Club Council- **Ellie Wingo**-Candidate orientation is on the 4<sup>th</sup> and please go to support. If you have past event photos, please send them to her.

4.1.13 Officer of Equity- **Moussa A. Haj Ghaban**-none

4.1.14 Officer of Marketing and Information- **Harrison Kim**-Drafting first episode of Paw Cast-Which is the hardest major and will be a debate. Thinking of ways to incorporate the public and may borrow whiteboard and mini-mics and take tally of the results. Suggestions or ideas welcomed.

4.1.15 Executive Liaison Officer- **Sanjana Sudhir**-none

4.1.16 Student Trustee- **Hestia Sartika** - absent

4.1.17 Executive Vice President – **Caitlin Herron**- ASG grants will be open soon and sending out the email next week. Finance committee will meet to discuss the applicants. Send emails out to the district committee chairs to introduce the representatives for the committees. Meeting information may be found in the Canvas calendar.

4.1.18 President- **Christopher Bordbar** – Alumni legacy is May 13 from 5 to 8:30 pm. Try to hold the ASG event earlier that day and the Hall of Fame Event will take place then. Will meet and all officers are invited. Joint meeting after this meeting.

4.1.19 ASG Technician- **Robin Herndon** – nothing

- 4.1.20 Advisor – **Joanna Kelly**- Please apply for scholarships even if transferring. Financial Aid will figure out which ones you qualify for and will be notified by email. Progress Reports will be due and Joanna will send out the form to complete. If late start, do not worry and due by March 20<sup>th</sup> by 5pm and make sure you are being honest. Conversation would be more helpful now if grades are in jeopardy. Send it to you one on one advisor and CC Joanna.
- 4.1.21 Advisor- **Lynn Suh**- Sending out the second reading bylaws for review and approval at the next meeting. Changes will be bolded and should be easier to read. Read one more time with notes. ASG information session next week at both campuses. If applying for a position, must attend an info session. Candidates open this Monday and please let those interested know. The information session usually last about 30 minutes to go through the slides unless many questions during which then could take up to an hour.
- 4.1.22 Lead Advisor- **Kelly Dapp**- Joint meeting after this meeting in Canyons Hall 201 and list of topics were sent to you that will be discussed. Some include the feminine products in the bathroom construction update on ADA. Virtual tour and fall survey will be discuss as well as the Shelter in Place Drill and another program to assist in identify applicants. March 27<sup>th</sup> is the Joint meeting and will be held in the University Center. Items will be due by next week for this meeting. Anything you all would like to have updates on should be discussed here. Dr. Edel Alonso will also be present during this meeting. More information to come. During last week's finance committee meeting discussion items came up on some MOU's and the Computer Lab. Staff member came to discuss adding printing stations and went over the cost and some options including color printing and printing limits. Option to look at when setting your budget for next year. Any major changes will make sure to have everyone's participation. May be time for questions after.

#### 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
- 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

#### 4.3 Standing Committees

- 4.3.1 ASG Finance Committee-
- 4.3.2 ASG Recruitment and Election Committee- meeting today at 4:30 to prepare the launch of the application Monday.**

#### 4.4 Ad-Hoc Committees

- 4.4.1 Legacy Project Ad-Hoc Committee -translations submitted and the links need to be created. Moussa will assist with translation in Arabic.**

**Commencement Committee – Judy attended and the Grad Fair will be held on May 7<sup>th</sup> from 9am until 6pm in cafeteria. Valedictorian Recognition is Friday, May 17<sup>th</sup> at 10:15 am. Ceremony for past years were split into two ceremonies which is what the plan was for this year. Turns out another event is happening at the same time, so based on the number of graduates so far, we will hold one ceremony in the Honor Grove with the same setup. Graduates will get information sent the week of Spring Break.**

## 5. Open Forum:

Ellie lets everyone know of a club that is good at networking with Entrepreneurs present.

Kelly and Moussa met with the Director of the Inter Cultural Center and has the summer activities planned out. Will invite Moussa to the planning meetings that take place bi-monthly. May hold a focus group in the new area for the Inter Cultural Center. Moussa recommended a few different clubs that may be good to include with the Inter Cultural Center. Brandon, Director, is very excited to work with ASG on event collaboration and like the International Women's Day Event that ASG is holding.

6. Announcement of the Next Meeting- March 6, 2023

7. Adjournment (2:27p.m.)

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

***Second: Sara Wali, Social Student Involvement Coordinator 1 – Valencia***

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