

Associated Student Government

Minutes

Wednesday, September 13, 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
Jiahong (Johnson) Sun, Social Student Involvement Coordinator I
Cody Imperial-Pham, Social Student Involvement Coordinator 2

Members Absent: None

Others Present:

Kelly Dapp, ASG Advisor
Robin Herndon, ASG Technician
Lynn Suh, ASG Advisor
Joanna Kelly, CCC Advisor

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:

Sanjana Sudhir, Executive Liaison Officer, leads the flag salute.

Sanjana Sudhir, Executive Liaison Officer, passes the Trophy Cup to Stephanie Ofilada, Public Affairs Officer, for her Instagram efforts.

1.3 Announcements:

Erik Polanco is planning a November event and a welcome collaboration which will be tamales and a Mariachi music. The date will work around finals.

1.4 Approval of the ASG Senate Meeting of September 13, 2023

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Ellie Wingo, Vice President of Inter Club Council

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

1.5 Open Forum: None

2. Consent Calendar:

2.1 Approval of the ASG Senate Meeting Minutes from September 6, 2023

2.2 Action: Appointing Assistant to the Vice President of Activities – VC

2.3 Action: Appointing Assistant to ASG President

2.4 Action: NEW CLUB- COC Red Cross Club

2.5 Action: NEW CLUB- Coptic Club

2.6 Action: NEW CLUB- Grace on Campus

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Ellie Wingo, Vice President of Inter Club Council

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

3. Regular Board Meeting Items:

3.1 Action: ASG Financial Code Revisions – First Reading

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Ellie Wingo, Vice President of Inter Club Council

Background: The ASG Financial Code is ASG's governing document that outlines guidelines and procedures for the allocation of ASG funds. There are a few changes that need to be made to the document, including some language referring to ASG's savings account and the procedure for handling inactive club funds. The ASG Finance Committee reviewed and approved the changes. The changes are now being presented to the ASG Senate for approval.

ASG Finance Code Changes:

Article X. ASG Accounts

Section 1.

The only funds that may be housed within the ASG budget are club accounts and actual ASG funds that will be used for appropriate ASG purposes with the exception of those defined in Article XVI, section 2.

Section 2. Checking Account

A. The Associated Student Government shall maintain a checking account to conduct financial transactions.

B. Any revenue generated by the Associated Student Government shall be held in the ASG checking account.

~~Section 3. Savings Account~~

~~A. All ASG surplus funds shall be held in a savings account. The Associated Student Government will maintain a minimum of 25% of the amount of the ASG's operating budget in the ASG's savings account each year.~~

~~B. The ASG savings account may be drawn upon for the following purposes:~~

~~i. To address any budget shortfalls to ensure a balanced budget.~~

~~ii. To fund unanticipated and/or emergency expenses that could not have been foreseen or budgeted in the current fiscal year budget.~~

~~iii. Major improvement or capital outlay which may benefit students and campus population of College of the Canyons~~

Section 4. ASG Merchant Account

A. Funds received from the ASG credit card merchant machine shall be deposited in the ASG's merchant checking account.

XVI. Trust Funds

Section 1. Club Trust Accounts

A. Club and organizational funds are held in trust for the organization and may not be drawn upon by the Associated Student Government or expended by it. These funds are subject to withdrawal only by approval of the club reflected in the agenda or minutes. An account is maintained to fully cover complete withdrawal of such funds.

B. If a club is placed on probation status, club funds shall be frozen except for the payment of outstanding debts. Funds shall be frozen for a period of two months from the day of the meeting at which the club was placed on probation.

C. If a club is placed on inactive status, club funds shall be frozen except for the payment of outstanding debts.

D. If any ASG chartered club or organization which the ASG holds money in trust for should become inactive for three (3) successive semesters, all funds in the group's club account shall revert to the ~~ASG Inactive Club Trust Fund account which may be used for Inter Club Council activities~~ general fund, Miscellaneous Income, and programs established in the ASG Annual Budget at the end of the third successive inactive semester. If a club becomes active during this time, funds shall be returned to the club.

Section 2. Other Trust Accounts

A. Funds for Financial Aid scholarships and ASG sponsored programs are held in trust and may not be drawn upon by the Associated Student Government or expended by it. These funds are subject to withdrawal only by Payment Authorization Form approved by the staff or faculty person(s) responsible for the funds. An account is maintained to fully cover complete withdrawal of such funds.

B. All ASG awarded scholarships which funds have not been used/exhausted after 2 years of no action revert back to the ASG.

~~C. The Associated Student Government can also set up trust funds for its own purpose. The ASG shall be able to remove these trust funds if conditions change.~~

Hestia Sartika, Student Trustee, arrives at 1:34 pm to make quorum 13

Recommendations: Move to approve the first reading of the revised ASG Financial Code.

Record of Board Vote... 13-0-0 with chair voting aye with Hestia Sartika, Student Trustee, now present

3.2 Discussion: ASG Joint Meeting Preparation

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Ellie Wingo, Vice President of Inter Club Council

Background: The ASG Senate will hold a joint meeting with the Executive Cabinet on September 20th. In preparation for this meeting, the Senate will discuss how they should delineate ASG Executive powers and responsibilities. This may involve creating a PowerPoint presentation and bringing up legacy projects such as the Banc project, campus tour project, and Alumni project.

Last meeting discussion was feedback from the Executive Cabinet and student's feedback.

Discussion to include slides for the presentation at the meeting.

Working on the 3D tour currently but still would like to bring up this idea.

Suggestions for this meeting would be to discuss things you would like to see change in.

For example, low enrollment and using Canvas for advertisement.

Feedback will be asked of the board and ASG will have an opportunity to provide some items of discussion.

Feedback from officers is also suggested when putting together items.

Suggestions should be 2 and 3 items at the most due to the time allotted for meeting.

Legacy projects may be one item because this was something discussed with providing free tampons in the restrooms previously.

Ideas like a changing table, etc. would be a good idea or construction is another idea for topics.

For one of the officer's class, the noise and vibrations are bothersome from the construction.

The oil was removed from the whiteboards in classrooms so the dry erase markers do not come off.

Student brought up all of the grass on campus and to think about water conservation.

Student wanted more library hours especially hours at CCC for a quiet place to study.

Suggestion is to include a section for "quick questions" as one of the items.

If there is another topic to discuss in detail, suggests to have a separate item.

Caitlin Herron, Executive Vice President, arrives at 1:42 pm to make quorum 14

List of ideas for the legacy are on the minutes from the last meeting online.

The minutes are under the Executive Board Meeting minutes.

Digital signage is suggested for any anticipated construction on campus.

Should change the hours of construction to be not during hours of class time or the times there are less classes.

Based on classes at a specific location at a specific time with the construction may be suggested rather than night construction.

Rephrase the question on how does the time and location get determined on campus when doing the construction.

Construction is mandated as ADA compliant regulations.

Digital signage may be a pop-up notification for construction updates.

Advanced notices for upcoming construction changes are emailed out weekly.

Banners to give construction updates or changes to campus.

Banner content must first be requested and must be on behalf of department or large-scale activity.

Questions would be one item and may include the Campus Tour.

One of the questions, however, may lead into a longer conversation.

Typically, these meetings allow time for usually one topic from ASG and one from the Executive Board.

During the event yesterday, a student brought up the hours at TLC and being more accessible.

Concerns similar to these were discussed during the training and would be a good follow up topic to bring up.

Topic may be additional Library hours, to provide a nice safe space on campus.

The library does not need to be the space as long as there is a place on campus that has extended hours.

Suggestion may be to have student ID for students to be allowed access outside of open hours in specific buildings on campus.

Safety is also a topic of concern for this idea.

Study Space, extended hours, and changing tables on campus are suggested topics for next week's agenda with Executive Cabinet.

PowerPoint is not needed for this meeting as the topics will be focused on the questions, rather than slides.

Create a document of quick questions is suggested and have one of the advisor's time each item to stay within the time allotted.

Suggest to create a slide with the questions/concerns from the ASG Board.

A handout may be used to give out during the meeting, rather than a PowerPoint.

Include the questions on a document to hand out and share the questions with Jasmine.

Friday is when the questions should be done and ready to send.

Keep the questions to 5 or 6 at the most.

May inform during the meeting on the legacy idea to have a 3D tour as well as the changing table.

Have some extra questions that may be brought up after initial questions, if time permits.

Legacy should not be brought up until more has been done initially.

It is a good idea to let them know in the event that this is being done on campus already.

Discussion of shortening the duration of class time will be discussed most likely during the meeting.

Feminine products may be included in the work order and is difficult or impossible to find any on campus.

Some people take all of the feminine products so within a couple of days they run out.

This should be addressed again to be in line with a law that was recently passed.

A sign should be put on the dispenser to inform students to take one and to contact this number if there are no more left.

Suggests to inform the school that it is required by law to refill the feminine products.

Idea is to put one or some in a machine to see if the product is still there the next day.

Create document to work on during office hours to finalize by Friday morning.

ASG Director recommends to make a fact sheet to assist during the meeting. This would include some type of literature to explain in detail, rather than taking additional time during the meeting.

For extended hours, research different schools to see those specific hours of operation and why.

In 2005, topic took place that focused on hours of operation for schools and may be researched to address.

Ellie created the document to use for next week's joint meeting.

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**—Activity Board meeting after this. Homecoming will be addressed during the meeting if you have feedback, will be at end of meeting.
- 4.1.3 Vice President of Activities—Valencia – **Lijuan Zhu** – upload her events agenda item.
- 4.1.4 Vice President of Activities—Canyon Country (***Vacant***)
- 4.1.5 Social Student Involvement Coordinator I—Valencia- **Jiahong Sun**-Preparing the event for the mid-autumn festival.
- 4.1.6 Social Student Involvement Coordinator II—Valencia – **Cody Imperial-Pham**- Working on his_Best Advice event.
- 4.1.7 Social Student Involvement Coordinator— Canyon Country – **Jesus Martinez Desantiago**-no
- 4.1.8 Cultural Student Involvement Coordinator I – Valencia – **Yu Wu**-no
- 4.1.9 Cultural Student Involvement Coordinator II—Valencia – **Erik Polanco**- November event and will show ideas for tailgate during activity board. Collaboration appreciated.
- 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**-no
- 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**-Ice cream event went well and saw many new and old students. Thank you for helping Caitlin.
- 4.1.16 Student Trustee- **Hestia Sartika** -Spoke with Dr. Ruys and the BaNC will have a locker and working on something to provide to the evening students. Students may use their student ID at a vending machine to get stuff in evening time.
- 4.1.17 Executive Vice President – **Caitlin Herron**- Send email to Cody for District Committees and everyone else received their district committee. Follow up with those who attended a district meeting. The form goes through the Google

Document. Spoke with Dr. Ruys to see why the BaNC did not use the funds that ASG gave. This is due to the regulations on what the funds may be used for, which is specifically for student staffing at the BaNC. At the time, the BaNC did not have many staff. In the past, additional funds were provided to to be spent on supplies.

- 4.1.18 President- **Christopher Bordbar** – Full house and happy to have everyone here.
- 4.1.19 ASG Technician- **Robin Herndon** – Please stop by the front desk of Campus Life to leave a few of your business cards for questions relevant to your position.
- 4.1.20 Advisor – **Joanna Kelly**- Great job with Sanjana’s event and thank you Caitlin and Harrison for helping out. Please do best to take pictures at events to have during the Joint Board Meeting all have done. Fill out event evaluations as well.
- 4.1.21 Advisor- **Lynn Suh**-Read emails that she sends on a weekly basis. Reminders such as being on time during meetings and CCCSAA Conference coming up at the end of October. If you are interested please respond soon so the logistics may be worked out. This would come out of the Student Representation Fee’s budget.
- 4.1.22 Lead Advisor- **Kelly Dapp**- CCCSAA Conference will be Friday through Sunday and will be in San Francisco this year. A good number of attendees will need to RSVP in order to confirm the conference. If committing to going and back out, the funds would come out of your pocket. Many times, the food is provided and the room will be provided to stay during the conference. The deadline date will be sent out soon for the conference. Come pick up a shirt during office hours that are in the back of Campus Life and there are two different styles to select from. Directors may get a shirt as well.

4.2 District Committees

- 4.2.1 **Academic Senate – Discussed safety concerns that he would like to come discuss during the meeting. Suggests presentation to be about 15 minutes.**
- 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 – discussed physical data that may impact ASG but difficult to follow. May report back after reviewing minutes. Budget and how it may affect students.**
- 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-

4.4 Ad-Hoc Committees

4.4.1 Legacy Project Ad-Hoc Committee –

Ellie Wingo will create a GroupMe chat.

Alumni – Chris Bordbar, Harrison Kim will lead. Hestia Sartika, Kristian Mengistu and Erik Polanco will help.

Brochures– Stephanie Ofilada, Erik Polanco, Sanjana Sudhir will work on this Ad Hoc.

5. Closing Forum:

Kristian Mengistu thanks everyone who helped during her past event.

6. Announcement of the Next Meeting- September 20, 2023

7. Adjournment (2:28p.m.)

Motion: Erik Polanco, Cultural Student Involvement Coordinator 2

Second: Ellie Wingo, Vice President of Inter Club Council

Record of Board Vote: 14-0-0 with chair voting Aye with Caitlin Herron, Executive Vice President, is now present