

Associated Student Government

Minutes

Wednesday, September 27, 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:

Others Present:

Kelly Dapp, ASG Advisor
Robin Herndon, ASG Technician
Lynn Suh, ASG 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 1:31 p.m. with quorum established and 13 ASG Officers present.

1.2 **Flag Salute/Trophy Cup:**

Ellie Wingo, Vice President of Inter Club Council, leads us in the Flag Salute.

Ellie Wingo, Vice President of Inter Club Council, passes the trophy cup to

Erik Polanco, Cultural Student Involvement Coordinator 2, because he had his event and doing well in his new position.

1.3 Announcements: Yu's birthday

1.4 Approval of the ASG Senate Meeting of September 27, 2023

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Erik Polanco, Cultural Student Involvement Coordinator 2

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

1.5 Open Forum:

Erik and Sanjana updated the date to October 18th for Fall Fest. Let them know for interest in having a table by this Friday at 5pm. A few interested officers but room for more. Date is tentative due to reaching out to clubs.

2. Consent Calendar:

2.1 Approval of the ASG Senate Meeting Minutes from September 20, 2023

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Kristian Mengistu, Executive Vice President of Activities

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

3. Regular Board Meeting Items:

3.1 Discussion: Interviewing Edgar Guerrero

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Kristian Mengistu, Executive Vice President of Activities

Background: Edgar Guerrero has applied for the Officer of Equity position and will be interviewed by the current ASG Senate. Edgar has met all the criteria and standards set by ASG to move forward with this interview.

Applicant will be asked from the officers required interview questions

Assistant appointments are due next week at the senate meeting

Applicant is not here today.

Applicant was emailed last week to confirm he will be here.

Will follow up to see if there was communication from applicant.

Based on response, will need to know prior to agenda item due date and time.

Interview would be rescheduled if there was a legitimate reason.

Hestia Sartika, Student Trustee, arrives at 1:44 pm to make quorum 14

Motion to strike 3.1 and 3.2

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Hestia Sartika, Student Trustee

Record of Board Vote... 14-0-0 with chair voting aye and officer Sartika now present

3.2 Action: Appointing Officer of Equity

Background: Edgar Guerrero has interviewed with the ASG Senate for the Officer of Equity position. The Senate will now discuss Edgar's candidacy and vote on whether or not to appoint Edgar into the position.

COST: N/A

Recommendations: Discuss Edgar's candidacy for Officer of Equity. If appointed, Edgar will start his term on October 2, 2023.

3.3 Action: Approval of Funds for Popcorn

Motion: Kristian Mengistu, Executive Vice President of Activities

Second: Stephanie Ofilada, Public Affairs Officer

Background: The purpose for this is to be able to give out popcorn for various events during the year. As homecoming is right around the corner, we want to give out popcorn for our ASG table on September 30th.

COST: Not to exceed \$100

AV Party Rentals: 24 pks for 78.58

Explanation of serving per pack for popcorn.

Popular to use for events and a cheap option.

Supplies expire but will notify in the event that supplies are bad.

Same flavor for the portion packs

Recommendations: Move to approve up to \$100 from account number 001.9813 VC Social and Cultural for Popcorn.

Record of Board Vote... 14-0-0 with chair voting aye

3.4 Action: Approval of Funds for Mini Mics and Adapters

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Kristian Mengistu, Executive Vice President of Activities

Background: The purpose of this purchase is to enhance the audio quality for media related to COC's ASG. The mini mic is a two pack from Amazon that can be used with a camera, iPhone, and Android. Both mics are wireless, and they will be beneficial in reducing noise in the background of interviews and varying videos for ASG films. The purpose of the adapter is to fit the wireless receiver into the camera. The mics and adapters will be used when creating content for COC's ASG TikTok, Instagram, and podcast. Both items will be accessible to be loaned out by any of the ASG Officers just as the other items in the office are.

COST: Not to exceed \$45

Wireless 2 pack \$30

Adapter 2 pack \$8

Cheaper alternative but not the best reviews for those options.

Had future officers in mind for devices other than an iPhone.

Best reviews for the price and include with two mics.

Recommendations: Move to approve up to \$45 from account 001.9303 - Supplies

Record of Board Vote... 14 -0-0 with chair voting aye

3.5 Discussion: ASG Senate Meeting Expectations

Motion: Ellie Wingo, Vice President of Inter Club Council

Second: Stephanie Ofilada, Public Affairs Officer

Background: The advisors would like to review ASG Senate Meeting expectations and address the following topics.

- Being on time
- Phone/laptop usage during meetings
- Being present and engaged
- Allowing others to speak

COST: N/A

Gentle and firm reminder and would like to start on time with all officer's present.

This is week six but still not on time to start meeting without proper notification.

With being on time, this would include being ready to go by the start of the meeting and out of respect.

Be respectful and come in on time with no conversation when starting the meeting.

Trusting that devices are being used during the meeting for the meeting's information.

Feedback on what it means to be present and engaged during the meeting.

More engaged at the school to prevent time being wasted.

Discussion on what time should officers arrive to be on time to the meeting.

Meeting could not start until 1:30 pm, so allowing a couple minutes to settle down would allow the meeting to begin at 1:30.

Everyone seated by 1:28 or 1:29 pm.

Decide on the time of 1:25 pm in order to be on time to the 1:30 pm meeting.

For phone and laptop use, keep the focus on just the meeting and leave homework for after.

Looking at the agenda in advance also helps to keep the meeting going.

Allowing others to speak is something that being engaged and present also includes.

Challenge each other to speak up if they normally do not.

Discussion of including those who do not speak up as often during the meetings.

To encourage others to speak up, ask those officers before speaking what they may think about the topic.

Suggestion is to have a buddy system that will be assigned.

Creates a mindful position on whether buddy has said anything during meeting.

Want to allow all board members to express opinions.

If you know a meeting is coming up, look at the agenda and anticipate the conversation that may arise from the agenda topics.

Looking at the agenda ahead of time with help you feel more engaged during the meeting.

Repeating questions that have already been answered is avoidable and should be mindful about this.

Repeating same thoughts is also not needed and may say that you agree rather.

Buddy system is a good way to increase overall participation and people would need to come prepared for the meetings.

Peer to peer is helpful for buddy system.

This idea has been done successfully for past boards.

The officers think the buddy system would be beneficial.

Not necessary for everyone but should encourage those who do not speak up to engage themselves more with the meeting.

Pair up the officers that speak a lot with those who rarely speak up during meetings.

Hestia Sartika, Student Trustee, takes a personal privilege at 2:14 pm

When the entire boards opinion is important and needed is when the buddy system should be used.

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 this Saturday and around noon is a good time to arrive. Let her know when arriving and meet at the ASG office in the Student Center. Until the tailgate, set-up and decorating will be taking place. Prior to half-time, and during the game, good to walk around and ask people to participate in half-time show and give instructions of when to go to the field. Submit evaluation forms for past events.

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**-event tomorrow from 12:30 until 1:30 and come to try some mooncake.
 - 4.1.6 Social Student Involvement Coordinator II—Valencia – **Cody Imperial-Pham**-nothing
 - 4.1.7 Social Student Involvement Coordinator— Canyon Country – **Jesus Martinez Desantiago**- moved date of his event to 10-9 and extended from 1:30pm until 3pm for the mug event.
 - 4.1.8 Cultural Student Involvement Coordinator I – Valencia – **Yu Wu**-nothing
 - 4.1.9 Cultural Student Involvement Coordinator II—Valencia – **Erik Polanco**- two pre-homecoming events went well. Fall fest date moved to October 18th and Sanjana is contact for more information.
 - 4.1.10 Cultural Student Involvement Coordinator— Canyon Country (***Vacant***)
 - 4.1.11 Public Affairs Officer –**Stephanie Ofilada**-Working on bios and some pictures are needed from officers. Submit social media spotlights with one-week advance notice.
 - 4.1.12 Vice President of Inter Club Council- **Ellie Wingo**-Will be out 3 weeks and the dates are October 4, 8, and 25 for meetings.
 - 4.1.13 Officer of Equity- (***Vacant***)
 - 4.1.14 Officer of Marketing and Information- **Harrison Kim**-uploaded first podcast episode on YouTube and created a new Gmail account for the YouTube. Channel name may or may not be able to be edited. COC Podcast 1 is what you can use to locate file on YouTube. You can take clips from phone for YouTube but for other social media would have to go through Joanna initially.
 - 4.1.15 Executive Liaison Officer- **Sanjana Sudhir**-CCC pre-homecoming went well this week.
 - 4.1.16 Student Trustee- **Hestia Sartika** absent
 - 4.1.17 Executive Vice President – **Caitlin Herron**- A few committees that need to be filled. If you have the time or director looking for something to do, please let them know and would like by the end of this week.
 - 4.1.18 President- **Christopher Bordbar** – meeting with chancellor so let him know if you have topics to discuss. Working with Miriam Golbert relating to private schools and honors program. May be better taken if this is introduced to the general population for college students. Survey will be given. Many honor program students want to go to UCLA which being a part of the Honor Program assists with. If this does well, may bring to normal students but testing on the honors program initially. Items to address would be similar to the items discussed during the joint meeting.
 - 4.1.19 ASG Technician- **Robin Herndon** – vote on doors decorated for the Homecoming.
- Hestia Sartika, Student Trustee, returns from a personal privilege at 2:26pm***
- 4.1.20 Advisor – **Joanna Kelly**- absent
 - 4.1.21 Advisor- **Lynn Suh**- Send your progress reports to Joanna to ensure you all end the semester successfully.

- 4.1.22 Lead Advisor- **Kelly Dapp**- Melinda should have reached out to those attending the conference. Four officers have signed up and Lynn will attend the conference as well and it will take place in San Francisco. There will be expectations reviewed prior to the conference. Report will be needed and will be able to get different perspectives from other colleges. List serve with the other colleges that are a part of the CCCSAA Conference. Executive Board Meeting following this meeting at 2:30. Email will go out to inform students and staff of free LA King hockey tickets and will get two tickets to select from multiple games. This is a test run to see if we will continue with the college. Another item will be on the agenda for another joint meeting to discuss possible topics for the meeting. Updates from any area on campus may be suggested as well.

4.2 District Committees

- 4.2.1 Academic Senate
- 4.2.2 **Academic Calendar – Stephanie attended this meeting where two versions of a survey was sent out to all students. First question was if students/faculty wanted a fall break. If yes, the next question starting fall week one week earlier and the other option would be to start one week later. Students do not take the time to study during spring break is a concern. Another meeting will take place late in October. 10 percent response rate from students. When students were asked, they said yes to a fall break. When presented with two options, students said no to the fall break. Will ask the board their opinion to bring back to the committee.**
- 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

Commencement Committee- Discussed the graduation taking place during the spring and options were being discussed for the livestreaming of the event. Also discussed having the two ceremonies over the course of two days, rather than two in one day. Tickets were also discussed for next year.

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 – Waiting to hear back from foundation for Alumni. Starting to translate the student guides.**

Hestia met with the Chancellor and will need availability for Ellie to meet with foundation next week.

5. Closing Forum:

Waiting on members to join for the elections committee. Let Lynn know by the end of this week. This is for the spring 2024 elections for senate 2024/2025. If you plan on running, do not qualify for committee.

6. Announcement of the Next Meeting- October 4, 2023

7. Adjournment (2:38p.m.)

Motion: Stephanie Ofilada, Public Affairs Officer

Second: Hestia Sartika, Student Trustee

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