



Student Senate Agenda Minutes (Unapproved)

Monday, September 9, 2013

2:15 pm

College of San Mateo, College Heights Conference Room (Building 10, Room 468)

I. The meeting was called to order at 2:15 PM.

II. Roll Call

Members in Attendance: President Hayley Sharpe; Vice President Amanda Governale; Finance Director Hanna Haddad; Vice Chair Bill Callahan; Secretary Christopher Tran; Senators Aaron Basuel, Christopher Cheung, Jason Dutton, Halle Finegold, Maggie Garcia, Bailey Girard, Shayna Lee, Quishi Li, Yifei Oliver Li, Yiyuan Liang, Sarah Lowe, Nick Vasquez, Haowen Zhou.

Advisors Present: Aaron Schafer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant.

Guests and Visitors: David Z. Latt, SMCCCD Student Trustee; Erik Ferroggiaro; Rupinder Singh; George Silva; Joshua Yeager; Leylany Marquez; Kassandra Lastimos Kamnjat; Divyashush Kumar.

III. Approval of the Agenda

Motion to approve the agenda by Senator Girard; seconded by Vice Chair Callahan. Hearing no objections, the motion carried.

IV. Approval of the Minutes of Prior Meeting(s)

Motion to approve minutes of the Monday, August 26, 2013 meeting by Senator Girard; seconded by Senator Lowe. Hearing no objections, the motion carried..

V. Announcements & Hearing of the Public

None.

VI. Reports

a. Officers

1. **President Sharpe** expressed her hope that everyone's semester is going well and started out well. She wanted to make sure that everyone is receiving communications via email and attending their participatory governance committees. President Sharpe also thanked everyone who assisted with Welcome Week.
2. **Vice President Governale** had no report.
3. **Finance Director Haddad** had no report.
4. **Vice Chair Callahan** had no report.
5. **Secretary Tran** had no report.

b. Senators

No reports.

c. Advisors

1. **Aaron Schaefer, Student Life and Leadership Manager**, thanked everyone for being at the meeting. He expressed his gratitude for the great job everyone did at Welcome Week and indicated that the Programming Board held a debrief at their meeting earlier today. The Senate has a debrief on this agenda as well. Mr. Schaefer also recognized the extraordinary effort that the Senate has put into recruiting students for the various A.S. boards.

2. **Fauzi Hamadeh, Student Life and Leadership Assistant**, reminded the chairs of the various task forces to include Advisor Schaefer and him on any emails regarding meetings. Mr. Hamadeh also asked the group to verify that they were receiving messages via the list-serves.
- d. **Committee Reports**
1. **Executive Cabinet**
President Sharpe reminded the group that Executive Cabinet meets on Thursdays at 8:15 AM in the ASCSM Club Room (Building 16, Room 151).
 2. **Advocacy Board**
Senator Girard reminded the group that the Advocacy Board would be meeting tomorrow (Tuesday, Sept. 10) at 4 PM in the Center for Student Life (Building 17, Room 112). He also reported that the Board is currently planning an event for Constitution Day.
 3. **Programming Board**
Senator Garcia thanked everyone who helped during Welcome Week and indicated that she would talk more about the event and the Programming Board's debrief under the item later on the agenda.
 4. **Inter Club Council**
Vice Chair Callahan expressed his excitement after last week's first ICC meeting. Over 20 clubs showed up to the first meeting. Several groups still have to turn in paperwork for the fall semester, but club life is off to a great start. At this week's meeting, ICC will be discussing the Club Fair and a Club Mixer.
 5. **ASCSM Task Forces**
 - a. **Volunteer Task Force**
Senator Lee reported that the Volunteer Task Force had identified the Coastal Cleanup on Saturday, Sept. 21 as a possible event for the Senate to participate in. Senator Lee will be sending out an email to gauge interest and to hopefully arrange carpools. The group also identified a long-term project focusing around nutrition and food waste.
 - b. **Senate Social Events Task Force**
Senator Dutton reported that the task force would be meeting after each Senate meeting. The group had already discussed the possibility of movie nights, bowling events, and other activities.
 - c. **Outreach and PR Task Force**
Senator Dutton reported that the task force would be meeting on Tuesdays at 10:30 AM in the Senate Office. He invited anyone interested to attend as there are currently only three members on the task force.
 6. **College, District, and State Committees, Boards, and Organizations-**
 - a. **Academic Senate Governing Council**
President Sharpe reported that she attended the Governing Council meeting this past Tuesday. The group discussed several topics, including the tenure process for faculty, the update to the SoTL Center, and the Reading Apprenticeship grant.
 - b. **Accreditation Visiting Team Logistics Committee**
President Sharpe reported that the committee met earlier today and discussed the visiting team's visit, which is October 21st through 24th. The visiting team will be using the Academic Senate Office in Building 18 as its meeting room.
 - c. **College Council**
President Sharpe and Vice President Governale reported that College Council has requested feedback on the Delineations of Functions Map between the College and District and proposed revisions to the CSM Participatory Governance document. The documents will be sent via email for discussion at the next Senate meeting. College Council also established a task force that will be putting together a Core Values Statement for the College.

d. Institutional Planning Committee (IPC)

President Sharpe, Vice President Governale, and Finance Director Haddad reported that members of IPC had agreed to change the committee's name to Institutional Planning and Budgeting Committee (IPBC) due to the folding of the Budget Planning Committee and its responsibilities into IPC. IPBC also reviewed requests for Classified Staff positions from the Program Review documents and requests for two administrative positions: a Vice President of Administrative Services and a Dean of Academic Support. At a future meeting, IPBC will be reviewing the trends and themes identified by the Divisions from the Program Reviews.

e. Student Services Council

Vice President Governale reported that the Student Connections Fair took place on Wednesday, September 4th and went extremely well. On Wednesday, September 18th, the High School Counselors Fair would take place at CSM. In addition, the Counseling Department is sponsoring a series of transfer success events throughout the fall semester. The Student Services Division is planning for a staff retreat in October. Financial Aid is no longer going to be using Sally Mae for aid disbursement and is currently encouraging everyone to sign-up for direct deposit to expedite payments. The International Student Center reported that CSM has almost 200 international students this semester, which is a big increase over last year. The Child Development Center has no more space in their classrooms, which is forcing a lot of students' children onto the waiting list. The Health Center is working to promote the Affordable Care Act; in addition, the Health Fair is scheduled for October 30. Enrollment Services reported that a new version of CCCApply is getting ready to go live, which will hopefully be more user-friendly.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Sharpe

President Sharpe made the following appointments:

- Senator Y. Li to the DIAG/IPC Committee
Motion to approve the appointment by Senator Girard; seconded by Senator Garcia. Hearing no objections, the motion carried.
- Vice Chair Callahan to the Basic Skills Initiative (BSI) Committee
Motion to approve the appointment by Senator Lee; seconded by Senator Basuel. Hearing no objections, the motion carried.
- Rupinder Bajwa to the Advocacy Board as an At-Large Student
Motion to approve the appointment by Vice Chair Callahan; seconded by Senator Y. Li. Hearing no objections, the motion carried.
- Erik Ferroggiaro to the Advocacy Board as an At-Large Student
Motion to approve the appointment by Senator Lee; seconded by Senator Dutton. Hearing no objections, the motion carried.
- George Silva to the Advocacy Board as an At-Large Student
Motion to approve the appointment by Senator Garcia; seconded by Senator Basuel. Hearing no objections, the motion carried.

b. Legislative Bills – Advocacy Board Chair Girard

Senator Girard reported that there were currently no bills being brought forth by the Advocacy Board. However, given the upcoming end of the legislative session, he would probably have information to report at the next meeting.

c. ASCSM Goal Action Steps

The Senate reviewed the action steps that had been discussed at a prior meeting. Finance Director Haddad suggested the following action steps for the goal pertaining to the ASCSM Budget:

- Insure that the Finance Director provides monthly budget updates
- Post the ASCSM Budget and Budget Updates to the ASCSM website

Senator Dutton motioned to approve the ASCSM Goal Action Steps with the addition of the above items; seconded by Senator Cheung.

With a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

VIII. New Business, Discussion, and Information Items

a. Appreciation for Members of the CSM Facilities Department –President Sharpe and Advisor Schaefer

President Sharpe and Advisor Schaefer explained that CSM Facilities Staff has been extremely helpful, going out of their way to assist student groups, including ASCSM. In order to recognize their efforts, we are proposing to provide refreshments and a thank you, including a framed resolution, to the Facilities Staff.

Motion to approve \$800.00 from the College Program Assistance account (#5032) to show appreciation for members of the CSM Facilities Department by Senator Lowe; seconded by Senator Basuel.

With a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carried.

b. Purchase of iPad and Scanning Hardware for ASCSM Events – Advisors Schaefer and Hamadeh

Advisor Schaefer explained that with the increase number of students signing up and showing interest in ASCSM, the Center for Student Life was finding it hard to effectively collect contact information. The purchase of an iPad and scanning hardware would help facilitate and streamline this process by allowing for the scanning of student ID cards, which would automatically bring up the students' student ID number.

Motion to approve \$850.00 from the Furniture, Fixtures, and Equipment account (#5181) for the purchase of an iPad and scanning hardware by Senator Dutton; seconded by Senator Basuel.

The Senate discussed the need for the equipment, and whether it would provide any benefits to communicating with students. Mr. Schaefer explained that just from the sign-ups at recent events, one-third of the follow-up email messages sent out had bounced back. Senator Lowe asked if the iPad and scanner would be made available to clubs for use. Advisor Schaefer said that due to security and damage concerns, the equipment would only be for use at Senate-sponsored events. Senator Lowe expressed concern that the Senate would be trading one logjam for another: instead of students standing in line to write down their information, they would be in line to scan their ID cards. Advisor Hamadeh explained that the iPad and scanner would be in addition to a computer station that would be setup. Finance Director Haddad asked if the computer station would be sufficient. Mr. Hamadeh stated that due to the mobility of the iPad, it seemed like a good idea to try both. Mr. Hamadeh also indicated that the proposal was to purchase the lowest end iPad model.

With a vote of 8 in favor, 2 opposed, and 4 abstaining, the motion carried.

c. Constitution Day – Advocacy Board Chair Girard and Advisor Schaefer

Senator Girard explained that because CSM received federal funds in the form of financial aid grants, the college is required to observe Constitution Day. The Advocacy Board is proposing a day of activities around the Constitution, including trivia and distributing pocket-size Constitution booklets. The Board would also be registering people to vote and providing free pizza.

Motion to approve \$800.00 from the Programs account (#5150) for Constitution Day by Senator Y. Li; seconded by Senator Vasquez.

With a vote of 14 in favor, 0 opposed, and 0 abstaining, the motion carried.

d. Carpool Program – Vice President Governale

Vice President Governale explained that she would like to see a homegrown carpooling solution at CSM. She has discussed the idea with Vice President of Student Services Jennifer Hughes, who is excited about the possibilities. Vice President Governale is asking the Senate to establish a task force that will look at possible solutions and work through issues such as liability and safety.

Motion to approve establishing a Carpooling Task Force by Senator Y. Li; seconded by Vice Chair Callahan.

The following members of the Senate volunteered to serve on the task force: Vice President Governale (chair), Finance Director Haddad, and Senators Basuel, Finegold, and Lee.

With a vote of 14 in favor, 0 opposed, and 0 abstaining, the motion carried.

e. Senate Office Rules – President Sharpe, Advisor Schaefer, and Advisor Hamadeh

President Sharpe, Advisor Schaefer, and Advisor Hamadeh distributed and reviewed the rules to the Student Senate Office to the Senate. President Sharpe asked that any feedback or suggestions be directed through Executive Cabinet for review and discussion.

f. Welcome Week Debrief – Programming Board Chair Garcia

The Senate discussed the Welcome Week Fall 2013 event, and reviewed pluses and deltas that could be used for future events. Everyone recognized the high level of participation from the student body, and the commitment of the members of the Senate who helped out. In addition, the group recognized the contributions of Senator Garcia, who provided great leadership for the event. The Senate discussed the need to order promotional items earlier in order to ensure their delivery in time for the event. Additionally, there was concern that so many members of the Senate requested that food be set aside for them. In the future, members of the Senate who are not working the event but who want food should get in line or come help out themselves.

IX. Future Agenda Items

The following items were suggested for a future Senate meeting:

- Review of proposed District Student Council (DSC) Bylaws
- Board of Trustees Candidate Town Hall
- Club Fair

X. Final Announcements & Hearing of the Public

President Sharpe asked that anyone who noticed any persistent problems with the parking situation to please contact her. She has been in contact with Vice President Hughes, and it looks like everything has settled. If that is not the case, please let President Sharpe know. In addition, Ms. Sharpe stated that she would not be at the next Senate meeting due to the District Participatory Governance Committee meeting that would be taking place.

Senator Vasquez reminded everyone that the Diversity Committee would be meeting on Tuesday, September 10 at 2:30 PM in the Center for Student Life (Building 17, Room 112).

XI. Adjournment

Motion to adjourn by Senator Cheung; seconded by Senator Lowe. Hearing no objections, the meeting was adjourned at 3:52 PM.