



Senate Minutes Unapproved

Monday, June 2, 2014

2:15 pm

College of San Mateo, College Center, City View Conference Room (Building 10, Room 401)

First Meeting of the ASCSM Senate for 2014/15

- I. **Call to Order:** 2:16 PM
- II. **Swearing In**
 - a. Mr. Hamadeh administered the ASCSM Oath of Office to President Garcia. President Garcia then administered the ASCSM Oath of Office to the members of the Senate.
- III. **Roll Call**
 - a. **Members Present:** President Maggie Garcia; Vice President Javokhir Inatov; Finance Director Lana Bakour; Secretary Chris Tran; Senators: Francisco Duarte, Eric Ferroggiaro, Marissa Garcia, Yifei Oliver Li, Taniela Mapa, George Silva, Samantha Trump, Danuta Wang.
 - b. **Members Absent:** Daria Anshakova, Ruben Ayestas, Elim Kan, Xue Li, Fuiva Manukainiu, Winnie Wu, Yanyui Xu, Haoran Yu.
 - c. **Advisors Present:** Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant.
 - d. **Visitors:** None.
- IV. **Approval of the Agenda**
 - a. Motion to approve the Agenda by Senator Ferroggiaro; seconded by Senator Silva. Hearing no objections, the motion carried.
- V. **Approval of the Minutes of Prior Meeting(s)**
 - a. Motion to approve the Minutes of the Monday, May 5, 2014 meeting by Senator Garcia; seconded by Senator O. Li. Hearing no objections, the motion carried.
- VI. **Announcements & Hearing of the Public**
 - a. None
- VII. **Reports**
 - a. **Officers**
 - i. **President Garcia** welcomed the members of the Senate and expressed her eagerness to get to know everyone better.
 - ii. **Vice President Inatov** welcomed the Senate and asked the group to bear with him as he got the hang of chairing the meetings.
 - iii. **Finance Director Bakour** expressed her excitement for the upcoming year and welcomed the new members of the Senate to the ASCSM “family.”

iv. **Secretary Tran** expressed his hope that everyone has a great summer.

b. Senators

- i. **Senator O. Li** expressed his pleasure at seeing everyone and was optimistic that the group would have a great experience at the upcoming ASCSM Summer Leadership Retreat. Mr. Li also encouraged those who are taking summer classes to do well in their studies.
- ii. **Senator Garcia** welcomed the new members of the Senate and expressed her confidence in the executive officers.

c. Advisors

- i. **Aaron Schaefer, Student Life and Leadership Manager**, welcomed the 2014/15 Senate and expressed how great it is to see all new faces and new a group come in. Mr. Schaefer indicated that the new Senate has a big shoes to fill in order to build on the success of last year's group. One of the keys to last year's success was the level of communication that took place among the members of the Senate. There was a strong working relationship and personal connections because there was no talking behind other people's backs and a sense of professionalism permeated the group. The College community, including President Claire and several of the faculty, have spoken highly of the level of engagement and professionalism among the students. There is also a consensus around the campus that the students are the ones who bring the new ideas and perspectives that allow us to look at things in a different way.

Mr. Schaefer reminded the group that one of the primary ways the Center for Student Life communicates with the Senate in-between meetings is via email. There is a list-serve that sends messages out to every member of the Senate. Mr. Schaefer requested that members of the Senate please check their email at least once or twice a day. Members of the Senate may also send messages to the list-serve, but please remember to keep any messages professional and related to student government or student issues.

In terms of meetings, Mr. Schaefer reminded the group that there are several meetings scheduled during the summer. These are regular meetings and absences do count. As a reminder, Executive Officers and Senators may miss no more than three (3) meetings. After missing a third meeting, the person is automatically removed from office.

Related to the topic of meetings, Mr. Schaefer informed the group that the Ralph M. Brown Act, which will be discussed more in-depth at a future meeting, now requires that a record of each member's individual vote be recorded on any business items. Therefore, roll call votes will be taken at all meetings and will be recorded in the minutes.

There are several leadership positions available in addition to the Executive Officer positions. These include chairs for the Advocacy, Cultural Awareness, and Programming Boards. There is also the position of Vice Chair, who oversees the clubs and chairs Inter Club Council (ICC). If you are interested in any of the chair positions, please contact President Garcia. The Vice Chair position is elected from among the members of the Senate by the Senate. This will be an agenda item at a later summer meeting.

Next, Mr. Schaefer informed the Senate that the Center for Student Life & Leadership Development will be open Mondays through Thursdays and closed on Fridays during the

summer. Members of the Senate will have access to the ASCSM Office (Building 17, Room 155) from 7:30 AM until 10 PM on days that classes are in session. Students are not to be in the office outside of these times. This is a safety issue, and Public Safety officers have been instructed to report if any students are in the office during unauthorized times.

Addressing the upcoming ASCSM Summer Leadership Retreat, Mr. Schaefer reminded those attending the retreat that they should be at the Center for Student Life no later than 9 AM on Friday, June 6. The formal itinerary will be sent out via email later this week, but the general schedule is that we will be doing some work on-campus from 9 AM until 12 PM, departing for lunch at Celia's around noon, and then traveling to the retreat site. Once there, we will have workshops until dinnertime. After dinner, there will be a few more activities. Breakfast will be at 8 AM the following day and we will start promptly at 9 AM and spend the entire day on workshops and other activities. On Sunday, we will be doing a ropes/challenge course. More information will be included in the itinerary, but please be sure to bring comfortable clothes and closed-toed shoes for the ropes course. In addition, while some of you may have concerns about heights or some other aspects of the ropes course, you are asked to at least try some of the activities and to participate as much as possible with your colleagues. We will be returning to CSM around 5 PM on Sunday evening. The entire retreat is an intense experience and we do a lot of learning in a short amount of time, but it is ultimately very important and very rewarding.

In conclusion, Mr. Schaefer reminded those attending the retreat that they could not leave the retreat site unless there was a verifiable emergency. Each participant will be required to complete a Liability Waiver, Behavior Standards Agreement, and Medical Consent Form. Because this is a college-sponsored activity, alcohol, drugs, and other substances are not permitted. Anyone who is found to be violating this policy will be referred to the Vice President of Student Services for disciplinary action.

- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, welcomed the 2014/15 ASCSM Senate and expressed his excitement at seeing how the group grows and develops over the next year.

Following up on Mr. Schaefer's comments regarding the ASCSM Office, Mr. Hamadeh reported that the Center for Student Life is still in the process of collecting keys from last year's Senate. Once all those keys have been turned in, members of the 2014/15 Senate may check-out a key. A \$20 deposit is required, which will be returned when the key is returned to Student Life at the end of your term. Keys must be returned or you must inform Student Life if the key has been lost. A hold may be placed on your College records if you do not return the key or inform us it is lost. Access to the ASCSM Office is privilege granted by the college, not a right, so please be sure to respect the space and the fact that you have access to it.

Finally, Mr. Hamadeh addressed the number of emails that are sent to the Senate. While we try to minimize the number of email messages we send, it is important that you review or at least scan the messages that you receive. The emails that are sent are very important and one of the only ways we have to keep you informed in between meetings.

VIII. Unfinished Action, Discussion, and Information Items

- a. None.

IX. New Business, Discussion, and Information Items

- a. Review of Parliamentary Procedure & Robert's Rules of Order – Advisors Schaefer & Hamadeh**
Advisors Schaefer and Hamadeh reviewed Robert's Rules of Order and parliamentary procedure for the Senate.

b. Appointments – President Garcia

President Garcia had no appointments, but she reminded members of the Senate interested in serving as Board Chairs to please contact her as soon as possible.

c. Approval of Leaves of Absence for Senators – President Garcia

Advisor Hamadeh explained that the ASCSM Constitution and Bylaws allow for Senators who are unable to attend summer meetings due to extenuating circumstances, such as international students traveling to their home countries or student who have unavoidable class conflicts, to be granted leaves of absence. For Summer 2014, the following Senators have requested a leave of absence: D. Anshakova (class conflict); E. Kan (international travel); X. Li (international travel); W. Wu (international travel); Y. Xu (international travel); and H. Yu (international travel).

Motion to approve leaves of absence for Summer 2014 for the above listed Senators by Senator Silva; seconded by Senator O. Li. With a vote of 8 in favor, 0 opposed, and 0 abstaining, the motion carried. (See attached sheet for roll call vote.)

Due to the temporary absence of President Garcia, Vice President Inatov requested that the Senate suspend the orders of the day and take up New Business Item F, Review of ASCSM Office Rules. Hearing no objections, the order of the day were suspended.

f. Review of ASCSM Office Rules – President Garcia & Advisor Schaefer

Advisors Schaefer and Hamadeh reviewed the rules for the ASCSM Office in Building 17, Room 155. As the office is a shared space, Mr. Schaefer reminded the group to be sure to respect each other while using the office.

Hearing no objections, the Senate resumed the order of the day.

d. Summer Event – President Garcia

President Garcia presented a funding proposal for an event to be held during the summer session. This would be a small event during which the Senate would distribute free ice cream (It's-It) and help build awareness among new students. The Senate decided to hold the event on Wednesday, July 16.

Motion to approve \$500.00 from the Programs account (#5150) for a summer event on Wednesday, July 16 by Senator Ferroggiaro; seconded by Senator Silva. With a vote of 8 in favor, 0 opposed, and 0 abstaining, the motion carries. (See attached sheet for roll call vote.)

e. Purchase of ASCSM Promotional Items – President Garcia & Advisor Schaefer

President Garcia and Advisor Schaefer presented a funding proposal to fund the purchase of ASCSM promotional items for Welcome Day and the fall semester. Given that the promotional items are for two events, there was concern that the original amount of the proposal (\$4,500.00) may not be adequate. Mr. Schaefer and Mr. Hamadeh suggested that the motion be made to approve \$6,000.00 for the purchase of promotional items.

Senator Ferroggiaro suggested the Senate consider purchasing higher quality promotional items as this would reflect better on the Senate and provide for more lasting products. Mr. Schaefer suggested that Mr. Ferroggiaro provide examples of what he had in mind to President Garcia prior to the purchase being made.

Motion to approve \$6,000.00 from the Publicity account (#5151) for the purchase of ASCSM promotional items by Senator Ferroggiaro; seconded by Senator O. Li. With a vote of 7 in favor, 0 opposed, and 0 abstaining, the motion carries. (See attached sheet for roll call vote.)

X. Future Agenda Items

The following items were suggested for the next Senate meeting:

- Presentation on the Ralph M. Brown Act
- Reflection on the Summer Retreat
- Textbook Rental Program Task Force
- Purchase of New Refrigerator for ASCSM Office
- Presentation on Participatory Governance

XI. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

- a. **Advisor Schaefer** announced that members of the Senate would be receiving a link to take an online version of the Myers-Briggs assessment. This is not a test, and it will not tell you who you are or what your personality is. What it does measure is your preference for taking in information and relating to the world. It is a very helpful tool when dealing with groups, communication, and conflict. The assessment will take about 30 to 35 minutes. When taking the assessment, please be sure that you are going with your “gut” instinct and not with what you think you should answer. Also, make sure that you are relaxed, not tired, and have time to take the full assessment. If English is not your first language, please let me know so I can find out if the assessment is in your native language. If you have any questions, please contact me.

XII. Adjournment

Motion to adjourn the meeting at 3:50 PM by Senator Ferroggiaro; seconded by Senator O. Li. Hearing no objections, the motion carried.

Submitted by,

/s Christopher Tran

/s Fauzi Hamadeh

Christopher Tran
ASCSM Secretary

Fauzi Hamadeh
Student Life & Leadership Assistant

ASCSM Summer Roll Call Vote 2014

Proposal: Approval of leaves of absence for senators

Senators	Yay	Nay	Abstained
Daria Anashakova			
Ruben Ayestas			
Francisco Duarte	✓		
Erik Ferroggiaro	✓		
Marissa Garcia	✓		
Elim Kan			
Yifei Oliver Li	✓		
Xue Li			
Fuiva Manukainiu			
Taniela Mapa	✓		
George Silva	✓		
Samantha Trump	✓		
Danuta Wang	✓		
Winnie Wu			
Yanrui Xu			

Yay: 8

Nay: 0

Abstained: 0

As verified by Secretary Tran



6/2/2014

ASCSM Summer Roll Call Vote 2014

Proposal: Summer Event

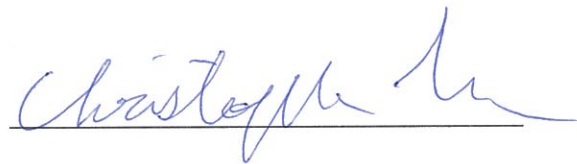
Senators	Yay	Nay	Abstained
Daria Anashakova			
Ruben Ayestas			
Francisco Duarte	✓		
Erik Ferroggiaro	✓		
Marissa Garcia	✓		
Elim Kan			
Yifei Oliver Li	✓		
Xue Li			
Fuiva Manukainiu			
Taniela Mapa	✓		
George Silva	✓		
Samantha Trump	✓		
Danuta Wang	✓		
Winnie Wu			
Yanrui Xu			

Yay: 8

Nay: 0

Abstained: 0

As verified by Secretary Tran



6/2/2014

ASCSM Summer Roll Call Vote 2014

Proposal: Purchase of ASCSM Promotional Items

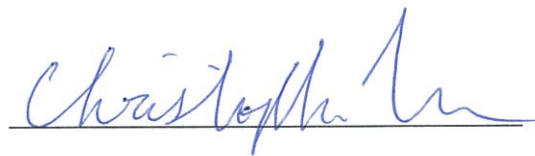
Senators	Yay	Nay	Abstained
Daria Anashakova			
Ruben Ayestas			
Francisco Duarte	✓		
Erik Ferroggiaro	✓		
Marissa Garcia			
Elim Kan			
Yifei Oliver Li	✓		
Xue Li			
Fuiva Manukainiu			
Taniela Mapa	✓		
George Silva	✓		
Samantha Trump	✓		
Danuta Wang	✓		
Winnie Wu			
Yanrui Xu			

Yay: 7

Nay: 0

Abstained: 0

As verified by Secretary Tran



6/2/2014