

Senate Minutes (Approved)

Monday, September 28, 2015, 2:15 pm

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

I. The meeting was called to order at 2:19 pm.

II. Roll Call

- a. Members Present: President Sennai Kaffl; Vice President Samantha Trump; Finance Director Danuta Wang; Vice Chair James Roe; Secretary Tim Exner; Senators, Laurie Chin, Erik Ferroggiaro, Young-Min Kim, Grecia Mascareno, Katarina Stein, Daniel Wallace, Jielin Yu, Marco Zavala.
- b. Advisors present: Aaron Schaefer, Student Life and Leadership Manager.
- c. Members absent: Senator Jenine Elkady.

III. Approval of the Agenda

- a. Motion to approve the Agenda by Senator Ferroggiaro and Seconded by Senator Stein. Hearing no objections, the motion is carried.

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

- a. Motion to approve the Minutes of the Monday, September 21, 2015 meeting by Senator Stein and seconded Senator Ferroggiaro. Hearing no objections, the motion is carried. Senator Stein asked for clarification about the certificates available for students on the honor roll beginning next year. Vice President Trump explained that, presently, only students with scholarships receive certificates. She stated that honor roll students receive a letter informing them that they have been placed on the Dean's List but no certificate. Finally, Vice President Trump stated that students on the honor role will now receive certificates as well.
- b. The Minutes of the Monday, September 14, 2015 meeting need the last names of the board appointees prior to approval. They will be provided for approval at the next meeting.

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

None.

VI. Reports

a. Officers

- i. **President Sennai Kaffl:** Greeted the Senate and introduced himself to the new student government members. He stated that a Food Pantry has been opened on campus and it is something he had wanted to see happen. He explained that originally it was because some of the athletes had problems getting enough food. He stated that this is a great way to help the more disadvantaged people on campus who need a little help. President Kaffl stated that he hopes to hear some reports from Senators about their committees in the near future. He stated that as they go to meetings they should share that information here. President Kaffl informed the Senate that he had attended the Institutional Planning Committee. He stated that they are discussing forming an Art Committee focused on placing art around the campus. He explained that they have come to a consensus that CSM lacks art around the campus. He stated that the only art we have is the mural Art building hallway. He stated that, while fantastic and club sponsored, it is not enough art for this campus. Finally, President Kaffl shared a quote with the Senate:

“Challenges are what make life interesting and overcoming them is what makes life meaningful.” - Joshua J. Marine

- ii. **Vice President Samantha Trump:** Stated that she hopes everyone's classes are going well. She recommended that the Senators tell their classes about the Food Pantry. She stated that many students are on financial aid and this is an awesome way to help them. She recommended that

the Senators always be talking to their classes and everybody they can. Finally she stated that Club Fair is this week so it should be an interesting week.

- iii. **Finance Director Danuta Wang:** Introduced herself to the new student government members and stated that she is the Finance Director. She stated that if they have any questions or concerns about the budget, they could ask her.
- iv. **Vice Chair James Roe:** Reiterated that Club Fair is tomorrow and Wednesday. He thanked all those who signed up to help. He stated that he hopes the event goes well. He stated that he attended the Committee on Instruction. He explained that they are working on changing the Political Science requirements. He stated that right now students are required to take one political science class and one history class. They are changing it so that taking two political science classes will satisfy the same requirements. Finally, Vice Chair Roe stated that he was able to attend a Coders' Club meeting and an Engineering Club meeting. He stated that they are focused on preparing for Club Fair.
- v. **Secretary Tim Exner** had no report.

b. Senators

- i. **Senator Ferroggiaro:** Stated that he attended the HR Department's Dean Hiring Committee today. He stated that what was discussed at the meeting is confidential so he cannot share it other than to say they are moving forward with hiring a new Dean for the Creative Arts and Social Sciences (CASS) Department, which will be starting next year. He stated there are some very highly qualified applicants and that once they have made the selection he will be able to inform the Senate of who that individual is.
- ii. **Senator Chin:** Stated that she attended the Senate for Academic Excellence and Professional Development. She stated that it is basically working with the faculty to help them improve. She stated that they are looking for one more student representative. She stated that she explained to them that we still need to fill out our Senate, as there are only 10 Senators at this time. Senator Chin stated that once they have enough people, or if your schedule opens up and you are interested let her know. Vice President Trump stated that the meetings are held Mondays from 12:30 PM to 1:30 PM in Building 18. She stated that they are discussing flex days for teachers with workshops to improve teambuilding. She stated that they are looking for suggestions about teambuilding exercises like we do on our retreats. She stated that they are considering letting clubs earn service hours by helping on the spring semester flex days. Advisor Schaefer stated that he thinks that's an excellent idea. She stated that they also went over their goals for the semester, just as we did. They laid out a professional development plan and they plan to collaborate with other institutions like the Basic Skills Initiative (BSI), and to increase participation by the faculty.
- iii. **Senator Stein:** Stated that they had their first Programming Board meeting. She stated that they brainstormed some different events and came up with some great ideas. They are planning a Halloween event on October 27th and 28th. She stated that they are going to have games and food and some other fun stuff. They are also talking to the Child Development Center about doing a Halloween event with them. She stated that once they get all the details they will probably need volunteers. She stated they are also talking about a hot cocoa event in November. Senator Stein stated that they didn't get to discuss a Thanksgiving event but they will be discussing that too. She stated that the board also talked about the Homecoming Rally Taskforce. Finally, Senator Stein asked that the Senators try to recruit more people to join the Programming Board.
- iv. **Senator Zavala:** Introduced himself and stated that he attended the DIAG Committee meeting. He stated that they discussed the events that they are going to hold. He stated that the first would be a History Month event. They are going to have a documentary film screening with a filmmaker as a guest speaker. He stated that the event will be held on October 3rd at 12:30 PM in the Theater. He stated that they are also looking for more student representatives to attend the meetings. They

also stated that one of their goals is to increase the enrollment of Asian, Hispanic and veteran students. They want to research it to gather more accurate data and they are considering hiring a researcher.

c. Advisors

- i. **Aaron Schaefer, Student Life and Leadership Manager**, stated that the way the Senators delivered their reports was perfect. He stated that they kept it concise and to the point while encompassing what was discussed at their committee meetings. Advisor Schaefer stated that if anyone's committee has not contacted you by the end of this week, be sure to come see him or Advisor Hamadeh next week. He stated that they would then confirm that the committee Chair knows you are on their committee. He stated that he would not be here on Thursday or Friday so if you need anything from him see him by the end of the day Wednesday. He thanked all the Board Chairs and stated that the boards are all meeting and they have some excellent members who are all participating. Finally, Advisor Schaefer stated that Advisor Hamadeh will return tomorrow.
- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, was not present.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kaffl

President Kaffl stated that Vice President Trump is on the District Student Council but won't be able to make the meeting tomorrow at 1:30 PM. He asked if anyone could go in her place. He stated he would be there too. Advisor Schaefer explained that the President, Vice President, or their designee, meet. He stated that our Student Trustee chairs the meeting. He explained that they like to send two student representatives so if anyone can sit in for Vice President Trump this month it would be fantastic. Vice President Trump stated that it is here at CSM. Finance Director Wang stated that she would attend the meeting in her place.

President Kaffl stated that there aren't too many positions on the committees left so he will not worry about that at the moment. He stated that he would now proceed with board appointments.

President Kaffl stated that Grisel Lopez is to be appointed to Cultural Awareness Board. Grisel introduced herself and stated she wants join the Cultural Awareness Board to get more involved. She stated that she was President of the Latino Club at her high school and she wants to help make CSM more culturally aware. She was involved in organizing events that represented different cultures and supported diversity.

Motion to approve appointing Grisel Lopez to the Cultural Awareness Board by Senator Yu and seconded by Senator Zavala. Without objection, the motion passes. Grisel Lopez is appointed to the Cultural Awareness Board.

President Kaffl stated that Albert Jian is to be appointed to the Programming Board. Albert introduced himself and stated that the reason he wants to join Programming Board because he was so impressed by Welcome Week and how fun that was. He stated he wants to help organize that sort of thing and be more socially involved around campus.

Motion to approve appointing Albert Jian to the Cultural Awareness Board by Senator Wallace and seconded by Vice Chair Roe. Without objection, the motion passes. Albert Jian is appointed to the Cultural Awareness Board.

President Kaffl stated that Frank Xu is to be appointed to the Advocacy Board. Frank stated that he wants to join the Advocacy Board because he wants to get more involved on this campus, and he wants to learn more about legislation and the relationships between community colleges.

Motion to approve appointing Frank Xu to the Advocacy Board by Vice Chair Roe and seconded by Senator Mascareno. Without objection, the motion passes. Frank Xu is appointed to the Advocacy Board.

President Kaffl stated that he would now proceed with the appointments of Senators. He stated that Kurtis Casperson and Andy Zhao are to be appointed as Senators. Kurtis introduced himself and stated that he wants to be involved in the Senate because he wants to work with us to make positive changes at CSM. He is interested in helping the different parts of our campus community and is especially interested in environmental topics and the Advocacy Board. Andy introduced himself and stated that he wants to join the Senate because he wants to help increase student activism and he is interested in promoting and collaborating with the CSM library, which he feels is somewhat disconnected from the rest of the college.

Motion to approve appointing Kurtis Casperson to the Senate by Vice Chair Roe and seconded by Senator Zavala. Without objection, the motion passes. Kurtis Casperson is appointed to the Senate.

Motion to approve appointing Andy Zhao to the Senate by Vice Chair Roe and seconded by Senator Zavala. Without objection, the motion passes. Andy Zhao is appointed to the Senate.

b. Legislative Bills

None.

c. ASCSM Goals for 2015/16 Action Plans – Advisor Schaefer

Advisor Schaefer stated that the Senate had come up with 5 excellent and achievable goals. He stated that we now need to figure out how to achieve them. He stated that we would brainstorm some ideas and start coming up with some taskforces to focus on them in detail so we don't spend hours discussing them here. He suggested that some ideas can be given to the boards to pursue and that taskforces would be created for higher-level action plans, which should be handled by senators.

Action plans will be discussed for the following goals previously outlined by the Associated Students.

1. Increase Support of and Collaboration with Campus Clubs

Vice Chair Roe stated he wants to create a point system that gives clubs points for anything on campus that they participate in. The clubs with the most points could then receive an award or some kind of prize at the end of the year mixer. He is trying to get as many ideas as possible about what things clubs can do so they can implement this system next year. He stated that he needs two main groups. One will gather as many ideas as possible. And the other will go over those ideas and pick out the best ones. He stated he would inform all the clubs that we want ideas at the next ICC meeting. Finance Director Wang asked if clubs would receive money as prizes. Advisor Schaefer explained that this is a sort of competition and they may or may not receive a small amount of money as a prize. For example, a prize for the club that did the most service hours, or the club that held the most events, or the best event of the year. We will have a banquet, at which they will be recognized for their efforts. Vice President Trump stated that at the end of the year there is a banquet for the Senate and they are considering combining the two. Senator Zhao stated that he has recently collaborated with several clubs but most clubs don't even know the Presidents of the other clubs. He suggested making it mandatory for the Presidents to attend one IIC meeting per month. Advisor Schaefer stated that we couldn't do that, as it would mean that Presidents who couldn't make it would have to be replaced, which wouldn't be fair. Advisor Schaefer suggested an optional mixer 2 or 3 times a semester. He stated we could figure out an incentive to encourage them to come.

President Kaffl asked how many clubs Vice Chair Roe had visited and if they had liked his idea. Vice Chair Roe stated he had visited about 6 or 7 clubs and they were all very enthusiastic about the idea. He stated that he would try to have a proposal put together in two weeks. President Kaffl stated that he supports the idea of combining the ASCSM and Club Mixers together, as the more connected the student government and clubs are, the more we can accomplish as a whole. Senator Zhao stated that clubs with similar interests could get together for fun off-campus activities as well as events. He stated that socializing together and building that interconnectedness is important.

Secretary Exner suggested creating a Facebook page, or other social media forum for club officers to connect. He stated that ideas, activities and events could be proposed and discussed and clubs could find out who is interested getting together or collaborating. Advisor Schaefer Stated that he thinks that the club leadership mixers should be the primary way to establish connections with the club officers and decide how you want to do that. Secretary Exner agreed and stated that social media would be a good way for the different clubs' officers to stay connected without giving out their personal information to too many people. President Kaffl stated that he thinks the mixer is a better way to network. Advisor Schaefer explained that this is in addition to the mixers and is a way for club officers to stay connected and communicate beyond the mixers.

Vice Chair Roe stated that these are all good ideas and he wants to create a taskforce. The taskforce will be Senator Zhao, Senator Zavala and Vice President Trump.

Advisor Schaefer stated that they are implementing some of new things to help support the clubs. He stated that they are going to have a Club Leadership Retreat, as always but they also want to hold some of the workshops here at CSM for those who can't go on the retreats. That way the club leaders can benefit from some of the same leadership training you in student government have had. We will have a wide variety of workshops, which they can sign up for. If enough clubs sign up for one we will hold that workshop and maybe they can earn service hours by bringing club members. He stated that they want to teach clubs good club practices to help them succeed. Many clubs don't prepare for the following semester by electing new officers and make a plan before the current semester ends. Then they waste a lot of the new semester trying to get up and running again. We would also instruct them on how to create decent flyers that will attract students' attention. He stated that they would also discuss how to do recruitment with them.

2. **Focus on Group Cohesion, Communication and Involvement**

Advisor Schaefer stated that they want us to maintain the bonds we established at the retreat and maintain communication when not at these meetings. He stated that they also want to keep people involved and make sure they don't drift away as the year progresses.

President Kaffl stated that he would like to have a monthly hangout. He stated that he thinks it will help us stay bonded. We should come up with some ideas. Vice President Trump stated that Senator Stein and Senator Ferroggiaro have off-campus group activities planned. Senator Stein stated that we could go out to eat together before or after the beach cleanup. President Kaffl proposed that we go bowling.

Secretary Exner stated that Active Minds had gone to Vasona County Park, which has a small lake and boats, and paddleboards you can rent and it was very fun. He stated that we could all go, have a picnic; play Frisbee and those who want can go out on the lake.

Advisor Schaefer stated that the group seems receptive to the idea. He asked Sennai to take the lead on this and come up with a couple things we could do over the semester. Advisor Schaefer asked that we send any ideas we have to President Kaffl. Senator Wallace stated that we should have the next group activity planned by a certain date. Senator Casperson suggested we coordinate all of our schedules and have lunch together here. Senator Stein stated that we could get blankets and sit on the grass and eat. President Kaffl stated that he would prefer to get together off-campus, as it is more casual and relaxed. Senator Chin asked if we could be more efficient in our meetings. Advisor Schaefer stated that we would become more efficient as the semester progresses. Finance Director Wang suggested that we have a calendar included with the Agenda that lists the planned club events for that month. Advisor Schaefer stated that that is a good idea. Advisor Schaefer stated that we should discuss these ideas further on our own.

Advisor Schaefer stated that another way to maintain cohesion and communication is to use the Senate Office at least a couple times a week. Finally, he recommended that Senators see who has compatible schedules and study together. He stated that the most successful Senates have spent a lot of time studying together because they can be there to help each other when they need it most.

The action plans for the remaining ASCSM goals are tabled until the next Senate meeting.

d. CSM High School Jazz Festival – CSM Director of Bands Mike Galisatus

Director Galisatus stated that this is the 19th annual high school jazz festival and it has been a very successful event. He explained that each year he requests funding for this event from the ASCSM. He stated that a school would come and perform and a group of adjudicators would come and give constructive criticism to the students. These would include experts in the different sections such as brass, woodwinds, or percussion. Experts from different schools will be there. He stated that there would also be workshops held for both the high school and, also college students. They will have workshop on how a rhythm section works and a workshop about various music schools around the country. They will also have a workshop by a professional performer. Director Galisatus stated that about 400 high school students would attend the all-day jazz event. He stated that the event has grown in popularity and the 18 available slots for schools fill up quickly. He stated that he is requesting \$2000.00 to pay the adjudicators for this event. Vice President Trump stated she wanted to note that no proposal for this event was included with the Agenda and she confirmed that the amount being requested is \$2000.00.

Motion to approve \$2000.00 to fund the CSM High School Jazz Festival by Senator Ferroggiaro and seconded by Vice Chair Roe. Hearing no objections, the motion passes.

Senator Chin asked if students could volunteer to help. Director Galisatus stated that they always welcome any help. He stated that we could set up concessions or tables, the Associated Students could promote student government and the clubs could earn service hours. Vice President Trump suggested that they could mention it at the ICC meeting. Director Galisatus stated that that would be great and they would probably need 5 to 10 people. He stated that the date is Friday, November 20th. Senator Wallace asked if they requested \$2000.00 each year. Director Galisatus stated that they did last year but prior to that they requested \$1500.00. He stated that the need to ask for more these days as costs for the event increased. They pay the 5 adjudicators \$400.00 each. It is more than is being requested but the high schools pay an entrance fee, which covers the remaining, costs. Advisor Schaefer stated that the money is intended mostly as an honorarium, as most of the adjudicators could earn far more money doing something else that day. President Kaffl asked if CSM students would be charged to attend this event and how many CSM students generally attend. Director Galisatus stated that it is free to CSM students and, as it is an all-day event, professors often bring their classes. President Kaffl asked if it was open to the public. Director Galisatus

stated that technically yes, but they don't advertise it to the public. He welcomes student help advertising it on campus. He stated that the clubs could also earn service hours by hanging up posters. Advisor Schaefer stated that they would discuss it and put together a sign-up list, as clubs always need service hours. He then explained what service hours are and how they work.

By a vote of 11 in favor, 0 opposed, and 0 abstaining, the motion is carried.

VIII. New Business, Discussion, and Information Items

a. Family Science Day "Secrets of the Living World" Plant Diversity Exhibit – Botany Club

Julia Barron of the Botany Club explained that she is a Middle College student. She stated that Family Science Day is October 17th and that every year the Botany Club volunteers to help. They will be helping in Building 36 from 1:00 PM to 6:00 Pm in Building 36. They will be presenting a Plant Diversity exhibit, which will focus on Orchids and carnivorous plants. It is open to students, families, and children. Botany Club is requesting \$814.90 to purchase the flowers and plants, a small banner for their club, and stickers.

Motion to approve \$814.90 to fund the Family Science Day Plant Diversity event by Senator Wallace and seconded by Senator Stein.

Senator Ferroggiaro asked why we were being charged tax and not using our tax-exempt status as a government agency. Advisor Schaefer stated that it doesn't work that way for club purchases. Senator Ferroggiaro asked if it would be better to put it on a purchase order from the school. Advisor Schaefer stated that, due to the added paperwork, and costs involved with that, it is easier to just pay the sales tax. Senator Zhao asked what kind of activities the event would entail. Julia stated that there would be two tables, one with orchids, and the other with carnivorous plants. Student volunteers will discuss the plants and how they work in ecology. Then guests will fill out a brief worksheet and receive a sticker. Vice President Trump stated that this is a fun for event for families and it was very successful last year. She stated that some professors bring their classes by and many students participate. Advisor Schaefer stated that last year many clubs got service hours for helping out. Senator Wallace asked if they are re-using any plants from last year. Julia stated that they'd like to do that but Building 36 has tinted windows that are not conducive to the plant's long-term survival and they will need to be replaced. President Kaffl asked approximately how many people attended the event last year. Advisor Schaefer stated that there were 400 to 600 people. Vice President Trump stated that it is well attended and is advertised off campus.

By a vote of 11 in favor, 0 opposed, and 0 abstaining, the motion carried.

IX. Future Agenda Items

- Community College Support for Lake County Fire Victims.
- Club Fair Debrief

Advisor Schaefer stated that if you have ideas please go through the proper channels. Don't just bring them here. If you have an idea about an event you should take it to the appropriate board first.

X. Final Announcements & Hearing of the Public

None.

XI. Adjournment

Motion to adjourn meeting at 3:52 pm by Senator Ferroggiaro and seconded by Vice Chair Roe. Hearing no objections, the meeting is adjourned.