



Associated Students of College of San Mateo

## Senate Minutes (Approved)

Monday, December 7, 2015, 2:15 pm

College Center Building 10, College Heights Conference Room (Room 468)

**The meeting was called to order at 2:17 p.m.**

**Members Present**

Vice President Samantha Trump; Finance Director Danuta Wang; Vice Chair James Roe; Senators Kurtis Casperson, Laurie Chin, Jenine Elkady, Erik Ferroggiaro, Young-Min Kim, Grecia Mascareno, Katarina Stein, Daniel Wallace, Sio Pang Jacky Wong, Guo Wei Frank Xu, Jielin Yu, Marco Zavala, and Jingwei Andy Zhang.

**Others Present**

Student Trustee Rupinder Bajwa.

**Members Absent**

President Sennai Kaffl (excused, attending District Participatory Governance Committee meeting).

**Advisors Present**

Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant.

**Approval of the Agenda**

Motion to approve the agenda as presented by Senator Ferroggiaro; seconded by Senator Xu. Hearing no objections, the motion carried.

**Approval of the Minutes of Prior Meeting(s)**

Motion to approve the minutes of the Monday, November 23, 2015, meeting by Senator Mascareno; seconded by Senator Ferroggiaro. Hearing no objections, the motion carried.

Motion to approve the minutes of the Monday, November 30, 2015, meeting by Senator Ferroggiaro; seconded by Senator Casperson. Hearing no objections, the motion carries.

**Announcements & Hearings of the Public**

None.

Hearing no objections, the order of the day was suspended and the Senate took up New Business, Information, and Discussion Item D, Class Survey.

**Class Survey – Student Trustee Rupinder Bajwa**

Student Trustee Bajwa explained that the District Vice Chancellor for Human Resources, Eugene Whitlock, is requesting feedback from students on the possibility of instituting a survey that would be administered in classes at the end of each semester. This would be different from the current class surveys

in that it would be administered in every class at the end of every semester rather than on a rolling three-year basis as is currently done. Senator Ferroggiaro expressed his feeling that the survey is a highly valuable tool to provide immediate feedback to instructors. Senator Mascareno inquired as to what format the survey would be administered in. Student Trustee Bajwa indicated that right now the District is considering either paper or online. Senator Mascareno supports making the survey available online similar to the survey that the EOPS program makes available. Senator Ferroggiaro indicated that the current survey is given to students via ScanTron on the final day of a course. He stated that he is concerned students may not complete the survey if they are given the opportunity to respond after the class has ended. Senator Stein suggested that the surveys be sent out via email. Senator Ferroggiaro explained that he had spoken with an instructor, and that online surveys only have a 20 percent response rate with no incentive offered. If an incentive is offered, such as extra credit, the response rate is 75 percent. Finance Director Wang asked where this idea is coming from. Student Trustee Bajwa explained that he was asked to gather feedback from students by the Vice Chancellor in order to provide a more accurate reflection of how students feel about classes.

Senator Wallace asked who would be able to see the results of the survey. Advisor Schaefer stated that the current surveys are shared with the faculty member, the faculty member's dean, and Human Resources. Due to the faculty union contract, the surveys cannot be used as part of a faculty member's evaluation, and therefore they have no bearing on matters of hiring or firing. Senator Mascareno expressed concern that if the surveys consistently show an issue with a class that nothing would be done. Mr. Schaefer stated that because evaluation is a negotiable item, the surveys could not be used to assess an instructor's performance. Finance Director Wang expressed her belief that the surveys would be a good way for students to provide feedback but is concerned they could be used to unfairly "mock" a professor. Vice President Trump clarified that students would not see the results of the surveys and that the only way change would occur is if the professor independently decided to respond to the results. Advisor Hamadeh stated that the students should proceed with caution because evaluation of faculty can sometimes be a touchy subject. Finance Director Wang stated that the survey should have very clear instructions. Senator Mascareno asked if the survey had been developed yet. Mr. Schaefer responded that the existing course survey would likely be used. Senator Ferroggiaro indicated the current survey has no direct questions about course content, but has general questions about instructor fairness, course structure, and includes a ratings scale.

Student Trustee Bajwa thanked the members of the Senate for their feedback. Mr. Bajwa also reported that the Board would be discussing transportation issues among the three college campuses and to and from the campuses at its Wednesday, Dec. 9 meeting. He encouraged students to be at the meeting to provide feedback to the Board.

Hearing no objections, the Senate returned to the order of the day.

### **Reports**

President Sennai Kaffl was not present.

Vice President Trump reminded everyone to turn in their stipend forms for any participatory governance meetings they had attended. Advisor Hamadeh indicated that the deadline to turn in forms would be Friday, Dec. 11.

Finance Director Wang reported that she had attended the Institutional Planning Committee meeting last Friday. The group discussed the Six Circle Model and the importance of “green line” items for the smooth operation of an institution or team. These items include relationships, identity, and information. She also stated that IPC would have a “budget boot camp” on a future agenda.

Vice Chair Roe had no report.

Secretary Exner was not present.

Senator Ferroggiaro reported that a community service project would be coming up in early February 2016 and encouraged members of the Senate to sign up. He would provide more information at the first meeting of the spring semester. In addition, Mr. Ferroggiaro indicated that he had contacted representatives in Lake County and that he would be making a trip to the area during winter recess to see the impact of the fires and find out what assistance is needed. Finally, Mr. Ferroggiaro reported that the Nov. 23 meeting of the Campus Safety Committee was canceled.

Senator Mascareno reported that the last College Assessment Committee meeting had been canceled due to lack of attendance. Ms. Mascareno did have a chance to sit with Madeleine Murphy, the chair of the committee, and review the group’s goals for the academic year.

Senator Casperson reported that the Sustainability Committee had received a presentation on divestment from fossil fuel companies. He expressed his hope that the College and the District would sign on to this movement.

Senator Elkady reported that the Basic Skills Initiative Committee has set aside \$2,000.00 for instructional materials, most of which will go to textbooks. BSI has specifically recommended that more textbooks be made available for students in the Learning Center and the Library.

Advisor Schaefer reported that the 5th Annual Student Leadership Conference went extremely well. Of 39 students who signed up, 34 participated. It was a very diverse group with representatives from several campus clubs. Mr. Schaefer also announced that the Center for Student Life would be closed for winter recess after Friday, Dec. 18. Mr. Schaefer will be in the office through Thursday, Dec. 17. Mr. Hamadeh will be in the office through Friday, Dec. 18. During the break, information about the winter retreat will be sent out so please be sure to watch your email. Please also remind members of the boards that they are invited to attend the retreat.

Advisor Hamadeh reiterated to the Senate that the last day the group will have access to the ASCSM Office before the break will be Friday, Dec. 18. He reminded everyone to remove all items from the refrigerator because everything will be thrown away. In addition, he encouraged users to remove files from the computers as the hard drives will be reformatted during the break.

### **Unfinished Business, Information, and Discussion Items**

#### **Appointments**

None.

**Legislative Bills**

Advocacy Board Chair Wallace stated that the Advocacy Board had reviewed and recommended for approval several bills but that they have not yet been reviewed by Executive Cabinet. After they are reviewed by Executive Cabinet, they will be forwarded to the Senate for final action.

**New Business, Information, and Discussion Items****Student Veterans of America Conference – Veterans Club**

Representatives from the Veterans Club presented information on the 8th Annual Student Veterans of America Conference, taking place in Orlando, Florida, between January 8 and 10, 2016. The conference is an opportunity for student veterans from across the country to come together to share resources, provide support, and advocate for issues important to student veterans. The group is requesting funding to send the club president, the social media coordinator, and the advisor.

Motion to approve \$1,440.00 from the Club Assistance/ICC account (#5031) to support members of the Veterans Club attending the Student Veterans of America Conference by Senator Ferroggiaro; seconded by Vice Chair Roe.

Finance Director Wang stated that she supports the funding request and hopes that the group will find ways to promote their participation in the conference to show that CSM students are engaged and participating in activities off campus.

Vice President Trump asked if members of the group had attended this conference before. The representatives from the Veterans Club indicated that the group is re-establishing itself after being “on and off” for several years. The club’s advisor is now a full-time, permanent employee, which helps bring stability to the group. This conference is normally attended by students from four-year institutions, but the organization is making an effort to reach out to community college students. The conference focuses on issues of reintegration, student support, veteran support (PTSD, etc.), and the hope is to bring the information back to the campus to help veteran students connect with other students.

Senator Chin expressed her support for the goals of the Veterans Club and stated that she feels this is a good opportunity for the group.

By a vote of 14 in favor, 0 opposed, and 0 abstaining, the motion carries.

**Funding for Reboot Week for Spring 2016**

Programming Board Chair Stein explained that the Programming Board is planning for a three-day event at the start of the spring semester. Each day will have a theme, starting with arcade day, then a casino day, and finally an “under the sea” theme. Due to weather concerns, the event will be inside College Center (Building 10) from 11 a.m. to 2 p.m. each day.

Motion to approve \$6,500.00 from the Programming account (#5150) for the Spring 2016 Reboot Week event by Senator Ferroggiaro; seconded by Senator Zavala.

Senator Ferroggiaro asked what kind of food the group is considering. Senator Stein stated that nothing has been finalized, but that a task force is working on it. One idea is to have “bar-like” food on the casino

day with non-alcoholic drinks and finger food. Senator Ferroggiaro suggested having a dunk tank as part of the “under the sea” themed day. Mr. Hamadeh stated that the District’s insurance requirements make having a dunk tank problematic. In addition, he questioned the wisdom of having an activity that consumed so much water during the drought. Senator Mascareno asked for clarification because she thought that boards could not request more than \$2,500.00 per event. Mr. Hamadeh stated that the \$2,500.00 limit is only for clubs.

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

#### **Transfer Tribute Funding for Spring 2016 – President Kaffl**

On behalf of President Kaffl, Mr. Hamadeh explained that the Transfer Tribute is an annual event held to recognize those students who are transferring to a four-year institution but may not be participating in the official commencement ceremony. The event is an opportunity for friends and family to honor students’ accomplishments. Funds are used for food, decorations, and giveaways.

Motion to approve \$3,000.00 from the College Program Assistance account (#5032) for the Transfer Tribute event by Senator Chin; seconded by Senator Mascareno.

Senator Mascareno asked how students know if they are eligible to be part of the Transfer Tribute. Mr. Hamadeh stated that students are mostly self-identified with some help from the Transfer Center.

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion carries.

#### **ASCSM Budget 2015/16 Update – Finance Director Wang and Advisor Hamadeh**

Hearing no objections, this item was tabled until the next meeting.

#### **Review and Update on ASCSM Goals for 2015/16 – President Kaffl and Advisor Schaefer**

Hearing no objections, this item was tabled until the next meeting.

#### **Club Mixer Debrief – Vice Chair Roe**

Vice Chair Roe stated that the Club Mixer had gone very well. There were a few issues getting the invitations out, which led to lower than desired attendance. Moving forward, Mr. Roe is planning to find a better way to get the word out and handle invitations. He also stressed the need for the Inter Club Council representatives to get information about the mixer back to their respective clubs. Senator Stein suggested that next time the chairs be setup around tables or in circles rather than theater-style. Advisor Hamadeh stated that there was a miscommunication with the student assistants, who thought the ICC meeting was also being held in the Center for Student Life. Vice President Trump recommended a setup similar to the end of the year mixer last year. She also commended Vice Chair Roe for organizing the mixer.

#### **Student Leadership Conference Debrief – Advisors Schaefer and Hamadeh**

Mr. Schaefer reported on the Leadership Conference as part of his report. Hearing no further discussion, the Senate took up the next item on the agenda.

**Future Agenda Items**

The following items were recommended for the next ASCSM Senate meeting: Budget update, goals update, B5 pick-up shelter update, Reboot Week update/planning, Advocacy Board bills, and ASCSM Winter Retreat debrief.

**Final Announcements & Hearing of the Public**

Mr. Hamadeh announced that the first meeting of the Spring 2016 semester would be on Monday, January 25.

Senator Stein reported that the annual holiday party with the Child Development Center will be tomorrow at 10 a.m. in the Center for Student Life.

Vice President Trump extended happy birthday wishes to Senator Elkady.

**Adjournment**

Motion to adjourn at 3:16 p.m. by Senator Ferroggiaro; seconded by Senator Zhang. Hearing no objections, the motion carries.

Submitted by,

Fauzi K. Hamadeh  
Student Life and Leadership Assistant