



Associated Students of College of San Mateo

ASCSM Senate Minutes (Approved)

Monday June 8, 2015, 2:15 pm

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

- I. **The meeting was called to order at 2:38 pm.**
- II. **Swearing In**
 - a. Student Life and Leadership Assistant Hamadeh administered the ASCSM Oath of Office to President Kaffl. President Kaffl then administered the ASCSM Oath of Office to the members of the 2015/16 ASCSM Senate.
- III. **Roll Call**
 - a. **Members present:** President Sennai Kaffl; Vice President Samantha Trump; Finance Director Danuta Wang; Secretary Tim Exner; Senators Laurie Chin, Jenine Elkady, Grecia Mascareno, James Roe, Daniel Wallace, and Marco Zavala.
 - b. **Advisors present:** Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant.
 - c. **Members absent:** Senators Erik Ferroggiaro, Young-Min Kim, Regina Romano, and Jielin Yu.
- IV. **Approval of the Agenda**
 - a. Motion to approve the Agenda by Senator Roe and seconded by Senator Wallace. Hearing no objections, the motion is carried.
- V. **Approval of the Minutes of Prior Meeting(s)**
 - a. Motion to approve the Minutes of the Monday, May 11, 2015, by Senator Roe and seconded by Senator Zavala. Hearing no objections, the motion is carried.
- VI. **Announcements & Hearing of the Public**
 - a. None.
- VII. **Reports**
 - a. **Officers**
 - i. **President Sennai Kaffl** welcomed everyone to the meeting. He expressed his hope to get to know everyone better and wished everyone well on their summer courses.
 - ii. **Vice President Samantha Trump** welcomed the members of the Senate and wished everyone well on their summer classes.
 - iii. **Finance Director Danuta Wang** welcomed everyone and expressed that she is looking forward to working with everyone over the coming year.
 - iv. The **Vice Chair** position is currently vacant.

- v. **Secretary Tim Exner** greeted the members of the Senate and stated that he did not have a report.

b. Senators

- i. There were no reports from Senators.

c. Advisors

- i. **Aaron Schaefer, Student Life and Leadership Manager**, welcomed the 2015/16 Senate. He explained that at the beginning of the year, he and Mr. Hamadeh would most likely have longer reports and be more “hands-on” in some aspects of the Senate’s meetings. As the year progressed, however, he and Mr. Hamadeh would take a step back and let the Senate operate on its own. Mr. Schaefer reminded the Senate that while he and Mr. Hamadeh are advisors who are here to guide and provide input, the ultimate decision making power lies with the Senate. Mr. Schaefer let the Senate know that he and Mr. Hamadeh would make it clear when they are stating their personal opinions versus a rule, regulation, policy, or procedure that needed to be enforced. While the Senate does have general autonomy, Mr. Schaefer reminded the group that he (or his designee) must be present in order for the Senate to conduct business. Mr. Schaefer stated that he would only ever override a decision of the Senate if he felt that the group was violating the law or a College or District policy or procedure.

Mr. Schaefer regretfully reported that the ASCSM Summer Leadership Retreat scheduled for this week had been canceled. Mr. Schaefer explained that several individuals who had signed up canceled at the last minute. Some had legitimate reasons for bowing out, but others did not. The Senate will have to pay about \$1,000.00 in cancellation fees, but this was a better alternative than staging the retreat with fewer than 10 attendees. Mr. Schaefer stated that he had consulted with the Executive Officers in making this decision. Mr. Schaefer said that he and Mr. Hamadeh would work to reschedule the retreat. Senator Wallace asked if the retreat would be in the same location. Mr. Schaefer said that we will explore our options to see what sites may be available. He also expressed his hope that more people would sign up to attend the retreat.

- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, welcomed the group and expressed that he is looking forward to working with everyone. Mr. Hamadeh explained that the ASCSM Office in Building 17, Room 155 is available for use by Officers and Senators during the summer. Mr. Hamadeh distributed a copy of the ASCSM Office Rules and reviewed them with the Senate. Senator Wallace asked if the ASCSM Office would be open on Fridays during the summer. Advisor Schaefer responded that because the Center for Student Life and Leadership Development is closed and there are no classes on Fridays, the ASCSM Office would not be open on Fridays. Mr. Hamadeh explained that the student assistants in the Center for Student Life try to monitor who goes in and out of the ASCSM Office, but that if a member of the Senate notices someone they do not recognize they should inform staff to deal with the

situation. Mr. Schaefer reminded members of the Senate to not place backpacks, purses, and other items on the couches and other furniture meant for sitting. Mr. Schaefer also explained that the Executive Officers would develop a cleaning schedule for members of the Senate in order to keep the office clean.

Next, Mr. Hamadeh announced that members of the Senate would be able to checkout keys to the ASCSM Office. Mr. Hamadeh explained that the keys required a \$20.00 deposit; he also explained the rules regarding having a key. Mr. Hamadeh stated that members of the Senate were able to claim a locker in the ASCSM Office, but that they should not do so without talking with him first so he could record which lockers had been reserved. Mr. Hamadeh requested that members of the Senate not attempt to enter the Center for Student Life when the office was closed, either because of normal operating hours or due to a special event or activity. If the Center for Student Life is closed, members of the Senate should enter the ASCSM Office through the doorway in the north hall of Building 17. Finally, Mr. Hamadeh stated that members of the Senate should not enter the area behind the counter in the Center for Student Life or call for he or Mr. Schaefer from the counter. Instead, Mr. Hamadeh asked that members of the Senate check with the student assistants at the front counter in order to find out if he or Mr. Schaefer is available.

Mr. Schaefer asked if could add to his report. Hearing no objections, Mr. Schaefer stated that during meetings, no one should be on their laptop or have their cell phones out. If you need to take a phone call or send a text message, please go out into the hallway. Otherwise, your focus should be on the meeting. Mr. Schaefer also talked about voting and the appropriate situation to cast an abstention. Abstentions should only be used if you feel you don't have all the information – in which case, you should ask additional questions – or if you feel you have a conflict of interest. And while it is not required, you should do the group the courtesy of explaining why you are planning to vote against a proposal instead of saying nothing and then voting no.

Finally, Mr. Schaefer announced that the Senate would need to fill the Chair positions on the Advocacy, Cultural Awareness, and Programming Boards. Anyone who is interested in serving as a chair should email President Kaffl directly. In addition, the position of Vice Chair is available. This is a position elected by the Senate; it also chairs the Inter Club Council (ICC), which requires that you be available on Wednesdays at 1:30 pm. Mr. Schaefer stated the election for Vice Chair would take place before the end of the summer.

VIII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kaffl

- i. None.

b. Legislative Bills

- i. None.

X. New Business, Discussion, and Information Items

a. Leave of Absences – Advisor Schaefer

Advisor Schaefer explained that the ASCSM Constitution and Bylaws allow the Senate to grant Senators leaves of absence for the summer if they are unable to attend meetings due to travel or class conflicts. Those on a leave of absence do not count toward quorum. If the leaves of absence are granted, they are for the entire summer and those granted a leave cannot return to their position until the fall semester.

Motion to approve the leaves of absence for the summer 2015 session for Senators Ferrogario, Kim, Romano, and Yu by Senator Roe and seconded by Senator Zavala.

By a vote of 7 in favor, 0 opposed, and 0 abstaining, the motion passes.

b. ASCSM Summer Leadership Retreat – Advisors Schaefer and Hamadeh

As Mr. Schaefer previously reported, the Summer Retreat has been cancelled due to lack of participants. We are trying to reschedule it. As soon as additional information is available, we will let everyone know.

c. Review of the Ralph M. Brown Act and Parliamentary Procedure – Advisors Schaefer and Hamadeh

Advisor Schaefer provided the Senate with an overview of the Ralph M. Brown Act and parliamentary procedure, including agenda posting requirements, prohibitions against discussing business outside of a meeting, and making, seconding, and amending motions.

XI. Future Agenda Items

a. The following items were suggested for a future meeting:

- i. Exploring the possibility of offering Clipper Cards for sale on campus.
- ii. Overview of the ASCSM Budget and the Stage 1.0 budget proposal for 2015/16.
- iii. Workshop or other information regarding global warming and sea level rising; Mr. Schaefer suggested this be routed through one of the Boards when they are up and running.
- iv. An update on parking and the North Gateway Project.

XII. Final Announcements & Hearing of the Public

- a. Senator Wallace** stated that he is interested in serving as Chair of the Advocacy Board. Mr. Schaefer stated that Mr. Wallace should email President Kaffl. Mr. Hamadeh explained that the Executive Officers have email addresses setup for them, such as president@ascsm.org, which anyone can send to.

XIII. Adjournment

- a. Motion to adjourn the meeting at 4:10 pm by Senator Roe and seconded by Senator Wallace.** Hearing no objections, the meeting is adjourned.

Submitted by,

/s Tim Exner
ASC SM Secretary

ASCSM Senate - Vote Record for Monday, June 8, 2015

| Name | Leaves of Absence for Summer 2015 | | | | | | |
|---------------------------------|--------------------------------------|--|--|--|--|--|--|
| Laurie Chin | Yes | | | | | | |
| Jenine Elkady | Yes | | | | | | |
| Erik Ferroggiaro | Absent | | | | | | |
| Young-Min Kim | Absent | | | | | | |
| Grecia Mascareno | Yes | | | | | | |
| James Roe | Yes | | | | | | |
| Regina Romano | Absent | | | | | | |
| Katarina Stein | Absent | | | | | | |
| Daniel Wallace | Yes | | | | | | |
| Jielin Yu | Absent | | | | | | |
| Marco Zavala | Yes | | | | | | |
| Samantha Trump (in case of tie) | n/a | | | | | | |

Tim Exner

Verified by Tim Exner, ASCSM Secretary