



Senate Agenda

Monday, June 22, 2015

2:15 pm

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

The public is invited and encouraged to attend all ASCSM Senate Meetings. All meetings are open to the public, and are accessible to those with disabilities. Start times are approximate. The public may address the Senate on non-Agenda items during the Announcements & Hearing of the Public items on the Agenda. Members of the public may participate in discussions only when recognized by the Chair.

I. Call to Order

II. Swearing In (if needed)

III. Roll Call

IV. Approval of the Agenda

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

VI. Announcements & Hearing of the Public

At this time, members of the public may address the Senate on non-Agenda items. Limit of 15 minutes per topic and 3 minutes per speaker.

VII. Reports

a. Officers

- | | |
|-----------------------|----------------|
| i. President | Sennai Kaffl |
| ii. Vice President | Samantha Trump |
| iii. Finance Director | Danuta Wang |
| iv. Vice Chair | <i>vacant</i> |
| v. Secretary | Tim Exner |

b. Senators

Including reports from ASCSM boards and committees, ASCSM task forces, College and District participatory governance committees, and reports from other boards, committees, or organizations.

c. Advisors

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant

VIII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kaffl

The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Senate, the Advocacy Board, the Cultural Awareness Board, the Programming Board, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary; possible action to take place.

b. Legislative Bills – Advocacy Board Chair

The Senate shall discuss and consider recommendations from the Advocacy Board regarding positions on local, state, and national legislation that may have an impact on students; possible action to take place.

IX. New Business, Discussion, and Information Items

a. Overview of ASCSM Budget and Approval of Stage 1.0 Budget for 2015/16 – Finance Director Wang and Advisors Schaefer & Hamadeh

The Senate shall be presented a general overview of the ASCSM Budget, including income and expenses, and shall discuss and consider the Stage 1.0 Budget for the 2015/16 academic year; possible action to take place.

b. Summer Social Event – Advisor Schaefer

The Senate shall discuss and consider holding a social event during the summer session for students; possible action to take place.

c. Participatory Governance – Advisors Schaefer and Hamadeh

The Senate shall be presented with and discuss an overview of participatory governance as it is implemented at College of San Mateo and students' role in the participatory decision-making process; no action to take place.

X. Future Agenda Items

At this time, members of the Senate may suggest agenda items for consideration for future meetings.

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

At this time, members of the Senate and members of the public may voice any concluding comments.

XII. Adjournment



Associated Students of College of San Mateo

ASCSM Senate Minutes (Unapproved)

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 Ferroggario, 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

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

Overview of ASCSM Budget

There is no printed material related to this item.

ASCSM Senate Budget 2015/16

Proposed Stage 1.0 Budget

Income		
Account #	Description	Stage 1.0
4020	ATM	\$ 1,000.00
4070	Space Rental - Vendor	\$ 1,250.00
4080	Student Body Fee/Card	\$ 125,000.00
	Carryover from 2014/2015	\$ 25,000.00
	Transfer in from ASCSM Reserves	\$ 5,000.00
Total Estimated Income		\$ 157,250.00
Expenses		
Account #	Description	Stage 1.0
Non-Discretionary		
5140	Office Supplies	\$ 3,000.00
5145	Operation	\$ 5,500.00
5182	Student Activity Card	\$ 2,500.00
5183	Student Assistant - Salary	\$ 30,000.00
5184	Student Assistant - Benefits	
Discretionary		
5010	Awards & Scholarships	\$ 1,500.00
5030	Ceremonies	\$ 3,000.00
5031	Club Assistance/ICC	\$ 29,000.00
5032	College Program Assistance	\$ 18,250.00
5033	Conference	\$ 13,000.00
5050	Ethnic and Cultural Affairs	\$ 7,000.00
5080	Hospitality	\$ 1,500.00
5147	Printing	\$ 1,000.00
5150	Programs	\$ 30,000.00
5151	Publicity	\$ 10,000.00
5171	Repair & Maintenance	\$ 1,000.00
5181	Furniture, Fixtures & Equipment	\$ 1,000.00
Total Estimated Expenses		\$ 157,250.00



ASCSM Student Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the Student Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of Monday, June 22, 2015

Title of Proposal Summer Social Event

Being Proposed by _____ Lead
 Event Date(s) if applicable _____ Coordinator _____

Event Date(s) if applicable TBA

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5150 Programs

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Each summer, the ASCSM Senate sponsors an event for summer students. Generally, this has taken the form of distributing It's-It Ice Cream and telling students about the Associated Students. This proposal would fund the purchase of the It's-It ice cream.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>It's-It Ice Cream</u>	<u>\$ 500.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$ 500.00</u>

For ASCSM Secretary Use Only

Motion by _____ Second by _____
 Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____

Participatory Governance

Material related to this item will be distributed at the meeting.