



Senate Agenda

Monday, July 6, 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. Roll Call

III. Approval of the Agenda

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

V. 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.

VI. Reports

a. Officers

- | | |
|-----------------------|----------------|
| i. President | Sennai Kaffl |
| ii. Vice President | Samantha Trump |
| iii. Finance Director | Danuta Wang |
| iv. Vice Chair | Vacant |
| 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

VII. 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 Trump

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.

VIII. New Business, Discussion, and Information Items

a. Summer Event Taskforce Update – Senator Marco Zavala

The Senate shall receive an update from the task force and discuss plans for the upcoming Summer Social/Ice Cream event; possible action to take place.

b. Welcome Day – Advisor Schaefer

The Senate shall review, discuss and consider Welcome Day; no action to take place.

c. Participatory Governance Committees – Advisor Schaefer and Advisor Hamadeh

The Senate shall review and discuss the various participatory governance committees at the College and District level; possible action to take place.

IX. Future Agenda Items

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

X. 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.

XI. Adjournment

Associated Students of College of San Mateo

Student Senate Minutes (Unapproved)

Monday June 22, 2015, 2:15 pm

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

- I. The meeting was called to order at 2:15 pm.**
- II. Roll Call**
 - a. **Members Present:** President Sennai Kaffl; Vice President/Chair Samantha Trump; Finance Director Danuta Wang; Secretary Tim Exner; Senator Laurie Chin, Jenine Elkady, Grecia Mascareno, James Roe, Marco Zavala, Jieli Yu.
 - b. **Advisors Present:** Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant.
 - c. **Members Absent:** Senator Daniel Wallace.
- III. Approval of the Agenda**
 - a. Motion to approve the Agenda by Senator Chin 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, June 8, 2015 meeting by Senator Elkady and seconded by Senator Stein. Hearing no objections, the motion is carried.
- V. Announcements & Hearing of the Public**
 - a. None.
- VI. Reports**
 - a. **Officers**
 - i. **President Sennai Kaffl:** Stated that he had nothing important to report but expressed his desire to see the Summer Leadership Retreat happen. Mr. Schaefer said he would be covering that topic in his report.
 - ii. **Vice President Samantha Trump:** Did not have a report but expressed her wish that those taking summer classes were doing well. She also encouraged members of the Senate to utilize the ASCSM Office in Building 17 and to reserve a locker and check out a key. Ms. Trump reminded the group that checking out a key required a \$20.00 deposit.
 - iii. **Finance Director Danuta Wang** had no report.
 - iv. **Vice Chair** position is currently vacant.
 - v. **Secretary Tim Exner** had no report.

b. Senators

- i. There were no reports from any Senators at this time.

c. Advisors

- i. **Aaron Schaefer, Student Life and Leadership Manager**, reiterated what Vice President Trump said about the ASCSM Office. It is there to be utilized by members of the Senate. He recommended that if members of the Senate anticipate wanting a locker in fall, or will use it much this summer, to come get it now. Those that are here during the summer get first pick. Otherwise they may not get one they would prefer. He explained that they should talk to Advisor Hamadeh and see if the one they want is available and if it's available it will be assigned it to you for the duration of your service on the Senate. Mr. Schaefer also reminded them that if they want a key to the ASCSM Office, they should check one out with Mr. Hamadeh for a \$20.00 deposit, which they'll get back when you return it.

Regarding the Summer Leadership Retreat, Mr. Schaefer said that the majority of those who responded to the online Doodle poll selected Friday, August 14th through Sunday, August 16th. Now that the dates have been selected, Mr. Hamadeh will be sending out a follow email to confirm with those who responded and to poll those who did not respond. Because we were forced to cancel the earlier retreat reservation, none of our usual retreat sites are available. We will most likely make arrangements at a hotel to reserve some rooms and a meeting space to hold the retreat. We are still exploring if it will be possible to include a ropes course as part of the retreat. If we cannot do the ropes course, we will incorporate some other kind of bonding activity.

- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, reiterated that now that retreat dates have been set, members should make the necessary arrangements with jobs and other obligations in order to attend. Mr. Hamadeh stated that the rescheduled retreat will be a significant cost and the group cannot cancel again. Vice President Trump mentioned that because the fall semester begins the Monday after the retreat, everyone should get themselves ready for the semester prior to the retreat. Mr. Schaefer indicated that the retreat would begin on the morning of Friday, August 14th and that the group would return to CSM in the late afternoon/early evening on Sunday, August 16th.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kaffl

None.

b. Legislative Bills

None.

VIII. 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

Advisor Schaefer presented the proposed Stage 1.0 Budget for the 2015/16 academic year. Mr. Schaefer explained that the Stage 1.0 Budget is based on the final budget from the 2014/15 Senate. Mr. Schaefer mentioned that although the Senate is being asked to approve the Stage 1.0 Budget, changes may be made once the final numbers for the 2014/15 fiscal year are available. However, given that ASCSM's income, which is primarily generated by the \$8.00 Student Body Fee, has been fairly steady over the last several years, there are no major shifts in funding anticipated. Finance Director Wang asked if this budget included the funds generated by \$1.00 Student Representation Fee. Mr. Schaefer indicated that it did not because the Student Representation Fee is a separate stream of income with specific restrictions on how it may be spent.

In addition to the Student Body Fee, Mr. Schaefer pointed out that the Senate received income from the service fee charged of non-network users of the ATM in College Center, the fees charged vendors who come to campus to sell products and services, and any carryover funds from the prior fiscal year. Some funds are also transferred from the ASCSM's reserves

Mr. Schaefer and Mr. Hamadeh explained each line item in the budget, highlighting the needs and justifications for each. Mr. Schaefer mentioned that the accounts fall into two categories: Non-Discretionary and Discretionary. The Non-Discretionary Accounts are those that have to do with every day operational expenses or with ongoing programs and services. The Discretionary Accounts are those with the highest flexibility when it comes to allocating funds.

Mr. Schaefer noted that the largest allocations are for the Programs account, which funds activities and events sponsored by the Programming Board, such as Welcome Week, Spring Fling, and the WTFilm Student Film Festival; the Club Assistance/Inter Club Council (ICC) account, which supports clubs events and activities; and the College Program Assistance account, which supports special programs and events by College departments.

Motion to approve the ASCSM Stage 1.0 Budget for the 2015/16 academic year by Senator Stein and seconded by Senator Chin.

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

b. Summer Social Event – Advisor Schaefer

Advisor Schaefer explained that a few years ago the Senate had begun holding a small annual summer event for students. The event is a good way to help members of the Senate get a feel for organizing and executing an event, provides an opportunity to do some outreach to summer students, and helps kick-off the Senate's recruitment efforts for the boards and open Senate positions. The event usually consists of handing out It's-It ice cream and sodas to students, as well as some promotional material such as fliers and pens. Mr. Schaefer recommended that the Senate put together a task force to plan the event because the Programming Board is not up and running.

Senators Zavala, Chin, Stein, and Elkady volunteered to serve on the task force. Mr. Zavala volunteered to serve as chair. By consensus, the Senate determined that Wednesday, July 22nd would be the best day to hold the event.

Motion to approve \$500.00 to fund the Summer Social Event and establish a task force made up of Senators Zavala, Chin, Stein, Elkady, with Mr. Zavala serving as chair, by Senator Elkady and seconded by Senator Stein.

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

c. Participatory Governance – Advisors Schaefer and Hamadeh

Advisor Hamadeh provided a presentation explaining the origin of participatory (shared) governance in the California Community College system. He then highlighted the ways in which participatory governance is implemented at CSM, and the significant role that students play in the process. Mr. Hamadeh explained that each member of the Senate is required to serve on at least one participatory governance committee. Mr. Hamadeh distributed copies of the College's Compendium of Committees. The Compendium is a compilation of all of the College's various governing and at-large committees and groups.

Senator Mascareno asked if the committees meet over the summer. Mr. Hamadeh said that the committees generally only meet during the fall and spring semesters. Mr. Hamadeh further explained that being engaged in the participatory governance process is one of the most important functions of the student government, and that ASCSM has a great relationship with the administration, faculty and staff at the College. This is primarily due to the fact that past student representatives have all been prepared, contributed in meaningful ways to discussions and decisions, and have been treated as equals in the participatory governance process. Vice President Trump echoed Mr. Hamadeh's comments and stated that she always felt faculty and other committee members valued her opinions.

IX. Future Agenda Items

- a. Participatory Governance Committee Review
- b. Update on North Gateway Project and Parking
- c. Welcome Day
- d. Summer Social Event Taskforce Update

X. Final Announcements & Hearing of the Public

- a. None.

XI. Adjournment

- a. Motion to adjourn the meeting at 3:18 pm by Senator Roe and seconded by Senator Zavala. Hearing no objections, the meeting was adjourned.

Submitted by,

/s Tim Exner
ASCSM Secretary

ASCSM Senate - Vote Record for Monday, June 22, 2015

Name	ASCSM Stage 1.0 Budget for 2015/16	Summer Social Event					
Laurie Chin	Yes	Yes					
Jenine Elkady	Yes	Yes					
Grecia Mascareno	Yes	Yes					
James Roe	Yes	Yes					
Katarina Stein	Yes	Yes					
Daniel Wallace	Absent	Absent					
Jielin Yu	Yes	Yes					
Marco Zavala	Yes	Yes					
Samantha Trump (in case of tie)	n/a	n/a					

/s Tim Exner

Verified by Tim Exner, ASCSM Secretary

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

Summer Event Task Force Update

There is no printed material related to this item.

Welcome Day

There is no printed material related to this item.

Participatory Governance Committees (Spring 2015)

College Committees	Positions/Appointees	Meeting Day/Time
Accessibility/Americans with Disabilities Act	TBD	Meets as needed
Accreditation Oversight	1	As needed/Fridays @ 3 pm
Basic Skills Initiative (BSI)	1	4th Mondays, 2:15 pm-3:45 pm
CASAC/DASAC	3	Once per semester/as needed
Center for Academic Excellence (professional dev.)	2	TBA
College Assessment Committee (CAC)	1	2nd Mondays, 3:00 pm
Committee on Instruction	1	2nd & 4th Thursdays, 2:15 pm
DIAG (IPC)	1	1st Wednesday, 12 pm-1:30 pm
DIAG Planning	1	Twice/Semester; Tuesdays, 1:15 pm-2:15 pm
Distance Education & Educational Technology	1	3rd Mondays, 1 pm-2:30 pm
Faculty Academic Senate	President	2nd & 4th Tuesdays, 2:30 pm
Institutional Planning	President	1st and 3rd Fridays, 1 pm-3 pm
	Vice President	
	Finance Director	
International Education	1	
Learning Support Center Coordination Committee (LSC)	1	1st Tuesdays, 3 pm-4:30 pm
Library Advisory	1	TBA
Safety	1	1st Wednesdays, 2 pm-3 pm
Student Discipline	1 + alternate	As needed
Student Grievance - Academic, Non-Grading	1	As needed
Student Grievance - Grading	2	As needed
Student Services Council	1	1st Tuesdays, 2:15 pm-4:15 pm
Sustainability Committee	1	2nd Fridays, 11:30 am-12:30 pm

District Committees	Positions/Appointees	Meeting Day/Time
Dist. Participatory Governance Council	President	1st Monday, 2:15 pm
Dist. Budget Committee	Finance Director	3rd Tuesday, 2:00 pm-4:00 pm
District Student Council	President	Prior to each BOT meeting
	Vice President	