



Senate Agenda

Monday, July 20, 2015

2:15 pm

College Center Building 10, City View Conference Room (Room 401)

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 and 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 | <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

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

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. Update on North Gateway Project and Student Parking – CSM Vice President, Administrative Services Jan Roecks**

The Senate shall receive and discuss an update regarding the CSM North Gateway Project and the status of student parking for the Fall 2015 semester; no action to take place.

- b. Election of Senate Vice Chair – Vice President Trump and Advisor Schaefer**

The Senate shall open nominations and hold an election to select a Vice Chair for the 2015/16 academic year; possible action to take place.

- c. Welcome Week Task Force – President Kaffl and Advisor Schaefer**

The Senate shall discuss and consider appointing a task force to plan Welcome Week for the Fall 2015 semester; possible action to take place.

- d. Funding for Fall 2015 Welcome Week – Welcome Week Task Force and Advisors Schaefer and Hamadeh**

The Senate shall discuss and consider approving funding for the Fall 2015 Welcome Week event; possible action to take place.

- e. Funding for ASCSM Promotional Items – Advisor Schaefer**

The Senate shall discuss and consider approving funding to purchase various ASCSM promotional items; 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 and 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

Senate Minutes (Unapproved)

Monday July 6, 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; Senators Jenine Elkady, Grecia Mascareno, James Roe, Katarina Stein, Daniel Wallace, Jielin Yu, and Marco Zavala.
 - b. **Advisors present:** Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant.
 - c. **Members absent:** Senator Laurie Chin.
- III. Approval of the Agenda**
 - a. Motion to approve the Agenda by Senator Stein, seconded by Senator Elkady. 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 22, 2015 meeting by Senator Roe, seconded by Senator Zavala. Hearing no objections, the motion is carried.
- V. Announcements and Hearing of the Public**
 - a. None.
- VI. Reports**
 - a. **Officers**
 - i. **President Sennai Kaffl** reminded the Senate that they could still contact him about being appointed to chair one of the ASCSM Boards. So far, Senators Mascareno, Wallace, and Zavala are the only ones who have contacted him. Mr. Kaffl stated that he is looking forward to the retreat and hoped that most of the Senate would be able to attend. Finally, President Kaffl asked the Senate to make outreach to students to fill positions on the various boards a priority.
 - ii. **Vice President Samantha Trump** expressed solidarity and sympathy with those taking summer courses. She also reminded the Senate that the Ice Cream Social event is scheduled for Wednesday, July 22nd and encouraged everyone to sign-up to help with the event.

- iii. **Finance Director Danuta Wang** reminded the group that the last day to pay fees for the Fall 2015 semester is Monday, August 3rd.
- iv. The **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**, welcomed everyone back from their Fourth of July holiday weekend. He reiterated what President Kaffl had said about contacting him if you are interested in a board position. Board and committee appointments would most likely be made starting the second-to-last meeting of the summer. Advisor Schaefer encouraged the Senate to appoint a Programming Board Chair sooner rather than later due to the need to start planning for Welcome Week. Mr. Schaefer also reported that Executive Cabinet had requested that CSM Vice President of Administrative Services Jan Roecks attend the next Senate meeting to provide an update on the North Gateway Project and student parking. Mr. Schaefer said that Vice President Roecks was not available to attend today's meeting but would most likely be at the Senate's next meeting.
- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, had no report.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments

- i. President Kaffl made no appointments.

b. Legislative Bills

- i. Due to the lack of an Advocacy Board, there were no legislative bills.

VIII. New Business, Discussion, and Information Items

a. Summer Event Taskforce Update

Senator Zavala reported that he and Advisors Schaefer and Hamadeh had met to discuss some of the plans for the Ice Cream Social event. As in the past, we will be ordering various flavors of It's-It ice cream sandwiches. Mr. Schaefer and Mr. Hamadeh will coordinate the ordering and pick up of the ice cream from the It's-It factory in Burlingame. We will be purchase 10 boxes of 24 ice cream sandwiches each, which will cost approximately \$240.00.

Mr. Zavala also reported that more volunteers were needed to help with the event. In particular, help is needed during the setup period. Advisor Schaefer requested that Senator Zavala pass around a sheet so that members of the Senate could sign-up to help.

President Kaffl asked if the Senate could utilize Facebook to help facilitate the event. Advisor Schaefer stated that the Senate Facebook Group could be utilized to remind people to sign up and that the ASCSM Facebook Page could be used to promote the event. However, any discussions about the event should be done in the task force to avoid any possible Brown Act violations.

Vice President Trump suggested that the task force coordinate making fliers and banners to promote the event. Senator Stein asked if the Event Prep Room in Building 17 is available. Mr. Schaefer stated that is available any time that the Center for Student Life is open. Senator Stein asked if the Facebook Group could be used to coordinate a day and time to make banners. Mr. Schaefer said yes, but that any announcement should also be sent to the ASCSM list-serve as not everyone uses Facebook. Mr. Hamadeh stated that any member of the Senate may send an email message to the list-serve and it would be distributed to the entire group. However, Mr. Schaefer and Mr. Hamadeh reminded the group not to engage in discussions via the list-serve as that would be a violation of the Brown Act.

Senator Stein indicated she would send an email to the list-serve to coordinate a day and time to make banners and fliers for the Ice Cream Social event.

b. Welcome Day

Advisor Schaefer explained that Welcome Day is a College-sponsored event organized by the Center for Student Life and Leadership Development to welcome new students for the fall semester. Students and their guests, usually parents, are provided a breakfast, after which Vice President of Student Services Jennifer Hughes and Mr. Hamadeh do a brief presentation on what students may expect during the first week of classes. After that, students and their families may visit the Bookstore to pick up their textbooks, have their picture taken and receive their ID card, and take a quick campus tour to familiarize themselves with the campus. This year, Welcome Day will be on Tuesday, August 11th from 9:00 am until 11:00 am.

Members of ASCSM help out with check-in, serving breakfast, and conducting the campus tours. The Student Ambassadors from the Community Relation and Marketing department also assist. Club members are also invited to assist, and given the opportunity to “bank” service hours for the fall semester.

Mr. Schaefer reiterated the importance of the help provided by members of ASCSM for Welcome Day. He stated that we receive a majority of the inquiries regarding student government from students who have attended Welcome Day. He encouraged members of the Senate to sign-up to help when the volunteer sign-up email is sent out later this summer.

c. Participatory Governance Committees

Advisor Schaefer reminded the Senate that each Senator is required to sit on at least one of the College's participatory governance committees. There are some committees that meet so infrequently that they do not count towards the committee requirement. Due to the small number of Senators, some members may have to "double up" at the beginning of the fall semester. However, as additional Senators are appointed, the committee assignments will be reevaluated to provide more even distribution among the Senators.

Mr. Schaefer and Mr. Hamadeh reviewed each of the participatory governance committees on campus and indicated the day and time the committee met during the Spring 2015 semester. Most committees will keep the same meeting day and time.

After reviewing the committees, Advisor Schaefer stated that Senators should email President Kaffl with their top three committee choices. Committee appointments are generally done on a first come, first serve basis, but there are times when scheduling, representation, and other factors may be taken into consideration. Some members of the Senate serve on certain committees due to their position (i.e., the President, Vice President, Finance Director automatically serve on the Institutional Planning Committee [IPC]). Participatory governance committee appointments will most likely need to be completed no later than the first or second meeting of the fall semester. The committees themselves may not start to meet until the third or fourth week of classes. Once the requests are received, President Kaffl will bring them to Executive Cabinet, which will review and discuss the appointments and make recommendations to the Senate.

Mr. Schaefer reminded the Senate that Senators who serve on a participatory governance committee are eligible for payment. The rate is \$12.50 per hour. Those who wish to be paid must submit minutes from the committee and a form to the Center for Student Life. Secretary Exner asked if he is eligible to serve on a committee. Mr. Schaefer said that he is. Vice President Trump stated that while serving on a committee may seem daunting and intimidating at first, once you get used to it the experience is actually very rewarding.

IX. Future Agenda Items

Senator Wallace reported that he had received feedback from some students requesting that the food service be opened longer hours during the summer. He asked if this was something the Senate could take action on. Advisor Schaefer said that it was probably too late to make any changes for this summer session, and that normally this would be an issue for the College Auxiliary Services Advisory Committee (CASAC). Mr. Schaefer did request that Senator Wallace send him an email outlining the students' concerns so that he could discuss the issue with Tom Bauer, the District's Vice Chancellor of Auxiliary Services and Enterprise Operations, and Rick McMahon, the manager of the District's food service provider. Vice President Trump expressed her support for Senator Wallace's suggestion and stated that this is exactly the kind of feedback members of the Senate should be communicating. She used the example of Senator Erik Ferroggiaro, who worked to have the Learning Center open on a few Saturdays due to student feedback.

President Kaffl requested that members of the Senate who had ideas for the semester contact him with their ideas. Mr. Kaffl's email address is president@ascsm.org for anyone who is trying to reach him.

Advisor Schaefer suggested placing the establishment of a task force to plan Welcome Week on the next agenda.

X. Final Announcements and Hearing of the Public

Advisor Schaefer announced that besides the summer leadership retreat, there is an opportunity for members of the Senate to receive additional leadership training at the California Community Colleges Student Affairs Association (CCCSAA) annual student leadership conference. This year, the conference is being held in San Jose between October 23rd and 25th. Between 500 and 600 community college students from across the state usually attend. Presentations are given by advisors from across the state who work in student affairs and student life. This is a "save the date" announcement as there will be a formal application process for anyone wishing to attend.

Mr. Schaefer also announced that CSM's annual student leadership conference, which is open to any student at the college, will be November 6th through 8th.

XI. Adjournment

- a. Motion to adjourn meeting at 3:23 pm by Senator Roe, seconded by Senator Mascareno. Hearing no objections, the meeting is adjourned.

Submitted by,

/s Tim Exner
ASCSM Secretary

Please note: There were no votes taken on items during this meeting.

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

Update on North Gateway Project and Student Parking

There is no printed material related to this item.

Election of Senate Vice Chair

There is no printed material related to this item.

Welcome Week Task Force

There is no printed material related to this item.



ASCSM 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 ASCSM Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of Monday, July 20, 2015

Title of Proposal Funding for Fall 2015 Welcome Week

Being Proposed by Welcome Week Task Force Lead Coordinator Welcome Week Task Force

Event Date(s) if applicable To be determined

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.

At the start of each semester, ASCSM holds a Welcome Week event to welcome students back to campus and provide some fun and excitement. The event is usually held during the second or third full week of the semester. ASCSM provides students with free food, fun activities, and music, usually provided by visits by local radio stations.

This proposal will provide funding for Welcome Week for the Fall 2015 semester. The dates will be determined by the Senate in conjunction with the Welcome Week task force.

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>Welcome Week Funding (food, games, etc.)</u>	<u>\$5,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$5,000.00</u>

For ASCSM Secretary Use Only

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



ASCSM Senate/ICC Proposal Form

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For the meeting of Monday, July 20, 2015

Title of Proposal Purchase of ASCSM Promotional Items

Being Proposed by Advisors Schaefer & Hamadeh ^{Lead} Programming Board Chair & Center for Student Life
Coordinator

Event Date(s) if applicable n/a

Forwarded to the Student Senate by:

- Executive Cabinet Advocacy Cultural Awareness Programming ICC Other

ASCSM Account Number/Name 5151 Publicity

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 year, in preparation for the Welcome Day and the fall Welcome Week event, we purchase ASCSM promotional items. Examples of past items include backpacks, water bottles, pens, highlighters, etc.

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>ASCSM Promotional Items</u>	<u>\$6,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$6,000.00</u>

For ASCSM Secretary Use Only

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