

Associated Students of College of San Mateo

Senate Minutes (Approved)

Monday, July 20, 2015, 2:15 PM

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

- I. The meeting was called to order at 2:17 PM.**
- II. Roll Call**
 - a. Members present: President Sennai Kaffl; Vice President/Chair Samantha Trump; Secretary Tim Exner; Senators Laurie Chin, Jenine Elkady, Grecia Mascareno, James Roe (departed 3:00 PM), Katarina Stein, Daniel Wallace, Jielin Yu, Marco Zavala.
 - b. Advisors present: Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant.
 - c. Members absent: Finance Director Danuta Wang.
- III. Approval of the Agenda**
 - a. Motion to approve the Agenda by Senator Stein; seconded by Senator Mascareno. Hearing no objections, the motion carried.
- IV. Approval of the Minutes of Prior Meeting(s)**
 - a. Motion to approve the Minutes of the Monday, July 6, 2015 meeting by Senator Roe; seconded by Senator Chin. Hearing no objections, the motion carried.
- V. Announcements & Hearing of the Public**
 - a. None.
- VI. Reports**
 - a. Officers**
 - i. **President Sennai Kaffl** stated that he would be appointing Senators to be Board Chairs today. Mr. Kaffl also reminded any Senators who had not contacted him regarding a participatory governance committee should do so ASAP.
 - ii. **Vice President Samantha Trump** reported that the College Assessment Committee (CAC) had contacted her regarding a meeting schedule for the fall semester. Mr. Schaefer advised Ms. Trump to let the committee know that the Senate is working on an appointment and will forward a student name soon.
 - iii. **Finance Director Danuta Wang** was absent.
 - iv. The **Vice Chair** position is currently vacant.
 - v. **Secretary Tim Exner** had no report.

b. Senators

- i. **Senator Zavala** reported that the task force planning for the Ice Cream Social event on July 22nd has produced fliers. He requested the Senate's assistance in posting them around campus. Senator Stein reported that members of the task force had made banners and posted them on Building 14 and 16. Senator Wallace asked which buildings still needed fliers; Senator Stein indicated that fliers had only been posted in Building 16. Vice President Trump recommended that members of the Senate take fliers to post in their classrooms. She also suggested that members of the Senate make announcements about the event in their classes.

c. Advisors

- i. **Aaron Schaefer, Student Life and Leadership Manager**, reminded the Senate that besides Board Chair appointments, the group would have to make participatory governance appointments by the end of the summer. Mr. Schaefer stated that he and President Kaffl would review the requests that were sent in and try to match people to committees based on their schedules and availability. However, Mr. Schaefer warned that everyone might not get his or her first choice of committee. Mr. Schaefer reminded the members of the Senate that serving on a participatory governance committee is one of the requirements for their position, and that once the committees start meeting, regular reports should be made to the Senate. Senator Wallace asked if a report was required at every Senate meeting. Mr. Schaefer indicated that reports should be made at the first Senate meeting after the committee meets. The reports should include any pertinent information from the committee, any requests for student input from the committee, and any comments or suggestions the Senate would like forwarded to the committee.
- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, had no report.

At this time, Mr. Schaefer suggested that the Senate suspend the order of the day and allow CSM Vice President of Administrative Services Jan Roecks the opportunity to report on status of the North Gateway Project and Student Parking. Hearing no objections, the order of the day was suspended.

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

CSM Vice President of Administrative Services Jan Roecks reported that the CSM Cabinet has been told that the North Gateway Project and the included parking lot will be completed by the start of the Fall 2015 semester. Vice President Roecks indicated that the new parking lot would add over 700 additional parking spaces to the campus. While the majority of those parking spaces will be for students, some will be marked for employees and visitors. In addition to the re-opening of the parking lot, the Loop Road will also once again allow for traffic around the perimeter of the campus.

Senator Stein asked if there is a possibility that the project will not be done by the start of the fall semester. Vice President Roecks said that there is always a chance with a project this size that something may happen, but that the contractors, the District, and Cabinet are confident the project will be completed

by the start of classes in August. If there is a delay, it will most likely be short and the project would be completed soon after the start of the semester.

Secretary Exner asked how many disabled parking spaces would be added as part of the project. Vice President Roecks said she did not have the number with her, but that it will be proportional to the overall number of parking spaces as required by state and federal law.

Vice President Trump asked if there is any plan to inform students about the new parking lot. Vice President Roecks indicated that she has been working the Community Relations and Marketing Department to include the information either as a separate email announcement or as part of the “Tips for the Start of the Semester” message that will be sent out. There are also plans to put signage around campus indicating that the parking lot is open. Vice President Roecks welcomed any input regarding where the signs should be placed or other suggestions to effectively get the word out. Vice President Trump suggested putting a message on the electronic message board at the four-way intersection of West Hillsdale Boulevard and CSM Drive.

Senator Wallace asked if the new parking lot would have a name similar to the other lots on campus and if students would have the opportunity to provide input. Advisor Hamadeh indicated that the parking lot is already named the Galileo Lot. Advisor Schaefer explained that after major construction on the campus was completed, the Administration asked the students to come up with names for the various lots. Almost all of the students’ suggestions were adopted except for a few that were changed based on additional feedback from other groups.

Secretary Exner asked if the campus map that appears in the Schedule of Classes would be updated for the Spring 2016 semester. Vice President Roecks indicated that she is already working with David McLain, the College’s Visual Communications Coordinator, to update the map, which will be included in the spring schedule.

Finally, Mr. Hamadeh suggested that any communication also explicitly state that the Loop Road once again traverses the perimeter of the campus. This may help cut down on any confusion by those who may think it will stop at the Galileo Lot.

Vice President Roecks thanked the group for their input and encouraged anyone with additional suggestions to please contact her. The Senate thanked Vice President Roecks for her time and for the update.

Hearing no objections, Vice President Trump resumed the order of the day.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kaffl

Since this is the first time this Senate would be doing appointments, Advisor Schaefer took a moment to explain the process. President Kaffl had requested that anyone interested in serving as a board chair email him. Mr. Kaffl reviewed the requests and shared them with the Executive Cabinet. Although appointments are ultimately made by the President and recommended to the Senate, which then has the power to confirm or deny the appointment, we generally always like to have a discussion in Executive Cabinet to get additional input and feedback. Today, President Kaffl will be making three

appointments. Mr. Kaffl will present his appointment, at which point there will need to be a motion to approve the appointment and a second. The Senate will then have the opportunity to discuss and ask questions. Finally, there will need to be a vote taken.

Subsequently, President Kaffl made the following appointments:

- **Senator Wallace as Chair of the Advocacy Board**

Motion to approve Senator Wallace as Chair of the Advocacy Board by Senator Roe; seconded by Senator Stein.

Senator Wallace stated that he is interested in researching and advocating for legislation. Senator Roe indicated that even though Mr. Wallace was not an official member of the Advocacy Board last semester, he was always involved and was very helpful. Senator Stein indicated that Mr. Wallace had also attended a few meetings of the Programming Board during the spring semester and had made suggestions regarding events and activities. Vice President Trump asked if Mr. Wallace felt he would be able to handle the responsibilities of being a chair given his other obligations. Senator Wallace said he was confident that he would be able to fit the responsibilities being a chair in with his classes and other activities.

By a vote of 8 in favor, 0 opposed, and 0 abstaining, the motion to appoint Senator Wallace as Chair of the Advocacy Board carried.

- **Senator Stein as Chair of the Programming Board**

Motion to approve Senator Stein as Chair of the Programming Board by Senator Roe; seconded by Senator Chin.

Senator Wallace asked if anyone else had showed interest in the Programming Chair position. President Kaffl stated that Senator Chin had expressed interest but, due to time constraints, we need someone who is prepared to step into that role now. Senator Chin stated that though she had considered it, she feels Senator Stein would be a better choice. Ms. Chin stated that she has worked with Senator Stein and has observed that she is very good at getting things done. Secretary Exner stated that he has worked with Senator Stein in several capacities and that she is a go-getter. He reiterated that she is motivated and really does get things done. Senator Stein also wants to help make this campus fun and contribute to events. Mr. Exner stated that he feels Ms. Stein would make the perfect choice for Programming Board Chair.

Senator Zavala asked if the Programming Board would be holding the WTFilm event again. Senator Stein stated that she hopes so, and that she felt it went very well last spring. Senator Roe stated that Senator Stein has already done a great job on the Ice Cream Social and has the Programming Board experience. He stated that she is the prime candidate for the position. Vice President Trump stated that Senator Stein joined the Senate last year and was appointed to the Programming Board. She always got things accomplished and knew what she

was doing. She worked with and learned from our previous Programming Board Chair, Marissa Garcia.

Senator Wallace asked Senator Stein if she has any ideas for new things Programming Board can do in the fall semester. Senator Stein stated that there were a lot of events last semester that seem to continue on from semester to semester. She stated that for right now she wants to put her energy into improving those events. Once the Programming Board is up and running, the group can brainstorm news ideas that will be fun and benefit the students.

By a vote of 8 in favor, 0 opposed, and 0 abstaining, the motion to appoint Senator Stein as Chair of the Programming Board carried.

- **Senator Mascareno as Chair of the Cultural Awareness Board**

Motion to approve Senator Mascareno as Chair of the Cultural Awareness Board by Senator Roe; seconded by Senator Zavala.

Secretary Exner recalled that when Ms. Mascareno first joined the Senate, she had talked about her goals, her pride in her heritage, and her desire to create multi-cultural events. Mr. Exner asked if she has reached out to other member of the Senate or any student groups on campus to put on such events and activities. Mr. Hamadeh pointed out that none of the student clubs and organizations are active over the summer. Senator Mascareno stated that it is one of her goals to reach out to the clubs and other student groups to put on more cultural events and activities. Her primary goal is to re-establish the Cultural Awareness Board and invite broad participation from many different groups. Senator Mascareno stated that she would like to hold an event promoting the Cultural Awareness Board so that students know that it exists and what it does.

By a vote of 8 in favor, 0 opposed, and 0 abstaining, the motion to appoint Senator Mascareno as Chair of the Cultural Awareness Board carried.

- b. **Legislative Bills**

None.

VIII. New Business, Discussion, and Information Items

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

Advisor Schaefer stated that unlike the board chairs, the Senate elects the Vice Chair. Mr. Schaefer explained that the Vice Chair is the Senate's representative on Executive Cabinet and is also the Chair of the Inter Club Council (ICC). The process to elect the Vice Chair works like this: There will need to be a motion and a second to open the floor to nominations. Once the floor is open, members of the Senate may nominate a Senator to service as Vice Chair. A Senator may also nominate themselves. Once all nominations have been made, there will need to be a motion and a second to close nominations. The candidates will then be given a few minutes to make explain why they would like to be Vice Chair and how they would be effective in the position. We then ask the candidates to leave the room so the Senate may have a frank and open discussion. As per the Brown

Act, the candidates are not required to leave the room, but we ask as a courtesy to the Senate and to the candidates. The candidates are invited back in and the Senate then votes. The candidate with a majority of the votes (50 percent plus 1 or more) is elected Vice Chair.

Senator Stein asked what the responsibilities of the Vice Chair officially are. Mr. Schaefer indicated that in addition to serving on Executive Cabinet and being Chair of the ICC, the Vice Chair also chairs the Senate meeting in the event that the Vice President is not present.

Motion to open the floor to nominations by Senator Roe; seconded by Senator Zavala. Hearing no objections, the motion is carried.

Vice President Trump nominates Senator Roe as Vice Chair. Vice President Trump stated that Senator Roe was Vice Chair of ICC last semester and did an excellent job. In addition, Vice President Trump stated that she worked with Senator Roe on the Advocacy Board. Senator Chin reiterated that Senator Roe did an excellent job as ICC Vice Chair. Advisor Hamadeh explained that Senator Roe must accept the nomination to proceed. Senator Roe accepted the nomination.

Motion to close the floor to nominations by Senator Mascareno; seconded by Senator Stein. Hearing no objections, the motion is carried. Vice President Trump stated that nominations are now closed.

Senator Roe explained that he had been a member of ICC during the last academic year, and that he had also served as vice chair of ICC. As ICC Vice Chair, he was responsible for the minutes and for assisting the chair with running the meeting. Mr. Roe stated that he hoped to be a liaison between the Senate and the clubs. He would hope to improve communication between the two groups in order to help them work more closely.

Senator Roe stated that he was on ICC all of last year and was the Vice Chair. I took care of the minutes, helped run the meetings, and contributed my input. I understand how the meetings work. I want to be more of a liaison for the clubs. I feel that a lot of the things the clubs and boards would like to do would work better if the clubs and the boards worked more closely together. I want to help keep all these groups informed about what is going on so we can collaborate to make them more successful.

President Kaffl stated that he has known Senator Roe since he began attending CSM. I met him at my first Leadership Retreat. He is a very hardworking, intelligent person who knows what he wants and how to get it. President Kaffl stated that Senator Roe was instrumental in starting the Gamers Club with him. He stated that he can discuss something with Senator Roe and he will get it done. Senator Chin stated that Senator Roe has good leadership skills. Vice President Trump stated that when he joined the Senate, he came in willing to learn and he has.

By a vote of 8 in favor, 0 opposed, and 0 abstaining, Senator Roe was elected Vice Chair.

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

Advisor Schaefer stated that the Associated Students' first big event of the year is Welcome Week. It is traditionally held the second week of school, and the Senate hands out promotional items and free food. In addition, the Senate brings games, music, and interactive games to campus. Normally, it would be the responsibility of the Programming Board to plan the event, but since the Programming Board is not up and running just yet, the Senate should appoint a task force to begin working on the event. Senator Stein as the Programming Board Chair should head the task force; in addition, members of the Senate need to volunteer to help.

Senators Chin, Mascareno, Zavala, Vice President Trump, and President Kaffl volunteered to be on the task force. Advisor Schaefer explained that this is the planning task force and that all members of the Senate are expected to help during the event. The task force is to plan and arrange for, food, entertainment, games and activities, etc. for Welcome Week. He stated that he and Advisor Hamadeh will assist with this as much as possible, as this group is new. Senator Stein asked for the task force members' email addresses. Advisor Hamadeh stated he will set up a list-serve to help facilitate communication.

Motion to approve the Welcome Week Task Force chaired by Senator Stein with Senators Chin, Mascareno, and Zavala, and President Kaffl and Vice President Trump as member by Senator Elkady; seconded by Senator Zavala. Hearing no objections, the motion carried.

d. Funding for Fall 2015 Welcome Week – Welcome Week Task Force and Advisor Schaefer

Advisor Schaefer stated that he and Mr. Hamadeh had reviewed the Welcome Week budget from last fall. Generally, the budget for Welcome Week is between \$5,000.00 and \$6,000.00. Based on what was spent last year, the requested amount for Welcome Week is \$5,000.00.

Motion to approve \$5,000.00 from the Programs account (#5150) to fund the Fall 2015 Welcome Week by Senator Mascareno; seconded by Senator Stein.

Senator Wallace asked if it would be better to wait until the task force has planned the event and has an idea what they want to do before requesting funding. Advisor Schaefer stated that would normally be the procedure but due to timing and the fact that there was no Programming Board Chair until earlier today, there is not enough time. The Senate cannot start making arrangements, including signing contracts and placing food orders, without funding in place.

By a vote of 7 in favor, 0 opposed, and 0 in favor, the motion to approve \$5,000.00 from the Programs account (#5150) to fund the Fall 2015 Welcome Week carried.

e. Funding for ASCSM promotional Items – Advisor Schaefer

Advisor Schaefer explained that normally twice a year the Associated Students purchase promotional items that are given away at events such as Welcome Day and Welcome

Week. The promotional items usually consist of backpacks, pens, highlighters, and some other useful items that have the ASCSM logo. The bulk of the items are purchased in the fall with a supplemental order (if needed) in the spring. The Welcome Week task force will need to meet and decide what should be ordered. Mr. Schaefer stressed that the order needs to be placed soon so that the items would arrive in time for the start of the semester.

Motion to approve \$6,000.00 from the Publicity account (#5151) to fund the purchase of ASCSM promotional items by Senator Zavala; seconded by Senator Wallace.

President Kaffl asked if the aforementioned items were going to be ordered or if there would be an opportunity to make suggestions. Mr. Schaefer stated that the basic items such as pens and highlighters are always popular and need to be replenished every year. Other items will be up to the task force. In the past, the Senate has given away notepads, stress balls, and plastic water bottles.

Senator Mascareno asked if the Senate could hand out organizers. Advisor Schaefer explained that they are expensive. Secretary Exner suggested we order mini staplers, which is something students always need. Advisor Hamadeh recommended the Senate check the website for Campus Marketing Specialists (CMS) at campusmarketing.com and send any suggestions to Senator Stein. Advisor Schaefer stated that any suggestions must be made ASAP as the order must be placed by Wednesday.

Senator Mascareno stated that students had told her the plastic water bottles given out last year leaked and broke easily. Advisor Schaefer thanked Senator Mascareno for the feedback and stated that input like that will help determine what items are ordered. Vice President Trump suggested Senators poll their classes to find out what items students might like to receive.

By a vote of 7 in favor, 0 opposed, and 0 abstaining, the motion to approve \$6,000.00 from the Publicity account (#5151) to fund the purchase of ASCSM promotional items carried.

IX. Future Agenda Items

- a. The following items were suggested for the next ASCSM Senate meeting:
 - Welcome Week Task Force Update
 - Ice Cream Social Debrief
 - Senate Apparel Funding

X. Final Announcements & Hearing of the Public

- a. Advisor Schaefer stated that all Senate members should have ASCSM T-shirts or polo shirts for Welcome Day and Welcome Week if possible. Vice President Trump stated that those Senate members who don't have a shirt should stop by the Center for Student Life to see if your size is available.
- b. President Kaffl stated that two people have still not emailed him about committees. He asked that they please do so. Senator Zavala asked if they will be emailed with what

committees they've been appointed to. President Kaffl stated that when he gets all the committee requests he will discuss it with Executive Cabinet and then they will take everyone's schedules into account and figure out the appointments. Senator Roe asked if we should wait until the Senators who are not here can request committees. Advisor Hamadeh said they are on the email list so they should know. He will send emails to the Senators who are on leave this summer.

- c. Advisor Schaefer informed the Senate that Senator Regina Romano had resigned and would not be returning to CSM in the fall.

XI. Adjournment

- a. Motion to adjourn meeting at 3:26 PM by Senator Stein; seconded by Senator Zavala. Hearing no objections, the meeting is adjourned.

Submitted by,

/s Tim Exner
ASCSM Secretary