

Senate Minutes (Approved)

Monday, August 3, 2015, 2:15 pm
College Center Building 10, College Heights Conference Room (Room 468)

- I. The meeting was called to order at 2:22 pm.**
- II. Roll Call**
 - a. Members Present: President Sennai Kaffl; Vice President Samantha Trump; Finance Director Danuta Wang; Vice Chair James Roe; Secretary Tim Exner; Senators, Laurie Chin, Katarina Stein, Daniel Wallace, Jielin Yu, Marco Zavala.
 - b. Advisors present: Fauzi Hamadeh, Student Life and Leadership Assistant.
 - c. Members absent: Senators Jenine Elkady and Grecia Mascareno.
- III. 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.
- IV. Approval of the Minutes of Prior Meeting(s)**
 - a. Motion to approve the Minutes of the Monday, July 13, 2015 meeting by Senator Zavala and seconded by Senator Wallace. 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 worked with Advisor Schaefer on finalizing some of the committee appointments. However, there are still some members of the Senate who need to select a committee to serve on and some members need to select new committees. We will most likely make appointments at the next meeting or the first meeting of the fall semester.
 - ii. **Vice President Samantha Trump** reminded everyone that fall semester fees are due today or else students will be dropped from their classes. Students may also sign-up for a payment plan to avoid being dropped..
 - iii. **Finance Director Danuta Wang** had no report.
 - iv. **Vice Chair James Roe** had no report.
 - v. **Secretary Tim Exner** had no report.
 - b. Senators**
 - i. There are no reports from any of the Senators at this time.
 - c. Advisors**
 - i. **Aaron Schaefer, Student Life and Leadership Manager**, was not present.

- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, reiterated that all fees must be paid by 11:59 pm or students will be dropped from classes. If a student wishes to enroll in a payment plan, she or he must do so by 11:00 pm, or the student will be dropped from classes. He stated that if students add classes, between tomorrow, August 4th, and the first day of school, August 17th, they must pay any fees by 11:59 pm that day or they will be dropped.

Advisor Hamadeh reminded the Senate that Welcome Day will be held on Tuesday, August 11th. Advisor Hamadeh stated that he would send out the sign up list for volunteers to sign up, and that the first thing we need to do is stuff the Associated Students promotional bags that we give away. He stated that volunteers are also needed for Welcome Day event itself. As we discussed at the last Senate meeting, we ask that you volunteer for the whole event or as much of it as possible. The event officially at 9:00 am but, as we will be starting registration at 8:30 am, we ask you to be there by 8:00 am. The event should be completed by 11:00 am, or 12:00 pm at the latest. Advisor Hamadeh explained that volunteers are needed earlier in the event not the end. There won't be much to do at the end, as Pacific Dining and Facilities will handle cleanup.

Advisor Hamadeh also reminded the Senate that that the Summer Retreat will be held Friday, August 14th through Sunday, August 16th. He stated that they had finalized a location in Vacaville. Advisor Schaefer is finalizing travel arrangements right now. We are planning for a certain attendance and if you signed up to go you are expected to go. He stated that they usually like to hold the retreat at the beginning of summer and do things differently. We have not yet confirmed if we will be able to include the ropes course in this retreat due to timing issues. If we are unable to do it on this retreat we will set up something for some time in the fall semester, possibly on a Friday or weekend. Secretary Exner asked when the parking information will be sent out, as he has to leave he truck here at the school. Advisor Hamadeh stated that it would be sent out with the itinerary the week of the retreat.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Kaffl

President Kaffl stated that he wasn't sure if it was the appropriate time to do the committee appointments. Advisor Hamadeh explained that there were still some gaps that needed to be filled. He suggested that President Kaffl look at what gaps need to be filled and then contact senators to determine what changes may need to be made. Some people did not get the appointments they requested or didn't put down enough alternate committees. Advisor Hamadeh further explained that the appointments would probably be made at the next meeting or the first meeting of the fall semester. He stated that there are also Senators on leave for the summer and we want to see what committees they would like to serve on. He also explained that, as they have several committee appointments that are not filled, we may need some senators to serve on an additional committee until we recruit some more senators. Finally, Advisor Hamadeh stated that President Kaffl will be contacting senate members over the next week, we will discuss

the appointments at the next meeting on August 10th, and the appointments will be made at the following meeting on August 24th.

b. Legislative Bills

None.

VIII. New Business, Discussion, and Information Items

a. Funding for 5th Annual CSM Student Leadership Conference – Advisor Schaefer

Advisor Hamadeh stated that Annual CSM Student Leadership Conference is similar to the Summer Retreat but it is open to all students. It's not just geared towards club officers, students at large, and other student leaders on campus. As you will learn in our Summer Retreat, we use a social change model, which says that all students are leaders, whether they have a title or not. He stated that it is a way to make leadership training available to more students and also recruit students to join student government. Advisor Hamadeh pointed out that many of the Senate members present attended the Leadership Conference and decided to join student government, become club officers, or take on other leadership roles on campus. He explained that they are still in the process of finding a retreat site as they are becoming more popular and you need to reserve them much earlier now days. We usually try to take 25 to 30 students, which is why the requested amount is \$9000.00. He stated that they don't take more than 30 students because that would increase the cost to over \$10,000.00 and they would have to bring another staff member, in addition to Advisor Schaefer and himself, to help facilitate the retreat. We don't do a ropes course but we do some outside activities.

Motion to approve \$9000.00 from the Conferences account (#5033) to fund the 5th Annual Leadership Conference by Senator Stein and seconded by Senator Zavala.

Senator Zavala asked if he knows someone is interested, should he tell them to sign up. Advisor Hamadeh stated that yes he should. Ask anyone who is interested in joining student government, including the boards to sign up. We do have a sign up process. We will send out an email about this. There is a brief application to fill out. We have only ever rejected applicants who had already attended before when we ran out of spots. Advisor Hamadeh explained that attendees would have to submit a \$20.00 deposit that they will get back when we get on the bus to leave. We've found that if we don't require a deposit we get a lot of last minute cancellations and if we make it more than \$50.00 it becomes cost prohibitive for the students. Finally, he stated that they usually try to schedule the retreat for October but may have to do it in early December.

President Kaffl stated that he thinks the retreat is a worthwhile experience and that it's a great way for students, especially new students, to meet people, build new relationships on campus and develop an interest in becoming more involved. He stated that was his experience, as it was for many of those in student government. There is food, outdoor activities and I think it's a good way to build leadership on campus.

Vice President Trump asked why we couldn't combine the fall and winter retreats since they will likely be so close together. Advisor Hamadeh explained that this one is more generalized as opposed to the more specific training at the winter retreat. That training is tailored to address specific areas where that student government needs to improve. It's

also usually a smaller group than the fall retreat, as a lot of people are still traveling. Mr. Hamadeh further stated that this is the first time they've had to push the date back to December. President Kaffl asked when the fall retreat will be. Advisor Hamadeh stated that it looks like it will be the first week of December, which is the 4th, 5th and 6th.

By a vote of 6 in favor, 0 opposed, and 0 abstaining, the motion to approve \$9000.00 from the Conference account (#5033) to fund the 5th Annual Leadership Conference carried.

b. CCCSAA Student Leadership Conference Funding – Advisor Schaefer

Advisor Hamadeh Stated that CCCSAA is the California Community College Student Affairs Association. It is basically the statewide organization for people who do what Advisor Schaefer and I do. It is an annual retreat that the group holds. Usually 500-600 students from across the state attend. Advisors from around the state hold different workshops on topics ranging from the Brown Act to leadership theories. Advisor stated that there are communication workshops, personal leadership style workshops and that sort of thing. It is a great opportunity to network with other student leaders from around the state and learn about some of the issues and challenges they are facing. He stated that this year it is being held between Friday, October 23rd and Sunday, October 25th in San Jose. Since we can drive there and we don't have the expense of flying, we can take more students. This proposal is for a maximum of 12 students and 1 advisor to attend. It is not required. You don't have to attend if you don't want to. Advisor Hamadeh explained that this is primarily geared towards new students. He stated that if it is your first year on student government it would be highly beneficial if you attend. Advisor Schaefer and I do workshops but if you attend, you may not go to our workshops. You must go to different ones. This is an opportunity to learn from other people. The cost covers everything including registration, all meals, and lodging at the Courtyard Hotel.

Motion to approve \$5560.00 from the Conferences account (#5033) to fund attending CCCSAA Student Leadership Conference by Senator Stein and seconded by Senator Chin.

Senator Stein asked how they will decide who will go. Advisor Hamadeh stated that there is another application online to fill out. He needs to discuss with Advisor Schaefer whether they will require a deposit this time. There should be enough space for everyone who wants to attend to go. However, if you sign up you are expected to go because it is a substantial cost invested. We will work out the details with the administration probably within the next couple weeks and send out an email.

By a vote of 6 in favor, 0 opposed, and 0 abstaining, the motion to approve \$5560.00 from the Conferences account (#5033) to fund attending CCCSAA Student Leadership Conference carried.

c. Funding for ASCSM Senate Apparel – Advisors Schaefer and Hamadeh

Advisor Hamadeh stated that we are running low on Associated Students polo shirts that we give each of the Senate members. We usually order a variety of sizes based on what you request and what we know are generally the most popular sizes. He stated that they usually order enough for a couple of years.

Motion to approve \$1500.00 from the Publicity account (#5151) to fund the purchase of ASCSM Senate apparel by Senator Roe and seconded by Senator Zavala.

President Kaffl stated that he thinks the Senate apparel is a great way to advertise the student government around campus. And I want a sweatshirt. Advisor Hamadeh explained that they will come to with another proposal to purchase sweatshirts. They usually don't order them in for the fall as it's a warmer season. Senator Wallace asked how many items the \$1500.00 would buy. Advisor Hamadeh stated that we would probably be able to order between 30 and 35 shirts, depending on what sizes we order. I think I put down 5 youth large, 10 small, 10 medium, 10 large and 5 extra-large. Senator Stein asked why they were so expensive. Advisor Hamadeh explained that they have an embroidered Associated Students logo on them.

By a vote of 6 in favor, 0 opposed, and 0 abstaining, the motion to approve \$1500.00 from the Promotional account (#5151) to fund the purchase ASCSM Senate apparel carried.

d. Welcome Week Task Force Update – Programming Board Chair Stein

Programming Board Chair Stein reported that she, Vice President Trump, and President Kaffl had sat down and discussed the event. They decided on the food, some of the activities and they are open to other ideas as well. She stated that they decided that the Welcome Week event will be 3 days. On the first 2 days there would be pizza from Pacific Dining and that on the 3rd day, which usually has fewer students; they would serve snacks, such as pastries from Costco. Some of the fun things we thought to include are a photo booth, and Vice President Trump had a great idea to hang a big canvas where you write down your goals for the year, your name and you could put your picture from the photo booth. Programming Board Chair Stein stated that the idea was to have students put something on the canvas and then we will hang up again during Spring Fling and they can see which of their goals they have accomplished. We also talked about getting a videogame truck, which comes up and the sides fold down and they have all kinds of games systems to use. She also stated that she is trying to contact last year's Programming Board Chair, Marissa Garcia, for information for arranging for a radio station to come. Finally, she stated that if anyone has ideas or suggestions they should email her.

Senator Chin asked if we had finalized the promotional items that we would include in the Welcome Week bags. Advisor Hamadeh stated that we had ordered more of the standard items: backpacks, books, pens, small notebooks, and highlighters. They also purchased some small USB car chargers that you plug into your car's AC outlet. He stated that we also purchased some metal water bottles that are more durable than the plastic ones we have gotten in the past. We also, as Secretary Exner suggested, purchased some mini staplers with the ASCSM logo on them. Each bag will get one of each item so 6 items in total. We try to give away 100 to 150 per day each day of Welcome Week. Otherwise we may not have enough for the last day. Programming Board Chair Stein stated that they had also talked about a basketball hoop game and giving away Frisbees and they can play on the lawns. Secretary Exner stated that he thinks a lot of students think they aren't allowed on the lawns. Advisor Hamadeh agreed that students seem to

think that. Though the campus is very nice and the lawns neatly manicured, you are allowed to go on the grass. We just can't do anything that will damage it or create paths across it. Advisor Hamadeh stated that they will finalize everything for Welcome Week and send out an email for people to sign up to help. Finally, Programming Board Chair Stein stated that she would put all the details together and email it to the Senate list-serve.

e. Ice Cream Social Debrief – Advisors Schaefer and Hamadeh

Advisor Hamadeh stated that after each ASCSM event they like to put an item on the Agenda so they we can discuss the positives and any deltas; things that may need to be changed, for next time. If anyone has any positives, deltas, or suggestions to improve the event for students, please discuss them with the group.

Senator Wallace stated that the awning was blowing around quite a bit. President Kaffl agreed that that was the biggest thing that could be improved. Advisor Hamadeh stated that several of us have mentioned this issue and they are going to look into getting some weights or something to hold them down. Vice President Trump stated that it was an unusually windy day. Secretary Exner stated that he had the same experience last year and that it took 2 club members to hold it down while the others did everything else. He suggested getting buckets, filling them with water out of the fountain and replacing the water when the event is over. Advisor Hamadeh stated that that would likely be frowned upon due to the drought and CSM's efforts to reduce water consumption. He stated that we may get sandbags or something.

President Kaffl stated that he thinks the event went well and that they got a lot of student names and emails. Advisor Hamadeh stated that they will take those emails and put them into a spreadsheet and that Advisor Schaefer will send them a follow-up email with information about getting involved in student government. Senator Wallace asked if there was sufficient signage to advertise the event. Advisor Hamadeh stated that there were a couple a-frames advertising free ice cream and learning about student government. I also posted it on the website, the Facebook and it was displayed on the digital sign at the entrance to the school. He stated that Vice President Trump and Senator Stein had also hung up flyers and posters around campus. President Kaffl agreed that we could have advertised the event better. He stated that, many students didn't come because it said you needed a student ID and they didn't have theirs. Finally he stated that he thinks we could have done a better job of getting some of the students in building 10 to come out and participate. Secretary Exner suggested an a-frame near the doors inside Building 10 or just outside but in a more visible place than usual. Finance Director Wang suggested putting a sign on the front counter. Vice President Trump explained that most of there aren't the usual amount of students during summer and suggested that, rather than just hanging up or passing out flyers to classmates, read it to them and then hang them up somewhere. President Kaffl reiterated that there will be many more students here during the fall semester. Secretary Exner stated that getting over 100 sign ups during a summer event is good. He suggested that in the future we advertise better and have music, which is inviting to people, to make the event more fun.

President Kaffl stated that we also need to prevent people from taking multiple ice creams. Vice President Trump explained that this is something Advisor Hamadeh wants

to discuss. Senator Zavala asked why we don't just use hand stamps. President Kaffl said that one of the problems was that people came out and said they were bringing some to students and took several ice creams. Those students then came back again asking for more. He stated that he foresaw having to deal with the same sort of situation at future events, such as pizza giveaways. Senator Roe stated that when people do that it defeats the purpose of a social, which is to get people to come out and socialize. Advisor Hamadeh stated that our policy is one ice cream per person. If their friends want one, they need to come and get one themselves. If you have an issue with someone come get Advisor Schaefer or I.

IX. Future Agenda Items

- a. Vice President Trump reminded everyone that the next Senate meeting is next Monday, August 10th. President Kaffl asked if the next Executive Cabinet meeting is next Tuesday. Advisor Hamadeh stated that they will talk about that after this meeting. We are having a meeting on Monday, Aug. 10th to touch base with you before the fall semester begins, as we are not having a meeting on Monday, Aug. 17th because it is the first day of school.

X. Final Announcements & Hearing of the Public

- a. None.

XI. Adjournment

- a. Motion to adjourn meeting at 3:22 pm by Senator Roe and seconded by Senator Zavala. Hearing no objections, the meeting is adjourned.

Submitted by,

/s Tim Exner
ASCSM Secretary