



## Senate Agenda

Monday, October 3, 2016, 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 (15 minutes per topic, 3 minutes per speaker)**  
*At this time, members of the public may address the Senate on non-Agenda items.*
- VI. Reports**
  - a. Officers**

i. President	James Roe
ii. Vice President	Katarina Stein
iii. Finance Director	Sennai Kaffl
iv. Vice Chair	Stephen McReynolds
v. Commissioner of Publicity	Laurie Chin
vi. Secretary	Andrew Darzi
  - 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 Roe**  
*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 Topete Eng Goon**  
*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. Funding for Annual Fall Dance Concert – Performance Dance Ensemble**

*The Senate shall discuss and consider providing funds to support the Performance Dance Ensemble's annual fall dance concert, which will take place on Saturday, Dec. 3, 2016; possible action to take place.*

**b. Family Science Day “Secrets of the Living World” Plant Diversity Exhibit – Botany Club**

*The Senate shall discuss and consider providing funds to support the Botany Club's “Secrets of the Living World” plant diversity exhibit at the College's annual Family Science Day Event on Oct. 8, 2016; possible action to take place.*

**c. Burmese Light Festival Event Funding – Cultural Awareness Board**

*The Senate shall discuss and consider providing funds to support the Cultural Awareness Board's Burmese Light Festival event on Tuesday, Oct. 11, 2016; possible action to take place.*

**d. Approval of Action Steps for ASCSM Goals for 2016/17 – President Roe & Advisor Schaefer**

*The Senate shall discuss and consider approving the action steps to implement the ASCSM Goals for the 2016/17 academic year; possible action to take place.*

**e. ASCSM Apparel – President Roe**

*The Senate shall discuss and consider making a recommendation regarding the purchase of ASCSM apparel for the 2016/17 academic year; possible action to take place.*

**IX. Agenda Items for Future ASCSM Senate Meetings**

*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**



## Senate Minutes (Unapproved)

Monday, September 19, 2016, 2:15 PM

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

The meeting was called to order at 2:16 PM.

### ROLL CALL

#### Members Present

Vice President Katarina Stein; Finance Director Sennai Kaffl; Vice Chair Stephen McReynolds; Secretary Andrew Darzi; Senators Luke Awwad, Ben Chettipally, Alicia Chiang, Laurie Chin, Natalia Gomez, Nabila (Bella) Hamzah, Amir Farhan Mat Kamal, Maria (Lupe) Ramirez Serratos, Katrina Relos, Colby Riley, Gabriela Topete Eng Goon, Yaxuan (Mandy) Wang, Chak Haang (Vina) Wong, Jingwei (Andy) Zhang, Jingwen (Allison) Zhao.

#### Members Absent

President James Roe (excused, attending District Participatory Governance Council)

#### Advisors Present

Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant

### APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Ramirez Serratos, seconded by Senator Chettipally. Hearing no objections, the motion carried.

### APPROVAL OF THE MINUTES OF PRIOR MEETINGS

Motion to approve the minutes of the Monday, August 29, 2016, by \_\_\_\_\_, seconded by \_\_\_\_\_. Hearing no objections, the motion carried.

### ANNOUNCEMENTS AND HEARINGS OF THE PUBLIC

None

### REPORTS

Vice President Stein reported that she had attended the Institutional Planning Committee meeting last Friday. President Claire gave a presentation regarding the trend of “promise” programs starting across the state. The key feature of such programs is free tuition for students attending a community college. CSM is in the process of developing its own program.

Finance Director Kaffl reported that he also attended the IPC meeting and that the group had also reviewed the College Index, a summary of various trends and statistics that measure various key college metrics, such as the rate of transfers to UCs and CSUs, the number of certificates awarded, etc.

Vice Chair McReynolds reminded the group that the Club Fair would take place on Wednesday, Sept. 21 and Thursday, Sept. 22. The event will take place inside Building 10 with setup scheduled from 9 AM to 10 AM. Mr. McReynolds also reported that the Academic Senate Governing Council discussed the different caps in student enrollment in place for

various courses. Governing Council is interested in hearing student feedback, and Mr. McReynolds invited anyone with thoughts on the matter to contact him.

Senator Riley reported that he had attended the Committee on Instruction and that the group approve an entrepreneurial certificate program offering.

Senator Chettipally reported that the Programming Board had held its first meeting today and is beginning to brainstorm ideas for events for the semester and year. So far, the group is considering a Halloween event and an open mic event.

Senator Topete Eng Goon reported that the Advocacy Board met for the first time and had a good turnout.

Senator Zhao reported that she had attended the joint Diversity In Action Group/Equity/Basic Skills Initiative committee meeting. The group is looking at ways to combine the missions of the two committees while still addressing the unique needs each committee serves. There is also interest in seeing additional student representation on the committees, particularly from the learning communities.

Senator Wong reported that the Cultural Awareness Board met and is planning a Latino Heritage Month event for October.

Senator Gomez stated that she has a conflict between the Committee on Instruction meeting and the Advocacy Board meeting this Thursday. She requested a substitute attend COI in her place. Senator Riley volunteered.

Student Life and Leadership Assistant Fauzi Hamadeh again reminded the group that the Club Fair would take place next Wednesday and Thursday in Building 10. So far, 23 groups have signed up to participate. Mr. Hamadeh also stated that he would be out of the office on Tuesday, Sept. 20 and Wednesday, Sept. 21 due to all-day hiring committee meetings. Finally, Mr. Hamadeh reminded the group that the College's first Respect Forum would take place on Friday, Sept. 23 in the College Heights Conference Room. Lunch will be served at 12:30 PM with the forum beginning at 1 PM.

## **APPOINTMENTS**

In the absence of President Roe, Vice President Stein made the following appointments on his behalf:

- Senator Ramirez Serratos and students Yi Zhao, Rhona Hindi, Jiawen Zheng, and Karan Dogra to Advocacy Board  
Motion to approve the appointments by Vice Chair McReynolds; second by Senator Topete Eng Goon. Hearing no objections, the motion carried.
- Senator Topete Eng Goon and student Michelly Hadiguria to Cultural Awareness Board  
Motion to approve the appointments by Senator Riley; second by Senator Hamzah. Hearing no objections, the motion carried.
- Senator Topete Eng Goon to Programming Board  
Motion to approve the appointment by Senator Ramirez Serratos; second by Vice Chair McReynolds. Hearing no objections, the motion carried.

## **LEGISLATIVE BILLS**

None

## **YEAR ONE PROGRAM**

Allie Fasth, CSM's Year One Program Services Coordinator, provided an overview of the Year One program, which is intended to be a bridge for students coming from high school to CSM. The incoming high school students are identified

before they graduate and participate in a summer bridge class that helps them transition to college. The students meet regularly with counselors and participate in various community building programs to develop connections between themselves and the college. In a few weeks, the program will be hosting a parent's night. The program follows students through their first year and into their second year at the College. The program is still being built out, so there are opportunity for collaboration between various groups on the campus.

Finance Director Kaffl asked Ms. Fasth how the Senate may help support the program. Ms. Fasth stated she is still recruiting students for this year and asked the Senate to forward any freshman who graduated from high school in 2016 to her. She also asked that the Senate help generally promote and build awareness about the program.

### **SUPPORT FOR CSM HIGH SCHOOL JAZZ FESTIVAL**

Due to the absence of Professor Mike Galisatus, this item was tabled until the next meeting.

### **SUPPORT FOR CSM STUDENT VETERAN LEADERSHIP CONFERENCE**

Justine Evirs, Program Services Coordinator for the Veterans Resource and Outreach Center, provided information about the upcoming Student Veteran Leadership Conference. The conference will bring student veterans, faculty, staff, and administrators from across California – and beyond – together to discuss ways to support student veterans. It will also provide opportunities for attendees to share best practices, learn from each other, and network. In addition, companies that specifically hire veterans will be tabling and providing opportunities. Ms. Evirs is requesting \$3,000.00 from the Senate to help support the conference.

Motion to approve \$3,000.00 from the College Program Assistance account (#5032) to support the CSM Student Veteran Leadership Conference by Vice Chair McReynolds; second by Senator Riley. With a vote of 16 in favor, 0 opposed, and 0 abstaining, the motion carried.

At this time, Vice President Stein stepped out of the room and passed the gavel to Vice Chair McReynolds.

### **SUPPORT FOR FALL 2016 CLUB FAIR**

On behalf of Vice Chair McReynolds, Mr. Hamadeh explained that the funds being requested would pay for the setup for the club fair as well as pizzas to give away to students. Students will be required to visit at least four club tables before receiving pizza via a passport system. A total of \$1,000.00 is being requested, with \$600.00 for pizza and \$400.00 for setup costs. The funds being requested are not coming from the general Inter Club Council budget but rather from an account that is made up of funds from clubs that have ceased to exist at CSM.

Motion to approve \$1,000.00 from the Club Account Reserve trust account by Senator Gomez; second by Senator Wong. With a vote of 16 in favor, 0 opposed, and 0 abstaining, the motion carried.

At this time, Vice President Stein returned and Vice Chair McReynolds passed back the gavel.

### **TITLE IX/SEXUAL ASSAULT AWARENESS EVENT**

Advisor Schaefer suggested that this event be utilized as the collaborative event between the Advocacy, Cultural Awareness, and Programming boards. Mr. Schaefer requested that each board identify two to three members to participate on a task force. Mr. Schaefer also asked for one to two members of the Senate to serve on the task force. Vice President Stein and Senator Ramirez Serratos volunteered.

### **ACTION STEPS FOR ASCSM GOALS FOR 2016/17**

The Senate reviewed the first three goals for 2016/17 and provided the following suggestions for action steps:

*Goal #1: Increase collaboration and insure greater communication among the Advocacy Board, the Cultural Awareness Board, the Programming Board, and the Student Senate.*

Increase communication between the board chairs; increase the scope of some events to incorporate all boards (such as Spring Fling or the Title IX/Sexual Assault Awareness event); board chairs should attempt to attend meetings of other boards; hold a mixer with the Senate and members of the boards.

*Goals #2: Increase outreach, communication, and collaboration with campus learning communities, such as EOPS, Mana, Puente, and Umoja.*

Hold a joint event between the Senate and the learning communities prior to the closing of Building 17 for construction; designate liaisons between the Senate and the learning communities; conduct targeted outreach to the learning communities.

*Goal #3: Provide greater support for club activities both on and off campus through Senate involvement.*

Members of the Senate who are in clubs should make announcements about club events at the Senate meetings; members of the Senate should make a commitment to attend club sponsored events.

The remaining goals and related action steps will be discussed at the next meeting.

### **FUTURE AGENDA ITEMS**

Members of the Senate suggested the following items for future Senate meetings:

- Action steps for remaining 2016/17 goals
- Support for CSM High School Jazz Festival

### **FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC**

Advisor Schaefer reminded the group that applications to attend the California Community College Student Affairs Association leadership conference are due by Wednesday at noon.

### **ADJOURNMENT**

Motion to adjourn at 3:49 PM by Senator Chettipally; second by Senator Chin. Hearing no objections, the motion carried.

Submitted by,

Andrew Darzi  
ASCSM Secretary

# ASCSM Senate - Vote Record for Monday, September 19, 2016

Name	Support for Fall 2016 Club Fair																			
	Yes	Yes																		
Luke Awwad	Yes	Yes																		
Ben Chettipally	Yes	Yes																		
Alicia Chiang	Yes	Yes																		
Laurie Chin	Yes	Yes																		
Natalia Gomez	Yes	Yes																		
Nabila Hamzah	Yes	Yes																		
Amir Farhan Mat Kamal	Yes	Yes																		
Maria Ramirez Serratos	Yes	Yes																		
Stephen McReynolds	Yes	Yes																		
Katrina Relos	Yes	Yes																		
Colby Riley	Yes	Yes																		
Gabriela Topete Eng Goon	Yes	Yes																		
Yaxuan (Mandy) Wang	Yes	Yes																		
Chak Haang (Vina) Wong	Yes	Yes																		
Jingwei Andy Zhang	Yes	Yes																		
Jingwen (Allison) Zhao	Yes	Yes																		
Katarina Stein*	n/a	n/a																		
	16-0-0	16-0-0																		

\* only votes in case of a tie  
 Yes-No-Abstain



## Senate Minutes (Unapproved)

Monday, September 26, 2016, 2:15 PM

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

The meeting was called to order at 2:16 PM.

### ROLL CALL

#### Members Present

President James Roe; Finance Director Sennai Kaffl; Vice Chair Stephen McReynolds; Secretary Andrew Darzi; Senators Luke Awwad, Ben Chettipally, Alicia Chiang, Laurie Chin, Natalia Gomez, Nabila (Bella) Hamzah, Amir Farhan Mat Kamal, Maria (Lupe) Ramirez Serratos, Katrina Relos, Colby Riley, Gabriela Topete Eng Goon, Yaxuan (Mandy) Wang, Chak Haang (Vina) Wong, Jingwen (Allison) Zhao

#### Members Absent

Vice President Katarina Stein, Jingwei (Andy) Zhang

#### Advisors Present

Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant

### APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Hamzah, seconded by Senator Relos. Hearing no objections, the motion carried.

### APPROVAL OF THE MINUTES OF PRIOR MEETINGS

Minutes of the Monday, Sept. 19, 2016, meeting were not available. Hearing no objections, approval was tabled until the next meeting.

### ANNOUNCEMENTS AND HEARINGS OF THE PUBLIC

None

### REPORTS

President James Roe reported that the District Participator Governance Council had heard the proposed increase in the Student Body Fee as an information item. The next step is to take the proposed increase to the Board of Trustees for approval. The District Student Council is interested in hosting a mixer between the three student governments in the District. Transcript notations for members of student government are still being worked out. Mr. Schaefer announced that he clarified with Vice President of Student Services Jennifer Hughes and there may be a solution in the works. Finally, Mr. Roe announced that he had compiled a weekly clean-up list for the ASCSM Office.

Finance Director Kaffl reported that he had attended a District Committee on Budget and Finance meeting and that the group discussed the ongoing District Public Safety Study. The study is still in the data collection phase with a report due in December 2016.

Secretary Darzi had no reports.

Vice Chair McReynolds praised the Senate for the excellent help during the Club Fair. Mr. McReynolds also reminded that anyone with items to be reported to the Academic Senate should let him know.



Commissioner of Publicity Chin reported that she has been meeting with staff in the Public Relations and Marketing department and is working on ways to increase social media engagement and a template for a Senate newsletter. She is also working on ways to help “break the ice” between Senators and help students understand the role of the Associated Students on campus.

Senator Riley reported that he had attended the Committee on Instruction and that the group approve an entrepreneurial certificate program offering.

Senator Topete Eng Goon reported that the Advocacy Board met for the second time last week and that the group is going to start looking at bills to bring to the Senate.

Senator Wang reported that the Safety Committee meeting scheduled this week is canceled due to lack of agenda items.

Student Life and Leadership Manager Schaefer announced that the attendees for the California Community College Student Affairs Association conference in October have been selected. He asked those who will be attending to stick around after the Senate meeting for a quick briefing.

Student Life and Leadership Assistant Fauzi Hamadeh asked that the CCCSAA attendees who have not completed the required paperwork to please see him sometime this week. Advisor Hamadeh reported that he and Mr. Schaefer attended the Respect Forum on Friday and it went well with a good exchange of ideas and conversations. Mr. Hamadeh commented that there were no students present, and stated that there would be future forums scheduled more conveniently for students.

Hearing no objections, Vice Chair McReynolds suspended the order of the day and took up New Action, Discussion, and Information Item A: Multicultural Center and Item B: Support for CSM High School Jazz Festival.

### **MULTICULTURAL CENTER**

Jackie Santizo, Program Services Coordinator for the Multicultural Center, provided information about the MCC as a hub for services primarily geared towards first-generation college students, A.B. 540 students, LGBTQIA+ students, and other communities. The center is open to everyone, but provides targeted services for the aforementioned populations. The MCC is also working with the learning communities and other groups on campus to develop programming and events to bring awareness to issues of social justice. Last semester, the MCC partnered with the Cultural Awareness Board for several events, and discussions are starting to continue that relationship.

### **SUPPORT FOR CSM HIGH SCHOOL JAZZ FESTIVAL**

CSM Professor Mike Galisatus presented the request for \$2,000.00 to support the annual High School Jazz Festival. The festival, which is in its 20th year, brings high school students from around San Mateo County to the college for a day of performances and workshops. The funding being requested from the Senate would help pay for the adjudicators who provide direct feedback to the bands. Performances go on throughout the day, and any member of the campus community may visit the Theatre to hear a performance.

Motion to approve \$2,000.00 from the College Program Assistance account (#5032) by Senator Topete Eng Goon; second by Senator Ramirez Serratos.

Finance Director Kaffl asked if any snacks or refreshments would be provided to the students participating in the event. Professor Galisatus stated that parents from Hillsdale High School setup a concession stand at the event for students. Mr. Hamadeh pointed out that the students also find their way to either the small café in Building 5 or to the cafeteria in Building 10. Mr. Schaefer stated that the offer had been made in the past to student groups to use the event as a fundraiser, but no groups had taken Professor Galisatus up on the offer.

With a vote of 14 in favor, 0 opposed, and 0 abstaining, the motion to approve \$2,000.00 from the College Program Assistance account to support the CSM High School Jazz Festival carried.

Hearing no objections, Vice Chair McReynolds resumed the order of the day.

## **APPOINTMENTS**

President Roe made the following appointments:

- Celeni Cano and Mondana Bathai to Advocacy Board  
Motion to approve the appointment by Senator Wang; second by Senator Wong. Hearing no objections, the motion carried.
- Kira Roman to Programming Board  
Motion to approve the appointment by Senator Chin; second by Senator Wong. Hearing no objections, the motion carried.
- Finance Director Kaffl to District Participatory Governance Council  
Motion to approve the appointment by Senator Riley; second by Senator Chettipally. Hearing no objections, the motion carried.
- Senator Ramirez Serratos to District Safety Committee  
Motion to approve the appointment by Senator Gomez; second by Senator Topete Eng Goon. Hearing no objections, the motion carried.

## **LEGISLATIVE BILLS**

None

## **ASCSM SENATE GOALS FOR 2016/17**

The Senate reviewed Goals number 4 and 5 and suggested action steps to help implement them.

### Goal #4: Enhance the marketing and branding of ASCSM through various means

Suggestions to support this goal included establishing events such as “Meet the ASCSM President” or “Meet a Senator;” finding ways for members of the Senate to connect more with students on campus and in classes; using social media such as Facebook and Snapchat; developing a Senate newsletter (in progress); holding a mixer with members of the Senate and the boards; and ensuring that ASCSM support is advertised through the events that the Senate helps fund.

### Goal #5: Strengthen outreach to promote the goals, the mission, and the role of the Associated Students.

Mr. Hamadeh framed the discussion for this item around the questions of what is the Associated Students and what do they do? The Senate discussed educating the members of the boards to be able to answer this question when approached at ASCSM events. There was also a desire to see the members of the different boards educated about the roles of each of the other boards.

Language regarding the action steps will be finalized and brought back to the Senate for final approval.

## **CLUB FAIR DEBRIEF**

Vice Chair McReynolds said everything went well besides some last minute clubs taking advantage of table positions and timing. Next time, clubs with late paperwork will have to miss out. Another issue was the ASCSM table being unattended. Next time we'll have to do a better job communicating with the each other and the Boards to insure staffing.

## **FUTURE AGENDA ITEMS**

Members of the Senate suggested the following items for future Senate meetings:

- Action Steps approval
- Title IX Task Force update

## **FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC**

EOPS hosting an event Wednesday to help students budget and control money better.

World Chat Event Wednesday in Building 10, language will be Cantonese

## **ADJOURNMENT**

Motion to adjourn at 3:35 PM by Senator Riley; second by Senator Chettipally. Hearing no objections, the motion carried.

Submitted by,

Andrew Darzi  
ASCSM Secretary

# ASCSCM Senate - Vote Record for Monday, September 26, 2016

Support for CSM High School Jazz Festival											
Name											
Luke Awwad	Yes										
Ben Chettipally	Yes										
Alicia Chiang	Yes										
Laurie Chin	Yes										
Natalia Gomez	Yes										
Nabila Hamzah	Yes										
Amir Farhan Mat Kamal	Yes										
Maria Ramirez Serratos	Yes										
Stephen McReynolds	n/a										
Katrina Relos	Yes										
Colby Riley	Yes										
Gabriela Topete Eng Goon	Yes										
Yaxuan (Mandy) Wang	Yes										
Chak Haang (Vina) Wong	Yes										
Jingwei Andy Zhang	Absent										
Jingwen (Allison) Zhao	Yes										
Katarina Stein*	Absent										
	14-0-0										

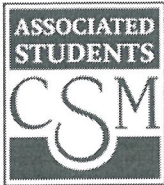
\* only votes in case of a tie  
 Yes-No-Abstain

## **Appointments**

There is no printed material related to this item.

## **Legislative Bills**

There is no printed material related to this item.



# 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 \_\_\_\_\_

Title of Proposal Dance Concert

Being Proposed by PDE Lead Coordinator Aris Payan

Event Date(s) if applicable December 3, 2016

Forwarded to the Student Senate by:

- Executive Cabinet  
  Advocacy  
  Cultural Awareness  
  Programming  
  ICC  
  Other

ASCSM Account Number/Name 5031 Club Assistance / ICC

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.

Every semester PDE puts on a dance concert. All semester long we rehearse dances to perform at this show. The concerts are formal meaning that we have full staging, lighting, sound, costumes, etc. We take great pride in this concert and love showing the audience what we have been working on all semester. We hope that YOU will attend our show Dec 3 - we can't wait to dance with you!

Running a formal concert has considerable financial costs. From the Student Senate, we are requesting funds to purchase costumes, and hire a professional videographer and photographer. We are planning to use the videographer and photographer that we have used previously. Their work is wonderful and we absolutely love working with them. We will be paying them the same amount that we have paid them in the past.

Thank you so much for your support! We hope to dance for you soon!

**RECEIVED**  
 SEP 09 2016  
 CSM Center  
 for Student Life

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>Costumes</u>	<u>\$ 550.00</u>
2. <u>Videographer</u>	<u>\$ 600.00</u>
3. <u>Photographer</u>	<u>\$ 600.00</u>
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b>\$ 1,750.00</b>

**For ASCSM Secretary Use Only**

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



RECEIVED

SEP 13 2016

*Diz*

CSM Center for Student Life

# 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 ICC meeting on Sept 21, 2016

Title of Proposal Family Science Day "Secrets of the Living World" Plant Diversity Exhibit

Being Proposed by Botany Club <sup>Lead</sup> Isabella Colombo and Paul Hankamp  
Coordinator

Event Date(s) if applicable Oct 8, 2016, 2pm-6pm in the Building 36, Room 200

Forwarded to the Student Senate by:

- Executive Cabinet  
  Advocacy  
  Cultural Awareness  
  Programming  
  ICC  
  Other

ASCSM Account Number/Name 5031 Club Assistance / ICC

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.

The Botany Club will set up an interactive plant display as part of the CSM Family Science Day event on Saturday, October 8 from 2pm-6pm in the Science Building. The display will be presented by Botany Club student volunteers, and they will teach students, families, and children about plant ecology, emphasizing orchids and carnivorous plants. The Club will also replant our living wall with succulents, and display the mobile wall at the event as well. After the participants fill out a worksheet about what they learned, they will receive a Botany Club sticker. The plants will live in the Science Building where they can be enjoyed by CSM students throughout the semester.

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. Please see attached invoice for complete list of plants from Rocket Nursery	298.92
2. Please see attached invoice for complete list of plants from Brookside Nursery	359.70
3. Banner with Botany Club logo from PsPrint.com	64.61
4. Stickers from Moo.com	91.67
5. Gardening supplies from Amazon	145.44
<b>Total Costs</b>	<b>960.34</b>

### For ASCSM Secretary Use Only

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Result of Vote   In Favor \_\_\_\_\_   Opposed \_\_\_\_\_   Abstained \_\_\_\_\_   Passed \_\_\_\_\_   Failed \_\_\_\_\_





2651 North Cabrillo Hwy  
 Half Moon Bay, CA 94019-1357  
 Tel: 650-712-4195  
 Fax: 650-712-4290

Sold To:

COLLEGE OF SAN MATEO  
 1700 WEST HILLSDALE  
 HORTICULTURE DEPARTMENT  
 SAN MATEO, CA 94402

DATE OF ORDER: Saturday, April 4, 2015  
 TIME OF ORDER: 11:24 am  
 CUSTOMER ID: 9999967997  
 REGISTER NUMBER: 110002  
 TRANSACTION: 11

Line	Stock Number	Description	Quantity	Unit Price	Unit Price Discounted	Total (Discounted)
1	20849	STAGHORN FERN ON 12 IN BOARD	1	29.99	29.99	29.99
2	43006901	6 IN CACTUS/SUCCULENTS	3	8.75	8.75	26.25
3	90007541	17 CM TC STANDARD POT (6.7 IN)	5	1.30	1.30	6.50
4	90007521	4 IN ORCHID CLAY POT	4	0.85	0.85	3.40
5	90007511	3 IN ORCHID CLAY POT	3	0.75	0.75	2.25
6	44506909	6 IN STAGHORN EXCLUSIVE	1	36.75	36.75	36.75
7	90007561	19 CM TC STANDARD POT (7.5 IN)	5	1.50	1.50	7.50
8	21906101	6 IN BROMELIADS	2	13.95	13.95	27.90
9	17125	10 IN FIRESTICK	1	22.95	22.95	22.95
10	40110121	10 IN CATARACTARUM PALM	1	17.50	17.50	17.50
11	40110901	10 IN SANSEVIERIA EXCLUSIVE	1	17.15	17.15	17.15
12	19206	XEROGRAPHICA	1	25.00	25.00	25.00
13	19203	MED TILLANDSIA	1	4.95	4.95	4.95
14	19227	4 IN CRYPTANTHUS	3	4.95	4.95	14.85
15	441	4.5" ROSEMARY STANDARD	2	3.05	3.05	6.10
16	43002953	2 IN SUCCULENTS/CACTUS ASST	3	1.35	1.35	4.05
17	40110901	10 IN SANSEVIERIA EXCLUSIVE	1	17.15	5.00	5.00
18	90006071	7 IN 1790-30 PA SAUCER EMPTY CLR	5	0.30	0.30	1.50
19	90006081	8 IN 1890-30 PA SAUCER EMPTY CLR	25	0.35	0.35	8.75
20	90024061	6 IN 1690-71 PA LINERS DEEP EMPTY	2	0.30	0.30	0.60
21	90024101	10 IN 1990-71 PA LINERS DEEP EMPTY	3	0.65	0.65	1.95
22	90024121	12 IN 1991-71 PA LINERS DEEP EMPTY	2	1.05	1.05	2.10

Sub Total	\$285.14
Discount 4%	(\$12.15)
CA 9.5%	\$25.93
Total	\$298.92
Credit card	\$298.92
Total Tendered	\$298.92
ITEM COUNT	75

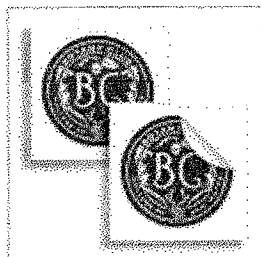
NO COMPLAINT WILL BE ACCEPTED UNLESS NOTED ON CARRIER'S DELIVERY RECEIPT OR MADE WITHIN 24 HOURS FROM RECEIPT OF MERCHANDISE

ROCKET FARMS WHOLESALE CENTER HOURS:  
 MON - FRI 7:00 AM - 4:30 PM  
 SATURDAY 8:00 AM - 12:00 PM  
 SUNDAY CLOSED

# Your cart

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**Labels** rename

Round Labels

[Preview](#)

[+ Duplicate this pack for a colleague ?](#)

416 labels ▾

×

\$103.92 \$83.92

**Select country to view estimated shipping cost:**

United States ▾

-- ▾

**Items sub total:** \$103.92 \$83.92

**Shipping** (other shipping options available): \$7.75

**Total:** \$111.67 \$91.67

[Checkout >](#)

We also print

# BROOKSIDE ORCHIDS

NURSERY - 2718B ALPINE ROAD, MENLO PARK, CA 94028  
 BILLING - 40 D STREET, SAN RAFAEL, CA 94901  
 (650) 854-3711 Fax (650) 854-3764  
 Boarding (650) 854-4156  
 email: orchidsbrookside@gmail.com  
 www.brookside-orchids.com

CUSTOMER'S ORDER NO.		PHONE		DATE 11.6.14	
NAME COLLEGE OF SAN MARCO					
ADDRESS					
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	PAID OUT
VM					
QTY.	DESCRIPTION			PRICE	AMOUNT
20	ASSORTED ORCHIDS 15"			340.00	
RECEIVED BY				TAX	29.70
				TOTAL	359.70

All claims and returned goods MUST be accompanied by this bill.

42331

Thank You

**GrowGreen® Garden Hose, 50 Feet, Strongest, Hose, Water Hose, Expandable Hose, Best Hoses, with Free 8-way Spray Nozzle, Rust-free, Watering Hose, Hanger and Shutoff Valve, Flexible Hose,**

**\$34.99** *Prime*

Qty: 2

Sold by: Scooters Inc.

Gift options not available.

**KINGLAKE® 100PCS 6 x10cm Plastic Waterproof Plant Nursery Garden Labels T-type Tags Markers Plant Stakes Re-Usable Plant Labels**

**\$6.59** *Prime*

Qty: 1

Sold by: Kitech Store

Gift options not available.

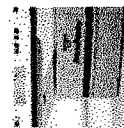
**50 Plant Pots - 3 Inch Diameter - Perfect for Succulents - 100% Recycled Plastic - Made in USA - Strong, Reusable - By Panda Pots™**

**\$14.95** *Prime*

Qty: 2

Sold by: Panda Pots LTD

Gift options not available.



**Get a \$5.99 credit towards your first order on Prime Pantry**  
Make the most out of your Prime membership and receive a \$5.99 Prime Pantry credit on your first Pantry order when you choose FREE No-Rush Shipping.

**Guaranteed delivery date: Sept. 15, 2016** if you order in the next 13 hours and 58 minutes (Details)

Items shipped from Amazon.com



**Gonicc 8" Professional Sharp Bypass Pruning Shears (GPPS-1002), Tree Trimmers Secateurs, Hand Pruner, Garden Shears, Clippers For The Garden, 1" Cut.**

**\$12.99** *Prime*

Qty: 3

Sold by: Gonicc

Add a gift receipt

and see other gift options

**Choose your Prime delivery option:**

- Tuesday, Sept. 14
  - FREE Same-Day Delivery
  - Thursday, Sept. 15
  - FREE Two-Day Shipping
  - 4-5 business days
  - FREE Standard Shipping
  - FREE No-Rush Shipping
  - 5 business days
  - FREE Standard Shipping
  - FREE No-Rush Shipping
- Get a \$5.99 credit for Prime Pantry. Details

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

**Order Summary**

Items (8): \$145.44

Shipping & handling: \$0.00

Total before tax: \$145.44

Estimated tax to be collected: \$0.00

**Order total: \$145.44**

How are shipping costs calculated?  
Prime shipping benefits have been applied to your order.

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#### Shipping Information

[Address Book](#)

First Name:   
 Last Name:   
 Company:   
 Address 1:   
 Address 2:   
 City:   
 State:   
 Zip:

Shipping Option:  Ground   [Blind Shipping](#)

\*Need it faster? Pick it up for free at our facility.

#### Order Summary

Printing Cost: \$59.95  
 Total Discount: -\$8.99  
 Shipping: \$8.18  
 Tax: \$5.47  
**Order Total: \$64.61**

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[Continue Shopping](#)

#### BANNERS (VINYL) [remove](#) | [copy](#)

Job Name: Banners (Vinyl) [Rename](#)

[Upload Design \(Optional\)](#)



Product Details		Edit Options	
Production Time:	5 Business Days		
Width:	2.0'		
Height:	2.0'		
Material:	13 oz. White Matte Vinyl		
Edge Finishing:	Hem & Grommet		
Quantity:	1		

[Hide Details](#)

Printing Cost:	\$59.95
15 % Off (up to \$500):	- \$8.99
Shipping:	\$8.18
Tax:	\$5.47
<b>Job Total:</b>	<b>\$64.61</b>
Estimated Arrival:	09/23/2015



# 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 \_\_\_\_\_

Title of Proposal \_\_\_\_\_

Being Proposed by \_\_\_\_\_ Lead Coordinator \_\_\_\_\_

Event Date(s) if applicable \_\_\_\_\_

Forwarded to the Student Senate by:

- Executive Cabinet
- Advocacy
- Cultural Awareness
- Programming
- ICC
- Other

ASCSM Account Number/Name

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.

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.

<b>Item Description</b>	<b>Cost</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	_____

**For ASCSM Secretary Use Only**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_

Result of Vote    In Favor \_\_\_\_\_    Opposed \_\_\_\_\_    Abstained \_\_\_\_\_    Passed \_\_\_\_\_    Failed \_\_\_\_\_

**Approval of Action Steps for ASCSM Goals for 2016/17**

There is no printed material related to this item.

## **ASCSM Apparel**

There is no printed material related to this item.