



## Senate Meeting Agenda

Monday, January 23, 2017, 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. Approval of Elections Timelines for Student Trustee Nominee Election and ASCSM Spring 2017 General Election – Advisors Schaefer and Hamadeh**

*The Senate shall discuss and consider the proposed timelines for the Student Trustee Nominee Election to select a student trustee nominee from College of San Mateo and the ASCSM Spring 2017 General Election to fill student government positions for the 2017/18 academic year; possible action to take place.*

**b. Funding to Attend American Student Association of Community Colleges National Advocacy Conference – Senator Topete Eng Goon and Advisor Schaefer**

*The Senate shall discuss and consider funding to send a delegation to the American Student Association of Community College National Advocacy Conference, to be held between March 11th and March 14th in Washington, DC; possible action to take place.*

**c. Review of ASCSM Goals and Action Steps for 2016/17 – President Roe and Advisor Schaefer**

*The Senate shall review, evaluate, discuss, and consider the status of the group's goals and action steps 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, December 5th, 2016, 2:15 PM  
College Center Building 10, City View Conference Room (Room 401)

The meeting was called to order at 2:20 PM.

### ROLL CALL

#### Members Present

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

#### Members Absent

President James Roe (excused, attending District Participatory Governance Council meeting); Finance Director Sennai Kaffl (excused, attending DPGC meeting)

#### Advisors Present

Fauzi Hamadeh, Student Life and Leadership Assistant

### APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Topete Eng Goon; seconded by Senator Hamzah. Hearing no objections, the motion carried.

### APPROVAL OF THE MINUTES OF PRIOR MEETINGS

Motion to approve minutes of the Monday, Nov. 28, 2016, meeting as presented by Senator Topete Eng Goon, seconded by Senator Riley. Hearing no objections, the motion carried.

### ANNOUNCEMENTS AND HEARINGS OF THE PUBLIC

None.

### REPORTS

**Student Life and Leadership Assistant Fauzi Hamadeh** congratulated members of the Senate for making it to the end of the semester and the final ASCSM Senate meeting of the fall. He also thanked those members of the Senate who would be transferring or will not be involved next semester for their contributions. Mr. Hamadeh stated his excitement at what the group will be able to accomplish in the spring.

Mr. Hamadeh reminded the group that finals will start next week. He informed that the Senate that the Center for Student Life and Leadership Development will be open through Friday, Dec. 16. After that, the Center will be closed until Thursday, Jan. 12, 2017. Members of the Senate should take any personal items, including items in lockers, with them over the winter recess. In addition, everyone should remember to empty out the refrigerator and take any files from the computers.

The Winter Leadership Retreat will be held between Monday, Jan. 9 and Wednesday, Jan. 11. Mr. Hamadeh stated that he will be sending out an email with a link so that those planning to attend may RSVP. The invitation will also be extended to members of the boards.

Finally, Mr. Hamadeh stated that the first ASCSM Senate meeting of the spring semester will be Monday, Jan. 23. Additionally, the first Inter Club Council meeting is tentatively scheduled for Wednesday, Feb. 1. With that, Mr. Hamadeh wished everyone well on their finals and expressed his hope that everyone would have a wonderful winter recess.

### **FUNDING FOR REBOOT WEEK**

Senator Chettipally stated that the Reboot Week event, which is similar to the fall Welcome Week event, is being planned for Tuesday, Jan. 31 through Thursday, Feb. 2. The Programming Board has not totally finalized plans for the event, but is hoping to blend some new ideas with things that have proven popular in the past.

Motion to approve allocating \$8,000.00 from the Programming account (#5150) for the Spring 2017 Reboot Week event by Vice Chair McReynolds; seconded by Senator Topete Eng Goon. With 16 in favor, 0 opposed, and 0 abstaining, the motion carried.

### **SUGGESTIONS REGARDING FACULTY EVALUATIONS**

Noting the absence of President Roe, members of the Senate discussed ideas for improving the effectiveness of the student evaluation of faculty process. Specifically regarding the student questionnaire, the Senate identified the following suggestions:

- Establish a minimum word requirement for the open-ended response questions.
- Allow students to provide feedback on the effectiveness of resources utilized by faculty, not just identify what kind of resources are utilized.
- Include sample responses for open response questions to provide students an idea of what is being asked.
- Provide additional open-ended response questions.
- Categorize questions into different topics, such as classroom management, teaching effectiveness, discipline knowledge, etc.
- Allow students to rate overall effectiveness of faculty.

Mr. Hamadeh suggested that a task force be formed in order to draft either a resolution or position paper that incorporates the above suggestions. Vice President Stein, Vice Chair McReynolds, and Senators Chettipally and Topete Eng Goon volunteered to be a part of the task force. A draft resolution will be forwarded to Executive Cabinet in January and brought forth to the Senate after review.

### **PUBLIC SAFETY SURVEY**

Senator Ramirez Serratos stated that the District Public Safety Services Study Committee had requested feedback from the Associated Students at CSM and Cañada regarding a student-focused survey of Public Safety services. A similar study was conducted at Skyline, and the Committee wants to know if the other colleges would be interested in conducting something similar. After reviewing the questions provided by Skyline, the Senate agreed that they were appropriate and expressed interest in moving forward with a similar survey at CSM.

### **“OUR VOICES” EVENT DEBRIEF**

Senator Wong reported that the “Our Voices” event, coordinated by the Cultural Awareness Board, went well. The event came in under budget and students seemed to enjoy learning about different languages. One challenge was some people who signed up to volunteer did not show up for their shift.

### **DISTRICT MIXER DEBRIEF**

Vice President Stein, Commissioner of Publicity Chan, and Senators Chettipally and Riley reported that the mixer was a good event. The food earned particularly high marks. In addition, the activities that were planned were very well organized and got participants out of their comfort zones.

**AGENDA ITEMS FOR FUTURE ASCSM SENATE MEETINGS**

None.

**FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC**

None.

**ADJOURNMENT**

Motion to adjourn at 3:07 PM by Senator Hamzah; second by Vice Chair McReynolds. Hearing no objections, the motion carried.

Submitted by,

Andrew Darzi  
ASCSM Secretary



## **Appointments**

There is no printed material related to this item.

## **Legislative Bills**

There is no printed material related to this item.





# ASCSM Student Trustee Nominee Election

## Spring 2017

**Monday**

**February 13, 2017**

### **Candidate filing period**

- Candidate eligibility forms and information packets available in the Center for Student Life.
- Petitions for placement on the ballot may begin to be circulated by candidates.
- No campaigning may take place until after the Mandatory Candidates Meeting.

**Thursday**

**March 16, 2017**

**2:30 pm – 4 pm**

**Building 17, Room 112**

### **Mandatory Candidates Meeting (attendance is mandatory)**

- All candidates must attend this meeting or be subject to disqualification.
- Ballot order will be determined by a drawing.
- Final Party Affiliation or Interest Group forms are due at this meeting.
- Photos for the Sample Ballot will be taken at this meeting.
- Signed petitions are due at this meeting. (Signatures will be checked against College records. Make sure that all signatures are from currently enrolled students.)
- Candidates' 150-word statements must be sent via email no later than 4:30 pm to the Center for Student Life at [csmstudentlife@smccd.edu](mailto:csmstudentlife@smccd.edu).
- Review of the election process, including the election, campaigning, and posting guidelines.
- Discuss plans for open forum(s), debate(s) or other campaign activities.

**Monday**

**March 20, 2017**

**8 am**

### **Campaigning begins**

- Eligible candidates may not campaign prior to this date/time.
- Any campaigning prior to this day/time shall result in sanctions against a candidate.

**Monday**

**March 27, 2017**

**1 pm – 2 pm**

**Building 17, Room 112**

### **Final deadline and Mandatory Candidates Meeting for "Write-In" candidates**

- Those who failed to file an eligibility form and ballot petition by the deadline date above will not have their name placed on the ballot. Those who still wish to be considered as a write-in candidate (and have write-in votes counted on their behalf in the election) must file a Candidate Eligibility form in the Center for Student Life and attend the Mandatory Write-In Candidates Meeting on this date.

**Tuesday, March 28, 2017**

**and**

**Wednesday, March 29, 2017**

### **Election Polls open**

- 9 am to 1 pm —Location TBD  
Please note: Location may change due to weather or other circumstances
- 5 pm to 6:30 pm —Location: Center for Student Life (Building 17, Room 112)

**Thursday, March 30, 2017**

### **Election results posted**

- Results will be posted by the Center for Student Life if available and if all campaign materials have been removed from the campus.
- Ballot counting shall take place on Thursday, March 30, 2017. Candidates and other interested parties shall be notified of ballot counting duration.
- This date is subject to change based on availability or other circumstances.



# ASCSM General Election

## Spring 2017

**Monday**  
**April 10, 2017**

### **Candidate filing period**

- Candidate eligibility forms and information packets available in the Center for Student Life.
- Petitions for placement on the ballot may begin to be circulated by candidates.
- No campaigning may take place until after the Mandatory Candidates Meeting.

**Thursday**  
**April 20, 2017**  
**2:30 pm – 4 pm**  
**Building 17, Room 112**

### **Mandatory Candidates Meeting (attendance is mandatory)**

- All candidates must attend this meeting or be subject to disqualification.
- Ballot order shall be determined by a drawing.
- Final Party Affiliation or Interest Group forms are due at this meeting.
- Photos for the Sample Ballot shall be taken at this meeting.
- Signed petitions are due at this meeting. (Signatures will be checked against College records. Make sure that all signatures are from currently enrolled students.)
- Candidates' 150-word statements must be sent via email no later than 4:30 pm to the Center for Student Life at [csmstudentlife@smccd.edu](mailto:csmstudentlife@smccd.edu).
- Review of the election process, including the election, campaigning, and posting guidelines.
- Discuss plans for open forum(s), debate(s) or other campaign activities.

**Monday**  
**April 24, 2017**  
**8 am**

### **Campaigning begins**

- Eligible candidates may not campaign prior to this day/time.
- Any campaigning prior to this day/time shall result in sanctions against a candidate.

**Monday**  
**May 1, 2017**  
**1 pm – 2 pm**  
**Building 17, Room 112**

### **Final deadline and Mandatory Candidates Meeting for "Write-In" candidates**

- Those who failed to file an eligibility form and ballot petition by the deadline date above will not have their name placed on the ballot. Those who still wish to be considered as a write-in candidate (and have write-in votes counted on their behalf in the election) must file a Candidate Eligibility form in the Center for Student Life and attend the Mandatory Write-In Candidates Meeting on this date.

**Tuesday, May 2, 2017**  
**through**  
**Thursday, May 4, 2017**

### **Election Polls open**

- 9 am to 1 pm – Location: TBD  
Please note: Location may change due to weather or other circumstances
- 5 pm to 6:30 pm – Location: Center for Student Life (Building 17, Room 112)

**Friday, May 5, 2017 and/or**  
**Monday, May 8, 2017**

### **Election results posted**

- Results will be posted by the Center for Student Life if available and if all campaign materials have been removed from the campus.
- Ballot counting shall take place beginning on Friday, May 5, 2017 and may continue into Monday, May 8, 2017. Candidates and other interested parties shall be notified of ballot counting duration.
- This date is subject to change based on availability or other circumstances.



# 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, January 23, 2017

Title of Proposal Funding to Attend American Student Association of Community Colleges National Advocacy Conference

Being Proposed by Advocacy Board Chair Topete Eng      Lead Advocacy Board Chair Topete Eng  
 Event Date(s) if applicable Goon and Advisor Schaefer      Coordinator Goon and Advisor Schaefer

Event Date(s) if applicable March 11 – 14, 2017

Forwarded to the Student Senate by:

Executive Cabinet     Advocacy     Cultural Awareness     Programming     ICC     Other

ASCSM Account Number/Name **Student Representation Fee**

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 conference will provide general sessions, keynote speakers, workshops and forums designed to educate the student participants on the major issues that are critical to community colleges. Some of those issues include:

- Pell Grants
- Student Loan Interest Rates
- Federal Work-Study Funding
- America’s College Promise
- Reauthorization of the Higher Education Act
- Student Debt Relief / Using Pre-Tax Dollars for Student Loans

While attending and participating in the conference students are given time to meet with their Representatives and Senators or their staff members regarding these important issues and other campus issues that have been coordinated with campus administration. The conference serves as a very strong educational experience.

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. Funding to attend ASACC National Advocacy Conference	\$12,000.00
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b>\$15,000.00</b>

**For ASCSM Secretary Use Only**

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

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

# **ASCSM Senate Goals for 2016/17**

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

- 1. Board chairs should provide updates at Senate and Executive Cabinet in order to provide greater awareness of events and activities.*
- 2. Boards should increase the scope of their events in order to incorporate other groups.*
- 3. Board Chairs should make attempts to sit in on meetings of the other Boards.*
- 4. Hold a mixer for Board members and the members of the Senate.*

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

- 1. Hold a joint event between student government and the learning communities prior to the closing of Building 17 for construction.*
- 2. Designate liaisons between the Senate and the learning communities.*
- 3. Conduct outreach to the learning communities.*

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

- 1. Members of the Senate who are in clubs should make announcements of club events at the Senate meeting.*
- 2. Members of the Senate should make a commitment to attend club-sponsored events.*

## **Enhance the marketing and branding of ASCSM through various means.**

- 1. Increase the use of social media such as Facebook and Snapchat to promote events and engage students.*
- 2. Develop an ASCSM newsletter.*
- 3. Ensure that events, programs, and groups receiving ASCSM funding highlight student government support on their promotional materials.*

## **Strengthen outreach to promote the goals, the mission, and the role of the Associated Students.**

- 1. Educate members of the Boards so they can help students understand the role of ASCSM on campus.*
- 2. Develop/update the ASCSM brochure.*