



Senate Minutes (Approved)

Monday, July 25, 2016; 2:15 PM

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

- I. **Call to Order at 2:20 pm**
- II. **Roll Call**
 - a. **Members Present:** President James Roe; Vice President Katarina Stein; Secretary Samantha Trump; Senators Luke Awwad, Ben Chettipally, Laurie Chin, Natalia Gomez, Stephen McReynolds, Katrina Relos, Gabriela Topete Eng Goon, Alicia Chiang, Chak Haang (Vina) Wong, Jingwen (Allison) Zhao
 - b. **Members Absent:** Finance Director Sennai Kaffl; Student Trustee Dennis Zheng (ex officio); Senators Simon Chan, Amir Farhan Mat Kamal, Maria (Lupe) Ramirez Serratos, Yaxuan (Mandy) Wang, Jingwei (Andy) Zhang,
 - c. **Advisors Present:** Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant
- III. **Approval of the Agenda**
 - a) Motion to approve the agenda as presented by Senator Awwad; seconded by Senator Chiang. Hearing no objections, the motion carried
- IV. **Approval of the Minutes of Prior Meeting(s)**
 - a) Motion to approve the minutes of the meeting on July 11, 2016, Senator Chettipally; seconded by Senator McReynolds. Hearing no objections, the motion carried.
- V. **Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)**
 - a) None
- VI. **Reports**
 - a. **Officers**
 - i. **President James Roe:** Welcomed everyone to the meeting. He thanked everyone who found the time to help out with the summer event.
 - ii. **Vice President Katarina Stein:** She welcomed everyone to the senate meeting. She mentioned that her and President Roe had attended a DSC meeting in June. At the meeting they talked about safety measures and possible housing for students. She noted that the approval of the student body fee is still pending. President Roe, at this time, had also mentioned that at DSC they discussed starting a new equity committee that would have one student representative. She also stated that she thought the summer event for student went very well.
 - iii. **Secretary Samantha Trump:** No Report
 - b. **Advisors**
 - i. **Aaron Schaefer, Student Life and Leadership Manager:** Advisor Schaefer welcomed everyone to the senate meeting. He noted that Welcome Day would be on August 5th. Advisor Schaefer explained that for Welcome Day, we would start with breakfast and end with a BBQ lunch. Advisor Schaefer mentioned that clubs were welcome to have tables at Welcome Day and that the deadline to sign up for a table would be the. Advisor Schaefer stated that volunteers were needed to help give tours for Welcome Day. Advisor Schaefer explained that clubs were also welcome to volunteer for service hours. Advisor Schaefer stated that the senate would appoint board chairs during the next senate meeting. He noted that the senate will also hold the election for vice chair during the next senate meeting.

- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant:** Advisor Hamadeh stated that if anyone wanted a locker key to the senate office to come see him. Advisor Hamadeh mentioned that there is a \$20.00 deposit for the keys.

VII. Unfinished Business, Discussion, and Information Items

a. Appointments – President Roe

None

b. Legislative Bills – Advocacy Board Chair

None

VIII. New Business, Discussion, and Information Items

a. ASCSM Stage 1.0 Budget – Finance Director Kaffl & Advisor Hamadeh

Advisor Hamadeh went over the ASCSM Stage 1.0 Budget for 2016/17 with the senate since Finance Director Kaffl was absent. Advisor Hamadeh explained vendors and how we charge them a fee for selling and renting ASCSM equipment. Advisor Hamadeh noted that the senate's biggest income is generated from the student body fee and that only a few students opt to waive it. Advisor Hamadeh explained that there is usually some money left over from the previous year's budget. Advisor Hamadeh explained the senate's reserve money and that they pull some money in from that account to put into this senate's budget. Advisor Hamadeh explained the breakdown of the senate's expenses as well as nondiscretionary and discretionary.

Motion to approve the ASCSM Stage 1.0 Budget for 2016/17 by Senator Awwad, second by Senator Wong. With 10 in favor, 0 opposed, 0 abstaining, the motion carried.

b. Leaves of Absence for Summer 2016 – Advisor Schaefer:

Part 1: The senate discussed appointing Jingwei (Andy) Zhang and Maria (Lupe) Ramirez Serratos as senators. President Stein motioned to appoint Maria (Lupe) Ramirez Serratos and Jingwei (Andy) Zhang to the senate; first by Senator Chettipally, Seconded by Senator Topete. With no objections the motion carried.

Part 2: A correction was made; Senator Wong was taken off of the leave of absence list. The Senate discussed approving leave of absences for the following senators: Maria (Lupe) Ramirez Serratos and Jingwei (Andy) Zhang. Vice President Stein motioned to approve leave of absences for Maria (Lupe) Ramirez Serratos and Jingwei (Andy) Zhang; first by Senator Wong, Seconded by Senator Chin. With 10 in favor, 0 objections, 0 abstaining, the motion carries.

c. ASCSM Summer Outreach Event Funding – Senator Chin:

Advisor Schaefer explained to the senate what retroactive funding was and why it was necessary for the summer event for students. Senator Chin noted that the exact amount of funds was \$240.00. Vice President Stein motioned to approve \$240.00 for the summer outreach event; first by Senator Awwad, Seconded by Senator Chettipally. With 10 in favor, 0 opposed, 0 abstaining, the motion carried.

d. ASCSM Promotional Items – Advisors Schaefer and Hamadeh

The senate discussed ASCSM promotional items for the 2016/17 school year. Senator Chin explained that the promotional items that were discussed included lanyards, staplers, and car chargers. Advisor Schaefer noted that these items have been really popular in the past. Vice President Stein motioned to approve \$6000.00 for ASCSM promotional items; first by Senator Chiang, Seconded by Senator Gomez. With 10 in favor, 0 opposed, 0 abstaining, the motion carried

e) ASCSM Summer Leadership Retreat – Advisors Schaefer & Hamadeh

Advisor Schaefer went over the details of the Summer Retreat. He noted that the retreat would be August 14th through August 16th. He mentioned that the retreat is now open to anyone who wants to join a board. Advisor Schaefer noted that if any senators know of anyone who many way to go on the retreat, to forward their names to President Roe.

- f) Review of the Ralph M. Brown Act & Parliamentary Procedure – Advisors Schaefer & Hamadeh**
Advisors Schaefer and Hamadeh presented on and reviewed the Ralph M. Brown Act and Roberts Rules of Order/Parliamentary Procedure with the Senate. After the presentation, Senator McReynolds asked what happens in the senate meeting falls on a holiday. Advisor Schaefer replied as said that we will not have a senate meeting that week if the meeting falls on a holiday.

IX. Future Agenda Items

- a) Senate Office Rules
- b) Elections for Vice Chair
- c) Elections for Commissioner of PR
- d) Senate Meeting Rules and Decorum
- e) Welcome Week Funding

X. Final Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

Advisor Schaefer: “We’re sending around a sign up for Welcome Day”.

XI. Adjournment

Motion to adjourn at 4:15 p.m. by Senator Chin; second by Senator Wong. Hearing no objections, the motion carries.

Submitted by,

Samantha Trump
ASCSM Secretary