



Student Senate Regular Meeting Agenda

Monday, July 10, 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 and 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	Colby Riley
ii. Vice President	Katrina Relos
iii. Finance Director	<i>vacant</i>
iv. Vice Chair	<i>vacant</i>
v. Commissioner of Publicity	<i>vacant</i>
vi. Secretary	<i>vacant</i>
 - 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 Business: Action, Discussion, and Information Items**
 - a. Appointments – President Riley**
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**
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: Action, Discussion, and Information Items

a. ASCSM Budget for 2017/18, Stage 1.0

The Senate shall discuss and consider adopting a Stage 1.0 budget for the 2017/18 academic year; possible action to take place.

b. Establishment of Task Force to Develop ASCSM Goals for 2017/18

The Senate shall discuss and consider establishing a task force to develop goals for the group for the 2017/18 academic year; possible action to take place.

c. Funding for ASCSM Summer Event

The Senate shall discuss and consider funding for an event to take place during the summer session; possible action to take place.

d. Funding for ASCSM Apparel

The Senate shall discuss and consider funding to purchase promotional apparel for the 2017/18 academic year; possible action to take place.

e. Review of ASCSM Office Rules and Guidelines

The Senate shall review and discuss the rules and guidelines for utilization of the ASCSM Office in Building 12; no action to take place.

f. Review of the Ralph M. Brown Act and Parliamentary Procedure

The Senate shall review, discuss and consider information regarding the Ralph M. Brown Act (California Government Code Section 54950, et seq.) and Robert's Rules of Order/parliamentary procedure; no action to take place.

IX. Future Agenda Items

At this time, members of the Senate may suggest agenda items for consideration for future meetings.

X. Final Announcements and 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



Student Senate Minutes (Unapproved)

Monday, June 19, 2017, 2:15 p.m.

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

CALL TO ORDER

The meeting was called to order at 2:16 p.m.

SWEARING IN

Mr. Hamadeh administered the ASCSM Oath of Office to President Colby Riley. President Riley then administered the Oath of Office to the other members of the 2017-2018 ASCSM Student Senate.

ROLL CALL

Members Present President Colby Riley; Vice President Katrina Relos; Senators Jose Barajas, Jordan Chavez, Natalia Gomez Torres, Mark Helsel, Effy (Wenfei) Li, Claire (Lingfang) Liu, Aaron Meneses, Farid Qobti, Karan Soni, Vivian (Qingyang) Xu.

Members on Leave Senators Fatima Briones, Jose Herrera, Andreas Langenbacher, Mandy (Yaxuan) Wang.

Members Absent Senators Yimin Li, Spencer (Sitt) Paing.

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 Gomez Torres; seconded by Senator Chavez. Hearing no objections, the motion carried.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Minutes of the prior meeting were unavailable. Hearing no objections, this item was tabled until the next meeting.

ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

REPORTS

President Riley welcomed members of the 2017-2018 ASCSM Senate. Mr. Riley expressed that he is looking forward to getting to know everyone over the summer.

Vice President Relos welcomed everyone back for the summer session. She also expressed her hope that everyone survived the recent heat wave.

Student Life and Leadership Manager Schaefer welcomed members of the 2017-2018 Senate. He reminded members to make an appointment to meet with him one-on-one. Mr. Schaefer also reminded the Senate that the Center for Student Life and Leadership Development and related facilities, including the ASCSM Office, are in the process of relocating to Building 12 while Building 17 is being renovated. After the move is complete, the ASCSM Office will be available for use. Anyone interested in securing a locker in the ASCSM Office should contact Mr. Hamadeh to reserve one.

Student Life and Leadership Assistant Hamadeh welcomed members of the Senate. Mr. Hamadeh stated that he had already setup the email list-serve and Facebook Group for the 2017-2018 Senate. Mr. Hamadeh encouraged members to check their messages at least once a day to make sure they are informed about Senate matters. Finally, Mr. Hamadeh echoed Mr. Schaefer's reminder of the Student Life move. He also stated that keys for the Senate Office will be distributed once the move is completed.

ASCSM SUMMER LEADERSHIP RETREAT

Mr. Schaefer stated that the Center for Student Life is still in the process of finalizing dates and a location for the annual summer retreat. Once more information is available, it will be shared with the Senate.

REVIEW OF THE RALPH M. BROWN ACT & PARLIAMENTARY PROCEDURE

Due to the lack of PowerPoint presentations, review of the Brown Act was tabled until the next meeting. Mr. Schaefer provided a brief overview of the important portions of Robert's Rules of Order and parliamentary procedure. Additional information will be made available at the next meeting.

FUTURE AGENDA ITEMS

The following items were recommended for the next ASCSM Senate meeting:

- Review of the Ralph M. Brown Act & Parliamentary Procedure
- Summer 2017 Event Funding and Planning
- ASCSM Goals for the 2017-2018 Academic Year
- ASCSM Budget for 2017-2018, Stage 1.0
- Review of ASCSM Office Rules

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

ADJOURNMENT

Motion to adjourn at 3:11 p.m. by Senator Qobti; seconded by Senator Barajas. Hearing no objections, the motion carried.

Submitted by,

Fauzi Hamadeh
Student Life and Leadership Assistant

Appointments

There is no printed material related to this item.

Legislative Bills

There is no printed material related to this item.

ASCSM Senate Budget 2017/18 Proposed Stage 1.0 Budget

Income			
Account #	Description		Stage 1.0
4020	ATM	\$	1,000.00
4070	Space Rental - Vendor	\$	1,250.00
4080	Student Body Fee/Card	\$	250,000.00
Total Estimated Income			\$ 252,250.00

Expenses

Account #	Description		Stage 1.0
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Non-Discretionary

5140	Office Supplies	\$	5,000.00
5145	Operation	\$	5,500.00
5182	Student Activity Card	\$	2,500.00
5183	Student Assistant - Salary	\$	30,000.00
5184	Student Assistant - Benefits		

Discretionary

5010	Awards & Scholarships	\$	3,000.00
5030	Ceremonies	\$	5,000.00
5031	Club Assistance/ICC	\$	50,000.00
5032	College Program Assistance	\$	30,000.00
5033	Conference	\$	30,000.00
5050	Ethnic and Cultural Affairs	\$	20,000.00
5080	Hospitality	\$	3,000.00
5147	Printing	\$	2,750.00
5150	Programs	\$	45,000.00
5151	Publicity	\$	15,000.00
5171	Repair & Maintenance	\$	2,750.00
5181	Furniture, Fixtures & Equipment	\$	2,750.00
Total Estimated Expenses			\$ 252,250.00

Establishment of Task Force to Develop ASCSM Goals for 2017/18

There is no printed material related to this item.



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, July 10, 2017

Title of Proposal Funding for ASCSM Summer Event

Being Proposed by Center for Student Life ^{Lead} Coordinator Center for Student Life

Event Date(s) if applicable TBD

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5150 Programs

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 year, ASCSM organizes an event for students enrolled in classes during the summer session. This is an early opportunity to promote and educate the student body about ASCSM and our goals for the upcoming year.

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>ASCSM Summer Event</u>	<u>\$500.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$500.00</u>

For ASCSM Secretary Use Only

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



ASCSM Senate/ICC Proposal Form

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For the meeting of Monday, July 10, 2017

Title of Proposal Funding for ASCSM Apparel

Being Proposed by Center for Student Life Lead Coordinator Center for Student Life

Event Date(s) if applicable n/a

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5151 Publicity

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.

To fund the purchase of ASCSM apparel for the 2017/18 academic year. Also to purchase additional generic ASCSM apparel, such as polo shirts and T-shirts (if necessary).

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>ASCSM Apparel</u>	<u>\$5,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$5,000.00</u>

For ASCSM Secretary Use Only

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

ASCSM Office Rules

1. The Center for Student Life and the ASCSM Office are meant to be open, safe, and inclusive environments. Racist, sexist, homophobic jokes or comments will not be tolerated.
2. Please keep the ASCSM Office area clean. Pick up after yourself.
3. Computers are first come, first serve. Those working on Student Senate business have priority.
4. No food or drinks at the computers.
5. Be mindful this is a shared environment. Keep noise and horseplay to a minimum.
6. The hours between 8 a.m. and 12 p.m. (noon) each day is a designated “quiet” study time in the ASCSM Office.
7. One guest per Senator/Officer in the ASCSM Office. The inviting Senator/Officer must be present in the office with their guest.
8. Guests may not use ASCSM Office computers unless for Senate-related business.
9. Guests may be asked to leave for any inappropriate behavior or if the area is too crowded.
10. The use of the ASCSM Office telephone is for official Senate and/or College business. Local personal calls are acceptable if they are brief.
11. The printer in the ASCSM Office is for official business only. Please limit yourself to 10 copies or less per item. If you need more than 10 copies, please see Center for Student Life staff to complete a Copy Request Form.
12. The ASCSM Office is available for use during the normal hours of operation of Building 12. Generally, this is from 7:30 a.m. to 10:30 p.m., Monday through Thursday and 7:30 a.m. to 5 p.m. on Friday. The building is closed on weekends, holidays, and between class sessions. Staying in the ASCSM Office after 10 p.m. is strictly prohibited.
13. Members of the Senate are responsible for keeping the ASCSM Office, including the microwave and refrigerator, clean. Members will be grouped into teams and assigned a week to clean the microwave and refrigerator. Failure to keep the refrigerator and microwave clean may result in their removal from the ASCSM Office.
14. Food is not to be left in the refrigerator longer than one (1) week. Everything will be thrown out on Friday afternoons.

Review of the Ralph M. Brown Act and Parliamentary Procedure

Material related to this item will be distributed at the meeting.