



Associated Students of College of San Mateo

Student Senate Regular Meeting Agenda

Monday, August 7, 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	Jordan Chavez

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. CSM Administration

- i. Michael Claire, CSM President
- ii. Kim Lopez, CSM Vice President of Student Services

d. 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. Funding for Multicultural Center Representative Trainings

The Senate shall discuss and considering allocating funds to support training of students as part of the Multicultural Center's outreach and programming efforts; possible action to take place.

c. Election of Senate Vice Chair

Nominations shall be opened and an election for the position of Senate Vice Chair shall take place; possible action to take place.

d. Funding for Teambuilding Activity

The Senate shall discuss and consider allocating funds for a teambuilding activity early in the fall semester; possible action to take place.

e. Update and Planning for Fall 2017 Welcome Week Event

The Senate shall review, discuss, and make plans for the upcoming Fall 2017 Welcome Week event; possible action to take place.

f. ASCSM Goals for 2017-18

The Senate shall discuss and consider adopting goals for the 2017-18 academic year; possible action to take place.

g. Revision to ASCSM Bylaws

The Senate shall discuss and consider adopting revisions to the ASCSM Bylaws regarding club events open to the off-campus community; possible action to take place.

h. Welcome Day Training

The Senate shall undergo the hosts training for the upcoming Welcome Day event; 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, July 24, 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.

ROLL CALL

Members Present: President Colby Riley; Vice President Katrina Relos; Senators Jose Barajas, Jordan Chavez, Mark Helsel, Effy (Wenfei) Li, Aaron Meneses, Spencer (Sitt) Paing, Farid Qobti, and Karan Soni.

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

Members Absent: Senators Natalia Gomez Torres, Yimin Li, Claire (Lingfang) Liu, Vivian (Qingyang) Xu.

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 Barajas; seconded by Senator Paing. Hearing no objections, the motion carried.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Mr. Hamadeh pointed out that on page 2 of the minutes from Monday, July 10, 2017, meeting, under the item, "Review of the Ralph M. Brown Act and Parliamentary Procedure," the word "implantation" should be "implementation." Motion to approve the minutes of the Monday, July 10, 2017, meeting with the recommended correction by Senator Barajas; seconded by Senator Chavez. Hearing no objections, the motion carried.

ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

REPORTS

President Riley expressed his hope that everyone's summer is going well. Mr. Riley also reminded the group that he is still looking for volunteers to serve as board chairs. Anyone interested should contact President Riley directly.

Vice President Relos thanked everyone for attending this today's meeting.

Student Life and Leadership Manager Schaefer reported that the Summer 2017 Retreat would be held on the previously announced dates, i.e. Friday, Aug. 11, through Sunday, Aug. 13. The Center for Student Life was able to identify a new location in Santa Clara for the retreat. Mr. Hamadeh will be sending out an email to confirm attendance at the retreat. In addition, if anyone knows of students who are interested in joining a board, please encourage them to submit an online application so they may be eligible to attend the retreat. Finally, Mr. Schaefer stated that he would be sending an email with information about the Myers-Briggs Type Indicator assessment. This will be a large part of the retreat, so Mr. Schaefer encouraged members to complete it in a timely manner.

Student Life and Leadership Assistant Hamadeh announced that Allie Fasth, the College's Year One Coordinator, is looking for student leaders to participate in a student panel on Monday, July 31. Anyone interested in participating should contact Mr. Hamadeh.

APPOINTMENTS

None.

LEGISLATIVE BILLS

None.

ELECTION OF SENATE VICE CHAIR

Hearing no objections, this item was tabled until the next meeting.

FUNDING AND DISCUSSION FOR FALL 2017 WELCOME WEEK

Vice President Relos explained that Welcome Week is an opportunity for the A.S. to welcome new and returning students back to school. The event is also a chance to recruit new members for the A.S. boards and a way to raise awareness of the Associated Students. It usually takes place over three days during the second or third week of the new semester. Welcome Week would normally be organized by the Programming Board, but because there is currently no organized board or board chair, it will be the responsibility of a task force and members of the Senate to organize the event.

Motion to approve \$8,000.00 from the Programs account (#5150) to fund the Welcome Week event for Fall 2017 by Senator Barajas; seconded by Senator Soni. With a vote of 7 in favor, 0 opposed, and 0 abstaining, the motion carried.

Vice President Relos and Senators Meneses, Paing, and Soni volunteered to serve on the task force with Vice President Relos serving as chair. The group will bring plans for the event to the next Senate meeting.

DEBRIEF OF SUMMER EVENT

Vice President Relos stated that she felt the event went well even though it got off to a slow start. Ms. Relos emphasized the need for members of the Senate to come out and support such events, as they are the responsibility of the entire group. If someone signs up for a shift and cannot make it, please be sure to communicate that. Mr. Schaefer stated that he felt the event was a good start, and that the summer can be challenging due to class and work schedules. Senator Soni asked what kind of publicity went into the event. Vice President Relos stated that an announcement went out via the ASCSM Facebook Page, but because there is no Commissioner of Publicity, a full promotional effort was not possible. Mr. Hamadeh stated that it is the responsibility of every member of the Senate to help promote events, including making announcements in their classes. Senator Chavez indicated that additional help was needed for setup, as it was only him and Vice President Relos. Ms. Relos said that might have been an issue because additional slots could not be added to the form on SignUpGenius.com. Mr. Hamadeh asked if there was a way to share the sign-up information. Mr. Schaefer suggested transferring the sign-up information from SignUpGenius to a Google Doc so that everyone can share it.

WELCOME DAY TRAINING

Hearing no objections, this item was tabled until the next meeting.

FUTURE AGENDA ITEMS

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

- ASCSM Budget for 2017-2018, Stage 1.0
- Welcome Week for Fall 2017 Planning and Discussion
- Election of Vice Chair
- Welcome Day Training
- Goals for 2017-18

- Bylaw Changes
- Participatory Governance Overview

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

ADJOURNMENT

Motion to adjourn at 2:45 p.m. by Senator Qobti; seconded by Senator Barajas. Hearing no objections, the motion carried.

Submitted by,

Fauzi Hamadeh
Student Life and Leadership Assistant

ASCSSM Senate - Vote Record for Monday, July 24, 2017

Funding for Fall 2017 Welcome Week										
Jose De Jesus Barajas	Yes									
Jordan Chavez	Yes									
Natalia Gomez Torres	Absent									
Mark Helsel	Yes									
Wenfei Li	Absent									
Yimin Li	Absent									
Claire Liu	Absent									
Aaron Meneses	Yes									
Spencer Paing	Yes									
Farid Qobti	Yes									
Karan Soni	Yes									
Vivian Xu	Absent									
Katrina Relos*	n/a									
	7-0-0									

* 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 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
Non-Discretionary		
5140	Office Supplies	\$ 5,000.00
5145	Operation	\$ 15,500.00
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	\$ 45,000.00
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	\$ 40,000.00
5151	Publicity	\$ 15,000.00
5171	Repair & Maintenance	\$ 2,750.00
5181	Furniture, Fixtures & Equipment	\$ 2,750.00
Total Estimated Expenses		\$ 252,250.00



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, August 7, 2017

Title of Proposal Funding for Multicultural Center Representative Trainings

Being Proposed by Jackie Santizo Lead Coordinator Jackie Santizo

Event Date(s) if applicable September 9, 2017

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5032 College Program Assistance

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.

After a successful first year, the Multicultural Center Reps will start off the 2017-2018 school year with a two day training. Evaluations from this year showed that our students needed extra time to be trained on event coordinating and receive a comprehensive social justice education. We will be using the funds to provide food, supplies, and trainers for the two day training tentatively planned for the beginning of Fall.

The MCC Reps were a great training ground for students from diverse organizations and backgrounds to come together and learn from each other and the Multicultural Center. This resulted in great new events last year. This training will allow a new cohort of MCC reps to learn how to coordinate the Cultural Days which are open to all students and community members.

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>Funding for Multicultural Center Representative Trainings</u>	<u>\$1,500.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$1,500.00</u>

For ASCSM Secretary Use Only

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

Election of Senate Vice Chair

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, August 7, 2017

Title of Proposal Funding for Teambuilding Activity

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

Event Date(s) if applicable TBA

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5033 Conference

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.

Traditionally, the ASCSM Summer Retreat has included a ropes or challenge course as the culminating activity of the weekend. This year, due to scheduling, site availability, and other factors, we were unable to include such an activity as part of the retreat. This funding would allow us to schedule a date separate from the retreat for the Senate to attend a day-long teambuilding activity. This activity would help build the trust, relationships, and bonds that are necessary for a successful 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>Funding for Teambuilding Activity</u>	<u>\$3,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$3,000.00</u>

For ASCSM Secretary Use Only

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

Update and Planning for Fall 2017 Welcome Week Event

There is no printed material related to this item.

ASCSM Goals for 2017-18

DRAFT for Discussion

Participation Goals

- Active participation in events and student council discussions
 - Ensuring that we have ample members volunteer for events
- More Effort (Everything)
- Expect more of Vice Chairs (duties and such)
- Foster more active discussions → getting everyone to voice their thoughts on each topic

Communication Goals

- Better dissemination of information in within senate and outside to campus
- Use the tools at our disposal via publisher/other outlets of advertisements
- More involvement with learning communities (barring the non compliant)
 - Board Liaisons?
 - Instead of permanent members on the communities. Meet in the middle?
- Support publicity and advertisement
 - Under the boards a publicity positions
 - Utilizing social media outlets more to promote AS
- Communication with student body as a whole → acquire better understanding of all students in general
 - What are their concerns, interests, questions, etc.?
 - Getting more students interested/involved in boards

Senate Goal

- More inclusive and creative programming
 - Outside of the conventional: “Hand out food”
 - Really utilize new funds
 - Being responsible and accountable
- Break down barriers, talk to your classes, beyond board members
- Support members of senate. GO BEYOND
- Be flexible.

Revision to ASCSM Bylaws

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

Welcome Day Training

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