



Associated Students of College of San Mateo

## Student Senate Regular Meeting Agenda

Monday, November 26, 2018, 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	Mondana Bathai
ii. Vice President	Georgia Giari
iii. Finance Director	John Burright
iv. Vice Chair	Spencer (Sitt) Paing
v. Secretary	Jordan Chavez
vi. Student Trustee	Gaby Topete Eng Goon

#### 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 Bathai

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 Young

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.

#### c. Debrief of ASCSM Events

The Senate shall discuss and review any recent ASCSM events; no action to take place.

## **VIII. New Business: Action, Discussion, and Information Items**

### **a. Funding for Send Silence Packing Event – Personal Counseling and Wellness Services**

The Senate shall discuss and consider the funding request by the Personal Counseling and Wellness Services department to support bringing the Send Silence Packing event to campus. Possible action to take place.

### **b. Funding for EOPS Awareness Day – EOPS Club**

The Senate shall discuss and consider the funding request by the EOPS Club to support an event to promote awareness of the EOPS program on campus. Possible action to take place

### **c. Funding for Open Mic Night and Labyrinth Cover Launch – Creative Writing Club**

The Senate shall review and discuss the funding request by the Creative Writing Club to support the joint Open Mic Night and Labyrinth Cover Launch with the Writers' Project on Dec. 5, 2018. Possible action to take place.

### **d. Funding for Open Mic Night and Labyrinth Cover Launch – Writers' Project**

The Senate shall review and discuss the funding request by the Writers' Project to support the joint Open Mic Night and Labyrinth Cover Launch with the Creative Writing Club on Dec. 5, 2018. Possible action to take place.

### **e. Donation for Fire Relief Support – President Bathai**

The Senate shall review and discuss making a donation to support the victims of the Camp Fire in Butte County. Possible action to take place.

### **f. Funding for Relaxation Week – Programming Board**

The Senate shall discuss and consider the funding request by the Programming Board for the end of the semester Relaxation Week event. Possible action to take place.

### **g. Funding for Spring 2019 Reboot Week – Programming Board**

The Senate shall discuss and consider the funding request by the Programming Board for the Spring 2019 Reboot Week event. Possible action to take place.

### **h. Chancellor's Student Meal Plan Proposal – President Bathai**

The Senate shall discuss and consider the proposal by the District Chancellor to establish a student meal plan. Possible action to take place.

### **i. Establishment of PR Management Team – President Bathai**

The Senate shall discuss and consider establishing a public relations management team to coordinate and manage the A.S.'s advertising, social media, and other PR needs. Possible 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**



Associated Students of College of San Mateo

## Student Senate Minutes (Unapproved)

Monday, November 5, 2018

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

### CALL TO ORDER

The meeting was called to order at 2:15 p.m.

### ROLL CALL

Members Present: President Mondana Bathai; Vice President Georgia Giari; Finance Director John Burrigh; Vice Chair Spencer (Sitt) Paing; Senators Jose Barajas, Max Gaines, Nuri Illini, Dorian King, Stephen Langi, Hadifa Dinda Miqailla, Enya Nava, Joseph Park, Ashley Perrilliat, Szymon Ryng, Rosemarie Taylor, April (Youn) Thu, Vitor Viana, and Andrew Young.

Advisors Present: Aaron Schaefer, Student Life and Leadership Manager and Fauzi Hamadeh, Student Life and Leadership Assistant.

### APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Young; seconded by Senator Gaines. Hearing no objections, the motion carried.

### APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the minutes of the Monday, October 29, 2018, meeting by Senator Young; seconded by Senator King. Hearing no objections, the motion carried.

### ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

### REPORTS

President Bathai reported that she had met with CSM President Mike Claire and the topic of the A.S. contributing funds to help replace the furniture in the Bayview Dining Room in Building 10 came up again. The Administration is working with Facilities to setup samples so that the campus community can see what the new furnishings will be like. Ms. Bathai also thanked everyone who completed the Doodle poll regarding the districtwide student government mixer.

Finance Director Burrigh stated that he would have a budget update for the Senate in mid-November.

Vice Chair Paing reminded the Senate that the second Club Fair of the fall semester would take place tomorrow in the Bayview Dining Room. The event has been posted to Facebook.

Senator Young reported that the Advocacy Board would be conducting a get-out-the-vote event tomorrow from 11 a.m. to 1 p.m. in Building 10. Mr. Young also reported that he had been approached by a student with concerns about the quality of the service being offered in the Health Center. Senator Thu stated that she had hear similar concerns raised by students. President Bathai stated that this item will be discussed at Executive Cabinet and brought back to the Senate for possible discussion and action.

Senator Perrilliat reported that this past weekend she had attended the Alpha Gamma Sigma Fall Northern Regional Conference at Solano Community College. While there, she noted that there were vending machines around the campus that dispensed school supplies, such as ScanTrons and Blue Books. Ms. Perrilliat wondered if it might be possible to bring

similar machines to CSM. Mr. Schaefer said he would take it to the Vice Chancellor for Auxiliary Services and the Bookstore Manager for discussion.

Senator King reported that she had also attended the AGS conference, and that she had participated in a Tai Chi workshop that was particularly impressive. The facilitator has a compelling story as the first Asian-American student at Mills High School in Millbrae. Ms. King suggested that the workshop might be a good option for Relaxation Week. Senator Thu asked that Senator King forward her the facilitator's contact information so she may follow up.

Senator Gaines reminded everyone to get out and vote in tomorrow's mid-term elections.

Senator Viana reported that he had attended the first meeting of the Transportation Task Force. The group began by looking at a transportation study that the District conducted. The task force will continue to meet to come up with some recommendations regarding the student transportation.

## **APPOINTMENTS**

President Bathai made the following appointments:

- Vice President Giari to the Advocacy Board.  
Motion to approve by Senator Langi; seconded by Senator Gaines. Hearing no objections, the motion carried.

## **LEGISLATIVE BILLS**

The following legislative bills were forwarded by the Advocacy Board:

- **H.R. 2590 – Computer Science for All Act of 2017**  
Senator Ryng summarized the bill, which would establish a program through which the Department of Education shall award grants to states, local educational agencies, and eligible tribal schools to serve as models for national replication of computer education expansion efforts. The Advocacy Board is recommending support of this bill.  
  
Motion to support H.R. 2590 by Senator Langi; seconded by Senator Young. Hearing no objections, the motion carried.
- **H.R. 6525 – Higher Education Dream Act of 2018**  
Senator Young summarized the bill, which would prohibit discrimination in higher education against certain undocumented students on the basis of immigration status. The Advocacy Board is recommending support of this bill.

Motion to support H.R. 6525 by Senator Barajas; seconded by Senator Taylor.

Senator King stated this would be a positive change since it would allow students to include information about their immigration status on their transfer applications without risk of penalty. Senator Taylor asked if the bill would apply to all schools or just public schools. Advisor Schaefer stated that it would most likely apply to any school that receives federal financial aid.

Hearing no objections, the motion to support H.R. 6525 carried.

- **H.R. 5564 – Help Students Vote Act**  
Senator Young summarized the bill, which would amend title IV of the Higher Education Act of 1965 to require institutions of higher education that participate in programs under such title to distribute voter registration forms to students enrolled at the institution. The Advocacy Board is recommending support of this bill.

Motion to support H.R. 5564 by Senator Thu; seconded by Senator Langi. Hearing no objections, the motion carried.

## **DEBRIEF OF ASCSM EVENTS**

### *Halloween Festival*

Senator Thu began by thanking everyone who came out to help with the event. From her experience so far, Senator Thu stated that Tuesdays are good days to do events for evening students. She also noted that the Boba is a very popular offering. Finance Director Burrigh pointed out that folks staffing the tables need to watch for those who may be “double dipping.” He also reminded folks not to allow friends to cut in lines. Senator Perrilliat noticed that the games were very popular and that they seemed to have a lot of engagement. Senator Nava noted the food was very good. She did suggest ordering a little more since it did seem to run out quickly. Senator Gaines pointed out that some folks did not know that the Harry Potter-themed scarves were free. He suggested finding a way to promote such items at future events. Vice Chair Paing thought it would be better to space out the prizes that were offered since those who came later may not have the opportunity to select from the most desirable ones. Senator Thu mentioned that folks were asking what group was sponsoring the event, so she suggested putting out additional signage about ASCSM and the Boards. Senator Gaines asked who had won the costume contests. Senator Thu stated that the club contest was won by Active Minds and the individual contest was won by Jacqueline Swan. Vice President Giari suggested posting the Senate group photo to the ASCSM Facebook Page and using the left over prizes and giveaway items for the next A.S. event.

## **ASCSM END-OF-THE-YEAR SCHOLARSHIPS**

Advisor Schaefer provided an overview of the ASCSM End-of-the-Year Scholarships. The scholarships, which are based on participation guidelines set in the ASCSM Bylaws, are being implemented for the remainder of the Fall 2018 semester and the entirety of the Spring 2019 semester. Mr. Hamadeh will be sending out the online hour submittal form to the Senate list-serve shortly. Mr. Schaefer noted that these scholarships are separate from other A.S. scholarships and related pay, including the Allan R. Brown Outstanding Service and Leadership Award and the Participatory Governance Meeting Stipend.

## **SOUTHEAST ASIA WISHES YOU LUCK**

A representative from the Southeast Asia Club stated that the group would like to provide free food and beverages to students as a way to wish them luck before the start of finals. The event will take place on Monday, November 26, in front of College Center (Building 10).

Motion to approve \$1,100.00 from the Club Assistance/ICC account (#5031) for the Southeast Asia Club Wishes You Luck event by Senator Ryng; seconded by Senator Taylor. The motion carried with all members voting Yes.

## **COLLABORATION WITH COMMUNITY RELATIONS AND MARKETING**

Due to a scheduling conflict, Richard Rojo, the Director of Community Relations and Marketing, could not attend today’s Senate meeting. Hearing no objections, this item was tabled until the Monday, December 3, meeting.

## **SENATE EVENT ETIQUETTE AND PROTOCOLS**

President Bathai and Advisor Schaefer stated that as the Senate has been formalizing its event procedures, issues that need clarification have come to the forefront. These points are not being raised to admonish any one person, but to help make sure that the entire group is on the same page and has an understanding of what is expected before, during, and after events.

First, it was pointed out that only those who are volunteering at an event are eligible to request food be put aside, and that this food should only be consumed after an individual’s shift is over. The group was also reminded that food set aside in the ASCSM Office is for specific individuals and others should not take it. Those volunteering should be present for their entire shift, should actively participate, and should be proactive, asking how they can best assist. Everyone is reminded that a current Student ID Card is required for students to receive food. Finally, everyone was reminded to be sure to sign-up to help with cleaning up after the event, even though it may not be the most glamorous task, and to make sure that items are put back in the proper location in the Event Prep Room.

## **FUTURE AGENDA ITEMS**

The following items were suggested for a future Senate meeting agenda:

- Funding for Send Silence Packing Project
- Funding for Relaxation Week
- Funding for Decorating Event/November Event
- Cultural Awareness Food Drive
- Establishment of PR Management Team
- Discussion of Chancellor's Hot Meal Program Proposal

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

Mr. Schaefer announced that today marks his final Senate meeting before going on paternity leave. He also reminded the group that there would be no Senate meeting next week due to the Veterans Day holiday. Mr. Schaefer will be checking in periodically once things get settled after the birth of his daughter.

Vice Chair Paing reminded folks to please sign-up to help with the Club Fair tomorrow.

President Bathai stated that she will be establishing a Public Relations Management Team. She will be sending an email explaining the responsibilities of the group and asked anyone who may be interested to contact her. Vice President Giari will be leading the team.

### **ADJOURNMENT**

Motion to adjourn the meeting at 3:30 p.m. by Senator Gaines; seconded by Senator Miqailla. Hearing no objections, the motion carried.

Submitted by,

Fauzi Hamadeh  
Student Life and Leadership Assistant

# ASCSCM Senate Vote Record for Monday, November 5, 2018

Southeast Asia Club Event										
Jose Barajas	Yes									
Max Gaines	Yes									
Nuri Illini	Yes									
Dorian King	Yes									
Stephen Langi	Yes									
Hadifa Dinda Miqailla	Yes									
Enya Nava	Yes									
Spencer (Sitt) Paing	Yes									
Joseph Park	Yes									
Ashley Perrilliat	Yes									
Szymon Ryng	Yes									
Rosemarie Taylor	Yes									
April (Youn) Thu	Yes									
Vitor Viana	Yes									
Andrew Young	Yes									
Georgia Giari *	n/a									
<b>Vote Count</b>	15-0-0									

\* 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.

## **Debrief of ASCSM Events**

There is no printed material related to this item.



# Funding Proposal

For the meeting of Monday, November 26, 2018

Title of Proposal Funding for Send Silence Packing Event

Being Proposed by Personal Wellness and Counseling Lead Coordinator Makiko Ueda

Event Date(s) April 10, 2019 (tentative)

Forwarded to the Student Senate by:

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

ASCSM Account **5032 College Program Assistance**

### DESCRIPTION

We would like to bring this powerful event to CSM campus next spring. Send Silence Packing is a traveling public education display of more than 1,000 backpacks with that goals of ending silence around suicide and mental health and connecting visitors to resources for support and action. Many of the backpacks have been donated in memory of loved ones who have died suicide.

By bringing this event, we will help promote a positive dialogue about mental health on our campuses and raise awareness about the incidence and impact of student suicide. Since 2008, the display has traveled to more than 200 stops and reached more than 940,000 people across the country.

We received a diversity grant from the San Mateo Community College district to host this event. Originally we were given a discount from the Active Minds to host the event, however, we found out now that the discount is no longer available to us and we have enough funds to host the event. We are requesting if the student senate can help fund a portion of the event, as outlined below. Thank you for reviewing our request!

- Funding from SMCCCD EEOC Diversity Project Grant: \$2,500.00
- Funding from CSM DIAG: \$750.00
- Requested funding from ASCSM: \$1,750.00

Item Description	Cost
1. <u>Funding for Send Silence Packing Event</u>	<u>\$1,750.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Funding Request</b>	<b><u>\$1,750.00</u></b>

For ASCSM Secretary Use Only

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

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



# Funding Proposal

For the meeting of **ICC: Wednesday, Nov. 7, 2018 / ASCSM Senate: Monday, Nov. 19, 2018**

Title of Proposal **EOPS Awareness Day**

Being Proposed by **EOPS Club** Lead Coordinator **Oscar Avila**

Event Date(s) **November 28, 2018**

Forwarded to the Student Senate by:

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

ASCSM Account **5031 Club Assistance/ICC**

### DESCRIPTION

An in-house yearly event to bring attention to the student and staff population, the benefits and advantages the EOPS program brings to the community, and to show the family based platform embodied by the students no matter race, religion, sex, or creed, to be bonded and strive for success.

Item Description	Cost
1. <u>Food</u>	<u>\$150.00</u>
2. <u>Games</u>	<u>\$150.00</u>
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$300.00</u></b>

For ASCSM Secretary Use Only

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

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



# Funding Proposal

For the meeting of **ICC: Wednesday, Nov. 14, 2018/Student Senate: Monday, Nov. 19, 2018**

Title of Proposal **Funding for Open Mic Night and Labyrinth Cover Launch**

Being Proposed by **Creative Writing Club** Lead **Aida Leonardo**  
Coordinator

Event Date(s) **Thursday, Nov. 29, 2018**

Forwarded to the Student Senate by:

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

ASCSM Account **5031 Club Assistance/ICC**

### DESCRIPTION

The Creative Writing Club and Writer's Project are joining forces to hold the next Open Mic and Cover launch event for Labyrinth together. The Open Mic gives students the chance to perform their writing in a safe, creative space, while the cover launch event celebrates the works of the published writer and artist. The joint event will draw more attendance and allow the clubs to share the cost together. It will also bring awareness to and garner more members for both clubs.

Item Description	Cost
1. <u>Food and Decorations</u>	<u>\$450.00</u>
2. <u>Facilities</u>	<u>\$250.00</u>
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$700.00</u></b>

For ASCSM Secretary Use Only

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

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



# Funding Proposal

For the meeting of **ICC: Wednesday, Nov. 14, 2018/Student Senate: Monday, Nov. 19, 2018**

Title of Proposal **Funding for Open Mic Night and Labyrinth Cover Launch**

Being Proposed by **Writers' Project** Lead Coordinator **Gabriela Topete Eng Goon**

Event Date(s) **Thursday, Nov. 29, 2018**

Forwarded to the Student Senate by:

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

ASCSM Account **5031 Club Assistance/ICC**

### DESCRIPTION

The Creative Writing Club and Writer's Project are joining forces to hold the next Open Mic and Cover launch event for Labyrinth together. The Open Mic gives students the chance to perform their writing in a safe, creative space, while the cover launch event celebrates the works of the published writer and artist. The joint event will draw more attendance and allow the clubs to share the cost together. It will also bring awareness to and garner more members for both clubs.

Item Description	Cost
1. <u>Food and Decorations</u>	<u>\$450.00</u>
2. <u>Facilities</u>	<u>\$250.00</u>
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$700.00</u></b>

For ASCSM Secretary Use Only

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



# Funding Proposal

For the meeting of Monday, November 26, 2018

Title of Proposal Donation for Fire Relief Support

Being Proposed by President Bathai Lead Coordinator President Bathai

Event Date(s) n/a

Forwarded to the Student Senate by:

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

ASCSM Account **5150 Programs**

### DESCRIPTION

The Camp Fire, which began on Nov. 8, was declared 100 percent contained on Sunday, Nov. 25, after scorching over 150,000 acres and killing at least 85 people. The fire has impacted the entire community, including students and employees at Butte College.

ASCSM has already begun fundraising efforts to support the victims of the Camp Fire. This proposal would provide matching funds, up to \$1,500.00, plus an additional \$1,500.00 donation, for a maximum total donation of \$3,000.00.

Item Description	Cost
1. <u>Matching Funds (up to)</u>	<u>\$1,500.00</u>
2. <u>Donation</u>	<u>\$1,500.00</u>
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Funding Request</b>	<b><u>\$3,000.00</u></b>

For ASCSM Secretary Use Only

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

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



# Funding Proposal

For the meeting of Monday, November 26, 2018

Title of Proposal Funding for Relaxation Week

Being Proposed by Programming Board Lead Coordinator April Thu

Event Date(s) TBA

Forwarded to the Student Senate by:

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

ASCSM Account **5150 Programs**

### DESCRIPTION

To provide an opportunity for students to relax prior to the start of finals and the end of the fall semester.

Item Description	Cost
1. <u>Food, games, supplies and materials</u>	<u>\$8,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Funding Request</b>	<b><u>\$8,000.00</u></b>

For ASCSM Secretary Use Only

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

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





# Funding Proposal

For the meeting of Monday, November 26, 2018

Title of Proposal Funding for Spring 2019 Reboot Week

Being Proposed by Programming Board Lead April Thu  
Coordinator

Event Date(s) TBA

Forwarded to the Student Senate by:

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

ASCSM Account **5150 Programs**

**DESCRIPTION**

Programming Board will be hosting reboot week to welcome back students from the winter break and get them recharged for the spring semester.

Item Description	Cost
1. <u>Food, games, supplies and materials</u>	<u>\$10,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Funding Request</b>	<b><u>\$10,000.00</u></b>

For ASCSM Secretary Use Only

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

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

## **Chancellor's Student Meal Plan Proposal**

There is no printed material related to this item.

## **Establishment of PR Management Team**

There is no printed material related to this item.