



Associated Students of College of San Mateo

Student Senate Regular Meeting Agenda

Monday, June 26, 2023, 2:15 p.m.

In-Person: Center for Equity, Leadership and Community Building 17, Room 146
College of San Mateo; 1700 W. Hillsdale Blvd.; San Mateo, CA 94402

Via Zoom: Join Link: <https://smccd.zoom.us/j/82674700628>
Dial-In Number: (669) 444-9171 | Webinar ID: 826 7470 0628

Please silence all cell phones and other electronic devices.

The public is invited and encouraged to attend ASCSM Student 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 Student Senate on non-Agenda items during the Announcements and Hearing of the Public items on the agenda. Members of the public may participate in discussions only when recognized by the chair. The Student Senate reserves the right to suspend the orders of the day if necessary to conduct business.

1. Call to Order

2. Roll Call

3. Approval of the Agenda

4. Approval of the Minutes of Prior Meeting(s)

5. Announcements and Hearings of the Public

During this time, members of the public may address the Senate on non-agenda items. Limit of 15 minutes per topic and 3 minutes per speaker.

6. Reports

a. Officers

- i. President Enzo Ferreira
- ii. Vice President Brittany Shive
- iii. Finance Director Montse Morales
- iv. Vice Chair
- v. Secretary Lianna Lim
- vi. District Student Trustee Arthur Veloso

b. Senators

Including reports from ASCSM boards and committees, ASCSM task forces, College and District participatory governance committees, and other boards, committees, or organizations.

c. College of San Mateo Administration

Including the College president, the vice president of Student Services, members of the executive leadership team, deans, and any other College administrators wishing to report to the Student Senate.

d. Advisors

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant
- iii. Mondana Bathai, Student Life Staff Assistant

- 7. Appointments – President Ferreira**
The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Student Senate, ASCSM Boards and/or task forces, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary. Possible action to take place.
- 8. Election of ASCSM Student Senate Vice Chair**
The Student Senate shall open nominations and conduct an election to select a vice chair for the 2023–2024 academic year. Possible action to take place.
- 9. Review of California Brown Act**
The Student Senate shall review and discuss a presentation on the California Brown M. Brown Act (California Government Code Section 54950 et seq.). No action to take place.
- 10. Review of Roles and Responsibilities of ASCSM Leadership Positions**
The Student Senate shall review and discuss the roles and responsibilities of the ASCSM leadership positions. No action to take place.
- 11. Funding for Zoom Webinar Add-On**
The Student Senate shall discuss and consider allocating funds to provide continue the webinar add-on feature for Zoom. Possible action to take place.
- 12. Funding for CSM Kick-Off Week**
The Student Senate shall discuss and consider allocating funds to support the CSM Kick-Off Week event during the first week of the Fall 2023 semester. Possible action to take place.
- 13. Review of Rules for ASCSM Office**
The Student Senate shall review and discuss the rules governing the use of the ASCSM Office in Building 17, Room 155 at CSM. No action to take place.
- 14. Future Agenda Items**
During this time, members of the Senate may suggest agenda items for consideration for future meetings.
- 15. Final Announcements and Hearing of the Public**
During this time, members of the Senate and the public may voice any concluding comments. Limit of 15 minutes per topic and 3 minutes per speaker.
- 16. Adjournment**



Associated Students of College of San Mateo

Student Senate Regular Meeting Minutes (Unapproved)

Monday, June 12, 2023

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

SWEARING IN

Mr. Hamadeh administered the ASCSM Oath of Office to Enzo Ferreira. President Ferreira then administered the ASCSM Oath of Office to the members of the 2023–2024 Student Senate.

ROLL CALL

Members Present: President Enzo Ferreira; Vice President Brittany Shive; Finance Director Montse Morales; Secretary Lianna Lim; Senators Jake Austin, Marlo Cowan, Luana Ferreira, Michelle Lopez Grijalva, Ryan Luftman, Ashley Phyu, Antu Sosa, Megan Sullivan, Paola Tagashira, Karina Viner

Members Absent: Senators Andy Cheng, Jasper Cheng, Eugene Teng

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

Others Present: Arthur Veloso, SMCCCD Student Trustee-Elect for 2023–2024 (via Zoom)

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Tagashira; seconded by Senator Lopez Grijalva. Hearing no objections, the motion carried.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Hearing no objections, this item was tabled until a future meeting.

ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

REPORTS

President Ferreira welcomed the members of the 2023–2024 ASCSM Student Senate and said he looks forward to getting to know all the new folks on the Senate. Mr. Ferreira reported that he and Vice President Shive attended the Campus Leadership Retreat, which was held June 5 and 6. President Ferreira said the groups discussed the College’s goals for the future. He also said it was an opportunity to get to know the College administration better.

Vice President Shive also welcomed members of the 2023–2024 Senate. She encouraged anyone who may have questions to reach out to her or President Ferreira.

Student Trustee-Elect Veloso said that the Board of Trustees is currently discussing class size limits and the threshold for when classes should be canceled due to low enrollment. The old limit was 20 students,

but that was suspended during the COVID-19 pandemic. The District administration would like to restore that limit, but District faculty are pushing against it. Mr. Veloso would like to get feedback from the Associated Students so he can more effectively advocate for the student voice. Mr. Veloso also said that he would like to gather input from additional student groups, such as student clubs, to get a fuller sense of what students are experiencing.

Student Life and Leadership Manager Schaefer said that the Campus Leadership Retreat was a great experience, and that President Ferreira, Vice President Shive, and Finance Director Morales represented the Associated Students very well. He commended President Ferreira for participation in a panel and Vice President Shive for her contributions during group discussions. Mr. Schaefer noted that CSM's administration is very respectful and supportive of the student voice, and that they are very open to listening to students. He did point out, however, that things don't always change overnight and that it is important that students be present to voice their thoughts and opinions.

Mr. Schaefer said that he and Mr. Hamadeh generally have an open-door policy, but he asked that folks check-in at the front counter before coming to their offices. Mr. Schaefer and Mr. Hamadeh are available to provide support and feedback to the members of the Student Senate on almost any topic. Mr. Schaefer did mention that members of the Student Senate should speak to himself or Mr. Hamadeh before making any changes to their class enrollment, particularly because any changes in their number of units could impact their position on the Senate.

Mr. Schaefer announced that the dates for the ASCSM Leadership Retreat had to be changed due to scheduling conflicts and to allow members of the Senate who are international students to attend. Student Life staff are working to finalize dates and a location, but the retreat will most likely be held in mid- to late-September.

Mr. Schaefer noted that the vice chair position is open. The vice chair is elected from among the members of the Senate and serves on the Executive Cabinet. The vice chair is also responsible for chairing the Inter Club Council (ICC), which meets on Tuesdays at 1:15 pm during the fall and spring semester, and for assisting the Center for Student Life with club-related matters.

Mr. Schaefer announced that he is working with Staff Assistant Bathai to clean and organize the Event Prep Room in Building 17 and the Student Life Storage Room in Building 12. Mr. Schaefer said that he is going to coordinate with the Executive Cabinet and the board chairs to make sure that both spaces stay clean and organized, particularly after events take place. He also said that more emphasis will be placed on returning, cleaning, and organizing items since several pieces of new Student Life equipment have gone missing over the past several months. If the missing items cannot be located, the Student Senate will be responsible for their replacement.

Student Life and Leadership Assistant Hamadeh encouraged members of the Student Senate to take advantage of the ASCSM Office in Building 17. He noted that the room is available during times when the Center for Student Life is open. During the summer, that will be from 9 am to 3 pm, Monday through Thursday. Mr. Hamadeh mentioned that other programs, such as SparkPoint, the Learning Communities, and the Office of Equity, also have offices in Building 17, and that the building closes at 6:30 pm.

APPOINTMENTS

President Ferreira made the following appointments:

- Senator Phyu as chair of the Programming Board
Motion to approve the appointment by Senator Lopez Grijalva; seconded by Senator Viner.
Hearing no objections, the motion was carried with all members present voting in favor.
- Senator A. Cheng as chair of the Advocacy Board
Motion to approve the appointment by Senator Tagashira; seconded by Senator Phyu. Hearing no objections, the motion was carried with all members present voting in favor.
- Senator Teng as chair of the Public Relations Board
Motion to approve the appointment by Senator Ferreira; seconded by Senator Phyu. Hearing no objections, the motion was carried with all members present voting in favor.
- Senator Ferreira as chair of the Cultural Awareness Board
Motion to approve the appointment by Senator Lopez Grijalva; seconded by Senator Viner.
Hearing no objections, the motion was carried with all members present voting in favor.

INTRODUCTIONS AND ICE BREAKERS

Members of the Student Senate introduced themselves and shared what they hope to accomplish over the next year. Some of the thoughts mentioned were:

- Rebuild connections within the campus community a lot of students just come and go. New events and more events to reconnect the campus community.
- Communicate more services to the student body and build awareness of ASCSM and student government.
- More engaging and culturally relevant events that involve the community.
- Make sure that the student voice is amplified in college decision making.

INTRODUCTION AND OVERVIEW OF STUDENT GOVERNMENT

Mr. Schaefer provided a presentation that explained the roles and responsibilities of student government. He said that ASCSM and the Student Senate have three main functions: Advocacy on campus and in the local, state, and federal governments; social and cultural event programming; and representing the student voice in matters of participatory governance. Mr. Schaefer noted that the California Community College system is the only segment of higher education in the country that is mandated by law to give students “the right to participate effectively in district and college governance.” The Associated Students are recognized by the Board of Trustees as the official voice of the students. He said that CSM has always been a particularly inclusive environment, and that the College’s current administration goes out of their way to provide students with the opportunity to provide input.

PARLIAMENTARY PROCEDURE (ROBERT’S RULES OF ORDER)

Mr. Schaefer presented information on parliamentary procedure and Robert’s Rules of Order, the system of parliamentary procedure that is used by the Student Senate. He noted that the Senate uses a loose

interpretation of Robert's Rules of Order, and that the technicalities of the system should never get in the way of being able to accomplish the Senate's business. Mr. Schaefer said that Robert's Rules of Order are designed to allow the minority's voice to be heard while ensuring that the majority can move business forward. Mr. Schaefer highlighted several parts of Robert's Rules, including motions, amendments, and other procedural maneuvers.

APPROVAL OF LEAVES OF ABSENCE FOR SUMMER 2023

Article III, Section 1.6.1 of the ASCSM Constitution allows the Student Senate to grant leaves of absence to members who may have "extenuating circumstances," which has been interpreted to mean extended travel, unavoidable class scheduling conflicts, and situations where international students may have to return to their home countries. The leaves of absence are only in effect during the summer session and must be approved by the Senate.

For Summer 2023, the following members of the Student Senate have requested leaves of absence:

- Senator Andy Cheng
- Senator Jasper Cheng
- Senator Eugene Teng

All are international students who will be returning to their home countries for the summer.

Motion to approve leaves of absence for the Summer 2023 session for Senators A. Cheng, J. Cheng, and Teng by Senator Ferreira; seconded by Senator Tagashira. The motion was carried with all members present voting in favor.

COMMUNICATION STRATEGIES

Members of the Student Senate discussed ways to communicate among themselves. Mr. Hamadeh said that it was important that members get in the habit of checking their email at least once a day to make sure they do not miss announcements and other communication from the Center for Student Life. Members of the Senate decided to utilize WhatsApp for communications among themselves. Mr. Hamadeh mentioned that they will need to make sure that internal communications comply with the Brown Act, which Mr. Schaefer will discuss at the next meeting.

FUTURE AGENDA ITEMS

- Election of Vice Chair
- Information on the Ralph M. Brown Act
- ASCSM Office Rules

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

Student Trustee-Elect Veloso thanked the members of the Student Senate for inviting him to today's meeting. He said that he looks forward to working with the group over the next year to better represent students to help them achieve their academic goals.

ADJOURNMENT

Motion to adjourn at 3:55 pm by Senator Lopez Grijalva; seconded by Senator Ferreira. Hearing no objections, the motion was carried.

Submitted by,

Lianna Lim
ASCSM Secretary

ASCSM Student Senate -- Vote Record for June 12, 2023

| Senator Name | Leaves of Absence for Summer 2023 |
|-------------------------|--------------------------------------|
| Jake Austin | Yes |
| Andy Cheng | Absent |
| Jasper Cheng | Absent |
| Marlo Cowan | Yes |
| Luana Ferreira | Yes |
| Michelle Lopez Grijalva | Yes |
| Ryan Luftman | Yes |
| Ashley Phyu | Yes |
| Antu Sosa | Yes |
| Megan Sullivan | Yes |
| Paola Tagashira | Yes |
| Eugene Teng | Absent |
| Karina Viner | Yes |
| Brittany Shive* | n/a |
| Total | 10-0-0 |

Yes-No-Abstain / *Only votes in event of a tie

Appointments

There is no printed material related to this item.

Election of ASCSM Student Senate Vice Chair

There is no printed material related to this item.

Review of California Brown Act

There is no printed material related to this item.

**Review of Roles and Responsibilities of
ASCSM Leadership Positions**

There is no printed material related to this item.



Funding Proposal

For the meeting of Monday, June 26, 2023

Title of Proposal Funding for Zoom Webinar Add-On

Being Proposed by Center for Student Life Lead Fauzi Hamadeh
Coordinator

Event Date(s) n/a

Forwarded to the Student Senate by:

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

ASCSM Account **5145 Operations**

DESCRIPTION

To extend the annual add-on license for Zoom webinar functionality. This will allow the Student Senate to continue to allow for remote participation by students and members of the public.

| Item Description | Cost |
|-------------------------------|--------------------------|
| 1. <u>Zoom Webinar Add-On</u> | <u>\$2,500.00</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| Total Funding Request | <u>\$2,500.00</u> |

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, June 26, 2023

Title of Proposal Funding for CSM Kick-Off Week

Being Proposed by Center for Student Life Lead Aaron Schaefer
Coordinator

Event Date(s) Wednesday, August 16, 2023 – Saturday, August 19, 2023

Forwarded to the Student Senate by:

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

ASCSM Account **5150 Programs**

DESCRIPTION

To support CSM’s first-ever Kick-Off Week, which will be an opportunity for students to get to know the campus and learn about various programs and services, meet their peers, and engage in activities that will build community.

| Item Description | Cost |
|---|--------------------------|
| 1. <u>Funding for Fall 2023 Kick-Off Week</u> | <u>\$5,000.00</u> |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| Total Funding Request | <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 am and 12 pm (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 am to 10:30 pm, Monday through Thursday and 7:30 am to 5 pm on Friday. The building is closed on weekends, holidays, and between class sessions. Staying in the ASCSM Office after 10 pm 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.