



Associated Students of College of San Mateo

Student Senate Regular Meeting Agenda

Monday, July 10, 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/85223950372>
Dial-In Number: (669) 444-9171 | Webinar ID: 852 2395 0372

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 Paola Tagashira
- 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. Budget Approval**
The Senate shall review and consider approving the budget for the 2023-2024 year. Possible action to take place.
- 9. Funding for Public Relations Items**
The Senate shall discuss and consider allocation funds to support ASCSM public relations items. Possible action to take place.
- 10. Funding for Fall 2023 Welcome Week**
The Student Senate shall discuss and consider allocating funds to support the ASCSM Welcome Week events during the Fall 2023 semester. Possible action to take place.
- 11. Fall 2023 Welcome Week**
The Senate shall discuss and consider ideas for Fall 2023 Welcome Week events. Possible action to take place.
- 12. Approval of ASCSM New Logo**
The Senate shall discuss and consider approving the newly designed ASCSM logo. Possible action to take place.
- 13. Future Agenda Items**
During this time, members of the Senate may suggest agenda items for consideration for future meetings.
- 14. 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.
- 15. Adjournment**

Student Senate Regular Meeting Minutes (Unapproved)

Monday, June 26, 2023

The meeting was called to order at 2:16 pm.

ROLL CALL

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

Members Absent: Senators Marlo Cowan, Karina Viner

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

Others Present: Arthur Veloso, SMCCCD Student Trustee-Elect (via Zoom)

APPROVAL OF THE AGENDA

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

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the minutes of the June 12, 2023, meeting as presented by Senator Austin; seconded by Senator Phyu. Hearing no objections, the motion carried.

ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

REPORTS

Student Trustee-elect Veloso said that he spoke with Interim Chancellor Moreno regarding the class cancellation policy. Prior to the pandemic, Board policy said that almost any class with fewer than 20 students enrolled should be canceled. During the pandemic, the Board lowered the threshold to 10 students. The District is proposing reinstituting the original policy, but there has been backlash from faculty and students. Therefore, Interim Chancellor Moreno is going to recommend that the Board keep the 10-student limit in place for the Fall 2023 semester and hold a study session in September or October to explore the issue further. She said that the trustees are going to vote yes to the change from 20 - 10 and after the public backlash they changed it back. Mr. Hamadeh said that it is important that Mr. Veloso garner feedback from all three student governments so he can accurately represent the student voice.

Student Life and Leadership Manager Schaefer said that Student Life staff are still working to finalize plans for the ASCSM Leadership Retreat. He also noted that Student Life will be hiring interns for the fall and spring semesters. Members of the Senate are urged to recommend friends who may qualify for the positions.

Student Life and Leadership Assistant Hamadeh announced that he is looking for one to two students to serve on the College's Transportation Committee. He asked anyone interested to contact President Ferreira to be appointed.

APPOINTMENTS

None.

ELECTION OF ASCSM STUDENT SENATE VICE CHAIR

Senator Ferreira made a motion to open the floor to nominations for the position of vice chair; the motion was seconded by Senator Sosa. Hearing no objections, the motion was carried.

Senator Phyu nominated Senator Tagashira, who accepted the nomination.

Hearing no further nominations, motion to close the floor to nominations by Senator Austin; seconded by Senator Sullivan. Hearing no objections, the motion was carried.

Senator Tagashira was elected as vice chair with all members present voting unanimously in favor.

REVIEW OF CALIFORNIA BROWN ACT

Student Life and Leadership Manager Schaefer presented information about the Ralph M. Brown Act. The Brown Act is a law enacted by the California Legislature to ensure that local public agencies deliberate and act in an open and public manner. To achieve this goal, the Brown Act requires that meetings be open to the public and that all items discussed or voted on be open as well. The Brown Act applies to any standing or temporary committee of a legislative body. Mr. Schaefer went over what constitutes a meeting, what a legislative body is, correct places of meetings, notice requirements, special meetings, agenda requirements, discussion of items not on the agenda, public participation, and closed sessions.

REVIEW OF ROLES AND RESPONSIBILITIES OF ASCSM LEADERSHIP POSITIONS

Mr. Schaefer described the responsibilities of the various leadership positions within the Student Senate. The president makes appointments, sits on several committees, and helps the Student Senate clarify goals. The vice president is the official chair of the Student Senate. The finance director oversees the budget. The vice chair chairs the Inter Club Council (ICC) and represents the Student Senate on the Executive Cabinet. Senators represent student voices on campus and serve on various committees and ASCSM boards. The ASCSM Board chairs coordinate meetings of ASCSM Boards and serve as members of ex-officio members of Executive Cabinet.

FUNDING FOR ZOOM WEBINAR ADD-ON

Mr. Hamadeh explained the webinar function of Zoom is an add-on feature that needs to be paid for by the division or department. Broadcasting the Student Senate meetings by Zoom allows for more participation by students and members of the public. It also provides additional security measures.

Motion to approve \$2,500.00 from the Operations account (#5145) to fund the webinar add-on for Zoom by Vice Chair Tagashira; seconded by Senator Luftman. The motion was carried unanimously with all members present voting in favor.

FUNDING FOR CSM KICK-OFF WEEK

The Center for Student Life and the Vice President of Student Services Office will be sponsoring a Kick-Off Week event for the Fall 2023 semester. This event will be separate from ASCSM's Welcome Week event and will provide new and returning students with a way to become familiar with the campus's programs and services. They will also have the chance to build community and make connections with their peers. The event will span three days, and will include food games, a scavenger hunt, and a family movie night. Mr. Schaefer is requesting funding from the Student Senate to augment funds provided by Vending and the Vice President's Office.

Motion to approve \$5,000.00 from the Programs account (#5150) to support the Kick-Off Week event by Senator Luftman; seconded by Senator Lopez Grijalva. The motion was carried unanimously with all members present voting in favor.

REVIEW OF RULES FOR ASCSM OFFICE

The Student Senate reviewed the rules governing use of the ASCSM Office in Building 17, Room 155. He noted that there have been problems with ants in the past and asked that any food debris be thrown away in the garbage cans in the main Student Life area. He also mentioned that "quiet hours" in the office are from 8 am to 12 pm each day. Members of the Senate may have guests in the office, but if the room becomes too crowded, some guests may be asked to leave. Guests may not be left in the office without a member of the Senate there with them. Building 17 is accessible Monday through Thursday from 7:30 am to 6:30 pm and on Fridays from 7:30 am to 3 pm. Access to the office is not available on weekends, holidays, or any times that classes are not in session.

FUTURE AGENDA ITEMS

- Stage 1.0 ASCSM Budget for 2023–2024

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

ADJOURNMENT

Motion to adjourn at 3:21 pm by Senator Luftman; seconded by Senator Lopez Grijalva. Hearing no objections, the motion was carried.

Submitted by,

Lianna Lim
ASCSM Secretary

ASCSM Student Senate -- Vote Record for June 26, 2023

Senator Name	Senator Tagashira as Vice Chair	Funding for Zoom Webinar Add-On	Funding for CSM Kick-Off Week
Jake Austin	Yes	Yes	Yes
Marlo Cowan	Absent	Absent	Absent
Luana Ferreira	Yes	Yes	Yes
Michelle Lopez Grijalva	Yes	Yes	Yes
Ryan Luftman	Yes	Yes	Yes
Ashley Phyu	Yes	Yes	Yes
Antu Sosa	Yes	Yes	Yes
Megan Sullivan	Yes	Yes	Yes
Paola Tagashira	Yes	Yes	Yes
Karina Viner	Absent	Absent	Absent
Brittany Shive*	n/a	n/a	n/a
Total	8-0-0	8-0-0	8-0-0

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

Agenda Item #7: Appointments

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.

ASCSM Senate Budget 2023-2024

Stage 1.0 Budget (Proposed)

Income		
Account #	Description	Stage 1.0
4070	Space Rental - Vendor	\$ -
4080	Student Body Fee/Card	\$ 160,000.00
Total Estimated Income		\$ 160,000.00
Expenses		
Account #	Description	Stage 1.0
Non-Discretionary		
5140	Office Supplies	\$ 3,000.00
5145	Operation	\$ 3,000.00
5182	Student Activity Card	\$ 2,000.00
5183	Student Assistant - Salary	\$ 25,000.00
5184	Student Assistant - Benefits	
Discretionary		
5010	Awards & Scholarships	\$ -
5030	Ceremonies	\$ 3,000.00
5031	Club Assistance/ICC	\$ 20,000.00
5032	College Program Assistance	\$ 15,000.00
5033	Conference	\$ 15,000.00
5050	Ethnic and Cultural Affairs	\$ 25,000.00
5080	Hospitality	\$ 1,000.00
5147	Printing	\$ 1,000.00
5150	Programs	\$ 35,000.00
5151	Publicity	\$ 10,000.00
5171	Repair & Maintenance	\$ 1,000.00
5181	Furniture, Fixtures & Equipment	\$ 1,000.00
Total Estimated Expenses		\$ 160,000.00



Associated Students of College of San Mateo

Funding Proposal

For the meeting of **Monday, July 10, 2023**

Title of Proposal **Funding for Public Relations Items**

Being Proposed by **Public Relations Board** Lead Coordinator **Brittany Shive**

Event Date(s) **n/a**

Forwarded to the Student Senate by:

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

ASCSM Account **5151 Publicity**

DESCRIPTION

To replenish and update the supply of ASCSM-branded merchandise and giveaway items.

Item Description	Cost
1. ASCSM-Branded Merchandise and Giveaways	\$6,000.00
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Funding Request	\$6,000.00

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____



Associated Students of College of San Mateo

Funding Proposal

For the meeting of **Monday, July 10, 2023**

Title of Proposal **Funding for Fall 2023 Welcome Week**

Being Proposed by **Programming Board** Lead Coordinator **Ashley Phyu**

Event Date(s) **TBD**

Forwarded to the Student Senate by:

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

ASCSM Account **5150 Programs**

DESCRIPTION

Each semester, the Associated Students sponsor a welcome back event for students. The event usually includes games, free food, and giveaways. This proposal will provide funding for the Fall 2023 Welcome Week event.

Item Description	Cost
1. Fall 2023 Welcome Week Event	\$7,500.00
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Funding Request	\$7,500.00

For ASCSM Secretary Use Only

Motion by _____ Second by _____

Result of Vote In Favor _____ Opposed _____ Abstained _____ Passed _____ Failed _____

Agenda Item #11: Fall 2023 Welcome Week

The Senate shall discuss and consider ideas for Fall 2023 Welcome Week events. Possible action to take place.

Agenda Item #12: Approval of ASCSM New Logo

