



Associated Students of College of San Mateo

Student Senate Regular Meeting Agenda

Monday, February 12, 2024, 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/82556266144>
Dial-In Number: (669) 444-9171 | Webinar ID: 825 5626 6144

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 Student Senate Vice Chair**
The Senate shall open nominations and hold an election to select a vice chair. Possible action to take place.
- 9. ASCSM Budget Update**
The Senate shall review, discuss, and consider an update to the ASCSM Budget for the 2023-2024 academic year, and consider the Stage 2.0 budget revision. Possible action to take place.
- 10. Funding for Spring 2024 Club Fair and Establishment of Planning Task Force**
The Senate shall discuss and consider allocating funds to support the Spring 2024 Club Fair on Tuesday, February 20, and Wednesday, February 21. The Senate shall also discuss and consider establishing a task force to help plan the event. Possible action to take place.
- 11. Funding for Lunar New Year Event – Cultural Awareness Board**
The Senate shall discuss and consider allocating funds for an event celebrating the Lunar New Year. Possible action to take place.
- 12. Funding for African American History Month Event – Cultural Awareness Board**
The Senate shall discuss and consider allocating funds for an event celebrating African American History Month. Possible action to take place.
- 13. Funding for Replacement ASCSM Bulldog Costume**
The Senate shall discuss and consider allocating funds to purchase a replacement bulldog costume for use at ASCSM events and activities. Possible action to take place.
- 14. Funding for Student Life Digital Signage**
The Senate shall discuss and consider allocating funds to purchase and install digital signage in the lobby of the Student Life area of Building 17. Possible action to take place.
- 15. Establishment of ASCSM Office Refurbishment Task Force**
The Senate shall discuss and consider establishing a task force to discuss, consider, and present plans for a refurbishment of the ASCSM Office in Building 17. Possible action to take place.
- 16. Future Agenda Items**
During this time, members of the Senate may suggest agenda items for consideration for future meetings.
- 17. 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.
- 18. Adjournment**



Associated Students of College of San Mateo

Student Senate Regular Meeting Minutes (Unapproved)

Monday, February 5, 2024

The meeting was called to order at 2:18 pm.

ROLL CALL

Members Present: President Enzo Ferreira; Vice President Brittany Shive; Finance Director Montse Morales; Senators Jake Austin, Jasper Cheng, Marlo Cowan, Luana Ferreira, Michelle Lopez Grijalva, Ryan Luftman, Ashley Phyu, Antu Sosa, Megan Sullivan, Eugene Teng

Members Absent: Vice Chair Paola Tagashira; Secretary Lianna Lim; Senators Andy Cheng (excused, VPAS screening committee meeting), Karina Viner

Advisors Present: Aaron Schaefer, Student Life and Leadership Manager; Fauzi Hamadeh, Student Life and Leadership Assistant; Mondana Bathai, Staff Assistant for Student Life

Others Present: Gulnazik Bakhramova, VPSS Student Fellow

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Luftman, seconded by Senator J. Cheng. Hearing no objections, the motion was carried.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the minutes of Monday, January 29, 2024, meeting as presented by Senator Luftman, seconded by Senator Teng. Hearing no objections, the motion was carried.

ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

Hearing no objections, the Senate suspended the order of the day and took up agenda item #9, CSM Building 9 Library Modernization Project Update.

CSM BUILDING 9 LIBRARY MODERNIZATION PROJECT UPDATE

On behalf of the District Facilities Planning and Operations department, Michele Rudovsky, chief facilities and operations officer, and Marie Mejia, director of capital projects, provided an update on the project to modernize CSM Building 9, which houses the Library and KCSM. Ms. Rudovsky and Ms. Mejia said that the project is being supported by \$22 million from the state and \$34 million in local District funds. The project will add power, data, and other infrastructure improvements to the building. It will also address accessibility issues, mechanical issues, and provide support for a diversity of learning environments. The project is currently in the planning phases. The current timeline estimates approval by the Division of the State Architect (DSA) by May 2025, with construction beginning in late 2025/early 2026, and completion by mid-2027.

Members of the Senate expressed enthusiasm about the project, but also expressed concerns about the status of Library services during construction. Ms. Rudovsky said that the District has allocated \$6 million for swing space and temporary accommodations. As with every project, the Facilities Planning Department strives to make sure that programs impacted by construction can still offer their services, though those services may not all be in the same place. Mr. Schaefer said that given Student Life's several moves on campus due to various construction projects, he can attest to the commitment, creativity, and energy the Facilities Planning Department brings to ensuring the continuity of program services.

Library staff are currently working with the Planning, Research, Innovation and Effectiveness (PRIE) office to formulate and distribute a survey to all students regarding the Library. Ms. Rudovsky and Ms. Mejia said that they would return to provide an update to the Student Senate when they have more information to share about the project.

Hearing no objections, the Senate returned to the order of the day.

REPORTS

President Ferreira shared that he was experiencing some issues that were impacting his mood and his ability to focus during the meeting. He said that it is important to normalize sharing such information and encouraged members of the Senate to let others know if they need support.

Vice President Shive thanked everyone who volunteered to assist during the Senate's Welcome Back event last week.

On behalf of Interim Vice President of Student Services Alex Guiriba, Gulnazik Bakhramova, student fellow from the Office of the Vice President of Student Services, said that the Fall in Love With a Career Fair will be held on Wednesday, February 14, in the Bayview Dining Room in College Center Building 10. She also reported that the 2024 Asian Pacific Americans in Higher Education (APAHE) Conference will be taking place in Oakland from April 3 through 5. Ms. Bakhramova said that the Office of the VPSS is working to bring students from CSM to the conference. She encouraged anyone interested in attending to contact the VPSS Office.

Student Life and Leadership Manager Aaron Schaefer announced that Vice Chair Tagashira notified President Ferreira and him that, due to a change in her schedule, she will be stepping down as vice chair. Ms. Tagashira retains her senator position, but the position of vice chair is now vacant. The Senate will hold an election at its next meeting to select the next vice chair.

Mr. Schaefer apologized for missing the events held last week but noted that he was attending a conference in Portland. The conference had to do with student conduct and discipline. Mr. Schaefer said that the conference highlighted areas that CSM and the District need to update, including topics such as cheating, restorative justice, and supporting neurodivergent students.

Student Life and Leadership Staff Assistant Bathai announced that Talia Gaitan, a new Student Life intern, started in the office last week. Mr. Hamadeh invited Ms. Gaitan to introduce herself to the Senate. Members of the Senate also introduced themselves to Ms. Gaitan.

APPOINTMENTS

None.

Mr. Schaefer reminded board chairs to forward nominations to President Ferreira for consideration.

LEGISLATIVE BILLS

None.

FUNDING FOR ART AND SCIENCE LECTURE RECEPTION

Mr. Hamadeh said that each year, Prof. Mohsen Janatpour presents a lecture on the intersection of art and science. After the lecture, a reception is held in the Fine Arts Courtyard. Attendees are offered light refreshments, can see Prof. Janatpour's art up close, and use the Astronomy Department's telescopes to view the night sky. This year's lecture will be held on Friday, April 12. The Senate has traditionally supported the cost of the reception.

Motion to approve \$700.00 from the College Program Assistance account (#5032) to support the Art and Science Lecture reception on April 12, 2024, by Senator Austin; seconded by Senator Luftman. The motion was carried with all members present voting in favor.

FUNDING FOR LUNAR NEW YEAR EVENT

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

DEBRIEF OF ASCSM EVENTS

- Spring 2024 Welcome Back Event

Members of the Senate discussed the event held last week and were mostly positive about its execution and outcome. Senator Phyu thanked everyone who volunteered at the event for their support. She noted that the first day of the event was rather hectic, and that the Programming Board had not anticipated the number of folks who participated. Ms. Phyu said that while the second day was somewhat calmer, the goal of recruiting students to join the boards may not have been as successful as hoped.

Senator Luftman said that students from Middle College enjoyed the event, particularly the plushies that were being distributed. He noted that there was a lot of discussion about ASCSM among the Middle College students and that some students were interested in getting more involved. Mr. Luftman pointed out that some students bypassed the passport system that was in place and suggested finding ways to make it more prominent.

President Ferreira said that he felt the event was very successful. Mr. Ferreira expressed gratitude to all the members of the Senate and the boards who were involved in the event. As someone who was also tabling, Mr. Ferreira said that it was great to interact with so many students who were genuinely interested in learning about the College's programs. He said that he also noticed an increase in the number of folks who participated in the event.

Mr. Schaefer said that the Programming Board was intentionally conservative in the size of the orders for the event given that it felt like there were fewer students on campus at the beginning of

the semester. There were also concerns about the weather. He noted that last spring, the Senate overestimated how much to order for events. Mr. Schaefer said that this spring semester may be different, and the Senate should consider increasing orders for future events. Vice President Shive asked how many passports were printed for the event. Senator Luftman said he believed approximately 200 passports were available, but that some folks probably grabbed more than one. He said that it took about an hour to an hour and a half for the passports to run out.

As someone tabling at the event, Gulnazik Bakhramova said that the event was a positive experience overall but did express concerns about the volume of the music, which made it difficult to communicate with students. Senator Luftman suggested moving the expanding the event further into the Bayview Dining Room to give folks tabling more space. Ms. Bakhramova clarified that her comments were about the Block Party on Friday, February 2, and not the Senate's Welcome Back event.

Mr. Hamadeh said that it is important that event setups are submitted as soon as possible so that the Center for Student Life can share that information with the Facilities Department. He said that setups need to be submitted to Facilities at least one week in advance to make sure things go smoothly. Mr. Hamadeh also suggested moving away from using EZ Cater for future events. He said that EZ Cater charges businesses approximately 25% of every order for their service. Mr. Hamadeh noted that the Center for Student Life and the Associated Students have worked with local restaurants such as Cuban Kitchen and Ike's Place since before the COVID-19 pandemic. Vice President Shive supported Mr. Hamadeh's comments. Mr. Schaefer said that moving away from EZ Cater can also help cut down on the amount of waste generated from an event.

Ms. Bathai recognized the exemplary work of the Public Relations Board for the advertising and promotional material for this event, as well as events throughout the year. She said that she is always impressed at how professional, creative, and fresh the fliers, posters, and other materials are.

Senator Phyu thanked everyone for the feedback and said she would share it with the Programming Board. Going forward, Ms. Phyu said that she wants to focus on making this semester's Spring Fling a major event. She invited members of the Senate to attend Programming Board meetings or share suggestions directly with her.

Mr. Schaefer said that board chairs need to make sure to submit facilities requests as early as possible, noting that the unsettled weather over the next few months will necessitate holding many events inside Building 10. Mr. Hamadeh noted after Spring Recess, many end of the year events will be taking place and that event space will be in high demand.

FUTURE AGENDA ITEMS

- Election of Vice Chair
- Digital Signage for Student Life

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

Mr. Hamadeh announced that ASCSM T-shirts are available for members of the Senate and the boards.

ADJOURNMENT

Motion to adjourn at 3:08 pm by Senator Phyu; seconded by Senator Teng. Hearing no objections, the motion was carried.

Submitted by,

Fauzi Hamadeh
Student Life and Leadership Assistant

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.

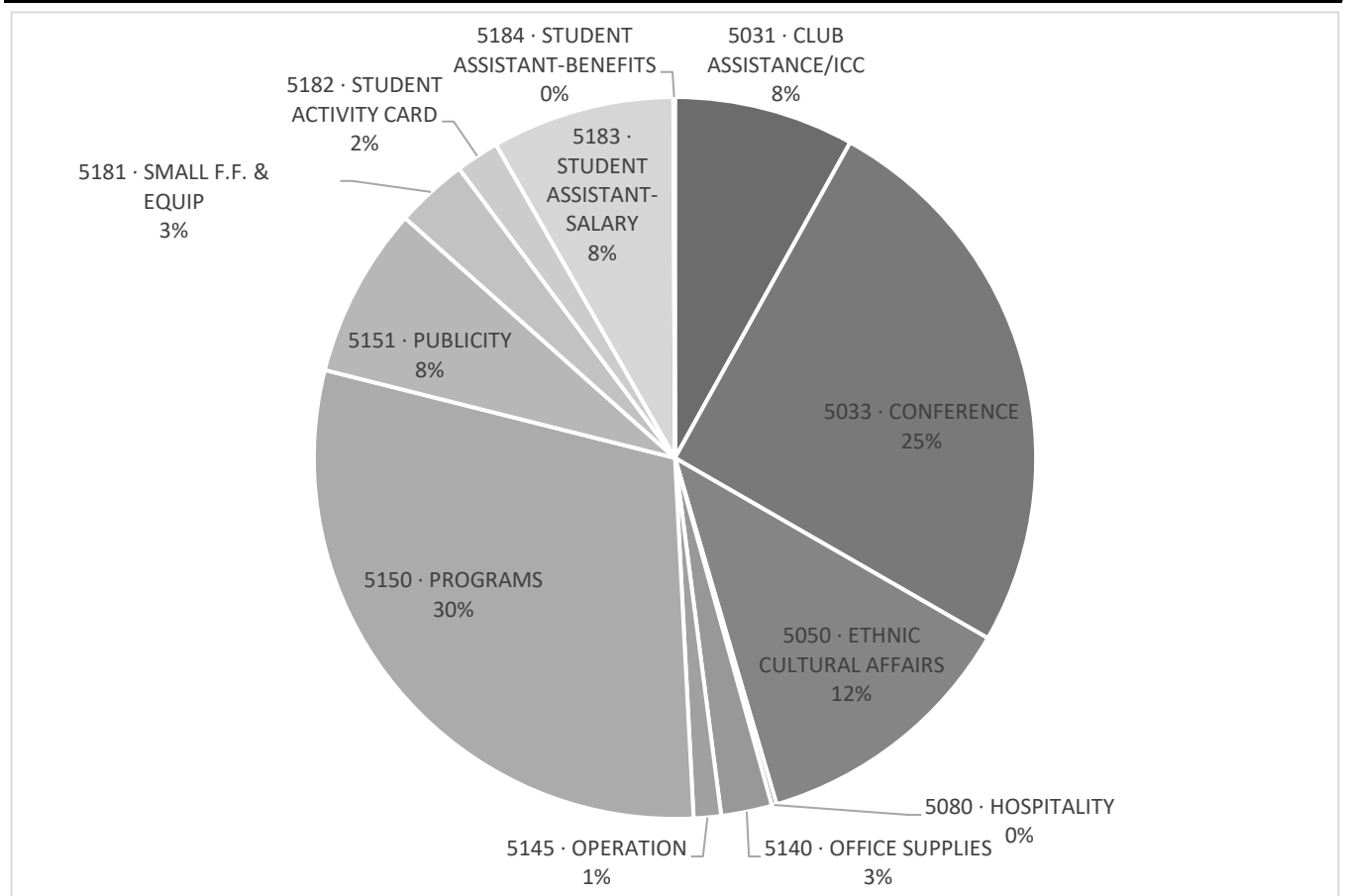
Agenda Item #8: Election of Student Senate Vice Chair

The Senate shall open nominations and hold an election to select a vice chair. Possible action to take place.

ASCSM 2023-2024 Income Expenses through 12/31/2023

Student Body Fee Income through 12/31/2023	\$	113,157.68
5031 · CLUB ASSISTANCE/ICC	\$	6,407.91
5033 · CONFERENCE	\$	20,061.03
5050 · ETHNIC CULTURAL AFFAIRS	\$	9,644.11
5080 · HOSPITALITY	\$	173.76
5140 · OFFICE SUPPLIES	\$	1,809.47
5145 · OPERATION	\$	971.39
5150 · PROGRAMS	\$	23,628.21
5151 · PUBLICITY	\$	6,079.22
5181 · SMALL F.F. & EQUIP	\$	2,570.20
5182 · STUDENT ACTIVITY CARD	\$	1,542.70
5183 · STUDENT ASSISTANT-SALARY	\$	6,497.93
5184 · STUDENT ASSISTANT-BENEFITS	\$	57.77
Total Expenses	\$	79,443.70

Total Income	\$	113,157.68
Total Expenses	\$	79,443.70
Remaining Balance	\$	33,713.98



ASCSM Stage 2.0 Budget (Proposed)

Income						
Account	Description	Stage 1.5	As of 12.31.23	Stage 2.0	Change	
4080	Student Body Fee	\$ 195,000.00	\$ 113,157.68	\$ 195,000.00	\$ -	
	Total Income	\$ 195,000.00	\$ 113,157.68	\$ 195,000.00	\$ -	
Expenses						
Non-Discretionary						
Account	Description	Stage 1.5	As of 12.31.23	Stage 2.0	Change	
5140	Office Supplies	\$ 3,000.00	\$ 1,809.47	\$ 3,000.00	\$ -	
5145	Operations	\$ 3,000.00	\$ 971.39	\$ 3,000.00	\$ -	
5182	Student Activity Card	\$ 2,500.00	\$ 1,542.70	\$ 2,500.00	\$ -	
5183	Student Assistant Salary	\$ 25,000.00	\$ 6,497.93	\$ 25,000.00	\$ -	
5184	Student Assistant Benefits		\$ 57.77			
Discretionary						
Account	Description	Stage 1.5	As of 12.31.23	Stage 2.0	Change	
5010	Awards and Scholarships	\$ -	\$ -	\$ -	\$ -	
5030	Ceremonies	\$ 3,000.00	\$ -	\$ 3,000.00	\$ -	
5031	Club Assistance/ICC	\$ 33,000.00	\$ 6,407.91	\$ 26,000.00	\$ (7,000.00)	
5032	College Program Assistance	\$ 10,000.00	\$ -	\$ 8,000.00	\$ (2,000.00)	
5033	Conference	\$ 35,000.00	\$ 20,061.03	\$ 27,000.00	\$ (8,000.00)	
5050	Ethnic and Cultural Affairs	\$ 30,000.00	\$ 9,644.11	\$ 30,000.00	\$ -	
5080	Hospitality	\$ 1,000.00	\$ 173.76	\$ 1,000.00	\$ -	
5147	Printing	\$ 2,500.00	\$ -	\$ 2,500.00	\$ -	
5150	Programs	\$ 35,000.00	\$ 23,628.21	\$ 50,000.00	\$ 15,000.00	
5151	Publicity	\$ 10,000.00	\$ 6,079.22	\$ 10,000.00	\$ -	
5171	Repair and Maintenance	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	
5181	Furniture, Fixtures and Equipment	\$ 1,000.00	\$ 2,570.20	\$ 3,000.00	\$ 2,000.00	
	Total Expenses	\$ 195,000.00	\$ 79,443.70	\$ 195,000.00	\$ -	



Associated Students of College of San Mateo

Funding Proposal

For the meeting of **Monday, February 12, 2024**

Title of Proposal **Funding for Spring 2024 Club Fair and Establishment of Planning Task Force**

Being Proposed by **Inter Club Council** Lead **Senate Vice Chair and Fauzi Hamadeh**
Coordinator

Event Date(s) **Tuesday, February 20, and Wednesday, February 21, 2024**

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account **Club Account Reserve**

DESCRIPTION

To fund the setup, food, and supplies for the two days of the Spring 2024 Club Fair. In addition, to establish a task force made up of members of the Student Senate and ICC to assist the newly elected vice chair on the planning and execution of the event.

Item Description	Cost
1. <u>Facilities</u>	<u>\$1,500.00</u>
2. <u>Supplies (Candy for Clubs, etc.)</u>	<u>\$1,000.00</u>
3. <u>Food</u>	<u>\$2,500.00</u>
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 _____



Associated Students of College of San Mateo

Funding Proposal

For the meeting of **Monday, February 12, 2024**

Title of Proposal **Funding for Lunar New Year Event**

Being Proposed by **Cultural Awareness Board** Lead Coordinator **Andy Cheng**

Event Date(s) **February 21, 2024**

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account **5050 Ethnic and Cultural Affairs**

DESCRIPTION
The event will be a celebration for the lunar new year. There will be tables with little cultural activities, a ring toss game, and food.

Item Description	Cost
1. <u>Food</u>	<u>\$3,500.00</u>
2. <u>Boba</u>	<u>\$1,500.00</u>
3. <u>Ring Toss</u>	<u>\$1,000.00</u>
4. <u>Supplies</u>	<u>\$1,500.00</u>
5. _____	
Total Funding Request	<u>\$7,500.00</u>

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, February 12, 2024**

Title of Proposal **Funding for African American History Month Event**

Being Proposed by **Cultural Awareness Board** Lead Coordinator **Luana Ferreira**

Event Date(s) **February 28, 2024**

Forwarded to the Student Senate by:

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

ASCSM Account **5050 Ethnic and Cultural Affairs**

DESCRIPTION

The Cultural Awareness Board is planning an event to celebrate the end of Black History Month. We plan to have an art gallery to show appreciation for Black artists, a band, trivia, and food from Black-owned businesses.

Item Description	Cost
1. <u>General Event Funding</u>	<u>\$25,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Funding Request	<u>\$25,000.00</u>

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, February 12, 2024

Title of Proposal Funding for Replacement ASCSM Bulldog Costume

Being Proposed by Public Relations Board Lead Eugene Teng
Coordinator

Event Date(s) n/a

Forwarded to the Student Senate by:

- Executive Cabinet Advocacy Cultural Awareness Programming ICC Other

ASCSM Account **5151 Publicity**

DESCRIPTION
Funding to replace outdated Bulldog costume used at ASCSM events and activities.

Item Description	Cost
1. Bulldog Costume (including tax, shipping, etc.)	\$1,750.00
2. _____	
3. _____	
4. _____	
5. _____	
Total Funding Request	\$1,750.00

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, February 12, 2024

Title of Proposal Funding for Student Life Digital Signage

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

Event Date(s) n/a

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account **Student Center Fund Trust**

DESCRIPTION

Equipment, labor, and materials to install a 65-inch digital sign in the front lobby area of Student Life (Building 17, Room 112) to promote ASCSM, club, and student life events and activities.

Item Description	Cost
1. <u>Equipment, Labor, and Materials (including screen, infrastructure, etc.)</u>	<u>\$3,500.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Funding Request	<u>\$3,500.00</u>

For ASCSM Secretary Use Only

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

Agenda Item #15: Establishment of ASCSM Office Refurbishment Task Force

The Senate shall discuss and consider establishing a task force to discuss, consider, and present plans for a refurbishment of the ASCSM Office in Building 17. Possible action to take place.