



Associated Students of College of San Mateo

## Student Senate Regular Meeting Agenda

Monday, February 26, 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 Ryan Luftman
- 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. Update on District Student Housing at CSM**  
The Senate shall hear and discuss an update on the planned student housing at CSM. No action to take place.
- 9. Funding for Guest Speakers – Composers Club**  
The Senate shall discuss and consider allocating funds to support the Composers Club inviting guest speakers to campus. Possible action to take place.
- 10. Funding for Registration for 2024 Active Minds Conference – Active Minds**  
The Senate shall discuss and consider allocating funds to cover the registration fees for attendees to the 2024 Active Minds Conference in August. Possible action to take place.
- 11. Funding for Tools and Materials – Scented Candle Club**  
The Senate shall discuss and consider allocating funds to support the purchase of tools and materials for the Scented Candle Club. Possible action to take place.
- 12. Discussion on Desirable Qualities for Vice President of Administrative Services**  
The Senate shall discuss and provide feedback regarding desirable qualifications for a vice president of administrative services. No action to take place.
- 13. Debrief of ASCSM Events**  
The Senate shall review, discuss, and provide feedback regarding recent ASCSM events and/or activities to highlight what went well and what may need improvement in the future. No action to take place.
  - a. Spring 2024 Club Fair
- 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, February 12, 2024

The meeting was called to order at 2:18 p.m.

### ROLL CALL

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

Members Absent: Senator Michelle Lopez Grijalva

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

Others Present: CSM Interim Vice President of Student Services Alex Guiriba, CSM Career Services Program Services Coordinator Christine Su

### APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Tagashira, seconded by Senator Ferreira. Hearing no objections, the motion is carried.

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

Motion to approve the minutes of the Monday, February 5, 2024, meeting as presented by Senator Phyu, seconded by Senator Cheng. Hearing no objections the motion is carried.

### ANNOUNCEMENTS AND HEARING OF THE PUBLIC

CSM Career Center Program Services Coordinator Christine Su announced that Asian Pacific American Cultures and Community (APACC)/Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) programs are sponsoring a trip to San Francisco State University (SFSU) on Friday, March 15. This trip is open to all students. Anyone interested in participating should reach out to Ms. Su or the Vice President of Student Services Office. In addition, Ms. Su that the Career Center and APACC will be co-hosting an online workshop on Saturday, March 9, called "Finding Your Voice: The Power of Telling Your Story." There is a \$10 fee for the workshop, but a limited number of scholarships are available for those who may have hardships. Finally, Ms. Su said that the Fall in Love with a Career Fair will be taking place in the Bayview Dining Room in College Center Building 10 on Wednesday, February 14, from 10:30 a.m. to 1 p.m. Students will be able to meet with local employers and learn about volunteer and internship opportunities.

## **REPORTS**

President Ferreria stated that in his role as a peer educator, he is starting a support group around relationship trauma. The support group is open to all CSM students. Advertising for the group will start on Valentine's Day.

President Ferreira also announced that CSM will be hosting the student governments from Cañada and Skyline for a mixer. Senator Luftman, Senator Cheng, and Senator Ferreira volunteered to help plan the event.

Interim Vice President of Student Services Alex Guiriba invited anyone interested in attending the Asian Pacific Americans in Higher Education (APAHE) conference should email [csmvpss@smccd.edu](mailto:csmvpss@smccd.edu) no later than February 21, 2024. The conference is open to all students. Mr. Guiriba said that the Cabinet and the Commencement Committee are working to finalize the keynote speaker for the Commencement ceremony in May. Information about the student speaker will be announced in March. Interim VPSS Guiriba also announced that the Spring Health Fair will take place on Wednesday, March 20.

Student Life and Leadership Manager Aaron Schaefer said that planning has started for the annual Student Life and Leadership Awards. These awards include the Allan R. Brown Outstanding Student Service Award, an award celebrating an employee's impact, an award recognizing equity and social justice efforts, club advisor of the year award, and club of the year award. Mr. Schaefer said that some members of the Senate may be asked to serve on the screening committees for the awards.

Student Life and Leadership Assistant Fauzi Hamadeh reminded the group that campus will be closed on Friday, February 16, and Monday, February 19, for Lincoln's Birthday and Presidents Day. Mr. Hamadeh noted that the Spring Club Fair will be immediately following the long weekend on Tuesday, February 20, and Wednesday, February 21.

## **APPOINTMENTS**

President Ferreira made the following appointments:

- Soe Paing, Corey Saing, and Mathew Crover to the Public Relations Board  
Motion to approve the appointments by Senator Luftman; seconded by Senator Viner. The motion was carried with all members present voting in favor.
- Soe Paing, Guillermo Garcia, and Vanshika Sharma to the Advocacy Board  
Motion to approve the appointments by Senator A. Chang; seconded by Senator Austin. The motion was carried with all members present voting in favor.

## **ELECTION OF STUDENT SENATE VICE CHAIR**

Mr. Schaefer announced that due to scheduling conflicts, Senator Tagashira had to step down from her role as vice chair. Therefore, the Senate must now elect a new vice chair for the remainder of the semester.

Motion to open nominations by Senator Teng, second by Senator Phyu.

- Senator Phyu nominates Senator Luftman. Mr. Luftman accepts the nomination.

Hearing of no further nominations, Senator Viner motions to close nominations; seconded by Senator Tagashira.

Senator Luftman is unanimously elected as vice chair by the members present.

### **ASCSM BUDGET UPDATE**

Mr. Hamadeh presented an update on ASCSM income and expenditures through December 31, 2023. He notes that if income continues its current pattern, it will be in line with what was estimated. However, he suggested being purposeful and deliberate with expenditures going forward. Vice Chair Luftman asked about the expenditure for account #5184, Student Assistant Benefits. Mr. Hamadeh said that the district breaks that out as a separate expense from student assistant salaries and that it covers things like workers compensation insurance.

Given the spending patterns for the fall semester, Mr. Hamadeh recommended reallocating \$7,000.00 from the Club Assistance/ICC account (#5031) and \$8,000.00 from the Conference account (#5033) to the Programs account (#5150). He also recommended reallocation of \$2,000.00 from the College Program Assistance account (#5032) to the Furniture, Fixtures and Equipment account (#5181).

Motion to adopt the budget recommendations as outlined above by Vice Chair Luftman; seconded by Senator Viner. The motion was carried with all members present voting in favor.

### **FUNDING FOR SPRING 2024 CLUB FAIR AND ESTABLISHMENT OF PLANNING TASK FORCE**

Mr. Hamadeh said that with the Spring Club Fair coming up on Tuesday, February 20, and Wednesday, February 21, funding is needed for setup, food, and decorations for tables.

Motion to approve \$5,000.00 from the Club Account Reserve to fund the Spring 2024 Club Fair by Senator Teng; seconded by Senator Austin. The motion was carried with all members present voting in favor.

Secretary Lim and Senators Phyu and J. Cheng volunteered to be part of the planning task force for the event.

### **FUNDING FOR LUNAR NEW YEAR EVENT**

Senator Cheng said that an event celebrating Lunar New Year would take place in conjunction with the second day of the Club Fair on Wednesday, February 21. There will be tables for representatives from different cultures to highlight how they celebrate the Lunar New Year.

Motion to approve \$7,500.00 from the Ethnic and Cultural Affairs account (#5050) to support the Lunar New Year event by Vice Chair Luftman; seconded by Senator Sosa. The motion was carried with all members present voting in favor.

### **FUNDING FOR AFRICAN AMERICAN HISTORY MONTH EVENT**

Senator Ferreria said that because of the upcoming long holiday weekend, there will not be another opportunity to request funding for the Black History Month event, which is scheduled for Tuesday, February 27. Therefore, the Cultural Awareness Board is overestimating its request to make sure that it has all the needed funding. As planned, the event will include an art gallery, trivia games, and prizes. The Cultural Awareness Board is working with the Umoja Program to bring a DJ and performers to campus for the event. Mr. Schaefer noted that if this proposal is approved, it will put the allocated funds available to the Cultural Awareness Board above its budgeted amount for the year and another budget revision will be necessary.

Motion to approve \$25,000.00 from the Ethnic and Cultural Affairs account (#5050) to support the Black History Month event by Vice Chair Luftman; seconded by Senator J. Cheng. The motion was carried with all members present voting in favor.

### **FUNDING FOR REPLACEMENT ASCSM BULLDOG COSTUME**

Senator Teng explained that the current bulldog costume owned by ASCSM is over 20 years old and needs to be replaced. The Public Relations Board and the Programming Board have been borrowing the bulldog costume from the Community Relations and Marketing Department for recent events. It would be much more convenient to purchase a newer costume for use at ASCSM events.

Motion to approve \$1,750.00 from the Publicity account (#5151) to purchase a replacement bulldog costume by Senator Ferreira; seconded by Senator A. Cheng. The motion was carried with all members present voting in favor.

### **FUNDING FOR STUDENT LIFE DIGITAL SIGNAGE**

Mr. Schaefer explained that when folks enter the Student Life area in Building 17, they are welcomed by a blank wall. After discussion, the Student Life staff would like to place a large screen on the wall. The screen will be used to greet visitors, advertise upcoming ASCSM and club events, and highlight programs and departments in Building 17.

Motion to approve \$3,500.00 from the Student Center Fund Trust to purchase a large display screen for the Student Life lobby area in Building 17 by Senator Ferreira; seconded by Senator A. Cheng. The motion was carried with all members present voting in favor.

### **ESTABLISHMENT OF ASCSM OFFICE REFURBISHMENT TASK FORCE**

Senator Ferreria said that the Executive Cabinet has discussed ways to redecorate and refurbish the ASCSM Office. Mr. Schaefer said that any redesign would have to conform to district set standards, but there may be some more leeway because funding is coming from the Student Senate itself. President Ferreira, Vice President Shive, Vice Chair Luftman, Senator Phyu, and Senators Viner, A. Cheng, Austin, and Ferreria all volunteered to help the task force. Senator Ferreira will serve as chair.

### **FUTURE AGENDA ITEMS**

- Update on District Student Housing at CSM
- Establishment of ASCSM Election Committee

**FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC**

None.

**ADJOURNMENT**

Motion to adjourn at 3:01 p.m. by Vice Chair Luftman; seconded by Senator A. Cheng. Hearing no objections, the motion was carried.

Submitted by,

Lianna Lim  
ASCSM Secretary

## **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: Update on District Student Housing at CSM**

The Senate shall hear and discuss an update on the planned student housing at CSM. No action to take place.



# Funding Proposal

For the meeting of **ICC: February 13, 2024 / Student Senate: February 26, 2024**

Title of Proposal **Funding for Guest Speakers**

Being Proposed by **Composers Club** Lead Coordinator **Alan Hebert**

Event Date(s) **March 13, 2024; April 10, 2024; April 24, 2024**

Forwarded to the Student Senate by:

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

ASCSM Account **5031 Club Assistance/ICC**

### DESCRIPTION

The CSM Composer Club is about writing and composing music. We have contacted two potential guest speakers about talking to us regarding their process when writing new music. A.) Ron Miller is the composer-in-residence at the Peninsula Symphony and had a PhD in Music from the University of California at Santa Barbara. B.) Bill Walker is a jazz pianist and electronic music composer with a Phd in New Music. Both are willing to speak to the Club for a small fee.

Work: the groundwork has been done already, I've contacted both people and they are willing to come to CSM. There's no preparation aside from making sure we have a room with working AV and laptop connectivity. Ron Miller would be on campus on March 13th 2024, Bill Walker would be here on April 10th 2024.

The April 24th date is for the Composers Club concert and is for printing costs: programs, flyers and a banner for the Club. All performance materials are supplied by club members.

Item Description	Cost
1. Ron Miller guest speaker	\$150.00
2. Bill Walker guest speaker	\$150.00
3. Concert Production Materials	\$100.00
4. _____	_____
5. _____	_____
<b>Total Funding Request</b>	<b>\$400.00</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: February 13, 2024 / Student Senate: February 26, 2024**

Title of Proposal **Funding for Registration for the 2024 Active Minds Conference**

Being Proposed by **Active Minds** Lead Coordinator **Gil Perez**

Event Date(s) **August 2 – 3, 2024**

Forwarded to the Student Senate by:

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

ASCSM Account **5031 Club Assistance/ICC**

### DESCRIPTION

This highly anticipated conference will bring together 400 young adults and mental health advocates from across the country to share ideas and advance knowledge about mental health education, advocacy, and awareness.

The conference will showcase the most innovative and effective approaches to supporting young adult well-being and changing the conversation about mental health on campuses, in schools, in the transition to the workplace, and within our communities.

We are requesting for ASCSM to cover cost of registration fees for active minds club officers and advisor. The Wellness Center will help with travel expenses but can't cover everything (e.g. registration fees).

Item Description	Cost
1. <u>Student Registration (7 members x \$110 each)</u>	<u>\$770.00</u>
2. <u>Advisor Registration (1 advisor x \$200 each)</u>	<u>\$200.00</u>
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Funding Request</b>	<b><u>\$970.00</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: February 13, 2024 / Student Senate: February 26, 2024**

Title of Proposal **Tools and Materials**

Being Proposed by **Scented Candle Club** Lead Coordinator **Xinyi Ping**

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

Forwarded to the Student Senate by:

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

ASCSM Account **5031 Club Assistance/ICC**

### DESCRIPTION

Our club, Scented Candle Club, is a new club. We planned to make some pretty scented candles during weekly meetings. So we need some materials and tools like wax, essential oil, scissors, etc.

Item Description	Cost
1. Wax (Soy Wax, Jelly Wax, Beeswax, Paraffin Wax, Palm Wax)	\$200.00
2. Essential oil	\$100.00
3. Cups (Glass & Plastic Cups, Candle wick)	\$130.00
4. Tools (Utility Knife, Heat Gun, Scissors, Pot with Hot Plate)	\$700.00
5. Decorations (Dried Flowers, Golden Foil, Dye, Pigment)	\$170.00
<b>Total Funding Request</b>	<b>\$1,300.00</b>

For ASCSM Secretary Use Only

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

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

**Agenda Item #12: Discussion on Desirable Qualities for Vice President of Administrative Services**

The Senate shall discuss and provide feedback regarding desirable qualifications for a vice president of administrative services. No action to take place.

### **Agenda Item #13: Debrief of ASCSM Events**

The Senate shall review, discuss, and provide feedback regarding recent ASCSM events and/or activities to highlight what went well and what may need improvement in the future. No action to take place.

- a. Spring 2024 Club Fair