



## Student Senate Regular Meeting Agenda

Monday, June 24, 2024, 2:15 pm

**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/83340546567>  
Dial-In Number: (669) 444-9171 | Webinar ID: 833 4054 6567

**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 Anthony Pena Vasquez
- ii. Vice President Aidana Rysbekova
- iii. Finance Director Diana Kunze
- iv. Vice Chair
- v. Secretary Vanshika Sharma
- vi. District Student Trustee Chloe Johnson

**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 Vasquez**

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. Introductions and Ice Breaker**

The Senate shall engage in an activity to introduce and get to know the new members of the Senate. No action to take place.
- 9. Election of Student Senate Vice Chair**

The Senate shall open nominations and hold an election to select a vice chair for the 2024–2025 academic year. Possible action to take place.
- 10. Establishment of Welcome Week Task Force**

The Senate shall discuss and consider appointing a task force to plan and execute the Fall 2024 Welcome Week event. Possible action to take place.
- 11. ASCSM Goals for 2024–2025**

The Senate shall brainstorm, discuss, and consider goals for the 2024–2025 academic year. The Senate may establish a task force to carry out this work. Possible action to take place.
- 12. ASCSM Office Rules**

The Senate shall review and discuss the rules for the ASCSM Office located in Building 17, Room 155. No action to take place.
- 13. Communication Strategies**

The Senate shall discuss and consider strategies for effective communication among members. Possible 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**

## Student Senate Regular Meeting Minutes (Unapproved)

Monday, May 6, 2024

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 Andy Cheng, Jasper Cheng, Marlo Cowan, Haley Donoho, Luana Ferreira, Michael Llanell, Ryan Luftman, Ashley Phyu, Aidana Rysbekova, Antu Sosa, Eugene Teng

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

Others Present: Alex Guiriba, CSM Interim Vice President of Student Services

### APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Rysbekova; seconded by Chair Luftman. Hearing no objections, the motion carried.

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

Motion to approve the minutes of April 15, 2024, as presented by Vice Chair Luftman; seconded by Senator Teng. Hearing no objections, the motion carried.

Motion to approve the minutes of April 22, 2024, as presented by Senator Teng; seconded by Vice Chair Luftman. Hearing no objections, the motion carried.

Motion to approve the minutes of April 29, 2024, as presented by Senator Teng; seconded by Senator Cheng. Hearing no objections, the motion carried.

### ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

### REPORTS

President Ferreria and Vice President Shive reminded the group that the end of year mixer would take place next Monday, May 13, during the Senate's usual meeting time.

Student Life and Leadership Manager Aaron Schaefer congratulated the Senate on creating an engaging environment for students over the past year. He said that next year's Senate is poised to have a great year due to the efforts of this year's group. Mr. Schaefer announced that the Center for Student Life will be hiring at least two additional student interns for the Fall 2024 semester.

Interim Vice President of Student Services Alex Guiriba said that the recent World Gala event was a success. He also reported that final interviews for the position of vice president of administrative services are moving forward.

Student Life and Leadership Assistant Fauzi Hamadeh said that the Senate should be proud of everything that it has accomplished over the past year.

## **APPOINTMENTS**

None.

## **FUNDING FOR PRINTING OF *THE LABYRINTH***

The Writers' Project is requesting \$1,000.00 to support the printing of the latest issue of *The Labyrinth*, the group's literary magazine.

Motion to approve \$1,000.00 from the Club Assistance/ICC account (#5031) to support printing of *The Labyrinth* by Vice Chair Luftman, seconded by Senator Teng. The motion was carried with all members present voting in favor.

## **FUNDING FOR STUDY LOUNGE**

This is the final study lounge sponsored by the Chinese Students and Scholars Association for the academic year. The study lounge will be an opportunity for students to prepare for finals.

Motion to approve \$1,000.00 from the Club Assistance/ICC account (#5031) to support the CSSA Study Lounge by Vice Chair Senator Luftman, seconded by Senator Cheng. The motion was carried with all members present voting in favor.

## **FUNDING FOR FINAL MEETING AND TRANSFER RESULTS CELEBRATION**

The Transfer Club will hold its final meeting of the semester next Monday. The funding will support refreshments for the meeting where the group will share the results of their transfer applications.

Motion to approve \$638.97 from the Club Assistance/ICC account (#5031) to support the Transfer Club's final meeting of the semester by Senator Donoho, seconded by Vice Chair Luftman. The motion was carried with all members present voting in favor.

## **STATEMENT REGARDING CONFLICT IN GAZA**

Motion to approve the Senate's Statement Regarding Conflict in Gaza by Senator Teng; seconded by Senator Cheng.

Members of the public suggested changing the word "debate" to "educate" and the phrase "dignity and peace" to "imposed on." The Senate agreed to these changes.

The motion to approve the Statement Regarding Conflict in Gaza was carried with all members present voting in favor.

## **DEBRIEF OF ASCSM EVENTS**

### **Media Literacy Event**

Senator Cheng said that the event was small but that the information shared was important. The restaurant did not deliver the food order, but it otherwise went well.

### **Spring Fling**

The members of the Programming Board were congratulated for staging such a successful Spring Fling event. Several folks said that it was the biggest Spring Fling they can remember being held at CSM in a long time.

## **RECAP AND DEBRIEF OF 2023-2024 ACADEMIC YEAR**

The Senate discussed and reflected on the 2023-2024 academic year. There was consensus that the group achieved its goal of holding larger events with more student engagement. While there were some missteps throughout the year, overall, the Senate felt that it effectively enhanced campus life. The group also recognized the collaboration that took place with other campus groups and the support for student clubs and organizations. It was noted that events that had been pioneered by the Student Senate, such as the Drag Show, are now being institutionalized by the college. The Senate also felt that the group did an effective job representing the student voice in the college and district participatory governance process.

**FUTURE AGENDA ITEMS**

None.

**FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC**

Final reminder that the end of year mixer next Monday, May 13.

**ADJOURNMENT**

Motion to adjourn at 3:02 pm by Senator Phyu; seconded by Senator Llanell. Hearing no objections, the motion was carried.

Submitted by,

Lianna Lim  
ASCSM Secretary

## **Student Senate Regular Meeting Minutes (Unapproved)**

Monday, June 10, 2024

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

### **ROLL CALL**

Members Present: President Anthony Pena Vasquez; Vice President Aidana Rysbekova; Finance Director Diana Kunze; Secretary Vanshika Sharma; Senators Jericho Batac, Matthew Chang, Jasmine Cheng, Guillermo Garcia Zacarias, Mya Hmuu Han, Simon Htet, Sam LaCarruba, Michael Llanell, Nathan Low, Max Magidin, Amy Nguyen, Alessandra Rengifo Herrada, Joey Situ

Members Absent: Senators Garrett Field, Jing Ee Ong, Jewel Phyu

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

Others Present: Interim Vice President of Student Services Alex Guiriba; Student Trustee-elect Chloe Johnson

### **SWEARING IN**

Student Life and Leadership Assistant Hamadeh administered the ASCSM Oath of Office to President-elect Anthony Pena Vasquez. President Vasquez then administered the oath of office to the newly elected members of the Student Senate for the 2024–2025 academic year.

### **APPROVAL OF THE AGENDA**

Motion to approve the agenda as presented by Senator Han; seconded by Senator Llanell. Hearing no objections, the motion was carried.

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

To give members the opportunity to review the minutes of the May 6, 2024, meeting and hearing no objections, this item was tabled until the next meeting.

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

None.

### **REPORTS**

Vice President Rysbekova extended a heartfelt greeting to the members of the Student Senate. She expressed her hope that the group will learn and grow together over the next year.

Secretary Sharma said that she hopes the Senate will get along and have a successful year together.

Interim Vice President of Student Service Guiriba extended a welcome and his congratulations to the 2024–2025 Student Senate. He apologized that he could not attend in person but said he will be present for future meetings.

Student Life and Leadership Manager Schaefer welcomed the Student Senate and expressed his optimism for the upcoming year. Mr. Schaefer said that the summer meetings provide the opportunity for a lot of training. Mr. Schaefer will be doing a lot of talking today and providing guidance to Vice President Rysbekova as the group gets started, but his role will diminish as the year progresses.

Mr. Schaefer mentioned that the Student Senate should keep the dates of August 8 and September 6 through 8 open. August 8 is the annual Welcome Day event, which is an opportunity for new students to visit the college before the semester starts. Mr. Schaefer said that Welcome Day is a “semi-mandatory” event for the Student Senate. He said that the event is a great chance to recruit members for the ASCSM Boards.

The ASCSM Fall Leadership Retreat will be held September 6 through 8. It will be off-campus and all expenses will be covered by the Associated Students. The retreat is an opportunity to learn about leadership, communication styles, and build bonds among members of the Senate. Because the event will start on a Friday afternoon, Mr. Schaefer can provide verification that students are participating in an official college-sponsored event if professors request it.

Mr. Schaefer said that the advisors are available to serve as resources for the Student Senate. He encouraged members of the Senate to reach out to the advisors before they make any change in their class schedules that may impact their eligibility to serve on the Senate. Mr. Schaefer said that it is not the roll of the advisors to change anyone’s mind, but to provide them an overview and additional information about the options. He noted that the advisor’s advice should not be a substitute for meeting with an academic counselor.

Student Life and Leadership Assistant Hamadeh welcomed the new Student Senate and expressed optimism about the upcoming year. Mr. Hamadeh said that the Center for Student Life will be open Monday through Thursday during the summer, and that members of the Senate are welcome to make use of the ASCSM Office in Building 17, Room 155. He said that members are welcome to claim a locker/cubby in the office, but that they should check with him before doing so as he will need to record which locker/cubby each person claims. Mr. Hamadeh said members should make sure they are checking their my.smccd.edu email accounts on a regular basis as that is one of the advisors’ primary ways of communicating with the Senate. Mr. Hamadeh noted that members should keep in mind that all the advisors have things going on outside of their jobs and that any messages or requests sent outside of business hours may not be acted upon until the following business day.

Student Life Staff Assistant Bathai welcomed the members of the Senate. Ms. Bathai said she had previously served as ASCSM President and is available as a resource for all members of the Senate. While she primarily works behind the scenes processing paperwork, Ms. Bathai said that her door is always open.

## **APPOINTMENTS**

None.

## **INTRODUCTIONS AND ICE BREAKER**

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

## **INTRODUCTION AND OVERVIEW OF STUDENT GOVERNMENT**

Mr. Schaefer provided an overview of the role and function of student government at College of San Mateo. He noted that the Student Senate has three main functions: Sponsoring events and activities that contribute to and enhance CSM’s student life; advocating for student issues at the local, state, and federal levels; and representing the student voice in the college and district participatory governance process. Mr. Schaefer said that the Senate oversees two funding streams: The \$15 per semester Student Body Fee, which is used for general expenses; and \$1 of the \$2 Student Representation Fee, which by law may only be used for specific services related to training and advocacy. At the local level, the Student Senate serves as the officially recognized voice of the students in areas outlined by Title 5, such as grading, codes of conduct, discipline, curriculum and educational programs, budgeting and planning, fees, and faculty evaluation and hiring. As part of the college’s participatory governance process, the president, vice president, and finance director serve on the Institutional Planning Committee (IPC).

## **PARLIAMENTARY PROCEDURE (ROBERT'S RULES OF ORDER)**

Mr. Schaefer presented a high-level overview of parliamentary procedure as it applies to the Student Senate. He noted that the Senate uses a somewhat less formal interpretation of Robert's Rules of Order. He said that rather than use parliamentary procedure as a weapon to shut down debate, it is used in the Senate as a framework to encourage orderly discussion and provide everyone an opportunity to be heard. The nuances of Robert's Rules of Order should never get in the way of the Senate getting things done. Members of the Senate received a grid highlighting the most used parts of Robert's Rules of Order.

## **OVERVIEW OF THE RALPH M. BROWN ACT**

Mr. Schaefer provided an overview of the requirements of the Ralph M. Brown Act (California Government Code § 54950 *et seq.*) as they pertain to the Associated Students and the Student Senate. He noted that agendas must be posted at least 72 hours in advance, that items may not be added to the agenda after it has been posted, and that all votes must be taken in an open and public meeting. Furthermore, Mr. Schaefer explained what constitutes a serial meeting and why members of the Senate must not discuss business outside of a meeting.

## **APPROVAL OF LEAVES OF ABSENCE FOR SUMMER 2024**

Article III, Section 1.6.1 of the ASCSM Constitution allows the Senate to grant leaves of absence for the summer for members who are unable to attend meetings due to extenuating circumstances such as extended summer travel, unavoidable class conflicts, and, for international students, the requirement to return to their home countries. For the Summer 2024 session, Senator Jing Ee Ong has requested a leave absence due to a summer internship in his home country.

Motion to approve the Summer 2024 leave of absence for Senator Jing Ee Ong by Senator Htet; seconded by Senator Cheng. The motion was carried with all members present voting in favor.

## **COMMUNICATION STRATEGIES**

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

## **FUTURE AGENDA ITEMS**

None.

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

None.

## **ADJOURNMENT**

Motion to adjourn at 3:49 pm by Senator Cheng; seconded by Senator Llanell. Hearing no objections, the motion was carried.

Submitted by,

Vanshika Sharma  
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: Introductions and Ice Breaker**

The Senate shall engage in an activity to introduce and get to know the new members of the Senate. No action to take place.

## **Agenda Item #9: Election of Student Senate Vice Chair**

The Senate shall open nominations and hold an election to select a vice chair for the 2024–2025 academic year. Possible action to take place.

## **Agenda Item #10: Establishment of Welcome Week Task Force**

The Senate shall discuss and consider appointing a task force to plan and execute the Fall 2024 Welcome Week event. Possible action to take place.

**Agenda Item #11: ASCSM Goals for 2024–2025**

The Senate shall brainstorm, discuss, and consider goals for the 2024–2025 academic year. The Senate may establish a task force to carry out this work. Possible action to take place.

## 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.

### **Agenda Item #13: Communication Strategies**

The Senate shall discuss and consider strategies for effective communication among members. Possible action to take place.