



Associated Students of College of San Mateo

Student Senate Regular Meeting Agenda

Monday, June 23, 2025, 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/84255037293?pwd=3S4AR9cuxWRtsuIOCgm5Q09M2kkthd.1>

Dial-In Number: (669) 444-9171 | Webinar ID: 842 5503 7293 | Passcode: 510277

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 Jaden Nguyen
 - ii. Vice President Jing Ee Ong
 - iii. Finance Director Moe Thanzin Cho
 - iv. Vice Chair Leticia Dominguez
 - v. Secretary Vanshika Sharma
 - vi. District Student Trustee Michael Llanell

- 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 Nguyen

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. Brown Act Presentation

The Senate shall receive a presentation on the Brown Act. No action to take place.

9. General Budget Overview Presentation

The Senate shall be given a presentation on the general budget overview for the group. No action to take place.

10. Senate Office rules and Clean Up Schedule

The Senate shall receive a draft of the Senate Office rules put in place in the past, along with a draft of the clean-up schedule put together by yours truly. Possible action to take place.

11. Funding for ASCSM Senate Name Badges

The Senate shall discuss and consider approving funds to purchase name badges for the group. Possible action to take place.

12. Appointment of Office Refurbishment taskforce

The Senate shall put together a task force to plan and take the lead on the Senate Office refurbishment. Possible action to take place.

13. Appointment of Welcome Week Taskforce

The Senate shall put together a task force to plan and organize the Welcome Week event. 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, June 9, 2025

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

ROLL CALL

Members Present: President Jaden Nguyen, Finance Director Moe Thanzin Cho, Secretary Vanshika Sharma, Senators Ameer Dababo, Jeremiah David, Leticia Dominguez, Alia Ejiri, Ryan Farzaneh, Honey Hin, Lauren Hong, Alyssa Jose, Finola Miqailla, Aung Phone Kyaw, Lukas Real, Nyam Simm Sett, Thiri Thu, Alfonso Villalvazo, April Yuan

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

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

APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Kyaw, seconded by Senator Jose. Hearing no objections, the motion carried.

APPROVAL OF THE MINUTES OF PRIOR MEETING(S)

Motion to approve the minutes of the May 5, 2025, ASCSM Senate meeting as presented by Senator Thu, seconded by Senator Farzaneh. Hearing no objections, the motion carried.

ANNOUNCEMENTS AND HEARINGS OF THE PUBLIC

None.

ELECTION OF SENATE VICE CHAIR

Motion to open the floor for Vice Chair nominations by Senator Kyaw; seconded by Senator Hin.

Nominations for the Senate Vice Chair position:

- Leticia Dominguez
- Aung Phone Kyaw

Motion to close the nominations by Senator Thu; seconded by Senator Sett.

Nomination	Votes
Leticia Dominguez	9
Aung Phone Kyaw	4

Senator Dominguez was elected to be the Senate vice chair.

REPORTS

President Nguyen reported that he would email the potential Board chair and vice chair applicants soon to schedule interviews. He also mentioned that there was a Transport-related meeting held every Wednesday, and if anyone was interested in joining or giving any suggestions regarding the Lyft program, let him know.

Secretary Sharma reported that the ASCSM Office is currently a mess, and she will set up a cleaning schedule with the members of the Senate by next week.

Mr. Guiriba, Vice President of Student Services:

- congratulated and wished everyone a "Happy First Day of Summer School"
- Reported that
 - there is now an establishment of regular hours at the Coastsides campus - Monday through Thursday
 - Aaron and other managers have also attended a meeting there
 - There are many College wide transitions taking place on the higher levels
 - He will continue supporting Welcome Day event
 - June 26th is when the College is hosting a classified Senate employee appreciation event - between 2:30 and 4:30. Feel free to Join!
 - He will be taking his final parental leave for 18 days - Krystal Duncan will be the acting VPSS.

Mr. Schaefer, Student Life and Leadership Manager:

- Echoed Vice President Guiriba's Welcome to the group.
- Encouraged the members to have a one-on-one with him (either in person or online) so he can know who they are and learn about their expectations from ASCSM.
- The upcoming first retreat/training with the group will be in September.
- Reported that Welcome Day is coming up on August 7th, and it is one of the biggest days for recruiting members to the ASCSM boards
 - This would be the 15th Welcome Day hosted on Campus

Mr. Hamadeh, Student Life and Leadership Assistant:

- Welcomed everyone as the new ASCSM Senate for 2025-2026
- Informed the members that they could use the cubby lockers in the Senate Office if needed, and can reserve one through the Office
- Student life Office hours of Operation over the summer are Monday to Thursday 8am - 4:30pm
- Would like to start fresh with the group

APPOINTMENTS

No appointments took place.

SENATE INTRODUCTION AND ICE BREAKERS

The members of the Senate introduced themselves with their name, major of study and a fun fact about them.

INTRODUCTION AND OVERVIEW OF STUDENT GOVERNMENT

Student Life Manager Schaefer gave a presentation on the roles and responsibilities of the members of the Senate and the Student Life Office, along with the introduction and overview of the Student Government at CSM.

PARLIAMENTARY PROCEDURE (ROBERT'S RULES OF ORDER)

Student Life manager Schaefer gave the members of the Senate a brief overview of the parliamentary procedures followed by the ASCSM Senate.

APPROVAL OF LEAVES OF ABSENSES FOR SUMMER 2025

Motion to open the floor to approve the leaves of absences for the entirety of the summer for Vice-President Ong, and Senators Hong and Lee by Senator Hin; seconded by Senator Jose.

Lauren Hong	Summer internship
Juna Lee	International Travel
Jing Ee Ong	International Travel

The motion was carried with all members present voting in favor.

FUNDING FOR CSM WELCOME DAY PROMOTIONAL ITEMS

Motion to fund \$6,500.00 from the Publicity account (5151) to purchase promotional items for the Welcome Day 2025 event by Senator Sett; seconded by Senator Thu.

The motion was carried with all members present voting in favor.

APPOINTMENT OF ASCSM 2025-2026 GOALS TASKFORCE

ASCSM 2025-2026 Goals Taskforce Members - President Nguyen, Vice Chair Dominguez, Senators David, Yuan, Villalvazo, and Dababo.

SENATE INTERNAL DISCUSSION CO-ORDINATION

Student Life Assistant Mr. Hamadeh gave the members of the Senate a presentation on email etiquette and encouraged them to decide on a method for communicating among themselves outside of meetings. He noted that any communication system would have to comply with the requirements of the Brown Act.

FUTURE AGENDA ITEMS

- Senate Clean Up Schedule
- Budget
- Introduction to Brown Act
- Roles and Responsibilities

FINAL ANNOUNCEMENTS AND HEARING OF THE PUBLIC

- None

ADJOURNMENT

Motion to adjourn at 4:03 pm by Senator Kyaw; seconded by Senator Jose. Hearing no objections, the motion 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: Brown Act Presentation

The Senate shall receive a presentation on the Brown Act. No action to take place.

Agenda Item #9: General Budget Overview Presentation

The Senate shall be given a presentation on the general budget overview for the group. No 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 that this is a shared environment. Please keep noise and horseplay to a minimum.
6. The hours between 8 am and 12 pm (noon) each day are 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 17. 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.

Senate Room Cleaning Schedule

Guidelines:

- Be mindful of the space and maintain organization
- Please throw out the trash before leaving the room
- Cleaning will happen twice a week (Wed & Fri), in pairs
- List of things to do
 - Wipe the floors
 - Clear out the fridge
 - Clear the counters and tabletops
 - Organize the computer tables (maybe check if anything requires charging?)
- In case of a holiday, the clean-up will happen the day after
- Let Student Life know if we are out of cleaning supplies
- Finally, let the front desk know when you are done with your task - for accountability :)

Pairs: (Randomized)

Name	Name	Day
Aung	Ryan	
Jaden	Alyssa	
Alfonso	Jeremiah	
Leticia	Ameer	
April	Nyam	
Thiri	Honey	
Jing	Lukas	
Maylani	Juna	
Lauren	Alia	
Finola	Moe	



Associated Students of College of San Mateo

Funding Proposal

For the meeting of Monday, June 23, 2025

Title of Proposal Funding for Senate Name Badges

Being Proposed by Center for Student Life Lead Coordinator Fauzi Hamadeh

Event Date(s) n/a

Forwarded to the Student Senate by:

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

ASCSM Account **5151 Publicity**

DESCRIPTION

This proposal would authorize funding to purchase customized name badges for each member of the Student Senate. These badges will help identify senators and officers as they interact with their constituents, at meetings, and at other events and activities.

Item Description	Cost
1. <u>Name Badges for Members of the Student Senate</u>	<u>\$500.00</u>
2. <u></u>	<u></u>
3. <u></u>	<u></u>
4. <u></u>	<u></u>
5. <u></u>	<u></u>
Total Funding Request	<u>\$500.00</u>

For ASCSM Secretary Use Only

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

Agenda Item #12: Appointment of Office Refurbishment taskforce

The Senate shall put together a task force to plan and take the lead on the Senate Office refurbishment.
Possible action to take place.

Agenda Item #13: Appointment of Welcome Week Taskforce

The Senate shall put together a task force to plan and organize the Welcome Week event. Possible action to take place.