



Associated Students of College of San Mateo

Student Senate Minutes

Monday March 2, 2015

2:15 pm

College of San Mateo, College Center, Colledge Heights Conference Room (Building 10, Room 468)

I. Call to Order 2:18 pm

II. Roll Call

- a. Members Present: Vice President Javokhir Inatov; Finance Director Lana Bakour; Vice Chair Danuta Wang; Secretary Tim Exner; Senators Daria Anshakova, Ruben Ayestas, Francisco Duarte, Eric Ferroggiaro, Senator Marissa Garcia, Caroline Khoury, Xue Michelle Li, James Roe, George Silva, Yanrui Xu, Marco Zavala.
- b. Advisors present: Aaron Schaefer, Student Life and Leadership Manager, Fauzi Hamadeh, Student Life and Leadership Assistant.
- c. Members absent: President Maggie Garcia (DPGC), Student Trustee Rupinder Bajwa, Senator Samantha Trump.

III. Approval of the Agenda

- a. Motion to approve the Agenda by Senator Ferroggiaro and seconded by Senator Ayestes. Hearing no objections the motion is carried.

IV. Approval of the Minutes of Prior Meeting(s)

No minutes to approve.

V. Announcements & Hearing of the Public (15 minutes per topic, 3 minutes per speaker)

None.

VI. Reports

a. Officers

- i. President Maggie Garcia was not present.
- ii. Vice President Javokhir Inatov had no reports.
- iii. Finance Director Lana Bakour said, "At the last IPC meeting they discussed the printed schedule changes and they wanted her to report back to you so you can think about it. The people that make the schedules have a hard time because it goes back and forth with all the changes so many times that by the time it's printed it's not even accurate anymore. So they want to make the schedule a lot smaller and just standard black and white and with just the classes and times. Our President, Mike Claire, said to tell you that we will probably like it a lot more because it will be simple and straightforward."
- iv. Vice Chair Danuta Wang Said, "Hello everyone. Thank you for coming. This week we had a fantastic event at the Club Fair. We will discuss this later in the Agenda.
- v. Secretary Tim Exner said, "Hi everybody. I'm looking forward to Club Fair. It will be our first event of the semester for our club so I'm excited."

b. Senators

- i. Senator Silva stated that they had their monthly COI meeting last week. There is not much to report other than a few classes being added and a few being reviewed. And for anyone that's interested, the red book in the Senate office contains all the minutes from all the COI meetings.

c. Advisors

- i. Aaron Schaefer, Student Life and Leadership Manager: Hi everybody. One thin to be aware of, and since Sam isn't here to talk about Advocacy Board, I want to talk to you about it. Advocacy Board has been reviewing several bills and they will be sending them to the Senate. So please be

aware that those will start coming to you next week. We need to get on them as soon as possible because the group going to DC and Sacramento need get your approval before they can start lobbying on it.

- ii. Fauzi Hamadeh, Student Life and Leadership Assistant: Just a reminder. For any of you or anyone you know who is interested in running for Student Trustee, the mandatory Candidates Meeting is this Thursday, March 5th at 2:30 pm in the Center for Student Life. Candidates have to be there or they won't be eligible to appear on the ballot.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – Vice President Inatov

Vice President Inatov: There is only one appointment. That is Regina Romano to Senate. Would you introduce yourself to the Senate and tell us a little about yourself? Regina Romano: Hi my name is Regina Romano. I am a part of the Advocacy Board, the Transfer Club and the Yoga Club. I'm interested in joining the senate because I know that we have some kind influence and become role models and encourage students to take on more responsibilities. I like to organize things and be involved. So if you have any questions you can ask me. Motion to appoint Regina Romano to the Senate by Senator Silva and seconded by Senator Roe. Hearing no objections, the motion passes. Senator Ferroggiaro: What is your major and what will you bring to the board? Regina: My major is Nutritional Sciences and what I plan to bring to the board is diversity.

By a vote of 12 in favor, 0 opposed, and 0 abstaining, the motion to appoint Regina Romano to the Senate passes.

b. Legislative Bills – Advocacy Board Chair Trump

Advocacy Board Chair Trump is not present.

VIII. New Business, Discussion, and Information Items

a. ASCSM 2014/15 Budget Update – Finance Director Lana Bakour and Advisor Hamadeh

Finance Director Bakour: This is our updated Budget Report. This is what we've allocated, budgeted and spent. The very right column is how much we've spent from each account. Advisor Hamadeh: The top section you will see is income through January 31st. At the bottom this first column Stage 1.0 is what was approved back in the fall. The middle column is what the Senate has allocated as of last meeting. And then the final column is what has actually been expended as of February 17th, which is the latest time we have numbers for. Vice President Inatov: If you guys have any questions don't be afraid to ask. Senator Romano: What does allocated and expended really mean? Finance Director Bakour: Allocated means how much we have set aside to spend and then expended is how much we've spent from that amount we put aside. Vice President Inatov: Estimated expenditures verses actual expenditures. Advisor Schaefer: Yes, allocated is what's been approved and expended is what's been spent. Senator Xu: What's the difference between non-discretionary and discretionary? Advisor Hamadeh: Non-discretionary are accounts that we have to pay for every year and that are fixed and don't really change year after year. For instance, office supplies, operation, water service, etc. These are built in costs of doing business. Discretionary has more wiggle room and you can move funds around depending on your needs. Senator Romano: So they don't come out of the same budget. Advisor Hamadeh: No, they do. Basically for the entire budget, the top section and the bottom section have to balance. Senator Garcia: When we do the proposals, the money gets automatically taken out of the account? Advisor Schaefer: No, it sits in the account and once, say, I go to Costco and buy stuff and I submit a reimbursement form, then it comes out of the account. Advisor Hamadeh: Or if it goes on a Procurement card, at the end of the month we pay the district back and I go through and figure out what comes out of each account. Senator Xu: So if someone requests money and doesn't use it all, it goes back in the AS account? Advisor Schaefer: No, it stays in the account. We don't move money into their accounts. That money doesn't belong in the club accounts. The money in their accounts is from when they

fundraise. For example, the Architecture Club goes to their design competition but doesn't spend the whole amount, it stays with the ICC.

b. ASCSM 2014/15 Budget Revision Stage 1.5 – Finance Director Bakour and Advisor Hamadeh

Advisor Schaefer: Each semester you guys revise your budget and replace money. Each budget is based on an estimate of what we need year to year. But each group has their own needs so at the beginning of each spring semester Lana sits down with us an Executive Cabinet and goes through the budget and moves money around to continue to reflect the priorities of this Senate. Finance Director Bakour: So at the last Executive Cabinet meeting we took money out from certain accounts and put it into other accounts. If you look at the middle column at the end with the parentheses is where we took money out of those accounts and put it into ICC. We put it into ICC because they were running out of funds because of what happened last semester but we changed our bylaws so that won't be an issue anymore. Advisor Hamadeh: So if you remember, there were several groups that requested money last semester for events happening this semester. That really threw off our budgeting plan. That money got frozen and we couldn't see how other groups were going to utilize their funds. So ICC did end up allocating most of their budget last semester so this is to augment the clubs for the remainder of this semester. We've seen an uptick in the number of club activities we are having. Last year, by the end of the semester we had 35 clubs and this semester we already have 25 and we're still bringing in applications. The club culture has seen an increase in recent years. Just to outline what is happening here, we're taking \$3000.00 from Ethnic and Cultural Affairs, \$1000.00 from Printing, \$1000.00 from Furniture, Fixtures and Equipment, and \$5000.00 from Reserves; and increasing Club Assistance/ICC by \$10,000.00. And one more thing, those of you who are astute will notice that account 4065 Recreation and Games and Expense account 5170 Recreation/Games are gone in the revision. That was basically for the pool table. We've been trying for the last year and a half to get rid of it. Because those are zeroed out and basically offset each other they are gone. You're not gaining or losing anything. Motion to accept the 2014/14 Budget Revision Stage 1.5 by Senator Roe and seconded by Senator Zavala. Hearing no objections, the motion passes.

By a vote of 12 in favor, 0 opposed, and 1 abstaining, the motion to accept the 2014/14 Budget Revision Stage 1.5 passes.

c. Club Fair Funding – Vice Chair Danuta Wang

Vice Chair Wang: Hi everybody. This week, Wednesday and Thursday, March 4th and 5th from 11:00 am to 1:30 pm is Club Fair. We will host all of the clubs. There are more than 20 registered clubs. And we are looking forward to many clubs from last semester reapplying. We will have around 50 tables set up in front of building 10. We will do this to support a lunch for our clubs. We are asking for \$600.00 for pizza for that and \$400.00 for facilities to set out all the tables. So I would like you to approve our proposal for \$1000.00. Do you have any questions? Advisor Schaefer: Just another point of information, this does not come out of your regular budget. These funds come out of the Club Reserve account. We have a Club Reserve account set aside for ICC. Any time a club goes defunct, if they have any money left it gets transferred into the Club Reserve. Motion to approve \$1000.00 for Club Fair funding by Senator Ferroggiaro and seconded by Senator Duarte.

By a vote of 13 in favor, 0 opposed, and 0 abstaining, the motion passes.

d. Cal Poly SLO Design Village 2015 – Architecture Club

Architecture Club: Hi I'm Dan. I'm the ICC Rep for Architecture Club. Our club is trying to go to Design Village this year. The Design Village is a national architectural design competition at Cal Poly in San Luis Obispo. The competition consists of teams of students who have to create structures on top of Cal Poly Hill. We would work on these structures for 3 days and 2 nights and then, on Sunday, they will be judged. It can be made out of any material from simple plastics to wood. One constrain is we have to bring in all

this material through the Cal Poly trail. We have a video of what we did last year. With that competition we won Best in Show. That was the first time in the 5 years we've attended. It is a great way to represent our school and it is hands on experience and leadership building for the students. So the Architecture Club is asking for \$2500.00 mainly for tools and materials. We'd like to keep this tradition going and bring back another award to CSM. Motion to approve \$2500.00 for materials and tools for the Architecture Club's 2015 Design Village trip by Senator Zavala and seconded by Senator Silva. Senator Zavala: What happens to the materials after you use them? Architecture Club: We have them in our studio itself. There is a darkroom where we collect all the materials that we use. Some materials, we have recycled. Vice Chair Wang: Do you have an estimated budget for this year? Architecture Club: We do but they haven't told us that yet. We have a fundraiser and each student has to pay \$90.00 to participate so we will be paying for that. And the Thursday night we drive down there we have to pay for lodging so we will also pay for that. And there is also a U-haul trailer we always have to bring for all of our materials. Senator Garcia: What is the theme this year? Architecture Club: Clockwork. Senator Silva: Have you set up a relationship with Home Depot or someone to see if they can provide materials? Architecture Club: We are trying. Last year we dealt with Tap Plastics but so far we just have fundraising this year. We have had new members come in because they heard about the event. Secretary Exner: Do you guys ever use any kind of recycled materials or repurposed materials that would otherwise end up in the dump. Architecture Club: We try to. For last year's structures we used plant trays. So we tried to work with Botany club. We knew they were going to be planting stuff and would have the plant crates. We try to recycle any PVC or electrical conduit. Secretary Exner: Those plant trays are perfect. Believe it or not, they aren't recyclable. So any time you can reuse something like that it's great. Thank you. Vice Chair Wang: Do they get monetary... Advisor Hamadeh: Did they receive a cash award? Architecture Club: No, we just got that award. We also have a frame for it but we haven't set it up yet. The prize was a certificate and at that time, since at night they don't give us any flashlights, one award was motion lights for the winning structure.

By a vote of 13 in favor, 0 opposed, and 0 abstained, the motion to approve \$2500.00 for tools and materials for the Architecture Club's 2015 Design Village competition passes.

e. **Spring Dance Concert – Performance Dance Ensemble (PDE)**

Senator Xu: Each semester we put on a dance show by PDE students. There will also be dancers from the CSM dance classes. For this show we will have 6 student-made dances and 5 student-made clothes (costumes). I went to the show last semester and it was pretty impressive with all the dancers and you can see they put a lot of effort into the show. This year as a member of PDE, I've seen that the choreographers and dancers have worked really hard. Dancing helps me express myself and we hope that more students can see that and join us. It could really help them in many other aspects of their lives. So this semester we are requesting \$1750.00 to cover theater costs, costumes and videographer. The production is also done by the students. So besides dancing, we all have to take on production duties such as choreography, publicity, poster design and more. Besides requesting money from the Senate we are doing fundraising. Advisor Hamadeh: Just a point of information, this is coming out of account 5031 Club Assistance/ICC. Motion to approve \$1750.00 for the PDE Spring Dance Concert by Senator Roe and seconded by Senator Zavala. Senator Anshakova: Why do we need the videographer, because it seems expensive? Senator Xu: It would be someone recording the whole show and putting it up online. We are hiring someone to do that because that will give us a more satisfying result. Senator Anshakova: Why can't you do it yourself? Senator Xu: Because the professionals have the equipment and techniques. And we will put it online and hopefully more people will know about us. Senator Anshakova: How many people from the classes? Does this promote the classes? Advisor Hamadeh: It's not only to promote the classes but it's also to promote the club. For a videographer and photographer for about 2 hours that's actually cheap. Senator Ferrogiario: I was in the club last year and the reason why we do that is so the dancers can look back and see their performance and for those that are majoring in performance that can see their improvement. And as Fauzi

said, that's really cheap cost. It's usually well over \$1000.00. And they will actually use it in their classes. Senator Garcia: So you guys are going to use costumes? Senator Xu: We have some pictures on our Facebook. Those dancing costumes are very simple designs and we keep all the costumes. We have people who will size them all and put them in our room so we can reuse them in the future. Senator Li: Are we selling tickets? Senator Xu: Admission to CSM students is free, for non CSM students it's \$5 and for others it's \$10. And that money goes to our club account so we can use the money if we go over budget. Senator Romano: Will you reuse the costumes? Senator Xu: Yes, as I told Marissa, there are two people in charge of the costumes. They will clean, size and store the costumes. Advisor Schaefer: As a point of information, any time you guys pass a proposal for an event like this it has to be free to all CSM students. Otherwise it's considered a fundraiser. We've discussed that with PDE. They understand that. It can be open to anyone but must be free for CSM students. Advisor Hamadeh: In terms of costumes, we aren't talking about full-on costumes. We are talking about pieces of clothing. Pieces they put together to create costumes.

By a vote of 11 in favor, 2 opposed, and 0 abstaining, the motion to approve \$1750.00 for the PDE Spring Dance Concert passes.

f. Senate Volunteer Activity – Finance Director Bakour and Senator Ferroggiaro

This portion of minutes not completed.

IX. Future Agenda Items

X. Final Announcements & Hearing of the Public

None.

XI. Adjournment

Motion to adjourn meeting at 3:25 pm by Senator Anshakova and seconded by Senator Ferroggiaro. Hearing no objections, the meeting is adjourned.