



Senate Agenda

Monday, June 2, 2014

2:15 pm

College of San Mateo, College Center, City View Conference Room (Building 10, Room 401)

First Meeting of the ASCSM Senate for 2014/15

The public is invited and encouraged to attend all ASCSM 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 Senate on non-Agenda items during the Announcements & Hearing of the Public items on the Agenda. Members of the public may participate in discussions only when recognized by the Chair.

I. Call to Order

II. Swearing In

III. Roll Call

IV. Approval of the Agenda

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

VI. Announcements & Hearing of the Public

At 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.

VII. Reports

a. Officers

- | | |
|-----------------------|------------------|
| i. President | Margarita Garcia |
| ii. Vice President | Javokhir Inatov |
| iii. Finance Director | Lana Bakour |
| iv. Vice Chair | <i>vacant</i> |
| v. Secretary | Chris Tran |

b. Senators

Including reports from ASCSM boards and committees, ASCSM task forces, College and District participatory governance committees, and reports from other boards, committees, or organizations.

c. Advisors

- i. Aaron Schaefer, Student Life and Leadership Manager
- ii. Fauzi Hamadeh, Student Life and Leadership Assistant

VIII. Unfinished Action, Discussion, and Information Items

IX. New Business, Discussion, and Information Items

a. Review of Parliamentary Procedure & Robert's Rules of Order – Advisors Schaefer & Hamadeh

The Senate shall hear and discuss a presentation regarding the Parliamentary Procedure and Robert's Rules of Order; no action to take place.

b. Appointments – President Garcia

The Senate shall discuss and consider any and all appointments and/or recommended appointments to the Senate, the Advocacy Board, the Cultural Awareness Board, the Programming Board, any College and/or District participatory governance committees, and/or any other appointments that may be deemed necessary; possible action to take place.

c. Approval of Leaves of Absence for Senators – President Garcia

The Senate shall discuss and consider the approval of leaves of absence for members of the Senate for the Summer 2014 session; possible action to take place.

d. Summer Event – President Garcia

The Senate shall discuss and consider the proposal for an event to be held during the Summer 2014 session; possible action to take place.

e. Purchase of ASCSM Promotional Items – President Garcia & Advisor Schaefer

The Senate shall discuss and consider the proposal to purchase ASCSM promotional items; possible action to take place.

f. Review of ASCSM Office Rules – President Garcia & Advisor Schaefer

The Senate shall review and discuss the rules for the use of the ASCSM Office in Building 17, Room 155; no action to take place.

X. Future Agenda Items

At this time, members of the Senate may suggest agenda items for consideration for future meetings.

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

At this time, members of the Senate and members of the public may voice any concluding comments.

XII. Adjournment



Senate Minutes Unapproved

Monday, May 5, 2014

2:15 PM

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

- I. **Call to Order** 2:26 pm
- II. **Roll Call**
 - a. **Members present:** President Hayley Sharpe (late arrival, District Participatory Governance meeting); Vice President Amanda Governale; Finance Director Hanna Haddad; Vice Chair Bill Callahan; Secretary Christopher Tran; Senators Ruben Aystas, Lana Bakour, Christopher Cheung, Jason Dutton, Maggie Garcia, Bailey Girard (late arrival, District Participatory Governance meeting), Kassandra Lastimoso, Rupinder Bajwa, Javokhir Inatov, Winnie Woo, Melissa Khoo, Qiushi Li, Yifeif (Oliver) Li, Nick Vasquez, and Haowen Zhou.
 - b. **Members absent:** Senator Yiyuan Liang.
- III. **Approval of the Agenda**
 - a. Motion to approve the agenda by Senator Callahan, seconded by Senator Vasquez. Hearing no objections, the motion is carried.
- IV. **Approval of the Minutes of Prior Meeting(s)**
 - a. Motion to approve minutes of the Monday, April 28, 2014 meeting by Senator Callahan, seconded by Senator Vasquez. Hearing no objections, the motion is carried.
- V. **Announcements & Hearing of the Public**
 - a. None.
- VI. **Reports**
 - a. **Officers**
 - i. **President Sharpe** was not present due to a District Participatory Governance committee (DPGC) meeting.
 - ii. **Vice President Governale** reported that the Academic Senate Governing Council would be holding a party for retiring faculty after their meeting on May 13.
 - iii. **Finance Director Haddad** had no report but would be providing a budget update later during this meeting.
 - iv. **Vice Chair Callahan** announced that Turban Day, an event to provide information about Sikhism, would be on Thursday, May 8. The Library is also sponsoring a series of events in recognition of Library Week. Finally, Mr. Callahan expressed his pleasure and honor at serving as Vice Chair for the year.
 - v. **Secretary Tran** had no report.
 - b. **Senators**
 - i. **Senator Vasquez** announced that the SLO Committee would be sending out a survey to all graduating students regarding general education requirements and CSM's institutional SLOs.

- ii. **Senator Bajwa** reported on behalf of the group that attended the Student Senate for California Community Colleges (SSCCC) Spring General Assembly. He announced that the group gathered a lot of information regarding the resolutions and issues that would be carried over into next year.
- iii. **Senator Garcia** echoed Senator Bajwa's report regarding the General Assembly. She added that she found the workshops very interesting and received important information regarding changes to financial aid.

c. Advisors

- i. **Aaron Schaefer, Student Life and Leadership Manager**, reported that the Senate's delegation at the General Assembly did a great job of representing CSM. One of the most important things that the group learned is that recent changes to the Brown Act (January 2014) require that all votes be recorded as roll call votes. Therefore, starting at today's meeting, we will be calling each Senator's name and recording a Yes, No, or Abstain vote on each action item. Mr. Schaefer reminded everyone that elections for the 2014/15 Senate would start tomorrow, Tuesday, May 6. He encouraged everyone to make announcements in their classes. In order to provide an incentive to students to vote, pizza will be available starting at 11 am until it runs out.
- ii. **Fauzi Hamadeh, Student Life and Leadership Assistant**, reminded the group that keys to the ASCSM Office are due at the end of Finals week. Everyone, even those continuing onto next year's group, will need to return their key. Students who do not return their keys will have a hold placed on their college records. In addition, Mr. Hamadeh asked everyone to please clean out their lockers and remove any personal items from the ASCSM Office. The End of the Year Banquet will be on Tuesday, May 27th at 11 am in the Bayview Dining Room. This is an opportunity to recognize the Senate's accomplishments but also to thank those on campus who have supported you. Finally, Mr. Hamadeh asked anyone who is interested in serving as an usher for the Commencement ceremony to contact him directly.

VII. Unfinished Action, Discussion, and Information Items

a. Appointments – President Sharpe

- i. None

b. Legislative Bills – Advocacy Board Chair

- i. None

VIII. New Business, Discussion, and Information Items

a. Phi Theta Kappa Conference Report – Phi Theta Kappa

- i. Members of PTK reported on the group's attendance at the organization's international convention. PTK thanked the Senate and Inter Club Council (ICC) for the support of the group's activities.

b. Anatomy Club Field Trip Report – Anatomy Club

- i. Members of the Anatomy Club reported on the group's field trip to Stanford University to visit the University's Anatomy Department and see the virtual cadaver equipment. The group said the trip was particularly beneficial because it allowed for networking and a connection between students' current work and future educational requirements.

c. Revision to ASCSM Bylaws – President Sharpe and Advisor Schaefer

Advisor Schaefer explained that changes were being recommended to the Bylaws regarding the clubs, club officers, and service hours.

The first change would see the addition of a new Bylaws section titled Student Clubs and Organizations (yet to be numbered) that outlines that the clubs and student organizations fall under the Associated Students and explicitly states that club membership is open to all students. This language is already in

District Policies and Procedures, but is not spelled out in the ASCSM governing documents. This new section would also require that club officers maintain academic eligibility similar to students engaged in other extra-curricular activities. These requirements would only apply to club officers and not general club members.

Motion to approve the recommended addition of a new ASCSM Bylaws article titled Student Clubs and Organizations (numbering to be determined) by Senator Callahan; seconded by Senator O. Li. With a vote of 16 in favor (Ayestas, Bajwa, Bakour, Callahan, Cheung, Dutton, Garcia, Girard, Inatov, Khoo, Lastimososa, O. Li, Q. Li, Vasquez, Wu, and Zhou), 0 objecting, and 0 abstaining, the motion carried.

The next changes included cleaning up language in Article VIII Inter Club Council (ICC) to make it more specific, defining what constitutes a fundraiser for funding purposes, increasing the number of service hours that clubs are required to complete for funding for off-campus events, and providing more flexibility in setting the deadline for submission of ICC proposals.

Motion to approve the changes to ASCSM Bylaws Article VIII Inter Club Council (ICC) by Senator Girard; seconded by Senator Cheung. With a vote of 16 in favor (Ayestas, Bajwa, Bakour, Callahan, Cheung, Dutton, Garcia, Girard, Inatov, Khoo, Lastimososa, O. Li, Q. Li, Vasquez, Wu, and Zhou), 0 objecting, and 0 abstaining, the motion carried.

d. ASCSM Budget Report – Finance Director Haddad and Advisor Hamadeh

Finance Director Haddad and Advisor Hamadeh provided a budget report that provided actual expenditures through March 31, 2014 and allocated funding through the last Senate meeting. The report showed that the Senate was in line with its budget for the year and that another budget revision would not be necessary. Mr. Hamadeh recognized Finance Director Haddad for his exceptional commitment and hard work on keeping the Senate informed on financial matters.

e. Review of Goals for 2013/14 – President Sharpe and Advisor Schaefer

President Sharpe and Advisor Schaefer reviewed the ASCSM goals for 2013/14. The group met or exceeded most of its goals, but some – such as in the area of community outreach and internal bonding – the group agreed that more could have been accomplished. Given the requirements placed on the group and their roles as students, everyone agreed that the year had been successful.

f. Palestinian/Israeli Awareness Week Event Debrief – Cultural Awareness Board Chair Vasquez

Senator Vasquez reported that the Israeli/Palestinian Awareness event had gone very well. Students were very engaged with the speakers that attended, and there was a good discussion regarding the situation in the Middle East. There was one incident with a person who came from off campus, but otherwise it was a very successful event. Mr. Vasquez encouraged the Senate and the Cultural Awareness Board to continue to do such activities in the future.

IX. Future Agenda Items

- a. None.

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

- a. **Rupinder Singh** reminded the Senate that Turban Day is this Thursday from 11 am to 2 pm in the Bayview Dining Room in College Center.
- b. **SMCCCD Student Trustee David Latt** commended the ASCSM's delegation representation at the Region III meeting at the SSSCC General Assembly.

XI. Adjournment

- a. Motion to adjourn the meeting at 3:56 pm by Senator Bajwa; seconded by Senator Lastimososa. Hearing no objections, the motion carried.

Review of Parliamentary Procedure & Robert's Rules of Order

Material related to this item will be distributed at the meeting.

Appointments

There is no printed material related to this item.

New Business, Item C

TO: ASCSM Senate
FROM: President M. Garcia
PREPARED BY: Fauzi Hamadeh, Student Life and Leadership Assistant

APPROVAL OF LEAVES OF ABSENCE FOR SENATORS

The ASCSM Constitution allows for the Senate to grant leaves of absence for Senators during a summer session (Article III, Section 1.6.1). Leaves of absence may only be granted during the summer for “extenuating circumstances,” which have been interpreted to mean international travel and/or unavoidable class scheduling conflicts.

For the Summer 2014 session, the following Senators are requesting leaves of absence for the indicated reasons:

Name	Reason
Daria Anshakova	Class conflict
Elim Kan	International travel
Xue Li	International travel
Winnie Wu	International travel
Yanrui Xu	International travel
Haoran Yu	International travel

RECOMMENDATION

It is recommended that the Senate approve the leaves of absence for the above indicated Senators for the Summer 2014 session.



ASCSM Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the ASCSM Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of Monday, June 2, 2014

Title of Proposal Summer Event

Being Proposed by President Garcia ^{Lead} Coordinator President Garcia

Event Date(s) if applicable TBD

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5150 Programs

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Each summer, the Senate sponsors a small event for summer students. This event helps get the ASCSM name out among new students who are here for the summer, and offers a good "dry run" for larger events in the fall.

As in past years, we will order a variety of It's-It ice cream to distribute to the students. We will also pass out information about ASCSM and encourage students to get involved.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>It's-It Ice Cream (\$22 for case of 24)</u>	<u>\$250.00</u>
2. <u>Supplies</u>	<u>150.00</u>
3. <u>Miscellaneous</u>	<u>100.00</u>
4. _____	_____
5. _____	_____
Total Costs	<u>\$500.00</u>

For ASCSM Secretary Use Only

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



ASCSM Senate/ICC Proposal Form

Instructions This form must be filled out and submitted for review by the ASCSM Executive Cabinet in time for inclusion on the ASCSM Senate Agenda. Please check with the Center for Student Life for information about the current deadline.

For the meeting of Monday, June 2, 2014

Title of Proposal Purchase of ASCSM Promotional Items

Being Proposed by President Garcia & Advisor Schaefer ^{Lead} Coordinator President Garcia

Event Date(s) if applicable n/a

Forwarded to the Student Senate by:

- Executive Cabinet
 Advocacy
 Cultural Awareness
 Programming
 ICC
 Other

ASCSM Account Number/Name 5151 Publicity

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Each year, in preparation for the Welcome Day and the fall Welcome Week event, we purchase ASCSM promotional items. Examples of past items include backpacks, water bottles, pens, highlighters, etc.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>ASCSM Promotional Items</u>	<u>\$4,500.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total Costs	<u>\$4,500.00</u>

For ASCSM Secretary Use Only

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

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 days 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 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.