



Associated Students of College of San Mateo

## Student Senate Regular Meeting Agenda

Monday, August 19, 2019, 2:15 p.m.

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

### PLEASE SILENCE AND PUT AWAY ALL CELL PHONES AND LAPTOPS

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. Roll Call

#### III. Approval of the Agenda

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

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

At this time, members of the public may address the Senate on non-Agenda items.

#### VI. Reports

##### a. Officers

|   |                      |
|---|----------------------|
| i. President                            | Andrew Young         |
| ii. Vice President                      | Max Gaines           |
| iii. Finance Director                   | Mark (Chun Wai) Wong |
| iv. Vice Chair                          | Candela Graciarena   |
| v. Secretary & District Student Trustee | Jordan Chavez        |

##### 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. CSM Administration

- i. Kim Lopez, CSM Acting President

##### d. Advisors

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

#### VII. Unfinished Business: Action, Discussion, and Information Items

##### a. Appointments – President Young

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.

##### b. Legislative Bills – Advocacy Board Chair Davarpanah

The Senate shall discuss and consider recommendations from the Advocacy Board regarding positions on local, state, and national legislation that may have an impact on students; possible action to take place.

**c. Debrief of ASCSM Events**

The Senate shall discuss and review any recent ASCSM events; no action to take place.

**VIII. New Business: Action, Discussion, and Information Items**

**a. Introductions and Open Discussion with CSM Cabinet**

The Senate shall greet, meet, and hold an open discussion with members of the CSM Cabinet. No action to take place.

**b. Funding to Purchase Branded Canopies, Tablecloths, and Other Promotional Items**

The Senate shall discuss and consider allocating funds to attend purchase ASCSM branded tent canopies, tablecloths, and other promotional items. Possible action to take place.

**c. Funding for Fall 2019 Club Fair**

The Senate shall discuss and consider allocating funds the Fall 2019 Club Fair, which will take place on Tuesday, Sept. 24, and Wednesday, Sept. 25. Possible action to take place.

**d. Review of Plans for Fall 2019 Welcome Week**

The Senate shall review and discuss plans for the Fall 2019 Welcome Week event. Possible action to take place.

**e. Review of ASCSM Office Rules**

The Senate shall review and discuss the rules governing use of the ASCSM Office in CSM Building 12, Room 213. No action to take place.

**IX. Future Agenda Items**

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

**X. Final Announcements and 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.

**XI. Adjournment**



## Student Senate Minutes (Unapproved)

Monday, July 29, 2019, 2:15 p.m.

College Center Building 10, College Heights Conference Room (Room 468)

### CALL TO ORDER

The meeting was called to order at 2:15 p.m.

### ROLL CALL

- Members Present: President Andrew Young; Vice President Max Gaines; Finance Director Chun Wai (Mark) Wong; Secretary/District Student Trustee Jordan Chavez; Senators Josephine Cheung, Sajan Gurung, Candela Graciarena, Dyana Huaraz (*late arrival, 2:26 p.m.*), Lauren Lazalde, Joseph Nguyen, Abdel Rahman Al Najjar, Chetesh Singh, Shiyun Tao, & Gabriella Yuen.
- Members Absent: Senators Ariana Davarpanah & Alexis Williams.
- Members on Leave: Senators Gabriella van Eijk, Malik Griffin, & Livienna Lie.
- Advisors Present: Aaron Schaefer, Student Life and Leadership Development Manager & Fauzi Hamadeh, Student Life and Leadership Assistant.

### APPROVAL OF THE AGENDA

Motion to approve the agenda as presented by Senator Espinoza; seconded by Vice Chair Graciarena. Hearing no objections, the motion carried.

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

Motion to approve the minutes of the Monday, July 15, 2019 meeting by Senator Yuen; seconded by Senator Nguyen. Hearing no objections, the motion carried.

### ANNOUNCEMENTS AND HEARING OF THE PUBLIC

None.

### REPORTS

President Young reminded the Senate that they would be brainstorming names for the newly remodeled Building 17.

Vice President Gaines encouraged members to think of fun activities for them to do during the upcoming ASCSM Summer Leadership Retreat.

Finance Director Wong told members they should help promote the upcoming Welcome Week Event; he also indicated that more volunteers were needed for international student orientation.

Vice Chair Graciarena hoped that ASCSM would be able to partner with the CSM Peer Educators, a group of students trained in mental health counseling. The Peer Educators were also responsible for different events on campus, such as the Send Silence Packing Event, and table regularly. Ms. Graciarena stated that if members were interested in becoming a peer educator, they could talk to her.

District Student Trustee Chavez announced that Congresswoman Jackie Speier would be holding a town hall meeting at Cañada College, regarding her visit to an immigration facility close to the southern border; this town hall meeting would take place on Saturday, August 10<sup>th</sup>, at 10:00 a.m. Mr. Chavez reported that the District would be moving forward with a plan for on-campus housing. Despite this, the Board and members of the public expressed concerns regarding the logistics

of this plan. One of the issues addressed was the imbalance between the housing granted to international students and domestic students; the breakdown presented to the Board entailed 85% of housing granted to international students and 15% to domestic students. The profit generated by increasing rent rates to higher than market price for international students would subsidize the rent for domestic students. The Board will be holding a study session on the topic of this student housing plan in the future. Once the Board approves the plan, development of the student housing units should take up to eight years.

Student Life and Leadership Manager Schaefer thanked those who signed up to attend the retreat. He reminded members to take their Myers-Briggs assessments as soon as possible, as it would be an important part of the retreat. The results of these assessments will be distributed to members during the retreat. Mr. Schaefer described the plan for the retreat: on Friday, August 9<sup>th</sup>, members would meet at the Student Life Center at 9:00 a.m., participate in several workshops, then drive in a bus to Fairfield later that afternoon. The weekend would include more leadership workshops, as well as a ropes course on the final day, Sunday, before they returned to campus. Advisor Schaefer reminded the Senate that they needed to set up individual meetings with him; they would do so through a survey to help guide discussion during their meetings. Mr. Schaefer also reminded students that participation in the Welcome Day Event was mandatory for members who would receive their scholarship.

Student Life and Leadership Assistant Hamadeh reported that the Counseling Department was looking for more volunteers to help cover the Bulldog Week of Welcome Event. These volunteers would lead groups of incoming students and help them get acquainted with the campus.

#### **APPOINTMENTS**

President Young presented the following appointments to the Senate:

- Matthias Yeung to Programming Board

Motion to approve the appointment by Senator Nguyen; seconded by Senator Cheung. Hearing no objections, the motion carried.

#### **LEGISLATIVE BILLS**

None.

#### **DEBRIEF OF ASCSM EVENTS**

None.

#### **FALL 2019 WELCOME WEEK EVENT**

Senator Huaraz indicated that Programming Board would be able to meet during the beginning of the semester, since new members had submitted their applications. Members were asked to volunteer for a task force that would coordinate the Fall 2019 Welcome Week Event. Volunteers were President Young, Vice Chair Graciarena, and Senator Gurung.

#### **RECRUITMENT STRATEGIES**

President Young remarked that the Senate's most important goal was currently to recruit more members for the ASCSM Boards. This would be especially crucial during the Welcome Day and Welcome Week Events. Mr. Young suggested networking with friends, talking to classes, and tabling, to help improve recruitment.

#### **ADOPTION OF STAGE 1.0 BUDGET FOR 2019-20**

Advisor Hamadeh presented the Senate with a tentative budget for the upcoming academic year, based on the Senate's prior budget.

Motion to adopt the Stage 1.0 Budget for the 2019-20 Academic Year as presented by Senator Yuen; seconded by Senator Huaraz. By a vote of 11 in favor, 0 opposed, and 0 abstaining, the motion carried.

## **BUILDING 17 NAME SUGGESTIONS**

Advisor Schaefer told the Senate that their input would be taken into consideration for possible names of the remodeled Building 17, which will house Student Life, ASCSM, the learning communities, SparkPoint, and the YearOne Promise Program.

The Senate forwarded the following suggestions:

- The Hub
- The Focal Center
- The Nexus
- The Base
- Civic & Cultural Engagement Center
- The Blue & White House
- The Commons
- The Social Engagement Center

## **ASCSM GOALS 2019-20**

President Young will be leading a task force in charge of developing new goals and possible action steps for this year's ASCSM. Volunteers for the task force included Vice President Gaines, Vice Chair Graciarena, and Senators Cheung, Huaraz, and Nguyen. The task force will draft a number of goals and present them to the Senate for feedback at a later meeting.

## **FUTURE AGENDA ITEMS**

- Fall 2019 Welcome Week
- Health Services
- Participatory Governance
- ASCSM Goals 2019-20

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

President Young encouraged fellow members to take a look at the College's Educational Master Plan, stating that it was akin to a textbook for student government.

## **ADJOURNMENT**

Motion to adjourn the meeting at 3:13 PM by Vice Chair Graciarena; seconded by Senator Nguyen. Hearing no objections, the motion carried.

Submitted by,

Jordan Chavez  
ASCSM Secretary





Associated Students of College of San Mateo

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

Monday, August 12, 2019  
College Center Building 10, College Heights Conference Room (Room 468)

### **CALL TO ORDER**

The meeting was called to order at 2:16 p.m.

### **ROLL CALL**

Members Present: President Andrew Young; Vice President Max Gaines; Finance Director Mark (ChunWai) Wong (late arrival at 2:31 p.m.); Vice Chair Candela Graciarena; Senators Josephine Cheung, Ariana Davarpanah, Giselle Espinoza, Sajan Gurung, Dyana Huaraz, Lauren Lazalde, Joseph Nguyen, Abdel Rahman Al Najjar, Chetesh Singh, Shiyun Tao, Gabriella Yuen.

Members Absent: Secretary and Student Trustee Jordan Chavez; Senator Alexis Williams.

Members on Leave: Senators Gabriella van Eijk, Malik Griffin, and Livienna Lie.

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

### **APPROVAL OF THE AGENDA**

Motion to approve the agenda as presented by Senator Huaraz; seconded by Senator Davarpanah. Hearing no objections, the motion carried.

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

Minutes of the prior meeting were not available. Hearing no objections, this item was tabled until the next meeting.

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

None.

### **REPORTS**

President Young welcomed everyone to the meeting and thanked them for being present. He expressed his hope that everyone had recovered from the retreat. Mr. Young thanked everyone for being supportive and brave during the retreat. He stated that he was inspired to be a better leader by the group, and he hoped that the rest of the group is just as inspired by what they've accomplished so far.

Vice President Gaines stated he had a lot of fun at the retreat and learned a lot from everyone.

Vice Chair Graciarena reported that she had a great time at the retreat, and that it was wonderful getting to know everyone and to learn together as a team. She also stated that she is excited for the upcoming year.

Student Life and Leadership Manager Schaefer thanked everyone for a great weekend. He expressed his belief that the group had laid a strong foundation for the upcoming year. Mr. Schaefer reported that, per an email announcement this morning, the Chancellor of the San Mateo County Community College District, Ron Galatolo, has stepped down and will be fulfilling a new role, Chancellor Emeritus. In that role, Mr. Galatolo will be spearheading the District's efforts to

establish a CSU campus at Cañada College. The Board of Trustees has appointed CSM President Michael Claire as Acting Chancellor. As of this afternoon, there has been no announcement as to who will serve as Acting CSM President.

Student Life and Leadership Assistant Hamadeh announced that members of the Senate may start checking out lockers and keys. Lockers are available on a first come, first served basis. No one should claim a locker without speaking with Mr. Hamadeh first. Keys are available with a \$20.00 deposit and are also on a first come, first served basis.

## **APPOINTMENTS**

President Young made the following appointments:

- Camryn Kum to the Advocacy Board  
Motion to approve the appointment by Senator Yuen; seconded by Senator Nguyen. Hearing no objections, the motion carried.
- Justin Dare to the Programming Board  
Motion to approve the appointment by Senator Lalalde; seconded by Senator Nguyen. Hearing no objections, the motion carried.

## **DEBRIEF OF ASCSM EVENTS**

- Summer Leadership Retreat  
Mr. Schaefer began by stating that the issues with hot water in the rooms and breakfast service had been addressed with the hotel. Mr. Hamadeh also stated that the issues with bus on Sunday had been addressed with the charter company. Mr. Dare noted that he had a good time getting to know everyone and that he wanted to really take this opportunity to be engaged with a group in college. Mr. Dare commented that the challenge/ropes course could have had better facilities, particularly somewhere to wash hands after using the equipment. Senator Lalalde reported that she learned a lot and that she is looking forward to the rest of the year.
- Welcome Day 2019  
Mr. Schaefer thanked everyone who volunteered at Welcome Day. It was very successful, and we had hundreds of new students and their families participate. With the inclusion of the B-WOW program, we are going to have to look at scheduling, particularly around the tours and lunch. President Young stated that being involved with B-WOW was a great opportunity and that he was able to engage with a group of incoming students who were very interested in becoming involved on campus.

## **FUNDING FOR CSM SPARKPOINT CAMPUS SNACK PROGRAM**

Nicole Salviejo, SparkPoint program services coordinator, stated that the campus snack program had begun a year ago to provide students with healthy snacks at high traffic points around campus. In its first year, the program distributed over 13,000 snacks to 13 departments. Unfortunately, going into 2019-2020, Hunger Free America, a federal program that is supposed to address food insecurity, has announced that its budget is being slashed by 80 percent. The cost to run the program at full strength for the last year was \$8,000.00. The vending support fund has already pledged \$2,000.00 to the snack program for the upcoming year. In addition to requesting support from the Associated Students, SparkPoint is also exploring other funding opportunities.

Motion to approve \$4,000.00, \$2,000.00 for Fall 2019 and \$2,000.00 for Spring 2020, from the College Program Assistance account (#5032) to support the SparkPoint campus snack program by Senator Gurung; seconded by Senator Lalalde.

Members of the Senate inquired if more funding is available to support the program. Finance Director Wong reported that the Senate allocated a total of \$10,000.00 to the College Program Assistance account.



Senators Gurung and Lazalde accepted a friendly amendment to increase the amount of funding to \$6,000.00, \$3,000.00 for Fall 2019 and \$3,000.00 for Spring 2020. With 12 in favor, 0 opposed, and 0 abstaining, the amended motion carried.

#### **FUNDING TO ATTEND CCCSAA STUDENT LEADERSHIP CONFERENCE**

Mr. Hamadeh explained that the California Community Colleges Student Affairs Association holds an annual fall conference that brings student leaders together from across the state. The conference is focused on leadership development, building communication skills, and networking with other student leaders. This fall's conference will be held in Sacramento between Friday, Oct. 25, and Sunday, Oct. 27. Attendees will be selected through an application process.

Motion to approve allocating \$5,500.00 from the Conferences account (#5033) to send 8 students and 1 advisor to the Fall 2019 CCCSAA student leadership conference by Senator Huaraz; seconded by Senator Gurung. With 12 in favor, 0 opposed, and 0 abstaining, the motion carried.

#### **FUNDING TO ATTEND CIRCLE OF CHANGE CONFERENCE**

Mr. Schaefer stated that the Center for Student Life received information about the Circle of Change Leadership Conference over the summer. After doing some research and collecting feedback from other community colleges, the conference seemed worth checking out. The conference is being held between Friday, Nov. 22, and Sunday, Nov. 24, in Los Angeles. The conference is open to student leaders from across the country, and focuses on leadership development, success in career leadership after graduation, and inspiration to make an impact locally, nationally, and worldwide.

Motion to approve allocating \$5,500.00 from the Conferences account (#5033) to 4 students and 1 advisor to the Circle of Change Leadership Conference by Senator Rahman Al Najjar; seconded by Senator Lazalde. With 12 in favor, 0 opposed, and 0 abstaining, the motion carried.

#### **PARTICIPATORY GOVERNANCE COMMITTEE ASSIGNMENTS**

Mr. Schaefer reviewed the role and function of each of the College's participatory governance committees. Members of the Senate are asked to submit their top three choices to President Young for appointment.

#### **FUTURE AGENDA ITEMS**

The following items were recommended for a future Senate agenda:

- Plans for Fall 2019 Welcome Week

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

Mr. Schaefer reminded members of the Senate to complete the intake questionnaire and then to email him directly to schedule their one-on-one meetings.

President Young thanked everyone for a great meeting and for coming from a mindset of abundance in supporting campus programs.

#### **ADJOURNMENT**

Motion to adjourn the meeting at 3:16 p.m. by Vice Chair Graciarena; seconded by Senator Yuen. Hearing no objections, the motion carried.

Submitted by,

Fauzi Hamadeh  
Student Life and Leadership Assistant

# ASCSM Senate Vote Record for Monday, August 12, 2019

|                        | Funding for SparkPoint Snack Program | Funding to Attend Fall 2019 CCCSAA Conference | Funding to Attend Circle of Change Conference |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------------|--------------------------------------|---|---|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Josephine Cheung       | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Ariana Davarpanah      | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Giselle Espinoza       | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Candela Graciarena     | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sajan Gurung           | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dyana Huaraz           | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lauren Lazalde         | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Joseph Nguyen          | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Abdel Rahman Al Najjar | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chetesh Singh          | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Shiyun Tao             | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Alexis Williams        | Absent                               | Absent  | Absent  | Absent |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gabriella Yuen         | Yes                                  | Yes   | Yes   | Yes    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                        |                                      |   |   |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                        |                                      |   |   |        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Georgia Giari*         | n/a                                  | n/a   | n/a   | n/a    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Vote Count</b>      | 12-0-0                               | 12-0-0  | 12-0-0  | 12-0-0 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\* only votes in case of a tie  
Yes-No-Absain

## **Appointments**

There is no printed material related to this item.

## **Legislative Bills**

There is no printed material related to this item.

## **Debrief of ASCSM Events**

There is no printed material related to this item.

## **Introductions and Open Discussion with CSM Cabinet**

There is no printed material related to this item.



# Funding Proposal

For the meeting of Monday, August 19, 2019

Title of Proposal Funding to Purchase Branded Canopies, Tablecloths, & Other Promotional Items

Being Proposed by President Young <sup>Lead</sup> Center for Student Life <sub>Coordinator</sub>

Event Date(s) n/a

Forwarded to the Student Senate by:

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

ASCSM Account **5151 Publicity**

### DESCRIPTION

To purchase branded tents/canopies, table cloths, and possible other items for use at ASCSM events.

| Item Description  | Cost                     |
|---|--------------------------|
| 1. <u>Branded canopies, table cloths, and other items</u> | <u>\$6,000.00</u>        |
| 2. _____  | _____                    |
| 3. _____  | _____                    |
| 4. _____  | _____                    |
| 5. _____  | _____                    |
| <b>Total Funding Request</b>                              | <b><u>\$6,000.00</u></b> |

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, August 19, 2019

Title of Proposal Club Fair Funding

Being Proposed by Candela Graciarena <sup>Lead</sup> Candela Graciarena <sub>Coordinator</sub>

Event Date(s) if applicable Tuesday, Sept. 24, and Wednesday, Sept. 25

Forwarded to the Student Senate by:

- Executive Cabinet    Advocacy    Cultural Awareness    Programming    ICC    Other

ASCSM Account Number/Name Club Account Reserve

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.

The Fall 2019 Club Fair will be on Tuesday, Sept. 24, and Wednesday, Sept. 25, in the Bayview Dining Room (Building 10). This funding will pay for the setup of tables and chairs in the Bayview Dining Room as well as food for students who visit at least five club tables. This event will help promote and build the club culture at CSM.

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>Food</u>           | <u>\$600.00</u>          |
| 2. <u>Facility Setup</u> | <u>\$900.00</u>          |
| 3. _____                 | _____                    |
| 4. _____                 | _____                    |
| 5. _____                 | _____                    |
| <b>Total Costs</b>       | <b><u>\$1,500.00</u></b> |

For ASCSM Secretary Use Only

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



## **Review of Plans for Fall 2019 Welcome Week**

There is no printed material related to this item.

## 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 a.m. and 12 p.m. (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 a.m. to 10:30 p.m., Monday through Thursday and 7:30 a.m. to 5 p.m. on Friday. The building is closed on weekends, holidays, and between class sessions. Staying in the ASCSM Office after 10 p.m. 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.