

# Associated Student Government

## Minutes

Wednesday, September 14, 2022

2:30p.m. STCN-129

Activity Board Meeting

Teleconference Location:

17200 Sierra Highway  
Santa Clarita, CA 91351-1622

### Members Present:

**Sharika Shahid**, Executive Vice President of Activities  
**Kimberly Lopez**, Vice President of Activities – Valencia campus  
**Caitlin Herron**, Social Student Involvement Coordinator I  
**Kaelani Keesee**, Social Student Involvement Coordinator- Canyon Country Campus  
**Collin Shneour**, ASG President

### Members Absent:

### Others Present:

**Robin Herndon**, ASG Technician  
**Kelly Dapp**, ASG Advisor  
**Joanna Kelly**, CCC Advisor

## 1. General Business:

### 1.1 ***Call to order/Welcome/ Recognition of Quorum***

Officer **Sharika Shahid** calls the Activity Board Meeting of the A.S.G. to order at 2:54 p.m. with quorum established and 3 ASG Officers present.

**1.2 Announcements:** Stem mixer is now from 3:00 pm until 4:00 pm on Tuesday, September 27 on the third floor of the Science building at CCC.

### 1.3 ***Approval of the ASG Activity Board Meeting of September 14, 2022***

***Motion:*** Kaelani Keesee, Social Student Involvement Coordinator- Canyon Country Campus

***Second:*** Caitlin Herron, Social Student Involvement Coordinator I

***Record of Board Vote... 3 -0-0***

**1.4 Open Forum:** none

## 2. Consent Calendar:

### 2.1 Approval of the ASG Activity Board Meeting Minutes from August 31, 2022

**Motion:** *Kaelani Keese, Social Student Involvement Coordinator- Canyon Country Campus*

**Second:** *Caitlin Herron, Social Student Involvement Coordinator I*

**Record of Board Vote...** 3-0-0

## 3. Regular Board Meeting Items:

### 3.1 Action – Transfer Night

**Motion:** *Kimberly Lopez, Vice President of Activities – Valencia*

**Second:** *Kaelani Keese, Social Student Involvement Coordinator- Canyon Country Campus*

**Background:** The purpose of this event is to create a safe place where students can work on their college applications together and obtain help from the College of the Canyons Counselors. This event will educate people on how to start their college applications and how to effectively write their PIQ's. If students have any questions, they can ask the counselors. This event will take place on October 20 from 4 pm – 7 pm at either the TLC or the library. Pizza, snacks, and water will be provided and I'm planning to provide for about 20 people.

**COST:**

Costco - Pizza 4

Office Depot - Water 1

Costco – Chips

- Met with Tony Law and discussed Transfer Night and will be a total of three days.
- Dates TBA and will be separated into three weeks.
- Very helpful as the application process is intimidating.
- The senate and club room also an option for the location.
- Next week is Transfer Day and may be a good advertising opportunity.

**Recommendation:** *Move to approve Transfer Night event.*

**Record of Board Vote...**3-0-0

### 3.2 Action – International Student Buddy System

**Motion:** *Caitlin Herron, Social Student Involvement Coordinator I*

**Second:** *Kaelani Keese, Social Student Involvement Coordinator- Canyon Country Campus*

**Background:** The purpose of this event is to create a buddy system between International Students and Domestic Students, so that international students feel more integrated into American Society and so that domestic students learn the international student experience. The details of this system are still in the planning phase, but I want to pass the meeting date to pair up the buddies. This meeting will take place on September 20 at the Multicultural Center from 10 am – 1 pm to inform people about how the buddy system would work and see if anyone is interested. Snacks will be provided by the ISP.

COST: n/a

- Information will be available to attending students and can fill out request for more information.
- Pushing the date back by one week.
- Interest form will be used to pair students with an International buddy.
- This is opportunity to learn more about the program.

**Recommendation: Move to approve International Student Buddy System.**

**Record of Board Vote...3-0-0**

### **3.3 Discussion – Costco Supplies**

**Motion: Caitlin Herron, Social Student Involvement Coordinator I**

**Second: Kaelani Keesee, Social Student Involvement Coordinator- Canyon Country Campus**

**Background:** Since all of our events typically include some form of snacks/goodies from Costco, Kelly and I were talking about creating one big budget to allocate towards buying Costco snacks in bulk so that way the advisors wouldn't have to make constant trips.

Cost: n/a

- Easier to have the supplies available to use for different events.
- Save the work in having the funds approved for the food at events.
- Snacks suggestions- chips, water, cookies that do not expire.
- Some things are available through Office Depot as well such as granola bars, Capri Sun boxes, etc.
- CCC may store the food supplies in the rolling cooler.

### **3.4 Discussion – Upcoming Events**

**Motion: Kaelani Keesee, Social Student Involvement Coordinator- Canyon Country Campus**

**Second: Caitlin Herron, Social Student Involvement Coordinator I**

**Background:** I just wanted to touch base with each event that's being held in September.

- Help is needed for attending the event
- An hour before the start of the event, go talk to people to entice them to attend.
- Invite students to attend that may be walking to cars.
- Advertisement through the TV monitors and through classrooms.
- Flyers are not in classrooms at CCC but there are monitors on each level.
- Tables also have a place to put flyers.
- Canvas discussion on advertisement option.
- Sharika will confirm the location of event in Lobby one at CCC.
- Joanna will send out the email tomorrow.
- A zoom link may be needed for the event.

### **3.5 Discussion– Fall Fest... For you!**

**Motion: Caitlin Herron, Social Student Involvement Coordinator I**

**Second: Kimberly Lopez, Vice President of Activities – Valencia**

**Background:** I wanted to talk a little more about Fall Fest and our expectations for each officers.

Cost: n/a

- An item is not needed for each officer that will have a table.
- Interested Departments/Clubs – internship, Employment Center, Mesa, MCC, Civic Engagement, Phi Theta Kappa Honor Society, and URC.
- Giveaways may not be done as a raffle.
- Stephanie will be check-in table and incentives table.
- Some officers will have a table and hold own table event.
- Three ASG booths and Stephanie to equal 4 tables for ASG.
- Stickers can be fall themed for the event.
- Food permit will need to be done by club advisors.
- Helpful to have some ASG officers float around to be on call for things needed during the event.
- To increase social media likes, have advertisement visible at one of the booths.
- QR code can go directly to the social media.
- Tic Tok account for ASG was just created by Kaelani.
- Reach out to those who do not have a booth and figure out the cost for the event as a whole.
- Long-term plans for spring and take the budget into account when budgeting this year.
- The best account to use would be social and next semester can use cultural account along with social.

## 4. Reports (Reports are limited to 5 minutes)

### 4.1 Officers Reports

#### 4.1.1 **Director Reports-**

- 4.1.2 Executive Vice President of Activities- **Sharika Shahid**- Let her know if you would like to participate in the homecoming game. A spirit section or squad discussion and would like ASG to help with making posters. Funds will need to be approved and half time ideas discussion. Door decorating for homecoming event.
- 4.1.3 Vice President of Activities—Valencia – **Kimberly Lopez** – Working on events.
- 4.1.4 Vice President of Activities—Canyon Country –(**Vacant**)
- 4.1.5 Social Student Involvement Coordinator I—Valencia- **Catlin Herron**-none.
- 4.1.6 Social Student Involvement Coordinator II—Valencia – (**Vacant**)
- 4.1.7 Social Student Involvement Coordinator— Canyon Country **-Kaelani Keese-** none
- 4.1.8 Cultural Student Involvement Coordinator I – Valencia - (**Vacant**)
- 4.1.9 Cultural Student Involvement Coordinator II—Valencia – (**Vacant**)
- 4.1.10 Cultural Student Involvement Coordinator— Canyon Country- (**Vacant**)
- 4.1.11 Public Affairs Officer – **Vincent Tran**- absent
- 4.1.12 Vice President of Inter Club Council- (**Vacant**)

- 4.1.13 Officer of Equity - **Stephanie Smith** - absent
- 4.1.14 Officer of Marketing and Information- **Erik Polanco**- absent
- 4.1.15 ASG Technician- **Robin Herndon** – none
- 4.1.16 Advisor – **Joanna Kelly**- Amazing job everyone.
- 4.1.17 Advisor- **kelly Dapp**- Food permits and advertisement discussion.

5. Open Forum: none

6. Announcement of the Next Meeting- September 28, 2022

7. Adjournment (3:31p.m.)

***Motion: Kimberly Lopez, Vice President of Activities – Valencia***

***Second: Caitlin Herron, Social Student Involvement Coordinator I***

***Record of Board Vote: .... 3-0-0***