

Associated Student Government

Minutes

Wednesday, November 16, 2022

1:30p.m. STCN-129

Special Senate Meeting

Teleconference Location:

17200 Sierra Highway
Santa Clarita, CA 91351-1622

Members Present:

Collin Shneour, President

Clarissa Zuo, Executive Vice President

Sharika Shahid, Executive Vice President of Activities

Stephanie Smith, Officer of Equity

Erik Polanco, Officer of Marketing and Information

Vincent Tran, Public Affairs Officer

Chiao Chi, Cultural Student Involvement Coordinator I- Valencia

Kimberly Lopez, Vice President of Activities – Valencia

Caitlin Herron, Social Student Involvement Coordinator I

Kaelani Keesee, Social Student Involvement Coordinator – CCC

Members Absent:

Jesse McClure, Student Trustee

Others Present:

Kelly Dapp, ASG Advisor

Robin Herndon, ASG Technician

Lynn Suh, ASG Activity Advisor

Joanna Kelly, CCC Advisor

Dr. Jasmine Ruys, Assistant Superintendent, Vice President of Student Services

1. General Business:

1.1 Call to order/Welcome/ Recognition of Quorum

Officer **Collin Shneour** calls the Senate Meeting of the A.S.G. to order at 1:33 p.m. with quorum established and 7 ASG Officers present.

1.2 Flag Salute/Trophy Cup:

Lynn Suh, ASG Activity Advisor, will lead us in the flag salute.

Jesse McClure, Student Trustee, awards the trophy cup to *Kimberly Lopez*, Vice President of Activities – Valencia

1.3 Announcements: Last meeting for semester is in two weeks. Items needed for this meeting and office hours for next week should be done if you plan on returning during the spring. Lynn is back to work

1.4 Approval of the ASG Special Senate Meeting of November 16, 2022

Motion: *Stephanie Smith, Officer of Equity*

Second: *Erik Polanco, Officer of Marketing and Information*

Record of Board Vote... 7 -0-0 with chair voting

1.5 Open Forum: *Everyone is doing great! Jesse wanted to go over assembly people but some have not been decided at this time.*

2. Consent Calendar:

2.1 Approval of the ASG Senate Meeting Minutes from November 9, 2022

Motion: *Kaelani Keese, Social Student Involvement Coordinator – CCC*

Second: *Clarissa Zuo, Executive Vice President*

Record of Board Vote... 7 -0-0 with chair voting aye

3. Regular Board Meeting Items:

3.1 Information: Academic Calendars

Motion: *Kaelani Keese, Social Student Involvement Coordinator – CCC*

Second: *Erik Polanco, Officer of Marketing and Information*

Background: The following calendars are brought to the ASG for review.

The following calendars have been approved in the past. These calendars are going back to the Board of Trustees for an update to the date that Juneteenth will be observed. The change will be from the third Friday in June to June 19th.

Academic Calendar 2022/23

Academic Calendar 2023/24

-Juneteenth is now an official holiday and will now always be on June 19th

-Academic Calendar met twice this semester and wanted to bring 24/25 and 25/26 calendars for review

-Same start and end times and only change is the June 19th rather than the third Friday in June

-Will go to Academic senate then to the Board of Trustees in December

3.2 Action: Holiday Craft

Motion: *Kaelani Keesee, Social Student Involvement Coordinator – CCC*

Second: *Erik Polanco, Officer of Marketing and Information*

Background: To get the Holiday spirit going at COC, students will participate in a Holiday Crafting event happening on Monday, November 28 from 10 am – 12 pm at the ASG room. ASG will provide origami paper, clay, and markers for students to create art! During the event, students will be provided with hot chocolate and cookies!

COST:

Costco - Hot Chocolate (1 box containing 50 count Swiss Miss Hot Cocoa Mix): 2 x 5.69 = 11.38

Costco – European Cookies with Belgium Chocolate (2 count box) 1 x 44.99 = 44.99

Costco – Chocolate M&M Cookies (1 box containing 30 count mini cookie bags) 1 x 11.49 = 11.49

-ISSI provided hot chocolate and this would be easier and a little more costly

-If the hot water is purchased from ISSI, might as well spend a little more for hot chocolate

-Setup and cleanup will be done

Motion to amend the recommendation amount to up to \$200

Motion: Collin Shneour, ASG President

Second: Stephanie Smith, Officer of Equity

Record of Board Vote...7-0-0

Recommendation: *Move to approve up to ~~\$80~~ \$200 from account number #001.9813 for the Holiday Crafting Event*

Record of Board Vote...7-0-0 with chair voting aye

3.3 Action: Follow-Up on Discussion of Spring 2023 Schedule

Motion: *Clarissa Zuo, Executive Vice President*

Second: *Kaelani Keesee, Social Student Involvement Coordinator – CCC*

Background: We will discuss the Spring 2023 Senate Schedule after conducting the doodle poll sent out to Officers.

-Results from the doodle poll was not unanimous and up to 6 in agreement

-If the meeting is pushed back to start at 3pm, Collin and Sharika would join at 3:30 and resume chairing the meeting

-Clarissa can run the meeting until Collin arrives

-Kaelani is waiting for a few more classes

-The rest of the board is available at that time

-Meeting in spring will stay the same or start at 3:30 pm

-Tentatively change to 3:00 pm for senate meetings

Kimberly Lopez, Vice President of Activities – Valencia arrives at 1:53pm

Sharika Shahid, Executive Vice President of Activities arrives at 1:53pm

-A proxy would be needed until Collin and Sharika arrives

-This would help to make quorum during the spring

-Sharika and Kim are okay to start the meetings at 3 pm and at 4pm

3.4 Action: Transfer Nights

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

Second: *Sharika Shahid*, Executive Vice President of Activities

Background: The purpose of Transfer Nights is to create a safe place where students can work on their college applications together and obtain help from College of the Canyons Counselors. They will be held in the ASG room. The goal is to educate people on how to start their college applications and how to effectively write their PIQ's. Transfer Nights will be held on the following days:

- November 28 (4pm – 8pm)
- November 29 (4pm – 8pm)
- November 30 (3pm – 8pm)

I want to order food for these three days. I will be ordering from Subway, Urban Café, and Costco. I expect to provide for 30 people for every one of these days. This amount is an estimate on how much money I will need.

COST:

Subway - Sandwich Box Meal (1 box containing the sandwich, cookie, and chips): 30 x 8.99 = 269.70

Urban Café - Specialty Sandwich Box (1 box containing the sandwich, cookie, chips) 25 x 13.50 = 337.50

5 Costco Pizzas 18" (5 x \$9.99) = 49.95

- The first round was successful
- The 30th is the last day to submit the applications
- The events will start at 4pm and go until 8pm

Caitlin Herron, Social Student Involvement Coordinator I, arrives at 1:57 pm

- Help is needed during the event because Kim will not be able to stay for the entire event
- This is an event with ASG supporting Counseling
- The last three days before applications are due is support from morning until evening with the events being the last support for those days

Recommendation: *Move to approve up to \$900 from account number #001.9813 for the Transfer Nights*

Record of Board Vote...*10-0-0 with chair voting aye and Officer Shahid, Officer Lopez, and Officer Herron now present*

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** –Activity Board is following this meeting with a ten-minute break. Collin and Jesse are invited to stay for Activity along with Stephanie.

4.1.3 Vice President of Activities—Valencia – **Kimberly Lopez** – Upcoming Holiday Craft event help is needed

4.1.4 Vice President of Activities—Canyon Country (***Vacant***)

- 4.1.5 Social Student Involvement Coordinator I—Valencia- **Caitlin Herron**-Helping with craft event
- 4.1.6 Social Student Involvement Coordinator II—Valencia – **(Vacant)**
- 4.1.7 Social Student Involvement Coordinator— Canyon Country **-Kaelani Keese-** movie night this Friday at CCC. Admin will take care of the rest for movie night
- 4.1.8 Cultural Student Involvement Coordinator I – Valencia – **Chiao Chi**-Event went well last week and ran out within 30 minutes
- 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-**nothing
- 4.1.12 Vice President of Inter Club Council- **(Vacant)**
- 4.1.13 Officer of Equity- **Stephanie Smith-** Event went well yesterday and Jesse wanted to award Kim the trophy cup.
- 4.1.14 Officer of Marketing and Information- **Erik Polanco-** Paw Print is done and thank you to all assistants who worked hard and hopes campus community will enjoy it
- 4.1.15 Executive Liaison Officer- **(Vacant)**
- 4.1.16 Student Trustee- **Jesse McClure-** absent
- 4.1.17 Executive Vice President – **Clarissa Zuo-** secret pals –hope everyone enjoys gifts. Kaelani and Kim did not receive the gifts from secret pals. Please get this week and email Clarissa if you do not remember you pal. District committee reports are needed to fulfill scholarship awards
- 4.1.18 President- **Collin Shneour –** Fill out the report after district committee meetings and should have two forms done by the end of this semester. Amended item to approve funds up to 200 rather than 80. Erik great job getting the paw print out and to your team. Items for last meeting are due next Tuesday by noon. Submit items this week for the last meeting. He will be in Sacramento if you do not receive a response immediately. GroupMe for immediate responses. The website will have the agenda posted prior to meeting date
- 4.1.19 ASG Technician- **Robin Herndon –** nothing
- 4.1.20 Advisor – **Joanna Kelly-** sent out evaluation forms for officers and directors to provide feedback and reflect on semester. Also used for training over the winter. Please make room for one day in January and will not exceed 4 hours. Forms due November 30 by 5pm and will not receive scholarship if it is not submitted. A Director is needed to help during the CCC movie night. If any director is available to hand out snacks, everything else is taken care of. Paw Print will be going out to campus on Monday for students to see. Study for finals and good luck. Finish strong with classes. To remove a Director, submit an item to submit for the consent calendar. Ask directors to help for movie night
- 4.1.21 Activity Advisor – **Lynn Suh-** List of items to purchase and she is going to Costco on Monday so if funds are approved, email Lynn the list to purchase from Costco by Monday morning. District committee link has been pinned in the

drive. Find it faster now with the pin and anything with clubs please send Lynn's way.

- 4.1.22 Lead Advisor- **Kelly Dapp**- Timeframe is when Melinda returns in early February. District committees will still need to be attended if meeting. Student Center update- will knock the building down to rebuild, starting in 2024 with the anticipated date 2026 complete. Consultants came to managers meeting and Kelly wanted to make sure we will have the same amount of space in the new building. A lot of needs for space in the building within Campus Life. Indoor programming space and study rooms are also being requested. This space is intended to be for students and want to ensure the space will be designated for students. More information to come. For CCC, Campus Life will be moving into Quad 1 during the spring break at the latest time. Coming down to the last couple of weeks and mental health is important and should be prioritized so you can stay healthy and come back in January.

4.2 District Committees

- 4.2.1 Academic Senate
- 4.2.2 Academic Calendar
- 4.2.3 Accreditation Taskforce
- 4.2.4 Advocacy Team
- 4.2.5 Body, Mind, Wellness
- 4.2.6 Bookstore
- 4.2.7 Calendar
- 4.2.8 CCC Advisory Committee
- 4.2.9 Celebrating the Humanities
- 4.2.10 Chancellor's Taskforce Workforce Development Committee (CT)
- 4.2.11 Civic Engagement Steering Committee
- 4.2.12 **College Planning Team Had a joint meeting and updates were given on the plan moving forward. Sharlene gave a presentation and discussed from the summary of what has been discussed during the semester.**
- 4.2.13 College Policy Council
- 4.2.14 Committee for Assessing Student Learning
- 4.2.15 **Curriculum - Sharika three changes in the meeting. IGETCE, Common course number changes to match with the UC and makes transferring easier. New ethnic study requirement has been added and will be effective in Fall 2024**
- 4.2.16 Diversity
- 4.2.17 Enrollment Management
- 4.2.18 Emergency Preparedness Plan Committee
- 4.2.19 **Facilities Master Plan – Chiao attended and discussed the master plan for the Student Center and planning the space for future use. Data includes growth of programs and prioritize the use of space by looking at the data of who is doing well and who is not. Another meeting will take place in the next few weeks.**
- 4.2.20 Faculty Professional Development Committee
- 4.2.21 Food Services
- 4.2.22 Grade Review

- 4.2.23 Honors Advisory Committee
- 4.2.24 Institutional Effectiveness & Inclusive Excellence (IE2)
- 4.2.25 Measure E & M
- 4.2.26 President's Advisory Council
- 4.2.27 **Program Viability- Surgical Tech has been added and details of requirements and proposed as an AAS but will be brought back for discussion in the spring**
- 4.2.28 Safety Committee
- 4.2.29 Student Art Collection
- 4.2.30 Student Conduct
- 4.2.31 Sustainable Development Committee
- 4.2.32 Technology
- 4.2.33 Women's Conference

4.3 Standing Committees

- 4.3.1 ASG Finance Committee-
- 4.3.2 ASG Recruitment and Election Committee-

4.4 Ad-Hoc Committees

- 4.4.1 Getting to COC (PSRP-Part 1) Committee
- 4.4.2 Applying to COC (PSRP-Part 2) Committee
- 4.4.3 Paying for COC (PSRP-Part 3) Committee
- 4.4.4 Attending COC (PSRP-Part 4) Committee

5. Closing Forum:

Topics for the joint meeting in two weeks with Executive Board. Last time, discussed the Legacy Project. One topic may be the Paw Print, Fall Fest, Homecoming, Suggestion Box creation, International Buddy system and Transfer nights. Remember to not repeat items discussed during the joint board meeting. Discuss what went well and what did not go well this semester. OER discussion- update on meeting with James and in support of making a statement next semester. Also, giving credit to those who have implemented OER in their instruction and AB540 updates. Academic integrity is under assault and why there has been more cheating since Covid and how to resolve it. Will meet with Collin. AFT going on strike and the level of concern and must give a three-day notice before striking. Very few adjuncts are considering striking but not a common interest with adjunct instructors. Wait until spring for the Academic Integrity. Will discuss events relevant to project

6. Announcement of the Next Meeting- November 30, 2022

7. Adjournment (2:33p.m.)

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

Second: Erik Polanco, Officer of Marketing and Information

Record of Board Vote:10-0-0 with chair voting Aye