

**Associated Students of Orange Coast College (ASOCC)
Student Government of Orange Coast College (SGOCC)
Student Senate & Executive Board**

MEETING AGENDA

Friday, May 4, 2018; 9:00 a.m.

ASOCC Conference Room

2701 Fairview Road • Costa Mesa, California 92626 • (714) 432-5730

NOTICE IS HEREBY GIVEN that the Student Government of Orange Coast College (SGOCC) Student Senate and Executive Board will hold a meeting on Friday, May 4, 2018 at 9:00 am. Pursuant to the Government Code Section 54955 and 54954.2(b) (3), the SGOCC may adjourn, reconvene, and re-adjourn from time to time, as may be necessary to transact the business of the Student Senate and Executive Board. Unfinished items on

- I.02** Roll Call
- I.03** Opportunity for Pledge of Allegiance
- I.04** Approval of Minutes

II. Public Forum

This time is reserved for members of the public to address the Student Senate and Executive Board; however, the Senate President may respond to the public. This time is limited to a maximum of five (5) minutes per speaker and fifteen (15) minutes for the entire public. The Student Senate and Executive Board may adjourn at any time.

III. Reports

III.01 Fiscal Affairs Council Report and Recommendation(s) for Possible Student Senate Action

This is an opportunity for the Vice President of Fiscal Affairs to present financial recommendations to the Student Senate and Executive Board. The \$1,039,824 for the Macquarie Bay Area from May 18-20, 2018 will be discussed at the Student Senate and Executive Board meeting at the Event Center.

III.02 Participatory Governance Committee Reports

Opportunity for V.P. of Diplomatic Affairs to make recommendations for appointments to shared governance committees as well as an opportunity for reports from any individual involved in a campus wide committee.

III.03 Student Body President's Report

This is an opportunity for the Student Body President to report.

III.04 Standing/Ad-hoc/Special Committees

1. Constitution and Bylaws Committee
2. Mentorship Task Force
3. Events Task Force
4. Communications Committee
5. Sustainability Committee

IV. Unfinished Business

V. New Business

All items under new business are discussion and/or action items. Attachments are available in the ASOCC Office.

V.01 OCC Planetarium Presentation

Discussion and possible action regarding the review and revisions of the SGOCC Policies and Procedures.

Discussion and possible action to follow.

Presentation, discussion, and possible action regarding the review and revisions of the SGOCC Policies and Procedures.

V.04 2017-2018 Events Task Force Presentation

Presentation, discussion, and possible action regarding Event Task Force upcoming event.

V.05 Associated Students of Orange Coast College (ASOCC) Constitution & Bylaws Committee

Presentation by the ASOCC Constitution and Bylaws Committee regarding the following proposed changes to the ASOCC Constitution and Bylaws. Discussion and possible action to follow.

Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 5. Powers, Duties, & Responsibilities

Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 6. Position Descriptions

Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 1. Purpose

Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 2. Composition and Membership

Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 3. Term of Office

Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 5. Powers, Duties, & Responsibilities

Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 6. Position Descriptions

Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 7. Vacancy & Order of Succession

Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 1. Purpose

Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 2. Composition and Membership

Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 3. Term of Office

Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 4. Meetings

Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 5. Powers, Duties, & Responsibilities

Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 6. Position Descriptions

Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 7. Vacancy & Order of Succession

Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 2. Composition and Membership

Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 3. Term of Office

Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 4. Meetings

Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 5. Powers, Duties, & Responsibilities

Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 6. Position Descriptions

Change "SGOCC" to "ASOCC" throughout the entirety of the ASOCC Constitution and Bylaws

Change "College Life" to "College Life Committee" throughout the entirety of the ASOCC Constitution and Bylaws except for "Vice President of College Life"

See Attachment A for proposed verbiage (in red font).

Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 1. Purpose

Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 2. Composition and Membership

Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 4. Meetings

Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 5. Duties

See Attachment B for proposed verbiage (in red font).

V.06 Student Senate Succession Plan

Discussion regarding the 2017-2018 Succession Plan for the next Student Senate.

VI. Public Forum Two

This time is reserved for members of the public to address the Student Senate and Executive Board on issues on or not already appearing on the agenda. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic will be enforced. This is not a period of discussion for the Student Senate and Executive Board; however, the Senate President may respond to specific questions and concerns made by the public.

VII. General SGOCC Reports

VII.01 Advisors' Report (Limited to 2 minutes per report)

VII.02 Board, Officer and Staff Reports (Limited to 2 minute per person)

VIII. Adjournment

SGOCC Student Senate & Executive Board Meeting – 05/04/2018
Attachment A - Proposed Bylaw Changes

“SGOCC” to “ASOCC” Change

Change 1. The modification of “SGOCC” to read “ASOCC” throughout the entirety of the ASOCC Constitution and Bylaws.

“College Life” to “College Life Committee” Change

Change 1. The modification of “College Life” to “College Life Committee” throughout the entirety of the ASOCC Constitution and Bylaws except for “Vice President of College Life.”

Advocacy Committee Changes

Change 1. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 5. Powers, Duties, and Responsibilities

- a. ~~The Advocacy Committee Shall~~ meet at least once a week during the Spring and Fall semesters to address issues related to students and colleges.
- b. ~~The Advocacy Committee Shall~~ examine local, state and federal legislation; ballot initiatives; and policies.
- c. ~~The Advocacy Committee Shall~~ examine campus and Coast Community College District policies.
- d. ~~The Advocacy Committee Shall~~ organize and executive legislative visits at least once a year.
- e. ~~The Advocacy Committee Shall~~ address issues related to state and regional shared governance.
- f. ~~The Advocacy Committee Shall~~ conduct a polling event once a semester to get a better understanding of the concerns of Orange Coast College students.
- g. ~~The Advocacy Committee Shall~~ communicate its findings to the Student Senate and Executive Board through the Vice President of Advocacy Committee.

Change 2. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 6. Position Descriptions

- a. Secretary
 - i. ~~The Advocacy Committee Shall~~ elect from its own membership one individual to serve as Advocacy Committee Secretary.
 - ii. ~~The Advocacy Committee Shall~~ take minutes at all official Advocacy Committee meetings.
 - iii. ~~The Advocacy Committee Shall~~ compile, transcribe, and send minutes to the Advocacy Committee Chair and the Advisor within 72 business hours of the Advocacy Committee meeting.
 - iv. ~~The Advocacy Committee Shall~~ write and send “thank you”

- i. If an Executive Officer is running for any open appointed position within the Student Senate and Executive Board body, their voting privileges as voting officers will be revoked and they may not make motions during the appointment process.
- e. ~~The Executive Board Members may vote in instances of vacant positions pertaining to Executive Board and all other relevant appointed positions stated within this constitution.~~ The Student Senate shall have the sole power to seek and appoint Executive Board Officers, with the exception of the Inter-Club Council President and the Vice President of Fiscal Affairs, prior to the Fall Term. In the instance in which a vacancy arises after the beginning of the Fall term, then this power would be

- ii. ~~The ASOCC Regional Delegate shall represent the majority will of the Student Senate regarding matters at the regional and state levels. Shall preside over all meetings as a nonvoting member, unless in the instance of a tie. The chair may choose to cast a tie-breaking vote.~~
- iii. ~~The ASOCC Regional Delegate shall adhere to all policies of the SGOCC, Coast Community College District, and Orange Coast College. Shall be the liaison between the Student Senate and Executive Board and the Advocacy Committee.~~
- iv. ~~The ASOCC Regional Delegate shall serve as the chair of the Advocacy Committee, coordinating and overseeing issues and activities related to legislation, lobbying and issues related to state and regional student government affairs. Prepare and post meeting agendas in compliance with all state laws.~~
- v. ~~The ASOCC Regional Delegate shall have the authority to create and appoint individuals to said positions within Advocacy Committee in order to accomplish the mandate of Advocacy Committee. Shall be the designated student representative when attending any statewide community college student organization recognized by the California Board of Governors (i.e. Student Senate of California Community Colleges).~~
- vi. ~~The ASOCC Regional Delegate shall not serve on a position or hold an office in any statewide community college student organization recognized by the California Board of Governors (ie. Student Senate of California Community Colleges)~~
- vii. Shall represent the will of the ASOCC.
- viii. Enforce all rules established in the ASOCC Constitution and Bylaws and the ASOCC Policies and Procedures documents.

Change 6. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 7. Vacancy and Order of Succession

- a. ~~Should a vacancy occur in the position of Student Body President, the Student Senate shall appoint an interim Student Body President from the Executive Board, excluding the ICC President and the Vice President of Fiscal Affairs. Until an interim has been named, the ASOCC Advisor shall chair the Executive Board meetings. If the Student Body President is unable to attend or run an Executive Board meeting, the Vice President of Communications will assume the chair position for that meeting.~~
- b. If the Student Body President resigns for any reason, the Vice President of Communications will serve as the interim Student Body President until the position is filled.
 - i. ~~In the event that the~~ Should a vacancy occurred anytime from the beginning of the term of office to ~~November 30th~~ October 31st, applications for this ~~office position~~ shall be released to the student body following normal procedures and deadlines as established by the Student Senate and Executive Board.
 - 1. In the event no applications are received during this period, ~~and considering the sensitivity of time~~, the Student Senate and Executive Board shall ~~either~~ appoint a new Student Body President from the ~~members of~~ Executive Board officers to serve for the remaining of the term ~~or extend the deadline~~. If none of the Executive Board officers is interested in the Student Body President position, the Student Senate and Executive Board shall appoint a new Student Body President from the Student Senate to serve for the remaining of the term.
- c. Should a vacancy occur anytime between ~~the calendar dates of December~~ November 1st to May 1st, the Student Senate and Executive Board shall appoint a new Student Body President from the ~~members of~~ Executive Board officers to serve for the remaining of the term. If none of the Executive Board officers is interested in the Student Body President position, the Student Senate and Executive Board shall appoint a new Student Body President from the Student Senate to serve for the remaining of the term.
 - i. Conditions for an Executive Board officer or Student Senator succeeding the ~~office of SGOCC~~ ASOCC Student Body President position:
 - 1. Upon accepting the ~~office of SGOCC~~ ASOCC Student Body President position, the ~~chosen~~ appointed Executive Board officer or Student Senator must resign from their duties from their respective branch.
 - 2. In the event that no Executive Board officer or Student Senator accepts the office of ~~SGOCC~~ ASOCC Student Body President, the Student Senate and Executive Board shall release applications to the student body.
- d. Should a vacancy occur in any other Executive Board officer position ~~of the Executive Board~~, the process for filling this position will be expressed in the ~~SGOCC~~ ASOCC Policies and Procedures.
- e. ~~Should a vacancy occur in the position of Vice President of Fiscal Affairs, the Fiscal Affairs Council shall appoint a new Vice President of Fiscal Affairs.~~

Fiscal Affairs Council Changes

Change 1. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 1. Purpose

- a. The Fiscal Affairs Council ~~u2(esidrtai(ime fr1(6 Twfe)5.44Budgthis 16te)-4.7(na)-4.s 1 0 0 s0 g8.6(n fo89(o)1.ive b)8.350.7D-.003350 Tw()Tjt)~~

- e. ~~The Fiscal Affairs Council shall appoint from its membership a representative to the Communications Taskforce. This appointment shall take place within the first month of the academic year. All other positions of the Fiscal Affairs Council shall be appointed no later than the third week of the fall semester.~~
- f. ~~The Fiscal Affairs Council Shall appoint from its membership two representatives to the College Budget Council. This appointment shall take place within the first month of the academic year.~~
- g. ~~The Fiscal Affairs Council shall appoint from its membership two representatives, in addition to the Vice President of the Fiscal Affairs Council, to the Recycling Center Standing Committee. This appointment shall take place within the first month of the academic year.~~

Change 3. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 3. Term of Office

- a. ~~Fiscal Affairs Officer terms shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.~~ Each officer shall be appointed for a term of one year.
- b. ~~Officer terms shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.~~

Change 4. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 4. Meetings

- a. Except during the ~~annual budget~~ ASOCC Annual Budget ~~a~~Allocation ~~p~~Process, the Fiscal Affairs Council will meet Thursday at 2:30 p.m. until 4:30 p.m. during the fall and spring semesters.
- b. Meeting dates and times for the ~~annual budget~~ ASOCC Annual Budget ~~a~~Allocation ~~p~~Process (generally occurring in March and April) will be determined by the Fiscal Affairs Council and their Advisors ~~before the termination of the fall semester.~~

Change 5. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 5. Powers, Duties, and Responsibilities

- a. The Fiscal Affairs Council's duty is to ~~hear, inquire, discuss, determine and~~ make recommendations regarding ASOCC and ~~general student-related monetary, fiscal and financial~~ matters to the Student Senate and Executive Board

- ii. The Communications Officer shall work closely with the Vice President of Communications to communicate SGOCC activities to the student body.
- iii. The Communications Officer shall serve as a conduit of information between the Communications Taskforce and the Fiscal Affairs Council.
- e. Sustainability Committee Representative(s)
 - i. The Fiscal Affairs Council shall appoint, from its body, two additional officers to the SGOCC Sustainability Committee.
 - ii. In the event that Fiscal Affairs Council officers are unable to serve on the SGOCC Sustainability Committee, then the positions will be opened up to all other branches. The Student Senate and Executive Board shall ratify these appointments.
- f. College Budget Committee Representative(s)
 - i. The Fiscal Affairs Council shall appoint from its membership two representatives to the College Budget Committee.
 - ii. If the two seats cannot be filled within the given time frame, then they shall be appointed through the general PGC process.

Change 7. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 7. Vacancies and Order of Succession

- ~~a. Vacancies occurring by resignation or removal may be filled on an interim basis at the discretion of the Vice President FA with the advice of the membership until such time as the Senate has approved a permanent replacement (where FISCAL AFFAIRS COUNCIL does not have the minimum amount for membership). In the event that the full 10 seats are not filled, applications shall remain open until such a time that those positions can be filled. This will be effective until the second week of the spring semester.~~
- ~~b. Where a vacancy occurs with more than ten weeks remaining in the member's term, the Vice President FA or her/his designee may, within seven days, make applications for a permanent replacement appointment available in the ASOCC office and shall adequately publicize the vacancy for not less than a 14 day period. In case of the departure of the ASOCC Vice President of Fiscal Affairs, the Vice Chair shall assume the Vice President's responsibilities until such a time that the Fiscal Affairs Council appoints a new ASOCC Vice President of Fiscal Affairs.~~
- ~~c. Applicants qualifying for membership may be accorded an interview before the Fiscal Affairs Council and thereafter a recommendation shall be made to the Senate for appointment at its next meeting. In the event that the Vice President of Fiscal Affairs and the Vice Chair of Fiscal Affairs positions are vacant, the Fiscal Affairs Secretary shall assume the duties of the Vice President until such a time that the Fiscal Affairs Council appoints the Vice President of Fiscal Affairs.~~
- ~~d. The process to fill vacancies shall, in the ordinary course, take no more than four weeks. If no suitable candidate is available, the Vice President FA, with the advice of the Fiscal Affairs Council, shall report that fact to the Senate and shall at that time recommend an individual to the Senate to fill the vacancy for the remainder of the term.~~
- ~~e. Council membership applications for the following academic year will be made available at the same time as the applications for SGOCC Officers.~~

Student Senate Changes

Change 1. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 2. Composition and Membership

- ~~a. The ASOCC will elect students from its own membership to the Student Senate, who will serve a one year term from the second Monday of May to the second Sunday of May, inclusive.~~
- ~~b. Individuals elected to the Student Senate shall be the members of the Student Senate and shall be known as Student Senators.~~
- c. ~~There shall be~~ The Student Senate shall be comprised of a total of nine Student Senators to serve as representatives for the students, provided there are at least six people who meet the minimum standards and are elected or appointed to serve.
- d. Student Senators shall not hold ~~membership office~~ simultaneously in the Student Senate and Executive Board.
- e. Student Senators shall not hold an Associated Student Body position at any other school other than Orange Coast College.

Change 2. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 3. Term of Office

- a. The ~~ASOCC student body~~ will elect students ~~from its own membership~~ to the Student Senate, who will serve a one year term from the second Monday of May to the second Sunday of May, inclusive.

Change 3. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 4. Meetings

- a. Student Senate shall hold a meeting on Fridays from 9:00 a.m. – 11:00 a.m. ~~during the course of their term during the school calendar year.~~
- b. The Student Senate may hold emergency meetings as necessary.

Change 4. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 5. Powers, Duties, and Responsibilities

- a. The Student Senate shall have legislative power, including the power to pass resolutions, bills, and acts on behalf of the Student Senate, the Executive Board, ~~the SGOCC, and the ASOCC, except where this constitution specific~~alno mtiproh713ts Tc.01apTD.0029 Tw(1)-2(fim

- e. The Student Senate shall have the power to create and remove ~~SGASOCC~~ Ad-Hoc committees and task forces as needed to conduct the affairs of the Student Senate. ~~ASOCC~~ Ad-Hoc committees and task forces shall be dissolved at the completion of assigned tasks.
- f. The Student Senate shall have the power to pass and enact ~~SGASOCC~~ policies for the benefit of the Associated Students of Orange Coast College.
- g. Actions:
 - i. A written record of all actions must be kept by the Student Senate within the minutes.
 - ii. Actions passed by the Student Senate must contain the author(s) and the date of introduction to the Student Senate and be reflected in the minutes.
 - iii. Actions passed by the Student Senate must contain a date when said actions will become inactive or come back up for review. Actions not meeting these requirements will only remain in effect until the end of the term in which the actions was passed.

Change 5. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 6. Position Descriptions

- a. Student Senate President
 - i. ~~The Student Senate shall elect~~ appoint from its own membership one individual to serve as Student Senate President.
 - ii. The Student Senate President shall ensure that agendas are properly prepared, posted, and emailed to the Student Senate and Executive Board members.
 - iii. The Student Senate President shall ensure that minutes are taken and presented for approval within two weeks of the meeting in which they were taken.
 - ~~iv. The Student Senate President may create temporary SGOCC Ad-Hoc committees and task forces as needed to conduct the affairs~~

SGOCC Student Senate & Executive Board Meeting – 05/04/2018
Attachment B - Proposed Bylaw Changes

Communication Committee Changes
Change 1.