

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

MEETING MINUTES

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

ASOCC Conference Room

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

I. Organizational Items

I.01 Call to Order: 9:01 a.m.

I.02 Roll Call

Student Senators: Haley Burg, Katherine Hoang (arrived to meeting at 9:10 a.m.), Jesse Lopez, Saul Madrigal (arrived to meeting at 9:23 a.m.), Jose Sanchez, Viktoriia Vasileva (arrived to meeting at 9:10 a.m.), Rachyl Reynosa (absent), Thang Phan & Pascal Traylor

Executive Board: David Vo, Frances Sanchez, Leanna Gutierrez, Nick Liszewski, Alexandra Junell Brown, Cindy Matuch, & Kristina Tseng

Advisor: Julie Nguyen

I.03 Opportunity for Pledge of Allegiance

I.04 Approval of Minutes

Minutes postponed without objection.

II. Public Forum

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 and reports as well as an opportunity for the Senate to approve financial recommendations. Following deliberation and action by the Fiscal Affairs Council, the Vice President of Fiscal Affairs recommends the following Student Senate and Executive Board action(s) be taken:

1. Club Start-Up Funds: Ollin Club

Motion by Nick Liszewski to approve \$50 Start-Up Funds for the Ollin Club; 2nd by Thang Phan. Motion passes without objection.

2. One-Time:

The Makerspace Club request for **\$1,939.82** for the Maker Fair Bay Area from May 18-20, 2018 at San Mateo County Event Center.

Motion by Pascal Traylor to approve funding of \$1,827.96 towards the Makerspace Club's request to attend the Maker Fair Bay Area from May 18-20, 2018 at San Mateo County Event Center; 2nd by Jose Sanchez. Motion passes without objection.

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.

Alexandra Junell Brown reported on the Academic Senate.

Jesse Lopez reported on the College Council.

Cindy Matuch reported on behalf of Rachyl Reynosa on the Instructional Planning Council.

III.03 Student Body President's Report

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

Leanna Gutierrez provided her report.

District Consultation Council

III.04 Standing/Ad-hoc/Special Committees

1. Constitution and Bylaws Committee – No Report

2. Mentorship Task Force – No Report

3. Events Task Force – No Report

4. Communications Committee – Alexandra Junell Brown reported.

5. Sustainability Committee – Haley Burg reported.

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

Scott Mitchell, the Planetarium Director, gave a presentation regarding the OCC Planetarium and student involvement.

V.02 College Service Charge

Kristina Tseng, Vice President of Fiscal Affairs Council gave a presentation regarding the possible increase of the College Service Charge up to \$29.00.

Motion by Alexandra Junell Brown to endorse the recommendation of the Fiscal Affairs Council to increase the College Service Charge to \$26.00; 2nd by Pascal Traylor. Motion passes without objection.

Motion by Pascal Traylor to implement the increased College Service Charge in Spring 2019; 2nd by Thang Phan. Motion passes without objection.

V.03 **ASOCC Annual Budget—Canopy Purchase & Rentals**
Presentation by the Fiscal Affairs Council

SGOCC Student Senate & Executive Board Meeting – 05/04/2018
Attachment A - Approved 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 and Spring 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~~ execute 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~~ any 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~~ be appointed ~~from~~ by 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 Vice President of 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” letters as necessary.
 - v. ~~The Advocacy Committee Shall~~ track tardies and absences of the Advocacy Committee officers and present it at the first Advocacy Committee meeting of every month.
 - ~~vi. The Advocacy Committee Shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Ttruancy.~~
 - vii. ~~The Advocacy Committee Shall~~ fulfill other duties and responsibilities as may be assigned.

Executive Board Changes

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

- a. The Executive Board of the ~~SGOCC~~ ASOCC shall act as administrators and carry out legislation passed by the Student Senate and Executive Board.

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

- a. The Executive Board shall be composed of the following Executive Officers: Student Senate President, Student Body President, Vice028 Tc0-96

- 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 shared with Executive Board.
- f. Formal action taken by the Executive Board shall require the approval of a majority of those Executive Board ~~Members~~ Officers and Student Senators attending the meeting at which the vote occurred and where quorum is achieved.
- g. ~~Executive Officers Shall~~ The Executive Board shall be accountable to the same standards as Senators.
- h. ~~Executive Officers Shall~~ The Executive Board shall conduct, at minimum, an official meeting every other week.
- i. ~~Executive Officers Shall~~ The Executive Board shall ~~sit~~ serve on at least one Participatory Governance Committee.
- j. ~~Executive Officers Shall~~ The Executive Board shall submit, to the Vice President of Diplomatic Affairs, a written or typed report of the Participatory Governance Committee meetings that they attended **within a 72 hour period.**
- k. ~~Executive Officers Shall~~ The Executive Board shall make a weekly verbal report in Student Senate Meetings.

Change 5. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 6. Position Descriptions

- a. Student Body President
 - i. ~~The Student Body President Shall~~ be the chief Executive Officer of the Executive Board.
 - ii. ~~The Student Body President Shall~~ be responsible for the administrative operations of the ~~SGOCC~~ ASOCC, in accordance with the will of the Student Senate and Executive Board, and shall report and make recommendations to the Student Senate and Executive Board ~~as regards administering the affairs of the SGOCC.~~
 - iii. ~~The Student Body President Shall~~ be responsible for coordinating, chairing, and preparing and posting agendas for meetings of the Executive Board.
 - iv. ~~The Student Body President Shall~~ be responsible for fulfilling the duties of Executive Board Officers at such time as they are unwilling or unable to perform their duties by way of taking the responsibilities of the vacated position upon themselves, or by allowing a willing ~~executive officer~~ Executive Board Officer to accept those duties.
 - v. ~~The Student Body President Shall work with the Student Senate for the appointment of Executive Board staff at time of Execu-~~

- 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~~

- 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 ~~and other official bodies.~~
- b. The Fiscal Affairs Council is a recommending body; it has no power or authority to grant or deny requests.
- c. ~~The Council shall act as the primary student entity responsible to supervise, review, initiate inquiries and provide~~ (e.o.Ew(9-1))6t 634.02 Tm

- i. ~~The Communications Officer~~ Shall be appointed by ~~the Fiscal Affairs Council~~ its own membership to serve as the representative to the ASOCC Communications ~~Taskforce~~ **Committee**.
- 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~~ liaison between the Communications Taskforce and the Fiscal Affairs Council.
- e. Sustainability Committee Representative(s)
 - i. The Fiscal Affairs Council shall appoint, ~~from its body~~, from its own membership 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.~~

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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. e.

i.

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

Communication Committee Changes

- Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 1. Purpose
- a. The Communications Committee exists to gather representatives from each branch of