

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

MEETING AGENDA

Friday, May 6, 2022; 9:00 a.m.

2701 Fairview Road

Student Union Building, Room SU 216

Costa Mesa, CA 92626

(714) 432-5730

Due to COVID-19, all SGOCC Meetings are taking place via Zoom Conference Calls

Video Conferencing & Call-In Information:

Zoom Video Conferencing Web Address: <http://bit.ly/ASOCCMeetings>

or Telephone Call-In Information: +1 669 900 6833 (US Toll)

Meeting ID: 955 3721 2182

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 6, 2022, at 9:00 a.m. Pursuant to the Government Code Section 54955 and 54954.2(b) (3), the SGOCC Student Senate and Executive Board 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 the agenda may be trailed to the following meeting pending the approval of the Student Senate and Executive Board. Those wishing to address the Student Senate and Executive Board shall be present during the public forum and express their concern. For further information, please contact Student Senate President Katherine Smith at ksmith281@student.cccd.edu.

I. Organizational Items

I.01 Call to Order

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 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 Student Senate President may respond to specific questions and concerns made by the public.

III. Reports

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

- **Start-up Funds**

Discussion and possible action regarding the awarding of \$50.00 Club Start-Up Funds for the following clubs:

- None

- **One-Time Funding**

Discussion and possible action regarding the awarding of One-Time Funding request for the following student clubs/organizations/programs/services:

- None

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

- Communications Committee
- Constitution and Bylaws Committee
- Mental Health and Harm Reduction Subcommittee

- Canvas Shell Subcommittee
- Course Syllabus Subcommittee
- COVID Policy Taskforce

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 Orange Coast College & Orange County Transportation Authority (OCTA) Partnership

Presentation by Dr. Madjid Niroumand, OCC Vice President of Student Services, or Tee Huynh, ASOCC Vice President of Fiscal Affairs, will present a funding request not to exceed \$280,000.00 per year regarding a potential College partnership with the Orange County Transportation Authority (OCTA) in order to provide free bus passes for OCC students. Discussion and possible action to follow.

V.02 2022-2023 Fiscal Affairs Council Appointments

Presentation by Tee Huynh, ASOCC Vice President of Fiscal Affairs, regarding the appointments of new officers to the 2022-2023 Fiscal Affairs Council. Discussion and possible action.

V.03 ASOCC Constitution and Bylaws

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 G (Inter-Club Council). See Attachment A for proposed verbiage (in red font).

V.04 2021-2022 Student Senate and Executive Board Subcommittees Updates

Presentation by the chairs of the Student Senate and Executive Board subcommittees regarding their draft succession plans. Discussion and possible action to follow.

V.05 2021-2022 Student Senate and Executive Board Goals and Expectations

Presentation and discussion regarding the 2021-2022 Student Senate and Executive Board goals and expectations. Possible adoption to follow.

V.06 Student Government Survey

Officers will participate in an end-of-year evaluation of the student government.

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 Student 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 minutes per person)

VIII. **Adjournment**

SGOCC Student Senate & Executive Board Meeting – 05/06/2022
Attachment A - Proposed Bylaw Changes

Inter-Club Council Changes

Change 1. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 4. Meetings, b. Monthly Meeting Club Attendance Policy

- i. Monthly Meetings must be held with all active clubs on the 1st Tuesday of each month when the fall and spring semester classes are in session, except for the first full month of the fall **and spring** semesters.

Change 2. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 5. Powers, Duties, and Responsibilities, c. Inter-Club Council Duties: Events and Activities

- i. The Inter-Club Council shall host the following events at least once per year which includes, but is not limited to:
 1. **Pirate Involvement Fair (formerly known as Club Rush) (once per semester)**
 - a. **Pirate Involvement Fair** is an event that is organized for clubs to promote their activities and recruit new members.
 2. Coast Day (once per semester)
 - a. Coast Day is an event when clubs have the opportunity to raise funds for their club accounts through activities such as selling merchandise, food, etc.
 3. Monthly Meeting (monthly)
 - a. Monthly Meeting is a mandatory meeting that is held on the first Tuesday of every month during the fall and spring semesters (**except for the first full month of the fall and spring semesters**) in which the Inter-Club Council Board officers share important information with clubs regarding upcoming Inter-Club Council events and other on-campus events from different branches of ASOCC.
 4. Inter-Club Council Meet-and-Greet (fall **and spring** semesters)
 - a. The Inter-Club Council Meet-and-Greet is an event for clubs to socialize and network with the Inter-Club Council Board officers alongside other fellow clubs.
 5. End-of-Semester **Celebration Luncheon** (fall semester)
 - a. The End-of-Semester **Celebration Luncheon** is an event hosted during the normal Monthly Meeting time dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the semester are recognized through a banquet.
 6. End-of-Year **Celebration Luncheon** (spring semester)
 - a. The End-of-Year **Celebration Luncheon** is an event hosted during the normal Monthly Meeting time dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the year are recognized through a banquet and end-of-year awards.
 7. Inter-Club Carnival (spring semester)
 - a. The Inter-Club Carnival is an event hosted to provide students with an opportunity to relax **and socialize with other students** ~~enjoy some time off from studying~~ by participating in fun activities.

Change 3. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 5. Powers, Duties, and Responsibilities, d. Inter-Club Council Board Responsibilities

- b. Inter-Club Council Board Responsibilities
 - i. Be responsible to carry out the duties as outlined in the ASOCC Constitution and Inter-Club Council Bylaws.
 - ii. Govern the Inter-Club Council and set policy for ASOCC clubs where applicable.
 - iii. Be responsible for organizing **a monthly meeting for the clubs no less than once per month** during the fall and spring semesters, with the exception of the first full month of the fall **and spring** semester.
 - iv. Approve ASOCC club registration, renewals, and events.
 - v. Keep in constant communication with ASOCC clubs throughout the semester.
 - vi. Attend weekly meetings on Tuesdays from 11:10 a.m. - 2:00 p.m.
 - vii. Assist with all Inter-Club Council sponsored activities.
 - viii. Commit to **at least one (1) hour of completing Inter-Club Council tasks outside of the weekly Inter-Club Council Board Meetings-office hour** per week.
 - ix. Attend the Summer ASOCC Training, if appointed prior to the training.
 - x. Attend the Fall ASOCC Leadership Conference.
 - xi. Attend the Spring ASOCC Planning Retreat.
 - xii. Work cooperatively and effectively with the other branches of Associated Students, Student Government, such as the College Life Committee, etc.
 - xiii. Make at least two (2) classroom announcements for each Inter-Club Council event.
 - xiv. Act professionally while attending meetings and working in the office.
 - xv. Chair or Co-Chair at least one (1) Inter-Club Council event.
 - xvi. **Visit at least one (1) club meeting during their designated terms.**
 - xvii. **Fulfill other duties and responsibilities as may be assigned**
 - ~~xviii. Join, as a regular member, at least one (1) club per semester.~~
 - ~~xix. Fulfill other duties and responsibilities as may be assigned.~~
 - ~~xx. Visit at least one (1) club meeting during their designated terms.~~

Change 4. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, b. Vice President

- i. Fulfill the duties of the Inter-Club Council President in the event that the President may be absent, unable to perform **their his/her** duties, or the position is vacant.
- ii. Chair and conduct Inter-Club Council Board Elections during the semester in which the term of the serving Inter-Club Council Board expire.
- iii. Act as meeting parliamentarian.

- iv. Maintain and update club policies and procedures referred to in the Orange Coast College Official Club Handbook as needed.
- v. Provide mentorship to ASOCC club vice presidents and officers.
- vi. Be a resource and assist clubs in identifying and implementing fundraising activities.

Change 5. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, d. Director of Logistics

- i. Revise, update, and/or correct project sheets for all Inter-Club Council events and activities.
- ii. Learn how all ASOCC audio/visual equipment works and assist others who need to use it.
- ~~iii. The equipment includes the P.A. system, podium, hand held microphones, projector, DVD recorder/player, and monitors.~~
 - 1. The equipment includes the P.A. system, podium, hand-held microphones, projector, DVD recorder/player, and monitors.
- iv. Order and/or reserve all necessary equipment for Inter-Club Council events and activities. Reserve all necessary locations for Inter-Club Council events and activities.
- v. Assist event chairperson with event layout for their activities. Gather information and evaluate a variety of vendors for possible on-campus events.
- vi. Be familiar with ASOCC equipment, props, facilities, supplies, and materials. Assist all other members and clubs in securing and using these resources for their events and activities.
- vii. Prepare and present budgets for Inter-Club Council events at Inter-Club Council Board meetings.
- viii. Revise, update, correct, the ASOCC Inventory in collaboration with the College Life Committee Logistics Director and Student Life & Leadership Specialist.

Change 6. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, e. Director of Campus Relations

- i. Produce a minimum of one (1) pre-event press release for publication for every Inter-Club Council sponsored event and activity.
- ii. Act as the liaison between Inter-Club Council and on-campus publications such as the Coast Report, the student newspaper, and the Coast to Coast, an online publication.
- ~~iii. Produce a minimum of one (1) article, on a bi-weekly basis, for publication spotlighting an ASOCC club for the Coast Report.~~
- iv. Produce a minimum of one (1) Inter-Club Council newsletter on a monthly basis ~~to be released during the third week of the month which includes a spotlight highlighting an ASOCC Club.~~
- v. Assist the Inter-Club Council President with composing and distributing club surveys at Inter-Club Council Monthly Meetings and Inter-Club Council events as needed.
- vi. A report of club visitations shall be submitted at the last Inter-Club Council Board meeting of the month.
- vii. Create and update templates for use by the Inter-Club Council Board officers during club visitations and classroom announcements on a monthly basis.
- viii. Inform the Inter-Club Council Board officers of club events and activities weekly.
- ix. Create or modify Inter-Club Council brand (logo design, etc.)

Change 7. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, f. Director of Communications

- i. Produce and post publicity for all Inter-Club Council sponsored events and activities.
- ii. Regular publicity shall include, but not be limited to, the following: ASOCC publicity boards, ASOCC sandwich boards, ASOCC table tents, OCC on-campus computers, and OCC on-campus food facilities, etc.
- iii. Attend Communications Committee meetings.
- iv. Maintain all ASOCC publicity boards and sandwich boards on campus as used by the Inter-Club Council. Create and distribute fliers, posters, invitations, and/or signage as needed for ICC events and activities.
- v. Work in coordination with the ASOCC professional staff to create ~~MyOCC Announcements/Canvas Announcement~~ as needed.
- vi. Work in coordination with the ASOCC professional staff to update and maintain the section titled “Clubs” on the ASOCC website via the OCC website, making pertinent documents, information, and resources more available to students and club members.

Change 8. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, g. Director of Inter-Club Relations

- i. Assist the Inter-Club Council President with developing and facilitating informative workshops for each Inter-Club Council Monthly Meeting. Create e-mail scripts as needed for all Inter-Club Council events or activities.
- ii. Create phone call scripts as needed for all Inter-Club Council events or activities for use by the Inter-Club Council Board. Create a calling list which shall be updated if changes are necessary.
- iii. Make phone calls and send e-mails to clubs as needed in regards to Inter-Club Council events, Monthly Meetings, club visitations, and updates to contact information.
- iv. Check the ASOCC Club Roster on a weekly basis to ensure all information is available and correct.
- ~~v. Email clubs as necessary regarding club visitation results, updates to contact information, or Monthly Meeting attendance.~~
- vi. If a club did not have a representative at a Monthly Meeting, they must be notified by email within one (1) week of the Monthly Meeting.
- ~~vii. Email clubs to notify them when a club registration, club renewal, or club special event has been approved (Note: Approval must be made by the Inter-Club Council, the Student Life & Leadership Specialist, and the Director of Student Life).~~
- viii. Check the official Inter-Club Council e-mail (OrangeCoastICC@gmail.com) email on a weekly basis and respond to any incoming e-mails from clubs.

- ix. Ensure that each club is visited at least once per semester by having a method to keep track of the visitations and sharing it with the Inter-Club Council Board.

Change 9. Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, h. Historian

- i. Take photographs and/or videos of all Inter-Club Council sponsored activities and events.
- ii. Create slideshow presentations as needed that contain pictures from all Inter-Club Council and club sponsored activities when needed (e.g., Inter-Club Council End-of-Semester Celebration Luncheon, Inter-Club Council End-of-the-Year Celebration Luncheon, ASOCC Banquet).
- ~~iii. Maintain the ASOCC picture case in the ASOCC office.~~
- iv. Provide the Director of Campus Relations and the Director of Communications with pictures as needed for their work (e.g., Inter-Club Council Newsletter, club section of the OCC website, or publicity material).
- ~~v. Collect newspaper clippings and correspondence related to Inter-Club Council and clubs and post inside of the ASOCC Office on cork board.~~
- vi. Create and/or help create an ASOCC yearbook in collaboration with the Vice President of Communications and the College Life Committee Historian.
- vii. Make sure all ASOCC digital camera batteries are charged before Inter-Club Council sponsored activities or events if it is going to be in use.