

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

Friday, December 1, 2017; 9:00 a.m.

ASOCC Office

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

I. Organizational Items

I.01 Call to Order: 9:00 a.m.

I.02 Roll Call

Student Senators: Haley Burg, Jake Chustz, Katherine Hoang, Jesse Lopez, Caitlyn Nojiri (absent), Jose Sanchez, Viktoriia Vasileva (arrived at 9:02 am, left meeting at 11:06 a.m.), & Ethan Wien (arrived at 9:11 a.m.)

Executive Board: David Vo (arrived at 9:06 a.m.), Frances Sanchez (arrived at 9:09 a.m.), Leanna Gutierrez, Nick Liszewski (arrived at 9:30 a.m.), Alexandra Junell Brown, Cindy Matuch, & Kristina Tseng (arrived at 9:10 a.m.)

Advisor: Julie Nguyen

I.03 Opportunity for Pledge of Allegiance

I.04 Approval of Minutes

Motion by Cindy Matuch to approve the minutes from Associated Students of Orange Coast College (ASOCC), Student Government of Orange Coast College (SGOCC) Student Senate Meeting dated November 17, 2017; 2nd by Jake Chustz. Minutes approved without objection.

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 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 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: None

2. One time:

- Christian Students Club will be presenting the request for \$644.49 for club t-shirts.
No request due to not showing up for interview with the Fiscal Affairs Council.
- Spirit of Ability will be presenting the request for \$599.00 for their 26th Annual Holiday Luncheon and opportunity drawing on November 29, 2017.
No request due to not showing up for interview with the Fiscal Affairs Council.

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.

Cindy Matuch reported on the Institutional Effectiveness Committee.

III.03 Student Body President's Report

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

Leanna Gutierrez provided her report.

- *College Council*

III.04 Standing/Ad-hoc/Special Committees

1. Constitution and Bylaws Committee – Frances Sanchez reported.
2. Mentorship Task Force - Viktoriia Vasileva reported.
3. Events Task Force – Jesse Lopez reported.
4. Communications Committee – No report.
5. Sustainability Committee – Kristina Tseng 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 Student Drop Survey

Presentation regarding the implementation of "Student Drop Survey" starting Intersession 2018. Discussion to follow.

Dr. Madjid Niroumand gave a presentation regarding the implementation of "Student Drop Survey" starting Intersession 2018.

V.02 Coast Community College District (CCCD) Administrative Procedure 5500 – Student Code of Conduct

Presentation regarding revisions to CCCD Administrative Procedure 5500 – Student Code of Conduct. Discussion to follow.

Dr. Derek Vergara gave a presentation regarding revisions to CCCD Administrative Procedure 5500 – Student Code of Conduct.

V.03 Fiscal Affairs Council Officers Approval

Discussion and possible action regarding the approval of the new Fiscal Affairs Council Officers.

Motion by David Vo to approve the Fiscal Affairs Council recommendation to appoint Mathew Gemeinhardt and Minyi "Joyce" Wang as Fiscal Affairs Council Officers; 2nd by Jesse Lopez. Motion passes without objection.

V.04 Revised Fiscal Affairs Council One-Time Funding request forms and Start-Up Forms

Discussion and possible action regarding the approval of the revised Fiscal Affairs Council One-Time Funding request forms and Start-Up Forms.

Motion by Nick Liszewski to approve the Fiscal Affairs Council changes to the One Time Request and Club Start Up Forms; 2nd by Jose Sanchez. Motion passes without objection.

V.05 ASOCC Constitution and Bylaws

Presentation by the SGOCC Constitution and Bylaws Committee regarding proposed changes to ASOCC Bylaws:

- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 1. Purpose, A.
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 2. Composition and Membership, F.
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 3. Meetings, A.
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 4. Powers, Duties, Responsibility, A.i., C.i. C.iv.
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 5. Position Descriptions, 1.v., 1.vi.

See Attachment A for proposed verbiage.

Motion by Kristina Tseng to adopt the proposed changes to Section H of the ASOCC Constitution and Bylaws; 2nd by Jose Sanchez. Motion passes without objection.

See Attachment B for adopted verbiage.

V.06 Events Task Force Presentation

Jesse Lopez gave a presentation regarding the Events Task Force Event on December 5, 2017.

Without objection, meeting extended by 10 minutes.

VI. 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: 11:14 a.m.

SGOCC Student Senate & Executive Board Meeting – 12/01/2017
Attachment A - Proposed Bylaw Changes

Section H: Sustainability Committee

1. Purpose
 - a. The Sustainability Committee exists as a standing committee to the Student Senate to promote environmental awareness, **work with the campus wide Sustainability Committee** to achieve efficient SGOCC recycling pick-ups, and to collaborate with the campus to promote sustainable practices.

2. Composition and Membership
 - a. The Sustainability Committee shall consist of at least five members, including the Chair of the Sustainability Committee, and no more than nine.
 - b. By virtue of the office of the Vice President of Fiscal Affairs, the Vice President of Fiscal Affairs shall hold membership on the Sustainability Committee.
 - c. The Student Senate shall appoint, from its body, three Student Senators to the Sustainability Committee.
 - d. The Fiscal Affairs Council shall appoint, from its body, two representatives to the Sustainability Committee.
 - e. The Sustainability Committee can appoint up to three members from other branches in SGOCC. The Student Senate shall ratify these appointments.
 - f. **In the event that Fiscal Affairs and Senate officers are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches.**

3. Meetings
 - a. Committee **officers** shall hold no less than one meeting every two weeks on Thursdays from 12:45 p.m. – 1:45 p.m.

4. Powers, Duties, Responsibility
 - a. Sustainability Committee Powers
 - i. The Sustainability Committee **officers** will have the opportunity to vote within their body.
 - b. Duties of the Sustainability Committee
 - i. It shall be the duty of the Sustainability Committee to:
 1. Host at least one event per semester related to sustainable or environmentally friendly practices.
 2. Collaborate with the SGOCC Recycling Center.
 3. Oversee the distribution and location of the recycling bins.
 4. Promote sustainable practices on campus.
 - c. Recycling Pick-ups
 - i. **The Sustainability Committee shall recruit volunteers to participate in recycling pick-ups on Fridays**
 - ii. Participation in recycling pick-ups is mandatory for each committee member **at least once a month.**
 - iii. There shall be no recycling pick-ups during holidays or breaks.
 - iv. **Recycling pick-ups will start the week after the first Sustainability Committee meeting and shall expire at the end of the current Student Senate term.**
 - v. The following is mandatory attire of each member during recycling pick-ups:
 1. Close-toed shoes
 2. Gloves

5. Position Descriptions
 1. Chair of the Sustainability Committee
 - i. Shall be the liaison between SGOCC's Student Senate and Sustainability Committee.
 - ii. Prepare and post meeting agendas in compliance with all state laws.
 - iii. Preside over all meetings as a nonvoting member.
 - iv. Enforce all rules established in these documents.
 - v. **May create new positions as the need arises.**
 - vi. **Shall serve as the student representative of the Campus Wide Sustainability Committee, or appoint a designee from the SGOCC Sustainability Committee to serve.**
 2. Co-Chair of the Sustainability Committee
 - i. Shall perform the duties of the Chair at such time as the Chair is unable to perform them.
 3. Voting Members
 - i. Shall make an informed vote on proposed projects.
 - ii. Shall remain objective.
 - iii. Shall maintain the integrity of the body.
 - iv. Shall uphold all standards both ethically and as outlined in this document.

SGOCC Student Senate & Executive Board Meeting – 12/01/2017
Attachment B - Adopted Bylaw Changes

Section H: Sustainability Committee

1. Purpose
 - a. The Sustainability Committee exists as a standing committee to the Student Senate to promote environmental awareness, work with the campus wide Sustainability Committee to achieve efficient SGOCC recycling pick-ups, and to collaborate with the campus to promote sustainable practices.

2. Composition and Membership
 - a. The Sustainability Committee shall consist of at least five officers, including the Chair of the Sustainability Committee, and no more than nine.
 - b. By virtue of the office of the Vice President of Fiscal Affairs, the Vice President of Fiscal Affairs shall hold membership on the Sustainability Committee.
 - c. The Student Senate shall appoint, from its body, three Student Senators to the Sustainability Committee.
 - d. The Fiscal Affairs Council shall appoint, from its body, two representatives to the Sustainability Committee.
 - e. The Sustainability Committee can appoint up to three members from other branches in SGOCC. The Student Senate shall ratify these appointments.
 - f. In the event that Fiscal Affairs officers and Senators are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches.

3. Meetings
 - a. Committee officers shall hold no less than one meeting every two weeks on Thursdays from 12:45 p.m. – 1:45 p.m.

4. Powers, Duties, Responsibility
 - a. Sustainability Committee Powers
 - i. The Sustainability Committee officers will have the opportunity to vote within their body.
 - b. Duties of the Sustainability Committee
 - i. It shall be the duty of the Sustainability Committee to:
 1. Host at least one event per semester related to sustainable or environmentally friendly practices.
 2. Collaborate with the SGOCC Recycling Center.
 3. Oversee the distribution and location of the recycling bins.
 4. Promote sustainable practices on campus.
 - c. Recycling Pick-ups
 - i. The Sustainability Committee shall recruit volunteers to participate in recycling pick-ups on Fridays.
 - ii. Participation in recycling pick-ups is mandatory for each committee member at least once a month.
 - iii. There shall be no recycling pick-ups during holidays or breaks.
 - iv. Recycling pick-ups will start the week after the first Sustainability Committee meeting during the fall and spring semesters.
 - v. The following is mandatory attire of each officer during recycling pick-ups:
 1. Close-toed shoes
 2. Gloves

5. Position Descriptions
 1. Chair of the Sustainability Committee
 - i. Shall be the liaison between SGOCC's Student Senate and Sustainability Committee.
 - ii. Prepare and post meeting agendas in compliance with all state laws.
 - iii. Preside over all meetings as a nonvoting officer.
 - iv. Enforce all rules established in these documents.
 - v. Shall serve as the student representative of the campus wide Sustainability Committee or appoint a designee from the Sustainability Committee to serve.
 2. Co-Chair of the Sustainability Committee
 - i. Shall perform the duties of the Chair at such time as the Chair is unable to perform them.
 3. Voting Officer
 - i. Shall make an informed vote on proposed projects.
 - ii. Shall remain objective.
 - iii. Shall maintain the integrity of the body.
 - iv. Shall uphold all standards both ethically and as outlined in this document.