

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

**MEETING MINUTES**

Friday, May 10, 2019; 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 10, 2019 at 9:00 am. 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 public forum and express their concern. For further information, please contact Student Senate President Katherine Hoang at yourstrulykatherine@gmail.com.**

**I. Organizational Items**

**I.01** Call to Order - 9:03am

**I.02** Roll Call-

**Student Senators:** Niousha Farhangi, Katherine Hoang, Thao Nguyen, Thang Phan (arrived at 9:04am), Rachyl Reynosa, Matthew Gemeinhardt, Spencer Finkbeiner, and Fazilat Abdul

**Executive Board Officers:** Lian Elkazzaz (arrived at 9:13am), Tobin Hecker, Carlos Lopez, Jesse Lopez, Sylvia Catania, and Matthew Bagale

**Advisor (s):** Dr. Julie Nguyen

**I.03** Opportunity for Pledge of Allegiance

**I.04** Approval of Minutes

*Motion by Niousha Farhangi to approve the meeting minutes for May 3, 2019; 2<sup>nd</sup> by Spencer Finkbeiner. Motion passes 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 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 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:
    - Discussion and possible action regarding the awarding of \$50.00 Club Start-Up Funds for the following clubs:
      - N/A
- **One-Time Funding**
  - Discussion and possible action regarding the awarding of One-Time Funding request for the following clubs/programs/services:
    - N/A

### **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.

Matthew Bagale reported.

### **III.03 Student Body President's Report**

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

Jesse Lopez reported.

### **III.04 Standing/Ad-Hoc/Special Committees**

- Communications Committee – Carlos Lopez reported.
- Sustainability Committee – Niousha Farhangi reported.
- Events Task Force – No report.
- Smoking Policy Task Force – No report.
- Rebranding ASOCC Task Force – No report.
- Coast Community College District (CCCD) Board Policy/Administrative Procedures 7120 Task Force – Niousha Farhangi reported.
- Constitutions and Bylaw Committee – No report.
- Civic Engagement Task Force – No report.
- Fiscal Responsibility Task Force – No report.

## **IV. Unfinished Business**

### **V. New Business**

#### **V.01 Civic Engagement Task Force Presentation**

Presentation by the Civic Engagement Task Force. Discussion and possible action to follow.

Niousha Farhangi presented.

*Motion by Carlos Lopez to endorse the Civic Engagement proposal; 2<sup>nd</sup> by Fazilat Abdul. Motion passes without objection.*

**V.02 Fiscal Responsibility Task Force Presentation**

Presentation by the Fiscal Responsibility Task Force. Discussion and possible action to follow.

**V.03 2019-2020 SGOCC Fiscal Affairs Council Appointment(s)**

Discussion and possible action regarding the appointment for the open 2019-2020 SGOCC Fiscal Affairs Council Positions.

Tobin Hecker presented.

*Motion by Spencer Finkbeiner to appoint Sayaka Kirigakubo, Mahek Yerunkar, Rinn Kim, and Kevin Chow to be officers of the 2019-2020 Fiscal Affairs Council; 2<sup>nd</sup> by Lian Elkazzaz. Motion passes without objection.*

**V.04 2019-2020 ASOCC Annual Budget**

The Fiscal Affairs Council will reconsider something previously adopted by the 2018-2019 Student Senate & Executive Board to increase the 2019-2020 ASOCC Annual Budget Allocation up to the dollar amount of **\$1,571,708.52**. Discussion and possible action to follow.

*Motion by Spencer Finkbeiner to approve the additional funding of **\$23,520.06** to the ASOCC Personnel account for the 2019-2020 ASOCC Annual Budget; 2<sup>nd</sup> by Rachyl Reynosa. Motion passes without objection.*

*Motion by Carlos Lopez to amend the previous decision of the 2018-2019 Student Senate and Executive Board regarding the 2019-2020 ASOCC Annual Budget to be **\$1,555,539.52**; 2<sup>nd</sup> by Matthew Gemeinhardt. Motion passes without objection.*

**V.05 Coast Community College District (CCCD) Board Policy 3600 Audit Presentation**

Presentation regarding the results of and current action in response to the District's audit of CCCD Board Policy 3600 as it relates to the Associated Students of Orange Coast College.

**V.06 SGOCC Policies and Procedures**

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

Niousha Farhangi presented.

*Motion by Lian Elkazzaz to endorse the recommended changes to the SGOCC Policies and Procedures; 2<sup>nd</sup> by Fazilat Abdul. Motion passes without objection.*

*Without objection, the meeting was extended by 15 minutes.*

**V.07 Student Senate Succession Plan and Goals**

Discussion and possible action regarding changes to the Student Senate Succession Plan and 2018-2019 Student Senate & Executive Board goals.

See attachment I for Succession Plan  
See attachment II for Goals.

**V.08 ASOCC Transition Ceremony**

Presentation regarding the ASOCC Transition Ceremony on Friday, May 17, 2019.

**VI. Public Forum**

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**VI. 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)

**VII. Adjournment – 11:30am**

**Succession Plan - Attachment I**

- **Basic Information:**
  - Name: Katherine Hoang
  - Position: Student Senate President
  - Time Served in the Position: Full academic year (Fall 2018-Spring 2019)
- **What are the major responsibilities of your position?**
  - The major responsibilities of my position included chairing weekly meetings, creating and posting the Student Senate and E-board agendas
  - Serve as a person the Senators and E-board officers could rely on with any questions or support.
- **Important time frames pertaining to your position & how to prepare:**
  -
- **What goals did you have at the beginning of the year? Which were accomplished, and which ones were not? If not, why?**
  - **Accomplishments:**
    - **Event Task Force:**
      - Events Task Force successfully hosted the annual ASOCC MultiCultural Event
    - **Smoking Policy Task Force**
      - Smoking Policy Task Force was able to develop timeline by the Fall of 2018 and potential impacts of modifications to the OCC Smoking Policy (i.e. impact on enrollment, enforcement, potential designated areas for smoking, etc.
    - **Rebranding ASOCC Task Force**

- Rebranding ASOCC Task Force revised and formulate new ideas for the new Associated Students website and SGOCC logo
  - They analyze social media platforms and re-evaluate content being put out. They worked in accordance with graduate intern (social media) to highlight SGOCC officer to encourage students to apply to SGOCC
- **Constitutions and Bylaw Committee**
  - In Vice President of Advocacy's succession plan
- **Civic Engagement Task Force**
  - Implementation plan (Niousha will send to Kat)
    - Guidelines for Civic Engagement Center
    - Ideas for programming and events
    - Resources (ie. community service, political/civic)
    - Short term and long term recommendations
    - Research with other institutions to see how civic engagement is on their campuses
  - Communication with faculty and departments
    - Gather information from those bodies
- **Sustianability**
  -
- **Fiscal Responsibility Task Force**
  - Timeline of events
  - Plan for the new Student Center
  - Financial resources available to students
  - On campus financial services to co-host future events
- Incomplete:
  - Events Task Force
    - Only hosted one event - Multicultural Day
    - Things to improve on:
      - Come up with concrete ideas
      - Recruitment of volunteers
      - Senator to serve as chair/co-chair; receive training on event planning with CLC/ICC
- Removed:
  - Mentorship Program
    - Dissolved due to the lack of long run sustainability and faculty resources.
- **Did you make any significant changes in regard to your position?**
  - In regard to the duties of my position, they remained the same throughout the year. I established a weekly agenda item deadline and I added reminders to my weekly emails to increase transparency among our branch.
- **What major challenges did you face?**
  - Lack of volunteers
    - Having more branch members attend other branches events.
  - Spreading ourselves too thin
    - Other commitments outside of student government
    - Created too many goals
  - Keeping the Senators involved and passionate about their role as a senator.
    - There were a few senators who at first seemed excited but did not move to take action in anything.

- They would show up to the meetings every Friday, and that's pretty much all they did.
    - Keep track of Senators' involvement and volunteer hours at other branches
  - Goal settings
    - Regularly reviewing your **goals** provides you with a good reminder of what you're working towards and helps keep you on track.
  - Did not have any events
    - Focus on volunteering at student government events
    - Focus on hosting one event for Senate and Eboard
  - Other branches do not know about Senate and Eboard
    - Need to be more inclusive and connected to the other branches
    - Volunteer at other student government events so they can recognize and get to know one another
  - Connect to student athletes and support them if they are joining student government
  - Set expectations with the officers so they understand what they need to do beyond just attend meetings
  - Make informed decisions and commit to them
    - Take the time to make decisions as a body
- **What do you wish you would have known coming in to the position?**
  -
- **Are there any goals, projects, or events that you would have liked to have seen if you had more time in the position?**
  - Host more student engagement events from the body
  - Increase transparency of the agendas to the public .
  - Utilize the Civic Engagement Plan and work with the Advocacy Committee on implementation for next year and also presence/space in the Student Union
  -
- **Do you have any advice for your successor?**
  - Be more accountable for yourself and your body.
  - Make sure you keep the chair of task forces, ad-hoc, and sub-committees accountable and focused on completing their goals

## **Student Senate & E-board Goals 2018-2019 Draft- Attachment II**

### **1. Mentorship Program Task Force**

- a. Marketing & Recruitment
  - i. Determine mark - **Completed**
  - ii. Setting plan - **Completed**
  - iii. Collaborate with existing events - **Completed**
- b. Application & Selection
  - .Release applications October 2018 - **Completed**

- i. Execute during the Spring 2019 semester - Incomplete
- ii. Start with 10 mentor/mentee pairs - Incomplete

## 2. Smoking Policy Task Force

- . Develop timeline by the Fall of 2018. - **Completed**
- a. Review existing OCC Smoking Policy - **In progress**
- b. Bring forth recommendations to the Student Senate & Executive Board regarding potential modifications to the existing OCC Smoking Policy.
- c. Develop potential impacts of modifications to the OCC Smoking Policy (i.e. impact on enrollment, enforcement, potential designated areas for smoking, etc.).

## 3. Rebranding ASOCC Task Force

- . Conduct research and develop a new ASOCC logo and website - **In progress**
- . Secure submissions for possible logos.
- a. ASOCC Mission, Vision, & Values
- b. Anticipated launch of new logo and website in Fall of 2019 - **In progress**
- c. Signage/verbiage/graphic work

## 4. Events Task Force. At least 3 events during the 2018-2019 academic year.

- ~~PGC - **Incomplete** - Stricken 02/01/2019~~
- ~~More active participation~~
- ~~i. To raise awareness about PGC's on campus~~
- ~~ii. Increase application submission~~
  - a. ASOCC MultiCultural Event - **Completed**
  - . Tuesday, November 13th
  - i. In collaboration with Multicultural Center and the International Multicultural Committee (PGC)
    - b. Taco Event
  - . Survey students on future changes/suggestions for the campus
  - c. Engagement Event
- . Details to be determined

## 5. Civic Engagement

- ~~Voter Registration - **Incomplete** - Stricken 11/16/2018~~
- i. Internship Opportunities
- ii. Brochures
  - 1. Local (City/County)
    - a. Board of Trustees
    - b. Costa Mesa City Council
  - 2. State
  - 3. Federal
- iii. Civic Engagement Center
  - 1. Develop a plan Spring 2019

## 6. Participatory Governance

- . To have 80% of participatory governance committee reports submitted within the 72 hour timeframe on a weekly basis.

## **7. Meeting Efficiency & Expectations**

- . Don't spend unnecessary amounts of time on agenda items
- a. Make comments short and concise
- b. Raise your hand to be recognized
- c. Direct comments at the chair
- d. Be attractive
- e. Be on-time
- f. Business Casual Attire
- g. To volunteer for at least 2 CLC/ICC/Advocacy/Sustainability/Communications events and to volunteer for a total of 4 hours during each semester.
- .Student Senate President will develop a tracking spreadsheet and timeline
- h. Voice your opinion
- i. Effective use of Parliamentary Procedure
- j. Create a way to track service hours
- .White board tracker
- i.Binder