Associated Students of Orange Coast College
SGOCC Student Senate

Minutes
Wednesday, March 6, 2013; 3:30 p.m.
ASOCC OFFICE
2701 Fairview Road • Costa Mesa, California 92626 • (714) 432-5507

I. Organizational Items

I.01 Call to Order

I.02 Roll Call

Senate: Lynn Aljadda (absent), Buffy King , Tiny Hyder (late) Jordi Medellin, Ngoc Nguyen, Alex Parkin, Natasha Solouki, & Sam Trinh

Executive Board: Rachel Gajardo, Phil Ly (absent), Donna Huynh, Marylinn Gunawan, Hale Ahangi & Josh Stone

Advisors: Mike Morvice & Eva Shaffer

I.03 Opportunity for Pledge of Allegiance

I.04 Approval of Minutes

II. Public Forum

III. Reports

III.01 Fiscal Affairs Report and Recommendation(s) for possible 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 Senate action(s) be taken:

- Club Start-Up Funds: Fiscal Affairs Council recommends approving the Club Start-Up request ($50) for the following clubs
  - Student Veteran's Club
  - Radiological Technology Club
  - OCC Architecture Club

Motion by Jordi Medellin, to approve startup funds of $50.00, 2nd by Buffy King, motion passes 5-0-1.

- One time event or other fund requests
  - FAC recommends the approval of $12,525.00 for the OCC Hot Foods Team to attend the American Culinary Federation's Western Regional Convention to compete as the California State Champions in the Student Hot Food Competition.

Motion by Alex Parkin, to approve $12,525.00 for the OCC Hot Foods Team to attend the American Culinary Federation's Western Regional Convention to compete as the California State Champions in the Student Hot Food Competition, 2nd by Jordi Medellin, motion passes 6-0.

  - FAC recommends the approval of $7,096.00 in funding for nine ASOCC students to attend the Student Senate of the California Community Colleges' 2013 General Assembly in Burlingame, CA, from April 26th-28th.

Motion by Buffy King, to approve $7,096.00 in funding for nine ASOCC students to attend the Student Senate of the California Community Colleges' 2013 General Assembly in Burlingame, CA, from April 26th- 28th , 2nd by Tiny Hyder, motion passes 6-0.

  - Fiscal Affairs Council recommends the approval of $1,000.00 to the Office of the Vice President of Student Services for the spring 2013 Finals Week. The money is to be used for snacks and beverages.

Motion by Alex Parkin, to approve $1,000.00 to the Office of the Vice President of Student Services for the spring 2013 Finals Week. The money is to be used for snacks and beverages, 2nd by Buffy King, motion passes 6-0.

- Request for transfer: None.

III.02 Campus-Wide 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.

Rachel Gajardo, on behalf of Phil Ly, gave an update on the following committees:

- Technology Committee
- Academic Senate
- College Council

III.03 SGOCC President's Report

Rachel Gajardo, SGOCC President, gave an update on upcoming events within the ASOCC Program.

III.04 Inter-Club Council Report

Inter-Club Council President, Hale Ahangi, gave a report on the InterClub Council and various club approvals and happenings.

III.05 Standing/Ad-hoc/Special Committees

1. Josh Stone reported on the Recycling Center Committee
2. Jordi Medellin had no report on the Revenue Generating Committee

3. Natasha Solouki reported on the Bookstore Committee
4. Buffy King reported on the Town Hall Committee
5. Sam Trinh reported on the ASOCC Open House
6. Ngoc Nguyen reported on the Constitution and Bylaws

IV. Unfinished Business

IV.01 **Media Policy**
SGOCC President Rachel Gajardo gave a presentation regarding the SGOCC Media Policy.

IV.02 **Classroom Announcements**
SGOCC President Rachel Gajardo discussed classroom announcements for Spring 2013.

V. New Business

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

V.01 **By-Laws**
Discussion and possible adoption of by-laws revisions.

Motion by Natasha Solouki to adopt the by-law revisions, 2nd by Sam Trinh, motion passes 6-0.
By-Laws revisions attatched.

V.02 **ASOCC Bookstore**
Move to suspend the orders of the day and postpone this item by Jordi Medellin, 2nd by Sam Trinh, motion passes 6-0.
David Watts, bookstore manager, gave a report regarding the bookstore during spring 2013.

V.03 **Open House**
Sam Trinh asked the Senate what they would like to have at their table during the spring 2013 SGOCC Open House.

V.04 **Schedule**
Discussion and possible action regarding the date and time for the Vice President of Communications interviews.

Motion by Alex Parkin to table until after the bookstore presentation, 2nd by Sam Trinh, motion passes 6-0.

Applications will open on March 7th, interviews will be held on Friday, March 22nd at noon.

VI. Public Forum Two

VII. General SGOCC Reports

VII.01 **Advisors' Report (Limited to 2 minutes per report)**
At this time Natasha Solouki left the meeting.

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

VIII. Adjournment: 5:12pm

GENERAL BYLAWS

1. Starting on page 19, everything is set to single spacing, 0pts before and after.
2. List under General By Laws Code, Article 2, Section A is set to numbers instead of bullets. This sets the precedent for the rest of the bylaws.
    a. Part: Times New Roman, 18f, bolded, centered, no caps
    b. 2nd heading ("bylaws"): No space between "bylaws" and "part", times new roman, 18f, no bold, no caps
    c. **ARTICLE**: Times New Roman Bold, not centered, space between bylaws and article, 14f, all caps, Roman numeral, and colon instead of dash
    d. Section: Times New Roman, underlined, 12f, no caps, Roman numeral, and colon instead of dash. Space between section title and the next line, but there are no spaces between paragraphs in the lists
3. Addition on p. 19: GBLC, Article 2, Section A, Clause 2: SGOCC organizational structure is as follows: Senate President, Senate Vice President, Senators, and then Executive Board Officers (see article IV of the General By-Laws for order of succession).
4. Deletion on pg.21: GBLC, Article 3, Section B, Clause 6 (c)(3): Absences and tardiness are cumulative throughout the term and will be addressed by the Senate as outlined in these By-Laws.
5. Deletion of extra space between GBLC, Article 3, Section B, Clause 6 and 7
6. Addition on p. 21: GBLC, Article 3, Section B, Clause 7 (b): The fifth (5th) absence, and each absence after the 5th , of each individual term of office could lead to the dismissal of the Senator pursuant the guidelines for the removal of officers as stated in the By-Laws (Article III, Section D, "Due Process and Removal of Senators").
7. Capitalization to the word Senator on page 21, under Resignation: GBLC, Article 3, Section D, Clause 2 and 4. Also to the word Senator under Senate Vacancies, GBLC, Article 3, Section D, Clause 7
8. Addition on page 21 (comma after SGOCC President) to GBLC, Article 3, Section D, Clause 2 (b): Formal resignation letter should be addressed to the Student Senate body and delivered by the Senate President, SGOCC President, or Advisor.
9. Edit spacing on p. 21: GBLC, Article 3, Section D, Clause 2 (a) and 2 (b).
10. Capitalization on p. 21to Student Senate: If vacancies should occur in the Student Senate.
11. Addition on p. 22: GBLC, Article 3, Section D, Clause 7(b): If all runner-up candidates should refuse the position, or if there are no runner-ups, an application and interview process shall be conducted. Interviews will be held in open meeting pursuant to Ralph M. Brown Act and the remaining senators will make an appointment from the pool of interviewed candidates.
12. Changes on p. 22: GBLC, Article 3, Section D, Clause 8:
    a. Deletion of a period: If an unexpected vacancy occurs that creates an emergency, such as the prospect of having senate membership be reduced to less than 5 members, the Senate shall proceed as follows:
    b. Capitalization: Following a properly agendized notice, the Senate shall, from among the Executive Officers willing to serve, select an Executive Officer to take the seat as an interim Senator to serve either (1) the remaining term of the removed Senator, or (2) until newly elected senators for the succeeding administration have been determined, shall be offered to the newly elected Senator prioritized by highest votes received.
    c. In either case, the Interim Senator shall have all the rights and duties of a Senator.
13. Capitalization on p. 22: GBLC, Article 3, Section D, Clause 9:
    a. Upon receipt by the Senate President or Vice President of persuasive information that a member of the Senate is deceased, incapacitated by physical or mental injury or illness, or is unfit to serve by reason of a disciplinary or academic action unable to serve, the Senate President shall:
    b. In the event of incapacity or unfitness, Within 48 hours of receiving credible information as to the Senator's purported disability to serve, the Senate president shall mail a certified letter to the senator stating that the question of the senator's disability to serve and possible removal shall be placed on an agenda for discussion and resolution by the senate within not less than 10 or no more than 20 days of the date of posting the certified letter. Where possible, the date, time and place of such meeting shall be stated in the certified letter.
14. Capitalization, addition of commas, and deletion of "on" on p. 22: GBLC, Article 3, Section D, Clause 11 (a): A yearly term shall be counted as stated in Article III, Section B, Clause 1 of the ASOCC Constitution.
15. Spacing on p. 22: GBLC, Article 3, Section D, Clause 14 (d): Voting, will take place during regular open session meeting.
16. Deletion on p. 23: GBLC, Article 4, Section A, Clause 2: delete extra period at the end of the sentence.
17. Editing Error on p.24: GBLC, Article 4, Section B, Clause 3(b)(4): This should have been deleted last year: "All student…Diplomatic Affairs."
18. Spacing on p. 24: GBLC, Section B, Clause 8 and 9. The gap between 8 and 9 should be deleted.
19. Addition on p. 24: GBLC, Article 4, Section B, Clause 10: Resignation procedure shall be as stated in Section D, Clause 2 of the ~~Bylaws~~ General By-Laws.
    a. This is to clarify the reference.
20. Deletion on p. 25: GBLC, Article VII: **ARTICLE ~~VII~~ V: RULES OF ORDER**
21. Addition and deletion on p. 25, under Clause 2 (b): Regular meetings are to be held weekly on Wednesday, ~~@~~ at 3:30pm.
22. Deletion on p. 26: GBLC, Article X: **ARTICLE ~~X~~ VI: BYLAWS**
23. Deletion on p. 27: GBLC, Article XI: **ARTICLE ~~XI~~ VII: COMMITTEES**
24. Addition of Section A: Standing Committees to replace **Standing Committees** under Article VII of the GBL
25. GBL Article VII: Committees changes
    a. Deletion of three in Clause 1 and replaces with four
    b. Deletion of Executive Board from Clause 1
    c. Deletion of hyphen from Inter-Club Council in Clause 1
    d. Addition of Advocacy Committee, and College Life Council to the end of Clause 1
    e. Deletion and addition on 1(a): Standing committees must hold ~~at least~~ no less than a bi-weekly meeting.
    f. Deletion and addition on 1(b): ~~Standing committee~~ Due to the recommending powers vested within the Fiscal Affairs Council and Advocacy Committee, said meetings will be conducted in accordance with Brown Act. ~~and the most current edition of Roberts Rules of Order.~~
    ~~a.~~ Addition of Clause 1(c): Standing committee meetings will also be held in compliance with Article VII of the SGOCC Constitution.

FISCAL AFFAIRS BYLAWS

1. Changes to header for p. 28:
    a. "Part IV" font changed from 16 to 18
    b. Part IV: Deletion of space between "Part" and "Description for Other Positions"
    c. Part IV: "Description For Other Positions" is unbolded and the font is changed from 16 to 18
    d. Deletion and deletion to Part IV: Description ~~For~~ for Other Positions
    e. "Part V" font changed from 16 to 18
    f. Part V: "Finances of the" is unbolded and the font is changed from 16 to 18
2. Part IV and V have been formatted to lists as opposed to paragraphs.
3. Changes to p.29
    a. Deletion of ASOCC Budget and addition of "ARTICLE I: ASOCC BUDGET" in its place. The "Article" is not centered
    b. Addition of "Section A, Description" underneath this.
    c. Formatting the paragraphs under section A into a list.

d. Spacing: deletion of extra space (in teal highlight): before the word "Most" in the first paragraph and "Every" at the start of the 3rd paragraph.
e. Deletion (in teal highlight) of the comma before "Student Success Center" in the 2nd paragraph.
f. Deletion of "ASOCC Budget" before the list and replaces with "Section B: Budget Overview"
g. Deletion of "Fiscal Affairs By-Laws" and "Article I The Organization and its Procedure" and replaces with "Fiscal Affairs Council" (Times New Roman Bold, justified spacing, space between bylaws and article, 14f, all caps)
h. Deletion of 1 in "Section 1: Membership" and replaces with A. For the rest of the by-laws, the numbers in "sections" have been changed to roman numeral letters
i. The list on p. 29, under Section I, Article A, is changed to numbers instead of letters. This follows for the rest of the by-laws

4. Changes to p.30—Deletion of extra space: Fiscal By-Laws, Article 1, Section B
   a. Clause 2: Between "discourse" and period at the end of the sentence;
   b. Clause 6: between "Council membership" in the first sentence and "The item" in the last sentence.
5. Changes to p.32
   a. "**~~28. Article II – Council Duties and Jurisdiction~~**" is replaced with "**ARTICLE III: COUNCIL DUTIES AND JURISDICTION**"
   b. Deletion of extra space between "The" and "FAC" under section A of Article II
   c. "**~~Article III . ASOCC Funding Principles~~**" is replaced with "**ARTICLE IV: ASOCC FUNDING PRINCIPLES**"
6. Deletion of extra period and space before "Curricular" at the beginning of Clause 9 on p. 33
7. On p. 33, Clause 11, there is an extra space before "When" because someone pressed tab. Delete the space.
8. Page 34
   a. "**~~Article IV – Process for Initiating a Financial Request~~**" is replaced with "**ARTICLE V: PROCESS FOR INITIATING A FINANCIAL REQUEST**"
   b. Deletion of extra space before "The VP-FC will" under Clause 5 of FAC By-Laws, Article IV, Section A
9. Page 36: "**~~Article V – Funding Request Denials~~**" is replaced with "**ARTICLE VI: FUNDING REQUEST DENIALS**"
10. Page 37: "**~~Article VI – Council Recommendations~~**" is replaced with "**ARTICLE VII: COUNCIL RECOMMENDATIONS**"
11. Page 37: "**~~Process to Obtain Permission to Change the Purpose or Use of a Previously Approved Funding Request~~**" is replaced with "**ARTICLE VIII: PROCESS TO OBTAIN PERMISSION TO CHANGE THE PURPOSE OR USE OF A PREVIOUSLY APPROVED FUNDING REQUEST**"
12. Page 37: "**~~Article VIII – Meaning of Senate Funding "Approval"~~**" is replaced with "**ARTICLE IX: MEANING OF SENATE FUNDING "APPROVAL"**"
13. Deletion of extra space: FAC By-Laws, Article IX, Section 2(a): before "Under"
14. Page 38: "**~~Article X – A Funding "Approval" May Become Void~~**" is amended to Times New Roman Bold, no longer centered, space between bylaws and article, 14f, all caps
15. Page 38: "**~~Article IX – Overdrafts Impermissible; Offenders Held Accounta Article XII - Adoption and Amendment of Fiscal Affairs Bylaws~~**" is replaced with "**ARTICLE XI: OVERDRAFTS IMPERMISSIBLE; OFFENDERS HELD ACCOUNTABLE**"
16. Page 39: "**~~Article XI – Dormant Club Accounts~~**" is replaced with "**ARTICLE XII: DORMANT CLUB ACCOUNTS**"
17. Page 39: "**~~Article XII - Adoption and Amendment of Fiscal Affairs Bylaws~~**" is replaced with "**ARTICLE XIII: ADOPTION AND AMENDMENT OF FISCAL AFFAIRS BYLAWS**"
18. Page 39: "**~~Addendums: General Description of ASOCC Funding Accounts; Purposes and Amounts~~**" is replaced with "**ARTICLE XIV: ADDENDUMS—GENERAL DESCRIPTION OF ASOCC FUNDING ACCOUNTS; PURPOSES AND AMOUNTS**"
19. Deletion of extra space before the parenthesis under Clause 1(a) of FAC By-Laws, Article XIV, Section F
20. Deletion of space between "Part VI" and "By-laws of the College"
21. Font: "By-Laws of the College Life Committee" set to Times New Roman, 18f, no bolding

COLLEGE LIFE COMMITTEE BYLAWS

1. CLC p. 41, Part VI
   a. Deletion of "~~Article 1~~" before College Life Committee
   b. Addition of "ARTICLE 1" before "MISSION STATEMENT"
   c. Space between Article 1 and paragraph. Paragraph no longer centered
2. Deletion of ~~COLLEGE LIFE COMMITTEE~~ under Article I
3. "Section" titles are changed from numbers to roman numeral, set in order, Times New Roman, 12f, no caps, and colon instead of dash
4. Amend spaces between article (s), section(s), and list(s): when the bylaws are set to 0pts, single space, sometimes the spaces will disappear
5. The paragraph under Section A (formerly section 1.1): Purpose and Goals is now listed in accordance with the precedents. Bullet points lists underneath sections are changed to numbers (list order: 1.a.i…).
6. Deletion of ~~Article 2~~ and ~~College Life Committee~~;
7. ~~SECTION 2.1—COLLEGE LIFE COMMITTEE~~ is now replaced with Section B: College Life Committee Overview
8. Addition of ARTICLE II: COMPOSITION AND MEMBERSHIP after College Life Committee Overview
9. Section 2.2 title is now amended to read Section A (under the new Article II), 2.3 to B, and 2.4 to C
10. ~~SECTION 2.5—COLLEGE LIFE COMMITTEE FRAMEWORK~~ which is replaced with Section D—Framework
11. Addition: Move SECTION 2.7 – COLLEGE LIFE COMMITTEE POWERS AND VOTING…SECTION 2.11 –MEMBER REMOVAL AND REPLACEMENT. This will now be placed under CLC by-laws, Article 2, Section D as new sections.
    a. ~~SECTION 2.7 – COLLEGE LIFE COMMITTEE POWERS AND VOTING~~ is now Section E: Powers and Voting
    b. ~~SECTION 2.8 – COLLEGE LIFE COMMITTEE MEMBERS TERMS OF OFFICE~~ to Section F: Terms of Office
    c. Section 2.9, 2.10, and 2.11 just need to switch section number to letters
12. Addition of ARTICLE III, POWERS AND RESPONSIBILITIES after moving the new Section I: Member Removal and Replacement. This new article should go between section I of Article 2 and (the old) section 2.6 –College Life Members and Responsibilities
13. Replacement of Section ~~2.6: College Life Members and Responsibilities~~ to "Section A: Description of General Responsibilities"
14. -Under the new Section A: College Life Members and Responsibilities of Article 3 of the CLC bylaws, the jobs are now numbered in order, starting with general, then Vice President of CLC, CLC officers, volunteer team, etc…
15. Article 3, Section A: the job titles are no longer bolded or underlined (CLC Officers and Volunteer Team)
16. Merging of the description for Vice President of College Life on page 43 to the newly revised Section B: Vice President of College Life on the next page.
    a. Delete ~~**Vice President of College Life**~~
        i. ~~Shall be appointed by the incoming Student Senate.~~
        ii. ~~Shall be the liaison between the SGOCC Student Senate and College Life Committee.~~
        iii. ~~Must attend all SGOCC Student Senate meetings.~~
        iv. ~~Shall be a non-voting member and will only vote to break a tie.~~
        v. ~~Prepare all meeting agendas.~~
        vi. ~~Shall chair all College Life Committee meetings.~~
        vii. ~~Reserves the right to implement standing rules.~~
    b. Move from section A of Article 3 to section B (on the next page)

17. Section 2.6.01 to Section 2.6.11: number in section titles are now changed to Roman numeral
18. Merge title together (Article 4 and Amendment of By-Laws) on page 48. Amend to Times New Roman Bold, not centered, 14f, and the paragraph is now numbered

ADVOCACY COMMITTEE BY-LAWS

19. Deletion of space between “Part VII” and “By-laws of the Advocacy Committee”
20. Font: “By-Laws of the Advocacy Committee” set to Times New Roman, 18f, no bolding
21. All following “Article” titles adhere to Times New Roman Bold, not centered, space top and bottom, 14f, all caps
22. All following “Section” titles adhere to Times New Roman, Roman numeral instead of numbers, underlined, 12f, no caps, and colon instead of dash. Space between section title and the next line
23. Delete random bullet point under Advocacy by-laws, Article 2, Section C, Clause f
24. Advocacy Committee By-Laws, Article2, Section D: The title of officers are now in the order of a list—numbered, no bulleted
25. Addition to Article 2, Section D:
    a. Communication officer
        i. Shall promote events, projects, and activities by the Advocacy Committee.
        ii. Shall work in coordination with the SGOCC VP of Communications and the Communication Task Force.
        iii. Create a consistent form of project feedback for the Advocacy Committee.
        iv. Shall fulfill other duties and responsibilities as may be assigned.
    b. Legislative Affairs Officers
        i. Shall coordinate and organize appointments with legislators in collaboration with the SGOCC Regional Delegate and the advisor.
        ii. Establish and/or maintain lines of communication with targeted legislators.
        iii. Assist the SGOCC Regional Delegate in organizing additional responsibilities that arise in the process of lobbying.
        iv. Will inform and provide updates to the Advocacy Committee regarding legislative and lobbying efforts.