

**Associated Students of Orange Coast College
SGOCC Student Senate**

Minutes

Wednesday, November 30, 2011; 3:30 p.m.

ASOCC OFFICE

2701 Fairview Road • Costa Mesa, California 92626 • (714) 432-5072

I. Organizational Items

I.01 Call to Order: 3:30

I.02 Roll Call

Senate: Elisa Namdar, Sol Courtney, Bradley Golden, Johnny Umanzor, JP La Torre, Jake Provost (late, 4:00 pm),
Cody Joe Torre, Kolby Keo

E-Board: Yasmine El-Gabry, Jordan Secour, Diane Padilla, Catherine Tran, Alex Ceballos, Marcy Finch (absent)

Advisors: Carla Martinez, Eva Shaffer, Mike Morvice

I.03 Opportunity for Pledge of Allegiance

I.04 Approval of Minutes – *Motion to approve the minutes from Nov. 16, 2011 and Nov. 23, 2011 by consent.*

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:

1. That the Senate approve start-up funds of \$75 each be awarded to the following OCC clubs:

None requested

2. One time event or other fund requests:

None requested

III.02 **Campus-Wide Committee Reports**

Carla Martinez, Advisor, reported on behalf of Marcy Finch.

Motion by Sol Courtney to accept the recommendation of the V.P. of Diplomatic Affairs, Marcy Finch, to appoint Yasmine El –Gabry as the student representative to the Alumni and Friends Committee, 2nd by JP La Torre, motion passes 6-0.

Carla Martinez reported on the College Council.

III.03 **Standing/Ad-hoc/Special Committees**

No reports

IV. Unfinished Business

V. New Business

All items under new business are discussion and/or action items

V.01 **College Life Committee By-Laws**

*Motion by Kolby Keo to adopt the proposed changes to the By-Laws of the College Life Committee, 2nd by Johnny Umanzor, motion passes 6-0.
(See attached)*

V.02 **General By-Laws Code**

Motion by Kolby Keo to adopt the proposed changes to the ASOCC General By-Laws Code—Article IV-- Section B.3, 2nd by Bradley Golden, motion passes 6-0.

VP of Diplomatic Affairs

- a. The Vice President of Diplomatic Affairs shall be responsible for oversight of the campus-wide committee representatives.
- b. All Campus-Wide Committees representatives must submit an application to the VP of Diplomatic Affairs.
 - 1) All student representatives to campus-wide committees shall hold this position for a period of two full semesters.
 - 2) After the term has expired all students will be eligible to sit on the same committee again or another one so long as they complete the proper application process.
 - 3) All student representatives must submit a written report to the Vice President of Diplomatic Affairs on each meeting they attend within at least three days time.
 - 4) ~~All student representatives will be required to attend a bi-monthly meeting with the Vice President of Diplomatic Affairs.~~
All student representatives will be required to participate in a bi-monthly conference, which may be held via email, phone, or in person, with the Vice President of Diplomatic Affairs.
 - 5) All written reports will be made public document.

V.03 **Proposition 1481**
No discussion

V.04 **Consideration of Previous Fiscal Affairs Decision**

The Senate discussed the decision not to approve \$15,000.00 from the Follett donation to be allocated to the Recycling Center Remodel contingent on the approval of the Recycling Center feasibility study.

Bradley Golden expressed his concerns about the decision to not approve the donation to Recycling Center. The Senate further discussed this topic and shared their thoughts and concerns allocating the funds to the Recycling Center.

Motion by Bradley Golden to rescind and reverse the Senate's decision not to approve \$15,000.00 from the Follett donation to be allocated to the Recycling Center Remodel contingent on the approval of the Recycling Center feasibility study, 2nd by Sol Courtney,

At this point Senator Jake Provost entered the meeting.

motion fails 3-4.

V.05 **Follett Donation Allocation**

The Senate discussed the allocation of \$15,000.00 from the Follett donation.

*Motion by Kolby Keo to allocate the \$15,000 from the Follett donation to the 2012-2013 Annual Budget Allocation, 2nd by JP La Torre
Motion passes 7-0*

Motion by JP La Torre to recess for 5 minutes, 2nd by Sol Courtney, motion passes 7-0.

V.06 **Vice President of College Life Interviews**

The Senate interviewed candidates applying to serve as Vice President of College Life for the remainder of the 2011/2012 school term.

V.07 **Vice President of College Life Appointment**

Motion by Sol Courtney to extend the meeting by 15 minutes, 2nd by Bradley Golden, motion passes 7-0.

Motion by JP La Torre to appoint Diane Aguilar as Vice President of College Life to serve beginning at the end of the 2011 Fall semester for the remainder of the 2011/2012 school term, 2nd by Kolby Keo, motion passes 5-2.

VI. Public Forum Two

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: 5:38 pm

BY-LAWS OF THE COLLEGE LIFE COMMITTEE

MISSION STATEMENT

The student-run College Life Committee (CLC) organizes events and activities designed to help students enrich their academic experience by increasing awareness and access to the multitude of opportunities available for meaningful involvement, service, and leadership development.

ARTICLE 1

COLLEGE LIFE COMMITTEE

SECTION 1.1 – PURPOSE AND GOALS

The purpose of the College Life Committee is to encourage all OCC students to be involved in the campus community to enrich a more meaningful college experience and development. The committee will focus on but not be limited to:

1. Educating the campus community through awareness day event(s)
2. Encouraging community service
3. Stimulating the campus life through interactive activities

4. Encouraging students to be involved in their school
5. Assisting students in their development and understanding of leadership.

ARTICLE 2

COLLEGE LIFE COMMITTEE

SECTION 2.1 – COLLEGE LIFE COMMITTEE

The College Life Committee is a branch of the Student Government of Orange Coast College. The College Life Committee connects the students with the college campus and is comprised of the Vice President of College Life, College Life Committee Officers, and the Volunteer Team.

The core positions are known as the College Life Committee Officers. The Volunteer Team is a group of students who participate in a flexible position to help execute the College Life Committee with their events and activities.

SECTION 2.2 – MEMBER SELECTION PROCESS

The Officers and Volunteer Team Members will fill out the appropriate applications, as edited yearly by the Vice President of College Life and the College Life Advisor.

The Vice President of College Life shall appoint the members of the College Life Committee from the pool of applicants, and will be interviewed solely by the Vice President of College Life and the College Life Advisor or designee.

The Vice President of College Life and the Volunteer Coordinator shall select the members of the Volunteer Team, and will be interviewed solely by the Vice President of College Life, Volunteer Coordinator, and the College Life Advisor or designee.

SECTION 2.3 – MEMBER QUALIFICATIONS

- All members of the College Life Committee must be registered in a minimum of 5 units at OCC during their term of office.
- Students must have at least a cumulative 2.0 GPA at the time of appointment.
- Student members must maintain a 2.0 semester GPA throughout their term to be verified by at once a semester through a progress report.

SECTION 2.4 – DUTIES OF THE COLLEGE LIFE COMMITTEE

It shall be the duty of the Committee officers to host the events listed below at least once a year including, but not limited to:

- Informative
 - Awareness Day
 - Write-It-Out
 - Student Services Fair (one per semester)
- Community Service
 - Angel Tree
 - Children's Holiday Party
- Campus Service
 - Science Night BBQ
 - Senior Day BBQ
 - Graduation BBQ
- Campus Activities
 - Open Mic Nite
 - Movie Night

SECTION 2.5 – COLLEGE LIFE COMMITTEE FRAMEWORK

The College Life Committee shall consist of at least nine eleven members (including the Vice President of College Life Committee) as listed in section 2.6. The Volunteer Team shall consist of as many members as seen fit by the Vice President of College Life Committee, Volunteer Coordinator, and the College Life Advisor. The Vice President of College Life Committee shall run the meetings.

SECTION 2.6 – COLLEGE LIFE MEMBERS AND RESPONSIBILITIES

All College Life Committee Officers shall:

- Attend weekly officer meetings on Mondays and Wednesdays from 12:45 p.m. to 2:15 p.m.
- Attend various other ASOCC activities and meetings as possible.
- Help plan, attend, and/or work at College Life sponsored activities and events.
- Serve a minimum of one (1) selected office hour per week in the ASOCC Office. Duties may include: answering phones, assisting at the counter, cleaning, posting notices and fliers throughout the campus, placing sandwich boards where requested, and other duties requested by Advisors.
- Attend the Summer ASOCC Training, if appointed prior to the training.
- Attend the Fall ASOCC Leadership Conference.
- Attend the Spring ASOCC Planning Retreat.
- Work cooperatively and effectively with the other wings of Associated Students, Student Government, and InterClub Council, etc.
- Act professionally while at meetings and working in the office.
- Chair or Co-Chair at least one College Life event.

Vice President of College Life

- Shall be appointed by the incoming Student Senate.
- Shall be the liaison between the SGOCC Student Senate and College Life Committee.
- Must attend all SGOCC Student Senate meetings.
- Shall be a non-voting member and will only vote to break a tie.
- Prepare all meeting agendas.
- Preside over all meetings. Shall chair all College Life Committee meetings.
- Reserves the right to implement standing rules.

College Life Committee Officers

- Shall be appointed by the Vice President of College Life.
- Shall be the only ones allowed to vote.
- Shall attend all College Life Committee meetings
- Shall attend all College Life Committee events, if class does not interfere.
- Shall maintain the integrity of the body.
- Shall uphold all standards both ethically and as outlined in this document.

Volunteer Team

All College Life Committee (CLC) Volunteer Team Members shall:

- Attend the CLC Volunteer Team Orientation/Training.
- Assist with a minimum of two (2) CLC events per semester.
- Attend an event briefing prior to each of the CLC events.
- Complete 20 hours of volunteer time with the CLC Volunteer Team per semester.
- Attend additional CLC Volunteer Team meetings, as necessary.
- Help plan, attend, and/or work at College Life sponsored activities and events.
- Work cooperatively and effectively with the College Life Committee.
- Act professionally while at meetings and working in the office.
- Help to maintain a clean and neat office and workroom. The area between the cafeteria dining room and the office, including the Conference Rooms, the Student Center Lounge, and the patio belongs to ASOCC/College Life and, therefore, should also reflect the same professional atmosphere. If you observe a mess and/or problem, you should correct it or report it to someone who can.

SECTION 2.6.01 – Vice President of College Life

General duties of the position shall include, but not be limited to, the following:

- The Vice President of College Life shall collaborate with the SGOCC, the advisors of the SGOCC, the Coordinator of Student Leadership, Coordinator of College Life the College Life Advisor, and other entities involved with the planning and implementation of College Life activities that will enhance the college experience of the students during their enrollment at OCC.
- The Vice President of College Life shall have the power to create positions and appoint individuals to these positions in order to better serve the needs of the ASOCC College Life.
- The Vice President of College Life shall report to the Student Senate on a regular basis.

SECTION 2.6.02 – Awareness Day Coordinator

General duties of the position shall include, but not be limited to, the following:

- Take the leadership role for all College Life Committee sponsored Awareness Day activities.
- Work closely with College Life Committee members officers to plan Awareness Day.
- Be responsible for showcasing any and all Awareness activities whenever appropriate.
- Work closely with the Audio Visual Department to arrange audio and visual for College Life's Awareness events. Work closely with the College Life Advisor to make all arrangements needed to execute Awareness Day events.
- Assist with all other College Life Committee sponsored activities.

- Fulfill other duties and responsibilities as assigned.

SECTION 2.6.03 – Campus Affairs Coordinator

General duties of the position shall include, but not be limited to the following:

- Shall act as the liaison between CLC and on-campus publications such as the *Coast Report*, the student newspaper, and the *Coast to Coast*, an online publication.
- Produce a minimum of (1) press release for publication for every CLC sponsored event and activity.
- Produce a minimum of (1) article, on a weekly basis, for publication spotlighting an ASOCC club for the *Coast Report*.
- Assist with all College Life Committee sponsored activities
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.04 – Events Coordinator

General duties of the position shall include, but not be limited to, the following:

- Plan and chair entertainment events during the year. Assisting event chair in planning and executing College Life Events.
- Gather and evaluate a variety of entertainers and groups for possible on-campus performances. “On-campus” includes the Quad, Starbuck’s, Student Center Lounge, and the Robert B. Moore Theater steps, etc.
- Publicize all entertainment activities in conjunction with the College Life Committee Publicity Directors.
- Update project sheets related to all College Life events.
- Learn how all ASOCC/College Life audio/visual equipment works and assisting others who need to use it. The equipment includes the P.A., podium, hand-held microphones, overhead projector, video DVD recorder/player, and monitors.
- Assist event chairpersons with Quad event layout for their activities.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as assigned.

SECTION 2.6.05 – Historian

General duties of the position shall include, but not be limited to the following:

- Take photos and/or videos of all CLC and/or SGOCC activities.
- Collect newspaper clippings and correspondence related to CLC and SGOCC (and Clubs).
- Create or help create an ASOCC yearbook.
- Create slideshows as appropriate for events.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.06 – Logistics Coordinator

General duties of the position shall include, but not be limited to the following:

- Reserve proper supplies for College Life Events (i.e. tables, canopies, or sandwich boards).
- Obtain quotes from outside vendors for College Life Events.
- Work collaboratively with the InterClub Council Director of Logistics and the College Life Advisor to maintain the ASOCC inventory (i.e. ASOCC garage and bins).
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.07 – Orange and Blue Crew Coordinator

General duties of the position shall include, but not be limited to the following:

- Advertise upcoming OCC athletic events.
- Recruit students to attend OCC athletic events.
- Update the Orange and Blue Crew members on upcoming events.
- Work in collaboration with the Outreach Coordinator to contact students on the CLC E-mail list and invite them to attend the OCC athletic events.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.08 – Outreach Coordinator

General duties of the position shall include, but not be limited to the following:

- E-mail students on the CLC E-mail list about upcoming CLC/ASOCC events.

- Create online or paper surveys regarding future or past events, with the purpose of gathering more student opinion and ideas.
- Create event feedback sheets for CLC events. These sheets will be handed out at events and will be collected and compiled together for future reference.
- Work closely with the SGOCC VP of Communications in order to reach out to the students on campus.
- Work with ASOCC Student Activities Assistant in order to keep the OCC Website updated with upcoming ASOCC events
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.09 – Publicity Director

General duties of the position shall include, but not be limited to, the following:

- Produce and post publicity for all College Life Committee sponsored events.
- Work with the SGOCC Vice President of Communications.
- Maintain of all ASOCC publicity boards on campus.
- Process work orders through the Reprographics department with the assistance of an advisor.
- Make posters for the sandwich boards and place them throughout the campus on an as needed basis.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.10 – Secretary

General duties of the position shall include, but not be limited to the following:

- Take minutes at all official meetings of the College Life Committee.
- Compile, transcribe, and distribute copies of the minutes at the College Life Committee meetings.
- Write and send “thank you” notes as needed.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.6.11 – Volunteer Coordinator

General duties of the position may include, but not be limited to the following:

- Be the head of the Volunteer Team.
- Chair event briefings for the Volunteer Team.
- Assist with the Volunteer Team Orientation.
- Track Volunteer Team Members’ hours.
- Compile and maintain a list of people who volunteer to help with College Life Committee related events.
- Solicit help for activities and events sponsored by College Life.
- Assist with all College Life Committee sponsored activities.
- Fulfill other duties and responsibilities as may be assigned.

SECTION 2.7 – COLLEGE LIFE COMMITTEE POWERS AND VOTING

- The College Life Committee must meet quorum (of 50% plus one) in order to conduct business.
- The College Life Committee Officers shall have voting privileges.
- Proposed projects shall only pass with a simple majority of those present.
- The Vice President of College Life may only vote to break a tie.
- Only the College Committee Officers may chair events and be heads of subcommittees.

SECTION 2.8 – COLLEGE LIFE COMMITTEE MEMBERS TERMS OF OFFICE

- Each member shall be appointed for a term of one year.
- Student terms shall begin in the final week of the spring semester and end in the last week of the subsequent spring semester.
- Members shall serve no more than two (2) terms at a certain position.

SECTION 2.9 - ATTENDANCE

- Members will meet twice a week on Mondays and Wednesdays from 12:45 p.m. - 2:15 p.m.
- Attendance and punctuality is mandatory at both College Life Committee meetings and College Life Committee events.
- Each member is allowed three (3) unexcused absences per semester. More than three (3) unexcused absences may lead to the dismissal of a member.
- Two (2) tardies shall be equal to one (1) unexcused absence. A tardy is defined as not being present at roll call and/or leaving prior to adjournment without Chair approval.
- Absences and tardies may be excused if the College Life Committee Officer talks to and receives approval from the College Life Advisor and/or the Vice President of College Life one (1) day prior to the absence or tardy.
- In case of an emergency a tardy or an absence maybe counted as excused.

SECTION 2.10 – RESIGNATION & ORDER OF SUCCESSION

If any officer of College Life, excluding the Vice President of College Life, resigns before the start of the new semester their position must be replaced once the new semester has begun. If a College Life Committee Officer, excluding the Vice President of College Life, resigns anytime after the first week of the semester, it is up to the Vice President of College Life and the College Life Advisor whether or not they should fill the position or not.

If the Vice President of College Life is unable to attend or run a meeting, the Volunteer Coordinator will assume the chair position for the meeting. If the Vice President of College Life resigns, for any reason, the Volunteer Coordinator will assume the duties of Vice President, while retaining their own duties as Volunteer Coordinator, until the Student Senate is able to appoint a replacement.

If for any reason any officer chooses to resign from their position on the College Life Committee, they must write a letter of resignation addressed to the College Life Committee.

SECTION 2.11 – MEMBER REMOVAL AND REPLACEMENT

If any member, including the Vice President of College Life, fails to follow the rules set by the College Life Committee by-laws they are subject to removal. The Vice President of College Life and College Life Advisor will inform the officer in question in writing seven (7) days prior to their removal and the officer in question may submit a letter refuting the charges brought against them. Failure to submit the letter will result in automatic removal from their position.

ARTICLE 3

AMENDMENT OF BY-LAWS

The College Life Committee may remove, add, or otherwise modify these by-laws by a majority vote of the committee's voting membership. Any amendments to these By-Laws must be ratified by the SGOCC Student Senate. All members of the Student Senate and the College Life Committee must be notified at least seven (7) days prior to voting for any proposed change.

Finalized April 27, 2011