

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

Friday, April 13, 2018; 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, April 13, 2018 at 9:00 am. Pursuant to the Government Code Section 54955 and 54954.2(b) (3), the SGOCC may adjourn, reconvene, and re-adourn 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 Haley Burg at [haleyrburg@gmail.com](mailto:haleyrburg@gmail.com).**

**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 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:
  - Business & Entrepreneur Club request for \$990.81 for a guest speaker on April 18, 2018 in the Forum Lecture Hall at Orange Coast College

**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**

1. Constitution and Bylaws Committee
2. Mentorship Task Force
3. Events Task Force
4. Communications Committee
5. Sustainability Committee

**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 Recycling Center Remodel Closeout**

An informational report regarding the closing financials and expenditures which would show how the \$1,500,000.00 of ASOCC funds were expended in collaboration of the Measure M funds.

**V.02 Associated Students of Orange Coast College (ASOCC) Constitution & Bylaws Committee**

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 H (Sustainability Committee), 1. Purpose
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 2. Composition and Membership
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 4. Powers, Duties, Responsibility
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 5. Position Descriptions

See Attachment A for proposed verbiage (in red font).

**V.03 2018-2019 ASOCC Annual Budget**

Presentation by the Fiscal Affairs Council regarding the proposed allocation for the 2018-2019 ASOCC Annual Budget. Discussion and possible action to follow.

- V.04 **College Service Charge**  
Presentation by the Fiscal Affairs Council regarding the possible increase of the College Service Charge up to \$27. Discussion and possible action to follow.
- V.05 **Spring 2018 Hiring Committee Student Representative**  
Discussion and possible action regarding the hiring committee student representative for the Dean of Enrollment Services of Orange Coast College.
- V.06 **Mentorship Task Force Presentation**  
Presentation and discussion regarding the 2017-2018 Mentorship Task Force. Possible to action to follow.
- V.07 **2017-2018 Student Senate and Executive Board Goals**  
Presentation and discussion regarding the 2017-2018 Student Senate and Executive Board Goals.

**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 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**

**SGOCC Student Senate & Executive Board Meeting – 04/13/2018**  
**Attachment A - Proposed Bylaw Changes**

**Sustainability Committee Changes**

**Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 1. Purpose

- a. The Sustainability Committee exists as a standing committee to the Student Senate **and Executive Board** 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.

**Change 2.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 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.~~ The Sustainability Committee shall be comprised of no more than seven officers, including the chair of Sustainability Committee.
- b. By virtue of the office of the Vice President of Fiscal Affairs, the Vice President of Fiscal Affairs, **or their designee**, shall hold membership on the Sustainability Committee.
- c. **The Student Senate and Executive shall appoint, from its body, two Student Senators to the Sustainability Committee, one being the chair.**
- d. The Fiscal Affairs Council shall appoint, from its body, two **officers** to the Sustainability Committee.
- e. ~~The Sustainability Committee can appoint up to three officers from other branches in SGOCC. The Student Senate and Executive Board shall ratify these appointments. In the event that Fiscal Affairs officers and Student Senators are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches. The Student Senate and Executive Board shall ratify these appointments.~~
- f. ~~In the event that Fiscal Affairs officers and Student Senators are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches.~~

**Change 3.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 4. Powers, Duties, and Responsibility

- 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 ASOCC** 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 **Sustainability Committee officer** 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

**Change 4.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section H (Sustainability Committee), 5. Position Descriptions

- a. Chair of the Sustainability Committee
  - i. **The Student Senate and Executive Board shall appoint the Chair of Sustainability.**
  - ii. **Shall be the liaison between SGOCC's Student Senate and Executive Board and Sustainability Committee.**
  - iii. Prepare and post meeting agendas in compliance with all state laws.
  - iv. Preside over all meetings as a nonvoting officer.
  - v. Enforce all rules established in these documents.
  - vi. Shall serve as the student representative of the campus wide Sustainability Committee or appoint a designee from the Sustainability Committee to serve.
- b. **Vice** Chair of the Sustainability Committee
  - i. Shall perform the duties of the Chair at such time as the Chair is unable to perform them.
- c. **Secretary of the Sustainability Committee**
  - i. **The SGOCC Sustainability Committee shall elect from its own membership one individual to serve as Sustainability Committee Secretary.**
  - ii. **The Sustainability Committee Secretary shall take minutes at all official Sustainability Committee meetings.**
  - iii. **The Sustainability Committee Secretary shall compile, transcribe, and send minutes to the Sustainability Committee Chair and the Advisor within 72 business hours of the Sustainability Committee meeting.**
  - iv. **The Sustainability Committee Secretary shall write and send "thank you" letters as necessary.**
  - v. **The Sustainability Committee Secretary shall track tardies and absences of the Sustainability Committee officers and present it at the first Sustainability Committee meeting of every month.**
  - vi. **The Sustainability Committee Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.**
  - vii. **The Sustainability Committee Secretary shall fulfill other duties and responsibilities as may be assigned.**
- d. **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.