

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

MEETING MINUTES

Friday, April 6, 2018; 9:00 a.m.

ASOCC Conference Room

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

I. Organizational Items

I.01 Call to Order: 9:04 a.m.

I.02 Roll Call

Student Senators: Haley Burg (absent), Katherine Hoang (arrived to meeting at 9:35 a.m.), Jesse Lopez, Saul Madrigal (absent), Jose Sanchez (left meeting at 9:24 a.m. and returned to meeting at 9:47 a.m.), Viktoriia Vasileva (absent), Rachyl Reynosa, Thang Phan (arrived to meeting at 9:06 a.m.) & Pascal Traylor

Executive Board: David Vo, Frances Sanchez, Leanna Gutierrez (left meeting at 10:58 a.m.), Nick Liszewski, Alexandra Junell Brown, Cindy Matuch (left meeting at 10:00 a.m.), & Kristina Tseng (arrive to meeting at 9:10 a.m.)

Advisor: Julie Nguyen

I.03 Opportunity for Pledge of Allegiance

I.04 Approval of Minutes

Motion by Frances Sanchez to approve the minutes from Associated Students of Orange Coast College (ASOCC), Student Government of Orange Coast College (SGOCC) Student Senate Meeting dated March 23, 2018; 2nd by Pascal Traylor. Minutes approved without objection.

II. Public Forum

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: None

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.

Alexandra Junell Brown reported on the Facilities Planning Committee

Pascal Traylor reported on the Accreditation Coordinating Committee.

Cindy Matuch reported on the General Scholarship Committee.

III.03 Student Body President's Report

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

Leanna Gutierrez provided her report.

- District Consultation Council
- District Board of Trustees Meeting

III.04 Standing/Ad-hoc/Special Committees

1. Constitution and Bylaws Committee – No Report
2. Mentorship Task Force – No Report
3. Events Task Force – No Report
4. Communications Committee – Alexandra Junell Brown reported
5. Sustainability Committee – David Vo 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 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 I (General Bylaws), Section A: Framework of Authority
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 1. Purpose
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 2. Composition & Membership
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 3. Term of Office
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 4. Meetings
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 5. Powers, Duties, & Responsibilities
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 6. Position Descriptions
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 7. Vacancies & Order of Succession
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 8. Sub-Committees
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 6. Position Descriptions

- 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
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 6. Position Descriptions
- Change “by-laws” to “bylaws”

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

Motion by Frances Sanchez to endorse all changes recommended by the Constitution and By-Laws Committee excluding changes to the Sustainability Committee; 2nd by Jose Sanchez. Motion passes without objection.

V.02 2018-2019 ASOCC Annual Budget

Kristina Tseng, Vice President of Fiscal Affairs, gave a presentation regarding the proposed allocation for the 2018-2019 ASOCC Annual Budget. Discussion followed.

V.03 Events Task Force Presentation

Jesse Lopez informed the Senate and Executive Board the Speed Dating with Senators Event has been cancelled.

V.04 Student Senate Constitution and Bylaws

Jesse Lopez gave a presentation regarding the Student Senate Constitution and Bylaws.

Motion by Jesse Lopez to extend the meeting by 10 minutes; 2nd by Pascal Traylor. Motion passes without objection.

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: 11:10 a.m.

SGOCC Student Senate & Executive Board Meeting – 03/23/2018
Attachment A - Approved Bylaw Changes

Officers/Members Definition Change

Change 1. Add description to Part III, Article I, Section A: Framework of Authority

4. For the purpose of this document, “officer” shall refer to any appointed member that adheres to Section B: Membership Qualifications.

Advocacy Committee Changes

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

- a. The Advocacy Committee is a branch of SGOCC that researches and advocates for local, state, and federal legislation, ~~and campus policies as it impacts~~ the needs and concerns of students. ~~and The Advocacy Committee~~ shall represent Orange Coast College when legislative visits are organized, as well as those issues pertaining to state and regional student affairs. The Advocacy Committee shall ~~serve as an~~ recommending body to the Student Senate ~~and Executive Board~~ on all matters regarding the statewide student government as recognized by the California Board of Governors; local, state, and federal legislation; ~~advocating~~ advocacy; and related tasks.

Change 2. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 2. Composition & Membership

- a. The Advocacy ~~Committee~~ shall be comprised of no more than ten ~~members~~ officers, including the ~~Vice President of Advocacy~~ who will serve as chair.
- b. The Student Senate shall appoint the ~~ASOCC Regional Delegate~~ Vice President of Advocacy.
- c. The ~~ASOCC Regional Delegate~~ Vice President of Advocacy shall appoint the Advocacy Committee ~~members~~ officers.

Change 3. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 3. Term of Office

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

Change 4. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 4. Meetings

- a. ~~Members~~ Officers will meet once a week on Wednesdays from 3:50 p.m. – 5:20 p.m.

Change 5. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 5. Powers, Duties, & Responsibilities

- a. The Advocacy Committee shall meet at least once a week during the Spring and Fall semesters to address issues related to students and colleges ~~in the political sphere.~~
- b. The Advocacy Committee shall examine local, state and federal legislation; ballot initiatives; and policies.
- c. ~~The Advocacy Committee shall report its findings to the Student Senate.~~ The Advocacy Committee shall examine campus and Coast Community College District policies.
- d. The Advocacy Committee shall organize and execute legislative visits ~~at least once a year.~~
- e. The Advocacy Committee shall address issues related to state and regional shared governance.
- f. ~~The Advocacy Committee shall conduct a polling event at least once a semester to get a better understanding of the concerns of Orange Coast College students.~~
- g. ~~The Advocacy Committee shall communicate its findings to the Student Senate and Executive Board through the Vice President of Advocacy Committee.~~

Change 6. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 6. Position Descriptions

- a. Chair
 - i. Occupied by the ~~ASOCC ASOCC Regional Delegate~~ Vice President of Advocacy.
 - ii. Shall be the liaison between ~~SGOCC~~ Student Senate ~~and Executive Board~~ and the Advocacy Committee.
 - iii. Prepare and post meeting agendas in compliance with all state laws.
 - iv. Preside over all meetings as a nonvoting member, unless in the instance of a tie. The chair may choose to cast a tie-breaking vote.
 - v. Enforce all rules established in these documents.
 - vi. ~~May create new positions as need arises.~~
- b. Vice Chair
 - i. The ~~ASOCC Regional Delegate~~ Advocacy Committee shall appoint one individual from its own membership to serve as the Advocacy ~~Committee~~ Vice Chair.
 - ii. The Advocacy ~~Committee~~ Vice Chair shall perform the duties of the ~~Advocacy Committee~~ Chair if the chair is ~~unwilling or~~ unable to do so.
 - iii. ~~The Vice Chair shall manage the Advocacy Committee’s institutional memory.~~
 - iv. The Advocacy Vice Chair shall perform the duties of the Secretary if the Secretary is ~~unwilling or~~ unable to do so.
- c. Secretary
 - i. ~~The Advocacy Committee Secretary shall take minutes of all official Advocacy Committee meetings.~~ The Advocacy Committee shall elect from its own membership one individual to serve as Advocacy Committee Secretary.
 - ii. ~~The Advocacy Committee Secretary shall send minutes to the ASOCC Regional Delegate and the Advisor within 48 business hours of the Advocacy Committee meeting so that they may be made available to the public.~~ The Advocacy Committee Secretary shall take minutes at all official Advocacy Committee meetings.

- iii. ~~The Advocacy Committee Secretary shall write and send thank you letters as necessary.~~ The Advocacy Committee Secretary shall compile, transcribe, and send minutes to the Vice President of Advocacy and the Advisor within 72 business hours of the Advocacy Committee meeting.
- iv. ~~The Advocacy Committee Secretary shall take attendance for all official meetings.~~ The Advocacy Committee Secretary shall write and send “thank you” letters as necessary.
- v. The Advocacy Committee Secretary shall track tardies and absences of the Advocacy Committee officers and present it at the first Advocacy Committee meeting of every month.
- vi. The Advocacy Committee Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.
- vii. The Advocacy Committee Secretary shall fulfill other duties and responsibilities as may be assigned.
- d. Communications Officer
 - i. ~~Shall promote Advocacy Committee events, projects, and activities.~~
 - ii. Shall serve as a member of the Communications Committee, working closely with the Vice President of Communications.
 - iii. ~~Shall serve as a member of the Polling Subcommittee.~~ Shall promote Advocacy Committee events, projects, and activities.
 - iv. ~~Shall fulfill other duties and responsibilities as may be assigned.~~
- e. Legislative Affairs Officers
 - i. Shall serve as Chair as the Legislative Affairs Subcommittee.
 - ii. Shall coordinate and organize appointments with legislators in collaboration with the ~~ASOCC Regional Delegate Vice President of Advocacy Committee~~ and the Adviser.
 - iii. Establish and/or maintain communication with targeted legislators.
 - iv. ~~Assist the ASOCC Regional Delegate in organizing additional responsibilities that arise in the course of their duties.~~
 - v. Will inform and provide updates to the Advocacy Committee regarding legislative issues.
- f. Voting ~~Members-Officers~~
 - i. Shall make an informed vote on proposed projects.
 - ii. Shall uphold all standards both ethically and as outlined in this document.
 - iii. Shall provide input and vote on issues pertaining to statewide student governance.

Change 7. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 7. Vacancies & Order of Succession

- a. In case of a vacancy, applications may be opened at the chair’s discretion.
- b. In case of the departure of the ~~ASOCC Regional Delegate Vice President of Advocacy~~, the Vice Chair shall assume ~~the Delegate’s~~ their responsibilities until such a time that the Senate fills the ~~ASOCC Regional Delegate position Vice President of Advocacy position~~.
- c. In the event that the Delegate departs with no Vice Chair appointed, the Advocacy Committee Secretary shall assume the duties of the Delegate until such a time that the Senate fills the ASOCC Regional Delegate position.

Change 8. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 8. Sub-Committees

- b. ~~Polling Sub-Committee~~
 - i. ~~Shall organize the polling activities, in order to track student interest, of the Advocacy Committee; compile and present polling data at regular intervals as set by the Advocacy Committee or Polling Sub-Committee Chair.~~
 - ii. ~~Shall be chaired by any interested member as appointed by the Advocacy Committee.~~

Fiscal Affairs Council Changes

Change 1. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 6. Position Descriptions

- d. Secretary
 - I. The Fiscal Affairs Council shall elect from its own membership one individual to serve as Fiscal Affairs Secretary.
 - II. The Fiscal Affairs Council Secretary shall take minutes at all official Fiscal Affairs Council meetings.
 - III. The Fiscal Affairs Council Secretary shall compile, transcribe, and send minutes to the Vice President of Fiscal Affairs and the Advisor within 72 business hours of the Student Senate meeting.
 - IV. The Fiscal Affairs Council Secretary shall write and send “thank you” letters as necessary.
 - V. The Fiscal Affairs Council Secretary shall track tardies and absences of the Fiscal Affairs Council officers and present it at the first Fiscal Affairs meeting of every month.
 - VI. The Fiscal Affairs Council Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.
 - VII. The Fiscal Affairs Council Secretary shall fulfill other duties and responsibilities as may be assigned.

Student Senate Changes

Change 1. Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 6. Position Descriptions

- D. Student Senate Secretary
 - I. The Student Senate shall elect from its own membership one individual to serve as Student Senate Secretary.
 - II. The Student Senate Secretary shall take minutes at all official Student Senate meetings.
 - III. The Student Senate Secretary shall compile, transcribe, and send minutes to the Student Senate President and the Advisor within 72 business hours of the Student Senate meeting.
 - IV. The Student Senate Secretary shall write and send “thank you” letters as necessary.
 - V. The Student Senate Secretary shall track tardies and absences of Student Senate officers and present it at the first Student Senate meeting of every month.
 - VI. The Student Senate Secretary shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.
 - VII. The Student Senate Secretary shall fulfill other duties and responsibilities as may be assigned.

Change “By-Laws” to Bylaws

Change 1: The modification of “by-laws” to read “bylaws” throughout the entirety of the ASOCC Constitution.