

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

**MEETING MINUTES**

Friday, May 4, 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: 9:01 a.m.

**I.02** Roll Call

**Student Senators:** Haley Burg, Katherine Hoang (arrived to meeting at 9:10 a.m.), Jesse Lopez, Saul Madrigal (arrived to meeting at 9:23 a.m.), Jose Sanchez, Viktoriia Vasileva (arrived to meeting at 9:10 a.m.), Rachyl Reynosa (absent), Thang Phan & Pascal Traylor

**Executive Board:** David Vo, Frances Sanchez, Leanna Gutierrez, Nick Liszewski, Alexandra Junell Brown, Cindy Matuch, & Kristina Tseng

**Advisor:** Julie Nguyen

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

**I.04** Approval of Minutes

*Minutes postponed 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: Ollin Club

*Motion by Nick Liszewski to approve \$50 Start-Up Funds for the Ollin Club; 2nd by Thang Phan. Motion passes without objection.*

2. One-Time:

- The Makerspace Club request for **\$1,939.82** for the Maker Fair Bay Area from May 18-20, 2018 at San Mateo County Event Center.

*Motion by Pascal Traylor to approve funding of \$1,827.96 towards the Makerspace Club's request to attend the Maker Fair Bay Area from May 18-20, 2018 at San Mateo County Event Center; 2nd by Jose Sanchez. Motion passes without objection.*

**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 Academic Senate.

Jesse Lopez reported on the College Council.

Cindy Matuch reported on behalf of Rachyl Reynosa on the Instructional Planning Council.

**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

**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 – Haley Burg 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 OCC Planetarium Presentation**

Scott Mitchell, the Planetarium Director, gave a presentation regarding the OCC Planetarium and student involvement.

**V.02 College Service Charge**

Kristina Tseng, Vice President of Fiscal Affairs Council gave a presentation regarding the possible increase of the College Service Charge up to \$29.00.

*Motion by Alexandra Junell Brown to endorse the recommendation of the Fiscal Affairs Council to increase the College Service Charge to \$26.00; 2nd by Pascal Traylor. Motion passes without objection.*

*Motion by Pascal Traylor to implement the increased College Service Charge in Spring 2019; 2nd by Thang Phan. Motion passes without objection.*

**V.03 ASOCC Annual Budget—Canopy Purchase & Rentals**

Presentation by the Fiscal Affairs Council regarding the expenditure of \$38,977.76 from ASOCC funds to purchase canopies and storage container. An affirmative action on this agenda item would disallow ASOCC annual budget accounts from purchasing and/or renting canopies during the 2018-2019 fiscal year. Discussion and possible action to follow.

*Motion by Thang Phan to approve funding of \$38,977.76 from ASOCC funds to purchase canopies and storage container; 2<sup>nd</sup> by Jose Sanchez. Motion passes without objection.*

*Motion by Nick Liszewski to use the One Time Funding Request Account as the source of funding for the canopies and storage container; 2<sup>nd</sup> by Pascal Traylor. Motion passes without objection.*

**V.04 SGOCC Policies and Procedures**

Kristina Tseng gave a presentation on the review and revisions of the SGOCC Policies and Procedures.

**V.05 2017-2018 Events Task Force Presentation**

Jesse Lopez gave a presentation regarding Event Task Force upcoming event.

**V.06 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 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 E (Executive Board), 1. Purpose
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 2. Composition and Membership
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 3. Term of Office
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 5. Powers, Duties, & Responsibilities
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 6. Position Descriptions
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 7. Vacancy & Order of Succession
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 1. Purpose
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 2. Composition and Membership
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 3. Term of Office
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 4. Meetings
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 5. Powers, Duties, & Responsibilities
- 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 F (Fiscal Affairs Council), 7. Vacancy & Order of Succession
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 2. Composition and Membership
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 3. Term of Office
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 4. Meetings
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 5. Powers, Duties, & Responsibilities
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 6. Position Descriptions
- Change “SGOCC” to “ASOCC” throughout the entirety of the ASOCC Constitution and Bylaws
- Change “College Life” to “College Life Committee” throughout the entirety of the ASOCC Constitution and Bylaws except for “Vice President of College Life”

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

*Motion by Kristina Tseng to adopt all changes to the ASOCC Bylaws as outline in Attachment A; 2<sup>nd</sup> by Viktoriia Vasileva. Motion passes without objection.*

- Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 1. Purpose
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 2. Composition and Membership
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 4. Meetings
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 5. Duties

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

**V.07 Student Senate Succession Plan**

Discussion regarding the 2017-2018 Succession Plan for the next Student Senate.

**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 Executives 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: 11:03 a.m.**

**SGOCC Student Senate & Executive Board Meeting – 05/04/2018**  
**Attachment A - Approved Bylaw Changes**

**“SGOCC” to “ASOCC” Change**

**Change 1.** The modification of “SGOCC” to read “ASOCC” throughout the entirety of the ASOCC ~~Constitution and~~ Bylaws.

**“College Life” to “College Life Committee” Change**

**Change 1.** The modification of “College Life” to “College Life Committee” throughout the entirety of the ASOCC Constitution and Bylaws except for “Vice President of College Life.”

**Advocacy Committee Changes**

**Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 5. Powers, Duties, and Responsibilities

- a. ~~The Advocacy Committee Shall~~ meet at least once a week during the ~~Spring and~~ Fall and Spring semesters to address issues related to students and colleges.
- b. ~~The Advocacy Committee Shall~~ examine local, state and federal legislation; ballot initiatives; and policies.
- c. ~~The Advocacy Committee Shall~~ examine campus and Coast Community College District policies.
- d. ~~The Advocacy Committee Shall~~ organize and ~~executive~~ 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 once a semester to get a better understanding of the concerns of Orange Coast College students.
- g. ~~The Advocacy Committee Shall~~ communicate ~~its~~ any findings to the Student Senate and Executive Board through the Vice President of Advocacy Committee.

**Change 2.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section A (Advocacy Committee), 6. Position Descriptions

- a. Secretary
  - i. ~~The Advocacy Committee Shall~~ ~~elect~~ be appointed ~~from~~ by its own membership ~~one individual~~ to serve as Advocacy Committee Secretary.
  - ii. ~~The Advocacy Committee Shall~~ take minutes at all official Advocacy Committee meetings.
  - iii. ~~The Advocacy Committee Shall~~ compile, transcribe, and send minutes to the Vice President of Advocacy ~~Committee Chair~~ and the Advisor within 72 business hours of the Advocacy Committee meeting.
  - iv. ~~The Advocacy Committee Shall~~ write and send “thank you” letters as necessary.
  - v. ~~The Advocacy Committee 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 Shall hold officers accountable to SGOCC Policy 1004: SGOCC Attendance/Truancy.~~
  - vii. ~~The Advocacy Committee Shall~~ fulfill other duties and responsibilities as may be assigned.

**Executive Board Changes**

**Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 1. Purpose

- a. The Executive Board of the ~~SGOCC~~ ASOCC shall act as administrators and carry out legislation passed by the Student Senate and Executive Board.

**Change 2.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 2. Composition and Membership

- a. The Executive Board shall be composed of the following Executive Officers: Student Senate President, Student Body President, Vice President of Diplomatic Affairs, Vice President of College Life, Vice President of Communications, Vice President of Fiscal Affairs, ~~ASOCC Regional Delegate~~ Vice President of Advocacy, and ~~ICG Inter-Club Council~~ President.
- b. The newly elected Student Senate shall appoint the following incoming Executive Board Officers: Student Body President, ~~ASOCC Regional Delegate~~ Vice President of Advocacy, Vice President of Diplomatic Affairs, Vice President of College Life, and Vice President of Communications before the start of the Fall Term.

**Change 3.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 3. Term of Office

- a. Each ~~member officer~~ shall be appointed for a term of one year.
- b. ~~Executive Officers~~ terms 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~~ in a certain position.

**Change 4.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 5. Powers, Duties, and Responsibilities

- a. The Executive Board shall have shared legislative power, including the power to pass resolutions, bills, and acts on behalf of the Student Senate, the Executive Board, ~~the SGOCC,~~ and the ASOCC.
- b. The Executive Board shall have the power over all ASOCC monies, including the responsibility to approve budgets, authorize all expenditures, set fiscal policy, and conduct inquiries regarding the finances of ASOCC and any entities contained therein, so long as its actions are in compliance with policy set forth by the Orange Coast College, the Coast Community College District, and California law.
- c. The Executive Board shall have the power to appoint all ASOCC student representatives to participatory governance committees as well as the shared power to appoint ASOCC members to represent the ASOCC, ~~SGOCC,~~ or Student Senate in other organizations or entities.
- d. During Student Senate meetings, ~~The the Executive Board Officers and the Student Body President, during Student Senate meetings~~ shall have equal voting privileges as voting officers, may make motions, and participate in discussions.

- i. If an Executive Officer is running for any open appointed position within the Student Senate and Executive Board body, their voting privileges as voting officers will be revoked, and they may not make motions during the appointment process.
- e. ~~The Executive Board Members may vote in instances of vacant positions pertaining to Executive Board and all other relevant appointed positions stated within this constitution.~~ The Student Senate shall have the sole power to seek and appoint Executive Board Officers, with the exception of the Inter-Club Council President and the Vice President of Fiscal Affairs, prior to the Fall Term. In the instance in which a vacancy arises after the beginning of the Fall term, then this power would be shared with Executive Board.
- f. Formal action taken by the Executive Board shall require the approval of a majority of those Executive Board ~~Members~~ Officers and Student Senators attending the meeting at which the vote occurred and where quorum is achieved.
- g. ~~Executive Officers Shall~~ The Executive Board shall be accountable to the same standards as Senators.
- h. ~~Executive Officers Shall~~ The Executive Board shall conduct, at minimum, an official meeting every other week.
- i. ~~Executive Officers Shall~~ The Executive Board shall ~~sit~~ serve on at least one Participatory Governance Committee.
- j. ~~Executive Officers Shall~~ The Executive Board shall submit, to the Vice President of Diplomatic Affairs, a written or typed report of the Participatory Governance Committee meetings that they attended ~~within a 72 hour period.~~
- k. ~~Executive Officers Shall~~ The Executive Board shall make a weekly verbal report in Student Senate Meetings.

**Change 5.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 6. Position Descriptions

- a. Student Body President
  - i. ~~The Student Body President Shall~~ be the chief Executive Officer of the Executive Board.
  - ii. ~~The Student Body President Shall~~ be responsible for the administrative operations of the ~~SGOCC~~ ASOCC, in accordance with the will of the Student Senate and Executive Board, and shall report and make recommendations to the Student Senate and Executive Board ~~as regards administering the affairs of the SGOCC.~~
  - iii. ~~The Student Body President Shall~~ be responsible for coordinating, chairing, and preparing and posting agendas for meetings of the Executive Board.
  - iv. ~~The Student Body President Shall~~ be responsible for fulfilling the duties of Executive Board Officers at such time as they are unwilling or unable to perform their duties by way of taking the responsibilities of the vacated position upon themselves, or by allowing a willing ~~executive officer~~ Executive Board Officer to accept those duties.
  - v. ~~The Student Body President Shall work with the Student Senate for the appointment of Executive Board staff at time of Executive Officer vacancies to appoint vacant Executive Board officer positions.~~
  - vi. ~~The Student Body President be the liaison with the Senate President.~~
  - vii. ~~The Student Body President Shall~~ attend ~~all meetings of~~ the Coast Community College District (CCCD) Board of Trustees ~~meetings~~ or appoint a student designee to attend on their behalf.
  - viii. ~~The Student Body President, or designee, Shall~~ attend ~~all meetings of~~ the District Consultation Council ~~meetings~~ or appoint a student designee to attend on their behalf.
  - ix. ~~The Student Body President, or designee, Shall~~ attend ~~all meetings of~~ the College Council ~~meetings~~ or appoint a student designee to attend on their behalf.
  - x. ~~The Student Body President, or designee, Shall~~ attend ~~all meetings of~~ the Orange Coast College Foundation Board of Directors ~~meetings~~ or appoint a student designee to attend on their behalf.
- c. Vice President of Communications
  - i. Shall chair the Communications Committee meetings.
  - ii. ~~The Vice President of Communications Shall~~ oversee the ~~production and posting of all ASOCC/SGOCC publicity~~ promotion of ASOCC publicity in coordination with Communications Committee officers.
  - iii. ~~The Vice President of Communications shall consistently and responsibly inform the public media of decisions made by the Student Senate.~~
  - iv. ~~The Vice President of Communications Shall~~ be responsible for the coordination and execution of ~~all SGOCC~~ relevant ASOCC publicity in accordance with campus regulations.
  - v. ~~The Vice President of Communications shall have the authority to create positions and appoint individuals to fill such positions in order to better serve the needs and/or increase effectiveness of the ASOCC Communications Communications Committee.~~
  - vi. ~~The Vice President of Communications Shall~~ maintain all ASOCC publicity boards on campus.
  - vii. ~~The Vice President of Communications shall make all posters for campus wide publications.~~
  - viii. ~~The Vice President of Communications Shall~~ oversee the development and publication of the ASOCC Yearbook.
  - ix. ~~The Vice President of Communications Shall~~ oversee the Communication Committee to better serve the needs and increase effectiveness of the ASOCC Communications.
  - x. ~~The Vice President of Communications Shall~~ ~~appoint a volunteer Election Week Committee to oversee publicity of the SGOCC Spring Election.~~ oversee Student Senate Elections.  
~~1. The committee shall report to the Communications Committee.~~
- e. Vice President of College Life
  - i. ~~The Vice President of College Life Shall~~ collaborate with the ~~SGOCC~~ ASOCC, the Advisors of the ~~SGOCC~~ ASOCC and the Student Life Coordinator, 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.
  - ii. ~~The Vice President of College Life Shall~~ have the authority to create positions and appoint individuals to these positions in order to better serve the needs of the ASOCC College Life intent.
  - iii. ~~The Vice President of College Life Shall~~ report to the Student Senate and Executive Board on a weekly basis.
- f. ~~ASOCC Regional Delegate~~ Vice President of Advocacy
  - i. ~~The ASOCC Regional Delegate shall be the sole student representative of the ASOCC.~~ Shall serve as the chair of the Advocacy Committee, overseeing issues and activities related to legislation, lobbying, and issues related to state and regional student government affairs

- ii. ~~The ASOCC Regional Delegate shall represent the majority will of the Student Senate regarding matters at the regional and state levels. Shall 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.~~
- iii. ~~The ASOCC Regional Delegate shall adhere to all policies of the SGOCC, Coast Community College District, and Orange Coast College. Shall be the liaison between the Student Senate and Executive Board and the Advocacy Committee.~~
- iv. ~~The ASOCC Regional Delegate shall serve as the chair of the Advocacy Committee, coordinating and overseeing issues and activities related to legislation, lobbying and issues related to state and regional student government affairs. Prepare and post meeting agendas in compliance with all state laws.~~
- v. ~~The ASOCC Regional Delegate shall have the authority to create and appoint individuals to said positions within Advocacy Committee in order to accomplish the mandate of Advocacy Committee. Shall be the designated student representative when attending any statewide community college student organization recognized by the California Board of Governors (i.e. Student Senate of California Community Colleges).~~
- vi. ~~The ASOCC Regional Delegate shall not serve on a position or hold an office in any statewide community college student organization recognized by the California Board of Governors (ie. Student Senate of California Community Colleges)~~
- vii. Shall represent the will of the ASOCC.
- viii. Enforce all rules established in the ASOCC Constitution and Bylaws and the ASOCC Policies and Procedures documents.

**Change 6.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section E (Executive Board), 7. Vacancy and Order of Succession

- a. ~~Should a vacancy occur in the position of Student Body President, the Student Senate shall appoint an interim Student Body President from the Executive Board, excluding the ICC President and the Vice President of Fiscal Affairs. Until an interim has been named, the ASOCC Advisor shall chair the Executive Board meetings.~~ If the Student Body President is unable to attend or run an Executive Board meeting, the Vice President of Communications will assume the chair position for that meeting.
- b. If the Student Body President resigns for any reason, the Vice President of Communications will serve as the interim Student Body President until the position is filled.
  - i. ~~In the event that the~~ Should a vacancy occur ~~red~~ anytime from the beginning of the term of office to ~~November 30th~~ October 31st, applications for this ~~office position~~ shall be released to the student body following normal procedures and deadlines as established by the Student Senate and Executive Board.
    - 1. In the event no applications are received during this period, ~~and considering the sensitivity of time~~, the Student Senate and Executive Board shall ~~either~~ appoint a new Student Body President from the ~~members of~~ Executive Board Officers to serve for the remaining of the term ~~or extend the deadline~~. If none of the Executive Board Officers is interested in the Student Body President position, the Student Senate and Executive Board shall appoint a new Student Body President from the Student Senate to serve for the remaining of the term.
- c. Should a vacancy occur anytime between ~~the calendar dates of December~~ November 1<sup>st</sup> to May 1<sup>st</sup>, the Student Senate and Executive Board shall appoint a new Student Body President from the ~~members of~~ Executive Board Officers to serve for the remaining of the term. If none of the Executive Board Officers is interested in the Student Body President position, the Student Senate and Executive Board shall appoint a new Student Body President from the Student Senate to serve for the remaining of the term.
  - i. Conditions for an Executive Board Officer or Student Senator succeeding the ~~office of SGOCC ASOCC Student Body President position~~:
    - 1. Upon accepting the ~~office of SGOCC ASOCC Student Body President position~~, the ~~chosen~~ appointed Executive Board officer ~~or Student Senator~~ must resign from their duties from their respective branch.
    - 2. In the event that no Executive Board officer ~~or Student Senator~~ accepts the office of ~~SGOCC ASOCC Student Body President~~, the Student Senate and Executive Board shall release applications to the student body.
- d. Should a vacancy occur in any other ~~Executive Board officer position of the Executive Board~~, the process for filling this position will be expressed in the ~~SGOCC ASOCC Policies and Procedures~~.
- e. ~~Should a vacancy occur in the position of Vice President of Fiscal Affairs, the Fiscal Affairs Council shall appoint a new Vice President of Fiscal Affairs.~~

**Fiscal Affairs Council Changes**

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

- a. The Fiscal Affairs Council (FAC) is a branch of ~~SGASOCC~~ which serves as the recommending body to the Student Senate with regards to the Associated Student Budget. The Fiscal Affairs Council shall review all matters of finance pertaining to the Budget and recommend action to the Student Senate. The Associated Students of Orange Coast College have enjoyed a long history of fiscal responsibility. Certain responsibilities are delegated to the Advisor, who, as a member of the faculty or staff, is responsible to the Associated Students for accurately accounting for, and overseeing all funds.

**Change 2.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 2. Composition and Membership

- a. Fiscal Affairs Council (~~“Council”~~) shall have a minimum of 3 and a maximum of 10 members which number includes the ASOCC/~~SGOCC~~ Vice President of Fiscal Affairs (~~“Vice President-FA”~~).
  - i. ~~In the event that the full 10 seats are not filled with the initial application process, the applications shall remain open until such a time that those positions can be filled.~~
- b. ~~Council members~~ Officers are appointed by the Student Senate and Executive Board following an application process; and recommendations made by the current Vice President ~~-FA-~~ of Fiscal Affairs.
- e. ~~Members will serve beginning the first day following the end of the spring semester, through the end of the following spring semester or until such time as a new Council is seated.~~ Applicants qualifying for membership may be accorded an interview before the Fiscal Affairs Council and thereafter a recommendation shall be made to the Student Senate and Executive Board for appointment at its next meeting.
- d. The Fiscal Affairs Council shall appoint the Vice President of Fiscal Affairs from ~~their~~ its own membership. ~~Selection shall be confirmed by the Student and Executive Board.~~

- ~~e. The Fiscal Affairs Council shall appoint from its membership a representative to the Communications Taskforce. This appointment shall take place within the first month of the academic year. All other positions of the Fiscal Affairs Council shall be appointed no later than the third week of the fall semester.~~
- ~~f. The Fiscal Affairs Council Shall appoint from its membership two representatives to the College Budget Council. This appointment shall take place within the first month of the academic year.~~
- ~~g. The Fiscal Affairs Council shall appoint from its membership two representatives, in addition to the Vice President of the Fiscal Affairs Council, to the Recycling Center Standing Committee. This appointment shall take place within the first month of the academic year.~~

**Change 3.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 3. Term of Office

- ~~a. Fiscal Affairs Officer terms shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester. Each officer shall be appointed for a term of one year.~~
- b. Officer terms shall begin in the final week of the spring semester and end the week prior to the final week of the subsequent spring semester.

**Change 4.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 4. Meetings

- a. Except during the ~~annual budget~~ ASOCC Annual Budget ~~a~~Allocation ~~p~~Process, the Fiscal Affairs Council will meet Thursday at 2:30 p.m. until 4:30 p.m. during the fall and spring semesters.
- b. Meeting dates and times for the ~~annual budget~~ ASOCC Annual Budget ~~a~~Allocation ~~p~~Process (generally occurring in March and April) will be determined by the Fiscal Affairs Council and their Advisors ~~before the termination of the fall semester.~~

**Change 5.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 5. Powers, Duties, and Responsibilities

- a. The Fiscal Affairs Council's duty is to ~~hear, inquire, discuss, determine and~~ make recommendations regarding ASOCC and ~~general student-related monetary;~~ fiscal ~~and financial~~ matters to the Student Senate and Executive Board ~~and other official bodies.~~
- b. The Fiscal Affairs Council is a recommending body; it has no power or authority to grant or deny requests.
- ~~c. The Council shall act as the primary student entity responsible to supervise, review, initiate inquiries and provide oversight of student funded campus services, and shall where necessary and advisable, make reports and recommendations to the Senate based on its findings.~~
- d. Whenever in the Fiscal Affairs Council's discretion the need arises, it may consider and advise the Student Senate and Executive Board of fiduciary and ethical standards and duties with respect to managing, investing, expending and transferring ASOCC funds and assets, pursuant to federal, state, district and professional laws, guidelines and persuasive authority.
- e. Will participate in the development of the ASOCC ~~a~~Annual ~~b~~Budget Allocation Process for the upcoming fiscal year, and shall present their budget recommendations to the Student Senate ~~and Executive Board.~~

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

- a. Chair
  - i. ~~The Vice President of Fiscal Affairs~~ Shall serve as the Chair of the Fiscal Affairs Council.
  - ii. ~~The Chair s~~Shall organize interview times with ~~both one-time and Annual Budget R~~requestors ~~and coordinate with them thereafter~~
  - ~~iii. The Chair s~~Shall ~~communicate budget items to the Student Senate~~ bring recommendations from the Fiscal Affairs Council regarding all budget items (i.e. one-time funding requests, start-up funds, ASOCC Annual Budget Allocation Process, etc.) to the Student Senate and Executive Board
  - iv. ~~The Chair s~~Shall be the liaison between ~~ASOCC and administration~~ the Fiscal Affairs Council and the Student Senate and Executive Board, the ASOCC, and College and District administration with regards to budgetary matters.
  - ~~v. Shall sit on the Recycling Center Standing Committee.~~ By the 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 SGOCC Sustainability Committee.
- b. Vice Chair
  - i. ~~The Vice President of Fiscal Affairs Council~~ Shall ~~appoint~~ be appointed ~~one member officer~~ by its own membership to serve as Fiscal Affairs Council Vice Chair.
  - ii. ~~The Vice Chair of the Fiscal Affairs Council~~ Shall serve as Chair ~~in the event that the Vice President of Fiscal Affairs is unable to perform their prescribed duties~~ at such time as the Vice President of Fiscal Affairs is absent, unable, or unwilling to perform them.
- c. Secretary
  - i. ~~The Fiscal Affairs Council~~ Shall be appointed ~~from~~ by its own membership ~~one individual~~ to serve as Fiscal Affairs Council 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 ~~Fiscal Affairs Council~~ Advisors ~~within 72 business hours of the Student Senate prior to the start of the Fiscal Affairs Council 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/Tuaney.~~
  - vii. ~~The Fiscal Affairs Council Secretary~~ Shall fulfill other duties and responsibilities as may be assigned.
- d. Communications Officer

- i. ~~The Communications Officer~~ Shall be appointed by ~~the Fiscal Affairs Council~~ its own membership to serve as the representative to the ASOCC Communications ~~Taskforce~~ **Committee**.
- ii. ~~The Communications Officer~~ Shall work closely with the Vice President of Communications to communicate SGOCC activities to the student body.
- iii. ~~The Communications Officer~~ Shall serve as a ~~conduit of information~~ liaison between the Communications Taskforce and the Fiscal Affairs Council.
- e. Sustainability Committee Representative(s)
  - i. The Fiscal Affairs Council shall appoint, ~~from its body~~, from its own membership two additional officers to the SGOCC Sustainability Committee.
  - ii. In the event that Fiscal Affairs Council officers are unable to serve on the SGOCC Sustainability Committee, then the positions will be opened up to all other branches. The Student Senate and Executive Board shall ratify these appointments.
- f. College Budget Committee Representative(s)
  - i. The Fiscal Affairs Council shall appoint from its membership two representatives to the College Budget Committee.
  - ii. If the two seats cannot be filled within the given time frame, then they shall be appointed through the general PGC process.

**Change 7.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section F (Fiscal Affairs Council), 7. Vacancies and Order of Succession

- a. ~~Vacancies occurring by resignation or removal may be filled on an interim basis at the discretion of the Vice President FA with the advice of the membership until such time as the Senate has approved a permanent replacement (where FISCAL AFFAIRS COUNCIL does not have the minimum amount for membership).~~ In the event that the full 10 seats are not filled, applications shall remain open until such a time that those positions can be filled. This will be effective until the second week of the spring semester.
- b. ~~Where a vacancy occurs with more than ten weeks remaining in the member's term, the Vice President FA or her/his designee may, within seven days, make applications for a permanent replacement appointment available in the ASOCC office and shall adequately publicize the vacancy for not less than a 14 day period.~~ In case of the departure of the ASOCC Vice President of Fiscal Affairs, the Vice Chair shall assume the Vice President's responsibilities until such a time that the Fiscal Affairs Council appoints a new ASOCC Vice President of Fiscal Affairs.
- c. ~~Applicants qualifying for membership may be accorded an interview before the Fiscal Affairs Council and thereafter a recommendation shall be made to the Senate for appointment at its next meeting.~~ In the event that the Vice President of Fiscal Affairs and the Vice Chair of Fiscal Affairs positions are vacant, the Fiscal Affairs Secretary shall assume the duties of the Vice President until such a time that the Fiscal Affairs Council appoints the Vice President of Fiscal Affairs.
- d. ~~The process to fill vacancies shall, in the ordinary course, take no more than four weeks. If no suitable candidate is available, the Vice President FA, with the advice of the Fiscal Affairs Council, shall report that fact to the Senate and shall at that time recommend an individual to the Senate to fill the vacancy for the remainder of the term.~~
- e. ~~Council membership applications for the following academic year will be made available at the same time as the applications for SGOCC Officers.~~

**Student Senate Changes**

**Change 1.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 2. Composition and Membership

- a. ~~The ASOCC will elect students from its own membership to the Student Senate, who will serve a one year term from the second Monday of May to the second Sunday of May, inclusive.~~
- b. ~~Individuals elected to the Student Senate shall be the members of the Student Senate and shall be known as Student Senators.~~
- c. ~~There shall be~~ The Student Senate shall be comprised of a total of nine Student Senators to serve as representatives for the students, provided there are at least six people who meet the minimum standards and are elected or appointed to serve.
- d. Student Senators shall not hold ~~membership office~~ simultaneously in the Student Senate and Executive Board.
- e. Student Senators shall not hold an Associated Student Body position at any other school other than Orange Coast College.

**Change 2.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 3. Term of Office

- a. The ~~ASOCC student body~~ will elect students ~~from its own membership~~ to the Student Senate, who will serve a one year term from the second Monday of May to the second Sunday of May, inclusive.

**Change 3.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 4. Meetings

- a. Student Senate shall hold a meeting on Fridays from 9:00 a.m. – 11:00 a.m. ~~during the course of their term during the school calendar year during the Fall and Spring semesters.~~
- b. The Student Senate may hold emergency meetings as necessary.

**Change 4.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 5. Powers, Duties, and Responsibilities

- a. The Student Senate shall have legislative power, including the power to pass resolutions, bills, and acts on behalf of the Student Senate, the Executive Board, ~~the SGOCC,~~ and the ASOCC, ~~except where this constitution specifically prohibits the Student Senate from doing so.~~
- b. The Student Senate shall have the power over all ASOCC monies, including the responsibility to approve budgets, authorize all expenditures, set fiscal policy, and conduct inquiries regarding the finances of ASOCC and any entities contained therein, so long as its actions are in compliance with policy set forth by the Orange Coast College, the Coast Community College District, and California law.
- c. The Student Senate shall have the power to appoint all ASOCC student representatives to participatory governance committees as well as the power to appoint ASOCC members to represent the ASOCC, ~~SGOCC,~~ or Student Senate in other organizations or entities.
- d. The Student Senate shall have the sole power to seek and appoint Executive ~~Board~~ Officers and other unpaid staff, with the exception of the Inter-Club Council President and the Vice President of Fiscal Affairs. ~~to serve at the will of the Student Senate, except in instances~~ In the instance in which a vacancy arises ~~of position vacancies arising~~ during the Student Senate one year term, ~~when then~~ this power would be shared with Executive Board. ~~The Student Senate shall also have the power to revoke its appointments.~~

- i. If a Student Senator is running for any open position within the Executive Board body, excluding the position of Student Senate President, their voting privileges as voting officers will be revoked and they may not make motions during the appointment process.
- e. The Student Senate shall have the power to create and remove ~~SGASOCC Ad-Hoc committees~~ and task forces as needed to conduct the affairs of the Student Senate. ~~ASOCC Ad-Hoc committees and task forces shall be dissolved at the completion of assigned tasks.~~
- f. The Student Senate shall have the power to pass and enact ~~SGASOCC~~ policies for the benefit of the Associated Students of Orange Coast College.
- g. Actions:
  - i. A written record of all actions must be kept by the Student Senate within the minutes.
  - ii. Actions passed by the Student Senate must contain the author(s) and the date of introduction to the Student Senate and be reflected in the minutes.
  - iii. Actions passed by the Student Senate must contain a date when said actions will become inactive or come back up for review. Actions not meeting these requirements will only remain in effect until the end of the term in which the actions was passed.

**Change 5.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section I (Student Senate), 6. Position Descriptions

- a. Student Senate President
  - i. ~~The Student Senate Shall be elect appointed from its own membership one individual to serve as Student Senate President.~~
  - ii. ~~The Student Senate President~~ Shall ensure that agendas are properly prepared, posted, and emailed to the Student Senate and Executive Board members.
  - iii. ~~The Student Senate President~~ Shall ensure that minutes are taken and presented for approval within two weeks of the meeting in which they were taken.
  - iv. ~~The Student Senate President may create temporary SGOCC Ad-Hoc committees and task forces as needed to conduct the affairs of the Student Senate. Ad-Hoc Committees and Task Forces shall be dissolved at completion of assigned tasks.~~
  - v. ~~The Student Senate President~~ Shall facilitate and maintain orderly Student Senate meetings as Chair.
  - vi. ~~The Student Senate President~~ Shall enforce all rules and regulations of the ~~SGASOCC~~ Constitution and Bylaws.
  - vii. ~~The Student Senate President shall be the liaison with the SGOCC President.~~
  - viii. ~~The Student Senate President, or designee, who must be a current Student Senator,~~ Shall attend Executive Board meetings until the end of his/her term or appoint a current Student Senator to attend on their behalf.
  - ix. ~~The Student Senate shall elect from its own membership one individual to serve as Student Senate President.~~
  - x. ~~The Student Senate President~~ May pass the responsibility of chairing Student Senate meetings to another Student Senator temporarily to allow the Student Senate President to deliberate or propose legislation in accordance with Robert's Rule of Order. If no Student Senator agrees to accept the chair in these instances, the Student Senate President must retain the chair.
  - xi. ~~The Student Senate President~~ Shall represent the Student Senate in accordance with the majority will of the Student Senate.
  - xii. ~~The Student Senate President~~ Shall cast a vote only in the case of a tie.
- b. Student Senate Vice President
  - i. ~~The Student Senate Shall be elect appointed from~~ by its own membership ~~one individual~~ to serve as Student Senate Vice President.
  - ii. ~~The Student Senate President~~ Shall perform the delegated duties of the Student Senate President at such time as the Student Senate President is absent, unable, or unwilling to perform them.
  - iii. ~~The Student Senate Vice President, at the discretion of the Student Senate President,~~ Shall assist the Student Senate President with ~~his/her~~ their duties and responsibilities.

**SGOCC Student Senate & Executive Board Meeting – 05/04/2018**  
**Attachment B - Proposed Bylaw Changes**

**Communication Committee Changes**

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

- a. The Communications Committee exists to gather representatives from each branch of **SGOCC ASOCC** to work collaboratively on public relations and outreach projects and to promote, coordinate, and share communication between branches.

**Change 2.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 2. Composition and Membership

- a. The Vice President of Communications shall chair the Communications Committee.
- b. The Communications Committee shall be composed of the following representatives:
  - i. The Publicity Director, **or a designated officer**, from College Life Committee
  - ii. The Outreach Coordinator, **or a designated officer**, from Inter-Club Council
  - iii. The Communications Officer, **or a designated officer**, from Advocacy Committee
  - iv. A designated **member officer** from Fiscal Affairs Council
- c. Representation from the Student Senate to the Communications Committee is not mandated since the Vice President of Communications serves as the liaison to the Senate. However, there shall be a reserved and optional seat(s) on the Communications Committee for at least one and up to three Student Senators.

**Change 3.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 4. Meetings

- a. The Communications Committee will be required to meet no less than once every two weeks on Thursdays from 12:45 p.m. – 1:45 p.m.
- b. Meetings are to be held in alternation with those of the Sustainability Committee
- c. The Communications Committee shall consist of at least **six members-five officers**, but no more than eight **members** officers.

**Change 4.** Add to Part III (General By-Laws Code), Article II (Branch Bylaws), Section C (Communications Committee), 5. Duties

- a. The Communications Committee shall host the events listed below at least once a year including, but not limited to:
  - i. Student Senate Elections
  - ii. **Open-House** Social Media Day (once per semester)