

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

**MEETING AGENDA**

Friday, April 29, 2022; 9:00 a.m.

2701 Fairview Road

Student Union Building, Room SU 216

Costa Mesa, CA 92626

(714) 432-5730

Due to COVID-19, all SGOCC Meetings are taking place via Zoom Conference Calls

Video Conferencing & Call-In Information:

Zoom Video Conferencing Web Address: <http://bit.ly/ASOCCMeetings>

or Telephone Call-In Information: +1 669 900 6833 (US Toll)

Meeting ID: 955 3721 2182

**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 29, 2022, at 9:00 a.m. Pursuant to the Government Code Section 54955 and 54954.2(b) (3), the SGOCC Student Senate and Executive Board may adjourn, reconvene, and re-adjourn 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 the public forum and express their concern. For further information, please contact Student Senate President Katherine Smith at [ksmith281@student.cccd.edu](mailto:ksmith281@student.cccd.edu).

**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 Student 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 and Executive Board 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 Student Senate and Executive Board 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:

- **Start-up Funds**  
Discussion and possible action regarding the awarding of \$50.00 Club Start-Up Funds for the following clubs:
  - None
- **One-Time Funding**  
Discussion and possible action regarding the awarding of One-Time Funding request for the following student clubs/organizations/programs/services:
  - Architecture Club's funding request of \$4,000.00 for their participation in Cal Poly San Luis Obispo Design Village Competition from April 22 to April 24, 2022

**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**

- Communications Committee
- Constitution and Bylaws Committee

- Mental Health and Harm Reduction Subcommittee
- Canvas Shell Subcommittee
- Course Syllabus Subcommittee
- COVID Policy Taskforce

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 2021-2022 ASOCC Annual Report**

Presentation and discussion regarding the 2021-2022 ASOCC Annual Report. Possible action to follow.

**V.02 Future ASOCC Budget Reduction and Revenue Generation Recommendations**

Presentation by Tee Huynh, ASOCC Vice President of Fiscal Affairs, regarding recommendations for short-term and long-term strategies to reduce overhead and increase revenue to develop a more sustainable budget for future fiscal years. Possible action to follow.

**V.03 Mental Health and Harm Reduction Subcommittee**

Presentation by the Mental Health and Harm Reduction Subcommittee regarding an educational event in May and an update on the next steps with the resolution. Possible discussion and action to follow.

**V.04 ASOCC Constitution and Bylaws**

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 B (College Life Committee)
- Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council)

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

**V.05 Course Syllabus Subcommittee Student Survey**

Presentation by Katherine Smith, ASOCC Student Senate President and Chair of the Course Syllabus Subcommittee, regarding the Course Syllabus student survey and marketing timeline. Discussion and possible action to follow.

**V.06 CCCD Disability Resolution**

Presentation by Katherine Smith, ASOCC Student Senate President, regarding the CCCD Disability Resolution and an update on the next steps with the resolution. Possible discussion and action to follow.

**V.07 2021-2022 Student Senate and Executive Board Goals and Expectations**

Presentation and discussion regarding the 2021-2022 Student Senate and Executive Board goals and expectations. Possible adoption to follow.

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 Student 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 minutes per person)**

VIII. **Adjournment**

**SGOCC Student Senate & Executive Board Meeting – 04/22/2022**  
**Attachment A - Proposed Bylaw Changes**

**College Life Committee Changes**

**Change 1.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section B (College Life Committee), 5. Powers, Duties, & Responsibilities, b. Duties

- i. It shall be the duty of the College Life Committee officers to host the events listed below at least once a year including, but not limited to:
  1. Informative Events
    - a. Awareness ~~Day~~ Events
    - b. Pirate Involvement Fair ~~Student Services Fair~~ (once per semester)
  2. Community Service
    - a. Angel Tree
    - b. Children’s Holiday Party
  3. Campus Service
    - a. ~~Science Night BBQ~~
    - b. ~~Senior Day BBQ~~
    - c. ~~Commencement BBQ~~
    - d. Collaborate with a department on campus to volunteer at an event each semester such as but not limited to:
      - i. Science Night
      - ii. Senior Day
      - iii. Commencement
  4. Campus Activities
    - a. Open Mic ~~Nite~~ Night
    - b. Movie Night
    - c. Speed Friending
    - d. Game Night
    - e. Treats & Trivia
    - f. Paint & Sip

**Change 2.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section B (College Life Committee), 5. Powers, Duties, & Responsibilities, c. Responsibilities

- i. All College Life Committee officers shall:
  1. Be appointed by the Vice President of College Life.
  2. Attend weekly meetings on Mondays and Wednesdays from 12:45 p.m. – 2:15 p.m.
  3. Attend various other ASOCC activities and meetings as possible.
  4. Help plan, facilitate, and work at College Life Committee sponsored activities and events if class does not interfere.
  5. ~~Serve a minimum of one (1) office hour per week in the ASOCC Office. Duties will include tasks assigned or requested by the Vice President of College Life, Student Life & Leadership Specialist, or event chair.~~
  6. Serve a minimum of one (1) hour per week publicizing upcoming College Life Committee events by making a minimum of 2 classroom announcements, distributing flyers via various mechanisms, and informing students about events.
  6. Attend the ASOCC August Training, if appointed prior to the training.
  7. Attend the Fall ASOCC Leadership Conference.
  8. Attend the Spring ASOCC Planning Retreat.
  9. Work cooperatively and effectively with the other branches of the ASOCC.
  10. ~~Make at least two (2) classroom announcements for each College Life Committee event.~~
  11. Maintain the integrity of the body by exclusively reserving the right to vote.
  12. Uphold all standards both ethically and as outlined in this document.
  13. Act professionally while at meetings and working in the office.
  14. Chair or Co-Chair at least one (1) College Life Committee event per semester.
- ii. Volunteer Team
  1. All College Life Committee Volunteer Team members shall:
    - a. Be appointed by the Volunteer Team Coordinator.
    - b. Attend the College Life Committee Volunteer Team Orientation/Training.
    - c. Assist with a minimum of two (2) College Life Committee events per semester.
    - d. Must attend a bi-~~weekly~~ monthly event briefing.
    - e. Complete 20 hours of volunteer time with the College Life Committee Volunteer Team per semester.
    - f. Attend additional College Life Committee Volunteer Team meetings as necessary.
    - g. Attend and volunteer at College Life Committee sponsored activities and events.
    - h. Work cooperatively and effectively with the College Life Committee.
    - i. Act professionally while at meetings and working in the office. Be respectful of the space they are working in by maintaining a neat and clean work area.
    - j. ~~Maintain a clean and neat office and workroom. The area between the cafeteria dining room and the office, including the Conference Room, the Student Center Lounge, and the patio belongs to ASOCC, and therefore, should also reflect the same professional atmosphere. If a member observes a mess and/or problem, they should correct it or report it to someone who can.~~
- iii. Orange and Blue Spirit Crew
  1. All Orange and Blue Spirit Crew members shall:
    - a. Be appointed by the Orange and Blue Spirit Crew Coordinator
    - b. Attend Orange and Blue Spirit Crew orientation/training.
    - c. Attend a monthly briefing, adjusted to fit members’ schedule.

- d. Attend at least one (1) of the two (2) main athletic events per semester; if unable to attend any of the two (2) main events, the member should contact the Orange and Blue Spirit Crew Coordinator.
- e. Plan, attend, and volunteer at Orange and Blue Spirit Crew sponsored activities and events.
- f. Advertise all upcoming Orange Coast College athletic events on a bi-weekly basis.
- g. Act professionally while at meetings and working in the ASOCC office. **Be respectful of the space they are working in by maintaining a neat and clean work area.**
- ~~h. Maintain a clean and neat office and workroom. The area between the cafeteria dining room and the office, including the Conference Room, the Student Center Lounge, and the patio belongs to ASOCC and therefore, should also reflect the same professional atmosphere. If a member observes a mess and/or problem, they should correct it or report it to someone who can.~~

**Change 3.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section B (College Life Committee), 6. Position Descriptions

- a. Awareness ~~Events Day~~ Coordinator
  - i. General duties of the position shall include, but not be limited to, the following:
    - 1. Take the leadership role for all College Life Committee sponsored Awareness ~~events Day~~ activities and work closely with the officers to plan Awareness Days **either in the Fall or Spring semesters or both semesters.**
    - 2. Be responsible for showcasing any and all Awareness Day activities whenever appropriate.
    - 3. Work closely with the Student Life & Leadership Specialist to make all arrangements needed to execute Awareness Day events.
    - 4. Assist with all other College Life Committee sponsored activities.
    - 5. Fulfill other duties and responsibilities as assigned.
- b. ~~Public Relations Coordinator~~ **Campus Affairs Coordinator**
  - i. General duties of the position shall include, but not be limited to the following:
    - 1. Shall act as the liaison between College Life Committee and on-campus publications such as the Coast Report, the student newspaper, and the Coast to Coast, an online publication.
    - ~~2. Shall submit a request for MyOCC announcements for all related College Life Committee events.~~
    - 3. Produce a minimum of one (1) pre-event press release for publication for every College Life Committee sponsored event and activity.
    - 4. Create event feedback sheets for College Life Committee events. These sheets will be handed out at events and will be collected and compiled together for future reference.**
    - 5. Compile survey results and present them at the following College Life Committee meeting during event recap.**
    - ~~6. Submit all posting requests for the ASOCC and OCC social media sites.~~
    - 7. Assist with all College Life Committee sponsored activities.
    - 8. Fulfill other duties and responsibilities as may be assigned.
- c. Events Coordinator
  - i. General duties of the position shall include, but not be limited to, the following:
    - 1. Assist event chair in planning and executing College Life Committee Events.
    - 2. Create and update master project sheets used in planning College Life Committee Events.**
    - 3. Create event layouts for College Life Committee Events**
    - 4. Gather information and evaluate a variety of entertainers/groups for possible on-campus performances. "On-campus" includes the Quad, Starbuck's, Student ~~Union Center Lounge~~, and the Robert B. Moore Theater, etc.
    - 5. Publicize all entertainment activities in conjunction with the College Life Committee Publicity Directors.
    - 6. Learn how all ASOCC audio/visual equipment works and assist others who need to use it. The equipment includes the P.A., podium, hand-held microphones, projector, DVD recorder/player, and monitors.
    - 7. Assist with all College Life Committee sponsored activities.
    - 8. Fulfill other duties and responsibilities as assigned.
- d. Historian
  - i. General duties of the position shall include, but not be limited to the following:
    - 1. Take photos and/or videos of all College Life Committee activities.
    - 2. Help create an ASOCC yearbook.
    - 3. Create slideshows as appropriate for events.
    - 4. Create a slideshow for the End of Year Banquet.
    - 5. Create recaps of College Life Committee events and work alongside the Media Coordinator to submit content to be posted to the ASOCC social media accounts.**
    - 6. Maintain a digital database of College Life Committee photos.
    - 7. Assist with all College Life Committee sponsored activities.
    - 8. Fulfill other duties and responsibilities as may be assigned.
- e. Logistics Coordinator
  - i. General duties of the position shall include, but not be limited to the following:
    - 1. Reserve proper supplies for College Life Committee events (e.g., tables, canopies, or sandwich boards).
    - 2. Compile a list of decorations, equipment, and supplies needed for College Life Committee events.**
    - 3. Work collaboratively with the Inter-Club Council Director of Logistics and the Student Life & Leadership Specialist to maintain the ASOCC inventory and its database (e.g., ASOCC garage and bins).
    - 4. Assist with all College Life Committee sponsored activities.
    - 5. Fulfill other duties and responsibilities as may be assigned.
- f. Orange and Blue Spirit Crew Coordinator
  - i. General duties of the position shall include, but not be limited to the following:
    - 1. Create and maintain the Orange and Blue Spirit Crew.
    - 2. Be the head of the Orange and Blue Spirit Crew.
    - 3. Advertise all upcoming OCC athletic events on a bi-weekly basis.
    - 4. Recruit students to collectively attend at least one (1) OCC athletic event per semester.

5. Update the Orange and Blue Spirit Crew members on upcoming events.
6. Work with the Athletic Department to gather information on upcoming athletic events.
7. Compile and maintain a list of people who volunteer to help with the athletic related events.
8. Be the liaison between the Orange and Blue Spirit Crew and the College Life Committee.
9. Assist with all College Life Committee sponsored activities.
10. Fulfill other duties and responsibilities as may be assigned.

~~g. Outreach Coordinator~~

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

- ~~1. Compile survey results and present them at the following College Life Committee meeting during event recap.~~
- ~~2. Create event feedback sheets for College Life Committee events. These sheets will be handed out at events and will be collected and compiled together for future reference.~~
- ~~3. Coordinate with the Vice President of Communications and the Communications Committee to reach out to the students on campus.~~
- ~~4. Work with ASOCC office staff in order to keep the OCC Website updated with upcoming ASOCC events.~~
- ~~5. Assist with all College Life Committee sponsored events.~~
- ~~6. Fulfill other duties and responsibilities as may be assigned.~~

h. Media Coordinator

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

1. Create a posting schedule for College Life Committee events.
2. Work with ASOCC office staff in order to keep the OCC Website updated with upcoming ASOCC events.
3. Shall submit a request for Canvas announcements for all related College Life Committee events.
4. Work alongside the Publicity Director to submit all requests for posts on the ASOCC social media accounts using Hootsuite for all College Life Committee events.
5. Coordinate with the Vice President of Communications and serve as a member of the Communications Committee.
6. Assist with all College Life Committee sponsored activities.
7. Fulfill other duties and responsibilities as may be assigned.

i. Publicity Director

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

1. Oversee production ~~and posting~~ of publicity for all College Life Committee sponsored events.
2. Work alongside the Media Coordinator to submit content created for College Life Committee events to be posted on ASOCC social media accounts.
3. Coordinate with the Vice President of Communications and serve as a member of the Communications Committee.
4. Maintain all ASOCC publicity boards on campus.
5. Process work orders through the Reprographics department with the assistance of an Advisor.
6. Make posters for the sandwich boards and place them throughout the campus as needed.
7. Oversee the creation of classroom announcement templates for every College Life Committee event and track the number of announcements done by College Life Committee officers.
8. Assist with all College Life Committee sponsored activities.
9. Fulfill other duties and responsibilities as may be assigned.

j. Secretary

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

1. Take minutes at all official meetings of the College Life Committee.
2. Compile, transcribe, and distribute copies of the minutes at the College Life Committee meetings.
3. Write and send "thank you" notes as needed.
4. Create and maintain a sign-in system to be used for College Life Committee events and work parties for College Life Committee officers and Volunteer Team Members.
5. Track tardies and absences of College Life Committee officers and present it at the first College Life Committee meeting of every month.
6. Assist with all College Life Committee sponsored activities.
7. Fulfill other duties and responsibilities as may be assigned.

k. Volunteer Team Coordinator

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

1. Be the head of the Volunteer Team.
2. Chair bi-~~weekly~~ monthly event briefings for the Volunteer Team.
3. Assist with the Volunteer Team Orientation.
4. Oversee Volunteer Team members by tracking of volunteer hours.
5. Compile and maintain a list of people who volunteered to help at College Life Committee events.
6. Recruit volunteers from other student government branches for College Life Committee events as necessary.
7. Solicit help for activities and events sponsored by ASOCC.
8. Shall be the liaison between the Volunteer Team and the College Life Committee.
9. Assist with all College Life Committee sponsored activities.
10. Fulfill other duties and responsibilities as may be assigned.

**Inter-Club Council Changes**

**Change 1.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 4. Meetings, b. Monthly Meeting Club Attendance Policy

- i. Monthly Meetings must be held with all active clubs on the 1st Tuesday of each month when the fall and spring semester classes are in session, except for the first full month of the fall ~~and spring~~ semesters.

**Change 2.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 5. Powers, Duties, and Responsibilities, c. Inter-Club Council Duties: Events and Activities

- i. The Inter-Club Council shall host the following events at least once per year which includes, but is not limited to:
  1. **Pirate Involvement Fair (formerly known as Club Rush) (once per semester)**
    - a. **Pirate Involvement Fair** is an event that is organized for clubs to promote their activities and recruit new members.
  2. Coast Day (once per semester)
    - a. Coast Day is an event when clubs have the opportunity to raise funds for their club accounts through activities such as selling merchandise, food, etc.
  3. Monthly Meeting (monthly)
    - a. Monthly Meeting is a mandatory meeting that is held on the first Tuesday of every month during the fall and spring semesters **(except for the first full month of the fall and spring semesters)** in which the Inter-Club Council Board officers share important information with clubs regarding upcoming Inter-Club Council events and other on-campus events from different branches of ASOCC.
  4. Inter-Club Council Meet-and-Greet (fall and spring semesters)
    - a. The Inter-Club Council Meet-and-Greet is an event for clubs to socialize and network with the Inter-Club Council Board officers alongside other fellow clubs.
  5. End-of-Semester **Celebration Luncheon** (fall semester)
    - a. The End-of-Semester **Celebration Luncheon** is an event hosted during the normal Monthly Meeting time dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the semester are recognized through a banquet.
  6. End-of-Year **Celebration Luncheon** (spring semester)
    - a. The End-of-Year **Celebration Luncheon** is an event hosted during the normal Monthly Meeting time dedicated to celebrating the clubs and their achievements. Club accomplishments and endeavors throughout the year are recognized through a banquet and end-of-year awards.
  7. Inter-Club Carnival (spring semester)
    - a. The Inter-Club Carnival is an event hosted to provide students with an opportunity to relax and socialize with other students ~~enjoy some time off from studying~~ by participating in fun activities.

**Change 3.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 5. Powers, Duties, and Responsibilities, d. Inter-Club Council Board Responsibilities

- b. Inter-Club Council Board Responsibilities
  - i. Be responsible to carry out the duties as outlined in the ASOCC Constitution and Inter-Club Council Bylaws.
  - ii. Govern the Inter-Club Council and set policy for ASOCC clubs where applicable.
  - iii. Be responsible for organizing a monthly meeting for the clubs ~~no less than once per month~~ during the fall and spring semesters, with the exception of the first full month of the fall and spring semester.
  - iv. Approve ASOCC club registration, renewals, and events.
  - v. Keep in constant communication with ASOCC clubs throughout the semester.
  - vi. Attend weekly meetings on Tuesdays from 11:10 a.m. - 2:00 p.m.
  - vii. Assist with all Inter-Club Council sponsored activities.
  - viii. Commit to at least one (1) hour of completing Inter-Club Council tasks outside of the weekly Inter-Club Council Board Meetings-office hour per week.
  - ix. Attend the Summer ASOCC Training, if appointed prior to the training.
  - x. Attend the Fall ASOCC Leadership Conference.
  - xi. Attend the Spring ASOCC Planning Retreat.
  - xii. Work cooperatively and effectively with the other branches of Associated Students, Student Government, such as the College Life Committee, etc.
  - xiii. Make at least two (2) classroom announcements for each Inter-Club Council event.
  - xiv. Act professionally while attending meetings and working in the office.
  - xv. Chair or Co-Chair at least one (1) Inter-Club Council event.
  - xvi. Visit at least one (1) club meeting during their designated terms.
  - xvii. Fulfill other duties and responsibilities as may be assigned
  - ~~xviii. Join, as a regular member, at least one (1) club per semester.~~
  - ~~xix. Fulfill other duties and responsibilities as may be assigned.~~
  - ~~xx. Visit at least one (1) club meeting during their designated terms.~~

**Change 4.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, b. Vice President

- i. Fulfill the duties of the Inter-Club Council President in the event that the President may be absent, unable to perform their his/her duties, or the position is vacant.
- ii. Chair and conduct Inter-Club Council Board Elections during the semester in which the term of the serving Inter-Club Council Board expire.
- iii. Act as meeting parliamentarian.
- iv. Maintain and update club policies and procedures referred to in the Orange Coast College Official Club Handbook as needed.
- v. Provide mentorship to ASOCC club vice presidents and officers.
- vi. Be a resource and assist clubs in identifying and implementing fundraising activities.

**Change 5.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, d. Director of Logistics

- i. Revise, update, and/or correct project sheets for all Inter-Club Council events and activities.
- ii. Learn how all ASOCC audio/visual equipment works and assist others who need to use it.

- ~~iii. The equipment includes the P.A. system, podium, hand held microphones, projector, DVD recorder/player, and monitors.~~
  - 1. The equipment includes the P.A. system, podium, hand-held microphones, projector, DVD recorder/player, and monitors.
- iv. Order and/or reserve all necessary equipment for Inter-Club Council events and activities. Reserve all necessary locations for Inter-Club Council events and activities.
- v. Assist event chairperson with event layout for their activities. Gather information and evaluate a variety of vendors for possible on-campus events.
- vi. Be familiar with ASOCC equipment, props, facilities, supplies, and materials. Assist all other members and clubs in securing and using these resources for their events and activities.
- vii. Prepare and present budgets for Inter-Club Council events at Inter-Club Council Board meetings.
- viii. Revise, update, correct, the ASOCC Inventory in collaboration with the College Life Committee Logistics Director and Student Life & Leadership Specialist.

**Change 6.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, e. Director of Campus Relations

- i. Produce a minimum of one (1) pre-event press release for publication for every Inter-Club Council sponsored event and activity.
- ii. Act as the liaison between Inter-Club Council and on-campus publications such as the Coast Report, the student newspaper, and the Coast to Coast, an online publication.
- ~~iii. Produce a minimum of one (1) article, on a bi-weekly basis, for publication spotlighting an ASOCC club for the Coast Report.~~
- iv. Produce a minimum of one (1) Inter-Club Council newsletter on a monthly basis ~~to be released during the third week of the month which includes a spotlight highlighting an ASOCC Club.~~
- v. Assist the Inter-Club Council President with composing and distributing club surveys at Inter-Club Council Monthly Meetings and Inter-Club Council events as needed.
- vi. A report of club visitations shall be submitted at the last Inter-Club Council Board meeting of the month.
- vii. Create and update templates for use by the Inter-Club Council Board officers during club visitations and classroom announcements on a monthly basis.
- viii. Inform the Inter-Club Council Board officers of club events and activities weekly.
- ix. Create or modify Inter-Club Council brand (logo design, etc.)

**Change 7.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, f. Director of Communications

- i. Produce and post publicity for all Inter-Club Council sponsored events and activities.
- ii. Regular publicity shall include, but not be limited to, the following: ASOCC publicity boards, ASOCC sandwich boards, ASOCC table tents, OCC on-campus computers, and OCC on-campus food facilities, etc.
- iii. Attend Communications Committee meetings.
- iv. Maintain all ASOCC publicity boards and sandwich boards on campus as used by the Inter-Club Council. Create and distribute fliers, posters, invitations, and/or signage as needed for ICC events and activities.
- v. Work in coordination with the ASOCC professional staff to create ~~MyOCC Announcements~~ **Canvas Announcement** as needed.
- vi. Work in coordination with the ASOCC professional staff to update and maintain the section titled "Clubs" on the ASOCC website via the OCC website, making pertinent documents, information, and resources more available to students and club members.

**Change 8.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, g. Director of Inter-Club Relations

- i. Assist the Inter-Club Council President with developing and facilitating informative workshops for each Inter-Club Council Monthly Meeting. Create e-mail scripts as needed for all Inter-Club Council events or activities.
- ii. Create phone call scripts as needed for all Inter-Club Council events or activities for use by the Inter-Club Council Board. Create a calling list which shall be updated if changes are necessary.
- iii. Make phone calls and send e-mails to clubs as needed in regards to Inter-Club Council events, Monthly Meetings, club visitations, and updates to contact information.
- iv. Check the ASOCC Club Roster on a weekly basis to ensure all information is available and correct.
- ~~v. Email clubs as necessary regarding club visitation results, updates to contact information, or Monthly Meeting attendance.~~
- vi. If a club did not have a representative at a Monthly Meeting, they must be notified by email within one (1) week of the Monthly Meeting.
- ~~vii. Email clubs to notify them when a club registration, club renewal, or club special event has been approved (Note: Approval must be made by the Inter-Club Council, the Student Life & Leadership Specialist, and the Director of Student Life).~~
- viii. ~~Check the official Inter-Club Council e-mail (OrangeCoastICC@gmail.com) email on a weekly basis and respond to any incoming e-mails from clubs.~~
- ix. Ensure that each club is visited at least once per semester **by having a method to keep track of the visitations and sharing it with the Inter-Club Council Board.**

**Change 9.** Part III (General By-Laws Code), Article II (Branch Bylaws), Section G (Inter-Club Council), 6. Position Descriptions, h. Historian

- i. Take photographs and/or videos of all Inter-Club Council sponsored activities and events.
- ii. Create slideshow presentations as needed that contain pictures from all Inter-Club Council and club sponsored activities when needed (e.g., Inter-Club Council End-of-Semester Celebration ~~Luncheon~~, Inter-Club Council End-of-the-Year Celebration ~~Luncheon~~, ASOCC Banquet).
- ~~iii. Maintain the ASOCC picture case in the ASOCC office.~~

- iv. Provide the Director of Campus Relations and the Director of Communications with pictures as needed for their work (e.g., Inter-Club Council Newsletter, club section of the OCC website, or publicity material).
- ~~v. Collect newspaper clippings and correspondence related to Inter-Club Council and clubs and post inside of the ASOCC Office on cork board.~~
- vi. Create and/or help create an ASOCC yearbook in collaboration with the Vice President of Communications and the College Life Committee Historian.
- vii. Make sure all ASOCC digital camera batteries are charged before Inter-Club Council sponsored activities or events if it is going to be in use.