

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

**MEETING MINUTES**

Friday, April 13, 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: 9:02 a.m.

**I.02** Roll Call

**Student Senators:** Haley Burg, Katherine Hoang, Jesse Lopez (left meeting at 10:20 a.m.), Saul Madrigal (absent), Jose Sanchez, Viktoriia Vasileva (arrived to meeting at 9:06 a.m.), Rachyl Reynosa (arrived to meeting at 9:05 a.m.), Thang Phan & Pascal Traylor

**Executive Board:** David Vo (absent), Frances Sanchez, Leanna Gutierrez, Nick Liszewski, Alexandra Junell Brown (absent), Cindy Matuch (left meeting at 11:05 a.m.), & Kristina Tseng

**Advisor:** Julie Nguyen

**Staff:** Eva Shaffer

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

**I.04** Approval of Minutes

*Motion by Cindy Matuch to approve the minutes from Associated Students of Orange Coast College (ASOCC), Student Government of Orange Coast College (SGOCC) Student Senate Meeting dated April 6, 2018; 2<sup>nd</sup> by Katherine Hoang. Minutes approved without objection.*

**II. Public Forum**

This time is reserved for members of the public to address the Student Senate and Executive Board on issues on or not already appearing on the agenda. A limit of five (5) minutes per speaker and fifteen (15) minutes per topic will be enforced. This is not a period of discussion for the Student Senate and Executive Board; however, the Senate President may respond to specific questions and concerns made by the public.

**III. Reports**

**III.01 Fiscal Affairs Council Report and Recommendation(s) for Possible Student Senate Action**

This is an opportunity for the Vice President of Fiscal Affairs to present financial recommendations and reports as well as an opportunity for the Senate to approve financial recommendations. Following deliberation and action by the Fiscal Affairs Council, the Vice President of Fiscal Affairs recommends the following Student Senate and Executive Board action(s) be taken:

1. Club Start-Up Funds: None

2. One-Time:

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

*Motion by Nick Liszewski to approve \$900.81 towards the Business & Entrepreneur Club request for a guest speaker on April 18, 2018 in the Forum Lecture Hall at Orange Coast College; 2<sup>nd</sup> by Pascal Traylor. 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.

Haley Burg reported on the Professional Development Advisory Committee.

Viktoriia Vasileva reported on the Institutional Advancement and Effectiveness Planning Council.

Pascal Traylor reported on the Institutional Effectiveness Committee.

Cindy Matuch report on the Academic Senate on Alexandra Junell Brown's behalf.

**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
- SGOCC Social

**III.04 Standing/Ad-hoc/Special Committees**

1. Constitution and Bylaws Committee – No report.

*Motion by Rachyl Reynosa to appoint Jose Sanchez to the Constitution and Bylaws Committee; 2<sup>nd</sup> by Katherine Hoang. Motion passes without objection.*

2. Mentorship Task Force – No report.

3. Events Task Force – No report.

4. Communications Committee – Leanna Gutierrez 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 Recycling Center Remodel Closeout**

Mike Carey from the ASOCC Recycling Center gave an informational report regarding the closing financials and expenditures which showed how the \$1,500,000.00 of ASOCC funds were expended in collaboration of the Measure M funds.

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

Presentation by the ASOCC Constitution and Bylaws Committee regarding the following proposed changes to the ASOCC Constitution and Bylaws. Discussion and possible action to follow.

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

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

*Motion by Leanna Gutierrez to adopt the changes for the proposed changes to the ASOCC Constitution and Bylaws regarding the Sustainability Committee; 2<sup>nd</sup> by Nick Liszewski. Motion passes without objection.*

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

Discussion regarding the proposed allocation for the 2018-2019 ASOCC Annual Budget.

**V.04 College Service Charge**

Presentation by the Fiscal Affairs Council regarding the possible increase of the College Service Charge up to \$27. Discussion and possible action to follow.

**V.05 Spring 2018 Hiring Committee Student Representative**

Discussion and possible action regarding the hiring committee student representative for the Dean of Enrollment Services of Orange Coast College.

*Motion by Jose Sanchez to appoint Pascal Traylor as the student representative for the Dean of Enrollment Services of Orange Coast College Hiring Committee; 2<sup>nd</sup> by Cindy Matuch. Motion passes without objection.*

**V.06 Mentorship Task Force Presentation**

Viktoriia Vasileva gave a presentation regarding the 2017-2018 Mentorship Task Force.

**V.07 2017-2018 Student Senate and Executive Board Goals**

Presentation and discussion regarding the 2017-2018 Student Senate and Executive Board Goals. – No Discussion.

**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)**

*Meeting extended by 10 minutes without objection.*

**VII.02 Board, Officer and Staff Reports (Limited to 2 minute per person)**

**VIII. Adjournment: 11:16 a.m.**

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

**Sustainability Committee Changes**

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

- a. The Sustainability Committee exists as a standing committee to the Student Senate and Executive Board to promote environmental awareness, work with the campus wide Sustainability Committee to achieve efficient SGOCC recycling pick-ups, and to collaborate with the campus to promote sustainable practices.

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

- a. ~~The Sustainability Committee shall consist of at least five officers, including the Chair of the Sustainability Committee, and no more than nine. The Sustainability Committee shall be comprised of no more than seven officers, including the chair of Sustainability Committee.~~
- b. By virtue of the office of the Vice President of Fiscal Affairs, the Vice President of Fiscal Affairs, or their designee, shall hold membership on the Sustainability Committee.
- c. The Student Senate and Executive Board shall appoint, from its body, two Student Senators to the Sustainability Committee, one being the chair.
- d. The Fiscal Affairs Council shall appoint, from its body, two officers to the Sustainability Committee.
- e. ~~The Sustainability Committee can appoint up to three officers from other branches in SGOCC. The Student Senate and Executive Board shall ratify these appointments. In the event that Fiscal Affairs officers and Student Senators are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches. The Student Senate and Executive Board shall ratify these appointments.~~
- f. ~~In the event that Fiscal Affairs officers and Student Senators are unable to serve on the Sustainability Committee, then the positions will be opened up to all other branches.~~

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

- b. Duties of the Sustainability Committee
  - i. It shall be the duty of the Sustainability Committee to:
    1. Host at least one event per semester related to sustainable or environmentally friendly practices.
    2. Collaborate with the SGOCC ASOCC Recycling Center.
    3. Oversee the distribution and location of the recycling bins.
    4. Promote sustainable practices on campus.
- c. Recycling Pick-ups
  - i. The Sustainability Committee shall recruit volunteers to participate in recycling pick-ups on Fridays.
  - ii. Participation in recycling pick-ups is mandatory for each Sustainability Committee officer at least once a month.
  - iii. There shall be no recycling pick-ups during holidays or breaks.
  - iv. Recycling pick-ups will start the week after the first Sustainability Committee meeting during the fall and spring semesters.
  - v. The following is mandatory attire of each officer during recycling pick-ups:
    1. Close-toed shoes
    2. Gloves

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

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