

Antelope Valley College
Associated Student Organization
Special Meeting Minutes
3041 West Ave K, Lancaster, CA 93536
SSV 180, 1:00 P.M.
January 24, 2014

The Executive Council of the Antelope Valley College met on January 24, 2014. For more information, please contact Associated Student Organization President Christopher Dundee 661-722-6300 ext 6160.

I. ORGANIZATIONAL ITEMS

1.1 Call to order: 1:07 pm

1.2 Pledge of Allegiance: Lead by Shyann Blanco

1.3 Roll Call:

President- Christopher Dundee- Present

Vice president, Academic Affairs - Giovanna Sanchez - Present

Vice President, Student Services - Keziah Arnold - Absent

Vice President, Public Relations - Rieana Paul - Present

Vice President, Club Affairs - Irene Montalban - Absent

Treasurer - Manuel Martinez - Absent

Secretary - Megan Turrill - Present

Senator:

Counseling and Matriculation and Enrollment Services - Samuel Adams - Absent

Mathematics, Science and Engineering - Jose Sanchez - Absent

Health Sciences - Patrick Truong - Present

Social and Behavioral Sciences and Business, Computer Studies and
Economic Development - Nathan Skadsen - Present

Language Arts and Instructional Resources; Extended Services - Natalie Ronquillo -
Absent

Student Development and Services - Shyann Blanco - Present

Technical Education - Raul Curiel - Absent

Visual and Performing Arts and Physical Education - Vacant

Membership is 14, Quorum is 8, 7 were present, Quorum is not established.

Student Trustee - Russell Bierle - Present

Advisor - Dr. Jill Zimmerman - Present

Accounting Assistant - Nancy Blundell - Present

Students - Kimberly Garcia

1.4 Adoption of the Agenda

Moved to approve the agenda by Rieana Paul, seconded by Giovanna Sanchez. Secretary Megan Turrill stated that the minutes for 1/17/14 had not been ratified. Moved to modify the agenda 1.6 Approval of the Minutes to 1.6 Ratification of the Minutes, Nathan Skadsen seconds. Motion passed 6/0/0.

1.5 Ratification of the Minutes - 1/17/13

Tabled by President Dundee due to the lack of quorum.

1.7 Financial Report

Moved to approve the Financial Report from July 1, 2013 to January 24, 2014 by Rieana Paul, seconded by Megan Turrill. President Dundee read out Financial Report to members present. Senator Shyann Blanco asked what budget line the \$25.00 on the Financial Report was under. Accounting Assistant Nancy Blundell pointed out that it the Financial Report was missing the NSF line that the \$25.00 was under. Dr. Jill Zimmerman asked members present if they knew what NSF stood for. Members did not know. Dr. Zimmerman explained that an NSF is a charge that the bank makes to your account if it is overdrawn. One of the AVC club's checks that they had earned through donations had bounced causing a \$25.00 charge to the account. Motion passed 6/0/0.

II. PUBLIC FORUM

Vice President Rieana Paul asked why there was no discussion item section in the agenda. President Dundee stated that this was because the ASO Goals covered most topics that needed to be discussed and that Public Forum covered anything else, thus Discussion Items were unnecessary.

Vice President Rieana Paul noted that there had not been quorum at several meetings during intersession and that not much can get done without quorum. She stated that we cannot keep tabling the ratification of Minutes because the consequences of this will catch up quickly. President Dundee stated that VP Paul should bring up this topic under ASO goals.

Senator Nathan Skadsen mentioned that there was an issue with ASO office supplies. President Dundee stated that in order to discuss this topic a motion would have to be made to revisit the Financial Report.

Moved to revisit 1.7 Financial Report by Rieana Paul, seconded by Nathan Skadsen.
Motion passed 6/0/0.

Senator Nathan Skadsen again mentioned that an issue had come up with an office supply motion in a previous meeting. He asked Senator Shyann Blanco to explain.

Senator Blanco explained that in a previous meeting \$800 had been approved to go towards office supplies but that there was only \$600 under this line item. VP Rieana Paul asked if this meant that ASO would have to cover the remaining \$200. Accounting Assistant Nancy Blundell stated that on the minutes, it was not clear which budget line the money was going to come from since there exist two supply budget lines, an ASO Sale Supplies budget line and an ASO Office Supplies budget line. The office supplies budget line only has an approved budget of \$600. Dr. Zimmerman asked Accounting Assistant Blundell to explain the difference in budget line items. Accounting Assistant Blundell explained that the difference between office supplies and sales supplies is somewhat vague because sales supplies are supplies that are used towards the sale of another item. Thus, envelopes or pencils could be purchased on different budget lines depending on what purpose they serve. Dr. Zimmerman expressed the need to know which budget line the money should have come out of in order to cover the previous motion and in order to act on Senator Nathan Skadsen's previously expressed desire to get the necessary items for the ASO office. Accounting Assistant Blundell stated that not only this but when the auditor comes to check the ASO Minutes the budget and minutes will need to line up. Dr. Zimmerman stated that when ASO works on the new budget, it needs to make sure that the budget is not so specific because this specificity is complicating items which should be simple.

III. ACTION ITEMS

3.1 ASO Scholarship

President Dundee stated that he had changed the qualifications needed in order to qualify for the ASO Scholarship. He submitted suggested for discussion to the scholarship. These changes include that the student who receives the scholarship must have at least a cumulative GPA of 2.0, must have completed at least 5 college level units and be currently enrolled in 5 college level units. The student must be involved in at least one of the following: 1) The Associated Student Organization, 2) Student Activities Council or 3) a campus chartered student club. The recipient must also demonstrate leadership in at least one of the following: 1) an on campus participatory governance committee, 2) a campus-wide leadership committee, 3) a student leadership position, or 4) student activities. The recipient of the scholarship must be either continuing at AVC or transferring in the following Fall semester. The recipient's personal statement must address their leadership skills.

Moved to approve the new requirements for the ASO Scholarship by Megan Turrill,
Seconded by Rieana Paul.

VP Giovanna Sanchez asked whether this scholarship would be in place for the upcoming Spring semester. President Dundee stated that he was not sure whether or not it would be. Dr. Zimmerman told members that the funds would hopefully be approved at the next Board of Trustees meeting and the scholarship would go into effect this Spring. Student Trustee Russell Bierle asked whether the recipient of this scholarship would be decided on based on whether they covered a specific check-list of items. President Dundee stated that the recipients of the scholarship would be decided based on the activities they were involved in and the level of leadership they demonstrated in their personal statement.

Dr. Zimmerman asked officers present to discuss whether these requirements were perhaps too specific. Secretary Megan Turrill expressed her belief that the requirements were not too specific since there are a large number of clubs and a large number of leadership opportunities for students on campus. Besides this, many other scholarships available to students are even more specific. Other members present agreed.

Senator Nathan Skadsen believed that these new requirements would help provide student an incentive to get involved in ASO, clubs, and other positions of leadership on campus. Student Trustee Russell Bierle asked whether this was really an appropriate sentiment to hold since the scholarship was in place to reward unselfish leadership, not leadership encouraged merely by the desire to gain a scholarship; didn't ASO want to encourage selfless volunteering? Both Dr. Zimmerman and President Dundee stated that the scholarship was not put in place to encourage selfishness. Dr. Zimmerman declared that the scholarship was put in place to encourage leaders and to recognize them for their interest and hard work. She stated that there are thousands of leaders on campus and that the scholarship would only be able to reward three of them. President Dundee stated that he did not think that the other thousands of students not rewarded would quit being leaders just because they did not receive the scholarship; leaders do not put in such a large amount of work merely to receive a scholarship. President Dundee stated that he sees the scholarship as a legacy that ASO is leaving to future leaders encouraging them to continue in their work and showing them support.

Motion passes 6/0/0.

3.2 ASO Goals

Goal #1 – Chair of Goal #1 Committee Senator Nathan Skadsen announced that the committee was making progress and would be meeting again at 11:30am on Wednesday, January 29th.

Vice President Rieana Paul brought up ASO's immediate need for quorum. She asked how ASO was supposed to move on items, especially implement budgets, if there was no quorum to even ratify past motions from meetings without quorum. ASO officers must be present at meetings. Secretary Megan Turrill agreed with VP Paul and stated that if officers knew they would not be able to make it to a meeting they should at least send a proxy and email members about their absences. President Dundee stated that it was already in the Constitution that a member could not miss three (3) ASO meetings. He asked officers whether the impeachment process for missing these Three (3) meetings should begin to be enforced. Members expressed support for this implementation. Senator Nathan Skadsen expressed concern over the fact that these Friday meetings are not the only item required for ASO officers. Officers must also be involved outside of these meetings; they should be volunteering at basketball games, working in the office, and advocating for students throughout the week. Senator Skadsen stated that the problem with this implementation was that there were members involved in meetings and not involved any other time of the week and then there were members who were not present at meetings but consistently worked at other events. Senator Skadsen expressed his belief that the requirements of ASO officers must be changed in order to encourage not only presence at Friday meetings but ASO presence throughout the week. President Dundee pulled out the Constitution in order to read Article VII Section I B. Impeachment may occur if: 1. A member of ASO misses three (3) or more meetings a semester. President Dundee asked whether or not Intersession should be deemed a full semester. Vice President Rieana Paul expressed her belief that it should as so much work had been done during the Intersession semester in order to prepare for Spring. Dr. Zimmerman stated that deciding to implement these rules were great and deciding to change the "syllabus" was great but that ASO first needed to get on the same page. Members not present during this meeting may not be on the same page about actually implementing the 3-meeting policy. She stated that a "buddy system" may need to be implemented in which officers would pair with another officer, perhaps without as much experience, and offer them advice, support, and encouragement to get more involved. Vice President Giovanna Sanchez and Student Trustee Russell Bierle stated that these rules have always been in place and should be enforced. Senator Nathan Skadsen stated that Article VII Section I B 3. was a problem because of how general it is. It states that : Impeachment may occur if a member of ASO fails to adequately fulfill their duties. Senator Skadsen asked what "adequate duties" really implies. Dr. Zimmerman stated that this section was purposely kept general. Secretary Megan Turrill stated that although she understood that the Constitution would have to and should be changed in order to increase the requirements of ASO officers, that there should be no question whether or not to implement the 3 missed meetings impeachment requirement. This is a requirement already placed in ASO's governing document and if it is not followed then ASO cannot be taken seriously. She stated that she believes many members of ASO have great ideas

and that there are many, many things to get done but that lack of respect for the rules or lack of understanding of the rules is hurting the amount of work that ASO can actually do. The lack of quorum in recent meetings is an example of this. Secretary Turrill stated that she believes that at the very foundation of ASO's problem is lack of communication; if ASO has not been communicating the basic requirements of ASO then what else has it not been communicating? Something needs to be done about communication in order to increase attendance at meetings, increase teamwork, increase the amount of work done for the student body, and encourage trust among officers.

Senator Nathan Skadsen asked whether members would be able to make it to ASO Meetings at 9am on Fridays starting in the Spring semester. Vice President Rieana Paul stated that she believed almost all members would be able to make it to meetings at this time, except Senator Samuel Adams. President Chris Dundee stated that the majority of officers could make it to meetings at this time. He stated that members who had missed the meeting which decided on the time of the Spring semester meetings must not be concerned about attending ASO meetings. Student Trustee Russell Bierle protested against this assumption. He stated that he had missed the meeting due to class and that other responsibilities often get in the way of meeting attendance. He also stated that meetings often run extremely long and that members sometimes have to leave early and miss important decisions. Vice President Rieana Paul stated that the reason ASO meetings had to be made so early was that all campus buildings would be closing at 11:30am starting in the Spring semester. Student Trustee Bierle stated that although he could make it to these early meetings he was not happy with the time decided on. Dr. Zimmerman expressed her agreement with Student Trustee Bierle's statement that ASO meetings often last for a very long time; meetings are not supposed to last 3 hours. She stated that many of the items being discussed and moved on in Friday meetings were supposed to be occurring during the week and not merely in one meeting. Vice President Rieana Paul agreed and stated that having the meeting Minutes emailed to officers beforehand helped to shorten meetings by making officers aware of what had happened in previous meetings.

3.3 ASO Events

Basketball Games - Accounting Assistant Nancy Blundell reminded members present of the upcoming basketball games and asked for volunteers. She also mentioned that she would need a great number of volunteers for the popular event "Coaches Versus Cancer" which will take place on February 12th. Dr. Zimmerman stated that ASO should market this event since not many fliers or posters for it were present on campus.

"Donuts and Advocacy" - Secretary Megan Turrill announced that the planning for "Donuts and Advocacy" was going well. She had decided on a place (Sweetie Pie's) to procure the 500 donuts for Monday, February 3rd and Tuesday, February 4th. The poster decoration day the day before had gone well and she thanked those who had come to

help. The facilities requests for this event had been filled. She reminded members present that the next poster decoration day would be Monday, January 27th at 1:30pm. She will also have a volunteer sign-up sheet available for this event at the following meeting.

Student Leadership Luncheon - Vice President Rieana Paul stated that she had talked to PJ and that the Honor's Convocation as well as Student Leadership Luncheon would be taking place on May 9th, 2014. PJ was also able to secure the John P. Eliopoulos Hellenic Center for the event.

Moved a budget of \$6000 from the Student Rep Fee for the Student Leadership Luncheon by Rieana Paul, seconded by Nathan Skadsen.

Vice President Giovanna Sanchez mentioned that there had been many open tables at the previous meetings and asked whether it would be possible to allow students to have guests, such as their parents present at the luncheon. She believed that being able to have parents present at the luncheon would mean a lot to students, including herself. Other officers agreed with this.

PJ stated that these empty tables were most often due to people who RSVP'd for the event and never showed but that it could be possible to include parents. The time of the event might need to be changed from the afternoon because parents were often working in the afternoon. Dr. Zimmerman stated that the event had greatly evolved in the years since it was first initiated and that it was perhaps time to change it in order to allow students a guest list.

Senator Nathan Skadsen stated that he had many ideas from the ASGA conference attended in the Fall that would be able to be implemented in this event.

Student Trustee Russell Bierle reminded officers to consider the budget.

Moved to revisit roll call by Rieana Paul, seconded by Giovanna Sanchez. Motion passed 6/0/0. Vice President of Club Affairs Irene Montalban is added to the roll call at 2:03pm. Membership is 14, Quorum is 8, Members present are 8. Quorum is established.

Moved to amend the budget for the Student Leadership Luncheon from up to \$6000 to up to \$10,000 from Student Rep Fee by Rieana Paul, seconded by Irene Montalban.

Senator Nathan Skadsen asked whether or not we had this in the Student Rep Fee since it was not present on the budget. Dr. Zimmerman stated that ASO has \$40,000 in the Student Rep Fee for this year and since ASO did not travel last semester the amount of money that ASO possesses in this fund is significant. The amount of the money provided to ASO in the Student Rep Fee each year is approved by the AVC Board of Trustees.

Motion passed 7/0/0.

March in March - Senator Nathan Skadsen stated that the date of “March in March” had been confirmed on March 3rd. Members present discussed the time that this event would have to begin, the cut-off date, the marketing that would need to be accomplished, and the contact of the bus company used for this event. Secretary Megan Turrill expressed concern over whether or not the motion to approve the money for “March in March” had been made while quorum existed.

Moved to reconfirm “March in March” on March 3rd with a budget of up to \$5000 and a student deposit of \$5 made by Megan Turrill, seconded by Nathan Skadsen. Motion passed 7/0/0.

Club Rush - Senator Nathan Skadsen announced that Club Rush would be occurring during the second week of Spring semester and that ASO would be hosting a table. Volunteers will be needed for this table.

Townhalls - Senator Nathan Skadsen asked whether the first Town Hall on campus smoking policy was still going to take place during the first week on Friday at 9am. President Dundee stated that a survey was going to be passed out asking students which time was best for them to attend a Town Hall. Senator Nathan Skadsen asked because there had been a desire to advertise the Town Hall at “Donuts and Advocacy”. Vice President Irene Montalban mentioned that Club Rush was also going to be advertised at the “Donuts and Advocacy” event. At the table would be sticky notes for students to write their own goals on and to stick to a “What Are Your Goals” poster board. Secretary Megan Turrill stated that there would also be a poster with ASO’s semester goals on it.

Cosmic Bowling - Senator Shyann Blanco asked whether the Cosmic Bowling event was still being planned. Dr. Zimmerman stated that she had not heard of any updates on it from either Senator Jose Sanchez or Senator Natalie Ronquillo.

ICC and ASO Meeting Facility Requests - Dr. Zimmerman stated that she had not seen facility requests from either ICC or ASO for their weekly meetings. Vice President of Club Affairs Irene Montalban stated that the facility requests for ICC had been turned in. Senator Nathan Skadsen asked whether or not ASO was going to try to procure SSV 151 for the Spring semester. President Dundee stated that he was trying to but that it might not be possible due to Board Meetings which take place in that room once a month.

3.4 Grant Proposals

Student Activities Council Representative PJ brought to the attention of ASO a list of events that it would like to host over the Spring semester and the budget it would need to host these events. This budget was \$10,000. The events it planned to host included,

Walk-In Wednesdays, Spring Fest, Ice Cream Social days, Student Appreciation Day, Tolerance week (Anti-violence events, social experiment, Holocaust Remembrance Day, Field trip to the Museum of Tolerance), and outdoor movie nights among many others. PJ passed around a sheet which listed a summary of the events and the cost needed for each of them.

Senator Nathan Skadsen expressed concern and considered whether ASO really had the money to fund such an expensive budget. Secretary Megan Turrill stated that although she thought all of these events were great ideas it was still difficult for ASO to fund all of them at one time especially since none of them were actually set for a date or completely decided on. There was no way to know how popular each of these events would be. She expressed concern especially over the field trip to the Museum of Tolerance which would be an expensive item due to the cost of renting a bus (\$3000 according to the budget PJ offered ASO). She asked whether it would be possible to pay for only some of these events at one time. PJ and Dr. Zimmerman stated that this would be very possible. PJ did state that these events were almost always very vague though and hard to set in stone before the funds were actually initiated. Dr. Zimmerman stated that it was difficult to know which events students would actually go to. Vice President Giovanna Sanchez expressed her approval of these events, saying that they were all a good idea. Student Trustee Russell Bierle stated that it would be nice to have all of our events planned out for the semester by SAC although he was also concerned about the budget and stated that ASO should pay for the cost of all events except the trip to the Museum of Tolerance, which could be paid for at a later date when more student interest in the event had been shown. Vice President Irene Montalban stated that a survey should be given out asking students which events they would most be interested in. Vice President Rieana Paul expressed concern with hosting a Student Appreciation Day citing the fact that ASO had paid \$20,000 for the past Student Appreciation Day. PJ iterated that the cost of this Student Appreciation Day would definitely not be as high and the event would not be near as complicated as it was in 2012. Dr. Zimmerman stated that ASO could use the Homecoming budget line for the SAC budget since homecoming already occurred, and take the remainder of the cost from ASO events.

Moved to approve a budget of \$7,000 for the Student Activities Council Spring semester, \$2,714.35 from the Homecoming budget line and the remainder from ASO Events by Shyann Blanco, seconded by Rieana Paul. Motion passed 7/0/0.

3.5 Committee Reports

President Dundee asked members whether they had received the reporting form that Vice President of Student Services Keziah Arnold had sent out during the previous week and what members thought about it.

Vice President Rieana Paul asked Dr. Zimmerman whether it was possible to get an updated list of committees. Dr. Zimmerman stated that she would work on getting one

together.

Senator Shyann Blanco stated that she had been talking with Senator Samuel Adams and that he had procured a possible discount for AVC students at the 20/20 Hookah Lounge but that she had heard that there may be some dissent to having ASO promote a place where smoking occurs. Other officers stated that they were not against having a hookah lounge promotion but that it may look bad to support having a largely smoke-free campus and then promote smoking at a discount. Many officers believed that this would not be a bad idea because it would not promote smoking on the AVC campus but tell students to smoke elsewhere.

President Dundee again brought up the reporting form and asked officers to offer any advice or opinions of the form that they had. Senator Skadsen stated that he would like the font on the form changed to something more professional such as Times New Roman or Courier. Senator Shyann Blanco and Senator Patrick Truong stated that the form was shorter than may be needed. President Dundee mentioned that he would like to add a section on the form "Action ASO Should Take". Members present agreed with this addition. Student Trustee Russell Bierle mentioned that the form should be made editable in order to allow representatives to fill out the form on their laptops. President Dundee and others agreed with this idea. President Dundee will work on making the form editable and will edit the form over the week. He asked officers to email him recommendations for the form if they had any.

IV. REPORTS

Advisor's Report - Dr. Jill Zimmerman expressed her pleasure with the work being put in by ASO officers during Intersession. She hopes that everyone's Intersession classes are going well. Dr. Zimmerman will not be present at the next ASO meeting.

Executive Board Reports - Vice President of Club Affairs Irene Montalban updated members on the event Club Rush. It will be taking place on the second week of the Spring semester on Monday, February 10th and Tuesday, February 11th from 11-2pm and 4-6pm at the Library Plaza and Health and Sciences quad. There will be an opportunity drawing. Another idea that VP Montalban had was to hold a competition for all clubs in which the club who gains the most members during the month or holds the most events will win a prize. VP Montalban asked members present what they thought about these ideas and members expressed positive interest. VP Montalban is also looking into having another Club event on March 15th at Mulligans. The Inter Club Council meetings have been moved from Tuesdays to Mondays at 3pm in the Student Lounge.

Vice President of Academic Affairs Giovanna Sanchez praised members on the good work they had been doing over the semester. She asked who would be enforcing and notifying other officers of the rules for absence and attendance. President Dundee stated that he would be sending out an email immediately and that the processes of enforcement

would begin on notice.

Senator's Reports - Senator Nathan Skadsen asked members whether they would be interested in taking Dr. Chapman's Sociology 200 class over the Spring. The attendance in the class is low and it has been confirmed that if attendance does not go up to 20 or more students the class will be cancelled. Senator Skadsen had been working on making sure that the upcoming Political Science 200 class was not cancelled due to low attendance. He stated that the class is going to go through due to a rise in attendance. Senator Skadsen also updated members present on the high school orientation that had taken place on Wednesday and Friday afternoon and will take place two days of the following week. He stated that he had talked to several interested students, especially from high school ASB.

Student Trustee Report - Student Trustee Russell Bierle stated that the previous AVC Board of Trustee's meeting had been largely uneventful. The ASO audit had turned out alright. A new Palmdale Center is being looked at. It will be located at 23rd St East and Palmdale Blvd, where a medical building and grocery store are currently located. Dr. Zimmerman stated that this relocation may actually occur more quickly than many believe due to an astronomical landlord rent on the current Palmdale Center. President Chris Dundee mentioned that the new building will be around 60,000 square feet since it will be taking over the area of a grocery store and adjacent medical building.

V. ANNOUNCEMENTS/UPCOMING MEETINGS AND EVENTS

President Dundee reminded members of the basketball games on Saturday, January 24, 2014. He also announced that the next ASO meeting will meet at 1pm in SSV 180 on Friday, January 31, 2014.

Secretary Megan Turrill announced that the next "Donuts and Advocacy" poster decoration day will be Monday at 1:30pm in SSV 180.

VI. ADJOURNMENT

Moved to adjourn the meeting at 2:56pm by Giovanna Sanchez, seconded by Megan Turrill. Motion passed 7/0/0.