

**Antelope Valley College  
Associated Student Organization  
Executive Council Minutes  
Palmdale Center  
1529 East Palmdale Blvd, Palmdale, CA 93550  
Room SV 3C, 12:00pm  
Thursday, July 19, 2012**

**The Executive Council of the Antelope Valley College met on July 19, 2012. For information, please contact Associated Student Organization President Terrance Myers 722-6300, extension 6160.**

**I. ORGANIZATIONAL ITEMS**

**1.1 CALL TO ORDER 12:17pm**

**1.2 Pledge of Allegiance:** Lead by Edward Oquendo

**1.3 Roll Call:**

President: Terrance Myers – Present

Vice President, Academic Affairs: Elaine Tsai – Present

Vice President, Public Relations: Rieana Paul – Present

Vice President, Club Affairs: Edward Oquendo – Present

Treasurer: Vacant

Secretary: Vacant

Senator:

Counseling and Matriculation: Vacant

Health Sciences: Iqra Yousufzai – Present

Mathematics, Science and Engineering: Vacant

Social and Behavioral Sciences and Business, Computer Studies and

Economic Development: Vacant

Language Arts and Instructional Resources; Extended Services: Vacant

Student Development and Services: Vacant

Technical Education: Vacant

Visual and Performing Arts and Physical Education: Vacant

Membership is 5, Quorum is 3, 5 were present. Quorum is established

Student Trustee: Sandra Govin – Present

Dr. Zimmerman, Sharon Dalmage, Diane Javier, Roman Velasquez, and Grace Estrada were present during the meeting. PJ Delgaudio arrived during agenda discussion. Anthony Bell arrived during the meeting.

**1.4 Adoption of Agenda:**

Moved to adopt the agenda by Edward Oquendo, seconded by Elaine Tsai. Motion passed 4/0/0

**1.5** Approval of the Minutes: Moved to approve minutes from July 2, 2012 by Edward Oquendo, seconded by Elaine Tsai. Motion passed 4/0/0.

Approval of the Minutes: Moved to approve minutes from July 11, 2012 by Rieana Paul, seconded by Edward Oquendo. Motion passed 4/0/0.

**1.6** Adoption of Financial Report: None

## **II. PUBLIC FORUM**

Sharon Dalmage, Director of the Palmdale Center campus, introduced herself to the ASO. She is interested in bringing an increased awareness and presence of ASO to the Palmdale Center campus. She wishes to provide the students at the Palmdale Center campus the same experiences and activities the Lancaster campus students receive. Sharon stated that she wishes to work with the ASO in marketing the "Welcome Week" activities and upcoming activities to the students at the Palmdale Center in order to have increased student involvement.

## **III. DISCUSSION ITEMS**

Terrance stated that a "Welcome Week" committee is in process and will be meeting, and he wants to include students from the Palmdale Center campus and agreed with Sharon Dalmage to have welcome week activities and future activities at the Palmdale Center. Terrance noted that he wishes to keep ideas and contacts "flowing." Sharon Dalmage noted that she now has student workers who can assist with the activities.

Sandra Govin asked if a campus wide email could be circulated asking students to join the welcome week committee.

Reiana Paul offered to draft the email.

Dr. Zimmerman asked about an email regarding vacant positions; Terrance noted, it was sent. Dr. Z discussed the possibility of a Palmdale Center student taking the Senator of Language Arts and Instructional Resources and Extended Services position because a relationship can be maintained by the Senator and Dean Parnell, along with Sharon Dalmage in order to have connectivity between the Lancaster and Palmdale campuses.

Sandra Govin brought up the thought of establishing a mentoring program not unlike the SOAR Ambassadors at SOAR High School. It was discussed at the Pantry retreat. She would like to see the ASO have ambassadors and a training program and a once a month "Meet and Greet." Sandra stated the mentoring program or ambassadors could serve in the Pantry, ASO and help

bring the students closer to their campus and a great way for students to obtain volunteer hours for scholarships. Sandra also noted that students find it easier to talk to their peers for information. Terrance talked about how the goal should be to bring students in and then mentor them because the SOAR students have mandatory attendance and the students at AVC do not. Sandra noted it would give the ASO a pool of people to pull from for activities and other projects.

Terrance noted that a system is already in place for student to know where to go.

Dr. Z suggested this be discussed in the first welcome week committee meeting. The focus should be on the ASO helping the new students learn where to go as we (ASO) can offer assistance. She suggested we flesh this out in our meeting especially to have the new students feel welcome on our campus and to help the new students find their way. Terrance and Dr. Z reiterated this discussion is one of the goals already to be worked out for this year.

Terrance suggested that we maximize our leadership by having regular hours (not on Mondays), current minutes, committee meeting awareness, and how we achieve this as student representatives, all the while by bettering the student body population. Terrance followed up by stating that workshops can achieve some of these goals regarding maximizing our leadership.

- a) Workshops on leadership, twice a semester
- b) Hold a workshop on Palmdale Center campus
- c) Tables to help get the word out. Not just during activities, but during the week as well. Tables all over campus.
- d) A summit to reach out and bring students in. Topic or activity based.
- e) Possible weekly presentations on certain subjects. Edward suggested a 5-minute presentation by club members to better our education and leadership skills. Topics to be chosen and researched. Hopefully to bring ASO closer and increase knowledge, and growth.
- f) Hold regular meetings – including some at Palmdale campus
- g) Attend Leadership conferences – including NCSL
- h) Keep constancy going and raise the bar
- i) Maintain office hours in SSV 180

Dr. Zimmerman stated she would like to see more detailed papers on why the members of ASO wish to attend leadership conferences and what was learned at the conference and to have them submitted on time. Should we even attend an NCSL convention this year? Further discussion on this subject is to follow in upcoming meetings. Iqra, Edward, and Sandra discussed some collaborative efforts would be nice between clubs to increase effectiveness;

pizza night was suggested by Sandra Govin, and the clubs would split the profits.

#### IV. ACTION ITEMS

##### 4.1 ASO Appointments

Moved to appoint **Diane Javier** to the Vice President of Student Services position by Edward Oquendo, seconded by Elaine Tsai. Motion passed 4/0/0.

Roman gave a brief description of why he wishes to be Senator. Discussion of what is required by his position on campus.

Moved to appoint **Roman Velasquez** to Senator of Mathematics, Science and Engineering by Rieana Paul, seconded by Edward Oquendo. Motion passed 4/0/0.

Grace gave a brief statement on why she wishes to be Treasurer. Terrance liked how she described her character and feels she is a good addition to the group.

Moved to appoint **Grace Estrada** to the Executive Board position of Treasurer by Elaine Tsai, seconded by Rieana Paul. Motion passed 4/0/0.

Dr. Zimmerman will swear the new appointees in after the meeting.

##### 4.2 ASO Goal Action Plan (s)

Terrance read the goals from the minutes from the July 11, 2012. Stated as follows:

- 1) Advise Palmdale Center campus meetings to increase participation and networking capabilities amongst future student leaders.
- 2) Continue with 2<sup>nd</sup> Annual Camp Coming Home Event during Home Coming Week at AVC.
- 3) Further the planning within the Welcome Week Committee to better prepare for the first week of school.
- 4) Increase representative membership and participation amongst student body.
- 5) Decide consistent meeting time(s) to establish regular meeting patterns **(This is an actual ACTION PLAN)**
- 6) Elevating and maximizing leadership to become more productive and proficient according to the Brown Act and Parliamentary Procedures. (Extensive efforts shall be executed to add consistency to the flow of a functioning ASO.

- 7) Establishing office hours for voting members
- 8) Follow the furtherance of the advancement of Wi-Fi on campus as well as healthcare advancements.
- 9) Gain adequate representation of membership in various committees' throughout the administrative structure of AVC.
- 10) Incorporate SOAR High School in our activities and planning.
- 11) Research ways to express common unknown aides that Antelope Valley College offers to unaware students who may need assistance with college life. (Possibly hold a workshop to share helpful college life tips during Fall 2012 semester.

Terrance stated the absolute necessity of ASO members to consistently attend committee meetings and to send a proxy if they are unable to attend. Attending the committee meetings provide valuable information on the state of the campus.

Terrance asked for feedback on the action plans for goals. Edward Oquendo suggested incentives for jobs well done in certain areas. Discussed how to implement the goals. Iqra noted the large list of goals and suggested to break down the goals, assign them to one or two members and have a quick presentation on the action plans for the goals. Terrance noted many of the goals build off each other. A game plan is needed for the goal of increasing participation by the student body. Iqra suggested the need for ideas before coming to meetings.

Dr. Z made several points stating many of the goals cross over. She pointed out 9 ideas on maximizing leadership and several members may want to focus on that. ASO members can maximize their leadership just by setting specific office hours, regular meeting times, attending your committee meetings, meeting with your department heads, etc.... thus causing other goals to fall into place. With reference to providing services and information to students and increasing pride that can be accomplished by having tables, games, Camp Coming Home, welcome week, SOAR, student appreciation day, and campus pride in Palmdale. How ASO does this is by having an updated ASO page, updated Facebook, email, and flyers. The how is decided in the committee meetings.

Terrance offered to "tame the beast" and break up our goals and objectives into 4 goals to make it easier to accomplish the goals.

### **4.3 Grant Proposals**

The Military Club presented a written proposal asking for up to \$1000 for their event – Veterans Awareness Day to be held on August 14, 2012 from 10:00am – 2:00pm for catered food and door prizes. This event has already been advertised and local Veteran associations will be in attendance. There

are 750 veterans that attend AVC. This is to showcase the support for our Veterans in the AV community. It was noted that it would be appreciated for members of ASO to attend to show their support.

**Move** to approve grant proposal to the Military Club by **Rieana Paul**, seconded by **Edward Oquendo**. Motion passed 4/0/0.

#### **4.4 ASO Events**

Sandra Govin discussed the Pantry retreat. 19 members attended. Goals were assessed. The goals decided were to develop and grow a community of volunteers, working on Camp Coming Home and extending the pantry to Palmdale.

**Elaine Tsai moved** to approve a check up to \$1000 for the Fall semester to purchase cloth aprons, banners, business cards, buttons, publicity items including flyers, posters, Welcome packet and a fan for the ASO Hearts & Hands Pantry. **Seconded** by **Edward Oquendo**. Motion passed 4/0/0.

It is noted that a request for a detailed account of the cost of the items be presented in the near future.

**Elaine Tsai moved** to approve a check for \$2,300 to pay up front for the Kids Against Hunger 10,000 meal event on October 19, 2012 during Camp Coming Home. It is noted that the monies paid out to Kids Against Hunger will be recouped (hopefully) by fundraising projects and grants from local agencies. Any monies recouped above the \$2,300 will be donated back to Kids Against Hunger. **Seconded** by **Edward Oquendo**. Motion passed 4/0/0.

## **V REPORTS**

Advisor Reports: Dr. Z passes due to the lengthen of the meeting

Executive Board Reports:

President: Terrance was disappointed by the lack of Palmdale Center students attendance at the ASO meeting. He is going to continue to work on better communication between ASO and the Palmdale Center campus students.

Vice President, Academic Affairs: None

Vice President, Student Services: Vacant

Vice President, Club Affairs: Edward Oquendo noted 9 people showed up for

ICC meeting. He is looking forward to a great year. Next ICC meeting is August 9, 2012 at 1:00pm in the Student Lounge. Edward has asked all ASO members to join the ICC group page.

Treasurer: Vacant

Secretary: Vacant

Senator Reports:

Counseling and Matriculation: Vacant

Health Sciences: Iqra Yousufzai – Reported about Alpha Iota needing the Tax ID number for the Welcome Back Teacher meeting to solicit donations from local stores. Dr. Z advised what she needs is an In Kind form.

Mathematics, Science and Engineering: Vacant

Social and Behavioral Sciences and Business, Computer Studies and

Economic Development: Vacant

Student Development and Services: Vacant

Technical Education: Vacant

Visual and Performing Arts and Physical Education: Vacant

Student Trustee: Sandra Govin – Sandra is preparing for the upcoming Student Trustee workshop in August and has spoken with Dr. Fisher. Nothing new is coming up on the horizon.

## **VI ANNOUNCEMENTS /UPCOMING MEETINGS AND EVENTS**

Thursday, July 26, 2012 at 9:15am in SSV 151 Special Meeting of the Board of Trustees.

Next ASO meeting is Thursday, July 26, 2012 at 12:00pm in SSV 180.

The following ASO meeting will be Monday, July 30, 2012 at 12:00pm at Palmdale Center Campus.

## **VII ADJOURNMENT**

Moved to adjourn the meeting at 1:50 pm by Rieana Paul, seconded by Elaine Tsai. Motion passed: 4/0/0.

The meeting was adjourned at: 1:50pm.