

**Antelope Valley College**  
**Associated Student Organization**  
**Executive Council Minutes**  
3041 West Ave. K, Lancaster, CA 93536  
SSV 180, 1:00P.M.  
January 31, 2014

**The Executive Council of the Antelope Valley College met on January 31, 2014. For more information, please contact Associated Student Organization President Chris Dundee 722-6300 ext 6160.**

I. ORGANIZATIONAL ITEMS

1.1 Call to order: 1:12 PM

1.2 Pledge of Allegiance: Lead by Senator Raul Curiel

1.3 Roll Call:

President – Chris Dundee - Present

Vice President, Academic Affairs – Giovanna Sanchez- Present

Vice President, Student Services – Keziah Arnold - Present

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

Health Sciences – Patrick Truong – Present

Mathematics, Science and Engineering – Jose Sanchez - Present

Social and Behavioral Sciences and Business, Computer Studies and Economic

Development – Nathan Skadsen - Present

Language Arts and Instructional Resources; Extended Services – Natalie

Ronquillo - Present

Student Development and Services - Shyann Blanco - Present

Technical Education – Raul Curiel – Present

Visual and Performing Arts and Physical Education – Vacant

Membership is 14, Quorum is 8, 11 were present, Quorum is established.

Student Trustee – Russell Bierle - Present

Advisor - Anne Steinberg - Present

Accounting Assistant - Nancy Blundell - Present

Students - Gabriel Graves

1.4 Adoption of the Agenda:

Moved to adopt the agenda by Rieana Paul, seconded by Shyann Blanco. Motion carries 10/0/0.

Amended to include office supplies in the agenda by Rieana Paul, seconded by Shyann Blanco. Motion carries 10/0/0.

1.5 Approval of the Minutes- 1/17/14 & 1/24/14

Moved to approve the minutes for 1/17/14 by Shyann Blanco, seconded by Rieana Paul. Motion carries 10/0/0.

Moved to approve the minutes for 1/24/14 by Shyann Blanco, seconded by Rieana Paul. Motion carries 10/0/0.

1.6 Approval of Financial Report

Moved to approve the Financial Report from July 31, 2013 to January 31, 2014 by Megan Turrill, seconded by Nathan Skadsen.

Report read out to members by President Chris Dundee.

Student Trustee Russell Bierle noted that this Financial Report did not include the \$7,000 granted to the Student Activities Council. Accounting Assistant Nancy Blundell stated that when the grant process occurs it usually takes several weeks for the money to be approved. The group will usually propose the grant in the first meeting and in a following meeting the specific amount of money is approved. Student Trustee Russell Bierle asked if ASO should then approve the money today. ASO officers pointed out that the money had already been approved but that it had merely not appeared on the Financial Report. Accounting Assistant Nancy Blundell will add this to the next Financial Report.

## II. PUBLIC FORUM

Vice President Keziah Arnold apologized for the meetings she had missed during Intersession. She had been on vacation for two weeks and worked the Friday after she returned home. VP Keziah stated that her schedule would be returning to normal in the upcoming Spring semester. She also let members present know that having ASO meetings in the mornings during the Spring would be best for her.

Student Gabriel Graves expressed his opinion that ASO should be more present within the student body. ASO officers acknowledged this and stated that they were working towards increased interaction with the student body on campus.

## III. ACTION ITEMS

3.1 ASO Appointments

President Dundee let it be known that he was going to appoint a student to the currently vacant Senator of Visual and Performing Arts and Kinesiology but that the student was not present.

Point of Personal Privilege by Vice President Keziah Arnold at 1:25pm.

### 3.2 ASO Goals

Secretary Megan Turrill updated members present on the Hearts and Hands Pantry meeting that she had attended that morning. She had discussed the upcoming "Donuts and Advocacy" event with Chairman Beatriz and other Hearts and Hands members. Chairman Beatriz Gonzalez had expressed the need for volunteers to pass out hot chocolate at this event but Secretary Turrill let her know that ASO would most likely only have enough volunteers at its own table. The time of the event for ASO and Hearts and Hands is the same on Monday, February 3rd. On Tuesday, February 4th the time will differ by a small amount. Hearts and Hands will be passing out hot chocolate from 10-12pm and ASO will be passing out donuts from 11-12pm.

At the Hearts and Hands meeting, Secretary Megan Turrill also discussed having a master calendar for all ASO, Hearts and Hands, ICC, and SAC events and meetings. She stated that Chairman Gonzalez and other members had responded positively to this idea. Chairman Gonzalez will be emailing her about this and other events. The master calendar would most likely be a Google calendar which could be shared among all members.

### 3.3 ASO Meeting Time

President Chris Dundee asked members whether or not they knew their availability so that ASO could decide when its Spring meeting time would be. Most officers did not know their schedule off of the top of their head. Senator of Technical Education Raul Curiel stated that he would be available after 11:50am on Fridays due to class. Senator of Counseling and Matriculation Samuel Adams would also be unavailable during this time. Because of this, members tried to come up with a different day to have the meeting. Advisor Ann Steinberg stated that the problem with having the ASO meeting later would not only be that the campus buildings would be closed but that no advisor would be able to advise meetings other than Dr. Zimmerman. Senator Nathan Skadsen asked who would be able to make it to the 9AM Friday meetings and every member except Raul Curiel and Samuel Adams would be able to attend. Members tried to discuss another way to include these two officers by having meetings on either Mondays or during evening hours. Mondays would not work due to scheduling conflicts and the fact that the school is often closed on Mondays for holiday. Evenings would not work for several members due to either classes or work. Senator Nathan Skadsen stated that although meetings were important they were not the only requirement of ASO; officers can and should be involved in other ways including, sport's games, events, and committees. It was decided that no matter what Friday meetings were the best for the large majority of members and that Officers Raul and Samuel would be able to send in proxies when possible, would still receive Minutes, and could be updated by text and email. Accounting Assistant Nancy Blundell asked whether or not ASO would be trying to secure SSV 151 for their weekly meetings. President Chris Dundee stated that they were

in the process of doing so and that it would be a good room to have meetings in due to its size and due to the fact that it would be open for use on Friday mornings.

### 3.4 Committee Reports

Vice President Giovanna Sanchez, head of the Leadership Luncheon Committee, stated that she would like to form a time for the committee to meet. She asked members of the committee which time would be best for them. Senator Shyann Blanco said that the time between ASO and Alpha Iota meetings on Fridays would be optimal. Student Trustee Russell Bierle reminded Senator Blanco and other members that STEM was already in between these two meetings. Senator Nathan Skadsen mentioned the possibility of having the committee meeting after Alpha Iota in LH-100. Members of the committee liked this idea and the time was set. A facilities request will be filled out for this building.

### 3.5 ASO Events

"Donuts and Advocacy" - Senator Nathan Skadsen stated that volunteers were needed for "Donuts and Advocacy" which was taking place from 8-11am on Monday, February 3rd and from 10-12pm on Tuesday, February 4th (including an hour for setup). VP of Academic Affairs Giovanna Sanchez volunteered to be there on Monday. Senator Nathan Skadsen and Secretary Megan Turrill will also be available on Monday. President Chris Dundee and Senator Jose Sanchez volunteered to be present on Tuesday along with Senator Raul Curiel and VP Irene Montalban.

Cosmic Bowling- Senator Jose Sanchez stated that he and VP Irene Montalban had come up with a possible day for Cosmic Bowling, the Friday before Spring break, March 28th. The only issue that may occur with this date was the possible existence of another event on this date. Senator Nathan Skadsen pulled out a master calendar that he had received from Dr. Zimmerman. Senator Shyann Blanco checked this calendar and concluded that there were no other events taking place on this day. VP of Academic Affairs had already created a flier for Cosmic Bowling.

Moved to approve the event Cosmic Bowling by Shyann Blanco, seconded by Megan Turrill.

Senator Jose Sanchez asked if the Cosmic Bowling event should be free, whether a \$5 cost should be charged, or whether a student deposit of \$5 would be better. President Chris Dundee asked whether students with ASO stickers could get into the event for free. Giovanna Sanchez stated that the poster she had created advertised that people with ASO sticker do not have to pay for this event and that those without the sticker pay \$5.

Accounting Assistant Nancy Blundell asked if there would still be a sign-up for this event. Senator Jose Sanchez answered in the affirmative.

ASO officers discussed whether they would implement the costs detailed on the current folder or not. Senator Jose Sanchez stated that he would rather have students come for free.

ASO members then discussed the time of the event. Senator Shyann Blanco stated that the event would be taking place from 11-1:00PM.

Senator Jose Sanchez asked members their opinions on whether the Lancaster or Palmdale bowling venue should be the location of the event.

Senator Shyann Blanco and VP Giovanna Sanchez believed that Lancaster would be the more appropriate venue. Senator Nathan Skadsen stated that perhaps we should cater to the students on the Palmdale campus by placing the event nearer to them. Advisor Ann Steinberg iterated that ASO should market to Palmdale and later on host events specifically for them. She stated that the Palmdale campus is growing and that ASO needs to start catering to their needs. Advisor Steinberg asked if there already existed a seat on ASO to represent the students at the Palmdale campus. When members answered in the negative, she stated that ASO should consider adding such a seat. Senator Nathan Skadsen stated that he had considered this and had also talked to a Palmdale counselor about the idea.

Senator Jose Sanchez stated that this was a big event and that it should probably be held at the Lancaster center. Senator Nathan Skadsen asked if ASO had the money for this event especially since \$7,000 was going to be used from the ASO Events budget line after the SAC grant. Secretary Megan Turrill reminded him that the SAC grant was not only coming from the ASO Events but from ASO Homecoming budget line.

Motion carries 9/0/0.

Members present then discussed the cost of the event. According to Senator Jose Sanchez the original deal was to have the event for 100 people which would bring the total up over a \$1,000. Senator Shyann Blanco stated that this was not correct because ASO would be able to procure a lower cost per person. Senator Blanco did not have the exact cost.

President Dundee stated that ASO would hold off on making a motion to approve a certain budget for Cosmic Bowling until a later date.

"March in March" - Senator Nathan Skadsen stated that he would like to form a committee for the upcoming event "March in March". He also stated that he would like to chair the committee.

Shyann Blanco moves to appoint Nathan Skadsen as chair of the "March in March" committee, Megan Turrill seconds. Motion carries 8/0/1.

### 3.6 ASO Budget

Accounting Assistant Nancy Blundell had members look at the Financial Report and she pointed out the items that had been approved without an assigned budget line. These items were ASO stickers, envelopes, receipt books, office supplies, certificates and jackets, a cash register, cash register tape, Quickbooks 2014. On the Financial Report, Assistant Blundell had itemized each item under either the Sales Supplies or Office Supplies budget line. Under the Sales Supplies budget line was included ASO stickers, envelopes, and receipt books. Under Office Supplies was included Certificates and Jackets, a cash register, cash register tape,

and Quickbooks 2014. Accounting Assistant Blundell stated that these items were approved for purchase under an \$800 budget but that this budget does not include everything needed and the budget would need to come from both budget lines, thus the organization that she detailed in the Financial Report. Assistant Blundell stated that the Quickbooks need to be updated as soon as possible as the college was really far behind - still using Quickbooks 2006. She also let officers know that the cost of Certificates and Jackets would be around \$300.

Moved to approve \$625 out of office supplies for certificates and jackets, Quickbooks 2014, and envelopes by Shyann Blanco, seconded by Giovanna Sanchez.

Senator Nathan Skadsen asked whether or not money should be added to this motion for new office supplies. President Dundee stated that this would be taken care of later in the agenda.

Motion carries 9/0/0.

Moved to approve \$950 out of Sales supplies for the purchase of ASO stickers, receipt books, cash register, and cash register tape by Shyann Blanco, seconded by Megan Turrill. Motion carries 9/0/0.

Moved to amend the previous motion to \$900 for previously stated items by Shyann Blanco, Seconded by Raul Curriel. Motion carries 9/0/0.

President Dundee stated that more money would have to be added into office supplies from another budget line. Senator Nathan Skadsen asked what the Leadership Development budget line was for. Accounting Assistant Nancy Blundell and Student Trustee Russell Bierle explained that this budget line was used to hold leadership conferences, workshops, and other leadership opportunities for students.

Moved to approve the transfer of \$250 from the Contingency budget line into the Office supplies budget line by Shyann Blanco, seconded by Rieana Paul. Motion carries 9/0/0.

### 3.7 Office Supplies

Senator Nathan Skadsen passed out a proposal containing the ASO office supplies he wished to buy with a budget of up to \$120.

Moved to approve a budget of up to \$120 out of the Office supplies budget line by Nathan Skadsen, seconded by Jose Sanchez.

Advisor Ann Steinberg let Senator Skadsen know that this was a great time to look around for office supplies. She suggested shopping around at several places to get the best deal possible. She also mention going to the AVC Foundation for

supplies. She believes that the ASO office budget is quite high considering that the budget for office supplies in the office which serves all AVC students has consistently been \$186 per year.

Motion carries 9/0/0.

#### IV. REPORTS

Advisor's Report - Accounting Assistant Nancy Blundell reminded all of the upcoming basketball games next Saturday, February 8th. Following these games will be the event, Coaches versus Cancer on February 12th. She passed around a volunteer sheet to members present.

President Chris Dundee asked ASO officers what should be done about the officers who were not present at meetings since we had previously decided to start implementing impeachment. Secretary Megan Turrill stated that although she firmly believed that the Constitution has to be followed, it may be dramatic to impeach somebody for not showing up during Intersession which is only so long and which is the time in which most students take a break or go on vacation. She believes that the impeachment should not be implemented until the Spring since officers were not made aware of this until the previous week and it would be hard for them to come to the current meeting due to previous engagements. It would have been better if officers knew about this implementation before the Intersession semester so that they could have proxies in place. President Chris Dundee read out an email from Treasurer Manuel Martinez who has been absent in ASO during Intersession. The email from Treasurer Martinez consisted of an apology for not making it to meetings. Senator Shyann Blanco and VP Giovanna Sanchez elaborated on Treasurer Martinez's schedule. VP Rieana Paul mentioned that although ASO did a lot of prep work during Intersession, whether the officer took part in events other than meetings should also be taken into account. Also, she did realize that sometimes volunteers need a break but she was certain that all of the officers present need a break to and yet they still came and worked hard. Senator Nathan Skadsen stated that he agreed with Secretary Megan Turrill that the impeachment process should not be initiated till the Spring. He also believes that whether or not members take part in other ASO events and committees should also be considered. He mentioned Senator Samuel Adam, who although has not been present at Intersession meetings, has been consistently working on the Goal #1 committee. Senator Skadsen also stated that he believed that Senator Martinez had come to most meetings during the previous Fall semester. Some members disagreed with this and others mentioned that the requirements for an impeachment process to take place were not only attendance at meetings but whether or not the officer was doing their job. Senator Nathan Skadsen asked Accounting Assistant Nancy Blundell whether or not Treasurer Martinez was doing his job. Accounting Assistant Blundell answered in the negative. President Chris Dundee reiterated that ASO needs to decide when to start implementing impeachment. The impeachment lasts for one semester. Officers present decided that in the case of Treasurer Martinez the issue is not only

absence at ASO meetings but also a failure to fulfill required duties. President Dundee will talk to advisor Dr. Zimmerman about this matter and also email Treasurer Manuel Martinez about impeachment. Vice President Irene Montalban asked how many proxies an officer could have in a semester. Members answered that there is no set number. Student Trustee Russell Bierle asked whether he could be a proxy since he is not a voting member. President Dundee stated that he was unaware of any rules suggesting he could not be a proxy.

Executive Board Reports - Vice President Irene Montalban reminded all that Club Rush would be taking place from 11-2pm and 5-6pm on February 11th and 12th.

- President Chris Dundee stated that he had attended the CCC meeting in the previous week and had presented ASO's idea to hold Town Halls over the semester. He mentioned that one of these Town Halls would most likely be on the campus smoking policy. AVC President Ed Knudsen stated that he would like to look even deeper than banning smoking; he would also like to ban electric cigarettes.

ASO members expressed incredulity at this opinion and believed the ban would be misplaced. President Dundee did mention that the president was not alone on this opinion though. A few other cities had actually banned electric cigarettes. Yet, there is no solid evidence to back up that smoking electric cigarettes or taking in the secondhand smoke from them is dangerous. Other members of the CCC did not all agree with President Knudsen's desire to ban electronic cigarettes. Advisor Ann Steinberg stated that one worry concerning electric cigarettes was the recent discovery that marijuana and more seriously, crack could be hidden inside of these cigarettes.

- Vice President Rieana Paul wished everyone a good luck on their Intersession final grades and a good luck going into the new semester.

Senator Reports - Senator Nathan Skadsen asked anyone who was interested in joining the "March in March" committee to meet him after the current meeting. He let members know that all had gone well during the previous weeks of speaking at high school orientation and that he had talked to several students interested in joining ASO. Senator Skadsen also thanked all of those members of the Goal #1 committee for their commitment. This committee is still in the process of creating an orientation packet for new ASO members. The time of the next Goal #1 committee will be on Wednesday, February 5th at 11:30am. Secretary Megan Turrill will not be able to make it to this meeting due to a class scheduling conflict.

Student Trustee – No action taken.

- V. ANNOUNCEMENTS /UPCOMING MEETINGS AND EVENT  
The next ASO meeting will be Friday, February 7th at 9:00am.



VI. ADJOURNMENT

Moved to adjourn the meeting at 2:10pm by Nathan Skadsen, seconded by Irene Montalban. Motion carries 9/0/0.