

Associated Students of Santa Monica College
A.S. Board of Directors Regular Meeting
Monday, October 3, 2011 3:00 PM
Cayton Center, Room #202
MINUTES

I. Call to Order 2:59 PM

II. Roll Call

AS President: Harrison Wills P	Director of Student Services: Hua Diao P
AS Vice President: Jasmine Delgado P	Director of Sustainability: Marjohnny Torres-Nativi P
AS Secretary: Brenda Villafana P	ICC Chair: David Stavis P
Director of Academic Support: William Sun P	ICC Vice Chair: Luis Gomez P
Director of Activities: Leslie Estrada L 3:05 PM	ICC Secretary: Karin Chan A
Director of Budget Management: Yian Chen P	Student Trustee: Joshua Scuteri P
Director of Instructional Support: Marco Vivero P	Dean of Student Life: Deyna Hearn P
Director of Financial Support: Jessica Chuan L 3:10 PM	Counselor/Student Advisor: Benny Blaydes P
Director of Student Outreach: Cameron Espinoza P	Faculty Senate Liaison: Eric Oifer A
Director of Publicity: DJ Davids P	

III. Approval of Agenda

- **Motion Made By Yian Chen, 2nd William Sun**
Motion Passed

IV. Approval of Minutes for Monday, September 26, 2011

- **Motion Made By Yian Chen, 2nd William Sun**
Motion Passed

V. Public Comments (2 Minutes per person)

John P. Wilbourne, SMC Student

A shorter student ID number causes problems with the swiping mechanism on the Big Blue Bus. He was only able to fix it after numbers were added at the Bursar's Office. Perhaps the AS Board can contact the Big Blue Bus and ask them to be more lenient since it is the first semester this program is being used.

VI. Information Items

6.1 Advisors' and Academic Senate Liaison Reports

- **Dean of Student Life Deyna Hearn** (No Report)
- **Counselor/Student Advisor Benny Blaydes**
 1. Minimum \$10 increase for next Summer. Will only be allowed to take a class up to three times by then as well.
 2. New procedures:
Wait List: This Winter there will be a waiting list, 5 students. The waiting list will be given that spot.
Pay Plan: If added into the class, will have 3 business days to pay for class. All students can use a payment plan as well.
 3. Homecoming: If any students want to participate in the Huff and Puff Football Game please sign up. It will be on October 25th.
- **Academic Senate Liaison Eric Oifer** (Absent)

6.2 Director's Reports (2 minutes per person)

David: No ICC Meeting last week but there will be an ICC Meeting this week.

Luis: 1. ICC Activities Committee convened last Thursday in the Conference Room. Things that were discussed included music, DJs, and AMP Radio wanting to work with students and on campus events. Contacting KCRW and KPFK.

2. Theme of Club Row: Halloween. Club Row Applications will be up today. Special Club Row Finance Meeting scheduled for Friday, October 14th at 9:30am.

Marco: 1. Met with Steve Peterson from IT Department about purchasing new computers for Cayton Lab; service contract ends June 2012.

2. SI Sessions, Math 81, 84, 31, 18, 20, and 54. Fliers available in front of the A.S. Office.

Cameron: Homecoming update. Making a promotional video with Film Club. Input, suggestions, or participation from Board members welcomed.

DJ: AS Newsletter to debut next week. If anyone has any story ideas or events recommend it to DJ. Will be sent to faculty, staff, and students who signed up during Welcome Back Week.

Jasmine: 1. AS Board must nominate 3 student members/justices to the Judicial Board by the 8th week of the Fall Semester. Joint council must approve nominations. Will send out an email.

2. Sign up for Constitution Committee.

William: Any first semester Commissioners wanting to serve in committees will be placed in a shadow program for the first semester. After familiarizing themselves with the campus they will become an official member of the Committee after their first semester at SMC.

Hua Diao: The Powered Business Relationship business panel will be an independent entity and will not need funding from AS. Reaching out to AS Board for assistance and hopes that Board can attend. Looking for an Event Coordinator. The event will take place November 3rd.

Jessica: Powered Relationships has support from many people, but needs others to become more informed of its' purpose and mission. Contact Diao or Jessica for information.

Leslie: New World Fest, October 7th-9th. Howard, Producer of Fest, is hoping to have someone speak that is interested in speaking about eco-friendliness in Santa Monica or anything related to SMC. Could possibly have a booth and will ask Howard if it is possible to reduce entrance fee for SMC students.

Joshua: 1. Will be tabling at New World Fest.
2. Occupy LA happening, mirroring events in NY and Washington D.C. Hopes to bring something similar at SMC.

6.3 Committee Reports (2 minutes per committee)

David: Sending around a sheet for the ICC Allotment Committee.

Luis: Will send out an email this week to those who were interested in the A.S. Bicycle Commission. It was decided that the Committee will meet on Thursdays when ICC meetings are not scheduled. Hoping to bring in author of the article. Need to breakdown issue and how it relates to SMC, security, parking, and cameras.

Joshua: Proposition 1481 did not pass, but was re filed. Important amendments were that the language was amended to sound more official and now explicitly states that the money would go directly into opening class and getting more professors. A counter bill was filed that says the money given to a school can be given back into the general fund.

VII. Consent Items

7.1 Approval of funding for Pico Promise Transfer Academy for So-Cal College Tour of UCSB and CSU Channel Islands on October 28, 2011. This includes dining and transportation for 10 students. (Aimee, Student Success. Total: \$471.34)

7.2 Approval of funding for Associated Students for showcase upkeep during the 2011-2012 fiscal year . This includes banner papers, black ink, and miscellaneous items. (Director of Publicity: DJ Davids, Publicity/Advertising. Total: \$200.00)

7.3 Approval of funding for Anthropology Club for Day of the Dead Festival field trip at Hollywood Forever LA on October 22, 2011. This includes 21 tickets (1 advisor, 20 students) and 7 parking passes. (Eric Minzenberg, ICC \$280.00)

- **Motion to Approve 7.1-7.3 Made by Yian Chen, 2nd William Sun
Motion Passed**

VIII. Major Action Items

8.1 Approval of funding for Associated Students to purchase AS event equipment. This includes 4 folding tables, 8 folding chairs, 4 canopies, shipping, and tax. (Director of Activities: Leslie Estrada, Activities. Total: \$1500.00)

- **Motion Made by Yian Chen, 2nd Jasmine Delgado**

Discussion:

Leslie: Currently A.S. has to go to through the Events Department (District) to obtain canopies, chairs, and tables. It is a long process because it requires permits and for there to be available staff for setup and clean up of items. Took into account the durability, cost, etc of these proposed purchases. These would be strictly for A.S. (includes ICC) and would eliminate the process of going through the Events Department unless one requires more materials.

DJ: Don't we already own canopies? Why can't we put them somewhere convenient instead of buying new ones?

Leslie: Old ones are bulky and not freely accessible due to policies with events.

Dean Hearn: Trying to get out of habit of working with other Departments for this matter. Old canopies that we own would go to Events Department. We would replace those with the new ones. New ones would not be loaned out to anyone outside of A.S.

Harrison: This will allow us with more flexibility and freedom.

Luis: Maybe we should charge Events for the old items instead of giving them away.

Dean Hearn: Events is currently using old AS tables and the new ones would be placed in the A.S. storage room.

David: Rely on the District for many things; they just do it without us asking. Giving them our old tables etc would continue to build a good relationship with the District.

Luis: Makes sense to do this in order to maintain and improve a relationship with them.

Dean Hearn: Events currently has 15 tables and use rentals if there isn't enough, such as with events like the College Fair.

Benny: For example, for Club Row we rent additional tables etc.

- **Motion to Amend Language to:** "Approval of funding for Associated Students to purchase AS event equipment. This includes 4 folding tables, 8 folding chairs, 4 canopies, shipping, and tax. **Surplus canopies will be donated to the Events Department.** (Director of Activities: Leslie Estrada, Activities. Total: \$1500.00)"
- **Motion Made by Joshua Scuteri, Seconded Motion to Amend Passed (10:3)**
- **Amended Motion Passed (10:2)**

8.2 Budget for fiscal year 2011 – 2012: Increase Publicity/Advertising budget from \$8,000 to \$10,000. (Transferring \$2,000 from Contingency account into Publicities/Advertising account)

- **Motion Made by Yian Chen, 2nd William Sun**

Yian: Currently Publicity has used \$5,500 which is more than half of the budget. The ads in the Corsair were a major but necessary expense. We are increasing the budget according to current needs and with data from previous Boards. We are planning to stay at or below budget, don't expect to exceed \$10,000.

- **Motion to Call to Question Made by David Stavis, Seconded Motion Passed**
- **Original Motion Passed**

8.3 Approval of funding for Associated Students for the Resource Fair on October 20th, 2011. This includes pizzas, popcorn, bags, oil, delivery, banners, tables, chairs, soda, balloons, and posters. (Director of Student Services: Hua Diao, Student Success. Total: \$1,800.00)

- **Motion Made by Yian Chen, 2nd William Sun**

Diao: Inviting the different Centers on campus, providing a vast amount of resources. We are in need of extra tables, chairs, and a new banner. Changing the format of the Fair in that "key terms" of the center etc will be placed on table so students can see the services they provide. There will be more decorations, such as the bubble and fog machine. We will be placing ad space in the Corsair to promote the Resource Fair.

- **Motion to Amend Language to:** "Approval of funding for Associated Students for the Resource Fair on October 20th, 2011. This includes pizzas, popcorn, bags, oil, delivery, banners, tables, chairs, soda, balloons, and posters (**not to exceed \$1,800.00**). (Director of Student Services: Hua Diao, Student Success. Total: \$1,800.00)"
- **Motion Made by David Stavis, Seconded Motion Passed**
- **Amended Motion Passed**

IX. Discussion

9.1 Double-sided printing policy in AS Office.

Harrison: This kind of policy would save us money along with being fiscally responsible. We need a policy like this in writing and clear for all to see.

Marco: Suggests that a draft of the proposed policy be written out. Not comfortable with making this a policy in Cayton Lab because some teachers do not want double-sided printing for their assignments.

Yian: I asked my dance teacher if I could double-side my assignment and my teacher said no.

- **Motion to Postpone 9.1 for next week, made by Luis Gomez. 2nd Yian Chen Motion Passed**

Dean Hearn: Recommends keeping one-sided option open for students because by not doing so, they might not use our labs.

Joshua: Need to take this issue to professors, Environmental Affairs, and other committees. This needs to be addressed.

9.2 Sustainable purchasing policy in AS Office.

Harrison: Would save us money, such as switching to using a water filter. It would allow us to be both environmentally and fiscally responsible.

Cameron: Do we have a tap in the office?

David: We do but the water is not drinkable, in fact it is unsafe and people have gotten sick from even being around it.

Harrison: We need to analyze what we spend money on.

Benny: If this policy is for the A.S. office, it needs to remain in the office.

Harrison: We need to put it in clear writing, such as no idling for buses.

Benny: We do not lose money from bus drivers at events idling because we pay a flat rate to that company.

Dean Hearn: We need to start with a blue print of the policy, one that future Boards can potential build on. Contact Charlie Yen to see if a filtering device, machine of sorts is feasible in the office and in the Cayton Center.

Joshua: Will take this issue to the Board of Trustees, which currently spends tens of thousands of dollars on paper purchases a year.

Harrison: The Board of Trustees saved half a million dollars using eco-friendly options.

Dean Hearn: An environmental study was done by Susie, cost \$3,000. Made recommendations, check with Amelia with what to add on to current policies.

William: Sometimes it is more costly to use eco-friendly options, we need to keep the A.S. budget in mind and compare prices.

Harrison: Currently have certain purchases combined with other orders in order to save money.

9.3 General Assembly Conference.

Yian: The information for this conference is as follows: will be from November 4th-6th in San Jose. Unlike the first conference it is mostly geared toward passing resolutions.

Harrison: This is a very political, very dry conference and it is not for everyone.

Benny: The first conference is more like a training conference full of fun activities. This one differs in that it has long hours of debates. It was recommended to us to only bring a few students to save money.

David: This conference deals with state issues. Any directors with a proposal in mind should put it up to the Board and have it be voted on and these Directors with ready proposals should be the ones to go.

Johnny: Shouldn't choose who will attend whether on they have a proposal in mind, some Directors want to go for the learning experience.

Benny: If Directors have any ideas for a proposal need to have them written up ASAP.

**It was decided that Directors Joshua Scuteri, Harrison Wills, Jasmine Delgado, Jessica Chuan, and Marjohnny Torres-Nativi will be attending the General Assembly Conference. Joshua will go to the General Assembly Conference instead of the CCCSSA. Alternate Leslie Estrada will now be attending the CCSSA Conference.*

9.4 Purchasing textbooks for library reserve.

Marco: The idea is to set aside an allowance for buying books on reserve based on certain criteria. This criteria would be to decide what classes get books based on high enrollment, courses that are the most transferable to universities, and books that are the most expensive. We would set an allowance and be explicit that it will not exceed a certain amount.

Jasmine: I believe this is a great idea and half should be paid by the A.S. and half by the District. This could be another A.S. benefit available to those who have bought their A.S. stickers.

Johnny: Shouldn't there already be at least two books on reserve for each class?

Marco: This used to be the case when publishing companies were more liberal about giving teachers free books. Now they are more strict and this is why some classes have no books on reserve. Math courses do a good job with having at least one book for each course. Some teachers also are the only ones to use a certain book and do not buy in bulk.

David: Teachers have a relationship with the publishers and must use the new editions.

Harrison: We need to encourage teachers to use old editions so students can buy used books instead of costly new editions.

William: Thorough research must be done about which books will be bought.

Marco: Would it help to bring the librarian in and discuss the situation? (Consensus was yes).

Leslie: This is a good idea, I personally can't afford textbooks and do thorough research before I add classes to see if they have the required books on reserve. This discussion needs to continue at the Board Meetings, not committees.

Dean Hearn: There are a lot of legitimate questions going around. I recommend that we bring in people from Academic Senate, the Bookstore, and the Library to talk to Board. I suggest the Directors write down questions and concerns ahead of time.

Diao: On the list of resources it states there is a Book Exchange Program, but it is nonexistent.

David: Students should share books because they have different study habits and may only need their books during certain times.

Diao: We should look into an A.S. Book Exchange Program.

**Diao will be looking into contacting someone from the Bookstore while William will contact someone from the Academic Senate.*

X. Adjournment 5:02 PM

- Motion Made by Yian Chen, Seconded
Motion Passed