



## ASCSM Student Senate Agenda

Monday, June 9, 2008

1:00 pm

Building 18, Room 206, Faculty Lounge

*The public is invited and encouraged to attend and participate in all Associated Students Senate Meetings. All meetings are open to the public, and are accessible to those with disabilities. Start times are approximate. Public participation in all discussions is welcomed, and the public is invited to address the Student Senate on non-Agenda items during the Announcements & Hearing of the Public portion of the Agenda.*

- I. **Call to Order**
- II. **Swearing In of 2008/2009 Student Senate**
- III. **Roll Call**
- IV. **Approval of the Agenda**
- V. **Approval of the Minutes of Prior Meeting(s)**
  - A. Monday, May 19, 2008
- VI. **Announcements & Hearing of the Public (5 minutes each)**

*At this time, any member of the public may address the body on non-Agenda items.*
- VII. **Special Presentations**
  - A. Parliamentary Procedure, Aaron Schaefer, Coordinator of Student Activities
- VIII. **Executive Reports (3 minutes each)**
  - A. President Richard Young
  - B. Vice President Roger Nishimoto
  - C. Secretary TBA
  - D. Finance Director TBA
  - E. Vice Chair TBA
- IX. **Senator Reports (2 minutes each, no committee reports)**
- X. **Advisor Reports (5 minutes each)**
  - A. Aaron Schaefer, CSM Coordinator of Student Activities
  - B. Fauzi Hamadeh, CSM Student Activities Accounting Technician
  - C. Chris Eden, CSM Program Assistant

**XI. New Business**

**A. Appointments (President Richael Young)**

*The President may nominate and the Student Senate may discuss and vote on the nominations for any appointments necessary for the 2008/09 academic year.*

1. *ASCSM Senators, Student Senate Committee Chairs & Vice Chairs, & Associates*
2. *College of San Mateo Committees*
3. *Other Committees and Boards*

**B. Election of Student Senate Vice Chair**

*The Student Senate shall discuss and consider the election of the Student Senate Vice Chair. Possible action to take place.*

**C. Stage 1.0 Budget**

*The Student Senate shall discuss and consider the Stage 1.0 Budget. Possible action to take place.*

**D. Funding for ASCSM Leadership Retreat**

*The Student Senate shall discuss and consider funding for the leadership retreat. Possible action to take place.*

**E. Funding for ASCSM Leadership Scholarship**

*The Student Senate shall discuss and consider funding for the leadership scholarship. Possible action to take place.*

**F. New Barbeque for ASCSM Events**

*The Student Senate shall discuss and consider funding for a new barbeque for ASCSM events. Possible action to take place.*

**G. Summer Barbeques**

*The Student Senate shall discuss and consider funding for summer barbeques after ASCSM meetings. Possible action to take place.*

**H. ASCSM Help with Operation Welcome Mat**

*The Student Senate shall discuss and consider helping with Operation Welcome Mat. Possible action to take place.*

**I. Replacement of Stolen Equipment**

*The Student Senate shall discuss and consider funding the replacement of stolen equipment. Possible action to take place.*

**XII. Discussion & Information Items**

**A. ASCSM Retreat**

*The Student Senate shall discuss the ASCSM Retreat.*

**XIII. Committee Reports**

- A. Associated Student Senate Committees**
- B. College of San Mateo Committees**
- C. San Mateo County Community College District (SMCCCD) Committees**
- D. Student Senate for the California Community Colleges (SSCCC)**

**XV. Executive Session (Closed to the Public)**

*Only confidential issues regarding contractual, legal, or personnel matters may be discussed or acted upon in Executive Session. Results of any actions taken in Executive Session will be reported to the public immediately after the conclusion of the Session.*

**A. Personnel Matters**

*The Student Senate may discuss and take action on ASCSM personnel matters.*

**XVI. Future Agenda Items**

*At this time, the Senate may suggest any future items for the Finance & Administration Committee to consider for future meetings.*

**XIV. Final Announcements & Hearing of the Public**

*At this time, any member of the public may voice any concluding comments.*

**XVII. Adjournment**



New Business, Item A  
Appointments

There is no proposal associated with this item.

The A.S. President may nominate and the Student Senate may discuss and take action on any appointments to ASCSM Committees, College of San Mateo Committees, or San Mateo County Community College District Committees that are deemed necessary.



# ASCSM Student Senate Proposal Form

**Instructions** This form must be filled out and submitted for review by the ASCSM Finance & Administration Committee in time for inclusion for the Student Senate Agenda. Please check with the Student Activities Office for information about the current deadline. Generally, the deadline is one week prior to the Student Senate meeting where the item will be considered.

For the meeting of Monday, June 9, 2008

Title of Proposal Election of Student Senate Vice Chair

Being Proposed by n/a Lead Coordinator n/a

If this proposal is for an event, is it being submitted at least six (6) weeks in advance?  Yes  No

If 'No,' why not? \_\_\_\_\_

Reviewed by A.S. Committee

<input type="checkbox"/> Finance & Administration	<input type="checkbox"/> Academic Enhancement	<input type="checkbox"/> Programs & Services	<input type="checkbox"/> Public Relations	<input type="checkbox"/> Inter Club Council
<input type="checkbox"/> Legislative & Governmental	<input type="checkbox"/> Café Advisory Board	<input type="checkbox"/> Alumni Association	<input type="checkbox"/> Vending Commission	<input type="checkbox"/> Other _____

Finance & Administration Authorization for Agenda \_\_\_\_\_ Associated Students Account Number n/a

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

In accordance with the ASCSM Bylaws (Article IV, Section 4.8), a Student Senate Vice Chair must be elected "no later than the first regular meeting of the new fiscal year."

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	_____

**For ASCSM Secretary Use Only**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Result of Vote In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Passed \_\_\_\_\_ Did not pass \_\_\_\_\_



# ASCSM Student Senate Proposal Form

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For the meeting of Monday, June 9, 2008

Title of Proposal Stage 1.0 Budget

Being Proposed by Richael Young Lead Coordinator A.S. Finance Director

If this proposal is for an event, is it being submitted at least six (6) weeks in advance?  Yes  No

If 'No,' why not? \_\_\_\_\_

- Reviewed by A.S. Committee
- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Finance & Administration   | <input type="checkbox"/> Academic Enhancement | <input type="checkbox"/> Programs & Services | <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Inter Club Council |
| <input type="checkbox"/> Legislative & Governmental | <input type="checkbox"/> Café Advisory Board  | <input type="checkbox"/> Alumni Association  | <input type="checkbox"/> Vending Commission | <input type="checkbox"/> Other _____        |

Finance & Administration Authorization for Agenda \_\_\_\_\_ Associated Students Account Number n/a

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

In accordance with the ASCSM Budget Notes & Conditions, a Stage 1.0 Budget for the upcoming academic year (2008/2009) must be approved by June 30. This budget represents an estimate of income, expenses, and reserves for the fiscal year (July 1, 2008, to June 30, 2009).

Budget adoption is a two-meeting process. The proposed budget is introduced at the first meeting and voted on during the second meeting.

See the attached documentation for additional information.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	_____

**For ASCSM Secretary Use Only**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Result of Vote In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Passed \_\_\_\_\_ Did not pass \_\_\_\_\_

# ASCSM Student Senate

## Proposed Stage 1.0 Budget – 2008/09

### Carryover from Prior Years

ASCSM Capital/Fund Balance Carryover (less net value of non-liquid assets)	160,200.00
<b>Total Carryover from Prior Years</b>	<b>160,200.00</b>

### Income

Account #	Description	Total Income
4114	ATM Income	2,500.00
4120	Concessions	0.00
4122	Programs & Services	0.00
4125	Games/Recreation Contract	2,500.00
4126	Games/Recreation -- Pool Table	100.00
4130	Interest	5,800.00
4135	Miscellaneous	2,600.00
4145	Student Body Fees	120,000.00
4160	Transfers from Trusts	0.00
	Café International Contract	0.00
<b>Total Income</b>		<b>133,500.00</b>
<b>Total Carryover &amp; Current Income</b>		<b>293,700.00</b>

### Expenses

Account #	Description	Allocation
5030	Alumni Association	0.00
5050	Concessions	0.00
5060	Conferences/Memberships	0.00
5090	Equipment Repair & Maintenance	2,000.00
5110	Furniture, Fixtures, and Equipment	10,000.00
5130	Miscellaneous	100.00
5140	Office Supplies & Copy Machine Supplies	2,500.00
5142	Operating/Telephone	300.00
5160	Operating (postage, CSM copier, etc.)	2,000.00
5165	Hospitality	1,000.00
5166	Awards & Award Ceremonies	3,000.00
5170	Programs & Services	25,000.00
5172	Publications & Public Relations	12,000.00
5175	Club Assistance/ICC	18,000.00
5176	College Program Assistance - Academic Assistance	10,000.00
5177	College Program Assistance - Non-Academic Related	0.00
5178	Scholarships (Transfer to SMCCCD Foundation)	5,000.00
5180	Student Body Card Supplies	4,000.00
5200	Student Assistants (Salaried & Hourly Employees)	63,000.00
5205	Student Assistants (Miscellaneous)	700.00
<b>Total Expenses</b>		<b>158,600.00</b>

### Reserves

	Unrestricted Reserve	35,100.00
	Restricted Reserve	100,000.00
<b>Total Reserves</b>		<b>135,100.00</b>
<b>Total Expenses and Reserves</b>		<b>293,700.00</b>



# ASCSM Student Senate Proposal Form

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For the meeting of Monday, June 9, 2008

Title of Proposal ASCSM Leadership Training Conference

Being Proposed by Richael Young Lead Coordinator Aaron Schaefer, SAO Staff

If this proposal is for an event, is it being submitted at least six (6) weeks in advance?  Yes  No

If 'No,' why not? \_\_\_\_\_

- Reviewed by A.S. Committee
- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Finance & Administration   | <input type="checkbox"/> Academic Enhancement | <input type="checkbox"/> Programs & Services | <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Inter Club Council |
| <input type="checkbox"/> Legislative & Governmental | <input type="checkbox"/> Café Advisory Board  | <input type="checkbox"/> Alumni Association  | <input type="checkbox"/> Vending Commission | <input type="checkbox"/> Other _____        |

Finance & Administration Authorization for Agenda \_\_\_\_\_ Associated Students Account Number 2621—Student Representation Trust

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Before the start of each academic year, the ASCSM holds a leadership training conference for the new and returning members of the Student Senate. This year, the conference will be held at the Alliance Redwood Conference Grounds in Sonoma County between Friday, August 14, and Sunday, August 16.

Transportation to and from the site will be provided by the College. Meals and lodging are included in the cost of below. The cost also includes use of the low and high ropes course on Sunday.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Annual ASCSM Leadership Conference</u>	Not to exceed <u>\$8,000.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<u>\$8,000.00</u>

**For ASCSM Secretary Use Only**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Result of Vote In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Passed \_\_\_\_\_ Did not pass \_\_\_\_\_



# ASCSM Student Senate Proposal Form

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For the meeting of Monday, June 9, 2008

Title of Proposal Funding for ASCSM Leadership Scholarship

Being Proposed by Richael Young Lead Coordinator Aaron Schaefer

If this proposal is for an event, is it being submitted at least six (6) weeks in advance?  Yes  No

If 'No,' why not? \_\_\_\_\_

- Reviewed by A.S. Committee
- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Finance & Administration   | <input type="checkbox"/> Academic Enhancement | <input type="checkbox"/> Programs & Services | <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Inter Club Council |
| <input type="checkbox"/> Legislative & Governmental | <input type="checkbox"/> Café Advisory Board  | <input type="checkbox"/> Alumni Association  | <input type="checkbox"/> Vending Commission | <input type="checkbox"/> Other _____        |

Finance & Administration Authorization for Agenda \_\_\_\_\_ Associated Students Account Number 5178—Awards & Award Ceremonies

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

Each year, the Associated Students fund two scholarships for CSM students who have shown outstanding leadership qualities. The scholarships are in the amount of \$250, for a total of \$500.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>ASCSM Leadership Scholarship (2 awards @ \$250 each)</u>	<u>\$500.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$500.00</u></b>

**For ASCSM Secretary Use Only**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Result of Vote In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Passed \_\_\_\_\_ Did not pass \_\_\_\_\_



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For the meeting of June 9, 2008

Title of Proposal New ASCSM BBQ

Being Proposed by Megan Claire Lead Coordinator Aaron Schaefer

If this proposal is for an event, is it being submitted at least six (6) weeks in advance?  Yes  No

If 'No,' why not? \_\_\_\_\_

- Reviewed by A.S. Committee
- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Finance & Administration   | <input type="checkbox"/> Academic Enhancement | <input type="checkbox"/> Programs & Services | <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Inter Club Council |
| <input type="checkbox"/> Legislative & Governmental | <input type="checkbox"/> Café Advisory Board  | <input type="checkbox"/> Alumni Association  | <input type="checkbox"/> Vending Commission | <input type="checkbox"/> Other _____        |

Finance & Administration Authorization for Agenda \_\_\_\_\_ Associated Students Account Number 5110—Furniture, Fixtures & Equipment

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

**A gas BBQ to be used for ASCSM events and activities.**

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Gas BBQ</u>	<u>\$800.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$800.00</u></b>

**For ASCSM Secretary Use Only**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Result of Vote In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Passed \_\_\_\_\_ Did not pass \_\_\_\_\_



# ASCSM Student Senate Proposal Form

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For the meeting of June 9, 2008

Title of Proposal Summer BBQ

Being Proposed by Megan Claire Lead Coordinator Aaron Schaefer

If this proposal is for an event, is it being submitted at least six (6) weeks in advance?  Yes  No

If 'No,' why not? \_\_\_\_\_

- Reviewed by A.S. Committee
- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Finance & Administration   | <input type="checkbox"/> Academic Enhancement | <input type="checkbox"/> Programs & Services | <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Inter Club Council |
| <input type="checkbox"/> Legislative & Governmental | <input type="checkbox"/> Café Advisory Board  | <input type="checkbox"/> Alumni Association  | <input type="checkbox"/> Vending Commission | <input type="checkbox"/> Other _____        |

Finance & Administration Authorization for Agenda \_\_\_\_\_ Associated Students Account Number 5172—Public Relations

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

**Over the summer there will be joint meetings between CSM, Skyline and Canada. These funds would be used to host a BBQ post meeting for networking.**

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Food (\$200/ BBQ)</u>	<u>\$600.00</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	<b><u>\$600.00</u></b>

**For ASCSM Secretary Use Only**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Result of Vote In Favor \_\_\_\_\_ Opposed \_\_\_\_\_ Abstained \_\_\_\_\_ Passed \_\_\_\_\_ Did not pass \_\_\_\_\_



THE ASSOCIATED STUDENTS OF  
COLLEGE OF SAN MATEO

New Business, Item H

## ASCSM Help with Operation Welcome Mat

The Student Senate shall discuss and consider helping with Operation Welcome Mat. Possible action to take place.



# ASCSM Student Senate Proposal Form

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For the meeting of Monday, June 9, 2008

Title of Proposal Replacement of Stolen Equipment

Being Proposed by Megan Claire Lead Coordinator Aaron Schaefer

If this proposal is for an event, is it being submitted at least six (6) weeks in advance?  Yes  No

If 'No,' why not? \_\_\_\_\_

- Reviewed by A.S. Committee
- |   |   |  |   |   |
|---|---|--|---|---|
| <input type="checkbox"/> Finance & Administration   | <input type="checkbox"/> Academic Enhancement | <input type="checkbox"/> Programs & Services | <input type="checkbox"/> Public Relations   | <input type="checkbox"/> Inter Club Council |
| <input type="checkbox"/> Legislative & Governmental | <input type="checkbox"/> Café Advisory Board  | <input type="checkbox"/> Alumni Association  | <input type="checkbox"/> Vending Commission | <input type="checkbox"/> Other _____        |

Finance & Administration Authorization for Agenda \_\_\_\_\_ Associated Students Account Number 5110—Furniture, Fixtures & Equipment

Please provide an explanation of the proposal; the benefits to CSM students; an estimate of costs and work involved; the officers, employees, and volunteers who will do the work; the time and place of the event; and all other pertinent information.

On Thursday, June 5, Bldg. 13 was broken in to. Several items were stolen, including an iPhone owned by Chris Eden. The District has already indicated that it will not reimburse Chris for the cost of this item. Student Activities Office staff is still working on ways in which to fund the replacement of the phone, but we would like to replace the item sooner rather than later. This proposal would allow us to replace the phone as soon as possible. If we are able to secure additional funding, the A.S. will be reimbursed.

Make a list of all the estimated expenses that will be incurred in order to fund the program outlined above. Be as specific as possible. Attach estimates for items or services over \$100 when possible. Include labor, materials, supplies, equipment, rental fees, advertising costs, etc.

Item Description	Cost
1. <u>Replacement iPhone</u>	Not to exceed \$600.00
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
<b>Total Costs</b>	Not to exceed \$600.00

**For ASCSM Secretary Use Only**

Motion made by \_\_\_\_\_ Seconded by \_\_\_\_\_

Result of Vote    In Favor \_\_\_\_\_    Opposed \_\_\_\_\_    Abstained \_\_\_\_\_    Passed \_\_\_\_\_    Did not pass \_\_\_\_\_