

To Whom It May Concern:

I am pleased to recommend Alexander Joel Ayala, who currently serves as a Senator-at-Large with the Bakersfield College Student Government Association (BCSGA), for consideration for the position of **BCSGA Parliamentarian**.

As President of BCSGA, I have had the opportunity to observe Alexander as he has become more involved in the work of our student government. What has stood out to me is not simply his willingness to participate, but his genuine interest in how our organization functions, how meetings are conducted, and how proper procedure contributes to effective governance.

From my observations, Alexander possesses a natural aptitude for parliamentary work. He pays attention to structure and procedure, asks questions when clarification is needed, and demonstrates an interest in understanding the rules that govern our organization rather than simply participating in the outcome. More importantly, I have seen a level of passion for this work that cannot always be taught.

The role of Parliamentarian requires more than knowing parliamentary procedure. It requires someone willing to study the governing documents, remain objective when disagreements arise, advise leadership responsibly, and help ensure that the rights of every member are respected while the business of the organization continues to move forward.

I believe Alexander has the potential to grow into that responsibility.

His current service as a Senator-at-Large has also given him an important perspective. He understands what it means to sit as a member of the legislative body, participate in deliberation, and represent students. That experience can serve him well as he develops a deeper understanding of parliamentary procedure, BCSGA's Constitution and COBRA, the Brown Act, and Robert's Rules of Order.

For these reasons, I am confident in recommending Alexander Joel Ayala for consideration as BCSGA Parliamentarian. I believe that with continued training, preparation, and mentorship, he can become a valuable procedural resource for the Senate and the entire BCSGA administration.

I look forward to seeing his continued development as a student leader and believe this opportunity would allow him to put his strengths and interests to meaningful use in service to the students of Bakersfield College.

Respectfully,

Khalfani H. Mackey

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

1801 Panorama Drive, Office of Student Life | Bakersfield, California 93305

SENATE BODY

Wednesday, August 12, 2026

4:00 - 6:00 p.m. BCSGA Boardroom, Campus Center

Meeting Zoom link: <https://kccd-edu.zoom.us/j/87120624545>

1. **CALL MEETING TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

At this time, we invite those who wish to participate in the Pledge of Allegiance to please rise. Participation is voluntary. Anyone who prefers not to participate may remain seated. We recognize the Pledge of Allegiance as a unifying civic tradition and a practice commonly observed in governmental meetings across the country. Thank you for respecting the choices of others as we begin.

3. **ASCERTAINMENT OF QUORUM**

*A majority quorum must be established to hold a bona fide meeting.
Quorum has been met.*

4. **CORRECTIONS TO THE MINUTES**

The Senate will discuss and correct minutes from previous meetings.

- a. The Senate will consider any corrections to the minutes from the meeting held on Wednesday 15 July.
Theres no corrections to the meeting.

5. **PUBLIC COMMENT**

*This segment of the meeting is reserved for persons desiring to address the Senate on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The Senate may briefly respond to statements made or questions posed; however, for further information, please contact the BCSGA Vice President for the item of discussion to be placed on a future agenda. (Brown Act §54954.3)
Theres no public comment at this time.*

6. **RECEIPT OF CORRESPONDENCE TO THE SENATE**

The Senate will receive communications addressed to the Senate and refer each to the appropriate committee. The Senate may make changes to committee assignments.

- a. Resignation of Jayme Lynne Dorse from the position of BCSGA Senator-at-Large
Her resignation was received.
- b. Committee Changes

7. **REPORTS OF THE ASSOCIATION**

The chair shall recognize any officer of the association, including the BCSGA advisor, to offer a report on official activities since the previous meeting and make any summary announcements deemed necessary for no longer than three minutes, save the advisor, who has infinite time.

- a. Vice President
We are done by 6 senators. It's good to get more money, so the work gets distributed. We are having open house.
- b. Senators
Senator Ayala got an offer for parliamentarian roles.
- c. BCSGA Advisors (∞ mins.)
We did 2-day training at BCSGA. After the Senate meeting, we will be practicing flash mob; we will be performing student convocation. All new students are coming to the student's convocation. Please

Notes:

Unless otherwise marked by an asterisk, all agenzized items are action items upon which the Senate may act. Action items may be taken out of the order to be presented at the discretion of the Chair. BCSGA supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to provide accommodation for people with disabilities to attend the meeting. Please call the Office of Student Life at (661) 395-4355 as soon as possible to arrange for appropriate accommodation.

Agendas are posted 72 hours before the meetings commence in accordance with the Ralph M. Brown Act. Agendas are posted at the BCSGA bulletin board located in the Bakersfield College Campus Center and online at www.bakersfieldcollege.edu/bcsga

If you would like a copy of any of the agenda items listed, please contact the Office of Student Life at 661-395-4355 or studentlife@bakersfieldcollege.edu.

wear your bc attire, it will be an opportunity to showcase BCSGA, you will see the president and vice president. Then we have a welcome week; we are all scheduled by humanity. We got the sway and there will be welcome week tents where we can help students show them their classroom. Senators should go out there and talk to everyone. Open house will be on September 1, if anyone is not scheduled through humanity, please attend.

8. DIRECT REPORT OF THE SENATE INTERNAL COMMITTEES

The Chair shall recognize the chairperson of each standing committee and then each special committee to report for no longer than five minutes on the committee's activities since the previous meeting

- a. Report from Chairperson of Academic Affairs Committee, Senator Gilford
Theres nothing to report currently
- b. Report from Chairperson of Advancement Committee, Senator Alvarado
First meeting is on august 25.
- c. Report from Chairperson of Government Operations Committee, Senator Ayala
No more senators have joined until now. He did research on previous committees.

9. REPORTS FROM EXECUTIVE OFFICERS

The Chair shall recognize the Executive Officers and Departments to report for no longer than three minutes on the activities since the previous meeting.

- a. Office of the President
Senators will help this role by having strong reports. It will help them identify the committees. We need to have equity. We will. review the ELOS packet. President is asking to submit summer and fall schedule.
- b. Department of Legislative Affairs
The director of Legislative Affairs was not there.
- c. Department of Finance
Her files were deleted; SSP file was deleted. She is planning to get merchandise for SSP.
- d. Department of Student Organizations
The director of student organization was not there
- e. KCCD Student Trustee
We need to have equity. Trustees will help everyone who has any concerns.

10. APPOINTMENT OF SENATORS TO PARTICIPATORY GOVERNANCE COMMITTEES

Pursuant to chapter 2, section 04(f) of the BCSGA COBRA, the BCSGA President shall appoint currently enrolled students and officers to serve on Bakersfield College participatory governance committees. Participatory governance committee representatives serve as the official student voice in college governance and are responsible for representing student interests, attending committee meetings, and providing both written and oral reports to the Senate in accordance with Chapter 2, Section 04(g) of the BCSGA COBRA.

- a. Appointment of Senators to Participatory Governance committees
It will be selected for the next executive meeting.

11. NEW BUSINESS

Items listed have not already been discussed and thus are considered for senate consideration.

- a. Discussion: Senator Log
Senaptr's log was not approved, as it was not part of Cobra.
- b. Discussion: Executive Leadership Operating System (ELOS)
Elos was introduced by presentient Mackey, as a way to know how to write a report on a committee.

12. FIRST READING OF RESOLUTION

The Senate shall read the legislation for the first time and then may choose to refer to the committee.

- a. Discussion: Senate Resolution: Establishing A Formal Student Gym Access Policy at Bakersfield College
The template needs to be corrected. Said by bcsga vice president. Alot of people liked the idea, but it needs some changes. We cannot create a policy, but tell them to do, it's a larger conversation around the Bakersfield college president. This was said by advisor Corodva and Senator Ayala. It could be better served as a need, a declaration rather than a policy.
- b. Discussion: Senate Resolution: Student Leadership Development Program at Bakersfield College

Your resolution says bcsaga recommended; bcsaga never recommended that. What is the difference between this, and student scholarship asked by senator Ayala. Is it for bcsaga scholarship or just for everyone? Senator Warren said it's for all students. A lot of money we allot towards leadership program said by President Mackey.

13. ANNOUNCEMENTS

The chair shall recognize, in turn, BCSGA officers requesting the floor for a period not to exceed one minute.

14. GOAL IS BY COBRA WE NEED TO PROVIDE A LEADERSHIP CONFERENCE- ADVISOR CORDOVA IS PLANNING TO MAKE A COMMITTEE.

15. SENATORS OR ANYONE CAN COME TO STUDENT CONVOCATION TO HELP.

16. WE ARE GOING TO KCCD RETREAT ON MONDAY. COME IN BC ATTIRE. MENTIONED BY ADVISOR CORDOVA.

17. FRANKIE AND SENATOR AYALA WILL BE GOING TO UCSB FOR REPRESENTING BCSGA AND NASAP.

18. ADJOURNMENT

WE ADJOURNED AT 6:00 P.M.

BCSGA Vice President Expectations

Attendance & Participation

- Attend all Senate meetings.
- Attend all assigned committee meetings on time.
- Participate in discussions and ask questions.
- Be engaged and contribute ideas.
- If you cannot attend senate meetings due to an emergency, notify **VP Jawad**, **Advisor Cordova**, and for participatory committees let committee chair as soon as possible.
- Senate meetings should not be missed regularly.

Professionalism

- Treat everyone with respect.
- Maintain a professional attitude.
- Wear your BC shirt during Senate office hours unless otherwise instructed by the advisor.
- Wear professional attire and your BCSGA lanyard when attending meetings.
- Lead with integrity, accountability, and honesty.
- Listen respectfully to different perspectives.

Preparation

- Read the Senate agenda before every meeting.
- Prepare your Senate report before meetings.
- Read and become familiar with:
 - Senator Binder
 - Robert's Rules of Order [Secretary Reference Binder](#)
 - COBRA [BCSGA COBRA FY26.pdf - Google Drive](#)
- Understand your responsibilities as a senator.

Communication

- Respond promptly to emails, Teams messages, and other communications.
- Activate and regularly check your BCSGA email.
- Meet with Miss Cordova to activate your Humanity app, humanity app is used to do your availability and unavailability hours. You will be scheduled by julianna according to the hours you give.
- Create a professional email signature.
- Learn how to use:
 - Outlook
 - Microsoft Teams
 - SharePoint



- Accept or decline calendar invitations promptly.
- Save all important dates in your calendar.
- Block off your scheduled Senate work hours in your personal calendar.

Student Representation

- Connect with students regularly.
- Listen to student concerns, suggestions, and ideas.
- Bring student issues to Senate meetings and committee meetings.
- Advocate for students respectfully and professionally.
- Communicate Senate updates with the students you represent.

Leadership & Service

- Complete assigned tasks by deadlines.
- Work collaboratively with fellow senators.
- Complete all required training.
- Clock in and out using Humanity.
- Keep notes on meetings and assigned action items.

Committee Chairs (Additional Expectations)

If you serve as a committee chair:

- Meet with your advisor to establish committee meeting dates.
- Communicate regularly with committee members.
- Create meeting agendas when necessary.
- Keep committee projects moving forward.
- Discuss updates during Senate meetings.

BCSGA Senator Success Checklist

Before Meetings

- ☐ Read the Senate agenda.
- ☐ Prepare your Senate report.
- ☐ Review any documents that will be discussed on senate agenda.
- ☐ Arrive on time.

- ☐ Wear professional attire and your BCSGA lanyard to meetings.
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Weekly Responsibilities

- ☐ Attend Senate meeting.
 - ☐ Attend committee meeting.
 - ☐ Participate in discussions.
 - ☐ Complete assigned tasks.
 - ☐ Work on resolutions.
 - ☐ Check and respond to BCSGA email.
 - ☐ Check Microsoft Teams and Outlook.
 - ☐ Clock in and out on Humanity.
 - ☐ Complete Senate office hours.
 - ☐ Wear BC shirt during office hours (unless otherwise instructed).
 - ☐ Connect with students.
 - ☐ Gather student concerns and suggestions.
 - ☐ Bring student concerns to Senate or committee meetings.
 - ☐ Keep notes of action items.
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Professional Development

- ☐ Read the Senator Binder. [Senator Reference Binder](#)
- ☐ Read Robert's Rules of Order. [Secretary Reference Binder](#)
- ☐ Read COBRA. [BCSGA COBRA FY26.pdf - Google Drive](#)
- ☐ Learn parliamentary procedure. [Secretary Reference Binder](#)
- ☐ Understand voting procedures and ethical expectations. [Secretary Reference Binder](#)



- ☐ Complete required trainings.
 - ☐ Understand your role and responsibilities.
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Technology

- ☐ Activate BCSGA email.
 - ☐ Create email signature.
 - ☐ Learn Outlook.
 - ☐ Learn Teams.
 - ☐ Learn SharePoint.
 - ☐ Save important dates in calendar.
 - ☐ Respond to calendar invitations.
 - ☐ Block Senate work hours on your calendar.
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If You Are a Committee Chair

- ☐ Meet with advisor.
 - ☐ Schedule committee meetings.
 - ☐ Contact committee members.
 - ☐ Prepare committee agenda.
 - ☐ Report committee progress to Senate.
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Need Help?

If you have questions or need assistance, contact:

- **Vice President Jawad**
- **Advisor Cordova**



Remember: Every senator represents the voices of Bakersfield College students. Be prepared, be professional, be present, and always serve with integrity.

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