

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

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

SENATE BODY

Wednesday, September 23, 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.

4. CORRECTIONS TO THE MINUTES

The Senate will discuss and correct minutes from previous meetings.

- A. The Senate will consider corrections to the minutes from the meeting held on August 26.

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)

- A. Faith Bradham, Chair & Librarian | Library & Academic Technology
- B. Wendy Cordova, BCSGA Advisor BCSGA Communication Protocols

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

- A. Senator Gerardo Herrera, Statement of accountability and request for scheduling consideration

7. ELECTION OF OFFICERS OF THE SENATE

The Vice President shall administer the oath of office to the newly elected association officers. The senate will consider the following nominations for an association office. When the senate has concluded its deliberations, the senate may approve the nomination, reject the nomination, or take no action upon the nomination. The senate will consider the names nominated to the association office. The senate may consider the character, professional competence, physical or mental health, or other matters permissible under the brown act during consideration of this item. Under the brown act, the meeting may not be closed.

- A. Appointment of Isabella Daisy Zepeda the position of BCSGA Senator
- B. Appointment of Roujeh Alzaher for the position of BCSGA Senator

8. ADMINISTERING THE OATH OF OFFICE

The Parliamentarian or vice president, if absent shall administer the oath of office for all newly appointed positions or elected officers.

9. APPOINTMENT OF SENATORS TO BCSGA INTERNAL COMMITTEES

The Senate will recommend members to each of the BCSGA Internal Committees. Then, the Senate will appoint senators as members to the BCSGA department established by the BCSGA COBRA. The senate may consider the character, professional competence, physical or mental health, or other matters permissible under the California Brown Act, of certain individuals during considerations of this item. Under the brown act, the senate may not close the meeting.

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- A. BCSGA Internal Committee Changes
- B. Appointment of Senators to BCSGA Internal Committee Changes

10. APPOINTMENT OF SENATORS TO DEPARTMENTS

The Senate will recommend members to each of the BCSGA departments. Then, the Senate will appoint senators as members to the BCSGA department established by the BCSGA COBRA. The senate may consider the character, professional competence, physical or mental health, or other matters permissible under the California Brown Act, of certain individuals during considerations of this item. Under the brown act, the senate may not close the meeting.

- A. BCSGA Department on Finance
- B. BCSGA Department on Legislative Affairs
- C. BCSGA Department on Student Organization

11. 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. The senate may consider the character, professional competence, physical or mental health, or other matters permissible under the California Brown Act, of certain individuals during considerations of this item. Under the brown act, the senate may not close the meeting.

- A. Review and confirm BCSGA President's appointments to serve of Bakersfield College participatory governance committees

12. 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
- B. Senators
- C. BCSGA Advisors (∞ mins.)

13. 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
- B. Report from Chairperson of Advancement Committee, Senator Alvarado

14. 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
- B. Department of Legislative Affairs
- C. Department of Finance
- D. Department of Student Organizations
- E. Parliamentarian
 - A. Report on Accountability of Membership
- F. KCCD Student Trustee

15. NEW BUSINESS

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

Discussion: California Secretary of State Students Vote Project Ballot Bowl

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16. ANNOUNCEMENTS

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

17. ADJOURNMENT

Bakersfield College Student Government Association

- f) The BCSGA President shall appoint any currently enrolled student or Officers to all college-wide Participatory Governance committees.
- g) All college-wide participatory governance committee appointments shall submit both a written and an oral report during the Senate meeting following said committee meeting.

Chapter 4. TOWN HALL MEETINGS

Section 14: Purpose

- a) Town Hall meetings are a way for Officers to meet with their constituents.
- b) Either to hear from them directly on topics of interest or to discuss specific upcoming legislation or regulation, it is vital to the Association that Officers provide a forum for other students to communicate with them.
- c) Town Halls are not a place for organizing protests and active debates.

Section 15: Town Hall Meetings

- a) Town Hall Meetings may be presented to students with any title deemed necessary and appropriate by the Presiding Officer.
- b) Town Hall Meetings shall be presented in a formal manner at the discretion of the Presiding Officer for the purpose of constituents meeting, requesting information from, and expressing campus concerns to their Officers.
- c) Town Hall Meetings shall be hosted at a minimum of once per semester (Fall and Spring) and at least held for one hour during a peak time of student involvement.

Section 16: Presiding Officer

- a) The Presiding Officer of each Town Hall Meeting shall be the President.
- b) The President may delegate this duty to another Officer, who is deemed fit to hold such responsibility, to conduct the meeting.

Section 17: Attendance

- a) All Officers are required to attend at least one Town Hall meeting per term in office.
- b) Attendance is recorded by the Presiding Officer and submitted to the Secretary and Parliamentarian.

Chapter 5. MEETINGS WITHIN THE ASSOCIATION

Bakersfield College Student Government Association

Section 18: Purpose

- a) The purpose is to provide a definite course of action for the production, filing, and retrieval of public documents produced by all Association meetings.

Section 19: Location

- a) The Boardroom within the Bakersfield College's Campus Center shall be the primary location for the Association meetings.
- b) When not available, the location shall be determined by the Presiding Officer of the meeting.
- c) All meetings of the Association must be held within the Bakersfield College properties.

Meetings of the Association

- a) Action taken at any meeting is not considered legal unless a simple majority of voting members of the governing body and the BCSGA Advisor, or designee, are present, unless otherwise stipulated by the BCSGA Constitution or COBRA.
- b) Minutes shall be taken at each meeting and shall include the name of the advisor, members present or absent, public forum speakers, the date, time, and the location of the meeting.
- c) The Association is governed by:
 - 1) Federal, State, and local laws
 - 2) The California Education Code
 - 3) The Ralph M. Brown Act
 - 4) Kern Community College District Board Policies and Administrative Procedures
 - 5) Bakersfield College Rules and Regulations
 - 6) BCSGA Constitution
 - 7) Codes of Bakersfield Renegade Association (COBRA)
 - 8) Robert's Rules of Order, newly revised
- d) All meetings of the Association must be confirmed by the BCSGA Advisor and must be conducted in the presence of the BCSGA Advisor.

Section 20: Cancellation of an Association Meeting

- a) In the event of a meeting cancellation, the Presiding Officer or Secretary shall arrange for the posting and distribution of a cancellation notice.

Section 21: Quorum

- a) Quorum for any Association meeting, say in the Senate, shall be set at a simple majority (more than half of the voting individuals present at the meeting).
- b) If, at any time during a meeting, a question shall be raised by a member as to the presence of a quorum, the Presiding Officer shall direct the Secretary to call the roll and announce the result, without debate.
- c) Whenever such a roll is taken, and a quorum is not present, a majority of the members present may direct the Presiding Officer to request adjournment or request the attendance of the absent members. Until a quorum is reestablished, neither debate nor motion, except to adjourn, to recess, or to take other measures to obtain a quorum, shall be in order.

Section 22: Policy Regarding Open Meeting Law

- a) All meetings of the Association are subject to the open meeting requirements of the Ralph M. Brown Act.
- b) In the State of California, the Ralph M. Brown Act requires a public body to make available for inspection all public records of that body. The law also requires that copies of certain documents be provided free of charge to any member of the public who so requests.

Bakersfield College Student Government Association

Section 23: Meetings at the Call of the Chair

- a) The Chair, or the Presiding Officer, shall call meetings deemed appropriate.
- b) Additional meetings must be confirmed by the BCSGA Advisor.

Section 24: Meetings at the Call of the BCSGA Advisor

- a) In times of need or emergency, the BCSGA Advisor may also call a meeting of any Association body as deemed appropriate.

Section 25: Meetings by Petition of Members

- a) A petition to call an Association meeting, signed by at least three Officers, must be submitted to the Chair, BCSGA President, or BCSGA Vice President, and the BCSGA Advisor, setting the date and time of the meeting.
- b) Upon receipt of a valid petition, the Chair, BCSGA President, or BCSGA Vice President shall provide notice of the additional meeting to all members of the Association in compliance with the Brown Act.

Chapter 6. AGENDAS AND MINUTES

Section 26: Purpose

- a) The purpose is to provide a definite course of action for all agendas and minutes produced by Association meetings.

Creating and Submitting an Absence Petition

This guide outlines the standard operating procedures for submitting absence petitions, tracking attendance points, and understanding the governing authorities that oversee accountability within the Bakersfield College Student Government Association (BCSGA).

Step by step on how to create an absence petition

1. Open Microsoft OneDrive via Microsoft Edge.
2. Access BC SGA via Quick Access and open the Judicial Review Board main folder.
3. Click on the Accountability of Membership folder.
4. Access either subfolder based on your task:
 - i. "Forms to Petition Missed Hours" (for submitting absence petitions)
 - ii. "Spreadsheets" (for viewing or updating master point logs)
5. Open the Appropriate Form
 - a. For Senate Meetings/Hours: Open "Legislative Hourly Absence Report.docx" via OneDrive (Judicial Review Board > Accountability of Membership > Forms to Petition Missed Hours > Legislative Hourly Absence Report.docx).
 - b. For Executive Meetings/Hours: Open "Executive Hourly Absence Report.docx" via SharePoint (Judicial Review Board > Accountability of Membership > Forms to Petition Missed Hours > Executive Hourly Absence Report.docx).
 - c. For Paid Officers Requesting Sick Leave: Open "Student Employee Absence Report.pdf" via SharePoint (Judicial Review Board > Accountability of Membership > Forms to Petition Missed Hours > Student Employee Absence Report.pdf)
6. Make a Copy to Your Personal/Department Workspace
 - a. Click File > Save As > Save a Copy Online (or Make a Copy).
 - b. Rename the file using the standard format:
MM.DD.YYYY_LastName_DocumentName
(Example: 09.24.2026_Doe_Senate_Absence_Petition.docx).
 - c. Click Choose Location and save the file directly to your department folder or personal OneDrive workspace.
7. Complete & Submit Within Required Timelines

- a. Fill in all required fields (date, hours missed, reason for absence, and whether KCCD sick time is being claimed).
- b. Submission Rules & Deadlines:
 - i. Office Hours: Petitions must be submitted within one week of the missed office hours to be eligible for review.
 - ii. Committees & Formal Meetings: The petition form must be submitted beforehand. If the form is not sent prior to the meeting, it will not be considered and will automatically result in points because short notice prevents the leadership team from finding a replacement.
 - iii. Email the copied document link (File > Share > Copy link to this document) to the Parliamentarian, BCSGA Advisor, and Secretaries.

Review Board Hearing Process & Due Process Rights:

Once a petition is submitted or when an officer reaches the point threshold, the Judicial Review Board evaluates the case.

Point Accrual

Unexcused hour missed (Office Hours) - 2 Points

Unexcused absence from an Executive or Senate meeting - 2 Points

Unexcused absence from a participatory governance meeting - 3 Points

Unexcused absence from an Association Meeting - 1 Point

Failure to report when agendized - 1 Point

Unexcused tardiness (per 2 instances) - 1 Point

5-Point Threshold & Formal Notice

Upon verifying the 5th accumulated point, the Parliamentarian notifies the Review Board, which issues a formal written notice of hearing to the officer via email.

Right to Address the Board (Due Process) Once a petition or hearing is agendized, the officer is afforded the full opportunity to Address the Review Board. The officer may present their defense by either offering oral testimony directly during the Review Board hearing or submitting written testimony defending or admitting the recorded absences prior to the hearing.

Ruling & Disciplinary Outcomes

The Review Board deliberates on all testimony, petitions, and records:

First Censure: Requires at minimum a public statement or apology read aloud at a Senate meeting.

Continued Accumulation: Points accumulated beyond 5 may lead to

suspension or removal recommendations.

Fall 2026 – January 2027 Office Hours & Absences Tracking Timeline

★ The ability to petition for missed hours must be completed on the DUE date listed for each week

August	September	October		November	December	January	
August 3 - August 7 DUE August 14	August 31 - September 4 DUE September 11	September 28 - October 2 DUE October 9		November 2 - November 6 DUE November 13	November 30 - December 4 DUE December 11	December 28 - January 1 DUE January 8	
August 10 - August 14 DUE August 21	September 7 - September 11 DUE September 18	October 5 - October 9 DUE October 16		November 9 - November 13 DUE November 20	December 7 - December 11 DUE December 18	January 4 - January 8 DUE January 15	
August 17 - August 21 DUE August 28	September 14 - September 18 DUE September 25	October 12 - October 16 DUE October 23		November 16 - November 20 DUE November 27	December 14 - December 18 DUE December 25	January 11-January 15 DUE January 22	
August 24 - August 28 DUE September 4	September 21 - September 25 DUE October 2	10/19 - 10/23 DUE 10/30	10/26 - 10/30 DUE 11/6	November 23 - November 27 DUE December 4	December 21 - December 25 DUE January 1		



- **Office Hours Expectations**

Submit office hours via Office Hour Tracker on the day scheduled, and petitions for missed hours must be submitted by the deadlines listed on Page 1. This is a condition of membership; if not submitted or inaccurate, your most recent absence may be factored into overall points accrued.

- **No Call/ No Show:** Failure to report an absence of office hours within 7 days of the scheduled hours will be documented and will result in a unappealed absence along with the accumulation of 2 points per hour absent.
- **Frequent Callouts (With Notice):** Providing at least 24 hours' notice is expected; however, repeated callouts will still be documented. If a pattern develops (e.g., 3 or more absences) and upon the Fifth accumulated point, the Review Board will recommend censure. With the first censure being at minimum, an apology letter to be read at a Senate meeting.
- Missed shifts and unappealed unapproved hours will not be honored and may result in disciplinary action.
- Office of Student Life programming extends beyond standard operating hours. You may be scheduled for evenings, Fridays, or weekends. Plan availability and communicate conflicts in advance via the Humanity app.
- Recurring excused submissions for evening, Fridays, weekends, or Weekdays may be denied

Office of Student Life Operational Hours

Fall 2026

OSL Main Office Hours

Monday–Thursday: 7:30 a.m.–5:30 p.m.

Friday: 8:00 a.m.–12:00 p.m.

BCSGA

Senate: Second and Fourth Wednesday: 4:00 p.m.–6:00 p.m.

Executive: First and Third Wednesday: 4:00 p.m.–6:00 p.m.

BCSGA Departments

ICC: First and Third Fridays: 10:00 a.m.–11:00 a.m.

Department of Finance: AD Hoc

Department of Legislative Affairs: AD Hoc

BCSGA Committees

Advancement: Second Wednesdays: 1:00 p.m.–2:00 p.m.

Government Operations: First and Third Thursdays 4:00 p.m.–5:00 p.m.

Academic Affairs: AD Hoc

BCSGA Participatory Committees

Academic Senate: Every First and Third Wednesday: 3:30 p.m. - 5:00 p.m.

Accreditation & Institutional Quality Committee: Second and Fourth Tuesdays: 3:00 p.m.–4:00 p.m.

Assessment Committee: First and Third Fridays: 10:30 a.m.–12:00 p.m.

Budget Committee: Every Fourth Monday of the Month: 4:00 p.m. - 5:00 p.m.

College Council: Every Two Weeks on Thursdays: 1:30 p.m. - 2:30 p.m.

Commencement AD HOC Committee: TBD in SPRING

Curriculum Committee: Every Other Thursday: 2:30 p.m. - 4:00 p.m.

Enrollment Management Committee: Second and Fourth Thursdays: 1:00 p.m.–2:00 p.m.

EODAC: Every Two Weeks on Fridays: 11:00 a.m. - 12:00 p.m.

Facilities & Sustainability Committee: First Wednesday of the Month: 1:00 p.m. - 2:00 p.m.

TECHCOM: First Monday of the Month: 4:00 p.m. - 5:30 p.m.

Professional Development Committee: Second and Fourth Tuesday: 2:00 p.m. - 3:00 p.m.

Program Review Committee: Every First and Third Tuesday: 3:30 p.m. - 5:00 p.m.

Safety Advisory Committee: Second Wednesday of the Month: 9:00 a.m. - 10:00 a.m.

Parliamentarian Attendance Report

BCSGA Member	Association	Senate	Office Hours	Participatory	Executive	Total
President/KCCD Trustee, Khalfani Mackey						
Vice President, Zaina Jawad						
Director of Finance, Frankie Dierden						
Director of Legislative Affairs, Matthew Placencia						
Director of Student Organizations, Angel Camacho						
Parliamentarian, Alexander Joel Ayala						
Secretary, Jayme Dorsey						
Senator, Gerardo Herrera		2				2
Senator, Jason Warren						
Senator, Quinlan Ray						
Senator, Sa'kai Gilford		2				2
Senator, Daisy Alvarado						