

# BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

1801 Panorama Drive, Campus Center, Room 4 | Bakersfield, California 93305

## EXECUTIVE BOARD MEETING

Thursday, June 16, 2016

3:00 p.m.-4:00 p.m.

BCSGA Boardroom

### 1. CALL MEETING TO ORDER

The meeting was called to order by the chair, President Frazer, at 3:05 p.m.

### 2. ROLL CALL\*

*A majority quorum must be established to hold a bonafide meeting*

The following members were present: President Frazer, Parliamentarian Serrato, Director Garcia, Manager Webb, and Manager Manos.

The following members were absent: None.

The following members were excused: Director Zavala and Director Lyons

4/6 members are present, quorum has been established, and a bonafide meeting can be held.

### 3. AMENDMENTS TO THE AGENDA

*The Body will consider any amendments to the agenda.*

No amendments to the agenda.

### 4. PUBLIC COMMENT\*

*This segment of the meeting is reserved for persons desiring to address the Body 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 Body 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)*

*Vice President Jimenez*: Recruit new senators for the position.

### 5. INDIVIDUAL REPORTS

*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 five minutes.*

#### a. Chair, Matthew Frazer, President

Was reported at last ICC meeting; an event attended by SJ ran into some minor issues related to roles and responsibilities.

#### b. BCSGA Advisor, Dr. Damania

Excused from the meeting, no report.

### 6. NEW BUSINESS

*Items listed have not already been discussed once and thus are considered for approval by the Body.*

#### a. Establish regular meeting times for Summer (Exec and Department)

##### Discussion:

*President Frazer*: We need to discuss establishing regular meeting times for the summer for the executive board, and I think we could try what ICC representatives did. Their next meeting is next Wednesday, June 29<sup>th</sup> at 3:00 p.m. Is everyone ok with having our next meeting on June 20<sup>th</sup> at 3: p.m.?

*Manager Webb*: Is it possible to move the meeting to 2:30 p.m.?

*President Frazer*: Is everyone alright with moving the meeting time to 2:45 p.m. on Wednesday June 29<sup>th</sup>? We also need to discuss our meeting on Thursday, July 14<sup>th</sup> and whether we move the time from 3:00 p.m. to 2:45 p.m., the same goes for our meeting on July 28<sup>th</sup> and August 11<sup>th</sup>; all on Thursday with the exception of June 29<sup>th</sup>.

*President Frazer*: Seeing no objections we will go with having our meeting on June 29<sup>th</sup> at 2:45 p.m. We will have our remaining meeting – June 14<sup>th</sup>, June 28<sup>th</sup>, and August 11<sup>th</sup> – at 3:00 p.m.

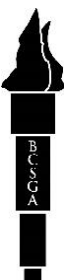
### Notes:

*Unless otherwise marked by an asterisk, all agenzied items are action items upon which the Body may take action. 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 accommodations to people with disabilities attending the meeting. Please call the Office of Student Life at (661) 395-4614 as soon as possible to arrange for appropriate accommodation.*

*Agendas are posted 72 hours before the meetings commences 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](http://www.bakersfieldcollege.edu/bcsga)*

*If you would like a copy of any of the agenda items listed, please contact Office of Student Life at 661-395-4614 or [studentlife@bakersfieldcollege.edu](mailto:studentlife@bakersfieldcollege.edu).*



*President Frazer* : Moving on let's discuss the departments and when they will be meeting. Do you have any preferences for your department Director Garcia?

*Director Garcia*: We would like to try and meet on Thursday at around 1:00 p.m.

*President Frazer* : Dezi, what have you and Wesley discussed concerning the meeting times for the departments?

*Manager Manos*: We've decided Thursdays at 4:00 p.m.

*President Frazer* : Okay that sounds fair. With no other departments here today, let us move on to the next topic for discussion.

**b.** Establish regular meeting times for Fall (Exec and Department)

Discussion:

*President Frazer* : We need to establish regular meeting times for the fall. Not all the departments are currently present, so we will move this decision to the next meeting. Is everyone okay moving this topic to the next meeting?

*Several members present*: "Y"

*President Frazer* : Then let us move on to the next topic of discussion.

**c.** Establish office hours for Summer and Fall

Discussion:

*President Frazer* : Now that summer classes have started, we need to post a schedule. Director Garcia, do you have an idea of when your hours will be?

*Director Garcia*: For summer, Monday, Tuesday, and Wednesday from 1:00 p.m. to 5:30 p.m.

*President Frazer* : Okay. Rayven, do you have an idea of what your hours will be?

*Manager Webb*: Tuesday and Thursday from 2:00 p.m. to 4:00 p.m. is what I currently have, but due to my schedule being coordinated it may change. I will let you know immediately if that happens.

*President Frazer* : Okay, you let me know. Parliamentarian Serrato, what is your current hours.

*Parliamentarian Serrato*: Tuesday, Wednesday, and Thursday 3:30 p.m. to 5:30 p.m.

*President Frazer* : Manager Manos, what are your hours?

*Manager Manos*: Mondays-Thursday from 1:30 p.m. to 5:30 p.m.

*President Frazer* : Vice President, your hours?

*Vice President Jimenez*: Monday-Thursday, 2:00 p.m. to 5:30 p.m.

*President Frazer* : And Manager Juarez, what hour do you have?

*Manager Juarez*: I currently don't have any set hours.

*President Frazer* : Ok that's fine. As long as you and anyone else get your schedule to me before next meeting on June 29<sup>th</sup>

*President Frazer* : Also, since many of us still don't have fall hours, we will discuss those schedules at another meeting. Remember that for fall, Fridays are open.

**d. Review Annual Budget with Departments**

Discussion:

*President Frazer* : Please direct your attention to the tv screen. Please ask any questions that you have. The presentation consist of your individual pay, office supplies, KCCD membership, advertising, activities budget, our app, program funding, legislative affairs, field trips etc.

*President Frazer* : A new program this year is the Student Travel Grant, which allows students not in a club to travel to other schools holding events.

*President Frazer* : Student Life will be split between our budget [Executive board] and Dr. Damania's Budget. Other things such as a current GET Bus deal underway. That's all for the budget, if there aren't any questions let us move on.

**e. Ideas for Event Proposals which are due electronically to Danyel Owens by 6/15/16 for all events in FY17 (small and large scaled events)**

Discussion:

*President Frazer* : Anyone have any ideas or proposals for possible events for this year?

*Manager Webb* : I think that we can have a stage panel event for veterans on campus strictly for veterans, both active and non-active and from all branches of the military, where people can discuss communication.

*President Frazer* : I agree. May I also suggest a COBRA related event perhaps once a month or a semester, where students can voice their opinions and concerns and learn more about the codes/ethics.

*Manager Manos*: Director Lyons and I have an idea for spreading awareness for the legislative department twice a semester. And once a month we can have what we want to call "Power Lunch".

*President Frazer* : Sounds great, make sure to email a schedule to Mrs. Webb and myself. Manager Juarez?

*Manager Juarez* : Our Spirt Team over at production wants to hold a booth every week to promote student government as well as other events on campus, but we'll need more volunteers so if we can collaborate with SGA and other groups that would help a lot this semester.

*Manager Webb* : Ok, we can also bring in ICC reps as well as our SGA officers to help.

*Manager Juarez* : I also have an idea which was implemented last semester called "Pizza & Politics" for students, where a representative from the community comes in and speaks with students.

*President Frazer* : Right now I'm actually working with Kevin McCarthy and we're trying to get Vincent Von to come during the fall semester. If there aren't any more ideas let's move on.

**f. Understanding of Web-Time Entry**

Discussion:

*Director Smith*: So does everyone here know how to operate the Web-Time Entry? It's important that everyone knows how to enter in their appropriate hours. For example, if you were working for 20 hours but are only being paid for 10 hours, then you only put in the Web-Time Entry 10 hours.

*Director Smith*: Everyone has a different set of hours depending on their position, the maximum for anyone working is 19 hours but depending on your position is could be 4 hours or 10 hours etc.

**g. KCCD SGA Retreat – August 19-21 (Porterville College)**

Discussion:

*President Frazer* : The retreat is in August the weekend before fall semester starts and whether it is mandatory or not is still unknown, Dr. Damania will get to me on that.

*President Frazer* : This retreat is at Porterville College where we will be joined by Porterville's SGA as well as Cerro Coso. We'll be provided an itinerary as well as room and board during our visit there. The goal of this trip is for our officers to mingle and discuss not only our school but others as well. If everyone is clear with this we will move on.

**h.** Opening Day Thursday, August 18, 2016 (8am)

Discussion:

*President Frazer* : Opening day is an assembly of staff members coming back for the semester. SGA doesn't need to attend but I highly suggest that a few members attend this event, if anyone is available just let me know the beginning of July.

*Senator Salcido*: A few of us here will still be attending summer classes, so everyone wanting to go should first check their schedules.

*President Frazer* : That's a good point, also Senator Salcido, I'd like you to announce this at the next meeting if I'm not there. If everyone is in accordance with that then let's move on.

**i.** New Student Convocation Thursday, August 18, 2016 (5-7pm) – must attend

Discussion:

*President Frazer*: It is mandatory for all SGA to attend the convocation, we'll be there to meet all the new freshmen and get them excited for the new school year. All the clubs will have booths out there so we need SGA to help with that.

*Manager Juarez* : Should we have our own booth out with the others for SGA? And should we wear our SGA polo shirts so incoming student know who we are?

*President Frazer* : Yes, absolutely. And if we get our polo shirts in before the convocation then we should wear those, if not just make sure to wear something from BC.

*Director Garcia* : I have a question about that, I was told to submit an event proposal, but I thought the convocation was being handled by the administration. So Will I still need to submit one?

*President Frazer* : I think you should submit an event proposal for our booth at the convocation, other than that I don't think you need to do that for the convocation as a whole. Ask your manager about that.

*Manager Juarez* : You can submit the event proposal for our booth so we can host a carnival sort of thing at the convocation. It can also help with future proposals in the set up and volunteering process. Our previous activity director did this for students so they could mingle before the dinner.

*President Frazer* : Any other question about the convocation?

**j.** Participatory Governance Committee Meetings

Discussion:

*President Frazer* : I've assigned everyone here to a committee to be in, some of you will be in more than one but since it had to do this on short notice I'm not sure at this moment the dates or times. I apologize if there any inconvenience for anyone.

*Secretary Rodriguez* : I have copies of the memo for anyone who needs one after the meeting.

*President Frazer* : Seeing no further questions let's move one to the last point for today.

**k.** Setting up bi-monthly meetings with President and Dr. Damania

Discussion:

*President Frazer* : Since we still don't have our schedules, just by next week email me on what times are good for you all so I can fit it into my schedule. We only have to meet twice a month and most of you only have to attend one of those meeting.

*Senator Salcido:* Just for clarification, how long will these meeting be? And will they include Fridays?

*President Frazer:* Not too long, 30 minutes, an hour at most. We will start these meeting in the fall, so I'll see most of you during the day this summer and we can discuss that then.

*President Frazer:* If no one else has anything to say let's move on to public comments.

## 7. PUBLIC COMMENT

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*Manager Juarez:* I know we have our PR but we also have our graphic design team if we want to stay ahead and prevent any miscommunication I'll need to know in advance if there are any events or publications so we can smooth out any mistakes and yield greater outcome.

*Manager Webb:* I've been wanting to make changes for the BC and I've been emailing Tucker but nothing has changed so far. That and I still don't have access to the app so I can't post any event on the app.

*Manager Juarez:* Ok, just email me those events and I'll tell Dr. Damania and Tucker and get them on it.

*Manager Webb:* Ok, just because we are tell new freshmen to download the app but many of the sections on clubs are still blank or buggy. Also as PR I'll need access to the twitter and Facebook

*Manager Juarez:* Since it's still new we are trying to work out the bugs. That and we can't put anything in the app until Dr. Damania approves, so just make sure the fall semester events are up to date so once Tucker and Dr. Damania get started it'll go quicker.

## 8. ADJOURNMENT

In there being no further business, the meeting was adjourned at 3:51 p.m.