

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

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

EXECUTIVE BOARD MEETING

Thursday, August 4, 2016

1:00 p.m.-2:00 p.m.

BCSGA Boardroom

1. CALL MEETING TO ORDER

The meeting was called to order by the chair, President Frazer, at 1:07 p.m.

2. ROLL CALL*

A majority quorum must be established to hold a bonafide meeting

The following members were present: President Frazer, Vice President. Jimenez, Director Garcia, Director Smith, and Senator Zavala

The following members were absent: None.

The following members were excused: Senator Lyons

5/6 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.

Director Garcia : I move to have the date on the agenda changed to, "Thursday, August 4th, 2016".

Motion to have the date of the agenda changed from, "Wednesday, August 4th", to, "Thursday, August 4th":

Roll Call Vote:

V.P. Jimenez: Aye

Director Garcia: Aye

Director Smith: Aye

Senator Zavala: Aye

Aye: 4

Nay: 0

The, "ayes," have the majority, motion passes.

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)

None.

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

President Frazer : First off, I'd like to thank everyone who helped out with yesterday's event, whether it was driving the carts or ushering people during the event. Next, after this meeting we will be having the Better BC Bond meeting at 2:30 and I highly suggest everyone attend it because we all have a role to play in that bond. And lastly, I'd like to remind everyone, again, that even if you can't attend or don't want to get involved, please at least respond to my emails so that I don't start hustling you for an answer. Another thing I wish to add, I meet with the Cal-state SI President and we are currently working on a date for us to visit their campus and meet with their SI, this date is still pending. As well as sometime in October, we want to come together with SI from Cal-state and hold a conference where we invite local ASB high school groups.

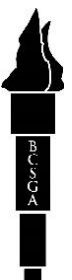
Notes:

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

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.



- b.** BCSGA Advisor, *Dr. Damania*
For your committee meetings starting next semester, please have them set and submit them to whoever you need to attend those committees, because once the fall semester starts, rooms and calendars will be booked, leaving very little room for adjustments; keep your meetings consistent. Don't forget Welcome Week, as we need as many helping hands as possible, try your best to have non-SGA students get involved as well. And just a quick reminder, at last week's Office Retreat, Danyel was promoted to a full-time position and will now be working 40-hours a week, so if you have any concerns or questions, you can go see her now as well.
- c.** Vice President, *Galo Jiménez*
No report.
- d.** Director of Activities, *Erik Garcia*
We will be very busy starting the first 2 weeks of school, Danyel and myself have been working hard to finalize this packet, which has the entire list of activities which will be held during that 2 week period. Once we has this finished, I or Danyel will email it to everyone. 3 days to keep in mind are Aug. 22nd and Aug. 23rd, both from 9 a.m.-6 p.m., and Aug. 30th from 10 a.m.-2 p.m. On the 22nd and 23rd we will be having info-booths, where we'll be giving out things such as donuts, pamphlets and water bottles; this requires a lot of volunteers so any help is appreciated. On the 30th is the SGA Meet & Greet, along with the Officer's Meeting, where students can come in a talk with SGA.
- e.** Director of Legislative Affairs, *Wesley Lyons*
No report.
- f.** Director of Stud Orgs, *Dontae Smith*
Throughout the summer we held 2 ICC meeting a month instead of 1, as if school was in session, and we discussed different ideas on a possible amendment which would require ICC reps to attend and participate in campus events more frequently. Also during the summer, I held SOF Grant and Public Speaking which, I believe, were a great success for informing students as well as helping them better develop their public speaking skills. Another development that is still in the works, and not yet set in stone, is the Halloween Ball; Dr. Damania has presented me with a possible company who'll set up the haunted house portion of the event while I do the ball. However, this is still only a possible arrangement.
- g.** P.R. Manager, *Rayven Webb*
I was able to get all of the events currently known to be happening during the fall semester into my schedule, because as the P.R., it's important for SGA to maintain a public face while doing events; it also helps in furthering the advertisement of the KVC sticker and the BC bond. Later today I'll be meeting with Senator Rodriguez to get all of that started, and I'll also be emailing all of you for a quick interview in order to posting on our blog. And again, I encourage all of you to attend the committee meetings, as well as follow the dress code implemented.
- h.** Legislative Affairs, *Dezi Manos*
Previously we spoke of events that our department would host, a few dates we came up with are Aug. 24th – Awareness Booth with SGA from 11 a.m. to 12:30 p.m. – and Aug 31st – monthly Power Lunches, or Legislative update, from 12 p.m. to 1 p.m. We are also going to emphasizing the KVC sticker as much as possible.
- i.** Director of Finance, *Manny Zavala*
I was away from for some time due to work, but I did recently attend a meeting concerning the KVC sticker. I want everyone to know that we will be getting students who will want a refund, as the KVC cost \$15, so I want everyone to be informed of the KVC sticker's benefits and purpose, as well as know that we can only refund during the first 2 weeks of school. After that period of time, students wanting their refund will have to request an appeal.

6. OLD BUSINESS

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

- a. Establish office hours for Summer and Fall

Discussion:

President Frazer : I want these hours published on your door by the next meeting.

Manager Webb : For those of us who are in Supplemental Instruction can post those the second week. We have to account for the hours we will incorporate for our students.

President Frazer : That is okay. At least give me a rough estimate of what your hours may be at the next executive meeting, that way I can be aware of what is going on.

- b. Review Annual Budget with Departments

- c. 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 : I hope everyone has submitted their event proposals to Danyel. If you have not, please do so as soon as possible.

- d. Understanding of Web-Time Entry

Discussion:

President Frazer : Is there anyone who is having issues with Web-Time Entry? If you are having issues with the program, there is a tutorial available to help. Also, you can seek help from people here.

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

Discussion:

President Frazer : On the last day of this event, we will have a two hour presentation on the Better BC Bond. It is important that we are knowledgeable of the bond. Make sure you take notes on it. We are the voice for it. Expect to get a lot of questions about it. The bond will be discussed in further detail at the Bond Committee meeting later on today.

Director Zavala : Who will be doing the presentation on the bond?

President Frazer : President Sonya Christian will let us know who will be leading that presentation. Do we know who will be leading it yet Dr. Damania?

Dr. Damania : It will be President Sonya Christian, the three presidents, and Tom Burke from the Chancellors office.

Director Smith : Can we establish what the dress code is for this event so that we can prepare early?

President Frazer : I am pretty sure that it is going to be business casual. We will be wearing our new BCSGA polo shirts and pants. Make sure you take your nametags as well. There will be an e-mail sent out to remind everyone what the dress code is. I also know that Manager Webb and Manager Manos will be arriving at the event late?

Manager Webb : We will not be arriving until the morning of the 20th. That Saturday morning. After the first session happens on that Saturday morning, we should already be there. We would just need an agenda sent out to us, at least 24 hours in advance. That way we get a notification of what is happening at that time.

- f. Opening Day Thursday, August 18, 2016 (8am)

Discussion:

President Frazer : I know the time for this event changed to 8:00 a.m. The time was changed to 1:00 p.m. – 4:00 p.m. That is for the faculty and staff. We are welcoming them back to campus as they

prepare for the academic year to start. President Sonya Christian will be speaking. I will also get a chance to speak. I would like to have a few BCSGA members there with me. I would like to introduce some of you to the faculty. Please check your Calendar. Let me know if you can or cannot make it. It is the same day as New Student Convocation. It occurs just one hour later. There is enough time to attend both events.

Director Smith : I will be able to attend since I am volunteering the majority of the day. I will also send you an e-mail confirmation as well.

Manager Manos : Is this event in the Fireside Room?

President Frazer : No, it will be in the indoor/outdoor theatre area.

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

Discussion:

President Frazer : Please be at this event. Wear your issued polo shirts and your name tags. We will hand out information about BCSGA and the Renegade Pantry. If you have stuff about the bond, you could also fit that information in there as well. The bond is very important for the year. We will try to push it along every event that we have. We want new students to get involved with it so they are familiar with what is going at BC. Please be there. I do not want to have to look for anybody.

Manager Manos : What if you have a booth for your organization there as well? I do not mind if I have to go back and forth between my organization and BCSGA. I do not know what you want me to do exactly with BCSGA or where you want me specifically.

President Frazer : I am perfectly fine with you doing that. Please still wear your polo shirt and nametag though. You can still speak about BCSGA at your booth. I have no problem with that. I understand that some of us have other organizations that we are involved in. It is important that we are there as a group.

h. Participatory Governance Committee Meetings

Discussion:

President Frazer : The paper that we all have in front of us is a list of committees that I have in my file. If there any others, then Dr. Damania can add on to my list. There are certain ones that people have to be on already. For example, the Speaker Pro-tem has to be on the Academic Senate. The Budget Committee is the Director of Finance. I am on the College Council. The Commencement Ad-hoc Committee is the Director of Student Activities. The rest are still open, scheduled with specific dates and times. Check your schedules. Read about each committee. Pick one or two that you are interested in. At our next meeting, we will be discussing who is on each committee. I hope that you will all be able to report what is happening on your committee at this meeting or senate meetings. At least once a month. We all need to be on the same page and be knowledgeable of what is going on in each committee.

Dr. Damania : I highly suggest this. There is a space meant for two people to be on the committee. The first person on the committee should be someone from the Executive Department. The second person should be someone from the Senate. Make sure that both members are able to attend the scheduled dates and times. Please note that they may change when the academic year starts. Pick something that you are interested in. During the first or second week of school, I will call the chairs of the different committees. I will have them meet with you personally. What has happened in the past is that many felt they had no idea what was happening. These committees have already begun meeting. Each of you should have been appointed to a committee probably last June. Once you get in there, you are going to feel lost. Hopefully the personal meeting will help connect you with what is going to be happening. I would suggest finding a committee that you are interested in, and finding a senator that you would like to partner with. You both do not have to attend all the time. It is best that you both do though.

Director Zavala : Since I am already on the Budget committee, do I have to be on any others?

President Frazer : No, you do not have to. You may if you would like to.

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

Discussion:

President Frazer : I need to be able to meet with everyone as it states above, bi-monthly. I know everyone has a hectic schedule. Once you have your Fall schedule set, and your office hours set, then we will set up our own personal meetings. Dr. Damania, do we both have to meet with them?

Dr. Damania : This is where I will pull myself away. I will only meet with you and Vice President Jimenez during our monthly meetings. If anyone needs or wants to meet with me they can. If you feel that you want me to attend one of your meetings, then I can. Two of you go directly to Maria Wright because that is your appointed person of contact. The rest of you report to me. If you need weekly meetings with me, then meet with me.

Director Smith : So I do not report to President Frazer?

President Frazer : If you have any concerns, you report to Maria Wright. You do report to me no matter what.

Manager Manos : In my case, the person who would meet with you is Director Lyons?

President Frazer : I would like it if the manager and the director can both be at the meetings. That way the chance of a miscommunication occurring is limited. If there are some things we can work out, I would love to make that happen. If not, I can set up separate meetings if I need to. Mondays and Wednesdays are generally open for me. Those are the best days to try and meet with me. Send me an e-mail with what your schedule is like, and we can start setting up meetings from there. We will try to do them twice a month if we can.

7. NEW BUSINESS

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

- a. Better BC

Discussion:

President Frazer : This is a name that I have given the bond. We do not have a measure letter or number yet. Does everyone know what it is about? Does everyone know how important it is to have this bond? Does everyone know their job as part of the bond?

Director Zavala : It is to be the voice of the bond.

President Frazer : We will go more in depth at the meeting scheduled at 2:30 p.m. The bond is around the 500 million dollar range. It will help us, Delano, Porterville, and Arvin. It is a big initiative for Kern County. It actually involves five counties. That is how big it is. I know Manager Webb has done a lot of work on it with Manager Juarez. Anything for the bond needs to come through me first. If you have to make a decision, bring it to me first. That way I know what is going on. I have to report back to the Blue Ribbon Committee. If I do not know what is going on with your department, I will look uninformed. I do not want that. Please report anything concerning the bond back to me.

- b. Discuss each departments first upcoming events

Discussion:

Manager Manos : Our first event is scheduled during the first week of school, August 24, 2016.

President Frazer : Do you need any volunteers for your event?

Manager Manos : Director Lyons and I were doing an information booth. We are mostly going to be talking to students. If we can have officers come out there with us at any time they are available, that would be great. That way they can get a feel for what it is we are promoting. Whoever is available between 11:00 am and 12:30 p.m., definitely come by.

Manager Webb : Director Zavala, you mentioned that Manager Juarez had a volunteer sheet? Maybe that is something you can follow up with Manager Juarez on.

Director Zavala : Yes, it is a form that gets posted. Students sign up to volunteer. You get their contact information and reach out to them. You give them the time and event. They show at the event, participate, and actually help out. It gets more people to contribute more and more.

President Frazer : We are going to have to branch outward of BCSGA. We do not have enough hours to put in everywhere. Reach out to clubs and ask if they want to help out. They are already involved with the school, so volunteering their time should be a familiar process.

Director Smith : I am willing to put people down from BCSGA to speak on the agenda like I have with Director Garcia in addressing the clubs directly. That is always an option. Just let me know ahead of time.

Senator Salcido : We also have the new calendar in the office. You can use the green marker to signify that you need volunteers.

President Frazer : Manager Manos, what information will your booth be handing out?

Manager Manos : We want our focus on informing the students on what the Legislative department does here on campus, where we come from, and who we are a part of. We also want to provide information on BCSGA as a whole. We also want to provide information on the Office of Student Life. We would like to have flyers that have a description of BCSGA and the Office of Student Life. We do not know how we will be giving out the information yet. It could be book mark style, or a brochure. We want to speak to students' one on one and hear their concerns, comments, or suggestions about this campus. We want to provide info on how to get involved on campus, as well as information on the KVC Sticker.

President Frazer : The flyers. Have you started making them?

Manager Manos : We have an outline/template of what we want on them. It is not set in stone. It is an idea of what we want to say.

President Frazer : Are you going to ask the production team to make the flyers? Do you want to make them yourselves? What are you thinking of doing?

Manager Manos : I have not clarified that yet with Director Lyons yet.

President Frazer : I recommend that you get in contact with the production team. They make great flyers. It is not a difficult process at all. So, I recommend that.

Manager Webb : I just wanted to say again that you can use the Production Team as a resource. Some tasks are harder than others, which is why you should put in your form three weeks in advance. No later than three weeks. Two is possible. Depending on how intricate your request is.

Manager Manos : Seeing that we do not meet that deadline, I guess we will consider doing them on our own.

President Frazer : Reach out to Manager Juarez. It depends on how busy the team is. If it is not that hard of a flyer and they happen to not be too busy, they might be able to streamline it. I would reach out to him and see what they say.

Manager Webb : In which case, if he does say no, I have a brochure template that you can drag your information onto. I do not mind sharing that with you.

Manager Manos : Thank you

President Frazer : Director Garcia, you also have events?

Director Garcia : On Monday we have the, "Welcome Renegades." We should have tents. There will be one by the library, one by the FACE building, and one by the gym area. We are looking for volunteers.

President Frazer : How many volunteers are you looking for?

Director Garcia : I want two to be at each tent at all times. In total I should have six volunteers. There is a link under the description. I have yet to look, but I believe the sign-up is based hourly. I will keep you all informed on that. Our next event is the same day. We will have the BCSGA Webisode. Manager Juarez is working with our new videographer on that. We are thinking of handing out popcorn. On Tuesday we have, "Renegades Thirst." We will be handing out water bottles. There will be a link under the summary once we get this document out to all of you. That same day we will host The Mentalist from 11:30 am to 12:30 p.m. We want BCSGA to get involved and show support for his work. We also have another Webisode. On Wednesday we have a, "Get Your StudOrgs On." I believe Director Smith mentioned sending out an e-mail for clubs to get involved with the Student Involvement Festival. Maybe it would be possible to include this club day on there as well. There is a DJ that is coming from 10:00 a.m. to 2:00 p.m. On Thursday we have, "Tunes, Tacos, and Tye-dye." Tye-dye shirts will be five dollars, or free if you have a KVC Sticker. We will be helping them make the shirts. That event will run from 10:00 a.m. to 4:00 p.m.

President Frazer : The events that you need publicized, give them to me. I can get it out to everyone. Can you give me a number of volunteers that you are going to need all week long so that I can start spreading that around to everybody? It is going to be a busy week for everybody.

Director Garcia : I have Senator Bernal working on that. I will go ahead and send her your direction once it is ready. We also plan to have a booth at New Student Convocation. I think that is it. You will all get this form again.

President Frazer : Is that a typed out form?

Director Garcia : Yes. Manager Webb and Danyel Owens helped in creating this.

President Frazer : As soon as it is completed, can you send it to me? I want to add it to my calendar.

Director Garcia : Of course.

Manager Webb : Hopefully I get the blog started up the week before. Is there anything else besides those events that you would like me to publicize?

Director Garcia : Just our events.

Manager Webb : That goes for everybody else as well. If there are any events or workshops that you want publicized on the blog once it is up and running, please let me know. Once it is up, I will be setting a deadline similar to what the production team does. As of right now, anything goes.

President Frazer : I will move on to Director Smith. Do you have anything planned for the first two weeks?

Director Smith : The first two weeks, I do not believe so. My events occur at the beginning of September. I have a workshop scheduled after the first two weeks specifically to address club being

registered and finalized. I should have a President, Treasurer, and ICC Rep training, as well as more public speaking workshops.

President Frazer : Will you be having a club day out there?

Director Garcia : The first Wednesday.

President Frazer : Make sure all the clubs are on board for that. Make sure they know about it. I think that is the majority of the departments involved with the events. Manager Webb, do you have anything that you want to add to this?

Manager Webb : I do not

c. Participatory Governance Committee

Discussion:

President Frazer : This was already included and discussed earlier in the agenda. My apologies for putting it in a second time. Again, it is important that you look over the different committees and find which of those you are interested in. At the next meeting, we will assign people to each committee. I will work with Vice President Jimenez on filling the senator spots.

8. 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)

Senator Salcido: This weekend, President Frazer, Manager Webb, Manager Juarez, and myself will be going out and trying to get more businesses involved with the KVC Sticker. We want to be able to add and update the current list. If you are available on Saturday at 8:00 a.m. and want to help out in talking to people at different businesses, talk to President Frazer.

Manager Webb: A side incentive is that those who do attend will be fed pizza afterwards.

President Frazer : It is very important that we get the KVC Sticker advertised. It keeps our price of the KVC sticker low. It gives benefits to the students and us. It is important that we get out there and help Erik, the guy who is involved with the KVC sticker. He is a very nice guy. He is going to give us flyers that he made. We will spend a couple hours going out to different businesses. He is buying us lunch afterwards. I need at least six volunteers. Right now I have four or five. If there is anyone else who would like to join, the more the merrier. It means we may get done faster. If you are available, please let me know. I sent the last updated list of volunteers to him already. Please let me know by the end of the day today if you can help out.

9. ADJOURNMENT

The meeting was adjourned at 1:56 p.m.