



ASSOCIATED STUDENTS

PASADENA CITY COLLEGE

Associated Students of Pasadena City College
Executive Board
Minutes

CC-212, Pasadena City College
1570 E. Colorado Blvd, Pasadena, CA 91106
Wednesday, October 16th, 2019 | 12 PM

NOTICE IS HEREBY GIVEN that the Associated Students of Pasadena City College Executive Board will hold a meeting as specified above. The Executive Board reserves the right to modify the orders of the day at any time during the meeting. No topics or items will be added to this agenda, except as allowed by the Ralph M. Brown Act.

Pursuant to Government Code §54950-54964: Members of the public are invited to speak concerning any item of business on this agenda prior to or during the Board's discussion of the item, and always prior to the Board taking action on the item. For matters not listed on this agenda but under the Board's jurisdiction, members of the public are invited to address the Board during Public Comment. **The Brown Act does not permit any action to be taken, nor extended discussion of any topic not on the agenda.** Please limit comments to no more than 3 minutes. Overall public comment time will be limited to 30 minutes per item.

ASPPC Executive Board

President	Dionne B. Shelton	Vice President for Public Relations	Jessica Wu
Executive Vice President	Christopher Theung	Vice President for External Affairs	Frida Ramirez
Vice President for Academic Affairs	VACANT	Vice President of Sustainability	Santiago Vargas
Vice President for Student Services	Ryan Tan	Chief Justice	David Ramirez
Vice President for Business Affairs	Arian Nazarian	Student Trustee	Alex Sarkissian
Vice President for Campus Activity	Mackenzie Rivera		
Vice President for Community Diversity	Connie Rivera	Secretary	Frances Guzman

I. Preliminary Items

- A. Acknowledgment of Native Land - Hahamog'na Tribe of the Tongva Nation
- B. Call to Order at 12:04 PM, Roll Call, and Establishment of Quorum

Present: **R. Tan, M. Rivera, C. Rivera, J. Wu, F. Ramirez, S. Vargas, D. Ramirez, F. Guzman, D. Shelton**

Late: **C. Theung** and **A. Nazarian**

Excused Absence: **A. Sarkissian**

- C. Approval of meeting minutes for October 9th, 2019

(Moved by **J. Wu** seconded by **R. Tan**, and Aye: Unanimous)

- D. Approval of agenda for October 16th, 2019

(Moved by **D.B. Shelton** seconded by **C. Rivera**, and Aye: Unanimous)

II. Public Comment on Non-Agenda Items

III. Introductions and Reports

A. Board Report

B. Financial Report

(Moved by **D. Ramirez** seconded by **M. Rivera**, and Aye: Unanimous)

C. Adviser Report

IV. Action Items

Formal Action by the Executive Board **may be taken** on any of the following agenda sub-items under item IV.

A. Associated Students Swear In

| **DB. Shelton**

It is recommended that the Executive Board swear in the new A.S Board members.

- Swore in **S. Vargas** for Vice President of Sustainability

B. Approval of CDC Trick or Treat Budget

| **R. Tan**

It is recommended that the Executive Board members approve the CDC Trick or Treat Budget.

- Not to exceed \$600 coming from the Vice President of Student Services Account
- Budget will go towards snacks, decorations, desserts, and bags
- First: **R. Tan**, Second: **A. Nazarian**, Aye: Unanimous

V. Discussion Items

No action will be taken by the Executive Board on any of the following items under agenda item V.

A. CCCSSAA

| **A. Nazarian**

It is recommended that the Executive Board discuss CCCSSAA.

- Business casual
- Bring name tags, ID, and business cards
- Clothes are up to the board members if they want to coordinate matching outfits
- Went over behavior norms
 - Starts at 4PM
 - Dress appropriately
 - No drugs or alcohol
 - No leaving the hotel

B. Office and Community Norms

| **DB. Shelton**

It is recommended that the Executive Board discuss Office and Community Norms.

1. If a committee member has to be at the office, let the board and advisors know

2. Supporting each other's work flows (ask)
3. Be mindful of the volume of personal music
4. Introduce guests to the office
5. Keep guests in check
6. Go through the front door (not the back)
7. Keep the back door closed
8. Make sure all doors are closed when not in the office
9. Embrace and enforce guidelines
10. Follow procedures
11. Make a habit of setting up appointments
12. Always have board members with their committee members
13. Minimize profanity
14. Clean up after yourself and guests
15. Throw away your own food and keep guests tidy
16. Keep unhealthy negativity to a minimum
17. Office is a safe space
18. Put things back if you borrow them from other's desks

C. Homecoming Planning Committee

M. Rivera

It is recommended that the Executive Board discuss Homecoming Planning Committee.

- Discussed court and how to select them
- Make an announcement
- Advertise well
- Make a sign-up form/link
- Have a faculty and/or staff member on the homecoming court selection committee
- Make sure to have a set time for the homecoming court selection committee

D. Executive Board Training

DB. Shelton

It is recommended that the Executive Board discuss Executive Board Training.

- Robert's Rules
 - There will be a quiz on governing documents
- Practice approving budgets

VI. Appointment to College Wide Committees

VII. Appointment to A.S. Committees

- Student Lobby Committee's Associate Members - **F. Ramirez**
 - **Dionne Shelton**
 - **Arian Nazarian**
 - **Alex Sarkissian**
 - **David Ramirez**
 - **Jose Munoz**
 - **Kevin Pham**
 - **Jessica Mu**
 - **Trinity Jolley**
 - **Kimberly Wiscovitch**
 - **Keisha Polich Ramirez Serra**

- Kelly Li
- Stephanie Rubio
- Jose M. Ambrosio Nunez

VIII. Bill Acceptance

IX. Public Comment on Non-Agenda Items

X. Announcements

- Great California ShakeOut (10/17) at 10:17 AM
- Friday at 10AM **R. Tan** will be visiting the CDC for the CDC Trick or Treat event

XI. Future Meeting Dates and Times

Date	Location	Agenda Items Due By
Oct. 23rd, 2019	CC-212	Oct. 17th, 2019 11:59PM

XII. Adjournment.

On the motion of **F. Ramirez**, first by **A. Nazarian** and seconded by **R. Tan** at 1:58 PM