



# ASSOCIATED STUDENTS

## PASADENA CITY COLLEGE

Associated Students of Pasadena City College  
Executive Board  
Minutes

Online  
<https://youtu.be/EzPYIcmR-iA>  
Wednesday, August 26th, 2020 | 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	Mackenzie Rivera	Vice President for Public Relations	VACANT
Executive Vice President	Christopher Theung	Vice President for External Affairs	Kelly Li
Vice President for Academic Affairs	Christina Zhang	Vice President of Sustainability	Emmanuel Gomez
Vice President for Student Services	Louise Panaligan	Chief Justice	Kyle Schmidt
Vice President for Business Affairs	VACANT	Student Trustee	David Ramirez
Vice President for Campus Activity	Alex Quintanar		
Vice President for Student Equity	Jasmin Lopez	Secretary	Frances Guzman

### I. Preliminary Items

- A. Acknowledgment of Native Land - Hahamog'na Tribe of the Tongva Nation
- B. Called to Order at 12:09pm, Roll Call, and Establishment of Quorum
  - Present: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, D. Ramirez**
  - Late: **K. Schmidt**
  - Excused: **F. Guzman**
- C. Approval of Agenda for August 26th, 2020
  - First: **J. Lopez**, Second: **D. Ramirez**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, D. Ramirez**
- D. Approval of Minutes for August 19th, 2020

- First: **J. Lopez**, Second: **K. Li**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, D. Ramirez**

## **II. Public Comment on Non-Agenda Items**

## **III. Introductions and Reports**

- A. Board Report**
- B. Financial Report**
- C. Adviser Report**

## **IV. Shared Governance Discussion**

## **V. Action Items**

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

### **A. Policy for 2020-2021**

**M. Rivera**

It is recommended that the Executive Board members approve the Policy for 2020-2021.

- Discussed:
  - Inter-Club Council Funding Criteria
    - I. Clubs must be officially chartered before funding request shall be considered.
    - II. All funding request must have full disclosure of all expenditures.
    - III. Funding shall ONLY be utilized for events, activities, and programs which correlate to the mission of the club as well as promote the educational, intellectual and cultural development of Pasadena City College.
    - IV. No Funding for food, supplies, facilities or any other expenditures bought for the purpose of being utilized during any club meeting.
    - V. Equipment integral to the mission statement of the club shall be considered for funding
    - VI. All club equipment must be stored within Pasadena City College facilities. Ownership equipment shall remain with ASPCC.
    - VII. No funding for club apparel.
    - VIII. No funding for club publicity. Only printing cost directly related to special event advertising shall be considered.
    - IX. Any event, activity, or program which is used to fundraise for a club shall not receive any funding.
    - X. No club shall receive funding for award ceremonies, banquets, or any similar events or activities which have a purpose that exclusively benefits the members of the club.
    - XI. No club scholarships
    - XII. Events which are open to the public shall receive greater consideration for funding than events with limited attendance.
    - XIII. No ICC funding for: monetary gifts, gift cards, or prizes.

- XIV. ICC Funding Committee reserves the right to access % cuts on any funding criteria and/or a total funding cap on all clubs.
- XV. Capital expenditures over the level of \$500 are subject to a higher level of scrutiny and may additionally be subject to administrative approval.
- Funding
  - Who may apply?
    - Executive Board
      - Must be an elected current board member in good standing.
      - ARFs must be turned in and approved by the OSL at least 4 to 6 weeks in advance of the programming commencement.
    - Non-Executive Board Members
      - Must be a currently enrolled PCC Student or officially recognized program/department in PCC.
      - ARFs must be turned in and approved by the OSL at least 4 to 6 weeks in advance of the programming commencement.
    - Community Members on non-affiliated members
      - Events should be endorsed by at least one AS Executive Board member
      - ARFs must be turned in and approved by the OSL at least 4 to 6 weeks in advance of the programming commencement.
  - Prohibited expenditures and reimbursements, what is not funded
    - Funding decisions will adhere to:
      - FCMAT
      - CA Community College Accounting Guidelines
      - Federal and state regulations
    - Activities or events that do not directly benefit PCC students
    - Using student fund to issue scholarships, grants, or donations
    - Using student fund to issue cash prizes or gift cards
    - Alcohol beverages, illegal substances, tobacco
    - Salaries, fees, or honorariums for instructors, tutor, of PCC faculty
      - There may be exceptions made to these policies and procedures.
    - Events held off-campus without any PCC supervision
    - Any events that violate state or federal law
    - Materials of supplies for the purchase of care of live animals
    - Activities considered high risk or high liability by the ASPCC executive board
    - If the purpose or clause of event embraces racism, hate, or any activity contrary to the mission statement of the ASPCC Executive Board
    - It will endanger the well being or safety of our students or infringe on the rights of any other student on campus.
  - What can be funded

- Requests must promote student life or activities that directly benefit PCC students
  - All events must be open to any (currently enrolled) PCC students
  - The OSL reserves the right to deny events based on...
  - All events must be promoted on LancerLife to the campus community
- Funding Paperwork
- Funding Timeline
- Transparency
- Funding Procedure
- Exceptions
- Tabled, First: **D. Ramirez**, Second: **C. Theung**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, D. Ramirez, K. Schmidt**

## B. Budget for 2020-2021

**M. Rivera**

It is recommended that the Executive Board members approve the Budget for 2020-2021.

- Programming - \$30,000
  - Speaker and Performer fees
  - Catering, Food, Beverages, etc.
  - Rentals (Funco, Dolphin Services, Swank, etc).
  - Co-sponsorship of events
  - Consumable materials (paper plates, napkins, etc.)
  - Durable materials (canopies, table cloths, etc.)
- Publicity - \$12,000
  - AS Merchandise/Giveaways
  - Leadership gear
  - Online advertisements
  - Printing
- Professional Development/Leadership - \$5,000
  - Hotel Fees
  - Mileage
  - Conference Registration Fees
  - Meal allowances
  - Airfare
- Incentives - \$25,000
  - Giveaways
- Office Equipment and Supplies - \$10,000
  - Tech. supplies (internet hotspots, computers, microphones, headphones, cameras, etc.)
  - Writing materials
  - Printing/Xerox copying materials
  - General office supplies
- Postage - \$5,000
  - Mail/envelopes
  - Mail stamps/Shipping
  - Packaging
  - Printing services
  - Processing company

- Staff/Personnel - \$10,000
  - Salaries/wages/overtime compensation
  - Sick pay
- Subscriptions - \$3,000
  - Teleconference services
  - Streaming services
  - Operational services
  - Productivity software
- ICC - \$80,000
  - Club Funding
  - ICC Events
- Miscellaneous
  - Uncategorized funds
  - Will be \$2,000-\$3,000 allocated from another area
- Reformat needed like Excel spreadsheet made by **K. Schmidt** with assistance
- Move to approve the tentative 2020-2021 Budget not to exceed \$180,000
  - First: **D. Ramirez**, Second: **J. Lopez**, Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, D. Ramirez, K. Schmidt**

## VI. Discussion Items

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

### A. Privacy Policy

| **J. Lopez**

It is recommended that the Executive Board members discuss the Privacy Policy.

- Proposed Privacy Policy when using Zoom
- Should be publicized to students so they know their rights and their identities are protected
- Possible issues with Proctorio recording students screens but only during testing
- Suggested:
  - Contract for professors
  - Allow students to have cameras off
  - Come up with a statement saying Academic Senate should work with Associated Students to develop a specific privacy policy which professors should abide by
  - Possible: Hotspots provided by PCC
- Will establish a Working Group

### B. Review Mission Statement

| **M. Rivera**

It is recommended that the Executive Board members discuss the review of the Mission Statement.

- Tabled

### C. AS Training

| **M. Rivera**

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

- Tabled

### D. Invited Guests

| **M. Rivera**

It is recommended that the Executive Board members discuss Invited Guests.

- **Joey Forsyte:** Filmmaker and artist discussing organization, “A Band of Voters,” and voting overall
- AB 963: The Student Civic and Voter Empowerment Act
- Voter Education is critical; Peer-to-Peer is key
- Why vote, especially this year?
  - New energy among youth to engage politically
  - Propositions on the ballot that impact students and Community Colleges
  - Tight local races like the District Attorney’s race
  - Census is a part of voter education, will impact the next 10 years of your life, and impacts funding for the state and towns
  - Can assist first-generation students in helping teach their families
- Recommended Resources
  - NSLVE
  - California Ballot Bowl
  - National Voter Registration Day, Sept. 22nd
  - Voter Education Week, Oct. 5-9th
  - Vote Early Day, Oct. 24th
  - ABOV Resource Guide
  - ABOV 2020 Voter Power Guide
- Action Plan
  - A plan to register voters
  - Event to educate students on how to vote by mail, early and on election day
  - Townhall with candidates of both parties
  - Debates on propositions
  - Walking through sample ballots
  - Providing non-partisan candidate guides
  - Ideas for how to incentive students to participate in virtual events
  - A TikTok contest about how to dance to the mailbox?
- 2020 Voter Power Guide
  - Register
  - Know your power
  - Cast your candidate
  - Vote anxiety free
  - Vote together
- Discussion
  - Want to start educating students as soon as possible
  - Great time to start planning events or collaborations for Voter Education Week
  - Engaging clubs as well into this topic
  - Defining voter eligibility

**VII. Appointment to College Wide Committees**

- Appointed **K. Schmidt** as delegate for SSCCC

**VIII. Appointment to A.S. Committees**

**IX. Bill Acceptance**

**X. Public Comment on Non-Agenda Items**

**XI. Announcements**

**XII. Future Meeting Dates and Times**

<b>Date</b>	<b>Location</b>	<b>Agenda Items Due By</b>
September 2nd, 2020	Online	August 27th, 2020   11:59PM

**XIII. Adjournment**

On the motion of **M. Rivera**, first by **D. Ramirez** and seconded by **J. Lopez** at 2:24PM.

- Aye: **M. Rivera, C. Theung, C. Zhang, L. Panaligan, A. Quintanar, J. Lopez, K. Li, E. Gomez, K. Schmidt, D. Ramirez**