



# ASSOCIATED STUDENTS

OF PASADENA CITY COLLEGE

## Associated Students of Pasadena City College Executive Board Regular Meeting Minutes

CC-212, Campus Center, Pasadena City College  
1570 E. Colorado Blvd., Pasadena, CA 91106  
Friday, November 17<sup>th</sup>, 2017 | 10:15 AM - 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.

### Executive Board Officers

President	Kiely Lam	Vice President for Public Relations	Natalie Lau
Executive Vice President	Christopher Morales	Vice President for External Affairs	Gabrielle (Gabbi) Guo
Vice President for Academic Affairs	Jude Khatib	Vice President for Sustainability	Tara Agahi
Vice President for Student Services	Dominic Kyle Ypil	Chief Justice	Adrian Casillas
Vice President for Business Affairs	Alejandro Chavez	Student Trustee	Emily Ekshian
Vice President for Campus Activities	Yulian (Lian) Zhang		
Vice President for Cultural Diversity	Yahia Haggag	Secretary	Sam Salomon

### I Preliminary Items

#### A. Call to Order, Roll Call, and Establishment of Quorum

The Executive Board was called to order by **C. Morales** at **10:30 AM**. Quorum was established.

#### B. Adoption of the Agenda for November 17<sup>th</sup>

Item I was struck

Item J was moved G

Item K was moved H

**MOTION:** **ON THE MOTION OF A. Casillas**, seconded by **A. Chavez**, the Executive Board approved the agenda with the noted changes.

AYE - C. Morales, J. Khatib, D. Ypil, Y. Haggag, A. Chavez, L. Zhang, N. Lau, G. Guo, A. Casillas

NO - None

#### Advisory votes:

AYE - A. Casillas

**The motion has passed due to unanimous vote.**

**C. Approval of the minutes from November 3<sup>rd</sup>, 2017**

**MOTION:**        **ON THE MOTION OF Y. Haggag**, seconded by **A. Casillas** the Executive Board approved the minutes as presented.

AYE -   C. Morales, J. Khatib, D. Ypil, Y. Haggag, A. Chavez, L. Zhang, N. Lau, G. Guo, A. Casillas

NO -    None

**Advisory votes:**

AYE -   A. Casillas

**The motion has passed due to unanimous vote.**

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

None.

**III       Introductions and Reports**

*Written reports, if any, may be found under board packet item C.*

**E.       Executive Board Members**

- |                             |  |
|-----------------------------|--|
| <b>Kiely Lam:</b>           | <b>Late.</b> She reports that she met with Dr. Olivo, Dr. Duran, and Dr. Vurdien, and spoke about campus safety, the recent Courier article, and working on getting a counselor in the OSL; she attended the Board of Trustees meeting; and plans to bring advocacy week to the Board of Trustees. She also congratulates the board on their events.   |
| <b>Christopher Morales:</b> | He thanks the board for their support during Advocacy Week.  |
| <b>Jude Khatib:</b>         | She reports that her committee is working on a school survival guide and would like to board to contribute ideas.  |
| <b>Dominic Ypil:</b>        | He reports that his committee is working on Holiday Angels; he plans for a budget of \$3,000 for Holiday Angels and a budget of \$4,000 for Finals Relaxation Week; and plans do an event with councilors in the quad in the spring. He noticed that there are no philosophy tutors available, and encourages the board to let him know what other subjects lack tutors. Film Fest by the Cinematic Arts Club is on Thursday in the Circadian. |
| <b>Alejandro Chavez:</b>    | He reports that he is working on an independent study with his committee and congratulates the board on their events.<br>He attended the Student Service Fund committee.   |
| <b>Lian Zhang:</b>          | She reports that Homecoming week is done, and the next event is Holiday Angels.  |
| <b>Yahia Haggag:</b>        | He reports that he is working on establishing a meditation hour for students.<br>He attended Student Success Committee, where they focused on PCC marketing and outreach to high schools as well as AB705.   |
| <b>Natalie Lau:</b>         | She reports that she attended the Democrats of Pasadena Foothills meeting; her committee is working on regularly attending club  |

meetings on campus; and plans for Mental Health Week are in progress.

**Gabbi Guo:**

She reports that she attended the Democrats of Pasadena Foothills meeting.

**Tara Agahi:**

**Late.**

**Adrian Casillas:**

No reports.

**Emily Ekshian:**

She reports that the student survey has been launched and she is doing research with the Trustees on why students dropped full time course loads.

**F. Advisor**

**Carrie Afuso:**

She reminds the board to clean up the carts after events, clean the office, and update Chrome browsers on office computers.

**Dean Rebecca Cobb:**

She reports that she is beginning to review the bookstore management request proposals and asks that a student be on the bookstore management committee. She asks the board to reach out to students by paying attention to the everyday voices and asking what they need. She congratulates the board on the success of Advocacy Week.

**G. Financial**

A. Chavez reports on expenditures of each board member. The current balance for the Associated Students Budget is \$55,629.17.

**IV Discussion Items**

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

**G. Accreditation Presented by Lynora Rogacs**

**| K. Lam**

*It is recommended that the Executive Board discuss accreditation after a presentation by Lynora Rogacs.*

**K. Lam and Lynora Rogacs lead a discussion on self-identified actionable improvement items of the accreditation midterm report.**

**H. Amending Committee Bylaws**

**| G. Guo**

*It is recommended that the Executive Board discuss amendments to the ASPCC committee bylaws.*

**G. Guo lead a discussion regarding amendments to committee bylaws.**

**I. Student Success Committee Presented by Michaela Mares**

**| K. Lam**

*It is recommended that the Executive Board discuss Student Success Committee after a presentation by Michaela Mares.*

**Item I was postponed.**

**MOTION:**

**ON THE MOTION OF A. Casillas**, seconded by **L. Zhang** the Executive Board approved to postpone item I.

AYE - K. Lam, C. Morales, J. Khatib, D. Ypil, Y. Haggag, A. Chavez, L. Zhang, N. Lau, G. Guo, A. Casillas, T. Agahi, E. Ekshian

NO - None

**Advisory votes:**

AYE - A. Casillas, E. Ekshian

**The motion has passed due to unanimous vote.**

- J. Recent Student Experiences at PCC** | **A. Chavez**  
*It is recommended that the Executive Board discuss current events brought up by the Courier in regard to the Black community at PCC.*  
**A. Chavez lead a discussion regarding amendments to committee bylaws.**
- K. Event Debrief** | **K. Lam**  
*It is recommended that the Executive Board discuss a debrief of this week's event.*  
**K. Lam lead a discussion debriefing this week's Advocacy Week.**
- L. Mental Health Awareness Week** | **N. Lau**  
*It is recommended that the Executive Board discuss Mental Health Awareness Week.*  
**N. Lau lead a discussion regarding plans for the upcoming Mental Health Awareness Week event.**
- M. Publicity Requests** | **N. Lau**  
*It is recommended that the Executive Board discuss guidelines for making publicity requests.*  
**N. Lau lead a discussion regarding the process for requesting publicity for events.**
- N. Leadership Training** | **C. Afuso**  
*It is recommended that the Executive Board discuss leadership training.*  
**C. Afuso lead a discussion regarding leadership training.**

**V Action Items**

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

- O. Hiring of the Associated Students Secretary (Closed Session)** | **K. Lam**  
*It is recommended that the Executive Board approve the hiring of the Associated Students Secretary.*  
**Item O was postponed.**

**MOTION:**      **ON THE MOTION OF A. Casillas**, seconded by **Y. Haggag** the Executive Board approved to postpone item O.

AYE - K. Lam, J. Khatib, D. Ypil, Y. Haggag, A. Chavez, N. Lau, G. Guo, A. Casillas, T. Agahi

NO - None

**Advisory votes:**

AYE - A. Casillas

**The motion has passed due to unanimous vote.**

**VI Standing Business**

- N. Appointment to College-Wide Committees**  
**Bookstore Management RFP Committee**  
Adrian Casillas
- O. Appointment to A.S. Committees**  
None.
- P. Bill Acceptance**

None.

**VII Public Comment on Non-Agenda Items**

None.

**VIII Announcements**

None

**IX Future Meeting Dates and Times**

**Date**

December 1<sup>st</sup>, 2017

**Location**

CC-212

**Agenda Items Due By**

November 27<sup>th</sup>, 2017 | 4PM

**X Adjournment**

**MOTION:**      **ON THE MOTION OF Y. Haggag, second by T. Agahi, the Executive Board voted to adjourn the meeting at 12:09 PM.**