

---

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)



2600 Mission Bell Drive, SAB 101, San Pablo, CA. 94806  
[www.contracosta.edu/asu](http://www.contracosta.edu/asu)

---

## STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

Meeting Location: 2600 Mission Bell Dr. (SAB 107) San Pablo, CA. 94806

4:10 P.M. – 5:40 P.M.

### Zoom Information

<https://4cd.zoom.us/j/9286267215>

Meeting ID: 928 626 7215

### Agenda Materials

**Board members will be attending via teleconference from the following locations**

*Note: While teleconference locations are listed below, if a member does not participate from a teleconference location that location may not be open to the public.*

### Associated Students Union Goals

- ★ Goal #1- Connecting to different leadership opportunities
  - ★ Goal#2- Specify between sister colleges student government
    - Also, our own student leadership teams
  - ★ Goal #3- Policy- making and advocacy
-

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)

STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

## 1. ORDER OF BUSINESS

A. Call to Order: **4:10PM**

B. Roll Call | 5 Minutes

### Voting Members

<b>President</b> Sudinma Thapa	<b>Parliamentarian</b> <i>vacant</i>
<b>Executive Vice President (Interim)</b> Sheyla Gutierrez Rojas	<b>Director of Public Relations</b> Sara Sugimoto
<b>Vice President of Club Affairs</b> <i>vacant</i>	<b>Director of Shared Governance</b> <i>vacant</i>
<b>Secretary (Interim)</b> Irma Huizar	<b>Director of External Affairs</b> <i>vacant</i>
<b>Treasurer (Interim)</b> Erick Arias <b>(A)</b>	<b>Activity Coordinator</b> <i>vacant</i>
<b>Senator(s)</b>	
Alejandra Simen Amoona Sharay <b>(A)</b>	Capolyn Le Frankie Concha Henry Warmerdam

### Non-Voting Members

**Advisor:** Angela Loera

**Petitioning Senator(s):** Luis Chico, Sophie Khouri (2), Emily Au (2), Reynaldo Trevino (2)

**Note-Taker:** Irma Huizar

**Public:** Nikhil Masand

## 2. APPROVAL | 5 Minutes

The ASUCCC Board will consider any amendments to the agenda and consider for approval the meeting held on **November 22, 2023.**

A. Agenda

B. Minutes *(November 15, 2023)*

- S. Gutierrez moves to approve the minutes, I. Huizar seconds. Unanimous approval, motion passes.

## 3. PUBLIC COMMENT | 10 Minutes

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)

## STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

California Government Code Section 54954.3 Members of the public will be given an opportunity to comment. This section of the meeting cannot surpass 10 minutes. Individuals will each receive two minutes per comment.

- Nikhil Masand the co-chair of the Student Success Committee, provides updates and opportunities. We can get involved in Open Education Resources Zero Textbook Cost classes opening for students. We are looking for how students experience textbooks and student material.
- SLO and specific goals for each class Thursdays on Zoom once a month, mostly about laying out objectives for each class, the student voice is lacking; students need to step up and have a voice.

### 4. INTRODUCTION OF PETITIONING SENATORS & REPRESENTATIVES *(Optional)*

### 5. NEW BUSINESS | 35 Minutes

#### A. Student Stipend Action/ Discussion (S. Thapa) |10 Minutes

- Last STAC meetings they discussed the student that wanted to bring to ASU and got input
  - Executives: \$300
  - Directors: \$200
  - Senators: \$100
- Noticed that members were only eligible if they applied to ASU before the deadline only eligible for the bonus if students approved
- Discussion of what we want to do, discussion with S. Gutierrez.
- Log hours will reflect ASU-related activities and will be presented weekly or biweekly for evaluation, by the end of the semester each a certain number of hours to obtain a stipend.
- This will be brought up to STAC and will be going to a higher level looking for thoughts on this.
- We would have to get a committee to look at the required log hours and look for more input to discuss this. Everyone's opinion and input are needed before.
- Figure log hours, barriers, base, and how many members we have for the future.
- We went around and discussed having both self-evaluation and having log hours.

**Ay: To implement both log hours and self-evaluation**

**Nay: Only log hours**

S. Sugimoto, H. Warmerdam, C. Le, I. Huizar, F. Concha

S. Gutierrez

- A committee will be set up to make sure these log hours and self-evaluations are being created and reflected.

---

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)

## STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

---

- The board votes and with unanimous approval the basis will be kept the same.

Ay: Keep the bonus	Nay: Discard the bonus
C. Le, H. Warmerdam, S. Sugimoto, F. Concha, I. Huizar	S. Gutierrez

- The board votes and with unanimous approval the bonus amount will remain the same \$50.
- Committee: S. Gutierrez, I. Huizar, R. Trevino will carry out this project: create log hours, self-evaluation and evaluate. This committee will discuss times to meet and check in with A. Loera

### B. CCC Delegate Action/ Discussion (S. Thapa) | 5 Minutes

- Recently Kevin Regional Affairs Directors was in contact regarding our CCC Delegate, as of yesterday forms were submitted but we were not able to get in contact with SSCCC Delegate. F. Concha can commit to the dates for the meeting this Friday.
- Suggested we appoint an alternative delegate in case F. Concha will not be able to attend meetings, the delegate attends conferences and is responsible for voting on behalf of CCC is the voice of CCC.
- S. Gutierrez will be working with the delegates, we want to make sure we have everything we need to be ready for assembly.
- F. Concha moves to appoint R. Trevino as an alternative delegate, H. Warmerdam seconds. Unanimous approval, motion passes.

### C. Final Freebies Discussion (S. Thapa) |10 Minutes

- We will be approving in budget these freebies to give out during finals week to encourage and motivate students. The donuts will be purchased from Donut King. The date for this event was set for December 7<sup>th</sup>.
- H. Warmerdam proposed Monday 4<sup>th</sup>, S. Sugimoto, N. Masand and F. Concha are interested in volunteering; Nikhil, Frankie. Volunteers will propose a time, 12:30PM- 1:00PM. Will to look into who will purchase donuts.

### D. General Semester Wrap Up Discussion | 10 Minutes

- Because semester is about to end have a discussion for good and bad things that happened, looking for opinion.
- Potluck was good can be implemented every semester. Improve communication next semester and promoting spirit week better or any ASU event.

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)

## STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

- Promoting ourselves more by having more flyers and publishing them around campus.
- Club Rush was good, but we could be more organized with ASU Wrap up
- If we are not planning beforehand tabling for example may be disorganized so office hours should be something, we practice. Look at consistent things we want to do this semester, want to see ASU out there.
- Improve mor eon mini mic, more aligned with ASU Goals planning events or what we will be doing look at goals and how we can accomplish them.

### 6. OLD BUSINESS | 15 Minutes

#### A. ASU Meeting Time and Date Change Action/ Discussion (H. Warmerdam) | 5 Minutes

- We came up with the proposal for a new meeting time because next semester, H. and Sara will not be able to meet during our current meeting time. We are thinking about proposing a new meeting time on Friday at 1:00 pm, as the Student Life Team also has meetings during this time.
- Instead of making individual proposals, we will send out a poll and report back at the next meeting with the chosen meeting time. Please fill out the form before next Wednesday, as your input will not be considered after that.

#### B. Non-Credit Student Support Action/ Discussion | 5 Minutes

- S. Thapa emailed Sara but is still waiting for updates on the Non-credit Student Foundation Support.
- We have allocated the money for the Non-Credit Student Wrap Around Fund, which will be done by referral. Proposed supporting 5 students, but Nooshi has not reached out yet. If we want criteria for non-credit students to be supported by ASU, we need to work on it.
- Currently, we are working on the process. Since the process is so long, we have sent a certain allocation of funding to ensure that students are being supported. Meanwhile, Nooshi will refer some students to us. It's a good idea to have criteria that students must meet.
- The board suggested that the criteria should include financial need, prompt application, and an explanation of the circumstances and why the money is needed. We also need referrals from staff or faculty.

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)

## STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

- We should set a deadline for students to apply. If they don't apply before the deadline, we will not implement the application. If we receive more applications than expected, we can implement the application process.
- We should advertise the application to non-credit courses and inform the instructors and the dean about it; S. Sugimoto will oversee this task.
- We need to set up a committee to review the applications.
  - External affairs will take care of the prompt and application for students. I propose that C. Le be part of the committee.

### C. ASU Team Building Retreat Action/ Discussion | 5 Minutes

#### a. Transportation & Food Discussion

- We will go with the easier option, Pinole Lane, which includes food and costs no more than \$600. Instead of the escape room, we will be bowling. Please make sure you are in contact with A. Loera if you are unsure about how certain things work. Let's hold ourselves accountable.
- Four times and dates were proposed:
  - December 8th at 2:00 PM
  - December 9th at 4:00 PM
  - December 10th at 4:00 PM
  - December 15th at 4:00 PM
- We will be voting on the teams; S. Thapa will create a poll.

## 7. INTERNAL COMMITTEE REPORTS | 5 Minutes

- A. **Merch Committee-** Decided on sweatshirts and T-shirts S. Sugimoto presented designs, will be for all of spring 2024. Come up next meeting as agenda item to vote and decide. Will go on budget approval later.
- B. **External Affairs Committee-** Last time we met we went to plaza to promote student discount, but Moku has not gotten back and submitted their response will be checking in.
- C. **Basic Needs Committee-** Have been talking about writing proposal to College Council for funding for Basic Needs and food insecurity that goes around on campus. A grocery

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)

## STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

list was made and sent to everyone on board, Basic Needs would buy food and we would reimburse them.

### 8. EXTERNAL COMMITTEE REPORTS | 5 Minutes

- A. College Council-** Talked about planning committee focusing on goals, student success planning, facilities master plan, budget on annual planning document. Presentation of La Raza graduation in order for there to be not last-minute organization. The Facilities Master plan taking suggestions Nov 30<sup>th</sup> meeting to approve budget and discussion.
- B. Budget Committee-** **TABLED**

### 9. BUDGET APPROVAL | 10 Minutes

- A. ASU Team Building Retreat Allocation - \$700**
  - a. Bowling- \$700**
    - We will no longer go forward with the Escape Room, instead we will be doing Bowling.
    - S. Gutierrez moves to approve the allocation, F. Concha seconds. Unanimous approval, motion passes.
  - B. ASU Finals Freebies – (\$210)**
    - H. Warmerdam moves to approve, I. Huizar seconds. Unanimous approval, motion passes.
  - C. Holiday Toy Drive Budget Allocation (Nikhil Masand) - \$2,450**
    - December 18<sup>th</sup> 11:00AM - 5:00PM and December 19<sup>th</sup> 11:00PM – 5:00PM
    - ASU would like to see our logo included to show on contributions.
    - S. Gutierrez moves to approve the allocation, I. Huizar seconds. Unanimous approval, motion passes.
  - D. ASU Merch Spring 2024 - \$15,000**
    - H. Warmerdam moves to promote as a pending item I. Huizar seconds. Unanimous approval, motion passes.
  - E. Spring 2024 Welcome Week – \$5,000**
    - Welcome week Jan 22<sup>nd</sup> -25<sup>th</sup> might be a good opportunity to promote ASU. This cost would cover all activities.

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)

## STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

- With unanimous approval from the board motion passes to promote \$5,000 as pending item

### 10. BOARD REPORTS | 5 Minutes

- President-** Attended the executive committee meeting with only two executive members and one senator. Let S. Thapa know if you can't attend. Working on the Basic Needs proposal for the college council and currently drafting the proposal. Contact Sara regarding the foundation board meeting. The college council meeting is scheduled for next week on November 30th, from 2-4, but there is a conflict with the facilities master plan meeting. Please hold yourself accountable and try to fulfill your duties as an ASU member. For the next meeting, please have written reports to send out to S. Thapa or I. Huizar, as this is a requirement. Email your reports in. Make sure petitioning senators are on top of their responsibilities.
- Executive Vice President-** Thursday visited the food pantry with A. Sharay and looked at new things brought in during different times of the day and what goes out quickly.
- Treasurer-** **TABLED (2)**
- Secretary-** No report
- Dir. of Public Relations-** Working on Mini-Mics and waiting for Jose to send pictures before posting to Instagram, and afterward, the Mini-Mics will be posted.
- Senator(s)-** C. Le has an SLO committee meeting this upcoming Tuesday
- Advisor-** ASU Senator application was sent out to new potential Senators, moving to an online form completely, so it can be easier. If anyone has a physical one, please email it. If you need to meet with A. Loera and they are not in the office, please check with the front desk, they will send a message or use Teams to talk.

### 11. FUTURE AGENDA ITEMS | 2 Minutes

*ASUCCC will consider any requests for future agenda items.*

- Institution Mission and Effectiveness - Mayra Padilla - 15 minutes
- Pick Merch Design
- New ASU Meeting Time



---

# CONTRA COSTA COLLEGE | ASSOCIATED STUDENT UNION (ASUCCC)

## STUDENT SENATE | REGULAR MEETING MINUTES | NOVEMBER 22, 2023

- Spring 2024 Welcome Week Brainstorm Discussion
- Vote on Last ASU Meeting
- Delegate Report Back
- Land Acknowledgment Continuation
- New Senator Activity Requirements

### 12. ADJOURNMENT

**ADJOURN: 5:44PM**

Next Meeting..... **November 29, 2023**