

ASSOCIATED STUDENTS OF COLLEGE OF ALAMEDA

Meeting Minutes

***September 20th, 2022 | 1:00 PM***

In Person Meeting Location: H building room H204

Zoom Meeting Link: <https://us06web.zoom.us/j/8599114318>

NOTICE IS HEREBY GIVEN that the ***Associated Students of College of Alameda*** will hold a ***Regular*** meeting on ***September 20th, 2022*** at ***1:00 PM***. The meeting information is noted below. The ASCOA Council reserves the right to suspend the orders of the day if necessary to conduct business. All ASCOA Council meetings are held in locations that are wheelchair accessible. Other disability-related accommodations will be provided to persons with disabilities upon request. Persons requesting such accommodation should notify Viviana Rodriguez at [coastudentlife@peralta.edu](mailto:coastudentlife@peralta.edu) no less than three (3) working days prior to the meeting. The ASCOA Council will make efforts to meet requests made after such a date, if possible. Please contact the ASCOA Council Secretary for any agenda related questions.

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ORDER OF BUSINESS

**I. Call To Order**

**a. Roll Call**

- i. Natay Myers - Present
- ii. Semeon Thomson - Present
- iii. Karen L. Torrez- - Present
- iv. Guilherme Pacheco Santos - Present
- v. Ouahiba Khourchech-Absent
- vi. Demarquis (Marcus) Sillemmon - Present

**II. Adoption of the Current Agenda (September 20, 2022)**

- a. Senator Torrez motioned to adopt amend the current agenda by correcting President Myers' name from Myesr to Myers and correcting Jay's name from Janhua to Junhao, Senator Thomson seconded
- b. The motion passed by a vote of
  - Yays - 4
  - Nays -0
  - Abstentions - 0

**III. Approval of Previous Minutes (September 13th, 2022)**

- a. President Myers motioned to wait to approve September 13th minutes until name typos and voting were corrected, Senator Torrez seconded
- b. The motion passed by vote of
  - i. Yays - 4
  - ii. Nays -0
  - iii. Abstentions - 0

#### IV. Public Comment

This Segment of the meeting is reserved for persons desiring to address the ASCOA Council 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 ASCOA Council may briefly respond to statements made or questions posed. Written statements may be submitted to the ASCOA Secretary for inclusion in the minutes. To place an item of discussion on a future agenda (Brown Act §54954.3) please contact Viviana Rodriguez-Smith, ASCOA Advisor at [coastudentlife@peralta.edu](mailto:coastudentlife@peralta.edu)

- a. Sahar Sadat would like to join ASCOA as a Senator, she was a previous Laney College Senator. She will email ASCOA advisor Viviana for next steps and process information.

#### V. Standing Business

- a. **Approval of Jay as a volunteer ASCOA representative**
  - i. Junhao (Jay) Ma
  - ii. Jay will continue as ASCOA volunteer *without* the senatorial right of voting but will remain active within ASCOA and continue to be the student body representative at College Council Committee meetings.

#### VI. Unfinished Business

- a. **Participation in CCCSAA & SSCCC - Semeon Thomson** (Discussion & Action)
  - i. **SSCCC (San Francisco)**
  - ii. **Uber Cost: \$300**
  - iii. President Myer moved for ASCOA to send herself - in person, and Senator Torrez - online, to SSCCC and to cover the travel of President Myers' \$300 Uber from fund 72, Senator Thomson Seconded
  - iv. The motion passed by vote of
    - Yays - 4
    - Nays -0
    - Abstentions - 0
- b. **CCCSAA (San Diego)**
  - i. Flight- \$559
  - ii. Per Diem Cost- \$222
  - iii. Registration \$500
  - iv. Uber From hotel to conference (Transportation)- \$283
  - v. Hotel \$459
  - vi. Uber Airport to Comfort Inn and back (Transportation)- \$102
- c. President Myers motioned to send two senators to CCCSAA (San Diego) and cover the cost total of \$4,250 from Fund 72, Senator Thomson seconded
- d. Motion passed by vote of
  - i. Yays - 4
  - ii. Nays -0
  - iii. Abstentions - 0

The minutes are missing the flight and conference registration fee as well. I need the minutes amended today so I can process the student travel

VII. **New Business**

- a. **Open Accounts with vendors - Dean Lee** (Discussion & Action)
  - i. Item purchasing policies are specific
  - ii. Petty cash of under \$100 can be approved (Ex: A senator can use their own money to buy items and they must have a Vendor ID, they will be reimbursed within approximately 2 months)
  - iii. An open account- Similar to having credit and can be used purchase items ahead of time (\$5,000 -Maximum line of credit )
  - iv. Use of the ASCOA college credit card is only for non food items
- b. Senator Thomson Motioned to approve the \$5,000 open line of credit,
- c. Senator Pacheco Seconded
- d. Motion passed Vote was called
  - i. Yays - 4
  - ii. Nays -0
  - iii. Abstentions - 0
- e. **October 25 Event – Karen Torres** (Discussion & Action)
  - i. **Discussion**
    1. **Tasty Tuesday** Total Budget Estimate: \$
    2. **Honor your ancestors event:** Total Budget: \$200-\$600
    3. Ask different student services (e.i. Financial Aid, Career Center, Fab Lab, Acceso) to table at the October 25th event
    4. Senator Torrez will continue to discuss ideas in the subcommittee and report back.
  - ii. Senator Torrez motioned to pass a budget of \$500-\$600 for the October 25th event, Senator Thomson Seconded
  - iii. The motion passed by a vote of
    - Yays - 4
    - Nays -0
    - Abstentions - 0

VIII. **Report (1 minute each)**

**A. Senators**

- i. Karen L. Torrez
  - ii. Spoke with Juan Lopez, Undocumented Student Success Coordinator and he would like for ASCOA to table at the Undocumented Student event the week of October 17th
  - iii. Juan will speak with ASCOA in a future meeting regarding an event for September 27
- b. **ASCOA Advisor:** Viviana Rodriguez-Smith
- i. Tasty Tuesday begins 11:30pm-1:30pm

- ii. There will be lunch and an Acceso sponsored in person workshop about the Guatemalen textile weaving process in the D Building, room D-114

**Dean Amy Lee**

- a. Outstanding paperwork (W9 form) for HR needs to be completed by active ASCOA senators and President to ensure they are paid for their hours.

**IX. Communications from the floor**

This time is reserved for any ASCOA Council Members to make announcements on items not on the agenda. A time limit of three (3) minutes per speaker and (15) fifteen minutes total shall be observed. NO action will be taken and the total time limit for this shall not be extended.

**X. Adjournment**

- a. President Myers motioned to adjourn the meeting at 2:30pm.