

## ASSOCIATED STUDENTS OF THE COLLEGE OF ALAMEDA

### Regular Meeting Minutes

December 6th, 2024 | 1:00 PM

**In-Person Meeting Location: F building room F-216**

**Zoom Meeting Link:** <https://peralta-edu.zoom.us/j/89150972434>

NOTICE IS HEREBY GIVEN that the *Associated Students of College of Alameda* will hold a **Regular** meeting on **December 6<sup>th</sup>, 2024, 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 Natalie Rodriguez at [nrodriguez@peralta.edu](mailto:nrodriguez@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 Director Natalie Rodriguez at [nrodriguez@peralta.edu](mailto:nrodriguez@peralta.edu) for any agenda-related questions.

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### ORDER OF BUSINESS

**1. Call to Order**

Meeting was called to order at 1:07 p.m.

Motion to call to order: Abigail Yu

2<sup>nd</sup> motion: Julie Deap

Vote: Unanimous

**2. Roll Call**

- a. Senator, Erson Payopay - Present
- b. Senator, Anne Gormley - Present
- c. Senator, Jubilee Lew - Present
- d. Senator, Abigail Yu - Present
- e. Senator, Jane Outlaw - Present
- f. Senator, Khadiga Zaabal – Late (Arrived at 1:13 pm)
- g. Senator, Carlene Beck - Present
- h. Senator, Cristiana Gomez - Present
- i. Senator, Shemicka Johnson – Present
- j. Senator, Julie Deap – Present

Guest: Kandi Patterson via Zoom.

**3. Adoption of the Current Agenda (December 6<sup>th</sup>, 2024)**

Motion to approve: Anne Gormley

2<sup>nd</sup> motion: Jane Outlaw

Vote: Unanimous

**4. Adoption of the Minutes (November 22<sup>nd</sup>, 2024)**

Motion to approve: Jubilee Lew

2<sup>nd</sup> motion: Anne Gormley

Vote: Unanimous

**5. Public Comment – No public comment was made.**

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 Natalie Rodriguez, ASCOA Advisor at [nrodriguez@peralta.edu](mailto:nrodriguez@peralta.edu)

## 6. Standing Business

- a. **New Appointments (Discussion & Action) - None**
- b. **Dismissals (Discussion & Action) - None**
- c. **Clubs – Review any recently submitted/pending club constitutions**
  - i. Director Rodriguez provided an update indicating the Pre-Med club is currently waiting on the potential faculty advisor to respond.
  - ii. All officers and senators received the How to Start a Club and the ASCOA Club Charter packet for reference. These documents are also available at the ASCOA table during office hours and have been updated on the Clubs webpage: <https://alameda.edu/campus-life/student-clubs/>
- d. **Senator Office Hours (Discussion & Action)**
  - i. Vice President of Operations Shemicka Johnson will be changing her office hours on Thursday to start from 9:30 a.m. to 1:30 p.m.
  - ii. Senator Carlene Beck will be changing her office hours from Wednesday to Thursday with a different time, 11 a.m. to 1 p.m.
  - iii. Communications Officer Khadiga Zaabal will be changing her office hours from Wednesday 3 to 4 p.m. to Thursday 3:30 to 4 p.m.
  - iv. These changes in office hours will only pertain to the last week of the 2024 fall semester. Office hours for the next semester will be determined in the next meeting in January.
  - v. Officers and senators have agreed not to repost updated office hours until the new semester on the grounds that there is only one week of office hours left in the semester. When Spring 2025 office hours are posted they will include a disclaimer that indicates that they are subject to change.  
Motion to approve the changes in the senator office hours: Jane Outlaw  
2<sup>nd</sup> motion: Anne Gormley  
Vote: Unanimous
- e. **Events (Discussion & Action)**
  - i. Vice President of Programs Johnson proposed the creation on an events planning committee. She was approached by Professor Carla Pagueuse of the Dental program to share that they are putting together the Black History Month events and are looking for performers who may be able to do spoken word, sing, or rap.
    1. Treasurer Outlaw asked for the location of the event. VP Johnson shared that Professor Pagueuse only shared the previously mentioned information and that she is waiting to learn more.
    2. Senator Beck asked if the Black History Month committee may be in search of volunteers and if the events are taking place in February. How can ASCOA help get the word out?
    3. Treasurer Outlaw then asked if the committee is open to collaborating with ASCOA.
  - ii. VP Jonson also shared that the Basic Needs Center will be offering free snacks for students during finals week in the first floor of the F building.
  - iii. President Payopay asked if VP Johnson's idea for an events committee would be a collaboration of all student leaders.
    1. VP Johnson agreed that the committee would include all ASCOA representatives plus ad hoc student volunteers.
    2. President Payopay wanted to establish the events committee.

- a. Senator Beck requested that the decision be postponed until after the holiday break so that all parties can accurately assess the responsibility of serving in an additional committee.
  - b. Vice President of Operations Gormley suggested to VP Johnson that they work together in developing a proposal on the structure of the committee and how it will work. VP Johnson agreed.
  - c. President Payopay requested that the topic of an events committee be added to next week's agenda.
- iv. President Payopay wanted to host a last-minute event next week and suggested that officers and senators simply be reimbursed for purchases made in contribution to the event.
  1. Director Rodriguez reminded President Payopay that this is not possible given that the spending was never on the agenda or approved by ASCOA. She also reminded him that in order for student leaders to be reimbursed they must first be vendors in the system.
- v. Senator Beck proposed potential ideas for student engagement including Food Truck Fridays given that there are 16 Fridays in the new semester where ASCOA could invite food trucks to campus who may be able to offer student discounted menus. She also proposed the idea of grams (candy grams, valentine's day grams, etc).
  1. VP Johnson mentioned that students do not want to pay out of pocket when they are already incurring other expenses as students. President Payopay agreed that having students pay for their meals would likely turn them off from the idea.
  2. Senator Beck would like to explore the possibility of subsidizing costs.
    - a. VP Johnson believes the concept would be more attractive if it were offered for free.
  3. Meeting guest Kandi suggested that ASCOA look into the possibility of working with a 501(C)3 for this project.

## 7. New Business

### a. Brown Act & Roberts Rules of Order (Discussion)

- i. Officers and senators received handouts on "The Brown Act" and "A Starter Guide to Using Parliamentary Procedures for Productive Meetings" on Friday, November 8, 2024 and reviewed the following videos:

#### **Robert's Rules of Order:**

[https://youtu.be/aSAN-OKKNk?si=FpRusaZIPpMYN\\_dM](https://youtu.be/aSAN-OKKNk?si=FpRusaZIPpMYN_dM)

[https://youtu.be/Q0\\_wCdnvaul?si=NFuEzzqsDLO8ZDrI](https://youtu.be/Q0_wCdnvaul?si=NFuEzzqsDLO8ZDrI)

#### **California Brown Act**

[https://youtu.be/ECRV\\_P05h-Y?si=unBarh-smNB41\\_Qn](https://youtu.be/ECRV_P05h-Y?si=unBarh-smNB41_Qn)

## 8. Reports (1 minute each)

### a. Senators

- i. Senator Deap mentioned that she spoke to VPSS, Dr. Lewis about presenting to ASCOA on the topic of leadership. Dr. Lewis notified her that an invitation should be made via email by either the President or one of the Vice Presidents. President Payopay requested Dr. Lewis' contact information so that he can reach out with a formal invitation.
- ii. President Payopay asked for a volunteer who can attend the Board of Trustee's meeting in person on December 10<sup>th</sup> and provide the report on behalf of ASCOA.
  1. Treasurer Outlaw agreed to report in person on behalf of ASCOA.
  2. President Payopay also shared that committee names will be changed from participatory governance to shared governance.

### b. ASCOA Advisor: Director Natalie Rodriguez

- i. Any ASCOA members who have not joined the WhatsApp group chat are requested to join. This is the fastest way to communicate in emergency situations.
- ii. Welcome Week needs funding. Will place this request on next week's agenda.
- iii. 2 ASCOA members are needed to join the Student Online Catalogue Work Group Meeting. The next meeting will take place on January 14<sup>th</sup>. Meetings take place on Tuesdays, 3:30 – 4:30 p.m.
- iv. Suggestion for mindful diversity recruitment. A campus leader pointed out the observation that while CoA is an HSI there is limited Latine representation on ASCOA.
- v. Tips for leadership
  1. When addressing other leaders, it is suggested that you address them by title as a sign of respect.
  2. Leaders should be more aware and mindful of body language
  3. Leaders should be respectful of others' time including staying on time during ASCOA meetings.

**9. Communications from the floor -** There was no communication 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.

**10. Adjournment**

Meeting was adjourned at 2:09 p.m.

Motion to adjourn: Cristiana Gomez

2<sup>nd</sup> motion: Jane Outlaw

Vote: Unanimous

Minutes submitted by Director of Student Activities and Campus Life, Natalie Rodriguez.