



**ASSOCIATED STUDENT UNION  
Executive Council Meeting Minutes**

October 13, 2020

ZOOM Conference Call @ 2:00 PM

- I. **Call to Order:** Farouk called the meeting to order at 2:02 PM.
- II. **Roll Call:**
  - Officers**
    - President: Farouk Ajibola, Present
    - Vice President: Shoshana Cassell, Present
    - Treasurer: Erica Fletcher, Present
    - ICC Senate Representative: VACANT
    - Parliamentarian: VACANT
    - Secretary: Sebastian Diaz, Present
  - Commissioners**
    - Campus Environmental Affairs: Sidney Hernandez, Present
    - Ethnic & Cultural Affairs: Peter Filippi, Present
    - Fine Arts: VACANT
    - Health & Wellness Affairs: Oscar Juvera, Present
    - Political Affairs: VACANT
    - Publicity and Social Media: Emily Gutierrez, Present
    - Student Life: Daniela Salgado, Present
  - Advisor:**
    - Dr. Elizabeth Negrete, Absent
    - Monica Flores, Present
- III. **Quorum:** Eight (8) of the nine (9) voting members were present. Quorum was met.
- IV. **Approval of Minutes:** Members were given a moment to review minutes of the Executive Council meeting on September 22, 2020. Oscar motioned to approve the minutes. Shoshana seconded the motion. Unanimous vote of approval. Motion passed.
- V. **Approval of Agenda:** Members were given a moment to review agenda. Oscar motioned to amend the agenda by removing “Marcus Husk” after “Fine Arts” as he has resigned. Shoshana seconded the motion. Unanimous vote of approval. Motion passed. Oscar motioned to approve the amended agenda. Shoshana seconded the motion. Unanimous vote of approval. Motion passed.
- VI. **Open Forum:** No report.
- VII. **Officers Reports:**

Farouk: Attended SEC and IEC. Students need support throughout the pandemic. They are working on providing resources and support for students. The IEC is working on a safe approach to bring back sports during the pandemic.

Shoshana: Attended Program Effectiveness and Planning Committee. They plan on getting rid of the Psychology, Social and Personal AA program and encourage students to take the AA-T equivalent instead.

Erica: No report.

VIII. **Commissioners' Reports:**

Sidney: Attended CARTS Committee. The library is open from 9 AM to 7 PM on Mondays through Thursdays and from 9 AM to 5 PM on Fridays. The TRiO and EOPS programs are open from 8:30 AM to 4 PM on Mondays, Wednesdays, and Fridays; from 8 AM to 7 PM on Tuesdays; and from 8:30 AM to 1 PM on Fridays. The TRiO program has been renewed for another five years. Committee encourages to vote no on Prop 15 as it could cut community college funding. There will be workshops to help professors with online curriculum.

Peter: Attended District and Education Committee. Talked about the contract terms and their renewals. The Canvas contract will be active until June 2023. The Cranium Café contract will end at the end of this year. Proctorio ends this December. Ally (Blackboard) extended for one more year. Labster ends this year. NetTutor may end this year. Turnitin active until June 2021. Pronto active until December 2022.

Oscar: No report.

Emily: Facilities Planning Committee oversees maintenance at LAVC; went over 2020-2021 rubric. Technology Committee spoke about their technology plan.

Daniela: Educational Planning Committee spoke about Master Plan Goals and Objectives. Has been working with Emily to plan future events.

IX. **Advisors Report:**

Monica: Progress report is due Friday; the link has been sent out to everyone. Provides an opportunity to communicate and build a relationship with professors.

This Friday will be a vendor presentation. These vendors will be presenting to all ASU/G/O's of all LACCD campuses. Important to attend meeting as the board will be deciding whose services to choose.

The FAFSA and Dream Act application are now open from October 1 to March 2.

Reached out to the Financial Aid department to create a presentation; will be on November 3 at 2:30 PM. Emily will create a flyer to advertise the event. Career/Transfer Center has excellent resources to help students transfer. The Cal State application will be due on December 4 and the UC application on November 30. Private institutions have their own deadlines.

Dr. Elizabeth forwarded all members a question from Gene Wickman of the Valley Star to answer. Also, would like a picture of each officer to post on both the Valley Star and the LAVC ASU website, due Friday.

Now Distance Education certified, which means that an ASU Canvas shell can now be formed and should be published by the end of the week. Be sure to schedule monthly check-ins with either Evelyn or herself.

Club Day is next Wednesday and the Broadcasting Club would like to interview each officer; participate if possible.

Dia De Los Muertos, *papel picado*, and yoga workshops coming up soon. TRiO will be hosting an altar competition with cash prizes. Do best effort to check ASU email at least once a day to provide timely responses to Evelyn, Monica, Dr. Negrete, and peers.

X. **Committee Reports:** No report.

XI. **Finance Business:**

A. **Ethnic and Cultural Affairs — \$3,000 Budget Transfer:** Oscar made a motion to discuss item “A. Ethnic and Cultural Affairs — \$3,000 Budget Transfer”. Erica seconded the motion.

Erica: A \$3,000 budget transfer request was made to move funds from Food to Contracts allocated last school year to the Ethnic of Cultural Affairs category. Shoshana made a motion to approve the \$3,000 budget transfer from the category Food to Contracts. Oscar seconded the motion. Unanimous vote of approval. Motion passed.

XII. **Old Business:**

A. **Club of the Week:** Oscar made a motion to discuss item “A. Club of the Week”. Shoshana seconded the motion.

Daniela has been working with Emily to plan Club of the Week. Weekly event where clubs are interviewed on IG Live. Will be asked questions about their club and then will accept questions from the public.

Emily stated that this is a great way to receive more information from clubs, as well as accessible as it can be saved onto the LAVC ASU IG page.

Monica asked how it will be determined which clubs will be interviewed and in which order.

Daniela stated that it would be a first come, first served situation where those who respond to Daniela and Emily first will be interviewed first.

Oscar motioned to approve further development of Club of the Week. Shoshana seconded the motion. Unanimous vote of approval. Motion passed.

B. **Officer T-Shirts:** Oscar made a motion to discuss item “B. Officer T-Shirts”.

Daniela seconded the motion.

Emily believes that formal attire is needed for meetings. Great example of uniformity. She has no design yet but is asking if peers believe it would be a good idea to move forward one. These shirts would be worn during EC, FC, ICC, and shared governance meetings.

Monica states that when one is speaking in a Zoom call, appearance really stands out. The Outreach department led a great example during the GPS events.

Vendors should not be a problem as previous boards have purchased shirts before.

Oscar motioned to move forward with the design of officer t-shirts. Emily seconded the motion. Unanimous vote of approval. Motion passed.

- C. **Bookstore Voucher — Media Preference Survey:** Oscar made a motion to discuss item “C. Bookstore Voucher — Media Preference Survey”. Daniela seconded the motion.  
Monica stated that everyone should have received an email to provide feedback as to what the school is and is not doing well during the pandemic. Those who participate will be entered into the running to receive a \$100 bookstore voucher.

XIII. **New Business:**

- A. **Latino Voter Outreach Internship:** Oscar made a motion to discuss item “A. Latino Voter Outreach Internship”. Erica seconded the motion.  
Farouk got an email for an internship volunteer opportunity encourage the Latino vote in communities from the Flip the West organization. Encourages all students to participate.  
Peter made a motion to move forward with an event hosted by Flip the West.  
Daniela seconded the motion. Unanimous vote of approval. Motion passed.
- B. **Sonia Meroian on Armenian Students:** Shoshana made a motion to discuss item “B. Sonia Meroian on Armenian Students”. Emily seconded the motion.  
Farouk stated that Sonia Meroian, the ASU President of Los Angeles City College, is trying to create some sort of event to address all LACCD students about the events in Armenia and how to help. She would like LAVC to participate.  
Monica stated that there is a large Armenian campus at LAVC and asked how to support the population?  
Emily made a motion to create an Armenian Support Special Committee chaired by Peter and with members Sidney, Daniela, and Emily to address the current happenings in Armenia and to help in some way. Oscar seconded the motion. Unanimous vote of approval. Motion passed.
- C. **Listening Session with Senate Majority Leader Hertzberg:** Oscar made a motion to item “C. Listening Session with Senate Majority Leader Hertzberg”. Daniela seconded the motion.  
Farouk showed a flyer inviting students to attend Senator Hertzberg’s virtual youth speakers event on November 9<sup>th</sup> at 4:00 PM. More information at [sd18.senate.ca.gov](http://sd18.senate.ca.gov).
- D. **Stipend Documents:** Oscar made a motion to discuss item “D. Stipend Documents”. Peter seconded the motion.  
Monica discussed all the forms needed to be submitted at the end of each month to successfully receive a stipend. Must complete all office hours, must check in and out at the beginning and end of each shift, and must attend all participatory governance and EC meetings, as well as ASU sponsored activities (such as Club Day). They are due at the end of each month; the latest accepted will be five days after the month has ended. First item is an office hour log and must include name, student ID, office hours, and the dates and times attended every week. The second item is a stipend compensation form. The third is a disbursement request form.

And the fourth and fifth are two participatory governance forms. Documents must be submitted as PDF files through Canvas.

XIV. **Announcements:**

Farouk: Marcus Husk has resigned.

Monica: ICC Representative applications are still open; will be appointed two ICC meetings from day of meeting.

XV. **Agenda Item Requests:** All requests are to be emailed to Farouk by the Thursday at 12 PM prior to the next EC meeting.

XVI. **Adjournment:** Oscar motioned to adjourn the meeting. Shoshana seconded the motion. Unanimous vote of approval. The meeting was adjourned at 3:34 PM.