**Associated Students of Laney College**

**THURSDAY, DECEMBER 14, 2017** **12:00 PM**

MINUTES

**Meeting Location:**

**Student Center Building**

**4th Floor, Room SC401A**

**Laney College**

**900 Fallon St.**

**Oakland, CA 94607-4893**

**Conference Call Number: 1-(515)-739-1484**

**Access Code: 263651**

Members of the public may address the Council on any item within the Council’s jurisdiction. Members of the public must be recognized by the presiding officer to address the Council. A summary of Council rules concerning communications from the public are available from the ASLC Secretary of External Affairs at the meetings. Persons addressing items included on the agenda will be heard at the time the item is considered. Persons requesting to address items or subjects which are not on this agenda will be heard under the agenda item “Communications from Members of the Public.” Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours prior to the meeting to the ASLC Secretary of External Affairs. **Laney does not discriminate on the basis of age, race, color, sex or sexual orientation, marital or veteran status, national origin, or disability**

**CALL TO ORDER: 12:08 pm**

**I. ROLL CALL:**

|  |  |  |
| --- | --- | --- |
| Title | Name | P/A |
| President | Keith Welch (KW) | **P** |
| Vice President | Carol Williams (CW) | **A** |
| External Secretary | Corey Hollis (CH) | **P** |
| Internal Secretary | Beomjin Kim (BK) | **1/2** |
| Treasurer | Tameem Bahram (TB) | **P** |
| Club Affairs Officer | Abigail Baires (AB) | **P** |
| Publicity Commissioner | Laura Bloom (LB) | **P** |
| Student Advocate | Aisha Jordan (AJ) | **A** |
| Senator | Enrique Ramos (ER) | **P** |
| Senator | Andy Tran (AT) | **P** |
| Senator | Sarah Jung (SJ) | **P** |
| Senator | Xuecheng “Kristy” Zhang (XZ) | **P** |
| Senator | Stephen Holloday (SH) | **EX** |
| Senator | Yumeng Cui (YC) | **A** |
| Senator | Dominique Brown (DB) | **1/2** |
| Alternate Senator | Hwan Jin Jo (HJ) | **1/2** |
| Alternate Senator | Woo Jin “Kris” Lee (WL) | **A** |

**7 members = Quorum**

**II. ADOPTION OF THE AGENDA:**

* **TB made a motion to add ASLC office renovations to 14DEC17 Regular meeting agenda under New Business.** *No objections were made to add ASLC office renovations to 14DEC17 Regular meeting agenda under New Business.*
* **SJ made a motion to add ASLC office supplies proposal to 14DEC17 Regular meeting agenda under New Business.** *No objections were made to add ASLC office supplies proposal to 14DEC17 Regular meeting agenda under New Business.*
* **TB made a motion to add Laney College Food Pantry to 14DEC17 Regular meeting agenda under New Business.** *No objections were made to add Laney College Food Pantry to 14DEC17 Regular meeting agenda under New Business.*
* **CH made a motion to adopt the 14DEC17 Regular meeting agenda with the added amendments.** *No objections were made to adopt the 14DEC17 Regular meeting agenda with the added amendments.*

**III. APPROVAL OF THE MINUTES:**

* **CH made a motion to amend the funding amount of item VI.B: Black Student Union (BSU) Project Proposal from 2NOV17 Regular meeting to read $503.42.** *No objections were made to amend the funding amount of item VI.B: Black Student Union (BSU) Project Proposal from 2NOV17 Regular meeting to read $503.42.*
* **CH made a motion to amend the funding amount of item VII.C: Architectural Club Reimbursement of Jorge to read $89.59.** *No objections were made to amend the funding amount of item VII.C: Architectural Club Reimbursement of Jorge to read $89.59.*
* **TB made a motion to approve the 7DEC17 minutes.** *No objections were made to approve the 7DEC17 minutes.*

**IV. COMMUNICATIONS FROM MEMBERS OF THE PUBLIC:**

(Please line-up to speak when your name is called.) This portion of the agenda provides an opportunity for members of the public to address the Council on matters not included on this agenda. A maximum of 14 minutes (2 minutes per individual maximum) will be provided for speakers under this agenda item. Requests to speak which cannot be honored within the time limit will be scheduled for subsequent meetings in the order received. Under the Brown Act, Council members are not allowed to discuss and/or take formal action at today’s meeting on items brought before them under this item. Council members are only allowed to respond briefly. Persons requesting to address an item included on the agenda will be called upon at the time the agenda item is considered by the Council, and comments on tangential issues not directly related to the item may be ruled out of order. Written statements can be submitted to the ASLC Secretary of External Affairs for inclusion in the minutes.

* No public comment

**V. ASLC OFFICERS AND COMMITTEE REPORTS:**

A. ASLC Officer and Committee Reports (Information/10mins/ASLC): ASLC members will make any reports from Ad Hoc Committees and or Shared Governance meetings.

* Sarah Jung sat in on the Health Safety & Security District meeting. Report will be attached to the 14DEC17 minutes.
* Keith Welch sat in on the College Council meeting. Items discussed were as follows:
  + Guided pathways to success
    - Will implement guided pathways to success by March 2018
* LB asked about Canteen Co. Updates:
  + No communication with canteen co. about next action steps.

B. Inter Club Council Report (Information/Action/3mins/Abigail Baires): Abigail Baires will make any reports from Inter Club Council.

* ICC had a Student grievance workshop instead of a regular meeting.

C. Treasurer’s Report (Information/3mins/Tameem Bahram): Tameem Bahram will update ASLC on the current balance of ASLC funds.

* Tameem Bahram presented the treasurer’s report to the council. Treasurer’s report will be attached to the 14DEC17 minutes.

D. Ad Hoc Committees (Discussion/Action/5mins/ASLC): ASLC will take action on any issues pertaining to ad hoc committees for the 2017-18 school year.

* ***No objections were made to table item V.D.***

**VI. OLD BUSINESS:**

A. Chartering/Re-charting clubs (Discussion/Action/5mins/ASLC): ASLC will take action on chartering/re-charting clubs.

* ***No objections were made to table item VI.A.***

B. ASLC Office Policies and Procedures (Discussion/Action/10mins/ASLC): ASLC will discuss and possibly take action regarding ASLC office policies and procedures for ASLC members.

* ASLC will schedule a clean up office SC301 in the student center on Thursday, December 21, 2017.
  + Will have potluck during the cleanup day.

C. ASLC Scholarship Discussion (Discussion/Action/5mins/Tameem Baharm): ASLC will discuss and consider actions regarding for the ASLC Annual Scholarship.

* **TB made a motion to approve to ASLC Annual Scholarship funds to Peralta Scholarship foundation from fund 71-544-5885-1-696600-6000-00 in the amount of $10,000.00.**  *No objections were made to approve to ASLC Annual Scholarship funds to Peralta Scholarship foundation from fund 71-544-5885-1-696600-6000-00 in the amount of $10,000.00.*
* Stipulations for the ASLC Scholarship are as follows:
  + Categories for ASLC Scholarships:
    - Transfer & Full time Scholarship
      * Does not have to be a returning student
    - Financial Hardship
    - Academic Excellence
    - Leadership
      * All three scholarships have to be a returning student.
  + Amount of Scholarship funds per student.
    - $1,250.00
  + Amount of students per scholarship
    - 2 Laney College Students.
  + A student can only win one scholarship
    - A student can apply to multiple scholarships, but will only be awarded for one.
    - The Scholarship will decide what scholarship category best represents a student’s submission if the student submit a duplicate essay for multiple scholarships.
* Beomjin Kim & Hwan Jin Jo are present at the 14DEC17 Regular meeting at 12:36 pm.
* Dominique Brown was present at the 14DEC17 Regular meeting at 12:43 pm
* ***Dominique Brown was appointed the Scholarship committee Chair scholarship application.***
  + Beomjin Kim joins the scholarship committee
  + Sarah Jung joins the scholarship committee
  + Xuecheng “Kristy” Zhang Joins the scholarship committee
* ***No objections were made to accept the conditions for the ASLC Annual Scholarship***
* **AB made a motion to extend the 14DEC17 Regular meeting 20-minutes.** *No objections were made to extend the 14DEC17 Regular meeting 20-minutes.*
* Xuecheng “Kristy” Zhang was excused from the 14DEC17 Regular meeting at 1:01 pm.

**VII. NEW BUSINESS:**

1. Institutional Awareness Committee (IAC) Procedures (Discussion/Action/5mins/Tameem Bahram): ASLC will take action on whether shared governance committee reports must be reported to the IAC, so the IAC can share the reports to ASLC.

* Institutional Awareness Committee meets every Tuesday at 1:00 pm.
* ASLC member should at minimum get the minutes from their shared governance meetings.
* ***No objections were made to postpone item VII.A until the next ASLC meeting.***

B. Spring 2018 Welcome Back Week Roundtable (Discussion/Action/10mins/ASLC): ASLC will brainstorm the events for Spring 2018 Welcome Back Week.

* Welcome Back Week will be hosted from Monday, January 22nd – Thursday, January 25th, 2018
* Will need ASLC members near the Parking lot entrance, Bart entrance and on the Quad of Laney College Campus during Welcome Back Week.
* Monday – TBD.
* Tuesday – Campus Resource Day:
  + Dominique Brown, Hwan Jin Jo, & Woo Jin “Kris” Lee.
  + Alameda Food Bank
    - Have ICC clubs assist with Alameda Food Bank.
  + ICC Club Day – Will have clubs set up on the Quad with other Campus Resources.
* Wednesday – Job Fair
  + Corey Hollis
  + On the 2nd floor of the Student Center
* Thursday - Campus Resource:
  + Dominique Brown, Hwan Jin Jo, & Woo Jin “Kris” Lee.
* Spring Welcome Back Week Responsibilities
  + Abigial Baires & Sarah Jung – Event production
    - Flyers
    - Maps
    - Celebratory items (balloons, table cloths, etc.)
  + Tameem Bahram & Andy Tran – Event Logistics
    - Tables and chairs for all event days.
  + Keith Welch & Laura Bloom
    - Provide food for all 4 days of the events
      * Hot chocolate
      * Granola bars
      * Oranges
      * Big food event on Thursday
* **LB made a motion to extend the 14DEC17 Regular meeting10-minutes.** *No objections were made to extend the 14DEC17 Regular meeting 10-minutes.*
* ASLC members with 2018 Spring Welcome Back Week responsibilities will report their progress during the 4JAN18 Regular meeting.

C. Winter Break Leadership Training for Laney College Student Leaders (Discussion/Action/10mins/ASLC): ASLC will consider organizing leadership training during the winter break for Laney College student leaders with Leadership Brainery not to exceed $4,6000.00.

* **TB made a motion to approve the Winter Break Leadership Training for Laney College Student Leaders from fund 72-544-5885-1-696600-6000-00 not to exceed $5,000.00.** *No objections were made to approve the Winter Break Leadership Training for Laney College Student Leaders from fund 72-544-5885-1-696600-6000-00 not to exceed $5,000.00.*

D. ASLC Fall 2017 Final Report (Discussion/Information/15mins/ASLC): ASLC members will share their thoughts on their accomplishments and areas to improve for the Fall 2017 semester.

* ***No objections were made to table item VII.D until the next ASLC regular meeting.***

E. ASLC Office Renovations: (Discussion/Action/10mins/Nona Clayepoole): ASLC will consider approving the ASLC office renovations not to exceed $20,000.00.

* **TB made a motion to approve the Commercials’ Group Proposal from Sam Clar for room SC401B from fund 82-544-5885-1-696600-0000-00 not to exceed $10,000.00.** *No objections were made to approve the Commercials’ Group Proposal from Sam Clar for room SC401B from fund 82-544-5885-1-696600-0000-00 not to exceed $10,000.00.*
* **TB made a motion to approve the KI Furniture proposal for room SC320 from fund 82-544-5885-1-696600-0000-00 in the amount of $9,998.07.** *No objections were made to approve the KI Furniture proposal for room SC320 from fund 82-544-5885-1-696600-0000-00 in the amount of $9,998.07.*

F. ASLC Supplies Proposals: (Discussion/Action/10mins/Sarah Jung): ASLC will consider approving the ASLC Supplies Proposal not to exceed $4,000.00.

* **AB made a motion to approve the ASLC supplies proposal not to exceed $4,000.00.**

**Roll call vote: CH – Yay, BK – Yay, TB – Nay, SJ – Yay, AB – Yay, AT – Nay, LB – Yay, DB – Yay.**

* *With 6 Yays and 2 Nays, the motion passed.*

G. Food Pantry Proposal: (Discussion/Action/10mins/Director Gary Albury): ASLC will consider allocating space in the Student Center for a Food Pantry.

* ***No objections were made to appoint Alternate senator Hwan Jin Jo and Woo Jin “Kris” Lee as voting members of ASLC for the remainder of 14DEC17 Regular meeting at 2:00 pm.***
* Sarah Jung & Abigial Baires are excused from the 14DEC17 at 2:00 pm
* **CH made a motion to use room 402 in the Student Center for the Food Pantry.** *No objections were made to use room 402 in the Student Center for the Food Pantry.*
* ***No objections were made to adjourn the 14DEC17 Regular meeting at 2:04 pm.***

**VIII. ANNOUNCEMENTS:**

**IX. MEETING ADJOURNED: 2:04 pm**

**SHARED GOVERNANCE REPORT FORM**

|  |  |
| --- | --- |
| NAME OF COMMITTEE: | Health, Safety, & Security Committee |
| DATE OF MEETING: | Tuesday, December 12th, 2017 |
| COMMITTEE CHAIR: | Chungwai Chum |

**SUMMARY OF ITEMS COVERED:**

* Disaster Preparedness
  + Replenishing old and expired supplies
    - The committee approved the purchase of new emergency supplies from Ice Safety Solutions, not to exceed $4000
  + Storage for incoming supplies
    - Different locations being discussed, will be finalized later
  + Evacu-chair Training
    - Safety aids and select faculty have training, additional training will be provided as needed.
* Emergency Evacuation Preparation
  + February 22nd, 2018 10am & 6pm
    - The committee is working on finalizing the list of volunteers for the drill
  + Special Meeting
    - A special meeting will be held in late January to approve a finalized list of volunteers and their respective duties.
* Lactation Room Updates
  + Location
    - Tower room T-256 has been established as the new lactation room on campus
    - Open to students and faculty
  + Signage
    - Sign still need to be put up in the tower and student center to inform students of where it is
* Health Center Concerns
  + No Nurse on Duty
    - Currently the health center does not have a nurse on duty from Monday thru Thursday
    - A part time nurse works on Friday
  + Community Partnership
    - We are looking at partnering with an outside health center to provide a nurse for the vacant days.
    - Possible partnerships:
      * Roots Community Health Center
      * Asian Health Services
      * Possibly others

**MATTERS PENDING:**

* 2017-18 Goals:
  + Many have already been completed, possible discussion on setting more.
* Emergency Evacuation Drill
  + Will continue to be discussed until it takes place on February 22nd, 2018

**Completed By:** Sarah Jung

Treasurer’s Report

