



Associated Students



September 8th, 2008

Minutes

Present: Dean Steven Glick, Advisor Rudy Padilla, AS President Ena Chen, Vice President Maribel Escalante, Secretary Anna Luu, ESL Instructor Mary Frandina.

1. Call to Order

Associated Student Council meeting came to order at 1:30p.m.

1. Student Council set up the meeting date for this semester. The rest of the meetings will be held on 10/3, 11/6, 12/8 at 1:30p.m.
2. President Ena Chen, Vice President Maribel Escalante, and Secretary Anna Luu have offered to keep serving as officers at the Downtown Campus without receiving scholarships. The Student Council will put the scholarship budget into other categories. The officers also updated the schedule of 15 office hours.
3. For the issue of hiring a Lab Aide, President Ena indicated there is no urgency to hire one at present. Dean Glick and Advisor Padilla both agreed that Student Council could have a Lab Aide later during the semester when needed.
4. About student activities during the semester, besides the traditional activities, the student council discussed having other events. To the idea of showing movies in Room 821, Dean Glick emphasized that student council needs to be especially careful about the safety of crowds. Budgeting for school trips was also discussed.
5. Rudy Padilla presented the Business Department's request for AS to sponsor materials for students use in the classroom. President Ena approved up to \$900 for the purchase, and Vice President Maribel seconded it.
6. Librarian Susanna Lo requested \$200 for speaker Michael Nave to give a speech on Tuesday, October 7th, 2008. President Ena approved payment not to exceed \$200. Secretary Anna seconded it.
7. One of the microwaves in the big lunch room on the 8th floor has broken. President Ena approved up to \$200 to purchase a new one. Vice President Maribel seconded it.
8. There are several students and instructors asking for information about when we'll have student photo ID at the Downtown Campus. Advisor Rudy will check and follow up on this issue.
9. Student Council discussed how to clean room 617, and dispose out-of-order equipment. Dean Glick suggested talking to Cindy Hart about these issues.
10. ESL Instructor Mary Frandina mentioned about earthquake preparedness on October 15, 2008. AS Council agreed to support this event.

The Council meeting adjourned at 2:15 pm

Respectfully submitted by
Ena Chen
ASC DT Campus President



Associated Students



October 6, 2008

Minutes

Present: Dean Steven Glick, Advisor Rudy Padilla, AS President Ena Chen , Vice President Maribel Escalante, Secretary Anna Luu, Activities Director Norberto Siella, ESL Instructor Mary Frandina, Secretary Rema Zafrani, Librarian Susanna Lo, and Student Mandy Lan.

1. Call to Order

Association Student meeting came to order at 1:00 p.m

2. Approval of Minutes

3. Officers reviewed minutes for September 08, 2008. President Ena Chen approved the minutes and Vice President Maribel Escalante seconded it.

4. The next ASC-DTN meeting will be held on November, 03 2008, 12:45pm.

5. Norberto Siella was introduced as new Activities Director. Discussion on a selection process to be further discussed by all the officers to officiate the position.

6. President Ena Chen & Secretary Anna Luu attended to the AS Executive Board meeting on September 26 2008 held at the Ocean campus. They reported it is an Excellent opportunity to share ideas, ASC-DTN agreed to invite and sponsor the next meeting.

7. President Ena Chen will attend CCCSAA on October 17 , 2008 - October 19, 2008

8. President Ena Chen Would like to credit volunteer duties with certificate for their hard work.

9. President Ena Chen asked about the budget and asked whether funding would be cut if a lab aid was not added for this semester. Rudy Padilla will check and follow up on this matter with Dean Fotch.

10. Discussion on Student Photo I.D. took place and Dean Glick suggested to have the equipment at Room 617, or 821 and consider plans to keep the equipment safe. Rudy to follow up on a timeline. Officers to work in support the I.D. process by

11. The Speaker Michael Nava Will have his speech on 10/7/2008 . The speaker contract form has been completed. Librarian Susanna Lo requested \$ 60 for Snack The AS council support this event with Two volunteers will be reward with \$10 gift Card each. President Ena Chen approved Secretary Anna Luu seconded it.

12. ESL Instructor Mary Frandina requested to purchase Emergency Kit for Earthquake Preparedness Event on October14, 15,17, 2008. President Ena Chen approved \$220, Secretary Anna Luu seconded it. The ASC-DTN council will offer eight Volunteers Support multiplicity languages 10\$ Gift Card each. It is not exceeding \$220.

13. Council decided to have the Halloween Party on Friday, October 31, 2008 from 11:30 a.m to 2:30 p.m President Ena Chen approved \$ 1350 for Halloween Party. Including Banquet, decoration for the event, Costume prizes, Volunteers Gift Card and Officers lunch on November 03, 2008 after AS meeting. Vice President Maribel Escalante seconded it.

14. President Ena Chen indicated Bulletin Board must be updated with new information and decoration recommended funding not to exceed \$100. Secretary Anna Luu Seconded it.

The Council meeting adjourned at 2:25 pm

Respectfully Submitted by

Ena Chen

ASC DT Campus President



Associated Students



November 3rd, 2008

Minutes

Present: Dean Steven Glick, AS President Ena Chen, Vice President Maribel Escalante, Secretary Anna Lu, Activities Director Norberto Siella.

1. Call to Order

Association Student Council meeting came to order at 12:50 p.m.

2. Approval of Minutes

President Ena approved the minutes for October 6th, 2008, and Secretary Anna seconded it.

3. Adoption of Agenda

4. Council officers talked about October activities.

1. The Council reported the Latino Heritage Speech on 10/7. Students had very good comments about the speaker, Michael Nava.
2. The Council also helped several ESL instructors on the Earthquake Preparedness event on 10/14 and 10/15. We assisted teachers and Red Cross speakers while they presented in different languages. Approximately 400 students have benefited from this event. Some instructors also borrowed the emergency kit from the Student Council to present as part of the earthquake preparedness program.
3. The Council also reported about the Halloween Party on 10/31 and talked about what could be improved in the next party: prepare more food, and have an instructor who can stay at the event the whole time.

5. The Council discussed possible activities in November and early December.

1. Student Council wanted to start a study group. Council officers will talk to several instructors to gather information and ideas.

2. The Student Council will show a movie in Room 821. Dean Steven indicated Council members need to find at least an instructor who can be present in the event. The Vice President approved money not to exceed \$100 for study group and movie, including refreshment and supplies. President Ena seconded it.

6. The Council wanted to have more activities for ESL students. President Ena had been trying to invite a storyteller to come to the Downtown Campus. President Ena Chen approved money not to exceed \$300 for this speech. Vice President Maribel seconded it. The \$300 budget will include speaker's payment and refreshment purchase.
7. President Ena proposed to hold a lunch party for the A.S. officers and volunteers before Thanksgiving. The Council decided to hold it on 11/26 at Room 820 between 10:30am~1:30pm. President Ena approved totally not to exceed \$300 for the event. Maribel seconded it.
8. Adjournment

Council meeting adjourned at 1:35 P.M.

Respectfully submitted by

Ena Chen
Associated Students Council President- Downtown Campus



Associated Students



December 1st, 2008

Minutes

Present: Dean Steven Glick, AS President Ena Chen, Secretary Anna Luu, Activity Director Norberto Siella, Student Representative Mandy.

1. Call to Order

Association Student Council meeting came to order at 12:35 p.m.

2. Approval of Minutes

President Ena approved the minutes for November 3th, 2008, and Secretary Anna seconded it.

3. Adoption of Agenda

4. Council officers talked about AS Business update:

1. There was an AS Executive Board meeting on Nov. 7th at the Downtown Campus. In the meeting, the Downtown AS has reflected that we want to get more activity flyers from the Main Campus to distribute to students at the Downtown. The Main Campus AS Council agreed to work on it.
2. The Council showed a movie on 11/26/08 on the 8th floor for students. Students really enjoyed the movie and gave very good comments about the show.
3. The Council also reported about the Lunch Party on 11/26/08. The Student Council found it was a good way to have a chance to communicate with volunteers, instructors, and officers.
4. On 12/02/08, the Student Council will invite a storyteller, Phil Sheridan, to come to the Downtown Campus. President Ena has worked closely with him to prepare this presentation. Dean Steven indicated that one thing the Council can improve on in the next activity is to post flyers more than weeks before the event.
5. The AS Vice President, Maribel Escalante, has decided not to continue in the position. The Student Council discussed having an application form for students to apply for this position.

6. The Council also talked about a candidate for Lab Aide. President Ena said that AS Council needs a Lab Aide and the Student Council is now working on it.
 7. The Council discussed study groups at the Downtown Campus. The Dean suggested that the Council can hold small study groups with simple topics each time.
 8. President Ena has gone to the Main Campus and invited the AS clubs to come to the Downtown Campus. We hope we can provide more activities and let students have opportunities to outreach other resources.
5. The Council discussed the activities in December and the Spring 2009:
1. The Council talked about AS office supplies and coffee maker purchase. President Ena approved an amount not to exceed \$200.00, Activity Director Norberto seconded it.
 2. The Council discussed AS Christmas Activity and President Ena approved an amount not to exceed \$1,500.00 for school-wide “Happy Holiday” event at the end of the semester, Secretary Anna seconded it.
 3. The Council also talked about Chinese New Year Party in the beginning of the Spring semester, which will be held on Jan. 22nd, 2009. President Ena approved an amount not to exceed \$1,800.00 for food and decoration for the party. Secretary Anna seconded it.
 4. Librarian, Suzanne Lo, has proposed to have a speaker for Chinese New Year. The speaker will make a PowerPoint presentation on the Chinese symbolism for the Lunar new year. President Ena approved an amount not to exceed \$300.00 for speaker payment, refreshments, and volunteer rewards. Secretary Anna seconded it.

7. Adjournment

Council meeting adjourned at 1:50 P.M.

Respectfully submitted by

Anna Luu
Associated Students Council Secretary- Downtown Campus