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| **SG_Logo_Colors-01** | **Student Government Minutes**  Monday, August 17, 2015  1:01 p.m. – 4:00 p.m.  Student Union Coville Conference Room |

**Notice**

1. **NOTICE IS HEREBY GIVEN** to the general public and to all members of the CSU Channel Islands Student Government that:

A meeting of the Student Government Senate will be held on Monday, August 217th , 2015 at 2:00 p.m. at California State University Channel Islands, Student Union Conference Room (room 1080), located at One University Drive, Camarillo, CA 93012, to consider and act upon the following matters:

**Call to Order**

1. **Call to Order at 1:01 p.m.**
2. **Roll Call**
   1. **President –** Monique Reyna (P)
   2. **Vice President –** Michelle Noyes (P)
   3. **Senate**
      1. Academic Affairs- Travis Hunt (P)
      2. Graduate, Credential & Alumni- Stephanie Chavez (A)
      3. Student Engagement- Tracy Davis (P)
      4. Veterans & Non Traditional- Matt Stanger (P)
      5. Wellness & Recreation- Aron Uribe (P)
   4. **Executive.**
      1. **Director of Operations –** Marlene Pelayo (P)
      2. **Director of External Affairs –** John Butzer (P)
      3. **Director of Events –**
      4. **Chief of Staff –**
      5. **Interns**
   5. **Judicial.**
      1. **Chief Justice –**
      2. **Associate Justice –**
      3. **Associate Justice –**
   6. **Advisor –** Genesis DeLong (P)

**Advisor –** Bethany Banuelos (P)

* 1. **Members of the public present**
     1. Eli Salgado
     2. Andrea Naranjo

1. **Approval of the Agenda**

* Senator Hunt motioned to approve the agenda
* Motion seconded by Senator Stanger

1. **Approval of the Minutes**

* No minutes available for approval

**Public forum**

Public forum is intended as a time for any member of the public to address the Senate on issues affecting any student(s) and/or organizations of California State University Channel Islands.

1. Introduction of Members of the public - Andrea Naranjo and Eli Salgado

**Business**

1. **Unfinished Business**

No unfinished business up for discussion.

1. **New Business**
   1. **Informational Item**
      1. Bylaws- President Reyna and Vice President Noyes (20 minutes)

* President Reyna Informed the Senators that the old and new bylaws were sent out. A discussion on the changes is currently taking place, so a new version may or may not be sent out.
* Vice President Noyes informed Senate to pay close attention to the section of the bylaws that covers the roles and responsibilities of the Senators.
* President Reyna talked about Article II in the bylaws which highlights what senators must and may do. She suggested everyone also look over how voting will work in meetings. President Reyna also touched on the internal affairs committee which covers important information in regards to impeachment in the legislative branch. Information on the removal of positions within the executive branch was also shared. In regards to the judicial branch, President Reyna talked about their responsibility to uphold the bylaws. President Reyna emphasized to the Senators to look at all positions and not just their own position.
* Advisor Genesis DeLong talked to the senators about their responsibility to look and become familiar with all the old and possibly new bylaws. Currently, the bylaws on the website are the approved bylaws and are the ones in affect. The changes to the bylaws will eventually come to the Senate to be approved.
* Vice President Noyes informed the Senators that they should have received both the new and old bylaws on Friday, August 14th 2015.
  + 1. California State Student Association- President Reyna (40 minutes)
* President Reyna talked about how CSSA stands for California State Student Association. She informed the Senate on how the voting process of CSSA works and how per the old bylaws, the voting member is the Director of External Affairs. Per the new bylaws, the voting member is the President of each CSU campus. President Reyna addressed the mission of CSSA and how they work to enhance access to affordable and quality public higher education. Its purpose is to carry out communication amongst all 23 campuses. CSSA is driven by three core principles of the association’s mission: access, affordability, and quality. CSSA monitors and advocates for and against university policy on behalf of CSU students. The university’s affair committee reviews, researches, and makes recommendations to the CSSA board of directors on all university related items originating from the CSU board of trustees, the CSU office of the chancellor or the campus Presidents.
* President Reyna also covered information on SIRF – Student Involvement Representation Fee. SIRF was proposed on January 28th, 2014 which goes into effect this fall semester.
* Advisor Genesis DeLong informed the Senate that in the past each campus used to pay membership dues to CSSA.
* President Reyna continued by saying the chancellor’s office would also provide funding. She went on to talk about how SIRF provides independence from the chancellor’s office and provides credibility for the CSU campuses. SIRF also triples the funds in order to take students to more CSSA meetings to represent students. This opens up the opportunity for CSSA to provide the funding for more students to advocate and lobby. This also allows smaller schools to participate just as much as larger schools that tend to have million dollar budgets. Students are able to opt out of the fee for whatever reason. The fee is $4 a year, $2 per semester. Students can opt out via their CI records. As Student Government, it is our job to educate students on what this is and how to opt out. President Reyna also covered possibilities on getting involved through statewide committees. The application is on the CSSA website and is due in September. It is a great way to get involved and the cost of the meeting is covered. Meal and travel are reimbursed and the meetings are held in Long Beach. CHESS in Sacramento is one of the meetings where more students will have the chance to attend. People who are interested, will have to fill out a short application if they would like to attend CHESS or any other CSSA meeting. President Reyna informed the Senators that if they have the opportunity to attend, that they are there to do a job and will have to be present at all times. President Reyna also talked about joining the board of trustees. It is recommended to join as a sophomore. If picked, the first year will be a nonvoting year and the second year the member becomes a voting member. While serving on the board they will be representing the CSU campuses not just CI. Some perks include waived tuition, but not fees. Travel and meals are also covered. The trustees travel to all CSU campuses to make sure they are aware of what is going on in other campuses. President Reyna strongly encouraged people to consider serving on a system wide committee as well as informing constituent groups about the committees available.
  + 1. Executive Appointments- President Reyna (10 minutes)

1. President Reyna appoints people to the executive branch, and let the Senate know that Marlene Pelayo is the Director of Operations and John Butzer has also been appointed as Director of External Affairs. President Reyna is in the process of interviewing for Chief Justice, who will be responsible for upholding the bylaws. Director of events is also an available position. A chief of staff, who will look over the interns, is a position that also still needs to be filled.
   1. **Discussion Item** 
      1. Senate Norms- Vice President Noyes (30 minutes)
         1. **E-mail**

* Vice President Noyes asked the Senators to raise their placard if they had any ideas on establishing norms.
* President Reyna talked about responding to e-mails in a timely manner. She asked, what would be a good time for everyone to expect a response to an e-mail.
* Director Butzer stated that people can usually expect a reply to e-mails from him within 12 hours.
* Time yielded to General Member Salgado who said a maximum of 48hrs. Should be set to expect a response to an e-mail.
* Senator Davis agreed with the statement from General Member Salgado on establishing a 48 hr. deadline to respond to e-mails.
* President Reyna declared that 48 hours will be the norm for expecting a response to e-mail.
  + - 1. **Texting/ Calling**
* Vice President Noyes asked if she and President Reyna were free to text all Senators for urgent matters.
* Senator Uribe asked if for formality, is he open to texting anyone for a quicker response?
* Vice President Noyes addressed Senator Uribe’s question by saying only for urgent items.
* Senator Hunt asked how late for texting or calling?
* Vice President Noyes made sure they were aware that they should not be contacted via phone except for urgent matters.
  + - 1. **Dress Code**
* Vice President Noyes asked what should be expected regarding the dress code.
* Senator Hunt talked about clothing for males, and how shirts with collars and dress shorts should be acceptable.
* Senator Uribe asked for a balance for clothing if members have a long day.
* Vice President Noyes mentioned that any CI gear is comfortable enough and acceptable.
* Senator Davis asked if tank tops would be acceptable attire.
* President Reyna answered Senator Davis’ question by saying, “If it is a dress tank top that should be fine, but no short skirts.”
* Time yielded to General Member Salgado who mentioned that jeans are fine as long as they are not ripped and are dark.
* Senator Uribe asked about the type of Shoes that can be worn.
* President Reyna expressed her distaste for the use of sandals or flip flops in meetings.
* Vice President Noyes disagreed by talking about how sandals can look professional.
* Advisor Genesis DeLong said it is okay for Student Government to set their own standard for what business casual is.
* Vice President Noyes emphasized that for senate meetings or when representing student government on committees, Senators must dress appropriately.
* Senator Uribe asked if this dress code applies to CSSA meetings.
* President Reyna said that business attire is expected during time spent at CSSA except on Sunday which is usually spirit day.
* Director Butzer mentioned he can provide CI pins when he finds out who will be attending CSSA meetings.
* Advisor Genesis DeLong mentioned the possibility of getting everyone formal nametags for events.
  + - 1. **Food During Meetings**
* Time yielded to General Member Salgado who believes coffee should be acceptable.
* Vice President Noyes said she did not have any problem with any sort of drink like water.
* President Reyna agreed with Vice President Noyes and went on to say food should be acceptable since it is breakfast time during meetings as long as everyone is conscious of those around them.
* Vice President Noyes asked if anyone was opposed to the idea of food during meetings, and since there was no opposition food and drink will be allowed.
* Director Butzer emphasized that nothing loud or smelly should be acceptable.
  + - 1. **Punctuality**
* Vice President Noyes asked that Senators arrive on time and turn off phones.
* Director Butzer asked if the use of the provided binders were mandatory
* Vice President Noyes said, “Yes, we would really appreciate you using these for your student government business.”
* President Reyna suggested that the norms on technology be covered, and expanded on the topic by saying there is no reason for Senators to have laptops at meetings because people will work on things besides Student Government business.
* Senator Hunt disagreed by saying people who want to use laptops for meetings to take notes should be allowed to do so.
* Vice President Noyes expressed her understanding of Senator Hunt’s point, but also pointed out that Director Pelayo will be sending out notes.
* Senator Davis stated it would be beneficial to not have people using their laptops.
* Vice President Noyes asked if everyone was in agreement with not having laptops besides Director Pelayo and presenters.
* Senator Uribe asked if there was a possibility that there can be exceptions on the established norm regarding cell phones.
* Vice President Noyes assured that arrangements can be made if President Reyna and she are notified about the specific need for an exception.
* President Reyna reminded everyone that a motion to recess can be made if there is a need to step out.
* Vice President Noyes asked for further comments.
  + - 1. **Music During Office Hours**
* Vice President Noyes asked if anyone had an opinion to music being on in the Student Government office.
* Senator Stanger asked if the use of iPods would be allowed.
* Vice President Noyes said she would prefer people not use them since students will be going into the office.
* President Reyna said having music will be allowed, but volume must be kept at a minimal. It is best to not allow ear buds so people are aware if any students go into the office.
* Senator Stanger asked if the use of ear buds will be permitted if Senators are in the Student Government office, but not serving office hours.
* Vice President Noyes felt it best to not allow the use of ear buds for Senators at all since it is their responsibility to address students who go into the office regardless if they are on office hours or not.
* President Reyna asked, “If there are other senators on office hours to address students can Senators not serving office hours still have ear buds?”
* Time yielded to General Member Salgado who stated, “If a senator is wearing one ear bud, I don’t see it being a huge issue.”
* Director Butzer agreed with General Member Salgado’s statement.
* President Reyna agreed and mentioned that the idea of one ear bud would not be problematic. “If only one person is in the office, they do not have to wear ear buds. If there are multiple people, one ear bud must be left out.”
* Senator Stanger asked if people serving office hours at the same time could agree amongst themselves on whether or not the use of music or ear buds is acceptable. As well as agreement on who will address students if someone is using ear buds.
* President Reyna clarified that if it is someone’s office hours they need to greet students. If there is more than one person on office hours, the people serving the office hours can agree amongst themselves.
* Vice President Noyes asked if agreement to the use of music in the office has been reached.
* Senator Hunt agreed that if people are on office hours they should greet students, but people are adult enough to decide amongst themselves.
* Advisor Genesis DeLong brought up the fact that the Student Government office is more visible to students now, so it is important to greet students there and provide students the space to be able to come to representatives for help.
  + - 1. **Excusing Oneself**
* Senator Davis asked about excusing oneself to use the restroom during meetings.
* President Reyna answered Senator Davis’ question by saying anyone is allowed to get up and go to the restroom if necessary without formally excusing themselves. If there is a lot of discussion, it is preferred that a motion to break be made.
  + - 1. **Chewing Gum**
* Senator Uribe inquired whether or not chewing gum would be allowed.
* Vice President Noyes reiterated that no gum would be allowed during Senate meetings.
  1. **Action Item**
     1. Senator Appointment- President Reyna (10 minutes)
        1. President Reyna brought up the Senator appointment for Eli Salgado. President Reyna spoke very highly of her by saying, “She is very involved and works in transportation and parking. I feel she will do very well in the position of Senator for Commuters and Transportation.”
* General Member Salgado excused herself for deliberation and voting.
* Vice President Noyes opened the discussion of the appointment of Eli Salgado for Senator.
* President Reyna stated, “I would not recommend her if she weren’t fit. She is very active when talking to students. She is very familiar with staff, faculty, and our structure which is why I feel she will be great for the position.”
* Director Butzer agreed with President Reyna’s comments, and talked about his previous work with General Member Salgado.
* Senator Hunt motioned to approve General Member Salgado as a Senator.
* Senator Davis seconded the motion for the appointment of Eli Salgado for Senator.
* Vice President Noyes opened the voting
  + **(4) for (0) against (0) abstentions**
* Vice President Noyes declared that Eli Salgado had been approved for Senator of Commuters and Transportation.
  + 1. ASI Board Appointment- President Reyna (10 minutes)
       1. President Reyna brought up the topic of appointing someone to the ASI board. President Reyna went on to say that since Andrea Naranjo has shown interest and after being interviewed, she has shown to have been very involved and qualified. President Reyna was clear that she believes she will do very well in the position.
* Senator Davis asked General Member Naranjo what year she is and what is her major?
* General Naranjo responded that she is a third year student and liberal studies major.
* Director Butzer asked General Member Naranjo about her involvement on campus.
* General Member Naranjo talked about her involvement on campus through her job and her involvement as a first year college student.
* General Member Naranjo excused herself for deliberation and voting.
* Vice President Noyes opened the discussion on the appointment of Andrea Naranjo for ASI Board Representative.
* Senator Salgado talked about her previous work with General Member Naranjo as an orientation leader and speaks highly of her commitment to her work.
* President Reyna believes General Member Naranjo is someone that is not afraid to speak up and can bring something different to the ASI board. She went on to explain her reason for reaching out of Student Government for this appointment which was done to increase other students’ involvement
* Senator Salgado motioned to approve the appointment of Andrea Naranjo as ASI Board representative.
* Senator Hunt seconded the appointment of Andrea Naranjo as ASI Board representative.
* Vice President Noyes opens the voting
  + **(5) For (0) against (0) no abstentions**
* Vice President Noyes declared that Andrea Naranjo had been approved to serve as representative on the ASI board.

**Reports**

1. **Senator Reports** 
   1. No Senator Reports available to be made.
2. **Vice President’s Report**
   1. No Vice President Report to be made.
3. **President’s Report**
   1. President Reyna talks about one of her current projects being the speaker series titled, “We Matter.” President Reyna also talked about her efforts to working with day care centers in the area and the student union to add day care centers to the dolphin discount program since we do not have the budget to provide a day care center on campus. She has also been trying to propose establishing a food pantry. This will not fall under student government responsibilities, but she is working with PATH and they are more than happy to take on the project. President Reyna would like to be informed if anyone would like to help with any of the project she is working on. President Reyna advised Senators to please go to Vice President Noyes if they have any questions. The Executive branch will report to President Reyna if they have any questions.
4. **Executive Reports**
   1. No Executive Reports available to be made.
5. **Judicial Reports**
   1. No Judicial Reports available to be made.

**Adjournment**

1. **Public Forum** 
   1. **No Public Forum took place**
2. **Adjournment**
3. Senator Uribe motions to adjourn
4. Motion for adjournment is seconded by Senator Salgado
5. Seeing there were no closing comments, Vice President Noyes called for **adjournment at 2:40 p.m.**