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| **SG_Logo_Colors-01** | **Student Government Senate Minutes**  Tuesday, August 19, 2014  4:00 p.m. – 5:00 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 Tuesday, August 27th , 2014 at 4:00 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 – 4:15 p.m.**
2. **Roll Call**
   1. **President –** Vanessa Bahena (P)
   2. **Vice President –** Sara Sanders (P)
   3. **Senate**
      1. James Forrester (P)
      2. John Slagboom (P)
      3. Tyler Smock-Lombardi (P)
      4. Garret Snyder (A)
      5. Marcus Wurtz (A)
      6. Alex Yepez (P)
   4. **Executive.**
      1. **Director of Operations –**
      2. **Director of External Affairs -**
      3. **Director of Recruitment and Retention –**
      4. **Director of Events –**
      5. **Chief of Staff –**
      6. **Interns –** 
         1. Angelica Garibo (A)
         2. Tommy Hatfield (A)
      7. **General Members -** 
         1. Agustin Rangel-Gonzalez (P)
         2. Elizabeth Salgado (P)
         3. Monique Reyna (P)
         4. Stephanie Chavez (P)
         5. Ray Visiaz (P)
      8. **Advisor – Genesis DeLong (P)**
      9. **Members of the public**
         1. Christine Thompson
         2. Nsomah Apambire
         3. Samantha Albert
         4. John Butzer
3. **Approval of the Agenda**
   1. Senator Forrester motioned to add the appointment of John Butzer as a Senator. Seconded by Senator Yepez.
      1. Motion carried
   2. Senator Yepez motioned to add member appointment to Internal Affairs Committee. Seconded by Senator Forrester.
      1. Motion carried
   3. Senator Yepez motioned to approve the agenda with changes. Seconded by Senator Forrester.
      1. Motion carried
4. **Approval of the Minutes**
   1. No previous minutes to approve

**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. President Bahena stated that the purpose of public forum is for students to present on any issue. Senate is to take note and hear the student out, but no action needs to be taken.

**Business**

1. **Unfinished Business**
   1. **Informational Item**
      1. None
   2. **Discussion Item**
      1. None
   3. **Action Item**
      1. None
2. **New Business**
   1. **Informational Item**
      1. Office Etiquette (Vanessa Bahena)
         1. President Bahena discussed the expectations. The office can be used as a place for study, to serve office hours, as a fun environment, and to relief stress, but in a professional manner. Professionalism is to be applied in the music we listen to and the conversations we have within the office. No cat videos are to be played. When no work is being done it can be frustrating for students who walk in. If a student approaches, be sure to be responsive and introduce yourself. If President Bahena and Vice President Sanders are in a meeting, do not disrupt the meeting. Be sure to utilize resources.
         2. Answer the phone: Good morning/afternoon Student Government office, this is “name” speaking how may I help you. Be sure to take down messages. Do not assume, if you do not know the answer get info and let them know you’ll get back to them.
         3. Do not lounge in office. There are to be no private conversations unless it is with President Bahena or Vice President Sanders in their office. There will also be mail boxes provided for Senate members
         4. Member of the Public Ampabire stated for everyone to clean up after himself or herself. You can eat in the office, but be sure to throw trash away outside the office space.
         5. President Bahena stated that if any member of the Senate needed access into the office they could ask a student assistant at the Student Union front desk.
   2. **Discussion Item**

Vice President Sanders stated that all Senate meeting would be a combination of Senate and Executive Branch. Everyone is entitled to speak during discussion, but priority will be given to Senators.

* + 1. One on One’s and Office Hours (Weekly Calendars) (Sara Sanders)
       1. Vice President Sanders stated that each member has a blank calendar in their binder. They are to plan out their office hours so that they can be posted for students to see. Out of ordinary hours can be included in their Senate report. Be sure to add classes and breaks as well. If a Senator is to serve an office hour in another location such as the Multicultural center, they need to be sure to include that as well.
       2. Senator Forrester stated that his schedule was not finalized yet, so he will submit his calendar the next day.
       3. Senator Yepez asked if hours served his the SSS center can count towards office hours.
       4. President Bahena responded yes, as long as he is not getting paid for those hours.
       5. Senator Yepez asked what was the latest they can serve office hours.
       6. Vice President Sanders responded that the Student Union is open until 10pm so that is the latest they can be there. No member of the Senate is allowed to be in the office after 10pm unless they are there with President Bahena or Vice President Sanders.
       7. Senator Smock-Lombardi asked what time the Student Union opens
       8. Vice President Sanders responded at 8am.
       9. General Member Salgado asked if general members only need to serve 3 hours
       10. Vice President Sanders responded Yes
       11. Vice President Sanders stated for members to be sure to include their email and contact information.
       12. President Bahena stated that members of the Senate are to include the purpose of the office hour if served in a different location other than the Student Government Office.
    2. Parking Services Update (Sara Sanders)
       1. Vice President Sanders has been speaking to Ray Porras who has been working to accommodate the growing of students. There have been some difficulties with parking- they want to get more students to carpool or use the shuttle (Vista). They are working on possibly opening up anther parking lot, for now discussion is being opened on how to get the word out to students about carpooling or using the shuttle (Vista).
       2. General Member Salgado suggested going center by center with flyers or word of mouth.
       3. Senator Slagboom stated that the bus commuter was a good system. The bus from Oxnard currently runs every hour. He suggested added another bus so they it runs every half hour
       4. Senator Yepez suggested targeting specific centers with a lot of commuter students such as the Academic Advising Center, LRC, and Library.
       5. Member of the public Ampabire asked if there was going to be a new bus stop.
       6. Vice President Sanders responded yes. The new stop will be over by University Road.
       7. Member of the Public Ampabire asked if the bus and the shuttle are two different things.
       8. Vice President Sanders responded No. They’re the same.
       9. Member of the Public Ampabire asked how many students use the shuttle.
       10. Vice President Sanders responded that she would ask Ray. She believes it’s about 14% with staff and faculty. She also suggested having a reward system for carpooling.
       11. Senator Forrester asked if the routes were known.
       12. Vice President Sanders responded yes. They are also working on a trolley to go from the new student apartments, outlet mall and around Camarillo- but that’s not for sure yet. She will ask for an update on that as well.
       13. Senator Slagboom asked why they are moving the bus stop.
       14. Vice President Sanders responded that she wasn’t sure, but would be sure to ask.
       15. Senator Slagboom stated that in 2012 both buses from Oxnard broke down- Buses need to be reliable if they are going to get the students to use it.
       16. Member of the Pubic Ampabire asked of the trolley would only be for CI Students.
       17. Vice President Sanders responded that the trolley would be through the train station, so it will be open to the public
       18. Member of the public Ampabire suggested having a bus just for students if possible.
       19. John Butzer asked of the trolley would go through CI and Camarillo.
       20. Vice President Sanders responded Yes
       21. John Butzer asked if the trolley would be free of charge or will there be an additional fee.
       22. Vice President Sanders responded that it would go through the shuttle, so the Vista pass would cover that as well but she’ll ask to be sure.
       23. Senator Forrester asked if they price would remain $25 for both.
       24. Vice President Sanders responded that she would check on that.
  1. **Action Item**
     1. Appointment of Director of Events – Samantha Albert
        1. President Bahena stated that the Director of Events is responsible for Student Government Events and carrying them out. They will also be in charge of informing Senate members about other events on campus so that members can attend and students get to know the Senate better.
        2. President Bahena recommends Samantha Alberts for Director of Events, Samantha Alberts was interviewed and is a perfect fit for the position. She has worked with event planning before and is a good candidate.
        3. Samantha Alberts stated that she is excited for the position. She has done event planning and loves it. She also loves CI, the student body and community.
        4. Member of the Pubic Ampabire asked Samantha what new things she would like to implement.
        5. Samantha responded with “little things”. Such as photo contest and giving away incentives. Set goals through social media. She stated that students need incentives to get students to go to events.
        6. Senator Yepez asked what centers and programs she would reach out to.
        7. Samantha responded with all of them. She stated that not all would want to participate, but to reach out to everyone she would need to include everyone.
        8. Senator Slagboom motioned to approve Samantha Alberts as the new Director of Events. Seconded by Senator Yepez
           1. Motion Carried
     2. Appointment of John Butzer as Senator
        1. President Bahena stated that she is recommending John Butzer to the Senate as a Senator because she worked with him last year. He did great work and demonstrated interest in returning.
        2. John Butzer stated that he is honored to continue working for the same constituent group or new group. He would be happy to work with anyone.
        3. Senator Slagboom asked what John Butzer did last school year.
        4. John Butzer stated that he worked with Alumni and Friends and Toni Rice. They worked on a registry to connect students and bridge gaps.
        5. Senator Smock-Lombardi motioned to approve John Butzer as a Senator. Seconded by Senator Forrester.
           1. Motion carried.
     3. Senator Butzer motioned to table IAC. Seconded by Senator Forrester.
        1. Motion carried.
     4. President Bahena stated that she values integrity and honesty. It is for that reason that she wishes to make known that her and Senator Forrester are in a relationship. If any member of the Senate ever feels that she or Senator Forrester are doing things and making decisions based on their relationship they are welcome to call them out on it.
     5. Senator Forrester left the meeting at 4:52pm
     6. Senator Butzer motioned to bring back IAC item. Seconded by Senator Yepez.
        1. Motion carried
     7. International Affairs Committee presented by Vice President Sanders
        1. Vice President Sanders explained that IAC is the judicial branch. If any member of the Senate makes decisions based on personal gain, the committee would go through the By Laws and makes charges. Everything goes through the Senate. It doesn’t automatically result in the removal of the member; sometimes it can be a written warning.
        2. Senator Slagboom asked who would sit on the committee.
        3. Vice President Sanders responded that the committee would consist of 3 Senators plus the Chair. She will appoint the Chair. Senator Wurtz and Senator Snyder are not present, no member who is not present can be recommended.
        4. President Bahena stated that the committee meets every other week and they also review the By Laws. Sometimes the meetings can go long.
        5. Senator Yepez asked how long
        6. Vice President Sanders responded with 1 hour long or it may get extended.
        7. Director of Event Albers asked if the one-hour can count as an office hour.
        8. President Bahena responded yes.
        9. General Member Salgado asked if general members could be part of the committee.
        10. President Bahena responded No.
        11. General Member Visiaz asked if general members could nominate Senators to the committee.
        12. Vice President Sanders responded No. Only Senators can nominate someone or themselves. She also stated that three Senators were not present so the Senate can decide to recommend someone now or at a later time.
        13. Senator Slagboom motioned to table the Senate recommendations to IAC until the next meeting on Wednesday August 27th. Seconded by Senator Smock-Lombardi.
            1. Motion carried.

**Reports**

1. **President’s Report**
2. **Vice President’s Report - Attatched**
3. **Senator Reports**
   1. Report Expectations
      1. President Report- Attached
      2. Vice President Report- Attached
      3. Senator Smock-Lombardi stated that NSOTP is taking donation, sizes 5-14, socks, lotions, lip balms, wipes and more. They’re making goodie bags for kids going through chemotherapy.
      4. Senator Yepez asked if the reports presented is in the same format the Senate needs to use for reports.
      5. Vice President Sanders responded yes. There is also an example of a report in the binder. Senators are to include time, date and location for upcoming events and just the date for past events attended.
      6. President Bahena stated that these reports would be posted online for student to see and hold Senate members accountable. All reports are to be submitted to Director of Operations, for now Vice President Sanders, by Sunday at 12noon. The minutes, agenda and reports will all be sent out together.
4. **Executive Reports**
5. ***ASI Board Report (Any time after the ASI Board meets)***
6. ***CSSA Report (Once before a CSSA meeting and once after a CSSA meeting – twice a month)***
7. ***Academic Senate Report (After Exec meetings and after Senate meetings – twice a month)***
8. ***Budget Report (At the last senate meeting of every month)***
9. ***SABUL Report (Twice a semester)***

**Adjournment**

1. **Public Forum**
   1. President Bahena thanked everyone for attending the retreat and meeting.
   2. Member of the Public Apambire thanked President Bahena and Vice President Sanders for all the information they provided.
   3. Senator Smock-Lombardi asked when office hours would begin.
   4. Vice President Sanders responded that office hours would begin the first week of school. However, since everyone is getting settled in their classes she won’t hold anyone accountable till the 2nd week of school.
   5. General Member Visiaz stated he would submit his schedule at a later time
   6. Vice President Sanders asked that all schedules be submitted by later today.
   7. Director of Events Alberts stated her work schedule wasn’t set, she will submit her schedule once her work hours are set.
   8. Vice President Sanders wanted to mention two things:
      1. Be sure to use inclusive language. Everything is noted in the minutes and she wants to be sure everyone is represented.
      2. Do not begin to pack up before the meeting is over. This time is specifically dedicated to these meetings.
2. **Adjournment**
   1. Meeting adjourned at 5:20pm