



**I. Call to Order:** A meeting of the *Associated Student Organization* was held at Los Angeles Mission College, Sylmar, CA, on **January 14th, 2018** in the ASO Conference Room #2. The meeting convened at **10:36 AM**.

**II. Quorum: 7/8**

**Executive Board:**

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President, Beatriz Espinoza  
Vice President, Victoria Pfau  
Treasurer, Christopher Martinez  
Executive Administrator, Briana Garnica  
Parliamentarian, Zara Cohen

**Senators:**

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Social Activities,  
Publications,  
Recruitment,  
Fundraising,  
Marketing,  
Educational Services,  
Technology,  
Political Affairs,  
Community Relations,  
Security Services,  
Athletics,  
Historian,  
Administration, Madison Pfau  
Health, Whitney Gates  
Accessibility, Hassan Walukonde (excused)

**Advisor:**

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Robert Crossley, ASO Advisor

**III. Review and Approval of Minutes**

- Vice President moves to amend minutes of November 27th
  - Motion made and seconded, passed unanimously
- Vice President moves to approve the minutes of November 27th
  - Motion made and seconded, passed unanimously
- Vice President moves to amend minutes of December 4th
  - Motion made and seconded, passed unanimously
- Treasurer moves to approve the minutes of December 4th
  - Motion made and seconded, passed unanimously

**IV. Open Forum:**

- Opened: 10:47 am
- Closed: 10:47 am

**V. Officer, Advisor, President Report:**

- **Robert Crossley, ASO Advisor:**
  - Happy New Year- set goals for Spring 2019 semester
  - Attending LA Homeless Coalition seminars. I will attend one on Wed. Jan 16th 3-5pm in Van Nuys
  - Fall 2018 grades by all ASO senators ASAP; grades should include Fall 2018 & overall GPA
  - Ordered ASO Folders, take inventory of ASO Membership stock
  - Cash for college- Sat. Jan. 26th 9-1pm. ASO participation needed
  - Mobile food pantry- LAMC foundation supporting mobile food pantry
  - LAUSD Strike - Show support
  - ASO Senators Office Hours Spring 2019
- **Beatriz Espinoza, President:**
  - Attended SAC meeting on Friday
  - Participated in Operation Mission Gratitude on December
    - Families receiving the dinner and toys were really excited
  - Will be attending CCLC with LACCD January 27-28

- Will be attending the College Council meeting on Thursday 24
- **Victoria Pfau, Vice President:**
  - Attended SAC meeting on Friday with Beatriz Espinoza
  - Participated in Operation Mission Gratitude in December
  - Pasted on ASO's Instagram
  - Organizing ICC Meeting - January 29th @ 11am
  - Working on redesigning the students clubs webpage
  - Submitted a video to California state assembly advocating for dual enrollment
  - Working on collecting more videos from students
  - Prepared for ASO meeting
  - Talked to Alejandro about OMG writeups
  - Attended SSSC retreat
  - Met with Larry Resendez about spring semester. Said he was interested in working with ASO
- **Christopher Martinez, Treasurer:**
  - Completed preparations for Operation Mission Gratitude
  - Held operation Mission Gratitude at the Sylmar Neighborhood Council
  - Returned all funds to Accounts for Operation Mission Gratitude
  - Attended Guided Pathways meeting 12/10/18
- **Briana Garnica, Executive Administrator:**
  - Switched governance committee meetings with Hassan
    - I will now be attending the Facilities and Planning committee
  - ASO Marketing Meeting on Wednesday 16th @ 10:30-11:30am
  - Completed all ASO meeting minutes
- **Zara Cohen, Parliamentarian:**
  - Spoke with campus librarian about making "El Cinco De Mayo: An American Tradition by Dr. David Hayes-Bautista the campus book for the school- more details after follow-up
  - Spoke with the Museum of Tolerance regarding group rates, parking and tour information for Holocaust Remembrance Day
  - No Office hours held due to the Winter Break.
  - No Shared Governance Committee Meetings have taken place due to the Winter Break.
- **Hassan Waalukonde, Accessibility Senator:**
  - Excused - No report
- **Whitney Gates, Health Senator**
  - Shared governance committee meeting was cancelled for December 27
  - Will be attending S.G.C meeting on Jan 30th, 2019
  - Started to plan for a Health Fair
- **Madison Pfau, Administration Senator**
  - Helped ASO wrap gifts for Operation Mission Gratitude
  - Shared my availability for Spring semester

#### **VI. Standing Items:**

- **Appointment of E-board/Senators Confirmation (Oath):**
- **Club Charter/Status:**
- **Shared Governance Committee**
  - Chris Martinez will report back what occurred next meeting for his shared governance committee
  - Whitney' Gates - Technology Meeting got canceled for January 30th
  - Beatriz Espinoza & Victoria Pfau attended SAC meeting

#### **VII. Committees:**

- **ASO Marketing Committee**
  - **Chair: Briana Garnica**
  - **Co-Chair: Christopher Martinez**
  - **Student Representative: Hassan Walukonde**
    - First meeting will be held January 16th in ASO Conference room @ 10:30-11:30am
    - Victoria Pfau wants to incorporate the website and instagram page to promote ASO more
- **Operation Mission Gratitude**
  - **Chair: Victoria Pfau**
  - **Co-Chair: Christopher Martinez**
  - **Student Representative: Hassan Walukonde**
    - Successful event as 14 families were granted with a Holiday Dinner
    - Treasurer will reach out to Mental Health Awareness Club regarding the donation they made towards the event
    - Victoria will create a write-up explaining how Operation Mission Gratitude went
- **Guided Pathways**

- Chris Will report back next ASO meeting
- Treasure moved to dissolve guided pathways to report in shared governance committee
  - Motion made and seconded, passed unanimously
- **ASO Elections**
  - **Chair- Beatriz Espinoza**
  - **Co-Chair- Victoria Pfau**
  - **Student-Rep- Christopher Martinez**
    - A change was made as Christopher Martinez will take the title of student representative in the ASO Elections Committee
    - Still do not have a set date of when the committee will meet

#### **VIII. New Business (5 minutes per topic will be enforced)**

- **Random Acts**
  - National Event that takes place February 17th
  - Blue Buckets- pertaining of positive notes
  - Spread reminders around campus
  - Have testimonials of students sharing acts of kindness
  - “Be Kind” Stickers
  - Possible tabling for event and making of poster
  - Vice President moves to allocate no more than \$300 from all college to make this event happen
    - Motion made and seconded, passed unanimously
  - Date is still tentative for the event
  - Vice President moves to extend time for 2 more minutes
    - Motion made and seconded, passed unanimously
- **ASO Office**
  - Want to possibly redecorate the ASO Offices
  - Treasurer moves to allocate \$800 from General Operations for the redecorating of the offices
    - Motion made and seconded, passed unanimously
  - Treasurer moves to extend time for 2 more minutes
    - Motion made and seconded, passed unanimously
  - This will be taking place on a Thursday evening (date to be determined)
- **Campus Maps**
  - Possible ideas of a digital map
  - Temporary signs
  - 6x3 banners want to be displayed around campus
- **ASO Social Media**
  - Vice president moves to dissolve ASO social media to be discussed under Marketing Committee
    - Motion made and seconded, passed unanimously
- **Textbook Accessibility**
  - ASO would like to figure out a possible way for students to sell used or new textbooks to other students around campus
- **Cash for College**
  - Will take place Sat. 26th at 9am-1pm in the campus center
  - Students will be able to apply for financial aid
  - Treasurer makes a motion to attend & table for event
    - Motion made and seconded, passed unanimously
    - Victoria adds that she may be able to go help out for a bit as well
- **Clothing Initiative**
  - ASO wants to possibly take clothing donations
  - Victoria wants to get in contact with East LA community college regarding their clothing drive
- **LAPD Community Outreach**
  - Will have an event January 15th at 1:30pm
  - Date will be determined for future events

#### **IX. Old Business**

- **ASO Supplies**
  - Merchandise will also lie under ASO supplies
- **ASO Merchandise**
  - Treasurer moved to merge ASO Supplies and Merchandise together
    - Motion made and seconded, passed unanimously
- **Pacoima Holiday Parade**
  - A report was given in which stated that clubs participated in the event
  - Vice President moves to dissolve Pacoima Holiday Parade from the agenda
    - Motion made and seconded, passed unanimously
- **California Wildlife Relief**
  - Checks have been received and will be mailed
  - Mr. Crossley has asked Victoria to do a short write-up to send along with the checks
- **ASO Retreat**
  - Sky Zone on January 17th at 3:30pm
  - Time has been moved to 4pm

- **Accessibility Resolution**
  - Accessibility resolution was approved
  - Vice President moves to dissolve this item from the agenda
    - Motion made and seconded, passed unanimously
- **Cinco de Mayo**
  - Zara Cohen spoke to librarian about possibly purchasing a book to add to the libraries collection
- **Holocaust Remembrance Day**
  - Tolerance Day on January 27th
  - Date for event will be determined
- **Health Fair**
  - Whitney has been in contact with UCLA Sex Squad about possibly doing an event at Mission
  - Check when the UCLA Eye Exam is available to come to Mission
  - President moves to assign this event under committee
  - **Chair - Whitney Gates**
  - **Co-Chair- Briana Garnica**
  - **Student Rep.- Madison Pfau**
    - Dates of when meeting will occur will be determined
    - Will look for when is Health day to tie in this event with the month
- **ASO Spring Meeting times**
  - Still Tentative but meetings may occur Friday mornings from 8-10am
- **Welcome Week Spring 2019**
  - Welcome week will occur February 4th through the 7th
  - President moves this item to a committee
  - **Chair- Victoria Pfau**
  - **Co-chair- Christopher Martinez**
  - **Student Rep.- Madison Pfau**
  - Treasurer moves to use the funds allocated for Welcome Week
    - Motion made and seconded, passed unanimously

**X. Announcements:**

- On January 24th the Sunland Church will be hosting a Human Trafficking Awareness Event
- March 23rd the LA MArathon will take place
- Chavez Ravine Play is in need of helpers want more info go onto LAMC.com
  - Interviews will be held for positions

**XI. Adjournment:**

- Treasurer moves to adjourn the meeting at 12:13pm. Motion seconded, passed unanimously.

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**President, Beatriz Espinoza**  
LAMC Associated Student Organization  
**(Date of Approval)**

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**Executive Administrator, Briana Garnica**     LAMC Associated Student Organization **(Date of Approval)**