

**I. Call to Order:** A meeting of the *Associated Student Organization* was held at Los Angeles Mission College, Sylmar, CA, on **September 18th, 2018** in the ASO Conference Room #2. The meeting convened at **5:05 PM**.

Meeting Date: **September 18th, 2018**  
**MINUTES A.S.O.**



**II. Quorum: 4/4**

**Executive Board:**

President, Beatriz Espinoza (arrived at 5:30 pm)  
Vice President, Victoria Ffau  
Treasurer, Christopher Martinez  
Executive Administrator, Briana Garnica  
Parliamentarian,

**Senators:**

Social Activities,

Publications,  
Recruitment,  
Fundraising,  
Marketing,  
Educational Services,  
Technology,  
Political Affairs,  
Community Relations,  
Security Services,  
Athletics,  
Historian,  
Administration,  
Health,  
Accessibility,

**Advisor:**

Robert Crossley, ASO Advisor

**III. Review and Approval of Minutes**

- Minutes were approved for September 11th, 2018

**IV. Open Forum:**

- Opened: 5:08 pm
- Closed at 5:21 pm

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

- **Robert Crossley, ASO Advisor:**

- Attended facilities and planning committee meeting
  - The student Services building ground break will begin Fall 2020 and be completed by Fall 2022
  - Inquired about Campus center lobby video games and furniture returning- has been a slow process
  - Plant Facilities assured they would return by Friday 9/21/18
- Attended SAC Meeting on September 14th, 2018
  - Discussed older agenda items- campus lights and signage
  - Will be encouraging students to apply for financial aid, AB 1862 extends CAPromise students 1 more year of free tuition
  - Coffee with Captain Armalin on campus
- There was a decrease on campus crime by 6% from last year
  - Look forward to active shooter video/ workshop
  - Sexaul assault training for all students
  - New student success formula

- 60% enrollment, 20% equity, and 20% success
- Dream resource Center-Do raised \$230,000- do not know how the funds will be distributed to each campus
- Attended LAMC Foundation meeting to inquire about the status on amending Articles of Incorporation
- Foundation
- Attended several club meetings
- Students receiving ASO packets
- Need to do inventory and order more supplies
- Thursday September 20th, 2018 will not be in office because will be attending LA homeless coalition committee
- **Beatriz Espinoza, President:**
  - Attended SAC on Friday September 15, 2018.
  - Will add "Guided Pathways" to the Agenda next week.
- **Victoria Pfan, Vice President:**
  - Held office hours
  - Purchased voter t-shirts and albums
  - Submitted event application form for club rush
  - Emailed county election offices to inquire about voter registration cards
  - Did research on customized school supplies
- **Christopher Martinez, Treasurer:**
  - Held Office Hours
  - On 09/13/18 helped students with printing, document would only appear blank and would not load properly.
  - Printed the document in ASO office.
  - Checks for Constitution day baskets and ASO Pens requested and distributed.
  - Discussed budget breakdown for CCCSAA, will be holding a special finance meeting on 09/19/18.
- **Briana Garnica, Executive Administrator:**
  - Held office hours
  - Confirmed that the quad at night is very dark
  - Created 3 goals
  - Helped students with ASO fees
- **VI. Standing Items:**
  - **Appointment of E-board/Senators Confirmation (Oath):**
    - Club Charter/Status:
  - **VII. Old Business:**
    - **Constitution Day**
      - Victoria ordered the shirts for Constitution Day as well as the Hamilton CD for the chance drawing.
      - Beatriz will be purchasing the Pens and baskets for the chance drawing.
      - **LACCD Leadership Institution In-Service**
        - Victoria moves to change the title to LACCD Leadership Institute
        - Motion was seconded, pass unanimously
        - Registration form needed from the members attending (Beatriz, Briana, Chris)
      - **CCCSAA**
        - Christopher researched on the hotel, fees, and van rentals for the conference.
        - There was a finance meeting on Wednesday September 19, 2018
        - 1,280 fees
        - Rooms
        - Parking
        - Victoria moves to \$3,207.46 *from student to APPL (LISA)*
        - 1,280 fees
        - Rooms
        - Parking
    - **SSCCC**
      - ASO members attending will be Briana, Victoria, Christopher, and Briana confirmed.
      - District asking for a \$5,000 donation. *to put on future conference - GA*
      - **ASO Supplies \$5000**
      - Christopher received the check to purchase the supplies.

○ Advisor will be putting in the order for the toner.

- ASO Merchandise
  - Victoria looked into the items such as highlighters, and notebooks from vistaprint.
  - Will be looking into 4imprint for next week.
- ASO Marketing
  -

**VIII. New Business**

- Guided Pathways
  - Guided 2nd Monday of the month 3:30-5:00 pm October 8 @CC4
  - Will be posting a job position for *Guided Pathways student ASO Ktalya*

**IX. Announcements:**

- METAS movie night next Friday September 28, 2018 5:00-7:30 pm and 7:30-9 pm.
- LGBT Club September 25, 2018
- Drama Club \$5 donation.

**IX. Adjournment:**

- The meeting was adjourned at 6:28 PM

**President, Beatriz Espinoza**

LAMC Associated Student Organization  
(Date of Approval)

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

