



MINUTES ASO

Meeting date: October 2, 2018

I. Call to Order: A meeting of the Associated Student Organization was held at Los Angeles Mission College, Sylmar, CA, on **October 2, 2018** in the ASO Conference Room #2. The meeting convened at **5:01 PM**.

II. Quorum: 4/5

Executive Board:

President, Beatriz Espinoza
Vice President, Victoria Pfau
Treasurer, Christopher Martinez
Executive Administrator, Briana Garnica (unexcused absence)
Parliamentarian,

Senators:

Social Activities,
Publications,
Recruitment,
Fundraising,
Marketing,
Educational Services,
Technology,
Political Affairs,
Community Relations,
Security Services,
Athletics,
Historian,
Administration,
Health,
Accessibility, Hassan Walukonde (came in at 5:05pm)

Advisor:

Robert Crossley, ASO Advisor

III. Review and Approval of Minutes

- Minutes not available. Victoria moves to table approval of minutes of September 25th until October 9th meeting. Motion seconded, passed unanimously.

IV. Open Forum:

- Opened: 5:06 pm
- Interior Design Club is looking to get chartered.
- Closed at 5:07 pm\
- Motion made to reopen open forum at 5:14pm. Motion seconded, passed unanimously.
- MECHA is requesting purple domestic violence ribbons for club rush theme, which is on October 18th. Will be put on the agenda for the next meeting on October 9th.
- Open forum closed again at 5:16pm.
- Motion made to resume items on the agenda. Motion seconded, passed unanimously.

V. Officer, Advisor, President Report:

- **Robert Crossley, ASO Advisor:**
 - Stated that ASO senators and e-board need to submit their office hours as soon as possible so that it can be posted for the public

- Stated that ASO needs to do inventory of all items and order more supplies
 - Will be attending LACCD Leadership Institute Friday, October 5th at LATTTC.
 - Stated that video games and vending machines returned to Campus Center lobby, but are not plugged in and working.
 - Stated that there will be a transfer fair Monday, October 8th from 10am-1pm in Quad area
 - Food Pantry open Wednesday and Friday from 1-4pm
 - Reminder to write t-shirt size, student ID, and initials when collecting ASO receipts
- **Beatriz Espinoza, President:**
 - Scheduled an appointment with Vice President, but it was cancelled, will work with Chris to reschedule
 - Stated that ASO President and Vice President goals and mission statements need to be submitted and the treasurer and executive administrator need to submit their goals
- **Victoria Pfau, Vice President:**
 - Held office hours
- **Christopher Martinez, Treasurer:**
 - Held Office Hours
 - Daniel Garcia received his prize
 - Scheduled a finance meeting
 - Bought the pens for welcome folders
- **Briana Garnica, Executive Administrator:**
- **Hassan Walukonde, Accessibility Senator:**
 - Held office hours
 - Met with Robert Schwartz, the DSPS director, about Late-Start Counseling classes geared towards students with disabilities starting October 22, 2018 and ending December 16, 2018.

VI. Standing Items:

- **Appointment of E-board/Senators Confirmation (Oath):**
- **Club Charter/Status:**
 - Culinary Arts Club is re-chartering their club. Motion made to re-charter culinary arts club. Motion seconded. Discussion: Crossley stated that they have a big group and are looking to do a lot of event. Motion passed unanimously.

VII. Old Business:

- **LACCD Leadership Institute**
 - Registration opens at 8:30 am until 4pm. Crossley proposed using train as transportation. Everyone will wear grey t-shirts.
 - Crossley recommended bringing ASO supplies to show off what we have.
 - Chris stated that he has submitted the check request for \$277.77 for Bruce Bishop, who will be the parliamentarian for LACCD Leadership Institute. Cost of his attendance has been broken up among the colleges.
- **CCCSAA**
 - Beatriz stated we received a list of workshops for CCCSAA.
 - Crossley stated that there is normally a dance at CCCSAA.
- **SSSCC**
 - Crossley stated that everyone is registered for SSSCC.
- **ASO Supplies**
 - Christopher stated that we got new toner and we went over budget. The total cost of the toner was \$1,379.62, which was over the \$800 budget. Toner cost was that high because ASO ordered a double amount of cartridges.

- Christopher stated that we order three cases of copy paper, two rolls of tape for label maker, and one pack of file folders for a total of \$126.69.
- Chris moves to approve the \$126.69 from general operations account. Motion seconded, passed unanimously.
- **ASO Merchandise**
 - Beatriz looked into shirts. Stated they were \$28 per shirt, but ASO needs to purchase a minimum of 12 to get that price.
 - Victoria moves to postpone buying shirts until we have a minimum of 12 members. Motion seconded, passed unanimously.
- **ASO Marketing**
 - Crossley would like to buy inspirational quotes on Amazon to make ASO office more warm and inviting.
 - Everyone needs to have a quote picked out and emailed to Crossley by Thursday at 6pm.
 - Chris moves that we spend no more than \$150 on wall decal from ASO marketing to be purchased by Mr. Crossley and we will reimburse him. Motion seconded, passed unanimously.
- **Guided Pathways**
 - Beatriz received email about requirements for Guided Pathways Assistant.
 - Beatriz stated that there is a meeting coming up on October 8th from 3:30-5:30pm. Christopher and Beatriz will attend and address issue of job requirements for assistant position.

VIII. New Business

- **Undocumented Student Week Of Action**
 - Beatriz reiterated what undocumented student action week is and what LACCD would like us to do.
 - Agreement that ASO would be engaging in social media campaign, using the clubs to pass out postcards, participating in postcard drive at club rush, and asking the L.A. Country Registrar's Office to register voters for club rush.
 - Victoria will email Alejandro and confirm that he will be present at ICC meeting along with asking him questions about the Undocumented Student Week of Action.

IX. Announcements:

- Hassan stated that ASO was in Daily News and that we should post that article in our offices
- Hassan stated that we need to update our website, Crossley stated that he needs e-board bios to do so.
- Victoria stated that Beatriz had suggested we do Coffee with ASO to engage more with the student body and community.
- Christopher stated we should do classroom presentations.
- Beatriz stated that Richard from VRC would be willing to work with ASO if we wanted to adopt Operation Mission Gratitude and add it to the agenda next week. Ask Richard to come to next week's meeting.
- Crossley stated that Dr. Perez will be holding town hall meeting and he will find out the exact day and time.
- Victoria stated that the Girl Up Club is having an International Day of the Girl event on October 11th from 2:30-5:30pm in the Campus Center main.

X. Adjournment:

- Motion to adjourn the meeting at 6:19pm. Motion seconded, passed unanimously.

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

Executive Administrator, Briana Garnica
 LAMC Associated Student Organization

(Date of Approval)