

Antelope Valley College
Associated Student Organization
Executive Council Minutes
3041 West Ave. K, Lancaster, CA 93536
SSV 184, 9:00AM
March 14, 2014

The Executive Council of the Antelope Valley College met on March 14, 2014. For more information, please contact Associated Student Organization President Chris Dundee 722-6300 ext 6160.

I. ORGANIZATIONAL ITEMS

1.1 Call to order: 9:02 am

1.2 Pledge of Allegiance: Lead by Dr. Jill Zimmerman

1.3 Roll Call:

President - Christopher Dundee - Absent

Vice president, Academic Affairs - Giovanna Sanchez - Absent

Vice President, Student Services - Keziah Arnold - Present

Vice President, Public Relations - Rieana Paul - Present

Vice President, Club Affairs - Irene Montalban – Present

Treasurer - Manuel Martinez - Present

Secretary - Megan Turrill - Absent

Senator:

Counseling and Matriculation and Enrollment Services - Present

Mathematics, Science and Engineering - Jose Sanchez - Present

Health Sciences - Patrick Truong - Present

Social and Behavioral Sciences and Business, Computer Studies and Economic Development -
Nathan Skadsen - Present

Language Arts and Instructional Resources; Extended Services - Natalie Ronquillo - Present

Student Development and Services - Shyann Blanco - Present

Technical Education - Raul Curiel - Absent

Visual and Performing Arts and Physical Education - Kimberly Garcia - Present

Membership is 15, Quorum is 9, 11 were present, Quorum is established.

Student Trustee - Russell Bierle - Absent

Advisor - Dr. Jill Zimmerman - Present

Accounting Assistant - Nancy Blundell – Present

Student – Joy Scott, CNSA rep Scott Miller

1.4 Adoption of the Agenda

Moved to approve the agenda by Rieana Paul, seconded by Shyann Blanco, Motion passed 10/0/0.

1.5 Approval of the Minutes - 03/07/14

Moved to approve the minutes for March 7, 2014 by Rieana Paul, seconded by Shyann Blanco. Motion passed 10/0/0.

1.6 Financial Report

Moved to approve the Financial Report from July 1, 2013 to March 14, 2014 with the correction of the date from March 7th to March 14th by Jose Sanchez, seconded by Manuel Martinez. Financial Report read out to ASO members by Manuel Martinez. Motion passed 10/0/0.

II. PUBLIC FORUM

No action taken.

III. ACTION ITEMS

3.1 ASO Appointments

Dr. Jill Zimmerman announced that three hiring committees were being formed and each of them would need a student to represent the student body. Dr. Zimmerman reminded ASO members that a spot on these committees would require some extra training and time; if a member misses even one meeting they will be removed from the committee. No proxies would be accepted for any reason. These three committees will most likely remain until the months of May or June. These committees were 1) Vice President of Academic Affairs 2) Dean of Counseling and Matriculation and 3) Executive Director of Marketing and Public Relations position.

Vice President of Academic Affairs Keziah Arnold gave some inflection on her own experiences with search committees and discussed how a position on one of these committees is a very large commitment. She did state though that these committees are often very understanding and will work around a student's schedule as much as possible. Vice President of Public Relations Rieana Paul agreed to take the representative position on the Marketing and Public Relations position search committee. Senator Nathan Skadsen agreed to take the representative position on the Vice President of Academic Affairs search committee.

Moved to appoint Rieana Paul to the Executive of Marketing and Public Relations search committee and to appoint Nathan Skadsen to the Vice President of Academic Affairs search committee by Shyann Blanco, seconded by Irene Montalban Motion passed 10/0/0.

Moved to revisit Roll Call at 9:20am to include Giovanni Sanchez by Patrick Truong, seconded by Jose Sanchez. Motion passed 10/0/0.

Roll Call:

President - Christopher Dundee - Absent
Vice president, Academic Affairs - Giovanna Sanchez - Present
Vice President, Student Services - Keziah Arnold - Present
Vice President, Public Relations - Rieana Paul - Present
Vice President, Club Affairs - Irene Montalban – Present
Treasurer - Manuel Martinez - Present
Secretary - Megan Turrill - Absent

Senator:

Counseling and Matriculation and Enrollment Services - Present
Mathematics, Science and Engineering - Jose Sanchez - Present
Health Sciences - Patrick Truong - Present
Social and Behavioral Sciences and Business, Computer Studies and Economic Development -
Nathan Skadsen - Present
Language Arts and Instructional Resources; Extended Services - Natalie Ronquillo - Present
Student Development and Services - Shyann Blanco - Present
Technical Education - Raul Curiel - Absent
Visual and Performing Arts and Physical Education - Kimberly Garcia - Present

Membership is 15, Quorum is 9, 12 were present, Quorum is established.

Student Trustee - Russell Bierle - Absent

Advisor - Dr. Jill Zimmerman - Present

Accounting Assistant - Nancy Blundell – Present

Student – Joy Scott, CNSA rep Scott Miller

Dr. Zimmerman again reiterated that the committees almost always meet the students representative's schedule.

Moved to appoint Faith Hobby to the Counseling Search Committee by Jose Sanchez, seconded by Rieana Paul. Motion passed 11/0/0.

Moved to revisit recall at 9:22am to include Student Trustee Russell Bierle, noted as proxy for Senator Raul Curiel by Rieana Paul, seconded by Giovanna Sanchez. Motion passed 11/0/0.

Roll Call:

President - Christopher Dundee - Absent
Vice president, Academic Affairs - Giovanna Sanchez - Absent
Vice President, Student Services - Keziah Arnold - Present

Vice President, Public Relations - Rieana Paul - Present
Vice President, Club Affairs - Irene Montalban – Present
Treasurer - Manuel Martinez - Present
Secretary - Megan Turrill - Absent

Senator:

Counseling and Matriculation and Enrollment Services - Faith Hobby- Present
Mathematics, Science and Engineering - Jose Sanchez - Present
Health Sciences - Patrick Truong - Present
Social and Behavioral Sciences and Business, Computer Studies and Economic Development -
Nathan Skadsen - Present
Language Arts and Instructional Resources; Extended Services - Natalie Ronquillo - Present
Student Development and Services - Shyann Blanco - Present
Technical Education - Raul Curiel - Absent
Visual and Performing Arts and Physical Education - Kimberly Garcia - Present

Membership is 15, Quorum is 9, 13 were present, Quorum is established.

Student Trustee - Russell Bierle - Present

Advisor - Dr. Jill Zimmerman - Present

Accounting Assistant - Nancy Blundell – Present

Student – Joy Scott, CNSA rep Scott Miller

The Strategic Planning and Budget Facilities Subcommittee will be held on Mondays once a month at 3:00pm. Senator Nathan Skadsen agreed to take the ASO representative position on this subcommittee.

Moved to appoint Nathan Skadsen to the SPBC Facilities Subcommittee by Shyann Blanco, seconded by Rieana Paul. Motion passed 12/0/0.

Dr Z. asked for name recommendations for the Measure R committee, shocked to see this committee suddenly meeting after a year and a half of not meeting. Shyann Blanco asked if we could nominate one of the newly elected ASO officers once they are in place in May or if it would be too late by then. Dr. Zimmerman stated that it would probably be too late by the time elections had finished and that it would be better to have a returning student or ASO officer in the spot, as some meetings will take place early in the Summer.

3.2 Committee Reports

Vice President of Public Relations Rieana Paul and Vice President of Academic Affairs Giovanna Sanchez reported on the Leadership Luncheon committee. The Leadership Luncheon will take

place May 16th from 12-2pm. Both Paul and Sanchez will be in contact with PJ Becerra about the Hellenic Center. Sanchez confirmed the date has been secured and that all that is needed to be established is a theme. She also stated that certificates are already in the process of being reordered.

Nathan Skadsen read a report from Secretary Megan Turrill, Distance Education and Technology Committee (DETC) representative who was away at another meeting. Secretary Turrill wanted to make sure that everyone was aware that there would be a scheduled Blackboard outage from 1 to 3am on Sunday March 30th. In addition, the Director of Blackboard for AVC is looking at installing in the next few months, a newer and more stable server to handle increased workflow and traffic. It was announced at DETC that the Academic Senate is cracking down on faculty who fail to send a proxy to any committee meetings they may miss. Apparently Academic Senate shall now find a replacement member of faculty for any faculty member who fails to attend or send a proxy to more than two consecutive meetings of a committee.

In an attempt to make sure students in online courses receive just as much contact with students as those in physical classes, Dr. Bednar and Professor John Toth have created the "Regular and Effective Contact Policy for Online Instruction," which supports such contact with students via the use of many mediums including but not limited to, CCC Confer, a free web conference tool provided to community colleges.

A new development in financial aid was announced. This change will require students to finish all 4 components of matriculation before they receive a loan. According to statistics from Financial Aid, an estimated 3500 students defaulted on loans in the last year and 100% of them had not completed any component of matriculation. If a student does not complete financial aid in the allotted time, their disbursement will be cut into half and distributed at the beginning and middle of the semester, rather than the full amount being distributed at the beginning of the semester.

Nathan Skadsen gave a report from the IT Committee meeting which he attended the previous day. The migration to San Joaquin Delta College's data center is almost complete. The final cost per month for rental and bandwidth is only \$600. This will allow Antelope Valley College to have an offsite backup near Sacramento in the case of an Earthquake, which will hopefully be established by June. Rick Shaw and others still need to meet to discuss how often backups will be taken, and if we can only afford to lose four hours of data loss or an entire days', etc. Senator Skadsen was happy to report that Rave Mobile Security is now live. This system will allow those with a myAVC account to register with the program to receive security updates on short notice. All students have to do is log into their myAVC account and click on the Rave Mobile module on the right hand side. This will take them to a page where all of their contact information for emergencies can be entered. An email test for this system took place a few days ago, and in less than thirty seconds the system successfully sent out 15,700 emails to college account holders. However Senator Skadsen has not seen much advertisement for this system except the aforementioned mass email and hopes that ASO can look into some ways of getting the word out. He also stated that he will try to talk to a student reporter this week to do an interest story on the alert system, promoting student signups. This system will allow the school to warn students about closures, evacuations, and active shooter situations among many other eventualities. There will be an active shooter drill on April 9th; it is probable the alert system will be used in conjunction with

this drill. It is hoped that there will be adequate Wi-fi coverage in any building that does not receive adequate cell phone reception so that students and faculty will still receive email alerts in the absence of this reception. Considering that Wi-fi is now installed or will soon be installed in these reception dead zones, this seems acceptable. However, to fix the issue of bad cell phone reception, the campus is moving forward with AT&T on negotiations for a tower. It is now looking like AT&T will give AVC a lump sum amount of funds to pay for the installation of lights on the baseball fields, in exchange for rent being paid back to them over time. In addition, Wi-fi installation is continuing, with the Performing Arts building now online, as well as the Learning Center, and the first floor of SSV. The APL building is cabled and will be online after Spring Break. The Business and Bookstore buildings (SCT) are now cabled and ready for the hardware which is currently being shipped to AVC. Senator Skadsen then addressed some new software updates that will be coming soon to AVC. IT Director Rick Shaw will be meeting with Tina McDermott and other members of the Accreditation Committee to show them how to use Google Drive as a receptacle for evidence and data as the Committee readies itself for 2016. President Ed Knudson has talked with Rick Shaw and they have agreed that it would be best to have all shared governance committees shift to using Google Docs as their document storage method. Nathan Skadsen agreed with this change as myAVC and the AVC website are sometimes clunky and not always updated in sharp contrast to the ease of Google Docs. Another bonus of this comes with the fact that all data would be kept offsite at Google's data centers. Dr. Erin Vines has met with Rick Shaw and expressed a desire to procure a software suite called Advocate Student Conduct, which will allow all disciplinary proceedings and filings to take place electronically. Senator Skadsen stated that he still needs to investigate the ramifications of this software for those on student hearing panel and perhaps student court as well. Rhonda Burgess, IT Co-Chair announced that she along with others at AVC would soon be holding "411" workshops that teach students the basics of technology. They have been shocked to see many young students come into the Learning Center needed to be shown the basics of formatting papers, basic typing skills, how to open their first email, etc. Nathan Skadsen hopes that these will be informative sessions as they will help students succeed in a technological world. Senator Skadsen concluded with one final piece of news, AVC has procured a small Shoretel module that will send a popup to most Dean and Vice President computers whenever 911 is called from a phone on Lancaster Campus. Apparently when an emergency call is made using a campus phone, to 911 not 4444, the call goes straight to local authorities leaving AVC personnel completely in the dark. It is hoped that even this popup can give a location or some information to the appropriate responder, such as Dr. Zimmerman, who can then take necessary action.

3.3 ASO Election Date

Dr. Z talked for a short while about the necessity of scheduling and planning the next ASO election. The election of a Student Trustee must legally be accomplished by May 15, Dr. Z would like us to move forward on picking a day while mulling over the idea of holding all elections on the same day, on the same electronic ballot. Dr. Z also discussed what was talked about at the last ASO meeting, including changing the student mascot and a vote on a Student Activities fee. Dr. Z would like ASO to get moving on a date, while keeping in mind that spring break and finals are coming up quickly. She recommended that ASO possibly look at the weeks of April 14th or April

21st. Nathan Skadsen discussed the need to look at the ASO Election Code. Nathan Skadsen will be chair of the election committee and all other matters associated, with members Jose Sanchez, Keziah Arnold, Irene Montalban, and Faith Hobby.

3.4 Grant Proposals

Dr. Zimmerman discussed the grant proposal for California Nursing Student's Association (CNSA). ASO cannot approve the grant because the grant requires paying for a trip that is out of state and out of state travel requires pre-authorization by the AVC Board of Trustees. It is too late for board meeting authorization and besides this, all club events also need an advisor. Dr. Zimmerman requested that Irene inform all clubs again of the importance of getting paperwork done early in order to prevent incidents like this. She also recommended that at the next ICC meeting Irene again discuss the fact that out of state travel needs to be approved even earlier than in-state travel. Dr. Knudson has made this policy absolutely clear and all regulations and stipulations must be adhered to. Dr. Zimmerman reiterated that an advisor was needed for this trip. CNSA Representative Scott Miller stated that perhaps if he could remove one of the students attending the national convention and replace the spot with an advisor, the Board may be able to give special approval. Dr. Zimmerman did not think this was possible.

Shyann Blanco moved to approve a grant of \$3,435 towards the CNSA National Convention trip to Nashville, Tennessee, pending Board approval and the inclusion of an advisor on the trip, seconded by Manual Martinez. Motion passed 12/0/0.

3.5 ASO Events

The Student Activity Council's (SAC) Carnival supposed to be held on March 18th, has been postponed. SAC will still be hosting their normal movie night every Wednesday. Zumba is usually hosted on Thursday, but it has been experiencing a lot of cancellations week to week. The Student Appreciation event has been moved and the date is still unknown. It was noted that there is a lack of help for this event.

Senator Shyann Blanco will be working on a mass email advertising the ASO Cosmic Bowling event.

The Hearts and Hands Pantry made around \$29 at their Hunger Awareness Day fundraiser on Wednesday, March 12th. Senator Nathan Skadsen asked if the event was supposed to be a fundraiser or an awareness day considering the event was not charging for the pizza. Dr. Zimmerman responded that in finality the event turned out to be an awareness day with fundraising.

3.6 ASO scholarship

The criteria for the ASO scholarship now includes a minimum GPA of 2.5. Four scholarships at \$500 will be given out to any student the AVC Foundation deems has filled the requirements and

is worthy of it; one scholarship worth \$1000 will be dedicated to specifically transfer students who have filled the basic requirements -- a total of \$3,000 for this scholarship cycle. This total will need to fit into all future budgets.

Moved to change the GPA requirement on the ASO Scholarship from 2.0 to 2.5 by Shyann Blanco, seconded by Faith Hobby. Student Trustee Russell Bierle opposed the raise in GPA stating that he thought it ridiculous that the Foundation gets as much input as it does into what ASO's scholarship says. Motion passed 11/1/0.

IV. REPORTS

Advisor's Report –

Dr. Zimmerman stated that huge changes in registration are coming including changes that will occur during the Summer. The 100 unit changes will be going into effect this Fall. No priority appointments will be given to those with 100 units or above. The process for multiple drop for non-payment dates will be talked about soon. Those who apply for graduation will get higher priority.

Executive Board Reports - Vice President of Club Affairs Irene Montalban stated that only one club signed up for the club competition with ICC. Alpha Iota was this only club. The entry period is still open.

Senator's Reports - No action taken.

Student Trustee Report – No action taken.

V. ANNOUNCEMENTS/UPCOMING MEETINGS AND EVENTS

The next ASO meeting will be Friday, March 21, 2014 at 9 am.

There is now a new Clerical III (Lisa) to work in Student Health Services.

VI. ADJOURNMENT

Moved to adjourn the meeting at 9:58 am by Shyann Blanco, seconded by Rieana Paul. Motion passed 12/0/0.