

**Antelope Valley College**  
**Associated Student Organization**  
**Executive Council Minutes**  
3041 West Ave. K, Lancaster, CA 93536  
SSV 184, 12:00pm  
July 8th, 2014

**The Executive Council of the Antelope Valley College met on June 16, 2014. For more information, please contact Associated Student Organization President Megan Turrill 722-6300 ext 6160.**

I. ORGANIZATIONAL ITEMS

1.1 Call to order: 12:06 pm

1.2 Pledge of Allegiance: Raul Curiel

1.3 Roll Call:

President – Megan Turrill -- Present

Vice President, Academic Affairs – Raul Curiel -- Present

Vice President, Student Services – Vacant

Vice President, Public Relations – Vacant

Vice President, Club Affairs - Daniel Mendez -- Present

Treasurer – Vacant

Secretary – Vacant

Senator -- Elizabeth Wells -- Present -- Proxy -- Nathan Skadsen

Senator -- Michael Gonzalez -- Absent

Senator -- Jennifer Corona -- Present

Senator -- Shawn Smith -- Present

Senator -- Mara Javines -- Absent

Senator -- Vacant

Senator -- Vacant

Senator -- Vacant

Membership is 8, Quorum is 5, 6 were present. Quorum is established.

Student Trustee - Chris Dundee - Absent

Advisor - Dr. Jill Zimmerman -- Present

Accounting Assistant - Nancy Blundell -- Present

Students - Joy Scott, Angel Morales, Paul Sanchez, Kevin Robles, Ricardo Flores, Brenda Solis, Sabrina Binford, Shyann Blanco, Kimbirly Dolatowski

1.4 Adoption of the Agenda

Moved to adopt the agenda for July 8, 2014 by Raul Curiel, seconded by Shawn Smith. Motion passes 5/0/0.

1.5 Approval of the Minutes - May 30, 2014

Moved to approve the Minutes from July 1, 2014 by Nathan Skadsen, seconded by Raul Curiel. Motion passes 5/0/0.

1.6 Approval of Financial Report

Financial Report from July 1, 2014 to July 8, 2014 read out to ASO members present by Advisor Nancy Blundell.

Moved to approve the Financial Report by Raul Curiel, seconded by Shawn Smith. Motion passes 5/0/0.

II. PUBLIC FORUM  
No action taken.

III. DISCUSSION ITEMS

3.1 Print-for-Pay Kiosk

Rick Shaw discussed how he talked to the campus Budget Office about our current printing scheme. Changing to doing this in house could not happen because there was not enough time before school. So that left us with two options, renew with our previous vendor or go with a new vendor, WEPA. Negotiations are nearly completed, and the approval of the agreement is now on board agenda for 14th of July. Rick Shaw asked if ASO wanted to sponsor a small number of free copies for students. At the direction of ASO, if they approve sponsorship, IT will direct the creation of system attributes and upload it to wepa's e-commerce platform to allow for free copies. IT is currently looking at 7 locations on campus. He announced that ASO will have an opportunity for branding if we agree to sponsor copies. Rick Shaw will give us the front panel of each machine/kiosk in exchange for us sponsoring free copies in some form. Rick Shaw drew attention to the ability to upload to a cloud service or walk in with a mobile device or flash drive and print from all the aforementioned devices. All kiosks will have a long life card swipe device that will accept student ID's. Rick Shaw did promote the ability to incorporate the sticker as an ecommerce attribute. He stated that incurred costs of free student copies under an ASO sticker would not come out from our accounts until the prints are made, a total that would come out at the end of each month, so that we only need to put an encumbrance not a full cost on our account. He suggested that if we do go for the sponsorship of 50 free copies, he suggests only providing the 12 cent single sided black and white copies. These kiosks will be placed near labs so that staff is on hand to assist, help, repair, and maintain. In the future the company will provide an app that allows you to print from a mobile phone camera.

Dr. Zimmerman asked how ASO stickers would work in a new kiosk scheme. She wanted all the officers to understand that if an ASO sticker at the costs of 10 dollars offset the cost of 50 copies, meaning that instead of bringing in \$10 from each sticker sale, after paying for copies we would potentially be looking at only \$4 income per sticker, a 60% loss.

Nathan Skadsen asked Rick Shaw how we would proceed with a sponsorship and the timeframe in which we would need to approve such an agreement. Rick Shaw responded that in order to fit into the fast moving time table of this agreement, ASO would need to submit their intent to establish a sponsorship agreement by about after the next meeting.

Dr. Zimmerman wanted to reiterate her point that there is a sizable risk in loss of sticker profit.

Nathan Skadsen stated that, in reference to ASO stickers purchased as a bundle with a parking permit, that instead of getting \$4 from every sale after offsetting printing 50 free copies, that the amount of ASO income from bundled sticker sales goes down to \$2 after printing.

Juliana Arana questioned if we could lower it or raise the amount of free copies from 50 copies, to which an affirmative response was given from Dr. Zimmerman.

Shyann Blanco suggested we go for 25 copies which would help offset our potential lessened income from \$6 loss to \$3 less income.

Nathan Skadsen discussed how, even though risky, it would be possible to go through with this proposal with the potential risk of \$7,000+ offset by ASO reserve funds.

Senator Shawn Smith suggested we create a different structure of sticker cost based on a lower cost if they buy during the first month of a semester. Dr. Z reiterated that it would be more complicated for students to understand our sticker cost/pricing scheme if we went with a varying structure of cost for the sticker.

Kevin Robles suggested that the advertisements announcing free copies could mean that we could potentially bring in a lot more students buying the sticker that we would not normally get because we would hopefully reach many more students than the number who currently purchase the ASO sticker. He added that we would need to evaluate how many extra stickers would need to be sold to offset \$6 lost.

Nathan Skadsen added that he feels ASO is to provide and advertise helpful services to students, a statement which he believes many at the table agree with, and that the potential gain in revenue and advertising might outweigh the potential loss of \$7,000 to \$8,000 from our sizable reserve account.

Paul Sanchez suggested that we try a one semester contract agreement with Rick Shaw with a renewal clause to limit our risk. He also suggested potentially raising the cost of our sticker. Shyann Blanco suggested that we do not raise the cost of the ASO sticker because we do not offer much value thus far, she also suggested limiting our risk to a semester.

Raul Curiel suggested that because we can move monies around our line items, including from our reserve, it might be worth the risk to attempt a one year agreement of free copies in exchange for advertisement.

Dr. Jill Zimmerman stated that the officers should be careful of the risk and also understand that we will not have adequate data to judge the use of the copies until after the end of a full year, so it's probably not possible to do a one semester agreement.

Kimbirly Dolatowski asked how we offset the cost of summer, due to the fact that we do not market stickers during summer/winter.

Moved to create a committee to discuss and analyze the proposal brought to us by Rick Shaw for sponsorship opportunities and the potential use of the ASO sticker by Shawn Smith, seconded by Nathan Skadsen.

VP of Academic Affairs Raul Curiel - Aye  
VP of Club Affairs Daniel Mendez - Aye  
Senator Jennifer Corona - Aye  
Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

Upon hearing no volunteers to chair this committee, President Turrill will chair and convene the meeting Friday morning at 9am.

### 3.2 ASO Goals

President Megan Turrill talked about ASO goals asking officers for their input on seven specific narrowed goal areas presented to them, asking them to summarize and bring the ideas of the officers back to the table next meeting to narrow down and finalize the list.

### 3.3 OneLinc Marketing/Administration

President Turrill stated that last week the ASO approved the sponsorship of OneLinc. Megan Turrill will be meeting with Michelle from OneLink tomorrow at 9am at Lancaster City Hall to exchange information and receive a password for access with an exchange of info for ASO/clubs including our mission statement, etc. President Turrill stated that she believes this will fall under the area of the Executive Director of Special Programs.

### 3.4 Hearts and Hands Pantry

President Megan Turrill asked Dr. Zimmerman to talk about the Heart's and Hands pantry.

Dr. Zimmerman stated that there are three components to the pantry. Participants in the program can pick if they want a bi-monthly food distribution paid for by employees, grants, donations, or if they wish to receive breakfast/lunch/ and perhaps now dinner bags which replace a bi-monthly disbursement. The latter option of day bags provide for those who are most likely homeless or on campus for long hours.. The third part of the program includes, homelessness awareness, food drives, clothing drives, and workshops, to help increase donations, awareness, and services provided. The goal is to help those who are using education to get out of poverty.

Megan Turrill reiterated that we should try to increase marketing. That in previous years we have become disassociated from the pantry. She suggests that we visit more churches and stores to help increase donations as well as visiting other local and statewide pantries. Megan Turrill will also work on growing the program and gathering volunteers.

Brenda Solis discussed her success in volunteering with other non-profits, and suggested that we try to work in conjunction with other non-profit organizations on campus to help fundraise to increase the services provided.

Kimbirly Dolatowski stated that she has had many students come up to her talking about the complete lack of services provided to students at Palmdale.

Brenda Solis talked about specific days on when we make distributions to help advertise, increase volunteers from companies, and help get volunteers who can either distribute food at Palmdale campus to students or help drive them to Lancaster campus to distribute to them.

## IV. ACTION ITEMS

### 4.1 ASO Appointments

President Megan Turrill talked about the candidate interviews conducted during the meeting last week, then moved on to discuss the appointments of several officers.

Ricardo Flores would like to switch to a senators position.

President Turrill nominated Kevin Robles to the position of ASO Treasurer

Jennifer Corona moved to ratify the appointment of Kevin Robles to the position of ASO Treasurer, seconded by Shawn Smith.

VP of Academic Affairs Raul Curiel - Aye

VP of Club Affairs Daniel Mendez - Aye

Senator Jennifer Corona - Aye

Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

President Turrill nominated Kimbirly Dolatowski to the position of Executive Director of Special Programs.

Raul Curiel moved to ratify the nomination of Kimbirly Dolatowski to the ASO position of Executive Director of Special Programs, seconded by Daniel Mendez.

VP of Academic Affairs Raul Curiel - Aye  
VP of Club Affairs Daniel Mendez - Aye  
Senator Jennifer Corona - Aye  
Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

President Turrill nominated Paul Sanchez to the position of Executive Director of Public Relations.

Shawn Smith moved to ratify the nomination of Paul Sanchez to the position of Executive Director of Public Relations, seconded by Raul Curiel.

VP of Academic Affairs Raul Curiel - Aye  
VP of Club Affairs Daniel Mendez - Aye  
Senator Jennifer Corona - Aye  
Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

President Turrill nominated Alex Moon to the position of ASO Senator.

Nathan Skadsen moved to ratify the nomination of Alex Moon as ASO Senator, seconded by Shawn Smith.

VP of Academic Affairs Raul Curiel - Aye  
VP of Club Affairs Daniel Mendez - Aye  
Senator Jennifer Corona - Aye  
Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

President Turrill nominated Ricardo Flores to the position of ASO Senator.

Raul Curiel moved to ratify the nomination of Ricardo Flores to the position of ASO senator, seconded by Shawn Smith.

VP of Academic Affairs Raul Curiel - Aye  
VP of Club Affairs Daniel Mendez - Aye  
Senator Jennifer Corona - Aye  
Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

Megan Turrill entertained the creation of an ad hoc committee to study the purchase of representation apparel including but not limited to branded items such as lanyards, polo shirts, and cardigans.

Moved to create an ad hoc committee to study the purchase of representation apparel by Raul Curiel, seconded by Nathan Skadsen.

VP of Academic Affairs Raul Curiel - Aye  
VP of Club Affairs Daniel Mendez - Aye  
Senator Jennifer Corona - Aye  
Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

Daniel Mendez and Raul Curiel will co-chair this committee. Paul Sanchez joined the committee as a member.

#### 4.2 ASO Conferences

is Megan Turrill discussed her meeting with Dr. Zimmerman on Thursday to discuss conferences. She brought up the idea of attending the CCCSAA conference near Los Angeles International Airport October 17 through the 19th. She stated that among the pros of this conference are that it cheaper than most other conferences ASO has attended or could attend. Megan talked about various other conferences. President Turrill included that ASGA has some workshops but that the one conference she attended last year with former senator Skadsen included many workshops that were very basic. President Megan Turrill stated that she would like to see ASO look for more education based events.

Moved to table action on ASO conferences until the next meeting by Nathan Skadsen, seconded by Shawn Smith

VP of Academic Affairs Raul Curiel - Aye  
VP of Club Affairs Daniel Mendez - Aye  
Senator Jennifer Corona - Aye  
Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

#### 4.3 Region VI Meetings

President Megan Turrill discussed how Region VI of SSCCC meets the third Friday of each month, during the year which will be most likely the meeting time of ASO in the Fall. She asked if officers would like to attend these meetings.

Dr. Zimmerman would like to have ASO take a vote before she talks to administration about if advisors are required for attendance at the meetings. The current district policy is you cannot travel without an advisor, except for the Student Trustee. The question is, if Megan Turrill or another officer is living in the town in which meeting is to take place, does an advisor still have to drive down to reinforce the AVC policy. Then the question becomes what happens if more than one officer goes, and what happens if students are injured without an advisor while representing students as AVC business.

Megan Turrill discussed a possibility of either not attending Region VI meetings, or not holding an ASO meeting on one Friday a month and instead going to the Region VI meeting. She confirmed that it now looks like Fall ASO meetings will be held Friday's at 9am.

Megan Turrill asked if going to the Region meeting is of enough importance to grant our not meeting on Fridays to attend SSCCC Region VI meetings. In response to a query of who would like to attend SSCCC Region VI meetings, six members raised their hands, noting that they would be willing to travel down there.

Dr. Zimmerman then stated that ASO must allocate funds for the reimbursement of gas or for the use of a district vehicle in addition to the reimbursement of food monies. The group agreed to revisit this next week to discuss taking the funds out of student Rep. Fee.

#### 4.4 ASO Events

President Megan Turrill talked about the Carlos Artillo concert.

Dr. Zimmerman asked if ASO has requested an ASO table, to which Daniel Mendez responded that he will be there and confirmed he and Paul Sanchez will be volunteering there.

Megan Turrill will be planning an ASO retreat around Aug 4-11. She stated that the retreat will go over some basic operating information.

Megan Turrill stated that ASO needs to get SAC starting to plan more events, as only one was planned and held over the entirety of Summer. It is clear that we need SAC to immediately start planning events including welcome week which is the primary recruiting and awareness event for ASO.

Nathan Skadsen reminded everyone about rsvp'ing for the Robert's Rules workshop, that no spot is reserved until an email is received and a confirmation is sent back. He also announced that in 24 hours he had filled one-fourth of his capacity.

Kimbirly Dolatowski announced a summer relaxation obstacle course event that is being held July 22nd on the Learning Center Lawn.

Shawn Smith announced that on July 17th the Red Cross will be holding a blood drive outside of the Health Sciences building.

Nancy Blundell thanked all the officers and welcomed everyone to ASO. She announced that due to the recent constitution changes she will be seeing all the officers at basketball and football games. Because these events require the handling of money, she announced the procedure for being fingerprinted.

Dr. Zimmerman announced at executive cabinet that college President Ed Knudson is talking about how to fill the stands at games, and that the volunteers from ASO should be prepared for larger crowds.

#### 4.5 ASO Sticker Committee

Megan Turrill entertained a motion to create a committee to gather information on increasing the value of the ASO sticker.

Moved to create a committee to collect information and help increase the value of the ASO sticker by Raul Curiel, seconded by Shawn Smith.

VP of Academic Affairs Raul Curiel - Aye  
VP of Club Affairs Daniel Mendez - Aye  
Senator Jennifer Corona - Aye

Senator Elizabeth Wells - Proxy - Nathan Skadsen - Aye  
Senator Shawn Smith - Aye  
Motion Passed 5-0-0.

This committee will be Co-Chaired by Shawn Smith and Paul Sanchez

#### IV. REPORTS

##### Advisor Report -

Dr. Jill Zimmerman stated that she is incredibly impressed and hopes all students keep up the momentum. She warned them to make sure to prioritize their classes and grades. The Accreditation team is prepping for a new round of self-study. AVC hopes to adopt AVID. A possible homelessness grant is being worked on, and Dr. Zimmerman stated that her office and other administrators on campus are also working on more grants to help AVC work on combating sexual assault, etc. After a conversation with the new Public Relations Director, Dr. Zimmerman hopes that we can get the Facebook page up and running and collaborate with Elizabeth Diachun who is excited and open to work with ASO. She announced the hiring of Elizabeth Diachun as the campus' new Executive Director of Public Relations, and then moved on to announce Bonnie Suderman as the new Vice President of Academic Affairs and thank Nathan Skadsen for serving on the hiring panel which hired Bonnie Suderman.

##### Executive Board Reports -

Raul Curiel announced a report from Shyann Blanco who is serving on a campus hiring committee for a new Dean of Counseling. The statement included the fact that the committee had to be re-formed because the job description changed. She also noted that although the policy of hiring panels is to proceed with the members of the meeting present, the absence of Pam Ford was met with the rescheduling of the committee. She stated that the rescheduled July 7th meeting was originally supposed to be the last meeting date of the committee after a month long process starting in June, but that the committee still has yet to meet, two months behind schedule.

President Megan Turrill told members about her new communication log, an idea which is used by the City of Palmdale to retain short term institutional memory and efficiency at her workplace. She asked the officers to change any possible information on the communication log before it is finalized. She also talked about the requirement of officers to report and file their committee reports and bring them to their meetings. She announced that at every meeting she will bring out a list of committees on which ASO officers serve and require all those officers who had a committee meet report on what happened, a change instituted after the last ASO administration.

##### Senator's Reports -

Nathan Skadsen proxy for Elizabeth Wells stated his appreciation to all the new officers and soon to be appointed officers for their dedication and service to ASO and the students of AVC. He stated how impressed he was by the buzz of activity in the ASO office and the ideas presented by the new members of ASO. He stated that it was a breath of fresh air compared to last year.

##### Student Trustee Report - Absent

#### V. ANNOUNCEMENTS/UPCOMING MEETINGS AND EVENTS

President Turrill announced once again the meeting with OneLink Wednesday July 9th at 9:00 am. The meeting will be held at Lancaster City Hall.

Daniel Mendez announced that there would be an ICC meeting today, Tuesday July 8th, at 2:30pm

#### VI. ADJOURNMENT

Moved to adjourn at 1:52pm by Nathan Skadsen, seconded by Raul Curiel. Motion passed 5/0/0.