

# MINUTES

CHAFFEY COLLEGE STUDENT GOVERNMENT (CCSG)

## EXECUTIVE BOARD MEETING

**Monday, November 2, 2020 | 4:00pm | Zoom 956 1923 3392**

*NOTICE IS HEREBY GIVEN that CCSG Executive Board will hold a REGULAR meeting. CCSG reserves the right to suspend the order of the agenda at any time if necessary to conduct business. Further notice is given that CCSG reserves the right to record the meetings as it sees fit and use it for business as needed.*

### 1. CALL TO ORDER AT 4:12 PM

### 2. VOCAL ROLL CALL OF ATTENDANCE ( 3 mins)

President/Student Trustee: Lauren Sanders=**EXCUSED ABSENCE**

VP of Administration: Keziah Thomas=**PRESENT**

Director of Finance: Diego Sotomayor=**PRESENT**

Director of Activities: Wynter Muro=**PRESENT**

Director of Communications: Simran Bhatia=**PRESENT**

Program Assistant: Julia Penigar=**PRESENT**

Advisor: Charles Williams=**PRESENT**

Dean of Student Life: Amy Nevarez=**PRESENT**

### 3. APPROVAL OF AGENDA

Vice-President Keziah asked for a motion to approve the agenda.

Director of Activities Wynter motioned. It was seconded. Discussion: none.

Roll call vote pass unanimously.

### 4. APPROVAL OF MINUTES OF 10-26-20.

Vice-President Keziah asked for a motion to approve the previous minutes.

President/Finance Diego motioned, Director of Activities Wynter seconded. Discussion: none.

Roll call vote pass unanimously.

### 5. PUBLIC COMMENTS (2 mins)

None

### 6. GUEST(S)

None

### 7. BOARD REPORTS (10 mins)

Vice-president Keziah mention removing three senators missing meetings and committee meetings.

Director of Finance Diego motioned. Seconded by Director of Communication Simran. Discussion: The members' discuss in detailed and will let the senators know of their removal.

Director of Activities Wynter judged the Halloween contest.

Faculty Advisor Charles said to the members to start planning upcoming events and let the students know there are seats available. Give information on Region IX.

**Other discussions** by the board and members were to start talking to social medial about events and who will be doing what. Have more followers and get in touch with all clubs, we can contact Sonia for club information.

### 8. UNFINISHED BUSINESS (25 mins)

a. The members discuss how they could establish effective communication. Simran motioned to open the discussion. It was seconded. Roll call vote passed unanimously.

- Faculty Advisor Charles added “we have canvas and I will be glad to add to it when you all want me to.”
- The E Board discussed the upcoming Club Rush and confirmed which members would be present: Wynter and Diego. Director of Communication Simran came up with a wonderful ideal. The board agreed on the following as best practices for establish effective communication:
- Send a reminder email to all senators two days before an event
  - send a reminder via the group meet app one day before
  - Simran has opted out of the group meet app
  - Each committee will have fixed dates for their meetings
  - The advisor suggested we use the e-Board to confirm events and launch dates to avoid scheduling conflicts
  - The advisor will be added to the Canva account to streamline the flyer creation and approval process

The above items were presented as suggestions to implement as experiments. This discussion will continue and possibly lead some of these practices becoming policies.

### **9. NEW BUSINESS (10 mins)**

- a. Discuss some type of action when missing a meeting. Diego motioned to postpone this until the next E Board meeting. It was seconded. Roll call vote passed unanimously.
- b. The board have to discuss time for meeting. Simran motioned to postpone this until the next E Board meeting. It was seconded. Roll call vote passed unanimously.
- c. Program Assistant Julia was having audio issues and did not talk about bill form. She will try at the next meeting.

### **10. ADJOURNMENT**

The meeting adjourned at 5:37pm. Director of Finance Diego motioned. Director of Activities Wynter seconded. Discussion: none. Roll call vote pass unanimously.

*\*CCSG Executive Board is required in accordance to the Brown Act to allow the public to comment on agenda items before or during) consideration by legislative body (54954.3 Ch. IV & V). Comments are limited to three minutes per speaker and fifteen minutes per topic or action item, if there is more than one speaker. It is not required for action to be taken nor is it required for extended discussion of any items not on the agenda. At the conclusion of public comment, CCSG Executive Board may ask the members to review a matter or may ask that a matter be put on a future agenda. For further information and anyone who requires a disability-related modification or accommodation to participate in the public meeting should contact CCSG Program Assistant (909) 652-6593 as far in advance of the CCSG Executive Board meeting as possible.*