



Cascadia Student Government

Minutes

October 6, 2014 – 11:12 AM
Cascadia College, CC2 - 261

I. Call to Order – 11:12 AM

II. Roll Call –

- a. President (Jae Yu): Present
- b. Vice President (Kimberley Dunlap): Present
- c. Director of Budget and Finance (Vacant):
- d. Director of Public Relations and Technology (Kira Luchau): Present
- e. Director of Pluralism and Inclusion (Lindsey Thomle): Present
- f. Director of Government Relations (Christopher Knudson): Present
- g. Director of Student Life (Becky Riopel): Present

III. Approval of Minutes – Kim motioned to approve. Lindsey seconded the motion. All in favor 4/0/0, motioned passed.

IV. Approval of Agenda – Kira motioned to approve as is. Kim seconded the motion. All in favor 0/4/0, motion failed. Christopher motioned to approve with Jae's revisions. Kim seconded the motion. All in favor 4/0/0, motion passed.

V. Special Guests –

VI. Officer Reports –

- a. President (Jae):
 - i. <https://login.microsoftonline.com>
- b. Vice President (Kimberley):
 - i. Ad Hoc Committee Outline
 - 1. Timeline for the finalization outline will be discussed.

Cascadia Student Government

Minutes

2. Implement the committee Winter quarter so that CSG can spend Fall quarter perfecting the outline/constitution.
 3. Use other Community College's constitution to use as an example.
- ii. Night classes
1. Email to teachers
 2. Assigning people to talk in classes
 - a. Kim will create a sign-up sheet.
- iii. Agenda for Club Council Meeting
1. Kim needs everyone's addition to the agenda by Wednesday.
- iv. Student life proposal
1. Program Proposal form is a new form. Clubs are required to use this resource for budget requests. Budget requests \$499 or under stay within Club Council Committee, anything \$500 and above must be voted on by CSG.
 2. Will be introduced in detail at the Club Council Meeting.
 3. Budget requests over a certain (large) amount should have a representative come in and discuss the request.
- v. Emails
1. Kim will formulate emails with deadlines in order for proficiency.
- c. Director of Budget and Finance (Vacant):
- d. Director of Public Relations and Technology (Kira):
- i. Speed Friending
1. Flyers posted
 2. Budget for pizza

Cascadia Student Government

Minutes

- a. CSG approves to spend appx. \$200 for food for the event.
- 3. Advertising ideas?
 - a. Writing on the whiteboards in classrooms and breakout areas.
 - b. Email CEOs about the black sandwich boards.
- e. Director of Pluralism and Inclusion (Lindsey):
 - i. Coffee with CSG
 - 1. Posters are posted. Extra posters are available if anyone in CSG wants to help post.
- f. Director of Government Relations (Christopher):
 - i. Voter Registration
 - 1. Very successful. Provided educational explanations about registering to vote in a College 101 class and to people who approached the voter registration table set up in various places throughout campus.
 - 2. Campaigning with other student associations, CAB, helped with the success.
- VII. Advisor Reports (Becky Riopel) –
 - a. Update to office hours.
 - b. Contacted Brandy Long about CANVAS
 - i. Going to talk in more detail, she will bring this up again in a future agenda
 - c. T-Shirt
 - i. Lime green on Caribbean Blue
 - d. Received 3 (three) applications for Director of Budget and Finance
- VIII. Committee Reports –

Cascadia Student Government

Minutes

- a. Special:
- b. Standing:

IX. Old Business

- a. Digital map
 - i. Invitation to CSG EB sent
- b. Faculty and "Group Work" Discussion
- c. Budget

X. New Business

- a. Reviewing survey results from Involvement Fair
 - i. The results did not appear to be credible.
 - ii. Future surveys should be presented with context.
 - iii. The survey might not be effective in receiving feedback about ARC (Activities and Recreational Center) or group work.
 - iv. Re-introduce the the survey about group work at Coffee with CSG.
- b. Intercollegiate activities and initial contact with Shoreline Community College
 - i. Knowledge Bowl
 - ii. Other activity
 - iii. Setting up a meeting and timeline
 - 1. Shoreline has expressed wanting to collaborate with Cascadia.
 - 2. Set up meeting to talk about future events.
- c. Update on balancing school with CSG responsibilities
 - i. Do we have enough time to get things done?
 - 1. CSG has full schedules.

Cascadia Student Government

Minutes

2. Scheduling is preferred to be set a week in advance.
3. Do not be shy to delegate to get through tasks.
- ii. Office hours – what are we averaging? Coverage?
- iii. 15 hours of work (19.5 for Jae)
- iv. Emails
 1. Check emails every day so that responses can be formulated within 24 hours.
 2. Weekends are not necessarily included in checking emails.
 3. Becky will help clarify which emails need to be responded to and which do not.
 4. Becky will seek clarification from HR in order to reconcile the requirement to check email daily with the expectation of being paid for required work
- d. Thank you Cards
 - i. Budget? How much do we want to spend?
 1. Generic Cascadia Thank You Cards are available, however, they say "Cascadia Community College."
 2. Part of CSG budget will be used to purchase new Thank You cards.
- e. Customer Service in the CSG office
 - i. Reflecting on last year
 1. People come into the Library Annex building and become unsure about where the office is.
 - ii. How do we greet students?
 1. Be sure to greet students to help them feel comfortable and make sure that their needs are met.
 - iii. How do we make the office accessible?

Cascadia Student Government

Minutes

1. Have more signs to show where the door is located.

- f. Attendance reporting

- i. If CSG officer or Club cannot attend a meeting, prior notice is crucial.

- ii. Kim will go into more detail about attendance at the Club Council meeting.

- XI. Open Forum / Announcements

- a. Events

- i. Club Council Meeting

1. First meeting on Friday.

- ii. Speed Friending

1. Wednesday, October 8th 4:30 - 6:30

- iii. Coffee with CSG

1. Delegated.

- b. Open Forum

- i. ASUWB has an open parking forum at Food for Thought.

- XII. Adjournment

- a. Christopher motions to Ajourn. Kimberley Seconded the motion. All in favor 4/0/0, motioned approved.

- b. Meeting adjourned at 12:59 pm.