

**Associated Students of
Berkeley City College
Regular Meeting MINUTES**

April 30, 2015
*Berkeley City College
Room 57
2050 Center Street,
Berkeley CA, 94704*

I. CALL TO ORDER

12:15 P.M

Meeting called to order at 12:21pm

II. OFFICIAL ROLL CALL (1:00 min)

Vice President of Administration Kaydee Miller: Present
Vice President of Programs Rudrani Ghosh: Not Present
Vice President of Public Relations Matthew Gregory: Present
Treasurer Sam Cheng: Present, Departed at 1:00pm
Secretary Noelle Atkins: Arrived at 12:30pm
Senator Matthew Armstrong: Present
Senator Malique Banks: Present
Senator Emma Carlblom: Present
Senator Andrew Carmody: Present
Senator Dave Cruz: Present
Senator Marian Gonzales: Arrived at 1:05
Senator Sarah Levin: Present
Senator Lorenzo Lewis: Present
Senator Ryan Jaeger: Arrived at 12:25pm

Chief Justice Bonnie Cherry: Present
Justice Ian Jansen: Present
Justice Mel Maniwan: Present
Justice Ghazal Rezvani: Present

ICC Representative David Gonzalez: Present
ICC Representative Begonia Herbert: Present

III. ADOPTING PREVIOUS MINUTES (1:00 min)

A. April 23, 2015

Senator Dave Cruz moves to table the adoption of the minutes.

Seconded by ICC Representative David Gonzalez

Adoption of the April 23, 2015 minutes is postponed unanimously until next week

IV. ADOPTING CURRENT AGENDA (3:00 min)

A. April 30, 2015

Matt: Add "Appoint Kaydee Miller President of the ASBCC -(Matt Gregory)" as Action Item A

Begonia: Add "Cinco de Mayo funding request -(Begonia Herbert)" as Discussion Item B

Sam: Add "Motion to issue a check for \$1000 to the ASBCC accountant Diane L. Hill from the ASBCC Cash Account, subsection Bookkeeping Expenses -(Sam Cheng)" as Action Item B

Matt: Moves Discussion Item A to be heard before Public Forum

Bonnie: Moves to extend Item A to be discussed for 10 minutes

Motion to adopt the agenda with revisions passes unanimously.

V. PUBLIC FORUM (3:00 min each)

This is an opportunity for members of the public to address the ASBCC on items not already on the agenda. Please be aware that there is a 3-minute time limit for each item and that NO action may be taken on any of these items. These items may however come back to the Senate for action at the discretion of the Senate.

VI. ACTION ITEMS (1:00 min each)

A. Appoint Kaydee Miller President of the ASBCC- (Matt Gregory)

Matt Gregory moves to appoint Kaydee as President of ASBCC for the remainder of the school year.

Senator Dave seconds.

Administration said that it is difficult for publicity if the AS doesn't have a President

Bonnie: It is not a point of PR and is a constitutional thing; the public needed to be aware of this

Justin Terry: A matter of constitutional review for the incoming council. It will be a learning experience but Kaydee is the most qualified for the job.

In favor: 11

Against: 0

Abstaining: 2

Motion passes 11-0-2

B. Motion to issue a check for \$1000 to the ASBCC accountant Diane L. Hill from the ASBCC Cash Account, subsection Bookkeeping Expenses -(Sam Cheng)

Matt Gregory moves to issue a check for \$1000 to the ASBCC accountant Diane L. Hill from the ASBCC Cash Account, subsection Bookkeeping Expenses

Senator Dave Cruz seconds

Questions were brought up about why the amount went from \$600 to \$1000. Matt explains that the initial request was missing a few months, and this will cover us from August through January of 2015

In favor: 5

Against: 0

Abstaining: 7

Motion passes 5-0-7

VII. DISCUSSION ITEMS (5:00 min each)

A. Q&A with Shirley Slaughter (Vice President of Administration, Kaydee Miller)

Bonnie: Will the money that has been spent be given back to us?

Shirley: Has made provisions in the budget for this to happen

The fiscal year begins in July 1 even though school is not in session
In previous years the ASBCC has allocated for the custodial expenses
(passes out document which is a copy of fund 84)
There is no budget set aside for 2015
\$20000; there is no expense charged for this budget
The budget is moved over into the new fiscal year
It is her intent to move the budget through a payroll adjustment
It is a legitimate expense that is up the ASBCC to approve or not

Bonnie: Not a lot of us have a financial background...The money was spent before it had been approved by the ASBCC, correct?

Shirley: That money was charged to our budget because it rolled over into the new fiscal year; it's by default because it was approved by the ASBCC last year.

Bonnie: Was it charged or not?

If the expenditure has to be approved by the ASBCC, why is there an automatic roll over?
Why does the district keep expecting the AS to pay for this?

Shirley: Expenses throughout the year are adjusted for one reason or another.

The school does not rely on the ASBCC for custodial expenses.

Bonnie: Hoping to prevent this in the future and the confusion that comes along with it.

This amount is what the AS gives every year; why is it a roll over?

Shirley: The adjustment can be made but the administration would have to go into the system and change the rollover aspect of the system.

Kaydee: We are also having problems with the cash account.

When will it be unfrozen and when will the checks be processed?
Clubs are waiting for numerous checks and what is the timeline to getting these checks ?

Shirley: It has been the practice of my office to cut checks within to 24 to 48 hours and even in the same day. I am still in possession in the bank accounts. Got a check for \$6000 worth of checks to be cut. Is waiting on the documentation and it is not her office's fault. Can not cut checks that are made for the club account; If it's a club that needs to cut it needs to go through the system.

Emma moves to extend time for 5 minutes

VP of Public Relations Matt Gregory seconds

Ryan opposes

In favor: 10

Against: 5

Abstaining: 4

Motion passes 10-5-4

Mostafa: There is confusion among the Campus Life Office about the check conversion process. Worked on procedural policies on checks are cut and fundraising. Was not clearly aware of what the process was.

Had a meeting with Shirley and needs to gather bank statements and he and Sam worked to get Lily Hill to send this information to Shirley but did not hear anything back until the checks needed to be cut.

News to him that Fund 71 hasn't been moved over. He does not have access to cash account: Ms. Shirley, Dr. Chen, and Ms. Johnson do. His concern is that the money be moved over ASAP and that there are a series of checks that need to be cut before the end of the school year.

Kaydee: How do clubs get their checks cut?

Shirley: A check need to be sent to the district and reviewed by them.

Emma: Asking for funds for ASBCC and has sent Shirley multiple emails to her about mental health awareness and has not heard any news back.

Shirley: Have not seen any emails. Reconciliations were sent to her on April 2nd and she sent a request to Mostafa that he look over them.

Matt G. moves to extend time for 5 minutes

Senator Lorenzo Lewis seconds

In favor: 5

Against: 4

Abstaining: 1

Motion passes 5-4-1

Bonnie: The JC recommends that we extend for an additional 5 minutes

Matt moves to extend for 5 more minutes

Senator Dave Cruz seconds

Motion passes unanimously

Shirley: Requests for funding go to Mostafa not me. The documentation along with approved minutes, and then the checks can get cut. If there are any delays it is not a result of the Business Office.

Begonia: States a line from the California ed code; Why is it an automatic computer default?

Shirley: Without a clear understanding of the process it might be hard to understand; Payroll adjustments need to be made. The money has not been spent; it has been charged to the account.

Mostafa: No idea that there was this process set up for clubs. Important for Campus Life Director to have a clear understanding of the funding for clubs. Needs a step by step process for this. Has worked with the JC to figure out how to fundraise. Sent out multiple emails to Shirley and other admin about fundraising.

Ghazal: Was under the impression the money was spent from this year's \$20,000. But you explained last year's ASBCC approved this funding?

Shirley: The money that was charged to budget line was charged to the previous year and it was charged again because it rolled over. We are discussing fundraising guidelines at the district level. We are currently putting together guidelines and procedures for how to access funds and when the ASBCC wants to travel; have asked for input and to date has not had this input.

Kaydee: If Mostafa gets the paperwork to you today when could we get the check cut?

Shirley: Within 24-48 hours if I'm in the office today.

Bonnie: The JC reviewed the fundraising documents already and gave their input.

Ryan: Are you still asking us for the money?

Shirley: Every year I will ask for money; it is up to the AS to say yes or no.

Ryan: We were prepared to hear someone from administration, but no one came.

Shirley: Came before the ASBCC in September. Does not keep up with minutes and goes to the Director to find out what's happening. In process of budget development

Lorenzo moves to extend time for 5 minutes

Senator Dave Cruz seconds

Motion passes unanimously

Matt : ASBCC has not had input.

Shirley: The directors were supposed to bring input from their ASO's.

Lorenzo: What would happen if we don't give them the \$20,000?

Shirley: The Janitors would basically not help ASBCC.

Kaydee: Besides the funding that we have approved; what would be the remaining balance in Fund 84?

Shirley: Would need to check the system and will send Kaydee an email.

Justin Terry: Remembers \$20,000 asked for Campus Life but a smaller amount for custodial purposes (last year).

B. Cinco de Mayo funding request -(Begonia Herbert)

LAC is asking for \$340 for a mariachi band
The budget isn't itemized, but she has asked the club to do so next week

VIII. ADVISOR'S REPORT

Mostafa Ghous

Ms. Shirley Slaughter mentioned a number of things that he was not aware of.

Marian moves to suspend the orders of the day to go straight into Open Discussion

Senator Emma Carlblom seconds

Motion passes unanimously

IX. ADMINISTRATION UPDATES

Dr. Debbie Budd

Dr. May Chen

Ms. Tram Vo-Kumamoto

X. COMMITTEE REPORTS (3:00 each report)

- Documents Committee
- Marketing Committee
- Finance Committee
- LGBTQIA, mental health, and veteran awareness weeks Ad-hoc Committee
- Elections Committee

XI. EXECUTIVE REPORTS (1:00 min each)

President:

Vice President of Administration: Kaydee Miller

Vice President of Programs: Rudrani Ghosh

Vice President of Public Relations: Matthew Gregory

Treasurer: Sam Cheng

Secretary: Noelle Atkins

XI. SENATOR BOARD REPORTS (1:00 min per report)

Information and Organizational Systems:	Dave Cruz
Community Building:	Malique Banks
Student Transfers:	Marian Gonzales
Special Populations:	Sarah Levin
Primary Services:	Ryan Jaeger
Academic Services:	Lorenzo Lewis
Campus Sustainability:	Andrew Carmody
Special Populations:	Emma Carlblom
External Affairs:	Matthew Armstrong

XII. JUDICIAL COUNCIL REPORTS (1:00 min per report)

Chief Justice: Bonnie Cherry
Justice: Ian Jansen
Justice: Mel Maniwan
Justice: Ghazal Rezvani

XIII. INTER- CLUB COUNCIL REPRESENTATIVES (1:00 min per report)

Inter- Club Council Representative: Begonia Herbert
Inter- Club Council Representative: David Gonzalez

XIV. UNFINISHED BUSINESS

XV. OPEN DISCUSSION

Bonnie: Judicial Council will be holding a special meeting tomorrow at 11am jointly with the finance committee to discuss plans of action for how to proceed with the Fund 84 misappropriation.

Marian moves to adjourn

Senator Dave Cruz seconds

Motion passes unanimously

XVI. ADJOURNMENT

Meeting Adjourned at 1:29pm
