



**ALPHA GAMMA SIGMA, INC.
FALL ADVISORY BOARD MINUTES**

October 4, 2014

Diablo Valley College, Pleasant Hill, Ca

Standing Rules for the Order of Business:

1. The agenda is fixed once a motion to accept, amend, add to, and/ or change an agenda has passed.
2. All items listed as action items will begin with a motion.
3. All items listed as non-action contain information only. No action will be taken on these items. Future agenda issues may surface from these items and, if they do, they should be noted for future agendas.
4. Old business and new business will be handled first after the meeting is called to order, the minutes have been approved, and the agenda is set.
5. Debate on all action items on the agenda will follow an alternate pattern of "one member speaking for" and then "one member speaking against" the issue so as to facilitate the discussion, eliminate repetition of ideas, and air both sides; once one side of the debate no longer has a member speaking either pro or con, the debate will end, and the question will be called to a vote.
6. The debate on a particular action item should not exceed ten minutes unless the body wishes to extend the time allotted for discussion.
7. All reports should contain non-action items only.
8. Anything embedded in a report that is significant and merits discussion as an action item should be identified as such when the agenda is being set at the beginning of the meeting, or should be held over as a future agenda item.

- I. **Call to Order and President's Opening Remarks:** Chris Gilbert called the meeting to order at 9:05 AM. He welcomed all the advisors to our Fall Advisory Board Meeting of 2014. (At this point in the meeting, Chris was pinch-hitting for Henan Joof, who was unable to serve as our president for the school year 2014-2015.
- II. **Self-Introductions:** The advisors introduced themselves. We found out what they are teaching, their school, and how long they have been an AGS advisor.

ATTENDANCE:

ANTELOPE VALLEY COLLEGE: Matthew Jaffe, Karen Lubick

CHABOT COLLEGE: Lisa Carlsen

CITY COLLEGE OF SAN FRANCISCO: Christopher Kox, Fred Teti

CLOVIS COLLEGE: Erik Fritz

COLLEGE OF MARIN, KENTFIELD: Toni Yoshioka

CONTRA COSTA COLLEGE: Maritza Jackson Sandoval

CRAFTON HILLS COLLEGE: Gary Williams
CUESTA COLLEGE: Chris Gilbert
DELTA COLLEGE: Chris Wardell
DIABLO VALLEY COLLEGE: Chris Cappozzo, Kenyatta Tribble, Obed Vazquez
FRESNO CITY COLLEGE: Linda Vang, Melinda Vinicar
GOLDEN WEST COLLEGE: Valerie Venegas
LOS ANGELES PIERCE COLLEGE: Kaycea Campbell
LOS MEDANOS COLLEGE: Phil Gottlieb
MODESTO JUNIOR COLLEGE: Jacqueline Faris
ORANGE COAST COLLEGE: Theresa Scarbrough
RIO HONDO COLLEGE: Raquel Flores-Olson
SAN BERNARDINO VALLEY COLLEGE: Mellisa King
SANTA MONICA COLLEGE: Terry Green
SOLANO COLLEGE: Will Martineli proxy for Genele Rhoads
WEST LOS ANGELES COLLEGE: Thomas Harjuno

FROM LAS POSITAS COLLEGE; STUDENT TRUSTEE: Maggie Yurena

- III. **Explanation of the Sign-In Process:** Terry Green asked advisors to fill out the sign-in sheet created by Obed Vazquez, our host of the meeting.
- IV. **Explanation of the Standing Rules for the Order of Business:** As Steven Wallech was absent, Chris Gilbert and Terry Green explained the rules on Page 1 which we use to keep our meetings orderly and efficient. They re-iterated that only 10 minutes would be spent on action items unless the body voted to continue the debate on a particular item.
- V. **Additions/Deletions to the Agenda:** None
- VI. **Approval of the Agenda:** The agenda was approved by consent.
- VII. **Corrections to and Approval of the Minutes:** The minutes were approved with no corrections.
- VIII. **Corrections and Updates to the State Advisory Board Directory:** Andrew Kindon was absent. The advisors were notified about how to go about making any corrections and about how to get included in the directory.
- IX. **Old Business:** None
- X. **New Business:**
 - A. **Appointment of New President (Action Item):** MOTION #1) Jacqueline Faris moved that Chris Gilbert be elected President of the State Advisory Board for 2014-2015. Valerie Venegas seconded the motion. (MOTION #1 CARRIED.)

B. 2015 Spring Convention (Discussion Item): Jaycea Campbell and LA Pierce will be hosting the convention. Valerie Venegas and Golden West College will be handling registration. It will be the 89th AGS State Convention and the theme will be the “Road Not Taken.” Some of the workshops will be “Campus Collaborations, Student/Faculty Partnerships for Student Success, “Career Rookie, Internships for Job Experience”, “Community Service and Outreach” plus “Single Mothers in Community Colleges”, “Thinking about Grad School Now!”, “Business/Entrepreneurship”, “Developing and Fostering Learning”, “Transitioning to a 4-year College”, “Parliamentary Procedures”, “Yoga/Stress Management”, and “Conflict Management”. The prices for the convention will remain the same as last year but will be going up in 2016 and beyond. When our new website is up, chapters will be able to get information about the upcoming convention there.

C. Website (Discussion Item): As Rowena Mendoza, our website coordinator could not be at today’s meeting, she sent the following report to Jacqueline Faris about our new and improved website. She wrote the following: I just finished some last minute tweaks. And although I’ve transferred all the info from the old website, it’s really not quite done yet. I hope you’ll agree it is a good start. There are some old things that I need to adjust and a few that I need to figure out like the calendar. There are so many things we can do with the new website to keep everyone in the know and connected. A few suggestions that come to mind would be giving the students their own section, maybe we can find out if they might have ideas for what they would like to see in there. We can also integrate a “Blog” if students would be interested in something like that. I’ve also created a Facebook page (linked to the website) that would help keep us connected with the students.

Here’s a site map of where things are:

- 1) Home – an interview
 - a) History – (sub item of Home) AGS history
 - b) Start a New Chapter - (sub item of Home) how to start a new chapter
- 2) Board Of Trustees – contains the following:
 - a) Roster of BOT: position, name and email
 - b) Meeting Minutes
- 3) State Advisory Board – contains the following:
 - a) SAB Officers, Bylaws, Standing Rules, Minutes
 - b) Outstanding Advisors Award – (sub item of SAB)
 - c) Advisors Hall of Fame – (sub item of SAB)

- 4) Advisors Niche – contains the following:
 - a) Advisors Handbook
 - b) Advisors Contact Info
 - c) Good Standing List
 - d) Posters: Recruitment Tools
 - e) New Advisor Communique
 - f) Outstanding Advisors
 - g) Advisors Hall of Fame
 - h) Links to Dues Form: PM Reports and Jewelry Order Form

- 5) Students Station – contains the following:
 - a) Posters
 - b) Link to Statewide Community Service Project
 - c) Scholarships – (sub item of Students Station)
 - d) Chapter Home Pages – (sub item of Students Station)
 - e) Alumni – (sub item of Students Station)

- 6) Conventions – contains the following:
 - a) Links to Fall Regional Conference and Spring Sate Convention
 - b) Fall Regional Conference – (sub item of Conventions)
 - c) Northern Region – (sub item of Fall Regional Conference) – current and historical conference info
 - d) Southern Region - (sub item of Fall Regional Conference) – current and historical conference info
 - e) Spring Conference – (sub item of Conventions)

- 7) Forms Central – contains the following
 - a) For Student Use – (sub item of Forms Central)
 - b) For Advisors Uses – (sub item of Forms Central) – links to State Scholarship Packet Dues

- 8) News Zine Junction – contains the following:
 - a) Statewide Community Service Project

These are all the items contained in our website. Any comments, feedbacks, and suggestions would be most welcome. As I mentioned earlier, there are still a few areas that need to work on (i.e. calendar) – and some areas that need some tweaking. Also, there's an Ad feed that shows up on our site which could be eliminated by purchasing the premium version. I think I mentioned this to you before, about being able to purchase any site maintenance related tools and you indicated that we do have funds set aside for this purpose. Would you please clarify as to what the procedure would be to acquire web-related effects?

Please send my regards to all at our meeting. I hope everyone enjoys the new website. Should you need to get a hold of me, please do give me a call at (626) 893-0444. I'm sorry I'm not able to join you at this meeting but I will definitely be in attendance at Ontario and be of some help so please do let me know where I might be needed.

Cheers,
Rowena Mendoza

The new website was displayed and the home page and banner were discussed. It was suggested that the home page might be a brighter, happier, color and that the banner might be changed to a different font. Erik Fritz offered to help Rowena with changes to the home page and banner and the completion of the new website so that it could be up and running soon.

- D. Secretary of Standing Rules (Action Item): MOTION #2) Chris Gilbert moved that the State Advisory Board create a position called the Secretary of Standing Rules, whose duty would be to update the AGS Standing Rules after each SAB meeting, incorporating any new standing rules, established procedures, or special rules of order that appear in the minutes of that meeting. This standing rule will override the AGS State Bylaws stipulation that updating of the Standing Rules is the responsibility of the Advisory Board Secretary. Jacqueline seconded the motion. (MOTION #2 CARRIED.)**

MOTION #3) Valerie Venegas moved that Chris Gilbert be appointed to the position of Secretary of Standing Rules. Jacqueline Faris seconded the motion.

- E. Standing Rule Issues (Discussion Item):** Chris Gilbert, our first Secretary of Standing Rules, first explained what our Standing Rules are, for those who were not familiar with them. Our Standing Rules are rules we make to run our organization without having to go through the elaborate work needed to change the by-laws. He talked about a few rules we had not been following recently that we should be following. For example, we have not been following our rule for our Financial Review Committee. There has to be two people overseeing our state account handled by the state treasurer. Terry Green had done this job the past two years but he is not supposed to be doing it because he is an advisory board officer. It was agreed that we should have an action item in the spring to elect two advisors to be on the Financial Review Committee to serve a three-year term. Terry Green would oversee the account one more time at the Spring Convention of 2015.

Another standing rule he mentioned that we should be following is to make sure we are helping new advisors at our fall and spring meetings. It was agreed that we would have an orientation meeting for any new advisors at this meeting during lunch.

- F. Standing Rule Revisions (Action Item): MOTION #4) Terry Green moved that the standing rule combining the position of the Secretary of Extension & Eligibility with that of Publicity Chair should be stricken from the AGS Standing Rules. Erik Fritz seconded the motion. (MOTION #4 CARRIED.)**

MOTION #5) Erik Fritz moved that the standing rule in regards to student registration at the convention should be revised to read as follows: “Students may not register at a state convention prior to their advisor being present unless an advisor from another chapter has been pre-selected to serve as a temporary proxy for these students and the registration chapter has been notified.” Jacqueline Faris seconded the motion. (MOTION #5 CARRIED.)

MOTION #6) Terry Green moved that registration materials for the State Convention will include emergency contact information for all registrants, both students and advisors. Jacqueline Faris seconded the motion. (MOTION #6 CARRIED.)

XI. Calendar Update:

Event	Date	College
2014 FAM (North)	October 4, 2014	Host and Registration: Diablo Valley College
2014 Northern Regional Conference	November 8th, 2014	Host: Mission College Registration: Cabrillo College
2014 Southern Regional Conference:	November 15 th , 2014	Host: Citrus College Registration: Orange Coast College
2015 Spring Convention, (South), Ontario, CA	April 17-19, 2015	Host: Los Angeles Pierce Registration: Golden West
2015 FAM (South)	October 3, 2015	Host and Registration: Citrus College
2015 Northern Regional Conference	TBA	Host and Registration: Modesto Junior College
2015 Southern Regional Conference	TBA	Host: Registration: Los Angeles Harbor
2016 Spring Convention, (North), San Jose, CA	April 8-10, 2016	Host: West Hills College, Registration: Modesto
2016 FAM (North)	October 1, 2016	Host and Registration: Fresno City College

2016 Northern Regional Conference	TBA	Host and Registration: San Joaquin Delta College
2016 Southern Regional Conference	TBA	OPEN
2017 Spring Convention (South) Ontario, CA	April 21-23, 2017	Host: Golden West College, Registration Rio Hondo College
2017 FAM (South)	October 7, 2017	Host and Registration: Orange Coast College
2017 South Regional Conference	TBA	OPEN
2017 North Regional Conference	TBA	Host: San Mateo College
2018 Spring Convention	April 13-15, 2018	Registration: Clovis College
2018 FAM (North)	October 6, 2018	Host and Registration: Chabot College
2018 North Regional Conference	TBA	OPEN
2018 South Regional conference	TBA	OPEN
2019 Spring Convention	April 5-7, 2019	OPEN

XII. Reports (Information Items Only)

- A. Board of Trustees Report:** Obed Vazquez informed us that the Board of Trustees would meet after the State Advisory Board meeting.
- B. SAB President Report:** Chris Gilbert had no report.
- C. SAB President:-Elect Report:** Erik Fritz had not report.
- D. SAB Vice-President Elect Report:** Mark McGovern was absent.
- E. Secretary Report:** Terry Green had no report.
- F. Treasurer Report:** Jacqueline Faris informed us that we currently have \$134,327.05 in our checking account. She sent around paper work showing her expenses for the last 12 months. To her credit, she has been completely transparent about all financial actions she has taken on behalf of our organization.
- G. Vice-Treasurer Report:** Maritza Jackson Sandoval told us that the jewelry account currently has \$12,530.07. She has sold \$1,745.95 worth of jewelry and will be buying \$3,000 worth of new jewelry for her inventory. She told us that the prices of the different jewelry items she was buying would be going up and therefore her prices would be going up. She said she would send the chapters the new price list for the jewelry via e-mail.

- H. Chair of Scholarships and Awards Report:** Jennifer McBride was absent. Jacqueline Faris substituted for her and gave us a report on the scholarship money obtained for the spring convention in 2015. She told us that she had received a total of \$26,430.00 so far. She had received \$170 in Bell donations, \$145 in Coffey donations, \$935 in General Scholarship donations, \$145 in Jackson donations, \$23,995.00 in Loly donations, \$895 in Montovani donations and \$145 in Walsh donations. She told us that the total would have been \$9,598 more in Loly donations and thus a total of \$36,028 if the member dues had been \$7 instead of \$5 for this upcoming year. She told us that starting in 2016, we should be getting enough in Loly donations so that the State Advisory Board should not need to ask the Board of Trustees for any funds, and that money that had been given in the past can stay in the endowment fund and help it to continue to grow. Jacqueline's dream and the dream of others on the Board of Trustees is to hopefully grow our fund to \$750,000 so that we could use the interest for scholarships in perpetuity. (As of August 31st of this year, our endowment fund had grown to \$601,546.95.)
- I. Vice-Chair of Scholarships and Awards Report:** Vince Piro was absent.
- J. Secretary of Extension and Eligibility's Report:** Chris Kox told us that the College of Marin is now added to the chapters in good standing. The chapters from Barstow and Norco will soon be in good standing. He also told us that that the chapter from Santa Ana is going to be re-activated which is really good news as their chapter has been inactive for many years.
- K. Collector of Permanent Records:** Chris Kox had no report.
- L. Secretary Of Intercollegiate Relations Report:** Randy Taylor was absent.
- M. Advisory Board Directory Editor Report:** Andrew Kindon was absent.
- N. Webmaster Report:** Rowena Mendoza was absent but the report she sent to Jacqueline Faris can be found on pages 3, 4 and 5 of these minutes.
- O. Parliamentarian's Report:** Steven Wallech was absent.
- P. Publicity Chair Report:** Chris Gilbert talked about how we might pursue corporate sponsorships for scholarships once our new and improved website is up and running. He told us that PTK has an agreement with Bank of America for a scholarship. We then discussed whether we would want to have a scholarship with the name of a corporation or bank such as a Bank of America Scholarship. It was suggested that a better idea might be to keep our current

names of scholarships like the Tom Jackson Award for example, but get it provided by a corporate sponsor. We also discussed inviting directors of student activities from colleges without AGS chapters to come to our conventions to find out about what a fine organization we are. There are 121 community colleges but we only have 54 AGS chapters. Maybe with a little more outreach in the future, we could have our membership get up to 75 or more, a noble goal!

Jacqueline Faris volunteered to put together information for the new website about how to become a new chapter, how to re-activate an old chapter, and how a chapter could get back into good standing. She said she would get the information and any necessary documents to Rowena Mendoza to be included on the site.

Chris Kox and Fred Teti said that they would send out a generic letter inviting the colleges currently not connected to AGS to start chapters of their own. We really do want to increase our membership.

- XIII. Discussion:** Jacqueline Faris mentioned that chapters can now be hosted by our state website. This could be very helpful financially for those chapters that are paying others to host their site. She told us that we could contact her and she would have her husband take care of what needs to be done to make this switch to having the state site host individual chapter's sites.
- XIV. Announcements:** Lunch will be served shortly after the completion of the meeting.
- XV. Adjournment:** The meeting was adjourned at 11:31 AM.