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| **http://www.clpccd.cc.ca.us/lpc/whathere/ags/agslogo.gif** | **Alpha gamma sigma, inc.**  **fall Advisor meeting**  **October 5th, 2019**  **Cuesta College, San Luis Obispo, 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.

1. All items listed as action items will begin with a motion.
2. 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.
3. 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.
4. 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.
5. The debate on a particular action item should not exceed ten minutes unless the body wishes to extend the time allotted for discussion.
6. All reports should contain non-action items only.
7. 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.

**AGENDA**

1. **Call to Order and President’s Opening Remarks:** Former President Megan Lange called the meeting to order at 10:06 AM. (She was substituting for current President Chris Capozzo who was unable to attend.)
2. **Self-Introductions:** The advisors introduced themselves, their schools, and what they were excited about this semester. The advisory board welcomed back Fullerton College which had recently re-activated. The board also congratulated Mary Alice Majoue from Allan Hancock College on her upcoming retirement. She informed the board that her last convention as an advisor would be in Sacramento in 2020.
3. **Explanation of the Sign-In Process**: Secretary Terry Green was absent but sent the Attendance Form to be used at the Fall State Advisory Board meeting. Chris Gilbert explained the form and the necessity of filling it out accurately.
4. **Explanation of the Standing Rules:** Parliamentarian Valerie Venegas read the above Standing Rules for the Order of Business so that all attending advisors would be aware of the efficient way we try to run our meetings.

**FALL ADVISORY BOARD MEETING (MORNING ATTENDANCE):**

ALLAN HANCOCK COLLEGE: Kathy Headtke, Mary Alice Majoue

ANTELOPE VALLEY COLLEGE: Matthew Lee Jaffe

CUESTA COLLEGE: Chris Gilbert

DIABLO VALLEY COLLEGE: Obed Vazquez

FULLERTON COLLEGE: Marwin Luminarias

GOLDEN WEST COLLEGE: Valerie Venegas

LAS POSITAS COLLEGE: Ashley McHale

LOS ANGELES PIERCE COLLEGE: Kaycea Campbell, Arthur Yin

ORANGE COAST COLLEGE: Teresa Scarbrough

RIVERSIDE COLLEGE: Joycee Beck

SADDLEBACK COLLEGE: Alannah Rosenberg

SANTA ANA COLLEGE: Sarah Kelley, Megan Lange

WEST LOS ANGELES COLLEGE: Thomas Harjuno

1. **Additions/Deletions to the Agenda Section:** The following items were moved to be added to the agenda: X I. De-activating the old AGS Website: ags honors.org, XIII E. Student Advocacy, XIII F. Discussion: Centennial Planning and XIII G. Membership Strategies. The following items were deleted from the agenda: IX B. Spring Convention 2020 – Sacramento and X E. Request for Paid Travel Expenses to FAM.
2. **Approval of the Agenda:** The agenda was approved with the additions and deletions listed above.
3. **Corrections to and Approval of the Minutes**: The minutes were approved with the following corrections: On Page 7 Item XII B. Megan Lange and her Santa Ana College did registration only and on Page 4 Theresa Scarbrough is the Secretary of Intercollegiate Relations (not Records). The minutes were approved with the corrections listed above. (Note: Secretary Terry Green made those corrections to the minutes on 11/6/19.)
4. **Corrections and Updates to the State Advisory Board Directory:** Advisors were asked to email Andrew Kindon directly for any needed corrections of updates to the State Advisory Board Directory.
5. **Old Business:** 
   * 1. **Student Trustee Position: Duties and Election Cycle: Standing Rules: MOTION #1)** Valerie Venegas moved to amend the bylaws to indicate that state student representatives for the Board of Trustees be elected at the Spring convention starting in Spring 2020. On page 6 of the By-Laws, Article IV Section 2, strike “at the fall Regional Conferences” to read “at the Spring Convention”. On page 14 Article VI Section 4 strike “at the two Regional Conferences” to read “at the Spring Convention”. The Standing Rule on Page 18 #2 should be changed to “election each spring”. Obed Vazquez seconded the motion. **(MOTION #1 CARRIED.)**

**Notes Concerning Motion #1:** Valerie Venegas explained the history of what has happened in the past with the Student Trustees on the Board of Trustees. The Student Trustees, elected at the Fall Regional Conferences, do not have any significant duties until the Spring Convention where they and other student leaders help select the State Service Project for the upcoming school year. Many of them do not come to the Board of Trustees meetings in the spring because by then many of them have transferred to the university level. She stated that the Board of Trustees voted to change their By-Laws so that the election of the Student Trustees would no longer be held during the Fall Regional Conferences. She noted that students elected at the Fall Regional Conferences coming up could be re-elected at the Spring Convention. A notice would have to go out to notify AGS members elected as Student Trustees this Fall that they would serve only until the Spring Convention if the By-Laws were changed as stated in the above motion through a State Advisory Board statewide ballot.

It was noted that Student Trustees have been responsible for choosing and organizing the Statewide Service Project for the last few years but this is not reflected in our By-Laws and/or Standing Rules.

There was discussion about how the By-Laws would be updated because Motion #1 was only the preliminary step. The By-Laws changes would have to be made by sending out a statewide ballot either through regular mail or e-mail. Each chapter would get one vote. Obed Vazquez volunteered to work with Terry Scarbrough and Chris Gilbert to develop the final wording for the ballot to formalize the By-Laws revisions. Ashley McHale volunteered to send out the resulting ballot via a Google Form sent through Andrew Kindon who handles all global AGS email.

* + 1. **Spring Convention 2020 – Sacramento:** Kaycea Campbell withdrew this item.
    2. **Treasurer Position Shadow/Training:** Kaycea would like to leave her position as state treasurer. She proposed that another advisor consider becoming the next state treasurer and offered to have him or her shadow her and train under her so that there would be a smooth transition.

1. **New Business:**

* + 1. **Recommendations from Committee for SAB Meeting Standing Rules:** This item was tabled until the Spring Convention in 2020.
    2. **Addressing Incidents at 2019 Statewide Convention Dance: MOTION #2)** Megan Lange moved that Title IX workshops or presentations be incorporated into the spring convention workshop schedule, with a goal of one workshop available per scheduled session. Obed Vazquez seconded motion. **(MOTION #2 CARRIED.)**

**Notes Concerning Motion #2:** Megan described an incident at the previous Spring Convention where there was a couple dancing and the female felt sexually assaulted. She told her friends at the dance who then verbally assaulted the male who then felt he was assaulted. The dance was terminated and a small group of advisors met the following Sunday morning to discuss what had happened. They concluded there was a misunderstanding and both individuals felt wronged. Both chapters contacted their respective Title IX officers and one of them got back to Megan Lange asking her about what we planned to do.

It was decided that Title IX workshops should be embedded at the conferences/conventions as was agreed to in Motion #2. Chris Gilbert suggested that if we get Title IX officers or Title IX experts to lead Title IX workshops, that they be given some time (maybe 30 minutes) during the State Advisory Meeting for advisor training. The officers or experts might lead a discussion about the issues with students in a hotel or at a dance. We need to be informed about what may come up and what may be needed to be done.

Kathy Headtke stated that we have been lucky so far that we have not been sued over these issues. Matthew Jaffe recalled that chaperone advisors in the past had monitored the dances successfully. He stated that having the students wear wristbands was beneficial and allowed us to keep out other people from the hotel who might want to crash

* + 1. **Spring Convention 2020: MOTION 3)** Kaycea Campbell moved that beginning Spring 2020, convention costs will increase by $30 for rooming costs to be as follows:

|  |  |
| --- | --- |
| **4 persons/2 beds** | **$245** |
| **3 persons/2 beds** | **$265** |
| **2 persons/2 beds** | **$300** |
| **1 person/1 bed** | **$415** |
| **Drive-in** | **$140\*** |
| **Banquet Guest** | **$55\*** |
| **\*See MOTION #4 below** |  |

The motion was seconded by Alannah Rosenberg. **(MOTION #3 CARRIED.)**

**Notes Concerning Motion #3:** It was discussed that profits from the convention had previously been used for scholarships and to have a fund to help pay the down payment for convention hotel costs. It was mentioned that we are now losing money at conventions and that was the rationale for increasing the convention prices. Alannah recalled that there had been discussions regarding university sponsors. Kathy Headtke mentioned that the student services at her college were very supportive of AGS and found money to help subsidize her chapter’s convention costs. Obed Vazquez asked how we could reach out to student governments for funds. Chris Gilbert clarified that there were two issues being discussed: that the convention needed to be fiscally sound and how would individual chapters be able to absorb the increase. He was concerned that his college, Cuesta, and other smaller chapters, would be affected more with this increase than larger chapters would. Kaycea Campbell recommended that we could break even and not lose any money if we raised the convention costs in the $25 to $30 range. Chris agreed we should only raise the prices in order to break even and not make a profit. Marwin Luminarias proposed that with the increased costs perhaps it would be possible to give financial assistance to smaller chapters.

**MOTION #4)** Alannah Rosenberg moved to increase drive-in and the banquet costs by $5 so the new rates would be as follows:

**NEW RATES for Convention (summarized):**

|  |  |
| --- | --- |
| **4 persons/2 beds** | **$245** |
| **3 persons/2 beds** | **$265** |
| **2 persons/2 beds** | **$300** |
| **1 person/1 bed** | **$415** |
| **Drive-in** | **$145 (Up $5)** |
| **Banquet Guest** | **$60 (up $5)** |

Marwin Luminarias seconded the motion. **(MOTION #4 CARRIED.)**

**Notes Concerning Motion #4:** Alannah noted that the price increases were more equitable if they affected all the participants.

Chris Gilbert clarified for the State Advisory Board that a chapter is in good standing if it has attended the previous Spring Convention, or if not having attended the Spring Convention, attended both the Fall Advisory Board Meeting and the Regional Conference in that same calendar year. Matthew Jaffe was concerned about our needing to have more chapters in good standing.

* + 1. **Change in Slate of Officers for 2019-2020:** We had a vacancy for the position ofVice President Elect (North). **MOTION #5)** Obed Vazquez moved that we elect Joe Reyes from City College San Francisco as Vice President-Elect for 2019-2020. Valerie Venegas seconded the motion. **(MOTION #5 CARRIED.)**
    2. **Request for Travel to FAM for Treasurer:** Kaycea Campbell withdrew this item.
    3. **Clarifying Language of By-Laws Article II, Section 5. Permanent Membership: MOTION #6)** Alannah Rosenberg moved that she would volunteer to draft language to clarify qualifications of permanent membership in By-Laws Sections #5, 5a, 5b. Terry Scarbrough seconded the motion. **(MOTION #6 CARRIED.)**

**Notes Concerning Motion #6**: The State Advisory Board would discuss and vote on the changes prepared by Allanah Rosenberg at this coming Spring Convention in Sacramento.

* + 1. **Reactivation of the Fullerton: Motion #7)** Kaycea Campbell moved to reactivate the Epsilon Chapter from Fullerton College, having met dues payment and attendance requirements. Kathy Headtke seconded the motion. **(MOTION #7 CARRIED.)**

**Notes Concerning Motion #7:** The Epsilon Chapter from Fullerton was active a few years ago has been inactive recently. Joe Reyes has been working with the Epsilon Chapter to get them back in good standing. Epsilon will deliver their By-Laws to Joe in the near future.

**`** Valerie Venegas moved to open the agenda and it was seconded by Ashley McHale. The motion to open the agenda carried. Valerie moved to add Item X J. Accept Proxy of Joycee Beck at Riverside. Ashley seconded the addition to the agenda. The motion carried. Valerie moved to close the agenda and Ashley seconded. The motion to close the agenda carried.

* + 1. **Convention 2023 Contracted Dates: Motion #8)** Kaycea Campbell moved that we ratify that the Southern State Convention for 2023 to be on April 28-30 at the Doubletree Hotel in Ontario. Valerie Venegas seconded the motion. **(MOTION #8 CARRIED.)**

**Notes Concerning Motion #8)** Kaycea was given two choices by the DoubleTree for 2023, either the weekends of April 21-23 or April 28-30. She proposed the April 28-30 dates because the price per student would be cheaper and that weekend would not conflict with the Bay Honors Consortium which was happening the other weekend. Valerie commended Kaycea for her choosing the weekend that would be preferable for our students from Northern California.

* + 1. **Deactivation of Former Website ags-honor.org: Motion #9)** Sara Kelley moved that the old Alpha Gamma Sigma Website, ags-honor.org, be permanently deactivated. Marwin Luminarias seconded the motion. **(MOTION #9 CARRIED.)**
    2. **Accept Proxy of Joycee Beck from Riverside. Motion #10)** Valerie Venegas moved to accept the proxy agreement for Joycee Beck from Riverside College.The motion was seconded by Kathy Headtke. **(MOTION #10 CARRIED.)**

1. **Calendar Update:**

| **Event** | **Date** | **College** |
| --- | --- | --- |
| 2019 FAM (South) | October 5, 2019 | Host: Cuesta College |
| 2019 Northern Regional Conference | October 19, 2019 | Host and Registration: Chabot College |
| 2019 Southern Regional Conference | October 19, 2019 | Host and Registration: Citrus College |
| 2020 Spring Convention (North) Sacramento, CA | April 24-26, 2020 | Host: Las Positas College  Registration: Merced College |
| 2020 FAM (North) | October 3, 2020 | Host: San Joaquin Delta College |
| 2020 Northern Regional Conference | November 7, 2020 | Host: Diablo Valley College  Registration: Contra Costa College |
| 2020 Southern Regional Conference | October 17, 2020 | Host: Saddleback College  Registration: Orange CoastCollege |
| 2021 Spring Convention  (South) Ontario, CA | April 16-18, 2021 | Host: Santa Ana College  Registration: Pierce College |
| 2021 FAM (South) | October 2, 2021 | Host: Rio Hondo College |
| 2021 Northern Regional Conference |  | Host and Registration: Delta College |
| 2021 Southern Regional Conference |  | Host and Registration: Pasadena City College |
| 2022 Spring Convention (North) Sacramento, CA |  |  |
| 2022 FAM (North) | First Saturday of October, 2022 | Host: Diablo Valley College |
| 2022 Southern Regional |  | Host: Orange Coast College  Registration: Saddleback College |
| 2022 Northern Regional |  | Host and Registration: Merced College |
| 2023 Spring Convention (South) | April 28-30, 2023 |  |
| 2023 FAM (South) | First Saturday of October, 2023 | Host: West Los Angeles College |
| 2023 Southern Regional |  | Host: Pierce College  Registration: |
| 2023 Northern Regional |  | Host and Registration: Las Positas College |
| 2024 Spring Convention (North) |  |  |
| 2024 FAM (North) | First Saturday of October, 2024 | Host: Las Positas College |
| 2024 Southern Regional |  |  |
| 2024 Northern Regional |  |  |
| 2025 Spring Convention (South) |  |  |
| 2025 FAM (South) | First Saturday of October, 2025 | Host: Saddleback College |
| 2025 Southern Regional |  |  |
| 2025 Northern Regional |  |  |

**XII. Reports:**

1. **Board of Trustees Report:** President Obed Vazquez talked about the student trustee position that was discussed earlier. He mentioned that there were no formal duties mentioned in the By-Laws and that the Board of Trustees would address this issue at a future meeting. He commented that our endowment fund is growing nicely and that our financial advisor, Monica Peterson, suggested a way to improve our fund at the earlier Board of Trustees meeting. If all goes well, he said that our endowment fund could be worth $1,000,000 by our 100th anniversary. He told us that we were well on our way to achieving that financial goal.
2. **SAB President Report**: No Report
3. **SAB President-Elect Report:** No Report
4. **SAB Vice-President Elect Report:** Joe Reyes was elected to fill the position earlier in the meeting.
5. **Secretary Report:** No Report
6. **Treasurer Report:** Kaycea Campbell gave us a 7-page report that is included in these minutes at the end of these minutes. She indicated on Page 1 that the annual dues and chapters paid from year-to-year seem to be constant. On Page 2 she noted that our bank balance is $43,420.00 so we have a healthy operating budget even after removing $100,000 for a fund to be able to pay hotels on time when a substantial early payment must be paid to them before the convention. (This money has been invested by the Board of Trustees in a 9-month CD so it continues to grow when it is not being used for conventions.) In terms of jewelry the report mentioned one big purchase before the convention, twenty 10K expensive gold badges for officers. The cost of the badges was $1,895.24. She told us the jewelry account was self-sustaining and had a balance of $7,372.00. On Page 3 she used a graph to show that we had 443 less members in 2018 than we did in 2017 which affected our scholarship donations. On Page 4 she used a table to show that our scholarship donations had been dropping significantly and that so far we only had received $25,605 (three chapters had not paid). We received $32,715.50 in donations in 2015-2016, $33,673.00 in 2016-2017, and $27,846.00 in 2017-2018. Therefore, we had another decline this year. Terry Scarbrough asked when we raised dues and was told that we had done so a few years ago, raising the dues from $5 to $7. The dues are earmarked for scholarships.
7. **Vice-Treasurer Report:** No Report
8. **Chair of Scholarships Report:** Ashley McHale reported that the application process went well this past Spring. She said that she planned to use some of the scholarship budget she was given for mailing, to pay for a Jotform Account for management purposes. She mentioned that the application process with two different cover sheets had caused some confusion during the past few years so for this upcoming year she was considering piloting a single application cover sheet. She told us that statewide scholarship information for next year would be posted on the new website.
9. **Secretary of Extension and Eligibility Report**: No Report
10. **Secretary of Intercollegiate Relations Report:** Theresa Scarbrough will attend the Honors Transfer Council of California’s Transfer Fair where there will be many universities present. She will ask them if they are willing to form partnerships with Alpha Gamma Sigma. She mentioned that if there is a specific university, students would like her to contact at the fair, to send her the name of the university. Kathy Headtke asked for clarification of what exactly a partnership is. Terry explained that a partnership is established if the school sends a formalized letter or email stating their willingness to partner with us either by establishing a scholarship for our students, or by being a sponsor at one of our conventions.

President Megan Lange recessed the meeting for a lunch break at 12:12 PM. She called the meeting back to order at 1:01 PM.

**FALL ADVISORY BOARD MEETING (AFTERNOON ATTENDANCE):**

ALLAN HANCOCK COLLEGE: Kathy Headtke, Mary Alice Majoue

ANTELOPE VALLEY COLLEGE: Matthew Lee Jaffe

CUESTA COLLEGE: Chris Gilbert

DIABLO VALLEY COLLEGE: Obed Vazquez

FULLERTON COLLEGE: Marwin Luminarias

GOLDEN WEST COLLEGE: Valerie Venegas

LAS POSITAS COLLEGE: Ashley McHale

LOS ANGELES PIERCE COLLEGE: Kaycea Campbell, Arthur Yin

ORANGE COAST COLLEGE: Teresa Scarbrough

RIVERSIDE COLLEGE: Joycee Beck

SADDLEBACK COLLEGE: Alannah Rosenberg

SANTA ANA COLLEGE: Sarah Kelley, Megan Lange

WEST LOS ANGELES COLLEGE: Thomas Harjuno

1. **Advisory Board Directory Editor Report****:** No Report
2. **Parliamentarian Report**: No Report
3. **Publicity Chair Report:** Chris Gilbert, in the past, had contacted the State Chancellor’s office to get the AGS website linked to them. Since we have a new website, he is going to restart that conversation. Alannah Rosenberg suggested that we link with the State Academic Senate website and Valerie Venegas suggested that we link with the Community College League of California website. They both said they would email Chris to help with linking up with these websites.
4. **Secretary of Standing Rules Report:** No Report
5. **Historian/Keeper of Records Report:** No Report
6. **Committee Reports**
7. **Website Committee:** Chairperson Sara Kelley told us the exciting news that our new website is live! The URL is agshonor.org. She asked that we send pictures of our chapters to be added to the website and gave us her email address: ([kelley\_sara@sac.edu](mailto:kelley_sara@sac.edu)). Valerie Venegas commented that any student content should be monitored. Alannah Rosenberg suggested that the website include information to help students learn about conferences, conventions and scholarships. Megan Lange mentioned that Andrew Kindon would like the website to have an embedded form to be used by advisors to update their information rather than the current pdf. It was suggested that there be a location on the website where there is a list of chapters who had websites and their respective URL’s. Sara told us the cost for the URL is $20 per year and the cost for our e-commerce via SquareSpace is $50 per year.
8. **Committee for Chapter Development and Support:** No Report
9. **University Relations Committee:** No Report
10. **Finance Committee:** No Report
11. **Fundraising Committee:** No Report
12. **New Advisor Committee:** No Report

**XIII. Discussion (Non-Action) Items:**

1. **Development of Fund/Scholarship for Advisors to Attend Convention:** This item was tabled until the Spring Convention in Sacramento in 2020.
2. **Concerns About Sustainability of Current Hotel Contracts:** This item was tabled until the Spring Convention in Sacramento in 2020.
3. **Spring Convention Dance:** Megan Lange wanted us to have a greater conversation regarding whether we want to continue hosting the dance at our Spring Conventions because of problems we have had recently. It was mentioned that it would be a concern if we did not give the students something to do after the awards ceremony, they might get involved in other activities we did not want them to do. It was mentioned that students really enjoyed the dance each year. It was brought up that perhaps we should have more chaperones during the 11-12 AM hour when most of the inappropriate activity has occurred in the past. A suggestion was made that perhaps we should have a Casino Night and the advisors could run the various games of chance. Another alternative suggested was having a game night. Kaycea Campbell told us that Alpha Gamma Sigma could be liable if problems were to escalate in the future. Valerie Venegas mentioned that the host chapter advisor might get up at the breakfast Saturday morning at the Spring Convention. He or she might explain that we have certain rules that students have already signed and agreed to uphold before coming to the convention. He or she could go over those rules. He or she could then explain that if the student were to break any of the rules, or be ejected from the dance, the student could lose the opportunity to get a transcript notation and be subject to other possible punishments.
4. **Dialogue: How Can We Make It Easier to Be an Advisor?** This was included in the above discussion.
5. **Student Advocacy:** Chris Gilbert mentioned that his chapter from Cuesta College struggles with funding for the Spring Convention because he has a small chapter with older students who prefer not to share rooms. He told us that the Student Government Director at Cuesta had funds to pay for conferences/conventions if the conferences/conventions were to include leadership training or student advocacy to governing bodies. He said that at the convention there needed to be a certain number of leadership development workshops, and student self-advocacy at college, city, and state level workshops which could include student government students giving presentations. Also, workshops could be tailored to discuss equity so SEA funds could be used. We want our students to not only strive for academic excellence but also to become good citizens wherever they end up around the world. It was decided that the following be an action item at the upcoming Spring Convention: The By-Laws should be amended so that the workshops at each of the future conventions would include two workshops on Equity Issues, two workshops on Advocacy, two workshops on Leadership Skills, and two workshops that train students about Title IX issues.
6. **Centennial Planning:** Alannah Rosenberg would like to see us plan a celebration when our centennial occurs in 2026 which includes our rich history and accomplishments. Kathy Headtke suggested a new competition. She thought we should consider having a promotional video contest among the chapters to be posted on our new website. The videos would be created by students to promote the statewide organization, not their individual chapters. Each video would be 30 seconds or less and submitted at the 2020 Spring Convention for judging. Upon submission of the videos, the students would sign a share-release form that would give AGS the rights to use the video. The videos might be posted on YouTube and linked to our website.
7. **Membership Strategies – Recruiting:** Valerie Venegas pointed out that we only have 29 chapters so far, and our membership has been dropping year after year. She suggested that we should try to encourage deactivated chapters to restart.  
   One membership strategy that was mentioned was to email eligible students to join AGS and have the email come from the college president of the chapter’s college. Another idea was to have the faculty at our various colleges promote AGS in their classrooms. Alannah Rosenberg volunteered to reach out to Irvine Valley College (also in her district) to help restart the chapter there.

**XIV.** **Announcements:** None

**XV.** **Adjournment:** Megan Lange adjourned the meeting at 2:27 PM.