2022 State Advisory Board Meeting

ALPHA GAMMA SIGMA, INC.

STATE ADVISORY BOARD MEETING MINUTES

October 8, 2022, at 10:00 a.m.

Online Virtual Meeting

*Special 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. Unfinished 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**: President Valerie Venegas called the meeting to order at 10 a.m. She told us the meeting had been moved from October 1st to October 8th. She told us that Fresno College advisor, Mykayla Stehr, was unable to attend because of the date change and would receive an exemption from attending this this meeting.

**II. Self-Introductions:** (~1 minute each Chapter): The advisors present introduced themselves, telling us their names, colleges, positions at their colleges and how long they had been advisors of their Alpha Gamma Sigma chapters.

**III. Explanation of the Sign-In Process:** Secretary Terry Green took attendance writing down the names of those advisors who did their self-introductions. As a back-up plan, he asked advisors to email him at green\_terry@smc.edu that they were here at the morning session so he would be doubly sure that his attendance records were accurate. He also asked the advisors to email him during the afternoon session as well as his mechanism for taking attendance for that session.

**MORNING SESSION ATTENDANCE:**

ANTELOPE VALLEY COLLEGE: Matthew Jaffe

CERRITOS COLLEGE: Jerry Ramos

CHABOT COLLEGE: Lisa Carlsen

COLLEGE OF MARIN: Andrea Wang

CITRUS COLLEGE: Raquel Gutierrez

CITY COLLEGE OF SAN FRANCISCO: Joe Reyes

CUESTA COLLEGE: Chris Gilbert

DIABLO VALLEY COLLEGE: Ian Thomas-Bignami, Chris Capozzo

EAST LOS ANGELES COLLEGE: Ruth Blandon

FRESNO COLLEGE: Mykayla Stehr gets credit because of an exemption.

FULLERTON COLLEGE: Marwin Luminarias

GLENDALE COLLEGE: Isaac Pedraza

GOLDEN WEST COLLEGE: Valerie Venegas

IRVINE VALLEY COLLEGE; Armando Garcia

LAS POSITAS COLLEGE: Ashley McHale, David Powers

LOS ANGELES PIERCE COLLEGE: Kaycea Campbell, Lisa Valdez

LONG BEACH CITY COLLEGE: Geetha Rajaram

MOUNT SAN ANTONIO COLLEGE: Regina Martinez

ORANGE COAST COLLEGE: Teresa Scarbrough

RIO HONDO COLLEGE: Nick Arman, David Tieu

SADDLEBACK COLLEGE: Alannah Rosenberg

SAN BERNADINO VALLEY COLLEGE: Michael Levine

SANTA ANA COLLEGE: Sara Kelley

SANTA MONICA: Terry Green

BOT STUDENT TRUSTEE FROM THE SOUTH: Tenecia Harris

**IV. Explanation of the Special Rules:** Parliamentarian Chris Gilbert explained that we follow Robert Rules of Order and the Special Rules for the Order of Business listed on page #1.

**V. Additions/Deletions to the Agenda:** The following items were added to the agenda under X: New Business: F: Clarification for AGS General Membership, G: Exemption for Veterans Joining AGS and H. Purchase of a CD.

**VI. Approval of the Agenda:** The agenda was approved with the above additions under X. New Business.

**VII. Corrections to and Approval of the Minutes from Spring Advisory Board Meeting**

**on April 16, 2022**: The minutes were approved with the note that Chris Capozzo’s name needed to be spelled correctly throughout the document.

**VIII. Corrections and Updates to the Fall Advisory Board Directory**: None

**IX. Unfinished Business: (Discussion and Action Items):**

**A. Increasing inter-chapter communication via a Shared Advisor Contact List and Shared Chapter Contact Web Site Page:** There was a committee formed last April to tackle this issue, but the committee did not meet. Valerie suggested that those who had volunteered for the committee exchange contact information during the lunch break to get the committee moving on improving our inter-chapter communication during the upcoming months.

**B. Chapter Recruitment & Alpha Gamma Sigma Revitalization Workgroup Update:** Quite a few advisors contacted chapters at colleges near them that had not been in good standing. One advisor had some success contacting East Los Angeles College and their chapter will re-activate today. It was suggested that with so many advisors connected to honors programs at their colleges, that meetings with their peers might be a great way to find and communicate with people who might be able to help re-activate chapters and bring them back into our organization.

**C. Board of Trustees Vacancies Update:** Valerie informed us that John Quevedo and Lisa Valdez had stepped up to fill the vacancies on the Board of Trustees.

**X. New Business: (Discussion and Action Items):**

**A. Reactivation of Chapters**

 **i. East L.A. College**

 **ii. College of the Sequoias**

**MOTION #1) Marwin Luminarias moved that we approve reactivation of the two colleges mentioned above pending the payment of their reactivation fees. Nick Arman seconded the motion. (MOTION #1 CARRIED.)**

**B. Northern and Southern Regional Conference Updates**: Terry Scarbrough of Orange Coast College said that her chapter would be hosting the Southern Regional Conference. She told us that the conference would be virtual and free and is tentatively going to be held on November 12th. To her credit, she is putting on the convention with a very small chapter. Merced College was set to host the Northern Regional Conference but had to postpone their doing it at the last minute. It was suggested that the North could attend the Southern Regional Conference to solve the problem. So that the conference could still be free, Joe Reyes, Valerie Venegas and Alannah Rosenberg volunteered to help Terry by hosting break-out rooms with their Zoom capabilities. **MOTION #2) Chris Gilbert moved that the two regional conferences for fall 2022 be combined into one, namely, the Southern Regional Conference, that will satisfy attendance requirements for chapters in both the Northern and Southern Regions. Nick Arman seconded the motion. (MOTION #2 CARRIED.)**

At this point, the State Advisory Board decided along with host, Terry Scarbrough, that the dated for the Southern Regional Conference should be moved from November 12th to December 3rd. **MOTION #3) Ashley McHale moved that the additional service nominee for hosting a regional conference during fall 2022 only be the one for the host chapter of the Southern Regional conference. Alannah Rosenberg seconded the motion. (MOTION #3 CARRIED.)** It was decided that we would have a marketplace at the Southern Regional Conference where chapters could give out their links to their websites to sell their merchandise to other students attending the conference. It was mentioned that chapters who had not been at this Fall Advisory Board Meeting needed to be at the Southern Regional Conference to remain in good standing. As our next conference was going to be held at a time when some chapters might not be able to attend because their semester would be over, it was agreed that the chapters could ask for an exemption at the Spring Convention in 2024.

**C. Hotel Contracts/Convention Structure:** Kaycea Campbell told us that 2023 convention would be hosted by Santa Monica College with the registration done by LA Pierce. It would not be held at a DoubleTree Hotel and would be virtual. She told us that chapters would have the following costs: 1-5 attendees would pay $100, 6-10 at attendees would pay $200, 11-15 attendees would pay $300 and 16 or more would pay $400. She told us that the chapter fees need not be paid before the convention. Instead, she told us that she would bill chapters based on their attendance after the event.

Kaycea told us that the hotel costs have continued to increase year after year making it very expensive for us to continue to have our conventions at the DoubleTree Hotel chain. She told us that she was trying to pay for conventions without taking any money from our endowment fund which has recently seen losses of $129,000 because of the volatile stock market. (It would be a bad time to withdraw any money from our Stifel accounts.) She told us that we had been trying to get to the DoubleTree in Sacramento in both 2020 and 2022 but Covid had prevented us from doing so. She told us that we had paid $20,000 to the DoubleTree in Sacramento. She informed us that we would need to go there in 2024 so we would not lose our down payment. She also said that we had paid $10,000 to the DoubleTree in Ontario for the convention in 2025 and would need to go there to not lose that money. She made it clear that because hotel costs were continuing to rise that we would have to charge our students more in 2024 and in 2025. **MOTION #4) Kaycea Campbell moved that we increase the annual convention attendance fees by a flat of $40 across the board for all room arrangements beginning in 2024. Joe Reyes seconded the motion. (MOTION #4 CARRIED.)**

Kaycea told us that to cut down costs at conventions, we needed to eliminate the Sunday program beginning in 2024. We would then not have catering or conference room costs/AV on Sunday. Chapters would simply check out on Sunday morning and perhaps get an earlier start heading home. All activities for AGS would end on Saturday night to minimize costs. **MOTION #5) Kaycea Campbell moved to remove the Sunday charges for conventions starting in 2024. Ashley McHale seconded the motion. (MOTION #5 CARRIED.)**

Kaycea explained that she was reluctant to sign a 2026 contract with the DoubleTree in Sacramento because the increases in the hotel costs had priced us out of being able to stay there. She did not want to make the decision to sign or not sign the 2026 contract by herself, so she made the following motion. **MOTION #6) Kaycea Campbell moved that we sign the 2026 DoubleTree Sacramento Contract. Joe Reyes seconded the motion. (MOTION #6 FAILED.)** As it is becoming more apparent that we may not be able to meet as a group at one hotel, it is possible in the future that our conventions will be at different community colleges and then we would book blocks of rooms at a nearby hotel hopefully near the college. Nick Arman from Fullerton College noted that his chapter hoped to host the convention in 2026, the 100th year of AGS, as our organization originated there. Kaycea suggested that we develop a Centennial Committee to help start planning the convention in 2026.

**We had a break for lunch from 12:00 to 12:30 pm. After the break, Secretary Terry Green asked the advisors to email him at green\_terry@smc.edu for a second time that they were back for the afternoon session. President Valerie Venegas announced it as well to start the session. The asterisk below indicates those who emailed Terry a second time.**

**AFTERNOON SESSION ATTENDANCE:**

ANTELOPE VALLEY COLLEGE: Matthew Jaffe\*

CERRITOS COLLEGE: Jerry Ramos

CHABOT COLLEGE: Lisa Carlsen\*

COLLEGE OF MARIN: Andrea Wang\*

CITRUS COLLEGE: Raquel Gutierrez\*

CITY COLLEGE OF SAN FRANCISCO: Joe Reyes\*

CUESTA COLLEGE: Chris Gilbert\*

DIABLO VALLEY COLLEGE: Ian Thomas-Bignami, Chris Capozzo\*

EAST LOS ANGELES COLLEGE: Ruth Blandon\*

FRESNO COLLEGE: Mykayla Stehr gets credit because of an exemption.

FULLERTON COLLEGE: Marwin Luminarias\*

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GOLDEN WEST COLLEGE: Valerie Venegas\*

IRVINE VALLEY COLLEGE; Armando Garcia

LAS POSITAS COLLEGE: Ashley McHale\*, David Powers\*

LOS ANGELES PIERCE COLLEGE: Kaycea Campbell\*, Lisa Valdez\*

LONG BEACH CITY COLLEGE: Geetha Rajaram\*

MOUNT SAN ANTONIO COLLEGE: Regina Martinez\*

ORANGE COAST COLLEGE: Teresa Scarbrough\*

RIO HONDO COLLEGE: Nick Arman\*, David Tieu\*

SADDLEBACK COLLEGE: Alannah Rosenberg\*

SAN BERNADINO VALLEY COLLEGE: Michael Levine\*

SANTA ANA COLLEGE: Sara Kelley\*

SANTA MONICA: Terry Green\*, John Quevedo\*

BOT STUDENT TRUSTEE FROM THE SOUTH: Tenecia Harris\*

President Valerie Venegas started the afternoon session at 12:32 pm.

**D. Student Trustee Support and Communication:**

**i. Handbook:** Valerie said that she had good intentions to get working on the handbook but with the complications of retiring earlier this year did not allow her to do so.

**ii. Special Election**: Tenecia Harris came back to help us as the BOT Student Trustee from the South. We will need a special election to determine the BOT Student Trustee from the North.

**iii. Committee:** The committee to determine the special election led by Valerie will include Ashley McHale, Marwin Luminarias, John Quevedo and Terry Green. Valerie said that she will organize a Zoom meeting for the committee.

**E. Advisors Handbook Updates:**

**i. Add language about Student Trustees:** There was a committee organized to address this issue, but they did not meet. The committee includes John Quevedo, Joe Reyes, Chris Gilbert, and Isaac Pedraza and they will work on the language in the future.

**F. Clarification for AGS General Membership:** The By-Laws state that students must be enrolled in classes (more than 0 units makes them a community college student) and have taken 12 semester or 18 quarter units with a cumulative grade point average of 3.0 considering a maximum of 3 semesters or 5 quarters at any point in the past (no units prior to two years).

**G. Exemption for Veterans Joining AGS:** **MOTION #7) Marwin Luminarias moved that Veterans be allowed to join AGS in their first semester. Ashley seconded the motion.** Marwin withdrew his motion to create a new motion. **MOTION #8) Marwin moved that veterans who provide their military transcripts shall be invited to become temporary members during their first semester in the community college and have, under payment of dues, all privileges of membership except that of holding elective office.** **Joe Reyes seconded the motion.** It was mentioned that the military transcripts show that the service member had passed. **MOTION #9) Terry Green moved to postpone MOTION #8 indefinitely. Chris Gilbert seconded the motion. (MOTION #9 CARRIED.)**

We all agreed that we wanted to help more veterans join Alpha Gamma Sigma as they do better when they are involved in clubs at their respective community colleges. Chris Gilbert offered to work with Marwin Luminarias and Nick Arman to write a By-Laws change to help veterans potentially be able to join AGS their first semester and they will bring a motion to our state convention meeting next April.

**H. Purchase of a CD:** Kaycea told us that we have $80,000 in a CD that will mature in 2023. She suggested that we use $50,000 for scholarships in 2023, put $20,000 in another CD and leave $10,000 in our account for incidentals. **MOTION #10) Kaycea Campbell moved that the State Advisory Board use no more than $20,000 to buy a CD that will mature 6 or 9 months later with the assistance of our financial advisor, Monica Peterson. Jerry Ramos seconded the motion. (MOTION #10 CARRIED.)**

**XI. Calendar Update:**

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| --- | --- | --- |
| Event  | Date  | College |
| 2022 FAM  | October 8, 2022 | Host: SAB President |
| 2022 Northern Regional Conference | **December 3, 2022** | Host: O**range Coast College Registration: Saddleback College** **They volunteered to fill in for Merced College.** |
| 2022 Southern Regional Conference |  | Host: Orange Coast College Registration: Saddleback College |
| 2023 Spring Convention | April 28-29, 2023 | Host: Santa Monica CollegeVirtual: Pierce College Registration |
| 2023 FAM  | October 7, 2023 |  |
| 2023 Northern Regional Conference |  | Host and Registration:  |
| 2023 Southern RegionalConference |  | Host: Pierce CollegeRegistration: |
| 2024 Spring Convention (North) | April 19-21, 2024 |  |
| 2024 FAM  | October 5, 2024 |  |
| 2024 Northern Regional Conference |  | **Host: City College of San Francisco**  |
| 2024 Southern Regional Conference |  |  |
| 2025 Spring Convention (South)  | April 25-27, 2025 |  |
| 2025 FAM  | October 4, 2025 |  |
| 2025 Northern Regional Conference |  |  |
| 2025 Southern Regional Conference |  |  |
| 2026 Spring Convention (North)  | April 17-19, 2026 | **Host: Fullerton College on their campus** |
| 2026 FAM  | October 3, 2026 |  |

Kaycea reiterated that we should have a Centennial Committee to help Fullerton College plan the celebration of our 100th year. (Note: Switching the spring convention Fullerton College in 2026 would mean that the convention would be in the South three years in a row.) The following people volunteered to be a part of the Centennial Committee: Marwin Luminarias, Nick Arman, Joe Reyes, Kaycea Campbell, Valerie Venegas, Lisa Valdez, Ashley McHale, and Tenecia Harris, our BOT Student Trustee from the South. It was suggested that an extra scholarship for a northern chapter could be given in 2026 and a motion at the spring convention could be made to allow for this.

**XII. Reports:**

**A. Board of Trustees Report:** Valerie Venegas reported that we had $945,214 in our Stifel accounts. During the recent months with the stock market being so volatile, are Stifel accounts had losses of $129,495. Our accounts reached a high of $1,074,709. Because of the professional care of our financial advisor, Monica Peterson, were significantly less when compared with the Standard & Poor 500 PR. Monica informed us that we just had to hang in there as a Stifel expert anticipated that the stock market would bounce back during the first quarter of 2023.

**B. SAB President Report:** None

**C. SAB President-Elect Report:** None

**D. SAB Vice-President Elect Report:** None

**E. Secretary Report:** Terry Green talked about how lucky we were to have such a capable treasurer as Kaycea Campbell who works so effectively with the DoubleTree chain and writes the best reports for every meeting, entitled the “Financial Snapshot for AGS” so we know exactly what is happening with our available funds.

**F. Treasurer Report:** Kaycea Campbell had the following general information for us. She told us that the chapter dues needed to be received by October 31st. She said that when the check arrives, she emails the chapter to let that chapter know the bill had been paid. With the convention being virtual in 2023, she again explained that she would bill chapters afterwards and the bill would be based on the number of chapters attending but be very inexpensive. She emphasized that chapters needed to pay their bills to make sure they maintained good standing so their students would be eligible for scholarships at the convention. She told us that our membership had gone up about 500 members and 25 chapters had paid their dues. She talked about how we had to pay Ontario a $25,000 cancellation fee, but we received $10,000 back that we could use for the convention there in 2025. She emphasized that she was trying to make sure we did not take any money out of our Stifel Accounts because that would lock in losses. She told us that we had a generous contributor who was going to donate an IRA distribution for a specific scholarship.

Kaycea submitted her written report which I will summerize in these minutes. On Page #1 she had a year-to-year comparison bar graph that explained how much money we were receiving in dues and the number of chapters paying since 2015. On page #2, she showed that we had a bank balance of $7,168.89. She wrote about our CD of $80,000 that matures 1/27/2023 with an interest rate locked in at 1.1%. On the same page she showed with another graph how our membership had increased the last three years and how our scholarship contributions had improved by 12%. On page #3 she had two graphs, one which showed AGS scholarship donations/contributions in visual form during the last 7 years. The other chart showed the scholarship assessments also during the last 7 years. On page #4 she had the scholarship donations for the respective scholarships and the names and amounts chapters had contributed. On Page #5 she had information about our jewelry account that had a balance of $7,162.89 and is self-sustaining. It showed that we made large purchases this year. On page #6, she had the per-chapter fees based on the number of attendees for the virtual convention in 2023. She also had the current prices for the convention at the DoubleTree in Sacramento in 2024 and a motion to increase those fees because of the increased hotel costs. On the last page, page #7, she had the hotel fees break-down and a motion to decrease the costs by eliminating all Sunday charges.

**G. Vice-Treasurer Report:** None

**H. Chair of Scholarships Report:** Ashley McHale told us that the highest amount we ever gave in scholarships was $50,000 in 2019. We gave $44,000 in scholarships in 2020 and $35,000 the last two years. The reason we have been giving out less money is that we have had fewer applicants. The amount we give out in 2023 will depend on the number of applicants. A high percentage of applicants the last few years have received scholarships at our conventions.

**I. Vice-Chair of Scholarships and Awards:** David Powers told us that each chapter needed to start thinking about who to select to be a candidate for the Outstanding Advisor Award in 2023.

**J. Secretary of Extension and Eligibility Report:** Marwin Luminarias stated that we had 40 active chapters and 22 had paid their state dues.

**K. Secretary of Intercollegiate Relations Report:** None

**L. Advisory Board Directory Editor Report:** None

**M. Website Committee Chair Report:** Sara Kelley said she would fix the minutes on our website so it would be clear which were State Advisory Board minutes, and which were Board of Trustees minutes.

**N. Parliamentarian Report:** Chris Gilbert said we would need a motion to suspend a rule that we would not alternate our convention from Southern California to Northern California in 2026 and thus have three consecutive conventions in Southern California. This assumed we would have our convention at Fullerton College in 2026. He also told us that he would produce an updated version of our Standing Rules.

**O. Publicity Chair Report:** None

**P. Secretary of Standing Rules Report:** Chris Gilbert said he would update the Standing Rules once he had received the minutes from this meeting.

**Q. Historian/Keeper of Records Report:** Lisa Valdez continued to digitize our historical records which may prove to be very useful to the Centennial Committee of which she is a member.

**R. Student Trustee Reports North and South:** Tenecia Harris asked whether we were going to have a Student Trustee from the North on the Board of Trustees any time soon. It was suggested that we have a special election at the upcoming Southern Regional Conference which will be attended by both parts of the state. Valerie said she would work with Tenecia to organize that election for a Student Trustee from the North at the conference in December.

**XIII. Discussion:** The following information was included about a way for advisors to interact via Zoom.

AGS Advisor Teatime

2:00 – 3:00 pm

Second Friday of the Month

https://cccconfer.zoom.us/j/94828354847

**XIV. Adjournment:** President Valerie Venegas adjourned the meeting at 2:48 pm.