



Alpha Gamma Sigma, Inc.

Fall Advisory Board Meeting

October 6, 2012 Modesto Junior College

Minutes and Standing Rules for the Order of Business

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 action items 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. President’s Opening Remarks: Chris Gilbert called the meeting to order at 10:10 and the agenda he had brought was passed out. He told us that our parliamentarian, Steve Wallech was absent, and that he would try to fill Steve’s job during the meeting. He emphasized the ten minute rule that we use to keep our meetings moving forward at a reasonable pace. Terry Green passed out the motion forms to be used to make motions. Obed Vazquez, President of the Board of Trustees, informed the advisors attending the Fall Advisory Board Meeting that the Board of Trustees would meet at the conclusion of this meeting.

II. Self-Introductions: The advisors present introduced themselves and told us their colleges and their positions at their respective schools.

ANTELOPE VALLEY COLLEGE: Matthew Jaffe, Mark McGovern

CITY COLLEGE OF SAN FRANCISCO: Fred Teti

COLLEGE OF MARIN: Jessica Park, Toni Yoshioka

CONTRA COSTA COLLEGE: Maritza Vande Voorde

CUESTA COLLEGE: Chris Gilbert

DIABLO VALLEY COLLEGE: Obed Vazquez

FRESNO CITY COLLEGE: Linda Vang, Melinda Vinicor

GOLDEN WEST COLLEGE: Valerie Venegas
LOS ANGELES HARBOR COLLEGE: Shazia Khan, Pamela Watkins
LOS ANGELES MISSION COLLEGE: Ashley Piekarski, Heather Rothenberg
LOS ANGELES PIERCE COLLEGE: Kaycea T. Campbell
MODESTO JUNIOR COLLEGE: Teri Curtis, Jacqueline Faris, Susan Kerr
NORTH CENTERS REEDLEY: Erik Fritz, Heather Hubbard
REEDLEY COLLEGE MADERA/OAKHURST: Jay Leech
RIO HONDO: Robert Graham, Rowena Mendoza
SAN BERNARDINO VALLEY COLLEGE: Joseph Natarangelo
SAN JOAQUIN DELTA: Chris Wardell
SANTA MONICA COLLEGE: Terry Green
WEST LOS ANGELES COLLEGE: Thomas Harjuno
WILLOW INTERNATIONAL COMMUNITY COLLEGE CENTER – REEDLEY COLLEGE: Erik Fritz, Heather Hubbard

- III. **Explanation of the Sign-In Process:** Jacqueline Faris of Modesto Junior College, one of the organizers of the meeting, handled attendance.
- IV. **Explanation of the Standing Rules:** President Chris Gilbert reviewed them earlier in the meeting.
- V. **Additions/Deletions to the Agenda:** The following additions were suggested. The only addition to IX. Old Business was “C. AGS Website”. The additions to X. New Business included “E. Scholarship Readers”, “F. Bylaws Change to Article II Section II”, “G. President Elect Patty Herrera needs to be replaced”, “H. Distinguished Service Award Nominee”, and “I. A Laptop for the Treasurer”.
- VI. **Approval of the Agenda:** The agenda was approved with the above additions.
- VII. **Corrections to and Approval of the Minutes:** The minutes from the Spring Convention were accepted without any corrections.
- VIII. **Corrections and Updates to the State Advisory Board Directory:** None
- IX. **Old Business:**
 - A) **The results of the AGS Statewide Prototype group and its survey:** Steve Wallech, who could not be here today, will give us the information from the survey at the Spring Convention.
 - B) **Future of the FAM (centralized location and/or teleconferencing) to a Central Location:** It was suggested that we have Northern and Southern Regional Conferences and the FAM all on the same day and communicate through teleconferencing. We could have all three meetings the first Saturday in October but this would require a bylaws change. **MOTION #1:** Susan Kerr moved that “AGS, Inc. bylaws be changed to allow, when feasible, the coordination of the Southern and

Regional Conferences to the same day so that a Faculty Advisors Meeting could happen at the same time via teleconferencing.” The motion was seconded by Terry Green. The discussion about the change included the following thoughts. 1) If we could teleconference we could have better attendance. 2) We would make good use of technology but the bylaws would have to change. 3) Would we always have access to the proper facilities? 4) Could we implement having the three meetings at the same time by the fall of 2013? 5) Does every college have the proper equipment? 6) Are there any technologies other CCC Confer we might use? 7) Until we work out the bugs, we should not do a bylaws revision. 8) If we were to implement the coordination of these meetings, it would require a major bylaws revision. After listening to the discussion, Susan decided to withdraw the motion. **(MOTION #1 WAS WITHDRAWN.)**

MOTION #2: Susan Kerr then moved that “a subcommittee be formed to investigate the feasibility of combining the advisor meetings of the Fall Regional Conferences as a “FAM” alternative, using teleconferences technology. Issues to resolve include: 1) Will the technology be simple and accessible to all chapters? 2) Detail the effects of the meeting requirements in terms of eligibility for scholarships. 3) Do we need to combine Northern and Southern Regional Conferences or have “mini-meetings” regionally and still have a FAM separate from the Regional Conferences. 4) Test this process with the next Fall Regional Conferences (2013) if possible.” Joe Notarangelo seconded the motion. **(MOTION #2 CARRIED.)**

C) AGS Website: Obed Vazquez told us that the designer had contacted him last week because she wanted to know what specifications he had for her so that she could design the site. She wanted to know what we wanted the website to look like and what we wanted it to do. As he was not prepared for her at this point, he asked the attendees what suggestions we might have about how we want our future website to function. The suggestions included 1) Advisors could have a password so that only advisors could use particular portions of the site. 2) The information should be organized in a simplistic fashion so that it is easy to use. 3) The site should be visually fine. 4) Downloading documents should be easy. At this point in our discussion, Susan Kerr put up our current website so we could reflect on its inadequacies and think of improvements. 5) It should be clear that this site is the statewide site and not a chapter site. 6) Site forms could be filled out online. (We tried online registration but it did not work correctly.) 7) Questions included whether the designer will do updates, will we have to pay her an annual fee, could an advisor be in charge of the site, and do we want to be paying someone on an ongoing basis. 8) Rio Hondo’s site was mentioned as one to emulate. At this point, a procedural motion was passed to continue the discussion about the website an additional ten minutes. 9) It was suggested that we need a subcommittee to figure out what we should do. 10) The student trustee from the North, Nico Larot, from the College of San Mateo, suggested that we need to make the site in such a way that it recognizes we have many chapters in our organization. 10) He also said that we need better artwork and a better torch. 11) We have already allocated \$6,000 for the website and we have a designer, so a subcommittee could give her specific instructions as to what

we want her to do. 12) We need to make sure that we are the owners of the website so that we have the capability of changing the people who are helping us. 13) The site should have many links including a link for student resources, advisors, forms, etc. **MOTION #3)** Obed Vazquez moved that “a subcommittee be formed to provide guidance to Hegarty Enterprises in the building and development of the AGS Website. The committee will consist of both advisors and students. A report with the completed website will be presented at the Spring Convention to the State Advisory Board.” Terry Green seconded the motion. (**MOTION #3 CARRIED.**) Obed then asked for volunteers for the website committee, and Jacqueline Faris, Erik Fritz, Thomas Harjuno, Rowena Mendoza and Nico Larot (Student Trustee) agreed to serve on it.

X. New Business:

- A) Tiered Convention Fees: MOTION #4)** Jacqueline Faris moved that “a \$100 late fee be assessed to chapters who do not pay convention fees postmarked two weeks prior to the convention. Due dates for all fees are required to be paid as mandated in the bylaws.” Linda Vang seconded the motion. Jacqueline told us that she has to turn in 50% of the convention costs 3 weeks prior to the convention. Some of the drawbacks of the motion included that it takes time for business offices to cut checks, and scholarship candidates would not be able to win scholarships if the late fee was not paid. Jacqueline promised to get the necessary convention forms out way ahead of time to chapters so that they could get organized and turn in their payments on time. (**MOTION #4 CARRIED.**)
- B) Statewide Student Board of Officers: MOTION #5)** Joe Notarangelo moved that “we form a subcommittee to explore the ideas of a student-officers board composed of advisors and students. This would be linked to the FAM and other state chapters.” Rowena Mendoza seconded the motion. (**MOTION #5 CARRIED.**) The committee formed will bring a proposal to the spring convention.
- C) Privacy Disclaimer for AGS Website:** Toni Yoshioka thought there should be a privacy disclaimer on applications to join individual chapters of AGS so that student pictures and information could be put on websites or Facebook without any repercussions. **MOTION #6)** Terry Green moved that “we suggest there should be a release statement on applications so that students that allows their likenesses to be used.” Obed Vazquez seconded the motion. **AMENDMENT TO MOTION #6)** Susan Kerr moved that “we make it a requirement for chapters to have a model release form.” Obed Vazquez seconded the amendment. (**AMENDMENT TO MOTION #6 FAILED.**) (**MOTION #6 PASSED AS STATED ABOVE.**) Erik Fritz shared the release statement they use on their membership application at Willow International Community College Center – Reedley College. The statement read as follows: “By signing this application I hereby grant to Theta Zeta, Alpha Gamma Sigma, and SCCCD the right to use my image or likeness for promotional purposes.” This statement could be a model for other chapters to use on their applications.

- D) Funding for Secretary, President, Treasurer, Scholarship Chair: MOTION #7)** Jacqueline Faris moved that “the State Advisory Board of Alpha Gamma Sigma may make reimbursements when local chapters or college funds are unavailable up to \$200 for travel expenses or registration costs to FAM and the Spring Convention for the State Advisory Board treasurer, secretary, scholarship chair and president.” Terry Green seconded the motion. **(MOTION #7 CARRIED.) MOTION #8)** Terry Green moved that “we pay the treasurer’s actual costs to the convention and FAM when local chapter and college funds are not available. Valerie Venegas seconded the motion.” **(MOTION #8 CARRIED.)**
- E) Scholarship Readers:** Jacqueline Faris told us that we had a problem last semester because some of our scholarship readers that had volunteered called Jennifer McBride, our scholarship chair, and said they could not read because they were too busy. It was a big mess for Jennifer who had to deal with her mother’s illness and death during that time period. Jacqueline told us that if you commit to do it next year, make sure you are prepared to take care of business. You will find the job very rewarding and that it will only take about a weekend. All you have to do is read and score the applications. You have to be available to attend the spring convention and meet with the scholarship chair 5 pm Friday night at the beginning of the convention to help decide who the winners will be on Saturday.
- F) Bylaws Change to Article II Section II:** Pamela Watkins decided to not propose a change in the bylaws but decided to create a new standing rule. **MOTION #9)** Pamela Watkins moved that “In the absence of qualified members for elective office, temporary members may hold such office.” Valerie Venegas seconded the motion. **(MOTION #9 CARRIED.)**
- G) President-Elect Patty Herrera needs to be replaced:** Patty Herrera is no longer in a position which allows her to be President-Elect. Therefore we need to find someone to fill that position at this meeting. Chris Wardell from San Joaquin Delta was nominated and elected to be the President-Elect and then be our President in 2013-2014.
- H) Distinguished Service Award Nominee:** MOTION #10) Terry Green moved that “Bradley Reynolds receive the Distinguished Service Award at the Spring Convention of 2013.” Jacqueline Faris seconded the motion. **(MOTION #10 CARRIED.)**
- I) A Laptop for the Treasurer:** **(MOTION #11 CARRIED.)** Jacqueline Faris moved that “State Advisory Board of Alpha Gamma Sigma purchase a laptop program and external hard drive to conduct its financial accounting on. The cost will not exceed \$1,500.” Terry Green seconded the motion. **(MOTION #11 CARRIED.)**

XI. Calendar Update: The calendar was updated as follows:

Event	Date	College
2013 Spring Convention, (South) Ontario, CA	April 12-14, 2013 Double Tree Hotel	Host: Antelope Valley Registration: Santa Monica College
2013 FAM (South)	First Saturday of October	Host and Registration: Glendale Community College
2013 Northern Regional Conference	TBA	Host and Registration: Las Positas College
2013 Southern Regional Conference	TBA	Host: Riverside City College, Registration: Riverside Community College, Norco College
2014 Spring Convention, (North) San Jose, CA	April 4-6, 2014	Host: Merced College Registration: Las Positas College
2014 FAM (North)	First Saturday of October	Host and Registration: Diablo Valley College
2014 Northern Regional Conference	TBA	Host: Mission College Registration: Cabrillo College
2014 Southern Regional Conference:	TBA	Host: Citrus College Registration: Orange Coast College
2015 Spring Convention, (South), Ontario, CA	April 17-19, 2015	OPEN
2015 FAM (South)	First Saturday of October	Host and Registration: Citrus College
2015 Northern Regional Conference	TBA	Host and Registration: Modesto Junior College
2015 Southern Regional Conference	TBA	OPEN
2016 Spring Convention, (North), San Jose, CA	April 8-10, 2016	Host: West Hills College, Registration: Modesto Junior College
2016 FAM (North)	First Saturday of October	Host and Registration: Fresno City College
2016 Northern Regional Conference	TBA	OPEN
2016 Southern Regional Conference	TBA	OPEN
2017 Spring Convention (South) Ontario, CA	April 21-23, 2017	OPEN
2017 FAM (South)	First Saturday of October	OPEN

Note: In 2015 Susan Kerr and Teri Curtis from Modesto Junior College have volunteered to try to coordinate the Southern and Northern Regionals and the FAM on the same day so that the FAM can occur using teleconferencing,

XII. Reports: Information Items only:

- A. **Board of Trustees Report:** Obed Vazquez reiterated that the Board Of Trustees would meet after the adjournment of this meeting.
- B. **SAB President Report:** None
- C. **SAB President-Elect Report:** None
- D. **SAB Vice-President Elect Report:** None
- E. **Treasurer Report:** Jacqueline Faris started out by passing out the receipts for the meeting. She mentioned that we are only 13 years away from a centennial celebration. This is our 87th year as the California honor scholarship and community service organization. She told us that we need to get organized for the Spring Convention in 2013 by starting to determine which students are going this fall. She told us our DoubleTree Hotel costs are fixed until 2018. She passed out registration forms for the convention. Chapters will have to send in room arrangements in an Excel spreadsheet format. We were told to remember that no students from different chapters can room together. We were told that the possible room arrangements are 1 Person/1 Bed, 2 Persons/ 2 Beds, 3 Persons/ 2 Beds, and 4 persons/ 2 Beds. The drive-in portion is for Saturday only and covers the breakfast through the dance. Jacqueline mentioned the best case scenario is for students to be able to stay the whole weekend so that they can have more time for networking and can attend the social event Friday night. Mark McGovern of Antelope Valley College, the host of the upcoming convention, reported that they have a theme, “Carpe Diem”. Their chapter has already lined up half of the workshops and that they plan to have a Talent/Game Show on the Friday night of the convention.
- F. **Vice-Treasurer Report:** Maritza Vande Voode, as the new vice-treasurer, has taken over the jewelry sales. She told us that if we were to e-mail her in February with the jewelry orders from your chapter, that she would have the jewelry ready to give out at the convention thus eliminating shipping costs.
- G. **Chair of Scholarships Report:** None
- H. **Vice-Chair of Scholarships and Awards Report:** None
- I. **Secretary of Extension and Eligibility’s Report:** None
- J. **Publicity Chair Report:** Chris Gilbert told us that he had tried to get media coverage of our convention to get the organization some publicity but that he had had limited success so far.

XIII. Discussion: We had a discussion about advisors not handing over paper work for students to do. Students should not be doing spring convention registration forms, jewelry orders, etc. They should not be doing these forms because, in some cases, FERPA regulations are not being followed. Also, sometimes, when students fill in the forms, there are inaccuracies and, as an example, the wrong jewelry gets ordered. We also discussed permanent member forms. Permanent member forms are turned in at the end of the semester following the guidelines on the form. AGS does keep a record of permanent members and Jacqueline Faris has the data in boxes in her garage.

XIV. Announcements: It was announced that Hawaii Pacific University has an \$8,000 scholarship for an AGS member and that Mills College in Oakland and Whittier College also have scholarships for AGS students.

XV. Adjournment: The meeting was adjourned at 2:35 pm.