



**I. Call to Order:** An official meeting of the *Associated Student Organization* was held at Los Angeles Mission College, Sylmar, CA, on **August 20, 2015** in the ASO Conference Room. The meeting convened at 3:36 pm

**II. Quorum:**

**Executive Board:**

President, Jackie Ambridge  
Vice President, Lorena Aguilar

Parliamentarian, Margot Waithe

**Senators:**

**Advisor:**

Robert Crossley

**III. Approval and Adoption of Agenda:** No objections.

**IV. Review and Approval of Minutes:** Minutes of 8/13/2015 were approved. No objections.

**V. Open Forum:** Opened at 3:38PM Closed at 3:41PM

- **Danny Villanueva:** Vice President of Administration Services and Acting Vice President of Student Service introduced himself to the board. Offered his services to the board. Acknowledge the positive involvement the board is currently bringing forth to the school.

**VI. Officer, Advisor, President Report:**

- **President, Jackie Ambridge:**
  - Attended Fall Kickoff and ICC meeting.
  - SAC Meeting: Ryan Navarrete initiated having three (3) LACCD Student Trustees. It was added as an action item for next SAC meeting. Milo Anderson reported student discounted bus survey for ASOs to complete. Training booklets were requested. Working to initiate dental insurance for students and it was added as an action item as well.
  - College Council: Associate Dean of CTE will now become Dean of CTE. The new co-chair is Sammii Bamdad. All elevators are being renovated. CC – CSB completed by 8/21/15. The school is at 90% capacity. In the last two (2) years it has had an increase growth of 13.6%.
  - Requested to have elevators in parking structure to be cleaned.
- **Vice President, Lorena Aguilar:**
  - Attended SAC Meeting 8/14/15: Brief discussion Student Trustee Election
  - Held ICC meeting 8/17/15: Did not met quorum, however it was very productive.
  - Has been cleaning the office for the new semester
  - All other items on the agenda
- **Parliamentarian, Margot Waithe:**
  - Parliamentary “Cheat Sheet” is currently in progress.
  - All other items on the agenda
- **ASO Advisor, Robert Crossley:**
  - No report

**VII. Committee Reports:**

- **Welcome Week:** Waiting on forms to be completed by Kona Ice. Also, the radio station has not replied for confirmation.
  - Parliamentarian, Margot, motions to ask Transfer Center to provide a DJ for Tuesday, September 1<sup>st</sup> at East Campus. Vice President, Lorena seconds. Motion passes.

Roll Call Vote:

- Vice President, Lorena. - AYE
- Parliamentarian, Margot. -AYE

**ASO Constitution:** The constitution draft has been completed. ASO Advisor, Robert made further recommendations.

- **Student Trustee Elections:** Forum: ASO will ask five (5) questions. The candidates will submit three (3) questions for rebuttal. E-Mail will be sent to candidates.

**VIII. Standing Items**

- **Appointment of E-board/Senators:** None
- **Club Charter:** None

**IX. New Business:**

- **Online Tutoring:** Meeting with Dean Isabel Saber and will provide further information.

**X. Old Business:**

- **Constitution Day:** Committee has been created:
  - **Chair:** Parliamentarian, Margot.
  - **Co-chair:** Vice President, Lorena.
  - **Standing Member:** President, Jackie.

Flyer has been completed, edited, and revised. ASO Advisor, Robert made further recommendations.

- **ASO Retreat/Workshop:** Date has been set to 9/4/15 at 12:00pm – 2:00pm
- **Tri-Fold Brochures:** Changes are being made to current brochure.
- **Fall Kickoff:** Last meeting was conducted. Sample Bag will be completed for goodie bags. Volunteer training meeting is 8/24/15 at 12:00pm-1:30pm
- **ASO Supplies:** Bookstore order came in.  
Parliamentarian, Margot, motions to order business cards from uprinting.com for standard glass at \$17.00 per person.  
Vice President, Lorena seconds. Motion passes.

Roll Call Vote:

- Vice President, Lorena. - AYE
- Parliamentarian, Margot. -AYE

- **ASO Preferred Parking:** E-mailed Constitution to VP of Administrative Services, Danny Villanueva, regarding parking for e-board members.
- **ASO Mental Health Folder:** Completed Flow chart. Posted on Website. Redeemed for ASO folder.
- **Sam's Club Grant:** Review Application. Committee has been created:
  - **Chair:** President, Jackie.
  - **Co-chair:** Parliamentarian, Margot.
  - **Standing Member:** Vice President, Lorena.

- **Tri-Fold Pamphlets:** Reach out to Joeanna, previous Historian Senator, regarding pictures to update brochure.

- **XI. Announcements:**

None

**XII. Adjournment:** Meeting adjourned at 4:39pm

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President, Jackie Ambridge  
LAMC Associated Student Organization

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Date of Approval

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Interim Executive Administrator, Lorena Aguilar  
LAMC Associated Student Organization

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Date of Approval