



S.O.C.C. Minutes
Wednesday September 19, 2018
2:00 PM Skyline College
Building 6, Room 6202

The public is invited and encouraged to attend and participate in all meetings of the Skyline Organization and Club Council. The public may address the council on non-agenda items during the **Announcements and Hearing from the Public** item on the Agenda; however, the council cannot take any action on these items until it is posted on the Agenda. Requests for agenda items must be submitted to The Center for Student Life and Leadership prior to the regularly scheduled meeting. Members of the public as well as club members who are not the designated club representative may participate in discussion only when recognized by the chair.

Chair: Sara Benchohra

S.O.C.C. Liaison: Rayne Frantzen

Parliamentarian: *Vacant*

I. Call to Order

The meeting was called to order at 2:07 PM

II. Sign in and Roll Call

Automotive Club, Beta Theta Omicron (PTK), Ceramics Club, Chinese Students & Scholars, Classical Music Club, Cosmetology Club, Dance Honors Society, Engineering and Robotics Club, Environmental Club, Gospel Show Choir Club, Honors Transfer Club, International Student Club, Interservice Christian Club, Japanese Culture Link, Journalism Club, Kappa Beta Delta, LASO, Myanmar Culture Club, Native American Student Association, Nepalese Heritage Club, Programming Club, Respiratory Care Club, Science and Research Club, Skyline Photography Club, Surgical Technology, Skyline Student Veterans of America, Theater Club.

New Clubs: BMCE Engineering Club and Philosophy Club

III. Approval of Agenda

Sara moved to approve the agenda; Skyline SVA seconded; motion passes unanimously with the consent of those present

IV. Approval of Minutes

Sara moved to approve the minutes with such changes; Skyline SVA seconded; motion passes unanimously with the consent of those present.

Changes: Environmental Club is present. Philosophy Club is present via Ryan.

V. Announcements and Hearing from the Public (2 Minutes Each)

1. Justin will be the President of Philosophy Club. He briefly introduced the new club and has appointed a SOCC Representative.

2. Native American Student Association introduced the purpose of the club and announced the changed name to Native American Student Alliance.

VI. Special Presentations (5 Minutes Each)

A. Michael Stokes (Director of TRIO)

1. Special Presentation will be tabled to the next meeting.

B. Student Equity

1. Terri, a student ambassador of student equity. "A call to Consciousness" Angel Kyoto is tomorrow. Real News Fake News will be held; a panel mainly for dissecting the media; educating about the media. Sorry to bother you film screening; booths; viewing to see bits of movie. Equity summit; waiting list of 120 people. Register for it using that link, will be in Skyline to educate students about equity. Asking for clubs could come in and participate.

C. Respiratory Care Club Funding Request

1. The Respiratory Care Club would like to request \$500 for their conference. They currently have \$1634.55. Currently 10 people have registered. 20 more people would like to attend the conference. The excess amount after \$285 will be added to airfare and hotel.

VII. Reports (3 Minutes Each)

A. Chair

1. Michelle introduced herself as President of ASSC and she has announced her office hours and will be communicating with students about the campus.

B. Advisor

1. Ryan mentioned about meeting table set up for meeting that it would change and have more tables. People in the table has to be inducted and extra chairs will be for public and new club. Advisor will have their own table.
2. Zaw introduction as the Commissioner of Public Records.
3. Student Trustee voting is still going. Ryan explained why there's new voting process and what is the job of the student trustee.
4. The 3rd event LatinX Heritage resources for everyone like family resources, immigration resources and etc. Some clubs can come as long as its connected to LatinX.
5. New Upcoming Events are on Oct. 11, 2018 is National Coming Out Day, if your club can offer something for LGBTQ, email Rayne or Sara. October 18, 2018 Filipino Heritage Month begins and dates are TBD but there will be one cooking event by ASSC and Filipino Hiphop Day.

VIII. Unfinished Business

A. Club Rush

- I. Club Rush suggested to be the same day as Skyclloween since both events are usually together.
- II. Fundraisers are first come first serve in foods and please be committed with what you pick.

- III. Club Rush is suggested to have it separated from Skylloween cause some people cannot make it. Have separated club rush is to help to increase membership, however we will need more than 20 clubs to participate for club rush
- IV. Doodle poll will be made and email will be sent on friday.
- V. Club Rush discussion is tabled for next meeting

B. Skylloween

- I. Skylloween has helped a lot of clubs. Photography Club mentioned that they have backdrops for pictures And Engineering and Robotics club shared their last year's experience on showing off their projects during Skylloween.

C. Club Forms

- 1. Turn in updated club forms on Monday. Both advisor and trust form are online. Only active clubs are able to vote.

IX. New Business

A. Vote on Respiratory Care Club Funding Request

- 1. Skyline SVA moved to approve the funding request of \$500 for AARC National Respiratory Conference; seconded by Journalism
 - a. Yes - 10
 - b. No - 0
 - c. Abstain - 0

Motion passes and the funding request as been approved.

B. SOCC Exercise

1. Starting a Club

- a. A Club Constitution
- b. Up-to- date Club Roster with at least 10 registered Skyline Students
- c. Completed Advisor contract
- d. Completed Trust Account Form
- e. In order to be approved, a student representative will present information about the club and will be a inducted after a 2/3rds vote.

2. Staying Active

I. Submission of completed club packet to Center of Student Life and Leadership Development

- i. Club Roster: Minimum of 10 registered members and executive board must consist of a President and Treasurer
- ii. Advisor Contract
- iii. Trust Account Form
- iv. Club Constitution

II. Regular Attendance at SOCC Meetings

- a. Appoint a SOCC Representative

- b. SOCC Reps must be registered students. Advisors cannot be a representative.
 - c. If clubs miss three consecutive or four meetings throughout the academic year, they will lose status as an active club and the benefits as such.
- 3. Funding Requests
 - a. Active members of the SOCC may apply for a grant of \$500.00 per semester.
 - b. A proposal must be submitted **4 weeks** in advance and will be handled on a first come first serve basis.
 - c. SOCC members may submit their proposal online by clicking on the **“SOCC Funding Request Form”** link. Requests for funds that exceed \$500.00 must be made directly to the ASSC.
 - d. Forms will be reviewed by the SOCC Liaison officer and you will be contacted with a date to propose your request.
 - e. A representative will be asked to read your proposal, answer questions SOCC members, and clarify details that are not clearly written.
- 4. Parliamentary Procedure
 - a. Yes vote - means you APPROVE of the motion or changes
 - b. No vote - means you DISAPPROVE of the motion or changes
 - c. Abstain - present during a vote however decides to refuse** participating.
 - d. $\frac{2}{3}$ (**two-thirds**) vote is necessary whenever you are limiting or taking away the rights of members or whenever you are changing something that has already been decided.

X. Club Reports

- I. Beta Theta Omicron (PTK) has volunteering event National Estuary Day. There will be a beach cleaning day on Friday, the link is below the flyers and Relay for Life is another volunteering opportunity at Burlingame on Saturday. Donations are also included.
- II. Latin American Student Organization (LASO) announced the LatinX educational Pipeline on October 4th on the Multicultural Center and Nuestra America on Oct. 15 which will be closing day for LatinX Heritage month.
- III. Respiratory Care Club will be selling pizza every Tuesday for the next four weeks for their conference funding.

X. Final Announcements and Hearing from the Public (2 Minutes Each)

Gospel Show Club is holding their November auditions. They are currently looking for poetry, rappers, and singers. Performance cannot have any profanity and dancing. Email gospelshowclub@gmail.com for more information or questions.

XI. Adjournment

Adjourn at 2:58



2018 SOCC Funding Request

Club Name

Respiratory Care Club

Lead Coordinator Information

This must be the person who is requesting the funds.

Name Tiffany Montano

Email tiffanymontano@my.smccd.edu

Phone 7078155787

Club Advisor Information

Name of Advisor Gretchen Keys

Advisor's Email keysg@smccd.edu

Advisor's Extension or Contact Number (650) 738-4457

Meeting Date (Must be 4 weeks in advance)

View the calendar for SOCC meeting dates

Sep-19-2018

Title of Proposal

Event Name

AARC National Respiratory Conference

The dollar amount you are requesting

Must be \$500 or less. If more than \$500, you must request funding from the ASSC.

500

By which date do you need to receive the funding?

Nov-7-2018

When is the event date?

Dec-4-2018

Event/Product Description

Please provide an explanation of the proposal; what will you be doing; the benefits to Skyline students; the officers, employees and volunteers who will do the work; the time and place of the event; and all other relevant information.

The AARC National Respiratory Conference is a great educational and networking event for our Respiratory Care Club. It would provide us with an opportunity to meet Respiratory Care Practitioners from all over the country and gain supplemental learning from the exhibits and lectures. We can possibly have anywhere from 20 to 60 club members attending this conference.

Money Breakdown

Please provide a breakdown of the money you are requesting with a description of the items, the cost of each item and a total cost.

Description of the Item	Cost of the item
AARC National Respiratory Conference Student Registration x20-60	1200-3600

Total Cost \$

1200

Supporting Documents - required for processing or request will be kicked back

Please attach any supporting documents to show cost (i.e. invoices, receipts, quotes). For all purchases please include a minimum of 2 quote comparisons from different companies.

First file

AARC.JPG			
Account Status			
Date	Payment Type	Reference #	Amount Paid
2018-09-04 23:35:16 9:30	VI	XXXXXXXXXXXX2289	557.00
Item Total: \$57.00			
Amount Paid: \$57.00			
Balance Due: \$0.00			

Second file

AARC.JPG			
Account Status			
Date	Payment Type	Reference #	Amount Paid
2018-09-04 23:35:16 9:30	VI	XXXXXXXXXXXX2289	557.00
Item Total: \$57.00			
Amount Paid: \$57.00			
Balance Due: \$0.00			

Third file

AARC.JPG

Account Status			
Date	Payment Type	Reference #	Amount Paid
2018-09-04 23:35:16 930	VI	XXXXXXXXXXXX2289	\$57.00
Item Total: \$57.00			
Amount Paid: \$57.00			
Balance Due: \$0.00			

Fourth file

Account Status			
Date	Payment Type	Reference #	Amount Paid
2018-09-04 23:35:16 930	VI	XXXXXXXXXXXX2289	\$57.00
Item Total: \$57.00			
Amount Paid: \$57.00			
Balance Due: \$0.00			

Fifth file

Account Status			
Date	Payment Type	Reference #	Amount Paid
2018-09-04 23:35:16 930	VI	XXXXXXXXXXXX2289	\$57.00
Item Total: \$57.00			
Amount Paid: \$57.00			
Balance Due: \$0.00			

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