

San Jose City College
Associated Students Government
Meeting Agenda
Wednesday, November 23, 2016 @ 2:00PM-4:00PM
SC-204

1.0 Organizational Items

In order to conduct an efficient and timely meeting, please make sure all electrical gadgets are kept in silent mode or in the off position.

1.1 Call to order

1.2 Pledge of Allegiance

1.3 Introduction of Attendees/Attendance Sheet Circulation

1.4 Adoption of Agenda for November 23, 2016

1.4.1 Deferrals

1.4.2 Corrections

2.0 Approval of Minutes

2.1 Minutes for November 9 and 16, 2016

3.0 Public Comments (3 minutes / person)

This is the portion of the meeting reserved for persons desiring to address the Associated Student Council on any matter of concern that is not stated in the agenda. There shall be a time limit of three (3) minutes per person, and ten (10) minutes per item. The law does not permit any action to be taken, nor extended discussion of any item not on the agenda except under special circumstances as deemed by the Chair. The Council may briefly respond to statements or questions posed, but for further information, please contact one of the officers during their posted office hours.

4.0 Unfinished Business

5.0 New Business

5.1 Bill FA 16-33 Copier Maintenance Agreement

This is to discuss funding the maintenance agreement of the copy machine available to students in the Student Center not to exceed \$800

(Elizabeth Eckford) 10 minutes

5.2 Bill FA 16-34 Associated Students Scholarships

This is to discuss releasing funds for payment of awarded 2015-2016 Associated Student Scholarships and to set up scholarships for the 2016-2017 year.

(Blake Balajadia and Takeo Kubo) 20 Minutes

7.0 Consent Calendar

8.0 Appointment/Committees

8.1 AS Council Officer Appointments/Officer Changes

Under this section, Officer Appointments shall be discussed and decided by the council at large; officer changes shall be announced.

8.2 Committee Openings

Committee openings shall be announced during meeting and appointments shall be discussed and decided by the council at large.

8.3 Student Org Chartering/Seed Funding

Club Charters shall be considered.

9.0 Student Trustee Report

(3 minutes ea.)

10.0 Advisor Report

(3 minutes ea.)

11.0 Student Org Reports

(3 minutes ea.)

12.0 Officer's Reports

(3 minutes ea.)

13.0 Committee Reports

(3 minutes ea.)

14.0 Did you know?

(3 minutes)

15.0 Adjourn

From:

Standard Business Machines
 P.O. Box 28705
 San Jose, CA 95159
 Telephone: (408) 275-1988
 Facsimile: (408) 275-0132

PROPOSAL



Bill To: SJCC

SAN JOSE CITY COLLEGE
 BUSINESS SERVICES OFFICE
 2100 MOORPARK AVE.
 SAN JOSE, CA 95128

Location:

SAN JOSE CITY COLLEGE ASSOC. STUDENT SERVICE
 2100 MOORPARK AVENUE
 ASSOCIATED STUDENT SERVICES
 SAN JOSE, CA 95128

Attn: MARILYN MORIKANG * (408) 298-2181

Attn: MARILYN MORIKANG * (408) 298-2181

Make: COPYSTAR
 Model: CS-3035

Serial No: K3068909
 Mach ID: 6896

Contract Period		Contract Type	Starting Meter	Copies Allowed	Ending Meter	Amount (s)	
From	To					CPC \$	Price
07/01/2016	06/30/2017	2E1	372,890	30,000	402,890	\$0.0197	\$591.00

Contract Inclusions - Exclusions						
Parts	Labor	Drum	Fusers	Toner	Developer	Paper
Yes	Yes	Yes	Yes	Yes	Yes	No

2E1 INCLUDES ALL PARTS, LABOR AND CONSUMABLE SUPPLIES (INCLUDES TONER) FOR ONE YEAR OR 30,000 COPIES. EXCLUDES PAPER, STAPLES, AND NETWORK OR SOFTWARE ISSUES. OVERAGE COPIES ARE BILLED IN ARREAS @ \$0.0197 OVER THE 30,000 COPIES ALLOWED. THIS IS OUR MINIMUM CONTRACT OFFERING. (THE TAXABLE PORTION OF THIS SERVICE AGREEMENT FOR CONSUMABLE SUPPLIES AND PARTS IS \$206.85). TAX = \$18.10

Service Proposal * COPYSTAR * CS-3035
 Effective Contract Dates Would Be 07/01/2016 To 06/30/2017
 From Meter Reading 372,890 To Meter 402,890
 This Agreement Is For The Contract Period Or 30,000 Copies, Whichever Comes First
 The Total Contract Price Would Be \$591.00 Plus Sales Tax (If Applicable)

* Please Refer To Proposal # 92006

Date:

Customer Acceptance

Title

Proposed Contract Price: \$591.00

This Proposal Is Valid For 30 Days

Thank You For Considering Standard Business Machines

Tax 18.10

\$ 609.10

Associated Student Government 2015-2016 Year Budget

Income			
Account Number	Student Activities	Description	Amount
2700.01	Cr. Arts Contest Fees	Donation for Creative Art Contest event	\$0.00
2700.02	Income from District	AS Stickers might come from district's donation	\$0.00
2700.03	AS Stickers Fall	AS Stickers for fall semester	\$33,000.00
2700.04	AS Stickers Spring	AS stickers for spring semester	\$31,000.00
2700.05	Prior Term SAF	Income left from previous semester student fees	\$12,000.00
2700.06	Interest Income	Interest income generated from reserved bank account	\$1,000.00
2700.07	Transfer from Reserve	Turning reserve into income	\$43,000.00
Total			\$120,000.00
Expense			
3500.01	Cr. Arts Contest	Creative Arts Contest event expenses	\$0.00
3500.02	MLK Library Ext Use	Extended hours in MLK Library	\$1,000.00
3500.03	Marketing	Advertising, poster, visibility, Journalism	\$5,000.00
3500.04	Special Events	Special Months, events that are planned annually	\$11,000.00
3500.05	Scholar Development	Conferences, fieldtrip, outside campus activities	\$20,000.00
3500.06	Poster Supplies	Supplement for poster printing	\$2,500.00
3500.07	Activity Refreshments	Food, drink, refreshment activities on campus	\$12,000.00
3500.08	Transportation	Fieldtrip Transportation fees	\$1,000.00
3500.09	Student Rep Fee	Dir. Legislative affair conference fee	\$500.00
3500.10	Executive Stipend (half)	Support for ASG executive stipend	\$4,000.00
3500.11	Special Projects	VTA, Safety campaign, widely approaching projects	\$33,000.00
3500.12	Graduation Ceremony	For graduation event usage	\$5,000.00
3500.13	Honorarium	Conference speakers	\$1,000.00
3500.14	Club Seedfunding	For seedfunding student org.	\$1,600.00
3500.15	Other Activities	Activities don't belong to any category	\$5,000.00
3500.16	Personnel	Staff hiring in AS office	\$9,400.00
3500.17	ASG Scholarships	Scholarships to motivate students	\$8,000.00
Total			\$120,000.00

Income

Account Number	Associated Student	Description	Amount
2800.01	Book loans	Book loan accounts generate profit	\$500.00
2800.02	Copier Income	Income from copy machine (student center)	\$100.00
2800.03	Calculator Income	Income from calculator rental	\$800.00
2800.04	Miscellaneous Income	Other income (fundraising, donation)	\$0.00
2800.05	City Fed ATM Rebate	ATM at student center fees	\$225.00
2800.06	Vendor Rental	Shop rental around campus, especially in student center	\$1,500.00
2800.07	Stipends from SAF	Student activity fees support for AS officers	\$4,000.00
Total			\$7,125.00

Expense

3600.01	Calculators & Supplies	Calculator expense/Office supplies in AS	\$450.00
3600.02	President Stipend	Stipend annually	\$625.00
3600.03	Vice-President Stipend	Stipend annually	\$600.00
3600.04	Dir. of Activities Stipend	Stipend annually	\$575.00
3600.05	Dir. of Finance Stipend	Stipend annually	\$575.00
3600.06	Dir. of Leg. Affairs Stipend	Stipend annually	\$575.00
3600.07	Dir. of Fundraising Stipend	Stipend annually	\$575.00
3600.08	Chief of Justice Stipend	Stipend annually	\$575.00
3600.09	Secretary Stipend	Stipend annually	\$575.00
3600.10	Senator Stipends	Stipends for all senators	\$2,000.00
Total			\$7,125.00

Budget Structure

Receipts		
	AS Stickers Fall 2016	\$28,000.00
	AS Stickers Spring 2017	\$28,000.00
	Copier Income	\$200.00
	Calculator Income	\$1,800.00
	Cty Fed ATM Rebate	\$300.00
	Small Vendor Rental Income	\$1,400.00
	Large Vendor Rental Income	\$300.00
	Pulled from Reserve	\$69,276.00
Total		\$129,276.00
Expenditure		
	Category 1 (ASG Main)	\$33,370.00
	Category 2 (ASG Office)	\$12,306.00
	Category 3 (Club Funding)	\$54,400.00
	Category 4 (External Funding)	\$29,200.00
Total		\$129,276.00

Income Budget

Source	Unit basis	Activity Level	Amount	Note
AS Stickers Fall 2016	\$5.00	5600	\$28,000.00	Sticker come in end of Dec
AS Stickers Spring 2017	\$5.00	5600	\$28,000.00	Stickers come in end of June
Copier Income	\$0.10	2000	\$200.00	
Calculator Income	\$25.00	72	\$1,800.00	
Cty Fed ATM Rebate	n/a	n/a	\$300.00	
Small Vendor Rental Income	\$50.00	28	\$1,400.00	
Large Venfor Rental Income	\$100.00	3	\$300.00	
Pulled from Account Reserve	n/a	n/a	\$69,276.00	
Total Budgeted Income			\$129,276.00	

ASG Main Activities and Programs (category 1)

Event/Sub-budget	Total Budget	Setup Materials	Promotional Materials	Refreshment	Award and Certificates	Honorarium/Service	Printing/Outreach/Marketing
Lunar New Year Event	\$700.00	\$25.00	\$75.00	\$300.00	\$0.00	\$250.00	\$50.00
Final Weeks (2)	\$1,400.00	\$80.00	\$900.00	\$400.00	\$0.00	\$0.00	\$20.00
Student Org Institute	\$180.00	\$0.00	\$50.00	\$100.00	\$0.00	\$0.00	\$30.00
Leadership Conference	\$4,000.00	\$200.00	\$1,800.00	\$1,500.00	\$100.00	\$300.00	\$100.00
Moon Festival	\$900.00	\$120.00	\$0.00	\$750.00	\$0.00	\$0.00	\$30.00
Creative Art Contest	\$3,500.00	\$100.00	\$100.00	\$500.00	\$2,500.00	\$200.00	\$100.00
Hall of Excellence	\$3,600.00	\$327.96	\$0.00	\$1,400.04	\$1,403.64	\$281.16	\$187.20
Thanksgiving Banquet	\$3,000.00	\$250.00	\$50.00	\$2,500.00	\$0.00	\$0.00	\$200.00
Club Day (4)	\$6,250.00	\$4,000.00	\$100.00	\$1,750.00	\$0.00	\$250.00	\$150.00
Welcome Weeks (2)	\$840.00	\$40.00	\$500.00	\$300.00	\$0.00	\$0.00	
Sub-total	\$24,370.00	\$5,142.96	\$3,575.00	\$9,500.04	\$4,003.64	\$1,281.16	\$867.20
	Sub-total (blue boxes)	Campus Physical	Library Ext. Use	Graduation Ceremony	Scholarships		
		\$1,000.00	\$1,000.00	\$5,000.00	\$2,000.00		
Sub-total	\$9,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$2,000.00		
Total Category 1 Budget	\$33,370.00						

ASG Administrative and Office Expenses (Category 2)

Budget Lines	Amount	Note
Office Supplies	\$500.00	Needs for office works
Office Equipments	\$1,000.00	Replace/Repair equipments
Officer Business Card	\$450.00	\$30/stack
Airgas Rental Fees	\$256.00	At \$0.67/day
Airgas Refill	\$100.00	Estimated
Officer Stipends	\$7,000.00	\$150 Sen., \$300 Directors, VP, Secretary, C. Justice. \$350 President
Office Employment	\$3,000.00	Part-time if needed
Total Category 2 Budget	\$12,306.00	

ASG Student Orgs and Individual Club Grants (Category 3)

Name	Budget Master (club)	Budgeted Events	Amount Original	Final (20% Reduction)
Student Organization Seedfunding			\$1,000.00	\$1,000.00
Club Grants (Pre-approved Budgets)			\$66,750.00	\$53,400.00
	Media-Journalism		\$6,400.00	\$5,120.00
		JACC State Convention	\$4,250.00	\$3,400.00
		JACC NorCal Convention	\$2,150.00	\$1,720.00
	MEChA		\$11,000.00	\$8,800.00
		University Tour	\$3,500.00	\$2,800.00
		Welcome Week Outreach	\$100.00	\$80.00
		Women's Event	\$1,500.00	\$1,200.00
		Cesar Chavez	\$700.00	\$560.00
		Cinco de Mayo	\$700.00	\$560.00
		Mexican Independence	\$2,100.00	\$1,680.00
		National MECHA Conference	\$2,400.00	\$1,920.00
	Robotics		\$14,500.00	\$11,600.00
		Equipment/Projects	\$14,500.00	\$11,600.00
	SACNAS		\$3,300.00	\$2,640.00
		SACNAS Conference	\$2,400.00	\$1,920.00
		Programming Day	\$400.00	\$320.00
		NASA Guest Speech	\$500.00	\$400.00
	Sociology Club		\$16,150.00	\$12,920.00
		Sociology Day	\$4,000.00	\$3,200.00
		Fundraising Dinner	\$1,750.00	\$1,400.00
		Advertising/marketing	\$400.00	\$320.00
		Micro-loan Seedfunding	\$10,000.00	\$8,000.00
	S.R.E.Network		\$14,000.00	\$11,200.00
		Scholarship	\$3,500.00	\$2,800.00
		UC Trip	\$2,500.00	\$2,000.00
		Award Banquet	\$1,500.00	\$1,200.00
		October Disability Awareness	\$2,500.00	\$2,000.00
		Learning Disorder Conf.	\$4,000.00	\$3,200.00
	UWSA		\$1,400.00	\$1,120.00
		International Ed Week/Month	\$800.00	\$640.00
		Fundraiser	\$600.00	\$480.00
Total Category 3 Budget			\$67,750.00	\$54,400.00

AS External Funding to Activities and Programs (Category 4)

Event Name	Number of activities	Amount each	Total Amount	Percentage of Budget
General Assembly	2	\$3,300.00	\$6,600.00	22.76%
Awareness Months	3	\$800.00	\$2,400.00	8.28%
History Months	4	\$800.00	\$3,200.00	11.03%
Other Events	5	\$1,000.00	\$5,000.00	17.24%
Scholar Development (Conferences)	6	\$2,000.00	\$12,000.00	41.38%
Total Category 4 Budget	21		\$29,200.00	100.00%