

Calbright College Student Body Organization

Meeting Minutes

Tuesday, July 25th, 2023 7:00 p.m.

I. Organizational Items

A. Call to Order

1. 7:05 p.m.

B. Roll Call

1. Ellen Martinez, Michael Wai, Jeremy Cox, Alicia Rangel, Elizabeth Walders, Johanna Angulo, Mekhala Hirianna, Vanna Wong
(Quorum established - 8/10)

C. Approval of the Agenda - Action Item

1. Moved by Mekhala (Votes: Unanimous)

D. Approval of the Minutes - Action Item

1. Moved by Mekhala (Votes: Unanimous)

II. Public Forum

- A. This space is reserved for any member of the public to speak on any items not listed on the agenda or any matters of concern under the CCSBO's jurisdiction. The CCSBO may not take action on these items but could consider adding them to a future agenda for discussion.

1. No public comment.

III. New Business

A. Introductions from the SBO - Discussion Item

1. SBO members will introduce themselves to one another.
 - a) SBO members gave their introductions.

B. Introductions from the Office of Student Engagement - Discussion Item

1. The Office of Student Engagement will introduce themselves to the SBO.
 - a) Amna and Chris introduced themselves to the SBO as the SBO Advisors.

C. Timesheet Guidelines - Discussion Item

1. The Office of Student Engagement will introduce the timesheet guidelines for SBO.
 - a) Chris reviewed the timesheet guidelines. He explained what hours will count as paid hours and how the document is still being worked on, the maximum paid hours per month, and so forth. He informed SBO about the changes to the SBO

President and Vice President hour requirement. Amna said the final version of the guidelines will be completed by August 1. Chris went over the due dates for timesheets. First due date is August 28th.

D. SBO Roles & Responsibilities - Discussion Item

1. The Office of Student Engagement will discuss the SBO roles and responsibilities for term 2 in 2023.

- a) Amna shared a slide presentation of the roles, responsibilities, and requirements for each SBO role.

E. Poll Review - Discussion Item

1. SBO will review and discuss a poll related to clubs at Calbright College.

- a) Chris went over the preferred days and times for club meetings; Thurs and Sat being preferred days. Evening was the preferred time.

IV. Reports

A. Advisor Reports

1. Amna

- a) Welcomed everyone to the SBO.

2. Chris

- a) Welcomed everyone to the SBO.

B. Executive Reports

1. Jeremy

- a) Thanked everyone for the work they're putting in. Spoke at the Board of Trustees (BOT) meeting where they discussed student focus groups, Calbright staff has our backs and works hard, and mentioned all of the SBO officers by name at the BOT meeting.

2. Ellen

- a) Informed SBO members about Calendly and its use in SBO.

C. Member Reports

1. Vanna:

- a) Clarification on setting up advisor meetings.

V. Adjournment

- A. 8:11 p.m.