

SANTA ROSA JUNIOR COLLEGE
ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY

AND

EXECUTIVE CABINET
MINUTES & AGENDA
FALL 1992

GETTING STARTED

TYPING TRAINING TEAM

BGN 102-TYPING-SKILLBUILDING

GETTING STARTED

OBJECTIVES

GOAL

To further develop your typing training by working as smoothly as possible through various activities

1. Read the following general information.
 - Weekly Schedule
 - Dates of each week
 - BCL Lab hours schedule
 - Instructor information - second page
 - Course Schedule
 - Note which sessions and other activities must be done each week.
2. Before beginning to key, make all necessary ergonomic adjustments.
 - Read the **Ergonomic Adjustments** handout and do as outlined.
3. Begin using the software
 - Turn to **Accessing KeyChamp**, 2nd edition handout.

Follow the directions carefully. If your name is not on the list of students, tell your instructor and print the last four (4) digits of your Student Identification Number (SID) next to your name on the rollsheets. Your information will be entered as soon as possible.
4. Complete Sessions 1 and 2 (check below for correct sessions) homework assignment.
 - Read session information in the text before doing software.*
 - Complete Sessions 1 and 2. You must rekey the **Evaluation Analysis** section until your accuracy is 95% or higher on both attempts.
 - See printed copy of Session 6-**Example**. Note both attempts in the **Evaluation Analysis** section were completed at the 95% or higher accuracy level.

In this course, **ACCURACY** is always first. Speed will come **AFTER** you gain control of the keyboard.

- At the end of each session, click on the **Progress Report** and **print**. These printed copies are what you will submit each week verifying that the sessions have been completed.
- At the first class meeting each week, submit 5 sessions stapled together in order 1-5, 6-10, etc.

However, for this **first week**, Sessions 1 and 2 **MUST** be completed, printed, and brought to the next class meeting.

If you do not yet have your book and software, you may use the BCL Lab which is Room 2811 between now and the next class meeting.

***NOTE**

Carefully read the following sections from the KEYCHAMP text before you begin using the software.

- PREFACE - WELCOME TO KEYCHAMP on page iii.
- CONTENTS on page v.
- INTRODUCTION on pages vii, viii, ix, x, xi, and xii.
- REACH TECHNIQUES on pages R-1 through R-4.
- DIAGRAPH INDEX on pages I-1 and I-2.

It is important for you to read this information so you can understand how this software will assist you in keying more accurately and efficiently in order to increase speed.

As you progress through these skill building techniques, you should see a steady and incremental improvement from like areas among sessions.

Remember, some digraphs are comfortable, easy keying while others are more difficult. Therefore, substantial gains should not be seen from one session to the very next session. Progress will be more visible after several weeks of practice.

5. Read the **Outside Hours Log Objectives** and complete the required information on the Outside Hours Log when completing Sessions 1 and 2.
6. Read **ORIENTATION, GETTING STARTED** and **TIMED WRITINGS** sections from your binder **TWICE** before the second class meeting. You are expected to know this information. If you have any questions about the handouts, be sure to clarify with your instructor at the next class meeting.

There will be a quiz over the information in these sections at the next class meeting.

ENDING YOUR CLASS OR LAB SESSION

1. Be a *GOOD NEIGHBOR* by returning computer to the Printing Policies screen—ready for the next student.
 - Close all screens and programs (red X)
 - Click on start
 - Click on Turn Off Computer
 - Click on Restart
2. Clear work station
3. Push in chair

GETSTARTED.BGN 102
GETTING STARTED
DISC 1 RED
CR 5/7/14

(Username: malbor)

Mon., Feb. 06, 2006

EXAMPLE

eyChamp

Progress Report

Session 6--Skillbuilding (Completed 01/30/06)

CONDITIONING PRACTICE: †

<u>Emphasis</u>	<u>Accuracy</u> <u>Rate(gwam)</u>	<u>Speed</u> <u>Rate(gwam)</u>	<u>Control</u> <u>Rate(gwam)</u>
Alphabetic Sentence	28	30	32
Digraph Practice [se yo ve co io de fo]	24	28	28

EVALUATION ANALYSIS:

<u>Attempt</u>	<u>Rate</u> <u>(gwam)</u>	<u>Accuracy</u>	<u>Skill</u> <u>Level (gwam)</u>	<u>Average</u> <u>Digraph</u> <u>Range (gwam)</u>	<u>Average</u> <u>Digraph</u> <u>Norm (gwam)</u>
1	26	96%	37		
2	24	95%	33	12-90	19

Slowest Alphabetic

Digraphs (gwam)

p/m	12
d/o	13
i/l	14
e/k	15
e/q	15
i/g	15
i/p	15
g/e	17
i/f	17
o/m	17
NORM	19

Slowest Special

Reaches (weighted gwam)

. Key	11
(.) Key	12
Right Shift	18
Left Shift	19
Spacing	24

Session Emphasis

Digraphs (gwam)

v/e	19
d/e	28
s/e	30
y/o	42
c/o	46
f/o	46
i/o	90

INDIVIDUALIZED PRACTICE: †

p/m, d/o, i/l, . Key

WORDCHAMP:

Played for 1 minute, 3 words found, 5 total points

Backspace ON

ERGONOMIC ADJUSTMENTS

Before beginning to key, you must **ALWAYS** adjust you and your workstation. Do this now.

Chair

Sit in your chair so that you are all the way to the back of the chair.

Your feet should be flat on the floor. If your legs are not being supported, adjust your chair up or down by:

- standing up
- pulling lever on righthand side
- gently sitting down until comfortable height is reached

Desk

Desk should be at height of elbows.

Adjust desk up or down by rotating lever under desk.

Keyboard

Be sure the "legs" on the top lefthand and righthand corners are down; that is, keyboard should be flat.

Bring front edge of keyboard to front edge of desk. There should be no desk on which to rest your wrists.

Move keyboard right or left to align the "j" key with the center of your body (where your buttons are on your shirt).

Push your chair away from desk if you feel you are too close to the keyboard.

Laptop keyboard

If you have a laptop, you **must** get a regular size keyboard and plug it into your laptop to do your lessons. You are confusing your brain and your fingers if you attempt to use the laptop keyboard to do your lessons.

Also, if you have a split or ergonomic keyboard, you **must** change to the standard keyboard.

Fingers

ALWAYS curved and upright to type with your **fingertips**. Long nails cause you to type flat fingered, and you cannot make the reaches. Also, if your fingers are laying down, you cannot make the reaches.

Wrists

Keep your wrists flat or also known as the neutral position.

Eyes

While you are keying, keep your eyes

on the screen if the material is being presented in the software.

on the book or paper if the material is being presented in hard copy form.

Screen (monitor)

Adjust the monitor so that you are looking down slightly. If you wear reading glasses and spend a great deal of time using a computer, please discuss this with your optometrist in order to have a pair of computer reading glasses made to prevent eye and neck fatigue.

Source/hard copy

ALWAYS keep your source document upright

Choose whichever side is more comfortable for you

ERGOADJUST.BGN 102
GETTING STARTED
DISC 1 RED
CR 9/23/11

CAUTION

Do not enter your own information. Your instructor **MUST** enter you into the network system.

ENTERING PROGRAM

1. Click on **Start**
2. Point to **All Programs**
3. Scroll to and click on **KEYBOARDING PROGRAMS**
4. Click on **KEYCHAMP 2.0**
5. At the **ENTER NETWORK PASSWORD** login dialogue box
 - **USERNAME:** keyboard
 - **PASSWORD:**
 - Click on **OK** or press the **ENTER KEY**
6. At the **User Account Control** (yellow) box, click on **Yes**
7. Repeat **Step 5**
8. **LOGIN DIALOGUE BOX**

USERNAME: Initial of first name and full last name; example: credmon
PASSWORD: Your initials (lowercase) and last four (4) digits of your Student ID number; example: cr1234
9. **START USING KEYCHAMP**
 - Click on **ENTER SESSION 1**

EXITING PROGRAM

1. **TO EXIT KEYCHAMP**
 - Click the **QUIT** button
 - Are you sure you want to quit KeyChamp? Click on **Yes**
 - Do you also want to log off? Click on **Yes**
2. **DO NOT TURN OFF COMPUTER**
 - Point to **Shutdown**
 - Click on **Restart**

NOTE

If you do not enter the program using keyboard, your work will **NOT** be saved to the network.

ACCKEYCH2.BGN 102
GETTING STARTED
DISC 1 RED
CR 9/23/11

BGN 102--TYPING--SKILL BUILDING

OUTSIDE HOURS LOG

OBJECTIVES

In order to gain a motor skill, you must practice on a daily basis. Several weeks of work in one week does **NOT** develop a skill.

GOAL

To **visualize** your development of achieving the motor skill of keyboarding.

DIRECTIONS

1. Each time you visit the lab
 - a. Log in on the **TIMEKEEPER** computer
 - b. Complete the information required on your **Outside Hours Log**
 - c. Log out on the **TIMEKEEPER** computer
2. Your instructor may wish to review your completed form with you to ensure that you are completing your course work as outlined on your schedule. This form will be submitted at the last class meeting and count as part of your **sessions**.
3. If you are completing your sessions at home, also complete the information on your **Outside Hours Log**.

BGN 102-TYPING-SKILL BUILDING

OUTSIDE HOURS LOG

NAME _____

It is important for you to manage your workload efficiently for this course to attain the skills you desire. Therefore, you will maintain this log on a **daily basis** when working on your sessions outside of the scheduled class days and times; that is, in the lab or at home.

[illegible]

NOTE: This log must be submitted when you have completed the last session. It will count as part of your **sessions**.

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FRMOUTLOG.BGN 102
GETTING STARTED
DISC 1 RED
CR/eb 5/7/14
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[illegible]

EVENTS

FALL
1992



HOURS OF OPERATION

STUDENT ACTIVITIES OFFICE	8:00 a.m.-5:00 p.m.	M-F	CAREER CENTER	8:00 a.m.-8:00 p.m.	MTW
				8:00 a.m.-5:00 p.m.	ThF
ADMINISTRATION BUILDING	8:00 a.m.-8:00 p.m.	M-Th	COMMUNITY EDUCATION	8:00 a.m.-5:00 p.m.	M-F
(Bailey Hall-)	8:00 a.m.-5:00 p.m.	F			
BOOKSTORE	7:45 a.m.-9:00 p.m.	M-Th	INSTRUCTIONAL OFFICE	8:00 a.m.- 8:00 p.m.	M-Th
	7:45 a.m.-3:45 p.m.	F		8:00 a.m.- 5:00 p.m.	F
CAFETERIA SERVICES.	7:30 a.m.-1:30 p.m.	M-F	LIBRARY	7:45 a.m.-10:00 p.m.	M-Th
	5:00 p.m.-9:00 p.m.	M-Th		7:45 a.m.-5:00 p.m.	F
				12:00 p.m.-5:00 p.m.	Sat/Sun
BEARS DEN	10:30 a.m.-4:00 p.m.	M-Th	HEALTH SERVICES	9:00 a.m.-4:30 p.m.	M-F
	10:30 a.m.-3:00 p.m.	F		9:30 a.m.-3:00 p.m.	W
				5:00 p.m.-7:00 p.m.	W
ESPRESSO BAR	7:00 a.m. - 4:00 p.m.	M-Th	OAK LEAF OFFICE	2:00 p.m.-5:00 p.m.	M&T
	7:00 a.m. - 3:00 p.m.	F	(Newspaper)	2:00 p.m.-4:00 p.m.	F
CAMPUS POLICE	7:00 a.m.-11:00 p.m.	M-Th	REENTRY SERVICES.	8:00 a.m.-5:00 p.m.	MTThF
	7:00 a.m.-Noon	F		8:00 a.m.-7:00 p.m.	W
	1:00 p.m.-11:00 p.m.	F			
	7:30 a.m.-3:30 p.m.	Sat	STUDENT LOUNGE &	8:00 a.m.-7:00 p.m.	M-Th
	8:00 a.m.-4:00 p.m.	Sun	GAMEROOM	8:00 a.m.-3:00 p.m.	F

AUGUST 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
						
9	10	11	12	13	14	15
		BOARD OF TRUSTEES - 4:00 pm- Library, Room 1				
16	17	18	19	20	21	22
			CLASSES BEGIN, FALL 1992 SEMESTER CREDIT/NO CREDIT GRADE OPTION PERMITTED UNTIL SEPT. 25 LATE REGISTRATION FOR ALL STUDENTS	LATE REGISTRATION FOR ALL STUDENTS	LATE REGISTRATION FOR ALL STUDENTS	BOOKSTORE OPEN 10:00 am - 4:00 pm
23	24	25	26	27	28	29
	LATE REGISTRATION FOR ALL STUDENTS CSA MEETS-3:00 pm-Pioneer Hall	LATE REGISTRATION FOR ALL STUDENTS	EXECUTIVE CABINET MEETS- 3:00-Pioneer Hall		ASSOCIATED STUDENTS BOOK LOANS-3:00 pm - 4:00 pm- Doyle Student Lounge-6:00 pm - 7:00 pm-Accounting Office (Evening Students Only)	BOOKSTORE OPEN 10:00 am - 4:00 pm
30	31	LAST DAY TO REGISTER/ADD AN OPEN SEMESTER LENGTH COURSE (WITHOUT INSTRUCTOR'S SIGNATURE) ICC MEETS-Noon-Pioneer Hall				
	CSA MEETS-3:00 pm-Pioneer Hall					

SEPTEMBER 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 LAST DAY TO DROP AND BE ELIGIBLE FOR ENROLLMENT/ COURSE FEE REFUND ICC MEETS-Noon-Pioneer Hall ART GALLERY-"John Keith Kessel Retrospective"-Now Through Sept. 18	2 EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall FOOTBALL-5:00 pm-vs. Scrimmage-Here	3	4 WELCOME DAY- 12:00 - 1:00 pm-Coop Patio	5 
6	7 LABOR DAY HOLIDAY- Classes Do Not Meet	8 FIRST CENSUS DAY LAST DAY TO REGISTER/ADD AN OPEN/CLOSED SEMESTER LENGTH COURSE (WITH INSTRUCTOR'S SIGNATURE) WOMEN'S SOCCER-TBA-vs. Scrimmage-Here ICC MEETS-Noon-Pioneer Hall BOARD OF TRUSTEES- 4:00 pm-Library, Room 1	9 CLUB DAYS-10:00 am - 2:00 pm-Coop Lawn EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall	10 CLUB DAYS-10:00 am - 2:00 pm-Coop Lawn WOMEN'S SOCCER- TBA-vs. Bakersfield-There	11 LAST DAY TO DROP A CLASS WITHOUT A "W" SYMBOL MEN'S SOCCER-TBA-vs. Cosumnes River-There WOMEN'S SOCCER-TBA-vs. Bakersfield-There VOLLEYBALL-TBA-vs. Yuba Tournament-There PLANETARIUM-7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky" CHAMBER CONCERT- 8:00 pm-Newman Auditorium	12 WOMEN'S SOCCER-TBA-vs. Bakersfield-There VOLLEYBALL-TBA-vs. Yuba Tournament-There CROSS COUNTRY-8:30 am-vs. Fresno Invitational-There FOOTBALL-7:00 pm-vs. Diablo Valley-There PLANETARIUM-7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"
13 PLANETARIUM- 1:30 pm-"Astronomy in the Age of Exploration"- 3:00 pm-"Stars of the Autumn Sky" MEN'S SOCCER-TBA-vs. Cosumnes River-There	14 PROJECT GRANT & FILM GRANT APPLICATIONS AVAILABLE- 8:00am-Student Activities Office ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall MEN'S SOCCER- 3:30 pm-vs. West Valley-Here	15 ICC MEETS-Noon-Pioneer Hall	16 WOMEN'S SOCCER- 2:00 pm-vs. Canada-There EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall MEN'S SOCCER- 4:00 pm-vs. Canada-There VOLLEYBALL- 6:00 pm-vs. Chabot	17	18 ART GALLERY-Last Chance to View "John Keith Kessel Retrospective" WATER POLO-All Day-vs. Hartnell Tournament-There TAIL GATE PARTY- 5:00 pm-Bailey Field Parking Lot FOOTBALL-7:00 pm-vs. San Francisco City College-Here PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"	19 VOLLEYBALL-TBA-vs. Davis Tournament-There MEN'S SOCCER-TBA-vs. Santa Rosa Tournament-Here CROSS COUNTRY-TBA-vs. Sierra Invitational-There WOMEN'S SOCCER- 11:00 am-vs. Humboldt-Here PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"
20 PLANETARIUM- 1:30 pm-"Astronomy in the Age of Exploration"- 3:00 pm-"Stars of the Autumn Sky" MEN'S SOCCER- TBA-vs. Santa Rosa Tournament-Here	21 ARTS & LECTURES- Noon-Pioneer Hall CSA MEETS- 3:00 pm-Pioneer Hall	22 ICC MEETS-Noon-Pioneer Hall WOMEN'S SOCCER- 3:00 pm-vs. Ohlone-Here WATER POLO- 3:30 pm-vs. Foothill-There	23 EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall VOLLEYBALL- 6:30 pm-vs. San Francisco City-There	24 	25 LAST DAY TO OPT FOR CREDIT/NO CREDIT WOMEN'S SOCCER- 1:00 pm-vs. DeAnza-There WATER POLO- 3:30 pm-vs. Ohlone-Here VOLLEYBALL- 6:30 pm-vs. Sierra-Here PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"	26 MEN'S SOCCER- TBA-vs. Modesto Tournament-There VOLLEYBALL-TBA-vs. Monterey Power-There PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"
27 PLANETARIUM- 1:30 pm-"Astronomy in the Age of Exploration"- 3:00 pm-"Stars of the Autumn Sky"	28 ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall PROJECT GRANT & FILM GRANT APPLICATIONS DUE- 5:00 pm-Student Activities Office	29 ICC MEETS-Noon-Pioneer Hall WATER POLO- 3:30 pm-vs. Solano-Here VOLLEYBALL- 6:30 pm-vs. Napa-Here	30 COLLEGE/UNIVERSITY DAY EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall			

CSA-COLLEGE STUDENT ASSEMBLY - The legislative body of the Associated Students composed of all Associated Students elected and appointed officers.

ICC-INTER-CLUB COUNCIL - Regulates and coordinates club activities and events. It is composed of one representative from each club with the Associated Students Vice-President as chairman.

OCTOBER 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 IS THE GHOST BACK AT PIONEER HALL? Check the Bookstore for details. BLOOD DRIVE-10:00 am - 2:00 pm-Doyle Student Lounge WATER POLO- 3:30 pm-vs. Hartnell-Here	2 VOLLEYBALL-TBA-vs. Jaguar Invitational-San Jose WATER POLO- 3:30 pm-vs. Ohlone-There FOOTBALL- 7:00 pm-vs. Redwoods-Here PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"	3 VOLLEYBALL-TBA-vs. Jaguar Invitational-San Jose CROSS COUNTRY-10:00 am-vs. Lou Vasquez Invitational-There WOMEN'S SOCCER- Noon-vs. Los Positos-Here PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"
4 PLANETARIUM- 1:30 pm-"Astronomy in the Age of Exploration"- 3:00 pm-"Stars of the Autumn Sky"	5 ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall	6 MID TERM REPORTS ISSUED ICC MEETS-Noon-Pioneer Hall MEN'S SOCCER- 3:00 pm-vs. Modesto-Here WATER POLO- 3:30 pm-vs. DeAnza-Here VOLLEYBALL- 6:30 pm-vs. Cosumnes River-Here	7 SRJC/SSU CONNECTIONS (TRANSFER SEMINAR)- 12:00 - 6:00 pm-SSU Campus EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall POLITICAL DEBATE- 7:00 pm-Newman Auditorium	8 WATER POLO- 1:30 pm-vs. Cabrillo-There WOMEN'S SOCCER- 3:30 pm-vs. American River-There	9 MEN'S SOCCER-3:30 pm-vs. Fresno-There VOLLEYBALL- 6:30 pm-vs. Mendocino-Here PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky" BAROQUE SINFONIA- 8:00 pm-Luther Burbank Center THEATRE ARTS-8:15 pm-"The Bat"-Burbank Studio Theatre	10 CROSS COUNTRY-11:00 am-vs. CSM Invitational-Belmont THEATRE ARTS-2:00 & 8:15 pm-"The Bat"-Burbank Studio Theatre FOOTBALL-7:00 pm-vs. Sacramento City-There PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"
11 PLANETARIUM- 1:30 pm-"Astronomy in the Age of Exploration"- 3:00 pm-"Stars of the Autumn Sky" BAROQUE SINFONIA-3:00 pm-Sonoma Community Center	12 ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall	13 ICC MEETS-Noon-Pioneer Hall MEN'S SOCCER-3:30 pm-vs. Cosumnes River-Merced-Here WATER POLO-3:30 pm-vs. College of Marin-Here WOMEN'S SOCCER-3:30 pm-vs. Cosumnes River-Here BOARD OF TRUSTEES- 4:00 pm-Library, Room 1 VOLLEYBALL-6:30 pm-vs.Yuba-There	14 SECOND 8-WEEK SESSION CLASSES BEGIN USED BOOK FAIRE- 10:00 am - 2:00 pm-Coop Lawn EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall POLITICAL DEBATE-Noon & 7:00 pm-Newman Auditorium	15 ART GALLERY- "Digital Photography"- Now Through Dec. 4 WOMEN'S SOCCER- 3:30 pm-vs. Delta-There THEATRE ARTS-8:15 pm-"The Bat"-Burbank Studio Theatre	16 IS THE GHOST BACK AT PIONEER HALL? Check the Bookstore for details. CROSS COUNTRY-3:00 pm-vs. Modesto & Sacramento City-There MEN'S SOCCER-3:00 pm-vs. Cosumnes River-Here VOLLEYBALL- 6:30 pm-vs. Merced-There FOOTBALL-7:00 pm-vs. Taft-Here PLANETARIUM-7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky" THEATRE ARTS-8:15 pm-"The Bat"-Burbank Studio Theatre	17 THEATRE ARTS-2:00 & 8:15 pm-"The Bat"-Burbank Studio Theatre PLANETARIUM- 7:00 pm-"Astronomy in the Age of Exploration"- 8:30 pm-"Stars of the Autumn Sky"
18 PLANETARIUM- 1:30 pm-"Astronomy in the Age of Exploration"- 3:00pm-"Stars of the Autumn Sky"	19 NATIONAL COLLEGE ALCOHOL AWARENESS WEEK ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 PM-PIONEER HALL	20 ICC MEETS-Noon-Pioneer Hall MEN'S SOCCER-3:30 pm-vs. American River-There WATER POLO- 3:30 pm-vs. Sierra-There VOLLEYBALL-6:30 pm-vs. Sacramento City-Here	21 EXECUTIVE CABINET MEETS- 3:30 pm-Pioneer Hall POLITICAL DEBATE- 7:00 pm-Newman Auditorium	22 WATER POLO- 3:30 pm-vs. DeAnza-There WOMEN'S SOCCER- 3:30 pm-vs. Fresno-There	23 WORK EXPERIENCE TIME CARDS DUE BEFORE 5:00 PM CROSS COUNTRY- 3:00 pm-vs. Merced- There MEN'S SOCCER- 3:00 pm-vs. Modesto-There VOLLEYBALL-6:30 pm-vs. American River-Here PLANETARIUM- 7:00 pm-"Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"	24 FOOTBALL- 1:00 pm-vs. Fresno-There PLANETARIUM- 7:00 pm-"Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"
25 PLANETARIUM- 1:30 pm-"Exploration of the Universe"- 3:00 pm-"Stars of the Winter Sky" FALL CHORAL CONCERT- 3:00 pm-Luther Burbank Center FALL CONCERT- 8:00 pm-Newman Auditorium	26 SECOND CENSUS DAY ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 PM-PIONEER HALL	27 ICC MEETS-Noon-Pioneer Hall MEN'S SOCCER- 3:00 pm-vs. Fresno-Here WOMEN'S SOCCER-3:00 pm-vs. Modesto-There WATER POLO-3:30 pm-vs. Caballero-There	28 LOST & FOUND AUCTION- Noon-Coop Patio EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall VOLLEYBALL- 6:00 pm-vs. San Jose City-There POLITICAL DEBATE- 7:00 pm-Newman Auditorium	29 WOMEN'S SOCCER-3:00 pm-vs. American River-Here	30 LAST DAY TO RE-INSTATE AFTER BEING DROPPED AT MID TERM CROSS COUNTRY- 3:00 pm-American River-Here MEN'S SOCCER- 3:00 pm-vs. Merced-There WATER POLO-3:30 pm-vs. Marin-There VOLLEYBALL- 6:30 pm-vs. Modesto-Here FOOTBALL- 7:00 pm-vs. Sequoias-Here PLANETARIUM-7:00 pm-"Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky" CHAMBER CONCERT-8:00 pm-Newman Auditorium	31 PLANETARIUM- 7:00 pm-"Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"

NOVEMBER 1992

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 PLANETARIUM- 1:30 pm-"Exploration of the Universe"- 3:00 pm-"Stars of the Winter Sky" SYMPHONY BAND CONCERT- 3:00 pm-Burbank Auditorium	2 TALK TURKEY! DETAILS AT THE BOOKSTORE ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall	3 ICC MEETS-Noon-Pioneer Hall WATER POLO- 3:00 pm-vs. Salano-There WOMEN'S SOCCER- 3:00 pm-vs. Cosumnes River- There VOLLEYBALL- 6:30 pm-vs. Merced-Here	4 ART GALLERY- "Interactive Multimedia Exhibit"- Now Through Nov. 25 EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall JAZZ BAND CONCERT- 8:00 pm-Burbank Auditorium	5 WOMEN'S SOCCER- 3:00 pm-vs. Delta-Here	6 MEN'S SOCCER-3:00 pm-vs. American River-Here WATER POLO- 3:00 pm-vs. Sierra-Here VOLLEYBALL-6:30 pm- vs. Sacramento City-There FOOTBALL-7:00 pm- vs. American River-There PLANETARIUM-7:00 pm- "Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"	7 CROSS COUNTRY-TBA- vs. Nor Cal Invitational-Belmont MEN'S BASKETBALL-Noon- vs. Scrump West Valley-There PLANETARIUM- 7:00 pm-"Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"
8 PLANETARIUM- 1:30 pm-"Exploration of the Universe"- 3:00 pm-"Stars of the Winter Sky"	9 ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall	10 ICC MEETS-Noon-Pioneer Hall WATER POLO- 3:00 pm-vs. Foothill-Here WOMEN'S SOCCER- 3:00 pm-vs. Fresno-Here BOARD OF TRUSTEES- 4:00 pm-Library, Room 1 VOLLEYBALL-6:30 pm- vs. American River-There	11 ARTS & LECTURES- Noon-Newman Auditorium EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall	12	13 VETERAN'S DAY HOLIDAY MEN'S BASKETBALL-TBA- vs. Alameda Tournament-There WATER POLO-TBA- vs. Nor Cal Regional-Cupertino CROSS COUNTRY-2:00 pm- vs. Camino Norte Conference- Modesto PLANETARIUM-7:00 pm- "Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"	14 MEN'S BASKETBALL-TBA- vs. Alameda Tournament-There WATER POLO-TBA- vs. Nor Cal Regional-Cupertino WOMEN'S BASKETBALL- 6:00 pm-vs. Chabot-There FOOTBALL- 7:00 pm-vs. Los Medanos-There PLANETARIUM-7:00 pm- "Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"
15 PLANETARIUM- 1:30 pm-"Exploration of the Universe"- 3:00 pm-"Stars of the Winter Sky"	16 TALK TURKEY! DETAILS AT THE BOOKSTORE ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall WOMEN'S BASKETBALL-6:30 pm- vs. Mendocino-There	17 ICC MEETS-Noon-Pioneer Hall VOLLEYBALL- 6:30 pm-vs. Modesto-There MEN'S BASKETBALL- 7:00 pm-vs. Marin-Here	18 EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall	19 GREAT AMERICAN SMOKEOUT WOMEN'S BASKETBALL-TBA- vs. Santa Rosa Invitational Tournament-Here	20 MEN'S BASKETBALL-TBA- vs. Diablo Valley Invitational- Concord WATER POLO-TBA-vs. State Championship-Long Beach WOMEN'S BASKETBALL-TBA- vs. Santa Rosa Invitational Tournament-Here FOOTBALL-7:00 pm-vs. Merced-Here PLANETARIUM-7:00 pm- "Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky" CHAMBER CONCERT-8:00 pm- Newman Auditorium THEATRE ARTS-8:15 pm- "The Hobbit"-Burbank Auditorium	21 CROSS COUNTRY-TBA- vs. State J.C. Meel-Fresno MEN'S BASKETBALL-TBA-vs. Diablo Valley Invitational-Concord WATER POLO-TBA-vs. State Championship-Long Beach WOMEN'S BASKETBALL-TBA- vs. Santa Rosa Invitational Tournament-Here THEATRE ARTS-2:00 & 8:15 pm- "The Hobbit"-Burbank Auditorium PLANETARIUM-7:00 pm- "Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"
22 MEN'S BASKETBALL-TBA-vs. Diablo Valley Invitational-Concord MEN'S SOCCER- 1:00 pm-vs. Nor Cal Playoffs-TBA PLANETARIUM- 1:30 pm-"Exploration of the Universe"- 3:00 pm-"Stars of the Winter Sky"	23 LAST DAY TO DROP A CLASS WITH "W" SYMBOL ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall	24 ICC MEETS-Noon-Pioneer Hall VOLLEYBALL- TBA-vs. Round I Playoffs-TBA WOMEN'S BASKETBALL- 6:00 pm-vs. Butte-Here MEN'S BASKETBALL-8:30 pm- vs. UC Berkeley Club-Here	25 EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall ART GALLERY- Last Chance to View "Interactive Multimedia Exhibit"	26 THANKSGIVING HOLIDAY	27 THANKSGIVING HOLIDAY THEATRE ARTS-2:00 & 8:15 pm- "The Hobbit"-Burbank Auditorium PLANETARIUM- 7:00 pm-"Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"	28 WOMEN'S SOCCER- TBA-vs. Nor Cal Playoffs-TBA THEATRE ARTS-2:00 & 8:15 pm- "The Hobbit"-Burbank Auditorium PLANETARIUM- 7:00 pm-"Exploration of the Universe"- 8:30 pm-"Stars of the Winter Sky"
29 MEN'S SOCCER- 1:00 pm-vs. Nor Cal Playoffs-TBA PLANETARIUM- 1:30 pm-"Exploration of the Universe"- 3:00 pm-"Stars of the Winter Sky"	30 ARTS & LECTURES- Noon-Newman Auditorium CSA MEETS-3:00 pm-Pioneer Hall JAZZ COMBOS- 8:00 pm-Newman Auditorium					



EXECUTIVE CABINET - The administrative body of the associated Students composed of the President, Executive Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Parliamentarian, and two Representatives-at-large.

DECEMBER 1992

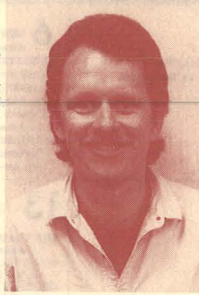
ASSOCIATED STUDENTS - The official student organization of SRJC.

SAO-STUDENTS ACTIVITIES OFFICE - Located in the north end of Pioneer Hall.

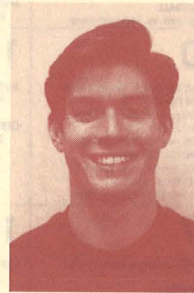
A STUDENT ACTIVITIES/STUDENT SERVICES/ASSOCIATED STUDENTS PUBLICATION.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 ICC MEETS-Noon-Pioneer Hall VOLLEYBALL- TBA-vs. Round II Playoffs-TBA MEN'S BASKETBALL- 7:00 pm-vs. Foothill-Here	2 EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall	3 BLOOD DRIVE- 10:00 am - 2:00 pm- Doyle Student Lounge MEN'S BASKETBALL- TBA-vs. American River Tournament-Sacramento	4 WORK EXPERIENCE TIME CARDS DUE BEFORE 5:00 PM MEN'S BASKETBALL-TBA-vs. American River Tournament- Sacramento VOLLEYBALL-TBA-vs. State Tournament-Sacramento WOMEN'S BASKETBALL-TBA-vs. Sequoias Tourney-There PLANETARIUM-7:00 & 8:30 pm- "Mystery of the Christmas Star" DANCE CONCERT- 8:00 pm-Burbank Auditorium	5 MEN'S BASKETBALL-TBA-vs. American River Tournament- Sacramento VOLLEYBALL-TBA-vs. State Tournament-Sacramento WOMEN'S BASKETBALL-TBA-vs. Sequoias Tourney-There PLANETARIUM-7:00 & 8:30 pm- "Mystery of the Christmas Star" DANCE CONCERT- 8:00 pm-Burbank Auditorium
6 VOLLEYBALL-TBA- vs. State Tournament-Sacramento WOMEN'S BASKETBALL-TBA- vs. Sequoias Tourney-There MEN'S SOCCER-1:00 pm- vs. State Championships-TBA PLANETARIUM-1:30 & 3:00pm- "Mystery of the Christmas Star"	7 LAST DAY TO PETITION TO GRADUATE, DECEMBER 1992 ARTS & LECTURES- Noon-Newman Auditorium MEN'S SOCCER-1:00 pm- vs. State Championships-TBA CSA MEETS-3:00 pm-Pioneer Hall	8 MEN'S BASKETBALL-TBA- vs. Modesto Tournament-Modesto ICC MEETS-Noon-Pioneer Hall BOARD OF TRUSTEES- 4:00 pm-Library, Room 1	9 3RD ANNUAL HOLIDAY OPEN HOUSE AT THE BOOKSTORE MEN'S BASKETBALL-TBA- vs. Modesto Tournament-Modesto WOMEN'S BASKETBALL-TBA- vs. East Bay Classic-There EXECUTIVE CABINET MEETS- 3:00 pm-Pioneer Hall CHRISTMAS CONCERT- 8:00 pm-Burbank Auditorium	10 MEN'S BASKETBALL-TBA- vs. Modesto Tournament-Modesto WOMEN'S BASKETBALL-TBA- vs. East Bay Classic-There	11 MEN'S BASKETBALL-TBA- vs. Modesto Tournament-Modesto WOMEN'S BASKETBALL-TBA- vs. East Bay Classic-There BAROQUE SYMPHONY- 8:00 pm-Luther Burbank Center PLANETARIUM-7:00 & 8:30 pm- "Mystery of the Christmas Star"	12 MEN'S BASKETBALL-TBA- vs. Modesto Tournament-Modesto WOMEN'S BASKETBALL-TBA- vs. East Bay Classic-There PLANETARIUM-7:00 & 8:30 pm- "Mystery of the Christmas Star"
13 CHRISTMAS CONCERT- 3:00 pm-Burbank Auditorium PLANETARIUM-1:30 & 3:00 pm- "Mystery of the Christmas Star"	14 FINAL EXAMS SELL YOUR BOOKS AT THE SRJC BOOKSTORE!	15 FINAL EXAMS SELL YOUR BOOKS AT THE SRJC BOOKSTORE! WOMEN'S BASKETBALL- 6:30 pm-vs. Ohlone-Here MEN'S BASKETBALL- 7:00 pm-vs. Chabot-Here CHRISTMAS CONCERT- 8:00 pm-Newman Auditorium	16 FINAL EXAMS SELL YOUR BOOKS AT THE SRJC BOOKSTORE!	17 FINAL EXAMS SELL YOUR BOOKS AT THE SRJC BOOKSTORE!	18 FINAL EXAMS SELL YOUR BOOKS AT THE SRJC BOOKSTORE! MEN'S BASKETBALL- TBA-vs. Kris Kringle Classic-Here PLANETARIUM-7:00 & 8:30 pm- "Mystery of the Christmas Star"	19 MEN'S BASKETBALL- TBA-vs. Kris Kringle Classic-Here PLANETARIUM-7:00 & 8:30 pm- "Mystery of the Christmas Star"
20 MEN'S BASKETBALL- TBA-vs. Kris Kringle Classic-Here PLANETARIUM-1:30 & 3:00 pm- "Mystery of the Christmas Star"	21 SEMESTER BREAK	22 SEMESTER BREAK WOMEN'S BASKETBALL-6:00 pm- vs. San Francisco CC-Here	23 SEMESTER BREAK	24 SEMESTER BREAK	25 SEMESTER BREAK	26 SEMESTER BREAK
27 SEMESTER BREAK	28 SEMESTER BREAK WOMEN'S BASKETBALL-TBA- vs. San Jose Invitational-There	29 SEMESTER BREAK MEN'S BASKETBALL-7:30 pm- vs. San Francisco CC-There WOMEN'S BASKETBALL-TBA- vs. San Jose Invitational-There	30 SEMESTER BREAK WOMEN'S BASKETBALL-TBA- vs. San Jose Invitational-There	31 SEMESTER BREAK		

JIM WALL
President



CRAIG BRADLEY
Executive Vice President



LUCY GIOVANDO
Treasurer



ROB ROBINSON
Vice-President



ROSCO THE BEARCUB
Mascot



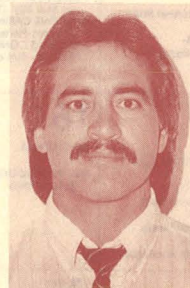
ERICA FEIN
Corresponding Secretary



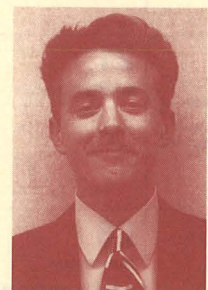
RONDA EISENHAUER
Activities Advisor



BOB FLORES
Director of Student Activities



BRIAN BUCK
Student Trustee



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CTOR'S SIGNATURE

CE; \oplus EXCUSED; \ominus TARDY

Wall, President

raig Bradley, Exec. Vice-President

Robinson, Vice-President

cy Giovando, Treasurer

Ann Peterson, Recording Secretary

ica Fein, Corresponding Secreta

in Westphal, Freshman Rep

ancy Kunst, Program Cha

era Kirkwood, Sophomore

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ASSOCIATED STUDENTS
EXECUTIVE CABINET
SUMMER 1992
AGENDA

Meeting #1
5/27/92

I. REPORTS

- A. President *Program Board, Retreat student pay raise* Jim Wall
B. Advisors *welcome back* Flores/Eisenhauer

II. APPOINTMENTS

- A. Corresponding Secretary *m/s/c to appoint Erica Fein to office of Corresponding Secretary for 1992-93 year*
B. Committees Commissioner *m/s/c to appoint Maria Bushey as Committees Commissioner for Fall 1992 semester*

III. OLD BUSINESS

IV. NEW BUSINESS

- A. S.F. CONFERENCE *m/s/c to allocate up to \$44500 out of Assoc. Conferences to send Erica Fein to National Conference on Racial Issues in Higher Ed.*
B. RETREAT

V. ANNOUNCEMENTS



Santa Rosa Junior College

ART GALLERY

May 18, 1992

TO: Herb Sullivan, Arts & Lectures Committee Chair
Roberta Dunham, Community Education
Ricardo Navarette, Multi-Cultural Committee Chair
John Watrous, Art Dept. Chair
Jon Nelson, Music Dept. Chair
Deanne Peterson, Student Activities Chair

FROM: Nikki Raschbacher, Art Gallery *Nikki*

SUBJECT: San Jose Taiko

During Spring semester 1993, the Art Gallery will present an exhibit entitled, "Kyoto Fibers, Fiber Works From SEIAN." This is an exhibit that is traveling nationally and features the work of five artists from the Seian Women's school in Kyoto. The work is contemporary using traditional Japanese textile techniques. The dates of the exhibit are, Feb. 18 - Mar. 25, 1993.

In conjunction with the exhibit, I have negotiated a performance by San Jose Taiko for a matinee performance on Sun., Feb. 21. For those of you who are not familiar with San Jose Taiko, they are an Asian American drumming company founded in 1973. They incorporate the traditional rhythms of Japanese drumming with the beat of African, Latin and jazz percussion, and include modern dance, colorful costumes and vibrant lighting design. They will also act as a "kick-off" performance for the Japanese film festival that is planned to coincide with the gallery exhibit. Dates for the film fest have yet to be decided.

Now, I just need to pay for them—and this is where you come in. I have negotiated a 50 minute performance by 5-6 members of the 10 member troop for \$3,000.00. The Art Gallery will probably be able to commit to \$750.00, perhaps even \$1,000.00. I'm asking that as representatives of your committee or department that you consider this request for sponsorship and present it to your groups. The booking agent will hold the Feb. date for me until July 1.

Like you, I don't know for sure how much money will be in the Gallery coffers next year, but I do have a rough idea. For now, I'm asking primarily if you would be interested in acting as a sponsor should you have money available next year. Please let me know as soon as possible. I can be reached in person or by voice mail at 4298 or on e-mail if you have any further questions. I'll be on campus until June 5. Thanks!

cc: Donna Larsen, Gallery Director

*For the first year (Summer 1992) we will not have Graphical Data(Charts, Graphs, Etc.) and we will only concentrate on instructional departments. Exact format will be set at next INFO BASE MEETING.

Outline for Quantitative Data by District, Location, Instructional Area, Department

Student Access (Total bodies and FTES)

X Years (Ideally 5 years)- Total Number of sections offered, Total FTES (If possible % of each compared to District total).

By Semester Sections and Enrollments - Total Number of sections offered, Total Individuals, Total FTES.

For year FTES by type of course {semester length-UC,CSU,100-199,200-399, Non-Credit & Short- UC,CSU,100-199, 200-399, Non-Credit }

By semester- Instructional mode- number of sections (Lecture, Lecture/Lab, Lab, Other.

X Years (Ideally 3 years) Gender and Age, percentage of department & percentage of district for Gender & Age (example -18 yr Male,or 35-54 female).

X Years (Ideally 3 years) Gender & Ethnicity, percentage of department & percentage of district for Gender & Ethnicity (example -Hispanic male,or African American female).

Units Carried

Grade Distribution

Educational Goals

Financial Aid (District only)

Student Success

4/13 mtg handouts

FINAL DRAFT MISSION STATEMENT

Santa Rosa Junior College is an institution of higher education operating within the framework of the California Education Code for Community Colleges and the Master Plan for Higher Education. Our Mission is to increase the knowledge, improve the skills and enhance the lives of those who enroll in our programs and courses by providing a learning environment throughout the District.

In fulfilling our Mission we are committed to:

- Serving the educational needs of our students and our community through programs and courses which maintain high academic standards and develop a respect for learning in all of our students.
- Offering courses and programs which reflect academic excellence, integrity and ^{delete} ~~currency~~ and which serve the variety of needs and abilities of our students.
- Responding to economic, demographic, intellectual, and technological changes through educational program development and staff development.
- Securing and maintaining a faculty and staff that is knowledgeable and current in their fields.
- Promoting open access through actively eliminating barriers to a college education.
- Promoting and maintaining ethnic, cultural and gender diversity within our student body, faculty, staff, administration and course offerings.
- Actively helping students to succeed in meeting their educational goals by providing comprehensive instructional and student support services.
- Challenging students to fully participate in the learning process by teaching students to be responsible for their academic success.
- Preparing our students for participation as citizens at the local, national and global levels.
- Contributing to the cultural life of our community by presenting enrichment opportunities to our students and community members.
- Maintaining the stability of our institution by exercising our public responsibility for sound resource development and use in order to meet our commitments to the citizens of the District.
- Practicing shared governance within the institution through processes that are inclusive and respectful of all participants and in which information and decision-making are shared.
- Periodically reviewing our MISSION STATEMENT with participation by students, faculty, staff and administration.

Institutional Planning Council
Planning Inventory

Plan / Process	I/S*	Cycle	When Initiated	Where Initiated	Who Develops	Who Reviews	Committee Involved?	Board?	Published?	Who Uses It	Comments
Accreditation Report	I	5 year	?	VP Academic Affrs			Ad Hoc	Yes	All		
Associated Students Goal Setting	I	Annual	Fall	Leadership Retreat	CSA	CSA	If appropriate	Yes	ASB	ASB	
Budget	I	Annual	Fall	Business Services	All	Dean, VP	Budget Co	Yes	Yes in July	Activity Ctrs/Business Services	
5 Year Capital Outlay Report	I	Annual	Fall	Dean /Ad. Services	Ad Services	Board	Facility Plann'g	Yes	Limited	Bus Services/State	
Chancellor's Study (Personnel)	I	Annual	Fall	Chancellor's Office	Personnel **	Chancellor's Office		No	Chan. Office		DB for planning
Classified Staffing Recommendation	I	Annual	Varies	Personnel Office	Personnel	Deans	Yes	Yes	?	All	
Collective Bargaining (L. Munson)- Listed on P. 2											
Computing Services Report	I	Annual	Spring	Computing Services	B. Schooling	C. Groninga	CRG-Rpt	Yes	Limited	Board	
Departmental/Pet Center Program Review	I	Undergoing complete renovation									
Educational Telecommunications Plans	I	Annual	1988-89	EPC	ETC	VP/AA	ETC	No	Internal	Mngrs/Dept.	
Emergency Preparedness Plan	I	Annual	1991	Campus Police/Safety	Safety Comm.	College Council	Yes	No	Yes	Mngrs/Chairs	
Faculty Staffing Committee Recommendation	I	Annual	Fall	VP Office	Dept, Deans	Depts, Dean	Yes	Yes	Yes	All	
Hazardous Communication Program	I	Annual	1990	Haz. Material Office	Haz. Mat. Mng'r	Boaard	Haz Mat	No	Internal	Mngrs/Dept Chairs	
Human Resources/Staff Development Plan	I	Annual	Fall	Staff Dev. Office	SD Coordinator	SD Comm	Yes	No	Yes	District	Due Nov. 1
Injury/Illness Preventive Plan	I	On going	1991	Haz Mat Office	Maz Mat Staff	VP/BS	Yes	Yes	Yes	Dist	
Matriculation Progress Report (Plan Update)	I	Annual	Summer	Chancellor's Office	Matric. Coord.	Matric Steering Committee	Yes	Yes	Yes	District Wide	Due to Chanc Office, 9/30
Parking Report	I										
Petaluma Center Program Goals & Objective	I	Annual	Fall	Ass. Dean/Pet Ctr	Pr/VP Academic	VP/President	No	Yes	President	President	Part of President's Report
Schedule of Classes	I	3x/year	3x/yr	Scheduling Office	Dept Ch/Deans	Deans	No	No	All	Staff/Stud.	
"SOS" Report	I	Annual	91-92	VP/Academic Affr	Various Staff	President	Ad hoc	Yes	Internal	Mngrs/Dept	
Staff Diversity/Affirmative Action Goals	I	3 year	Every 3 yr	Staff Dev. Officer	Personnel	President	Gender Eq Staf	Yes	Workability	To inform staff	
Student Services Program Review	I	Annual	Fall	Mgr. St. Services	VP St Serv/Pre	VP	Prog. based	Yes	Internally	Prog Eva.	
504 Transition Plan	I	?	CR review	504 Coordinator	Accessibility Co	Ad Serv's	Access. Comm.	?	?	Dist. Access. /Facility Committee	
Art Gallery Plan	S	Annual	1990-91	CPSS/Gallery/Dept.	Planning Com.	Deans/VPA	Advisory Group	No	Internal	Mngr/Dept.	
EOPS Project Plan	S	Annual		EOPS	EOPS Staff	Dean	No	No	Yes		
Museum Plan	S	Annual	1991-92	CPSS/Museum/Dept	Planning Com.	Dean, VPAA	Steering Com	No	Internal	Mngrs/Dept	Plan in Progress
Planetarium Plan	S	Annual	1991-92	CPSS/Plan./Dept.	Planning Com.	Dean, VPAA	Steering Com	No	Internal	Mngrs/Dept	Plan in Progress
Workability Program Plan (Disabilities Resources Dept)	S	Annual		Disabilities Resources	Staff	Dean, Res	?	Yes	Yes	College, Dept. of Rehabilitations	

* S/I=Institutional or Segmental Plan

** Its office staff puts in many hours on this report.

Institutional Planning Council

Planning Inventory

Existing Proposal (Various States of Approval)	When Initiated	Who Initiated	Where Developed	Status of Development	Where reviewed	Committee Involved?	Board ?	Comments
(Architectural Program)								
Barrier Removal - <i>50+ Transit Plan on page 1</i>								
Culinary Arts Program								
Dental Hygiene Program (Meeting Stage)								
Hazardous Material Handling								
Horse Management Facility Project	1988-89	VP/AA & Dept.	College Farm	Fund Rassing	Board	Advisory Com		Design is complete
Los Guilucos Center Acquisition	1984	External	Ad Services	Board issue	Dist Board/County	No	Closed session	Real estate acquisition
New Child Development Center								
New Library	Library in some discussion — Still pretty sketchy!							
Paramedical Technician								
Parking Acquisition	On going	Ad. Servics <-> Parking Committee		On-going	Board	Park'g Comm	Closed Session	Real estate acquisition
Petaluma Center, Phases II & III								
Remodel Windsor site for selected Health Occupations								
Collective Bargaining (AFT)	Annual/sprg	AFT/District					Sunshined	
Collective Bargaining AFA	Spring	AFA/District	Through negotiations		—	—	Sunshines & approves after negotiation completed	

INSTITUTIONAL PLANNING COUNCIL

Meeting of 5/11/92

MINUTES

CSA Communities
Commissioner / S. A.O.

DeAnn Peterson

(minutes
only)

Present: R.Bowden, C.Groninga, K.Holback, M.Lynch, A.Chaney, J.Pearse,
J.Rich, R.Yriberri, S.Baldi, C.Miller, P.Saragina, S.Sudduth, E.Traverso,
R.Agrella, D.Sweitzer

Absent: J.Fox, E.Buckley, D.Reagan, Julian Scott; Ex Officios, M.Carpenter,
A.Wintermeyer

Curt opened the meeting reviewing the two agenda items, and indicating the Mission Statement is going to the Board May 12th and the Educational Goals go to the Board in June. He then introduced Dr. Agrella, who was present to discuss how he sees institutional planning progressing, expectations for next year, etc.

1. Discussion with Dr. Agrella

Dr. Agrella told the IPC members they should feel very good in getting the Mission Statement ready for May approval by the Board and the work they have accomplished in this year's time, even though they may feel some frustration at not accomplishing more.

Regarding the institutional and educational goals, he asked how educational goals fit into the overall planning process and how they interrelate with the institutional goals. It was clarified that the educational goals are a subset of the institutional goals.

Curt asked Dr. Agrella for any special expectations he has regarding institutional planning as it develops next year.

Dr. Agrella indicated IPC should be pulling all pieces together, all the processes that need to come together, and he referred to IPC's Planning Inventory as evidence of the right direction. In pulling pieces together, he indicated that there may be some that won't fit any longer and will need to be deleted or changed, there may be some needing to be added. He expects we will have a plan and a process at this time next year. He also expressed his hope that current IPC members will be continuing on the Council next year for continuity, and he sees the Council as ongoing, but he isn't sure at this time just what its role will be. This should be evaluated at administrative and Board levels, with a year-end report going to the Board each year. Dr. Agrella emphasized the need to keep the planning process in front of people, keep them aware of it.

Dr. Agrella reminded IPC that the last Accreditation Report had mentioned our lack of a plan, and next year he needs to send a follow-up report to the Accrediting Commission and would like to have a document to submit with his report.

Stu commented that, if IPC can monitor the process, the campus can do the planning. Dr. Agrella added that the process can be an extremely important product. Everett indicated he sees the plan as a "loose leaf" document, evolving and changing. IPC would develop the plan "to this point" and then supervise its use and progress and update the plan as needed. Dr. Agrella agreed that we should treat the plan, as well as the process, as fluid. The process will let people know how to legitimize how to get things accomplished.

As to defining/determining priorities, Dr. Agrella indicated that, as money gets tighter and/or as more and more projects come forth for consideration, we can't lose sight of the fact that the process needs to provide information to assist in determining priorities, rather than their just "falling into place" through the process.

At the conclusion of his discussion, Dr. Agrella again encouraged IPC members to feel good about what they have accomplished.

2. List of tasks for 1992-93

Before starting this item, regarding serving on IPC, Peg suggested a rotating member list so not all faculty reps leave at the same time, not all classified reps leave at the same time, etc. Council concurred.

For next year, Everett indicated we need to focus on where IPC goes with the Planning Inventory. Discussion indicated the Inventory is a tool to use to look at the bigger picture--which processes will or won't work.

Stu indicated that planning sets commitments consisting of time, talent, money and equipment, and he pointed out the divergence of philosophies and personalities among departments--some think they need to plan ahead before making requests, others what to receive approval for requests before getting involved in detailed planning. Ken indicated we need the flow chart to show process for development of programs, in line with the planning process of the institution, considering the major factors (resources), etc. Curt emphasized his concern that it's very easy to end up with planning being facility driven and he wants to be sure we avoid that.

It was general consensus of IPC members that next year we need to develop a generalized process through which programs and projects will need to go.

Molly summarized two main goals of IPC next year will be: (1) defining institutional and educational goals, and (2) developing a planning process. Deborah cautioned that IPC needs to be careful not to decide validity of proposals but to be sure that adequate information is available to the Board to do the deciding.

April added a third item to the main goals of IPC for next year: to improve communication. Communication should touch all members of the campus community, whether they are involved in a plan or process or not.

A concern was expressed over the need for more student participation by the students appointed to the group, and the need to reinforce this. Equally important is to be sure reps from Academic Affairs and Budget Committee are participating fully. Everett indicated EPC had the same concern regarding student participation.

IPC concurred on three major areas to address next year: (1) completing a plan, (2) defining a process, and (3) improving communication, including use of Staff Development as a component for communication as indicated above. The Tasks 92-93 list was categorized into those three areas. (See attached.) It was also suggested that, under the IPC communication listing, IPC formalize definitions of how it does business so the next members of IPC will have guidelines.

It was suggested that a four-hour session at the beginning of next year would be helpful as an IPC work session. The members agreed on the 9/14/92 meeting being scheduled from 1-5 p.m. Stu will bring problem-solving situations as an exercise for the group.

3. Other Business

- a. August Package Group - The results of the May 8th meeting of this group was distributed to IPC members.
- b. Russ asked for permission from IPC for the Information Subcommittee to continue meeting through the summer and to develop an introductory statement for its document, since IPC members will not be meeting for review of such statements until August. Curt indicated that he and/or Everett would be available through the summer for Russ to contact for input/review.

- c. Susan asked about VP/Academic Affairs participation, since this had been a concern at last meeting. It was mentioned that Ed had attended the Chair/Co-chair meeting, will be at the Faculty Orientation, etc. Curt also indicated he'd E.Mailed Ken, Ed and Jim recently on these issues, so Ed is linked in. Molly also suggested that IPC reps attend department chair meetings to answer questions, be a contact, etc.
- d. A concern was again expressed regarding the status of the educational goals--how final or near implementation they are. Everett indicated they still comprise a working document that is to be edited and updated, but the document will be used to guide the departments in the current setting of next year plans. They are to be formally "received" by the Board as an information item, no action will be taken at the June meeting of the Board of Trustees.

4. Adjournment

Everett thanked IPC members for their hard work this year.

Have a good summer. First 92-93 meeting of IPC will be 8/24/92.

/lj

Educational Policies Committee



MINUTES

Committee Commissioner (SA)
Student Activities

MINUTES OF APRIL 29, 1992

ATTENDING: Ed Buckley, George Freund, Mike Lynch, Kathy McGreevy, Ricardo Navarrette, Steve Olson, Rich Rose, Heather Rosen, Everett Traverso, Dean of Liberal Arts

GUESTS: Scott Fuller, Raoul Guzman, Lee Velasquez

1. Retention Committee Report

Dave Reagan presented the 14 recommendations from the special Retention Subcommittee of EPC (attached). Dave explained that the recommendations arose out of discussions of the various retention data that EPC had developed last year. The recommendations are the result of brain storming and do not represent a consensus of all the committee members.

2. Proposed Change to the ESL Placement Test

Gino Muzzatti gave an update on ESL testing. SRJC has participated in the norming of CELSA, a new ESL placement device that is scheduled to be placed on the Chancellor's Office approved list prior to September. It is planned to have validated oral and written assessments for ESL students by June of 1992. The committee commended the ESL program staff for their two years of study and work that resulted in the development of this test and approved its use.

3. 30-Unit Limit on Remedial Classes

Ricardo Navarrette presented a draft of policy and procedures regarding the pre-collegiate basic skills 30-unit remediation (attached). Editorial changes were suggested.

4. Implications of the Educational Goals for EPC

There was discussion as to the role of EPC and other individuals and groups in implementing the educational goals. It was decided that a number of "interested parties" will be invited to the next EPC meeting to discuss implementation.

Committee: Henry Bell, Ed Buckley, George Freund, Mike Lynch, Kathy McGreevy, Ricardo Navarrette, Steve Olson, Rich Rose, Heather Rosen, Everett Traverso, Dean of Liberal Arts

CC: Robert Agrella, Joan Borecky, Kerry Campbell-Price, Rosemary Darden, Bob Flores, Barbara Forrest, Curt Groninga, Ken Holback, Evelyn Pollard, Dave Reagan, Committee Commissioner/AS, Department Chairs, Susan Baldi, Dean of Occupational Education

Retention Related Policy Recommendations

Special Retention Committee 1991 - 1992

Committee Members

Susan Baldi	Diane Johnson
Janet Chin	Evelyn Pollard
John Daly	Dave Reagan
Gary DeCicco	Donna Reynolds
Leah Ford	Dave Turner
Kay Gunter	Richard Vera

1. Recommend that the District expand the use of non-credit labs (e.g., Chem 760) to assist students in high attrition courses.
2. Recommend that our new student orientation programs emphasize the following:
 - a. the time commitment needed to succeed in college
 - b. the importance of seeking help from instructors outside the classroom.
 - c. the importance of study skills
3. Recommend the college support and facilitate the use of study groups.
4. Recommend we have a more aggressive telephone follow-up system for students who miss classes. ←
5. Recommend we encourage the use of mid-term conferences for students. ←
6. Recommend we encourage timely one-on-one conferences for students with low grades. ←
7. Recommend we conduct a research study to see what the success rate is for students who add a class after the second class meeting.
8. Recommend we schedule basic skills courses in support of specific departments/programs (e.g., trade-tech) ←

← NOTE

Page two

Retention Recommendations

9. Recommend our staff development activities include opportunities for instructors from across the curriculum to get together to talk about teaching and retention. (i.e., mini-Great Teachers workshops)
10. Recommend probation students be required to enroll in a Guidance 60, 55, or 355 course concurrently during the semester they are on probation. ↙
11. Recommend we do more to honor successful students (e.g., honor roll in the Oak Leaf and other public recognition).
12. Recommend we move the mid-term reports to earlier in the semester.
13. Recommend we give first-time, full-time students first priority registration. ↙ NOTE *
14. Recommend we give higher priority registration to students who have participated in our matriculation program (i.e., assessment, orientation, and counseling) ↙ NOTE *

Santa Rosa Junior College Office of Admissions & Records

Date: D - R - A - F - T

TO: Educational Policy Committee

FROM: Ricardo D. Navarrette

SUBJECT: Pre Collegiate Basic Skills Unit Limitation (AB 1725 Regulation)
Re: Draft Policy and Procedures

Background

In accordance with AB 1725 the Board of Governors has mandated (Title 5:55756.5) that Community Colleges implement a policy limiting the number of units a student may earn for remedial courses to a total of 30 semester units. Non credit basic skills are not affected by the regulation as they do not bear credit. Units completed at other colleges are not included in this limit.

Remedial course work is defined by T5 55002 (b) as "precollegiate basic skills courses in reading, writing, computation, learning skills, study skills and ESL which are designated by the community college district as non degree credit courses."

However the regulation also exempts the following students from this 30 unit limitation: students enrolled in one or more ESL courses, and students identified by the district as having a learning disability as defined by T5 56014.

The regulation states that a college may provide a waiver for a specified time period for students who show significant, measurable progress toward the development of appropriate skills for college level courses.

Finally the college is required to establish dismissal and reinstatement procedures for students who reach the 30 unit limit and have not been granted a waiver.

Proposed Policy

"It shall be the policy of the Sonoma County Junior College District to exercise a limit on the number of precollegiate basic skills credit units a student may earn within the district. Such limitation will take into account appropriate exemptions and waivers for certain students as permitted by the Title 5 California Code of Regulations. The college shall establish and publish procedures that will assure implementation of reasonable standards for student notification, dismissal, appeal and reinstatement pursuant to this policy."

Proposed Procedures

1.0 Precollegiate Basic Skills Definition

The precollegiate basic skills courses shall include those non degree credit courses in reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills

necessary for successful completion of associate degree, transfer, and occupational courses.

2.0 Unit Limitation

2.1 A student is permitted to earn a cumulative total of thirty (30) credit units in precollegiate basic skills courses at Santa Rosa Junior College.

2.2 Credit course units transferred from other colleges will not count in the 30 unit limitation.

3.0 Exemptions

All precollegiate basic skill courses taken by students enrolled in English as a Second Language course and students identified by the district for the learning and physical disabled program are exempted from the 30 unit limitation.

4.0 Notification

4.1 Students will be sent notification of the unit limitation policy and waiver procedures when their enrollment reaches or exceeds twenty four (24) units in the designated precollegiate courses.

4.2 Students will not be permitted to enroll in precollegiate basic skills courses above their individual 30 unit limit unless a waiver has been granted.

4.3 Students denied further enrollment in precollegiate basic skills because of the 30 unit limitation will be notified of their dismissal status, will be advised of the waiver option, and will be advised of non credit course alternatives.

5.0 Waiver

5.1 Students may submit a petition to the Admissions Office to waive the 30 unit limitation prior to the date the requested course begins.

5.2 Petitions for waiver must include specific documentation of the student's measurable progress toward the development of skills necessary for college level courses as corroborated by faculty recommendation, satisfactory overall grade average, competency assessment, or course work completed elsewhere.

5.3 Petitions for waiver must specify the course work and time anticipated to be necessary to attain the desired skill level at Santa Rosa Junior College.

6.0 Reinstatement after Dismissal

A student may petition the Admissions Office for reinstatement to the credit course program upon demonstration of skill levels appropriate for college level course work as corroborated by faculty recommendation, satisfactory overall grade average, competency assessment, or course work completed elsewhere.

cc: Dr. Ed Buckley, Ken Holback, Dave Reagan, Nancy Luke, Gino Muzzatti, Maryann Michaels, Elizabeth Carlson, Cheryl Hanson, Janet Chin, SSAAG

ASSOCIATED STUDENTS
EXECUTIVE CABINET
SUMMER 1992
AGENDA

Meeting #2
6/15/92

I. REPORTS

A. President

Wall

B. Advisors

Flores/ Eisenhower

II. APPOINTMENTS

A. Freshman Rep. m/s/c to appoint San Westphal to Exec. Cub
Wall ~~until the permanent rep is appointed~~ San Westphal

B. Retreat Committee m/s/c to appoint Erica Fein, Rob Robinson, Luis
Wall Giorando, Tim Wall (co-chair), & Maria Busher (co-chair)

C. Commissionerships m/s/c to create Environmental to Retreat
Wall Commissioner for Fall 92 Committee

III. OLD BUSINESS D. Disappointment m/s/c to remove DeAnn Peterson as Rec Sec.

A. Retreat Dates of Sept 25, 26, 27 prelude Camp Gualala
Flores and possibly Pt. Bonita

B. Program Board

Wall

IV. NEW BUSINESS

A. Russian Trip Request Lee Munson to be requested
(Wall) to attend

B. 4322 Phone Bill (Wall) m/s/c to not pay phone bills

C. A.S. Property of 4/22/92 & 5/12/92 on extension
4322, totaling \$308.56

V. ANNOUNCEMENTS

m/s/c to not give SRT any A.S. condoms

A. m/s/c to lend SRT the A.S.
camera and piano for summer

B.

VI. ADJOURNMENT

ASSOCIATED STUDENTS
EXECUTIVE CABINET
SUMMER 1992
MINUTES

Meeting #1
5/27/92
12:30p.m.

I. PRESENT WERE: Jim Wall, DeAnn Peterson, and Rob Robinson.

II. REPORTS

A. President: Jim Wall reported that he would like to work on Program Board, Retreats, and Student pay raises.

B. Advisors: Bob Flores said Welcome Back.

III. APPOINTMENTS

A. It was moved to appoint Erica Fein to the office of Corresponding Secretary for the 92/93 school year. M/S/C.

B. It was moved to appoint Maria Bushey to the office of Committees Commissioner for Fall 92. M/S/C.

IV. OLD BUSINESS

A. NONE

V. NEW BUSINESS

A. It was moved to allocate up to \$445 to send Erica Fein to the National Conference on Racial and Ethnic Relations in American Higher Education, June 5-9, 1992. M/S/C.

VI. ADJOURNMENT

It was moved to adjourn this 1st meeting of Summer Executive Cabinet at 1:00p.m.

ASSOCIATED STUDENTS
EXECUTIVE CABINET
SUMMER 1992
AGENDA

Meeting #3
Date: 6-29-92

V. REPORTS

- A. President (Wall)
- B. Advisors *Alumni Org → Board* (Flores/Eisenhauer)
- C. *Retreat* (Wall)

VI. APPOINTMENTS

- A. Office *Discussion*
- B. ~~Sophomore Representative~~
- C. CWC *waste Reduction & Recycling Comm*
m/s/c to appoint Rob Robinson

VII. NEW BUSINESS

- A. ~~Computer Upgrade~~
- B. T-Shirts *m/s/c to allocate \$438.71* ^{*out of Public Relations*} *for 62 Teal SRSC*
(Flores) *short sleeve A.S.*
- C. Tatiana Nicole *m/s/c to allocate up to \$20* ^{*out of Spring*}
Special for Maria Busker & Tatiana Nicole
+-shirts
(Wall)

VIII. OLD BUSINESS

- A. Copy Machine *passed out Brochures/Info*
(Wall)

IX. ANNOUNCEMENTS *B. Program Board*

X. ADJOURNMENT

ASSOCIATED STUDENTS
EXECUTIVE CABINET
SUMMER 1992
MINUTES

Meeting #2
6/15/92

- I. The meeting was called to order at 3:15 p.m
- II. Absent: Craig Bradley, DeAnn Peterson
- III. The agenda was approved as presented.
- IV. The minutes were not presented.
- V. **REPORTS**
 - A. President: Jim Wall announced that he attended the National Conference on Racial and Ethnic Relations. He reported that there is a new Assistant Dean of Health Occupations. Sherry Sebala was the employee of the month. Jim told us that we need to start working on the program board immediately. We have less money this year therefore we must be able to weigh out decisions if we are going to go into any of the reserves this year. Jim noted that as student Leaders we must sit on College Wide Committees. Lastly Jim commented that shared governance should include equal membership on committees by all parts of the college.
 - B. Advisors:
 1. Bob: Announced the need for involvement in College Wide Committees. Bob told us that we should Know the Mission Statement and points of Educational Goals. He also mentioned that we should expect change.
 2. Ronda: Announced that she needs people to give tours and boost ASB membership during orientations. Ronda will be gone next week.
- VI. **APPOINTMENTS:**
 - A. It was moved to appoint Jan Wesphal to Executive Cabinet as Freshman Rep until a permanent representative is appointed by C.S.A (M/S/C)
 - B. It was moved to appoint Erica, Lucy, Jan, Rob, with Jim and Maria as co-chairs to the retreat committee. (M/S/C)
 - C. It was moved to create the position of Environmental Commissioner. (M/S/C)
 - D. It was moved to disappoint DeAnn Peterson from the position of Recording Secretary. (M/S/C)

VII. OLD BUSINESS:

- A. The retreat is proposed for Sept, 25, 26, and 27. Bob is continuing to looking for a site.
- B. Jim will put proposals for the Program Board in your boxes. It was agreed to discuss the proposal at next meeting.

VIII. NEW BUSINESS

- A. Proposal: Lee Munson has been invited to attend next meeting to discuss a proposal.
- B. Phone Bill: It was moved to not pay the phone bill on Ext. 4322 of 4-22-92 and 5-12-92 in the total of \$ 308.56 (M/S/C)
- C. Condoms: It was moved to not give SRT any of A.S condoms. (M/S/C)
- D. SRT: It was moved to let SRT use A.S. camera and piano for the summer. (M/S/C)

IX. ANNOUNCEMENTS

- A. It was announced that the GAIA club will sell memberships for a network marketing business.

X. ADJOURNMENT: The meeting was adjourned at 4:45pm

~~Minutes~~
Budget

ASSOCIATED STUDENTS
EXECUTIVE CABINET
SUMMER 1992
AGENDA

Meeting #4
July 13th, 1992

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. REPORTS

- ✓ A. President (Wall)
- ✓ B. Advisors (Flores/Eisenhauer)
- ✓ C. Computer upgrade (Robinson)
 2 megabytes for printer approx 72.-)

VI. APPOINTMENTS (? modem - bulletin board system)
(70-120 dollars)

- ✓ A. College Wide Committees (Wall)
 Recycling Comm.
- B. move to app Michael Plastino to do

M/S/C

VII. OLD BUSINESS

- ✓ A. Conferences (discussion) (Wall)
- B. Program Board (Wall)
- C.

VIII. NEW BUSINESS

- ✓ A. Copy Machine (discussion) (Wall)
 move to ~~not~~ pay the service contract of \$1,094.- in lieu of purchase of new copier. m/s
- ✓ B. Travel (Wall)
 note allocation up to \$70.- for Jim W. travel to stud. conf. Workshop in montana M/S
- ✓ C. SRT (discussion re: donating \$ to the SRT Endowment fund - because of budget it (Wall)
- D. Computer Upgrade (Robinson)

was decided
to not donate
any.)

18 hotel
26 > per diem
26
70

IX. ANNOUNCEMENTS

- ✓A. Cards (convict cards - are we interested in sending out a petition to get them stopped) (Wall)
- ✓B. Molly Lynch (see handouts) (Wall)
- ✓C. SRT Shop & Share
redentif. certif. (Wall)

X. ADJOURNMENT

ASSOCIATED STUDENTS
EXECUTIVE CABINET
SUMMER 1992
MINUTES

Meeting #3

I. The meeting was called to order at 3:15 pm

II. Absent: Craig Bradley

III. The agenda was approved as amended.

IV. The minutes were approved as amended.

V. REPORTS

A. President: Jim reported that there is a position open on the hiring committee for, Dean of Instruction. A student is needed to sit on this committee as soon as possible.

B. Advisors:

1. Bob: There was an Alumni Association meeting on the 17th of June. It was voted unanimously to become an auxiliary enterprise.

2. Ronda: See Ronda about any orientations that you were scheduled for. Contact Ronda if you are interested in being part of the ticket crew for the football games in the Fall.

C. Retreat: The retreat committee met and the discussion of the schedule was further discussed. There was a consensus to go to Point Bonita.

VI. APPOINTMENTS:

A. College Wide Committees: It was moved to appoint Rob Robinson to the Waste Reduction Recycling Committee.

(M/S/C)

VII. OLD BUSINESS:

A. Copy Machine: Information was given to the Executive Cabinet concerning a new copy machine.

B. Program Board: Discussion was continued.

VIII. NEW BUSINESS

A. T-shirts: It was moved to allocate \$ 438.71
out of Public Relations for 62 teal T-shirts.

(m/s/c)

B. Tatiana Nicole: It was moved to allocate up to 20 dollars out of Spring
Specials for a gift for Tatiana Nicole and Maria Bushey. (M/S/C)

IX. ANNOUNCEMENTS

A. Early registration is due July 31st for NACA.

B. Discussion and decisions concerning conferences will be at the next
meeting.

X. ADJOURNMENT: The meeting was adjourned at 5:00pm

Status of Health Services' Budget, July 1992

I. FEE SUMMARY

•Current Schedule of Fees

Fall/Spring semester	\$7.50 Students taking > 6.5 units
	\$3.00 Students taking < 6.5 units
Summer Session	\$5.00 Students taking > 3.5 units
	\$3.00 Students taking < 3.5 units

•Waiver Groups

Education Code 72246: BFAP recipients, students in certain apprenticeship training programs and students who request waivers because they depend exclusively on prayer for healing.

District decisions: students enrolled under special District-approved agency contracts and/or agreements, students enrolled in overseas programs approved by the College, students who are in an incarcerated status.

•Average Fee Paid Fall/Spring 1991-92

48,342 students/\$206,365 \$4.29/student

II. INCOME AND EXPENDITURE SUMMARY

	1988-89	1989-90	1990-91	1991-92	Totals
Income					
	\$296,624	\$231,453	\$238,686	\$235,168	\$1,001,931
Expenditures					
	\$204,440	\$199,510	\$280,268	\$282,813	\$967,031
Restricted Balance, 7/92 (pre-audit)					\$34,900

III. WAIVED INCOME SUMMARY (excluding Summer, 1992)

BFAP	\$24,478	\$26,960	\$31,591	\$33,159	\$115,918
Other	\$25,972	\$25,230	\$25,167	\$16,017	\$92,386

IV. 1992-93 EXPENDITURE PROJECTIONS

To meet required MOE ^{maintenance & effort} (with program cuts)	\$253,000
To maintain status quo (including SPS)	\$313,000
To fund staffing and SPS contract increases	\$368,000

HEALTH FEES FOR CALIFORNIA COMMUNITY COLLEGES - 1992-93

<u>College</u>	<u>Fee data</u>
Allan Hancock	7.50 Semester, 5.00 Summer
American River	no
Bakersfield	5.00 Semester
Canada College	7.50 Semester, 5.00 Summer
Cerritos College	7.50 Semester, 5.00 Summer
Chaffey College	5.00 per quarter, 5.00 Summer
Citrus College	7.50 (5.00 for under 7 units), 5.00 Summer
City College of San Francisco	Passes Budget Committee, fee request in process
College of Alameda	7.50 Semester to start Spring 93
College of San Mateo	7.50 Semester, 5.00 Summer
College of the Desert	7.50 Semester, 5.00 Summer
College of the Sequoias	7.50 Semester, 5.00 Summer
Cosumnes River College	no
Contra Costa College	no
Crafton Hills College	7.50 Semester, 5.00 Summer
Cuesta College	7.50 Semester, no Summer fee
Cuyamaca College	7.50 Semester, 5.00 Summer
Cypress College	7.50 Semester, 5.00 Summer
DeAnza College	5.00 per quarter
Diablo Valley College	no
Evergreen Valley College	7.50 Semester, no summer fee
Foothill College	5.00 per quarter
Fresno City College	7.50 Semester, 5.00 Summer
Fullerton College	7.50 Semester, 5.00 Summer
Gavilan College	7.50 Semester
Glendale College	7.50 Semester, 5.00 Summer
Golden West College	7.50 Semester, 5.00 Summer
Grossmont College	7.50 Semester, 5.00 Summer
Irvine Valley College	7.50 Semester, 5.00 Summer
Kings River College	7.50 Semester, 5.00 Summer
Laney College	7.50 to start Spring 1993
Lassen College	no
Long Beach City College	no
Los Angeles CC District 9 colleges	Fees will start Spring 1993
Los Medanos College	no
Marin College	3.00 Semester
Merced College	7.50 Semester, 5.00 Summer
Merritt College	7.50 to start Spring 1993
Mira Costa College	7.50 Semester, 5.00 Summer
Modesto Junior College	7.50 Semester, 5.00 Summer
Monterey Peninsula College	7.50 Semester, 5.00 summer
Moorpark College	7.50 Semester, 5.00 Summer
Mt. San Antonio College	7.50 Semester, 5.00 for 1 or both Summer sessions
Orange Coast College	7.50 Semester, 5.00 Summer
Oxnard College	7.50 Semester, 5.00 Summer
Palomar College	7.50 Semester, 5.00 Summer

HEALTH FEES FOR CALIFORNIA COMMUNITY COLLEGES - 1992-93 - continued

Pasadena City College	7.50 Semester, 5.00 each Summer session
Porterville College	5.00 Semester
Rancho Santiago College	7.50 Semester, 5.00 Summer
Rio Hondo College	7.50 Semester, 5.00 Summer
Riverside Community College	5.00 Semester, 2.00 Summer
Sacramento City College	no
Saddleback College	7.50 Semester, 5.00 Summer
San Bernardino Valley College	7.50 Semester, 5.00 Summer
San Diego City College	7.50 Semester, 5.00 Summer
San Diego Mesa College	7.50 Semester, 5.00 Summer
San Jose City College	7.50 Semester, no fee Summer
Santa Monica City College	7.50 Semester, 5.00 Summer
Santa Rosa Junior College	Semester fee 7.50 for 6.5 units and up, 3.00 for 6 units or less; Summer fee 5.00 for 3.5 units and up, 3.50 for 3 units or less
Sierra College	7.50 Semester, 5.00 Summer fee, 2.00 off campus
Solano College	5.50 Semester, no Summer fee
Skyline College	7.50 Semester, 5.00 Su5.00
Southwestern College	7.50 for 6 units or more, 4.50 for less than 6 units, 5.00 Summer
Ventura College	7.50 Semester; 5.00 Summer
Vista College	no
West Valley College	7.50 Semester, 5.00 Summer

Survey update May 1992 by Anne Marie Novinger, Glendale Community College,
1500 No. Verdugo Rd., Glendale, CA 91208, (818) 240-1000 Ext. 5190

HEALTH FEES FOR CALIFORNIA COMMUNITY COLLEGES - 1992-93 - continued

Pasadena City College	7.50 Semester, 5.00 each Summer session
Porterville College	5.00 Semester
Rancho Santiago College	7.50 Semester, 5.00 Summer
Elko Hondo College	7.50 Semester, 5.00 Summer
Riverside Community College	5.00 Semester, 2.00 Summer
Sacramento City College	no
Saddleback College	7.50 Semester, 5.00 Summer
San Bernardino Valley College	7.50 Semester, 5.00 Summer
San Diego City College	7.50 Semester, 5.00 Summer
San Diego Mesa College	7.50 Semester, 5.00 Summer
San Jose City College	7.50 Semester, no fee Summer
Santa Monica City College	7.50 Semester, 5.00 Summer
Santa Rosa Junior College	Semester fee 7.50 for 6.5 units and up, 3.00 for 6 units or less; Summer fee 5.00 for 3.5 units and up, 3.50 for 3 units or less
Sierra College	7.50 Semester, 5.00 Summer fee, 2.00 off campus
Solano College	5.50 Semester, no Summer fee
Skyline College	7.50 Semester, 5.00 Su5.00
Southwestern College	7.50 for 6 units or more, 4.50 for less than 6 units, 5.00 Summer
Ventura College	7.50 Semester; 5.00 Summer
Vista College	no
West Valley College	7.50 Semester, 5.00 Summer

Survey update May 1992 by Anne Marie Novinger, Glendale Community College,
1500 No. Verdugo Rd., Glendale, CA 91208, (818) 240-1000 Ext. 5190

ASSOCIATED STUDENTS
EXECUTIVE CABINET
AGENDA

(12:00 NOON) MEETING # 5

Aug 10, 1992

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA:

IV. APPROVAL OF MINUTES:

V. REPORTS:

A. PRESIDENT

(WALL)

B. ADVISOR

(Flores, Eisenhower)

C. Petaluma Center Groundbreaking (Flores)

VI. APPOINTMENTS

A. Program Chair & Recording Secretary

(Wall)

B. Surveys Commissioner

(Wall)

m/s/c to appoint Kristin Kakkonen

m/s/c to appoint
Nancy Kunst
as Program Chair

m/s/c to appoint
Cecelia Browley

as Recording Sec

m/s/c to close debate

VII. OLD BUSINESS:

A. Copy Machine

m/s/c to transfer \$9,264
out of Savings to Repair & Replace

B. Conferences

postpone

C. Program Board

VIII. NEW BUSINESS:

A. 1492 m/s/c to allocate \$10000 out of

Fall Special to Arts & Lectures for 1492 posters

B. Banks

m/s/c to allow Wells Fargo + BofA to come on the campus
for the Fall semester profit

C. Cal SACC

D. Schools Plus

m/s/c to let Schools Plus (Eisenhower)

E. Printing Press

m/s/c to put Printing Press cabinets have the concession stand for Alumni Football game

F. Welcome week

G. Robbins Proposal

m/s/c that Exec Cab allow

IX. ANNOUNCEMENTS

A. Thursday Night Market

GAIAGent Hall to co-sponsor the
Robbins Lecture 11/23/92.

Thank you for \$10000

X. ADJOURNMENT

H. Differential Fee

m/s/c that Exec Cab
on behalf of CBA oppose
the differential fee

ASSOCIATED STUDENTS
EXECUTIVE CABINET
SUMMER 1992
MINUTES

Meeting #⁴~~5~~
7/13/92

I. The meeting was called to order at 3:15 pm

II. Absent: Craig Bradley, Jan Wesphal

III. The agenda was approved as amended

IV. The minutes were approved as amended

V. **REPORTS**

A. President: Jim reported that there is a proposed fee increase coming to S.R.J.C

B. Advisors:

1. Bob: Bob was not at this meeting.
2. Ronda: See minutes #3

C. Computer Upgrade - Rob discussed the possibility of adding two megabytes to the computer system as well as adding a modem to our system to gain access to a bulletin board.

VI. **APPOINTMENTS:**

A. C.W.C - It was moved to appoint Michael Plastino to the Recycling committee. (M/S/C)

VII. **OLD BUSINESS:**

A. This years conferences was further discussed.

B. The Program Board was further analyzed and discussed.

VIII. **NEW BUSINESS**

A. Jim would like hands on display of proposed copy machines, a decision needs to be made on what copy machine we want by the next meeting. It was moved to not pay our service contract of \$ 1094.00 in leu of research and purchasing a new copy machine.

(M/S/C)

- B. Jim announced that he would be attending S.G.W from July 30th to the 4th. It was moved to allocate \$70.00 out of AS conferences, for Jim's travels to Montana for Student Government Workshop.
(M/S/C)

IX. ANNOUNCEMENTS

A. Molly Lynch

Molly updated us on the status of the bill, AB 3571. Molly noted that Dr Agrella is very ^{supportive} of student psychological services. She continued by presenting the Health Services budget for July 1992 as well a survey for Health fees for California Community Colleges in 1992-93. Molly finished by discussing a proposed fee increase for Health Services.

- X. ADJOURNMENT: The meeting was adjourned at 4:55.

PROPOSAL FOR USE OF SRJC CAMPUS FACILITIES AND SERVICES
FOR A SPEECH BY JOHN ROBBINS - November 22, 1992

The following is a proposal for an event to take place at the Burbank Theatre at Santa Rosa Jr. College on Sunday, November 22 from 6:30 p.m. until 9:00 p.m.

The event is a public speech by John Robbins, author of numerous books, the best known of which is Diet for a New America, which cogently describes some far-reaching benefits of a vegetarian diet. This, Robbins' first book, was nominated for a Pulitzer prize in 1986. His most recent work, just published, is May All Be Fed, a discussion of food production and consumption, agricultural economics, and the global practices which create both overconsumption and starvation.

Mr. Robbins' books have been translated into five languages. They are read internationally and lauded for their gentleness of language and the author's sympathy for all human conditions. He does not blame those who have or those who have not for their circumstances. He believes that people everywhere want to participate in making the world better for all, and he shows us that we have the power to correct global imbalances in ways that benefit everyone.

The author will be accompanied by his wife, who will introduce him.

Five organizations will be sponsoring Mr. Robbins' engagement. Campus sponsorship is being provided by GAIA, the Vegetarian Club, and Kent Hall. Community sponsorship comes from Vegetarians of Sonoma County and EarthSave, an organization founded by the author to provide readers of his books with a forum for involvement.

Books, tapes and videos by the author will be sold before and after his presentation in the lobby of the Burbank Theatre. Profits from their sales will be distributed in the same way as the profits from tickets sales. (See page 3.)

The costs of the event are as follows:

Mr. Robbins' fee	\$2000
Transportation for speaker and spouse to Santa Rosa	269
Hotel accomodations	100
Theatre use: technician fee (if no additional charge)	30
Print advertising	125
Posters and flyers	50
Tickets	25
Campus security	
Miscellaneous	300
TOTAL	\$ 2990

It has been agreed by the sponsoring organizations that the cost of this event will be born in the following manner:

GAIA	\$ 25
Vegetarian Club	100
Kent Hall	25
Vegetarians of Sonoma County	1420
EarthSave	1420
TOTAL	\$ 2990

Tickets will be priced at \$6.00 for students and \$10.00 for all others if purchased in advance. Tickets sold at the door will be \$12.00.

Tickets will be sold by:

The five sponsoring organizations

*Jumpstart, a vegetarian cooking school, catering service and delicatessan

*Copperfield's Books

*The Peace and Justice Center

If the organizations marked by an * request commission, one will be paid at the rate of 10% of ticket sales.

It has been agreed by the sponsoring organizations that profits from the event will be divided in the following manner:

Vegetarians of Sonoma County	25%	
EarthSave	25%	
GAIA	}	{ To be divided
Vegetarian Club	}	{ by % of each
Kent Hall	}	{ club's sales
TOTAL	100%	

Mr. Robbins' speaking engagement will be preceded by a meatless banquet prepared by Sara Martel and Robert Siegel of Jumpstart. The meal will be at the Oddfellows Hall on Pacific Avenue, about one block from SRJC. All arrangements for the banquet including publicity are being made by Vegetarians of Sonoma County and EarthSave. Publicity for the banquet will include publicity for Mr. Robbins engagement, and it will be recommended that tickets be purchased to both events. Therefore, the three student groups agree to sell tickets to the banquet as well as to the speech in exchange for this publicity.

In addition to campus forums, publicity for both events will be provided by:

GAIA table (each Monday during semester)
EarthSave
Vegetarians of Sonoma County
Jumpstart
Copperfield's Books
John McDougall, M.D., (He has a daily radio broadcast on which he has interviewed John Robbins several times.)
EAR - Environmental Activist Reporter, a 3x/week radio broadcast by Belle Nolan
John Robbins

Non-sponsoring students who wish to be part of either event can get involved by volunteering to usher or decorate the Burbank Theatre or to serve meals at the Oddfellows Hall.



Associated Students
Santa Rosa Junior College

To Jim Wall & Executive Cabinet

Date 7/27/92

From Myrna Traversi, AS Operations Asst.

Subject Copy Machines

The following are my opinions re the copy machine demos that we have had recently.

1. Panasonic - I would not even consider this machine, as I feel that it is of inferior quality to the others tested.
2. Konica - This machine would certainly be a plus over the Minolta that is presently in use. However, it is rather noisy and for certain applications, it seemed somewhat sluggish/slow.
3. Canon - I feel that this is a great copier. It is extremely user friendly and is quick to produce sharp copies. The additional cost per year over the Konica is \$406.66 and that includes a stapler.
4. Xerox - I did not have the opportunity to test this machine, however the elimination of drum wear is a plus. From a financial point, however, it is difficult to encourage an approximate \$7,700 expenditure over and above the Canon or \$1532.62 per year for the next 5 years. Additionally, if a full service maintenance contract is being purchased on whatever copy machine is ultimately decided upon, any drum wear or replacement would be covered under the maintenance contract.

Thanks for allowing me to share in your discussion of this matter.



Santa Rosa Junior College

ASSOCIATED STUDENTS

To: Executive Cabinet
From: Jim Wall, President
Date: July 27, 1992
Subject: Copy Machine Rationale

KONICA 2028 Rated 28 copies per minute:

1. GSA price including features requested \$ 6,440.00
(Features are automatic duplexing & 20 bin sorter)
2. Other Costs: Toner at \$37.50 per cartridge which is
rated at 12,500 copies. Developer at
\$72.68 each which is rated at 100,000 copies.
3. Service Contract: Calculates to \$.0088 cents per copy.
4. Warranty: The machine is warranted for 90 days.
There is no maintenance warranty.
Service contract guaranteed not to increase
more than 5% per year.
5. If we run 150,000 copies per year for 5 years (life expectancy of
machine), the estimated cost would be as follows:
 - a. Initial Cost of Machine \$ 6,440.00
 - b. Service Contract 6,600.00
 - c. Toner 2,250.00
 - d. Developer 582.00

Total Cost including 7.5% Sales Tax \$16,567.40
(.0220899 per copy over 5 years)

Copy Machine Rationale

Page 2

Canon 4050 Rated 40 copies per minute:

1. GSA price including features requested \$ 7,689.00
(Features are automatic duplexing and a 20 bin stapler/sorter)
2. Other Costs: There are no other costs if we go through Taylor Made Office Systems for the service contract.
3. Service Contract: The first year would be \$1575.00 and the next 4 years would be \$2190.00 each. Service contract guaranteed not to increase more than 8% per year. We would need the contract for 5 years.
4. Warranty: The machine is warranted for 180 days. There is no service warranty.
5. If we run 150,000 copies per year for 5 years (life expectancy of the machine), the estimated cost would be as follows:
 - a. Initial Cost of Machine \$ 7,689.00
 - b. 5 Year Service Contract 10,335.00

Total Cost including 7.5% Sales Tax \$18,600.68
(.02480091 per copy over 5 years)

Copy Machine Rationale

Page 3

XEROX 5034 Rated 28 copies per minute:

1. GSA price including features requested \$ 9,310.00
(Features are automatic duplexing & 10 bin sorter. A convenience stapler is standard on this machine.)
2. Other Costs: Copy cartridges at \$395.00 each (or \$354.00 if purchased in lots of 3 or more) which are rated at 25,000 copies. (Claim is that drum wear is eliminated because "drum" is contained within the copy cartridge and is changed each time the cartridge is changed.) Toner cartridges are \$101.00 per case/2 per case. They are rated at 10,000 copies each.
3. Service Contract: There is no service contract for the first 3 years. The next 2 years would cost \$384.00 per year. Service guaranteed not to increase more than 6% per year.
4. Warranty: The machine is warranted for 3 years. Maintenance is warranted also.
5. If we run 150,000 copies per year for 5 years (life expectancy of machine), the estimated cost would be as follows:
 - a. Initial Cost of Machine \$ 9,310.00
 - b. Service Contract 768.00
 - c. Toner Cartridges - 75 3,787.00
 - d. Copy Cartridges at \$395.00 each* 11,850.00

Total Cost including 7.5% Sales Tax \$27,586.02
(.0367814 per copy over 5 years)
6. If we purchase Copy Cartridges at \$354.00 each* \$10620.00

Total Cost including 7.5% Sales Tax \$26,263.78
(.03501834 per copy over 5 years)

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
AGENDA

Meeting#6
August 19, 1992

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. REPORTS

- A. President
- B. Advisors
- C.

(Wall)
(Flores/Eisenhauer)

VI. APPOINTMENTS

- A. VARIOUS COMMISSIONERSHIPS
- B.

m/s/c to
appoint (WALL) Teresa O'Hanlin/Ethnic
Andee Economou/Health Services
Emily Stone/Leg Affairs
following Melanice Breslow/Athletics
commissioners. Don Lewis

VII. OLD BUSINESS

- A. Program Board
- B. Welcome Week
- C.

m/s/c to appoint Michael Plastino as
Environmental Commissioner and
Stephanie Lewis as Law Enforcement
Rep pending approval by CSA

VIII. NEW BUSINESS

- A. Recycling Program
- B. GW Bank
- C. Computer
- D. Letter to Chancellor

m/s/c that A.S. assume the
responsibilities, including financial,
for the ~~campus~~ ^{A.S.} recycling
program
GW Bank to come on campus 8/24-29

IX. ANNOUNCEMENTS

- A. Vote About It (postpone)
- B. Collegewide Committees

(Bushey)

X. ADJOURNMENT

to be sent to Gov. Wilson
and the legislature

→ m/s/c to accept the petition as adopted
by Exec. Cab.

ASSOCIATED STUDENTS
EXECUTIVE CABINET
~~FALL~~ SPRING 1992
MINUTES

Meeting #5
August 10, 1992

- I. The meeting was called to order at 3:10 p.m.
- II. Absent: Craig Bradley, Erica Fein
- III. The agenda was approved as amended
- IV. The minutes were approved as amended
- V. REPORTS
 - A. President: Jim reported that there is possible a 5% decrease in revenues to the college. An increase in fees is to be expected. He also reported on the networking skills at the convention in Montana.
 - B. Advisors:
 1. Bob: Bob also reported on the convention in Montana and the update on enrollment and AS memberships. Bob also announced that the Designated Surplus carryover from Spring 1992 will be \$8236.85. Ken Holbeck would like some response on the differential fees that are being proposed.
 2. Rhonda: Rhonda announced that she needs people to help work at registration.
- VI. APPOINTMENTS
 - A. It was moved that Executive Cabinet appoint Nancy Kunst to the position of Program CHair and Cecilia Bromeley to the position of Recording Secretary. (M/S/C)
 - B. It was moved that Executive Cabinet appoint Kisstrin Kaikkonen to the position of Surveys Commisioner. (M/S/C)
- VII. OLD BUSINESS
 - A. The purchase of a copy machine was further discussed and analyzed. It was moved to transfer \$9264.00 from the Passbook account to Repair & Replacement. It was moved to allocate \$9264.00 from Repair &

Replacement for the purchase of a Canon copier.

- B. This years conferences were discussed and it was decided to wait for further information.
- C. The program board was postponed to a later date.

VIII. NEW BUSINESS

- A. Jim announced that the Arts & Lectures department has requested a donation of \$100 for the production of posters for their 1492 event. It was moved to allocate \$100 out of Fall Specials for the production of posters for the Arts & Lectures Dept. (M/S/C)
- B. It was moved to allow Bank of America and Wells Fargo Bank to come on campus and offer their services to students in the Fall semester. (M/S/C)
- C. Jan announced a Cal Sacc Region 3 Meeting on 8/14 and requested to go. It was decided to nominate a Cal Sacc representative before sending any one to meetings of Cal Sacc.
- D. Schools Plus has asked to use the concession stand at Bailey Field for their Alumni Football games. It was moved that Schools Plus be allowed to use the SRJC concessionm stand at their alumni football games on 9/26 & 10/3 with all profits going to Schools Plus. (M/S/C)
- E. It was moved to put the printing press and cabinets on permanent loan to the SRJC Arts Dept. (M/S/C)
- F. Welcome Week has been postponed to a later date.
- G. John Robbins will be giving a lecture on 11/22 from 6:30 - 9 p.m. in Burbank Auditorium. It was moved that we support John Robbins lecture. It was moved that we allow GAIA, Vegetarian Club, and Kent Hall to sponser John Robbins lecture. (M/S/C)
- H. It was moved that Executive Cabinet, on behalf of CSA, oppose differential fees. (M/S/C)

IX. ANNOUNCEMENTS

- A. Jim announced that we received a Thank You letter from the Thursday Night Market for our \$100 donation.
- B. Jim announced that people are needed for the budget committee.

Date: August 19

To: Governor Pete Wilson and members of the legislature of California

From: The STUDENTS of Santa Rosa Junior College

We the undersigned students oppose any educational fee increase for California community colleges including the differential fee. It is not right to expect the people who don't pay the cost of government. Hear us represent us.

Name (printed)

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- 19.

Associated Student
Santa Rosa Junior College



Printing Press letter

To _____ Date _____

From BOB FLORES, Director of Student Activities

Subject • welcome back

- A.S. Reg #1's
- Promotions - BALANCE People Programs
- Campswide Cuts - 15.9% potential of 10-15% more
- CWC most important in years
- Institutional Planning
- Retaliuma Center Spring 94 → Windsor site
- Communitations -
- Stressful time • Grades & memberships

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45.

Figures for Recycling 92/93

Costs: 91/92

Dumpsters \$ 976.60
 Labor \$ 2869.- (Per 10.5 hr(wk) Student)

Costs: 92/93 Projected

w/o Work Study
 \$ 2869.- (Student Employee)
 - \$ 976.60 - (Dumpsters)

3845.6
2869

w/ Work Study

- \$0

- \$976.60

976.60

Income: 91/92

\$2426.93

Future A.S. expenses if approved:

(State Grant) 60 new recycling barrels : matching funds \$2078.38

Bottom Line:

- Take over the accounting through A.S.
- w/o Work Study : -\$1418.67
- w/ Work Study : + \$1450.33

• Payroll Costs

• Nancy to ~~be~~ campus supervisor

• Financial accounting to remain w/ District

**ASSOCIATED STUDENTS
INCOME STATEMENT**

Final Budget Report As Of June 30, 1992

	Adopted Budget	Working Budget	Actual Year-To-Date	Variance Fav/ (Unf)
<u>INCOME</u>				
Activities/Assemblies	0.00	7,472.85	7,472.85	0.00
A S Card Sales	93,365.00	107,429.39	107,429.39	0.00
Basketball Income	2,500.00	2,500.00	1,939.30	(560.70)
Concessions Income	4,000.00	4,000.00	3,679.14	(320.86)
Football Income	4,000.00	5,841.10	5,841.10	0.00
Recycling Income	0.00	0.00	534.52	534.52
Vending Machine Income	4,000.00	4,000.00	4,000.00	0.00
Miscellaneous Income	0.00	0.00	245.48	245.48
TOTAL INCOME	107,865.00	131,243.34	131,141.78	(101.56)

EXPENSES

CAMPUS SUPPORT

A Day Under The Oaks	200.00	200.00	200.00	0.00
Arts & Lectures	500.00	500.00	500.00	0.00
Child Day Care	1,000.00	1,000.00	1,000.00	0.00
Cultural Film Festival	500.00	500.00	500.00	0.00
Handbooks & Calendars	3,000.00	688.78	688.78	0.00
Intramural Sports	500.00	500.00	0.00	500.00
Native American Museum	200.00	200.00	200.00	0.00
Pep Band	600.00	600.00	0.00	600.00
Reentry Programs	400.00	400.00	381.85	18.15
Spirit Team	3,900.00	2,512.44	2,512.44	0.00

INSTRUCTIONAL SUPPORT

Adaptive P. E.	900.00	900.00	900.00	0.00
Aggie Judging Team	2,000.00	425.00	425.00	0.00
Band	300.00	300.00	300.00	0.00
Concert Choir	700.00	700.00	700.00	0.00
Enabling Services	1,450.00	1,450.00	1,449.37	0.63
First Leaves	800.00	0.00	0.00	0.00
Forensics	1,450.00	1,450.00	1,450.00	0.00
Theatre Arts	4,000.00	4,000.00	3,654.54	345.46

**ASSOCIATED STUDENTS
INCOME STATEMENT**

Page 2

Final Budget Report As Of June 30, 1992

	Adopted Budget	Working Budget	Actual Year-To-Date	Variance Fav/ (Unf)
<u>EXPENSES - Contd.</u>				
MEN'S ATHLETICS				
Baseball	755.00	755.00	755.00	0.00
Basketball	755.00	755.00	755.00	0.00
Cross Country	755.00	755.00	755.00	0.00
Football	1,110.00	1,110.00	1,110.00	0.00
Golf	755.00	755.00	755.00	0.00
Soccer	755.00	755.00	755.00	0.00
Swimming	755.00	755.00	720.00	35.00
Tennis	755.00	755.00	755.00	0.00
Track	755.00	755.00	755.00	0.00
Water Polo	755.00	755.00	755.00	0.00
Wrestling	755.00	755.00	755.00	0.00
WOMEN'S ATHLETICS				
Basketball	755.00	755.00	755.00	0.00
Cross Country	755.00	755.00	755.00	0.00
Soccer	755.00	755.00	755.00	0.00
Swimming	755.00	755.00	720.00	35.00
Tennis	755.00	755.00	755.00	0.00
Track	755.00	755.00	755.00	0.00
Volleyball	755.00	755.00	755.00	0.00
ACTIVITIES/SERVICES				
Assemblies/Concerts	3,500.00	24,504.86	24,504.86	0.00
Black Awareness	500.00	500.00	500.00	0.00
Chicano Culture	500.00	500.00	500.00	0.00
Game Security	1,382.00	1,382.00	956.73	425.27
Multi Cultural	500.00	500.00	500.00	0.00
Native American Culture	500.00	500.00	500.00	0.00
Parking Program	4,800.00	4,800.00	4,200.00	600.00
Project/Film Grants	2,000.00	2,000.00	1,378.12	621.88
Student Health Care	150.00	150.00	0.00	150.00
Student Ticket Crew	2,028.00	2,028.00	1,430.00	598.00

**ASSOCIATED STUDENTS
INCOME STATEMENT**

Page 3

Final Budget Report As Of June 30, 1992

	Adopted Budget	Working Budget	Actual Year-To-Date	Variance Fav/ (Unf)
LEADERSHIP DEVELOPMENT				
Association Conferences	2,500.00	4,817.60	4,817.60	0.00
Leadership Retreat	2,500.00	2,705.69	2,705.69	0.00
Professional Associations	700.00	700.00	700.00	0.00
Sill Development W/S	400.00	929.31	929.31	0.00
ADMINISTRATIVE EXPENSE				
Equipment Repair/Purch	900.00	900.00	310.45	589.55
Executive Cabinet	200.00	200.00	33.87	166.13
Inter-Club Council	500.00	500.00	442.49	57.51
Office Supplies	600.00	1,255.51	1,255.51	0.00
Postage	500.00	500.00	407.08	92.92
Public Relations	1,000.00	2,184.77	2,184.77	0.00
Salaries & Fringes	35,480.00	32,295.85	32,295.85	0.00
Student Cards	1,000.00	540.99	540.99	0.00
Student Employees	500.00	500.00	0.00	500.00
Student Trustee	200.00	200.00	54.00	146.00
Telephone	1,000.00	1,100.00	1,100.00	0.00
Theft Insurance	525.00	525.00	503.00	22.00
Miscellaneous Expenses	400.00	400.00	106.08	293.92
SPECIAL ALLOCATIONS				
Fall	2,000.00	2,552.81	2,552.81	0.00
Spring	2,000.00	8,544.73	8,544.73	0.00
A S Loan & Grant Fund	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>2,000.00</u>
TOTAL EXPENSES	<u>107,865.00</u>	<u>131,243.34</u>	<u>122,904.93</u>	<u>8,338.41</u>
OPERATING PROFIT	0.00	0.00	8,236.85	8,236.85
OTHER INCOME & EXPENSES				
Frozen Reserve Expense	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	237.35	237.35
Cash Over/Short	0.00	0.00	33.09	33.09
Interest Earned	<u>0.00</u>	<u>0.00</u>	<u>12,085.17</u>	<u>12,085.17</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>12,355.61</u>	<u>12,355.61</u>
NET PROFIT	<u>0.00</u>	<u>0.00</u>	<u>20,592.46</u>	<u>20,592.46</u>



Santa Rosa Junior College

OFFICE OF BUILDINGS AND GROUNDS

Date: August 19, 1992
To: Jim Wall, Associated Students President
From: Nancy Moorhead, Grounds Manager
Subject: Current Recycling Program

The following is an outline of the current recycling program.

RECYCLED MATERIALS: Currently we recycle aluminum, glass, newspaper, and office paper on campus. There are over 14 aluminum and glass recycling sites outside and 9 more inside buildings. Every building on campus is involved to some degree with office paper recycling. Newspaper is collected primarily around the coop area.

WORK LOAD: Currently recycling pickups happen three afternoons per week. Office paper is divided into two days with half the campus being serviced on Tuesdays and the other half on Thursdays. Aluminum, glass and newspaper are picked up one afternoon per week.

STUDENT WORKERS: During the last school year we had four student workers handling recycling pickups. During most of this past summer only two students were needed to handle the volume which is less during the summer. I had anticipated that three students would be needed this fall as school resumes. Our current crew includes no work study students although two of the students believe that they will be able to obtain work study status. The third student has been off work for the past two months on a trip back to his homeland. I haven't heard from him to date and I would assume he will be able to increase his hours at his other campus job and will not need to work for recycling. Perhaps a volunteer could be found, instead.

I would strongly recommend that you find a way to retain the two student workers mentioned above. They are both very experienced with the details of the job and have their drivers clearances on file (a necessity for the job). The two students are Michael Plastino and Bounchanh Khaleck. Michael was promoted to student recycling coordinator this month and should be paid \$4.40 per hour. He has accumulated 195.75 hours so will very soon be eligible for a raise to \$5.30 per hour. Bounchanh has been being paid \$5.10 per hour as he has already earned over 200 hours working on the grounds crew. I have calculated that over the next 10 months the student payroll for these two workers should be \$4700. I have already spent \$1038.93 on recycling payroll for the months of July and August. So if you have to assume the budget from July 1st, the total for the year for student payroll would be \$5738.93.

DUMPSTERS: Currently we have four recycling dumpsters housed in our recycling compound into which all recycling materials are dumped during various pickups each week. We have a contract with Empire Waste Management to service these dumpsters. I have budgeted \$1400 for this service this year but we only spent \$976.60 for this service last year. Assuming that Empire doesn't raise their rates and we don't need any extra servicing during the year, \$1000 would probably be enough for this cost. I would strongly recommend keeping these dumpsters. We started out the first year of the program with the workers taking the recycled materials directly to the recycling center each week. Our volume increased so much that it was not cost effective to pay students to drive down there and wait in line to have the materials weighed and paid for.

SUPPLIES: During the past year I had a budget of \$3000 for supplies for the recycling program. We used this money to buy plastic barrels and boxes for recycling use. We paid quite a bit to have special instructional signs placed on individual wastebaskets for office paper recycling. We bought a few tools so that barrels could be modified for recycling of glass and aluminum. We bought signs for these barrels as well. I think if the program were not expanded at all, there might not be any supply expenses this year so this part of the proposed budget could be deleted.

USE OF THE GROUNDS TRUCK: Currently recycling is done in the garbage truck owned by the Grounds Department. It has a lift gate on the back and is very appropriate for this work. I see no reason why Associated Students cannot use this truck for recycling. Grounds would provide the fuel but the truck could not be taken off campus and must be returned to the compound by 4:00 pm each day.

REVENUE: There is a special account set up to receive recycling revenues. Money from the recycling of computer paper and laser cartridges as well as aluminum, glass, newspaper and office paper is deposited into this account. I would assume that if Associated Students took over recycling all recycling revenues would be available to them to defray costs of the program. Total recycling revenue for the 1991/92 year was \$2426.93. I would estimate a slightly higher total this year now that we are servicing the entire campus. The recycling markets are quite volatile, however, so there is no way to actually forecast the total for this year. During the past year, 25% of recycling revenues was being transferred at regular intervals into an Associated Students account to be used for scholarships. I don't think any scholarships have been awarded against this money yet so somewhere in the A.S. budget there may be quite a little nest egg that you may be able to use somehow.

TOTAL BUDGET: Assuming a two-student payroll budget of \$5738.93 for the 1992/93 fiscal year, and add to this the cost of dumpsters (at \$1000.00), the total budget for recycling that would have to be assumed by A.S. would be \$6738.93. This amount assumes that the program will not need any supplies this entire year. This would be possible if the program is not expanded and no more barrels or boxes are needed.

Bds Flores - S.A.O.

CHANCELLOR'S OFFICE

CALIFORNIA COMMUNITY COLLEGES

1007 NINTH STREET
SACRAMENTO, CALIFORNIA 95814
(916) 445-8752



August 18, 1992

Kew
FYE
RA

TO: Superintendents/Presidents

FROM: David Mertes *DM*
Chancellor

SUBJECT: 1992-93 BUDGET CRISIS

REDUCE YOUR BUDGET BY 5%!!!**DON'T REPORT STUDENTS WITH 90 CREDITS FOR APPORTIONMENT!!!**

The Governor's proposal could require both of those. His proposal requires a \$20 per unit enrollment fee effective July 1, 1992. Funds have been deducted from the apportionment budget corresponding to this fee increase. However, the likelihood of collecting the increased fee for the fall semester grows slimmer and slimmer. Without the fall semester fee revenue, the total apportionment revenue for 1992-93 will be 5% below the 1991-92 amount. In addition, the Governor's proposal does not allow reporting of 90 credit students for apportionment. You will be forced to absorb the cost of those students and probably cannot retroactively collect tuition from them.

The situation is serious. An immediate contact to the Governor and all your Legislators is essential. Communicate the following:

- Support the August 7, 1992 report of the Conference Committee, known as the "Hill" Proposal.
- Maintain the existing statutory split in the Proposition 98 funds (89 percent K-12, 11 percent community colleges).
- Oppose the administration's proposal to defund students with 90 or more units and raise the enrollment fee to \$20 per unit.

DM:JN:cm

1072-8/18

ASSOCIATED STUDENTS
EXECUTIVE CABINET
Fall ~~SUMMER~~ 1992
AGENDA

Aug 24, 1992

Meeting # 7

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES *postpone until next*

V. REPORTS

- A. President *Steve Hunt resigned as Soph. Rep. (Wall)*
B. Advisors *(Flores/Eisenhauer)*
C.

VI. APPOINTMENTS

- A. *CWC m/s/c to appoint*
Cecelia Bromley → Financial Aid
Bob Robinson → Ed Equity, Aux Ent, Duo
B. ~~Committees~~
Commissionership
Lucy Giordano → Financial Aid
Lucy Giordano → calendar/Reg

VII. OLD BUSINESS

- A. *Computer m/s/c to accept*
Ronda Eisenhauer's offer of \$2000 for Apple IIe and printer
B. *Program Board m/s/c to accept Program Board Proposal as accepted*

VIII. NEW BUSINESS

- A. *S*
B. *m/s/c to appoint pending creation by*
Stephanie Lewis/CSA
Paige Elder/Comm Involvement
Jennifer Evans/Comm at Large
Lisa Pierce/Comm at Large
Gary Crocker/Enabling Affairs
Heather (?) /Comm at Large
Christopher Hart/Comm at Large
Angele Johnson/Comm at Large
Aaron Machado/Comm at Large

IX. ANNOUNCEMENTS

A.

B.

X. ADJOURNMENT

m/s/c to appoint
Don Lewis & Noontime
Entertainment Comm
pending creation by CSA

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
MINUTES

Meeting #6
8/19/92

- I. The meeting was called to order at 3:10 pm
- II. Absent: none
- III. The agenda was approved as amended
- IV. The minutes were approved as amended
- V. REPORTS

A. President: Jim welcomed everyone back. He reported that we as student representatives and leaders need make sure the student voice is heard. He noted that the recycling program would be cut as of FRIDAY due to State wide budget cuts, if the Associated Students did not take over the program. It was announced that we bought a new Cannon copy machine. College Wide Committees has no new members and this needs to change. The income this year is not as high as predicted, therefore we need to increase ASB sales or decrease our spending. We need to promote the retreat to Point Bonita which is scheduled for August 24 to 27.

B. Advisors:

- 1. Bob: A letter needs to be drafted to John Watrous regarding the loan of the A.S printing press. It is vital to this association that we promote card sales. Reality shows that there is a decrease in card sales from last year. College Wide Committees are extremely important, Executive Cabinet is the most informed group. Institutional planning is going forward. The Petaluma Center is scheduled to open Spring 1994. We need to know what kind of student representation will be created. It is a stressful time it is important to keep the communication going between advisors and Exec Cab, it makes things easier to create tasks forces etc...
- 2. Ronda: Football season is coming, people are needed to work the ticket crew. Friday is book loans and people are needed to work the tables.

VI. APPOINTMENTS:

- A. It was moved to appoint Theresa O'Laughlin as Ethnic Minorities Commissioner, Emily Stone as Legislative Commissioner, Adolfo Foronda as Entertainment Commissioner and, Melanie Breslow as Athletic Commissioner.
- B. It was moved to appoint Michael Plastino as Environmental Commissioner, Andre Economopoulos as Health services Commissioner and Stephanie Lewis as Law Enforcement Commissioner pending the creation of these positions in CSA.

VII. OLD BUSINESS:

VIII. NEW BUSINESS

- A. Recycling Program- It was moved that A.S. accept all responsibility, including financial for the Recycling Program. M/S/C
- B. Great Western Bank-It was moved to allow Great Western Bank on campus for the week of August 24-28. M\S\C
- C. It was moved to accept the petition to be sent to Governor Wilson and the Legislature, as adopted by the Executive Cabinet. M/S/C

IX. ANNOUNCEMENTS

- A. Maria announced that positions are available on College Wide Committees.

X. ADJOURNMENT: The meeting was adjourned at 5:47.

**ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
AGENDA**

Meeting #1
Date: August 24, 1992

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGEN.
- IV. APPROVAL OF MINU.
- V. REPORTS

- ☒ A. President *welcom*
- ☒ B. Advisors
- ☒ C. ICC
- ☒ D. Program Chair
- ☒ E. Committees
- ☒ F. Retreat
- ☒ G. *Handouts*

VI. APPOINTMENTS

- A. *Commissioner*
- B. *Collegewide*
- C. *Freshman & Sopho*

VII. NEW BUSINESS

- A. *welcome*
- B.
- C.

VIII. OLD BUSINESS

- A.
- B.
- C.

IX. ANNOUNCEMENTS

- ☒ A. Library
- ☒ B. Dance
- C. *Dance Artist*

X. ADJOURNMENT



Associated Student
Santa Rosa Junior College

De St

To _____
From BOB FLORES, Director of Student Activities
Subject _____

Date _____

- o *Internship*
- o *Augmented Fees Contingency Plan*
- o *Fees issue / action → latest word*
- o *Alumni Office*
- o *Office Remodel (need two students)*

College Wide Committee
Representative Application

Name _____ CSA Position Held _____
SSN # _____ Home Phone _____

Please list the committees you are interested in sitting on. The Committees Commissioner will contact you as soon as your application is reviewed. Thank you for your interest.

- 1.
- 2.
- 3.

District Tenure Review Coordinating *

Educational Equity

Educational Policy Committee

EPC subcommittees

- Basic Skills Advisory
- Curriculum Review – temp. General Education
- Global and Intercultural
- Program Review*
- Sabbatical Leave*

Financial Aid

Graduation Speaker

Infectious Disease

Institutional Planning

International Studies*

Library

Multi-Cultural Events

Parking

Professional Growth Program Review*

Safety

Scholarship

Staff Development Coordinating

SDC subcommittees

- Staff Development/Professional Development Days*
- Staff Development Projects*

Staff Diversity and Affirmative Action

Waste Reduction and Recycling

ADMINISTRATIVE ADVISORY COMMITTEES

Auxiliary Enterprises

Board of Review*

Budget

Classified Staffing

Health Services

OTHER COMMITTEES

Alumni Liaison

Child Care Review

Computer Review*

Courtesy and Recognition (Academic Senate)*

EOPS Advisory*

Financial Aid Appeals

Health Services Advisory*

Library Advisory*

Matriculation Assessment Task Force

Matriculation Admissions Task Force

Matriculation Counseling/Student Follow-up

Matriculation Orientation Advisory Group

Petaluma ad hoc Master Planning*

Reentry Advisory*

Transfer Center Advisory

*No student representation



Santa Rosa Junior College

ASSOCIATED STUDENTS

To: College Student Assembly
From: Maria Bushey/Retreat Chairperson
Re: Fall 1991 Leadership Retreat
Date: August 24, 1992

Welcome to the beginning of another great school year.

One of the most important, if not the most important, events the Associated Students sponsors is the annual Leadership Retreat. It is a chance for us to get to know the college, understand important issues facing the campus, get to know one another and begin to build a solid foundation for the upcoming school year.

This year's retreat will focus on Conflict Resolution, Student Needs and Organizational Topics. We will also be holding a special Administrative Open House that will focus on College Wide Committee involvement. And of course it will be a lot of fun.

Because of your position we consider you to be an intricate part of student government. This retreat is an excellent opportunity to get to know the people you will be working with throughout the semester. The Retreat will be held September 25-27 at Point Bonita, a YMCA camp in the Marin Headlands. I strongly encourage you to attend this retreat and encourage others around you to do the same.

Thank you for your time. Please R.S.V.P as soon as possible.

August 18, 1992

Dear Faculty or Staff Member:

SRJC will be starting a new project in the Fall '92 to implement a peer mentoring program for underrepresented students. Administered by the Basic Skills/Vocational Studies Department, the intent is to provide personalized contact for first time 18-20 year olds who are ethnic minority or disabled students.

The first year will focus on training underrepresented students who are interested in becoming peer mentors, with the actual mentoring relationships beginning Fall '93 Semester. During Spring '93 Semester, peer mentor trainees will participate in a comprehensive training program which will include enrollment in a guidance course, 4 week rotating paid on-campus field work assignments, outreach to local high schools, and visitations to other college peer mentoring programs.

We need your help in recruiting potential mentor trainees. This program would be ideal for students pursuing academic or career goals in teaching, counseling, or other human services. Mentor trainees should be 18-20 year old students planning on continuing in the Fall '93. We are especially looking for students who are bicultural and bilingual in Spanish.

To refer a student, please complete and return the bottom of the sheet to the Basic Skills and Vocational Studies Department by **September 4, 1992**. And thank you for you input!

The Sonoma County Junior College District is committed to providing equal opportunities for all students, employees and applicants regardless of ethnicity/race, color, sex, age, religion, marital status, sexual orientation, disability, national origin, medical conditions, status as a Vietnam-era veteran, or political or organizational affiliation. The lack of English language skills will not be a barrier to admission and participation in the college's vocational education programs. In addition, the district is committed to overcoming sex discrimination and stereotyping in vocational education programs.

MENTOR TRAINEE REFERRAL

Student Name _____ Soc. Sec. # _____

Reason for Referral _____

Instructor Name _____



SUNDAY, JULY 5, 1992

The remarkable legacy of banker Frank P. Doyle

Frankie Doyle died when he was 13, so Polly and Frank Doyle never had the opportunity to put their son through college. Instead, the DoYLES provided education money for more than 18,000 students — \$10 million in all — at their "hometown" college.

Frank Doyle, president of the Exchange Bank, was a "hometown" guy. In the first half of this century he was Santa Rosa's father figure, the man who could get a project started, or save a farmer from financial ruin when the crops didn't come in.

It was Doyle, then the cashier at the bank where his father, Matt Doyle, was founder and president, who went to the merchants in the shattered downtown after the 1906 earthquake to recommend that they rebuild a block or two farther from the street and deed the rest to the city so the streets in the "new town" could be wider.

It was Doyle who bought the oak-studded glade where Matanzas and Spring creeks join, where Luther Doyle Park liked to walk, and donated it to the city in memory of his lost son.

It was Doyle who used his political and economic influence to save large portions of the Sonoma Coast for private development and see it in the hands of the state parks. Doyle loved the coast. He had a weekend cabin at Bodega Bay where he invited friends for weekend excursions that included clamming, abalone fishing and surf fishing.

It was Doyle who called the first meeting to discuss the possibility of bridging the Golden Gate — and was accorded the honor of driving the first private car across the bridge on opening day. It was Doyle who led the effort to revive the Sonoma County Fair, the man who was one of the founders of the Santa Rosa Chamber of Commerce, serving as its president for most of its early years, Doyle who was a founder of the Wood Empire Association, a powerful force for promoting tourism in the North Coast in the 1920s.

IT WAS DOYLE who went further than any of the other Sonoma County bankers in aiding farmers in the terrible days of the Depression. Many who lived through those bleak economic times were quick to credit Doyle with "saving" their farms. His bank not only carried their mortgages when they couldn't pay when the bank's list of troubled loans became dangerously long, he would buy the loans himself. It was this last risky good-neighbor policy that contributed to his decision, as he entered his eighth decade, to ensure that his personal resources would be for the welfare of the community he loved and that his financial risks would not affect his bank.

Deeply committed to the concept of a "hometown bank," he came up with a plan that would assure that the bank remained independent and locally owned and would shower his blessings on the young people of his community — well beyond what could be imagined in the 1940s.

difference, particularly in a time when higher education is well up on the government "hit lists" and individual frustration levels are high, it's good to remember Frank Doyle and the decision he made nearly 50 years ago.

Doyle placed his shares of Exchange Bank common stock — a controlling interest — in a perpetual trust. When he died in 1948, it was revealed that the Doyle trust was simple and straightforward. From the dividends on his stock, the trust would pay up to \$2,000 annually for the improvement and maintenance of Doyle Park, as needed. The rest was to be awarded to Santa Rosa Junior College to be distributed to "worthy young men and women" attending the college. It would be known as the Frank P. and Polly O'Meara Doyle Scholarship fund.

We all know about the Buck trust and what has happened to that legacy to Marin County in the years after benefactor Beryl Buck's bequest. In 1975, she left \$12 million. In 1987 it had become \$450 million, with an annual interest income of some \$30 million. Marin County often seems to be at loss to know just what to do with all that largesse.

Santa Rosa Junior College has never had that problem with the Doyle Trust, although it, too, has grown far beyond what a small-town banker might have hoped in 1948. The value of the stock at the time of Doyle's death was more than \$600,000. There is a legend that persists among bank officials and employees that in the first year the \$2,000 for Frankie Doyle Park exceeded the scholarship benefits, but records indicate that this is about \$19,000 from the truth. The first distribution of scholarship funds totaled \$21,000.

IN THE POST-WAR boom years of the 1950s Santa Rosa's population doubled — pretty much overnight.



COURTESY EXCHANGE BANK

Doyle in 1899 when he came to Santa Rosa.



COURTESY EXCHANGE BANK

Frank Pierce Doyle, banker and community benefactor.

There were three banks in town — Bank of America, American Trust and the Exchange Bank, plus Santa Rosa Savings & Loan — and they prospered mightily.

Sonoma County, for the first time in this century, was caught up in a growth economy. Banks were bought by larger banks (American Trust by Wells Fargo, for starters), new banks and savings and loans opened — and became part of statewide or national systems. The home-owned bank, within 20 years, became a rarity. And the Exchange Bank — which, by the terms of Doyle's will won't ever be sold — rarer still.

The Doyle Trust has, since Frank's death, owned controlling interest in the bank. Initially, it held his 50.39 percent of the common stock. Today the trust owns 783,901 shares (58.5 percent) of the common stock and, as of last week, its value was \$45,858,208.

Three trustees, appointed by the bank directors from their own ranks, administer the fund. Thousands of students have attended the college aided by funds from the Doyle Trust. The gift has made both the college and the bank unique in this area. There is no other bank with such an "owner" and no other junior college in California so handsomely endowed.

THE 1991-92 dividends delivered by the Doyle Trust to the Santa Rosa Junior College Foundation totaled \$2,145,000. Interest from that money came to \$95,000. Thus far, according to Clare Munson, manager of scholarships and research for SRJC, \$2,173,489 has been awarded for the fall semester that will begin in late August. And there's more available. The college's second application period, for latecomers and those who missed the first round, opened July 1 and will extend to Aug. 7. (Munson's office, on campus, can supply more information.)

Clare has the highest regard for the late Mr. Doyle. He has certainly made her job a happy one. She has happy statistics to offer. One of these is that last year 49

percent of SRJC's full-time student body received funds from the Doyle Trust.

As the dividends accrue and the need heightens, the college has explored creative ways to use the funds in the best interest of the college community. Doyle Scholarships, in amounts of \$500 to \$1,750, are renewable with a grade point average of 2.5. They are awarded to students who are enrolled full time in the SRJC program to work toward matriculation to a higher institution, an associate of arts degree or completion of a certificated program. There are also third-year extensions available to students who need more than the two-year program to complete requirements.

Part of the program is the "Top Scholar" award, an offer of a \$1,750 scholarship to the graduate with the highest GPA from each Sonoma County high school. This year 77 percent of the top scholars from the county have accepted the Doyle offer and will attend SRJC.

TO THE SCHOLARS add the Doyle Occupation Education Award winners — students who may already hold a bachelor's degree or have completed a previous educational program. There are more than 500 re-entry or career-change students receiving funds from this Doyle program, now in its third year.

Scholarship and grant holders who maintain the GPA necessary to retain their scholarship or occupational award to completion each receive — on the day before their graduation — a \$250 Doyle Achievement Award, either to start them toward upper-division education or to carry with them into the work force.

Finally, there are the O'Meara Grants for students with special financial needs beyond what can be met by scholarships or state and federal funds. Need is more important than GPA in selecting these students. There were 100 of them last year.

The numbers are indeed impressive. There were 2,924 Doyle scholars and occupational awards for the coming year. Another 460 students earned grants and achievement awards. This year, said Munson, there is enough money to increase the amounts — and a lucky thing, too, because fee and cost increases seem as certain as the decline of state and federal student aid.

(The Doyles, it should be noted, are not the only scholarships available to SRJC students. There are 350 scholarships endowed by the Santa Rosa Junior College Foundation and 250 scholarships offered by organizations and individuals in the community.)

JUST HOW unusual is all this? Sharon Stockham, vice president for human resources and corporate secretary for the Exchange Bank, says she feels certain hers is the only bank that can lay claim to such beneficence. And Munson says that the college did a study last fall, just to make it official, which revealed that SRJC has the largest scholarship program in the state and is, in fact, ranked fourth for endowments among all the UC campuses and the state universities as well. That's the state story. "We're working on the nation," says Munson. She'll let us know.

When Frank Doyle, born in Petaluma in 1863, died at his home at Third and Pierce streets in Santa Rosa at the age of 85, he left a mighty legacy. The Doyle name is still all around us. Doyle Park, of course. Doyle Drive, the San Francisco-side approach to the Golden Gate Bridge; the student union at SRJC, a special gate to the Sonoma County Fairgrounds. But nothing speaks of the man — his love of Santa Rosa, his charity, his dedication to his profession or his business acumen — as does the Doyle Trust. For the "worthy young men and women" of Santa Rosa Junior College — more and more of them with each new dividend, each passing year.

**If you doubt that one man
can make a difference . . .**

Sunday, July 26, 1992 ★ ★

State's fiscal woes aid rich

Lower credit rating
means high interest
for bondbuyers

Charlotte-Anne Lucas
EXAMINER STAFF

WHEN California's credit rating goes down, taxpayers take it in the pants, while the rest of Americans take it to the

lower rating — an indication that the state is no longer a credit risk — means California has to pay higher interest when it borrows money. The state routinely borrows money by selling bonds to investors and promising to pay them back, with interest, in 20 or 30 years.

Right now, the state is preparing to sell \$10 billion worth of 20-year bonds. But because California's credit is less than pristine, the interest on those bonds — ultimately paid by taxpayers — will be a million higher, state officials say.

The winners are those investors who buy the bonds, which pay interest tax-free. Those investors, according to the Internal Revenue Service, are the wealthiest Americans.

Two percent of tax-free interest — some \$21.6 billion — went to 12,143 taxpayers nationwide. According to the IRS figures another 37,871 millionaires each re-

ceived an average of \$129,182 in interest in 1990 on which they paid no taxes.

A majority of Americans are unable to afford the bonds, which come in \$5,000 and \$10,000 denominations. While people of lesser means can buy into tax-free bonds through any of a number of mutual funds, government statistics indicate that individual households dominate the market, holding more than half of all tax-free bonds.

Among those individual investors is State Sen. Milton Marks, D-S.F., who owns an interest in a trust that holds four blocks of California municipal bonds valued at between \$40,000 and \$100,000, according to state records. His financial disclosure statements do not indicate what percentage of the bonds he owns, or how much tax-free interest he collected from the investment.

Legal and tax experts say the theory behind making the interest on municipal bonds tax exempt is to save states and cities money. Because investors don't have to pay taxes on the interest, they will accept a lower interest rate from "muni bonds" than from other securities.

What that amounts to, the experts say, is a federal subsidy to state and local governments.

Government statistics show that there are more than \$1 trillion worth of municipal bonds outstanding nationwide, up from about \$500 million in 1983. California

[See BONDS, E-5]

State's fiscal woes aid rich

California state and local agencies sold \$34.8 billion in new bonds in 1991, becoming the leading issuer in the country, with about 15 percent of the national total, according to the California Municipal Bond Advisor newsletter.

According to Citizens for Tax Justice, a Washington D.C.-based group, the federal government will give up \$22.3 billion this year by not taxing the interest on state and local bonds. While precise figures are not available for California, 15 percent of the federal total would be \$3.35 billion.

But because that money is simply not collected — rather than doled out as a direct subsidy — it is an "off-budget" or hidden drain on the federal till, says Harvard Law professor Richard Gordon, who teaches tax law. "It's a big tax expenditure," he said, and because the amount depends entirely on how many bonds state and local governments issue, "there is virtually no cap" on the figure.

"There's nothing wrong with the federal government subsidizing the state and local government," says Citizens for Tax Justice director Bob McIntyre. "It's all in the family. The problem is, to a large degree, it's so hopelessly inefficient."

McIntyre says his research shows that the interest savings to state and local government is

way less than what it costs the (U.S.) Treasury in foregone taxes."

Specifically, he says, state and local governments pay about 1.2 percent more in interest than it costs the U.S. Treasury to borrow money. "That gap (the 1.2 percent) is basically your windfall to wealthy investors," he said.

McIntyre's group argues that it would be far cheaper for taxpayers — and less generous to wealthy investors — if the government taxed municipal bonds and then returned the money as a direct subsidy to state and local governments.

But history and legal experts say that's unlikely to happen.

The last attempt to change the system — during the administration of former President Jimmy Carter — drew vocal and near-unanimous opposition from state and local government officials. It also prompted the creation of the Anthony Commission — a group devoted to keeping the tax-exempt status of bonds. The commission counts California Treasurer Kathleen Brown among its current members.

A big part of the opposition, Gordon notes, is because "if the federal government were going to give money to state and local governments to spend, it might restrict the money to things other than the (localities) are using it for now."

TAX-FREE INTEREST

Only 3.5% of U.S. taxpayers invested in tax-exempt bonds in 1990

Income bracket	Number of returns	Total Interest (in millions)	Percentage in each bracket	Average Interest
\$1-\$30,000	1,013,306	\$4,912	12	\$4,848
\$30,000-\$50,000	881,972	\$5,112	13	\$5,796
\$50,000-\$100,000	1,193,910	\$9,405	23	\$7,877
\$100,000-\$1 million	814,272	\$16,315	40	\$20,036
\$1 million plus	37,871	\$4,892	12	\$129,182
Total	3,941,991	\$40,639	100	\$10,309

SOURCE: IRS & California Municipal Bond Advisor

EXAMINER GRAPHICS

ASSOCIATED STUDENTS
EXECUTIVE CABINET

AGENDA

FALL 1992

Aug. 26, 1992

meeting #8

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA:

IV. APPROVAL OF MINUTES:

V. REPORTS:

A. PRESIDENT

(WALL)

B. ADVISORS

(FLORES/EISENHAUER)

C.

VI. APPOINTMENTS:

A. HIRING COMMITTEE

B. SCHOLARSHIP

C. Committees Commissioner

m/s/c to allow Committees Commissioner to come to Exec Cab during discussion of cwc.

m/s/c to recommend to CSA to appoint Eric Fein as student rep to ASST Dean hiring committee with Jan Westphal as alternate

VII. OLD BUSINESS

A. PETITIONS

B.

m/s/c to recommend to CSA to appoint Craig Bradley to Scholarship Comm close debate

VIII. NEW BUSINESS

A. AGENDA ITEMS (Discussion)

B. JAN WESTPHAL ITEMS

C.

m/s/c to reconsider the motion regarding Committees

m/s/c to allow Committees Commissioner to come to Exec Cab under appointment of cwc during discussion

IX. ANNOUNCEMENTS

A. Project Film Grants (Bradley)

B. class

C. Dance

(Fein)

X. ADJOURNMENT

AGENDA PROTOCOL → NAMES

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
MINUTES

Meeting #7
8/24/92

- I. The meeting was called to order at 2:30 pm
- II. Absent: none
- III. The agenda was approved as amended
- IV. The minutes were postponed till next meeting.
- V. REPORTS

- A. President: Jim reported that Steve Klent resigned as Sophomore Representative. There were two applications turned in for Freshman Representative

- B. Advisors:

- 1. Bob: No Report

- 2. Ronda: No Report

VI. APPOINTMENTS:

- A. CWC- It was moved and seconded to appoint Cecilia Bromley to the Financial Aid Committee, Rob Robinson to the Educational Equity Committee, Auxillary Enterprises, and the Day Under Oaks committee.
M/S/C *Lucy, Giovanni to Scholarships & Calendar Reg*

- B. Commisionerships- It was moved and seconded to appoint Stephanie Lewis as Commissioner At Large, Paige Elder as Community Involvement Commissioner, Jennifer Evans as Commissioner at Large, Gary Crocker as Enabling Affairs Commissioner, Heather Arajs as Commissioner at Large, Chritopher Harty as Commissioner at Large, Angela Johnson as Commissioner at Large and Aaron Machado as Commissioner at Large, Pending the creation of these positions in College Student Assembly.

M/S/C

VII. OLD BUSINESS:

- A. Computer- It was moved and seconded to accept Ronda Eisenhaurs offer of 200.00 for the AS Apple Two E and printer. M/S/C

- B Program Board- It was moved and seconded to accept the Program Board Proposal as presented. M/S/C

VIII. NEW BUSINESS - No new business

IX. ANNOUNCEMENTS- None

X. ADJOURNMENT: 3:00



Santa Rosa Junior College

OFFICE OF THE PRESIDENT

August 25, 1992

TO: THE COLLEGE COMMUNITY

FROM: ROBERT F. AGRELLA
PRESIDENT

As a reminder, an all-college forum will be held on Thursday, August 27 at 2 p.m. in Newman Auditorium.

The purpose of this forum is to:

- present information about anticipated revenues and expenditures for 1992-93
- explain how proposed budget reductions were determined
- clarify what size of program we are trying to achieve
- answer questions and concerns raised by faculty and staff

It is important that before any recommendations on a 1992-93 budget are made to the Board we all have the same information about revenues and expenditures and thoroughly understand the present and future implications of any recommendations.

Until the State adopts a budget, the best we can do is to plan using information available to us at this time. For this reason, I am asking for both your patience and understanding as we address this very complex and difficult problem.

I believe we are all seeking the same resolution — minimal impact to the college's instructional program and essential student services.

I urge you to participate in the college forum on Thursday.

RFA:js

Message. Dated: 08/20/92 at 1140.
Subject: Schedule Building--Fall and Spring
From: Ed BUCKLEY / SRJC/01 Contents: 2.
To: Bob FLORES / SRJC/01

Part 1.

TO: DISTRIBUTION

Part 2.

This note is being sent to "ADMIN/CHAIRS" distribution, which includes the names of administrators, department chairs, and others needing or wishing information primarily focusing on instructional matters. Given our present state of affairs, I will be using this distribution list frequently to give folks needed information as quickly as possible.

Today's chapter is regarding schedule building. At the last meeting of the "Academic Affairs Council" (our grand title for the weekly meeting of the academic asst deans, associate deans, deans, and me) we discussed the fall schedule. We also came up with a process for the development of the spring schedule which, we hope, will allow us to plan for "the worst" without losing our flexibility.

FALL SCHEDULE--CANCELLATION PRACTICE. We will NOT deviate from the 20% minimum enrollments figure (18 for off-campus and Petaluma) that we have already announced. However, we will be less liberal in granting exceptions. Even in the less-than-worst case, we anticipate we will need to have some program reduction. Every course that we absolutely don't "need" in the fall buys us, potentially, a course we can continue to offer in the spring. We have set for ourselves a goal of reducing the program through this process, for fall, of 5% of the hours scheduled. Much of this may be relatively painless, a result of the normal schedule adjustments. We hope.

II. SPRING SCHEDULE BUILDING. IF we reduce our fall schedule by 5% of the hours; and IF we continue to need to reduce our costs in this area by about \$1,000,000; THEN the spring schedule will have to have 10% fewer hours in it than last year's spring schedule.

Therefore, we are asking the chairs/program directors to submit--

1. A spring schedule proposal having 10% fewer hours than last spring's.

2. A "shadow schedule" of courses that, if added in, would be equal in size to last spring's. The "shadow schedule" courses should be in priority order, in terms of the chair and department's appraisal of its curriculum in the context of our mission and goals.

In this way, when the budget picture gets clearer, and assuming "clearer" also means "better," than we can move courses from the "shadow" to the "real" schedule relatively quickly and, I hope, well before a published schedule is produced.

LONG SHOT: Exercises like these test our decision-making skills, our beliefs, our courage, and our ethics. I have been heartened by the degree to which you are approaching these unappetizing choices with sensitivity, understanding and imagination.

End of Item 8.

**ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
AGENDA**

Meeting # **2**
Date: **8/31/93**

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
- V. REPORTS

- A. President (Wall)
- B. Advisor (Flores/Eisenhauer)
- C. ICC (Robinson)
- D. Program Chair (Kunst)
- E. Committees (Bushey)
- F. Student Fees (Navarrette) *→ \$12 → No cap*
- G. Retreat (Westphal) *→ \$50/unit for B.A.7*
- H. Project Film Grants (Bradley)

VI. APPOINTMENTS

- A. Sophomore & Freshmen Reps. (Wall)
- B. Dance Committee (Fein)
- C. Asst. Dean Hiring Committee (Wall)
- D. College Wide Committees (Wall)

M/S/C to appoint as Soph Reps
① Valentina Dose
② Seanifer Evans

M/S/C to appoint as Fresh Rep.
① Dionna Valdez
② Tina Shih
③ Nina Bravo
④ Rachael Harrison

VII. NEW BUSINESS

- A. Modem (Robinson)
- B. Recycling (Westphal)
- C. Dance (Fein)

M/S/C to allocate \$500 out of Equip Repair + Replacement to buy a modern M/S/C to allocate \$827.40 out of Assemblies + Concerts for the Reggae Dance

VIII. OLD BUSINESS

- A.
- B.
- C.

M/S/C to appoint
Cecelia Browley/Chair
Adolpho Foronelo
Melanie Breslow
Erica Fein
Wacey Kunst
Craig Bradley
Jennifer Evans
Naomi

IX. ANNOUNCEMENTS

- A. Parli Pro Usage
- B.
- C.

X. ADJOURNMENT

M/S/C to appoint Craig Bradley to the Scholarship Committee

M/S/C that the Assoc. Students oppose the decision made to cut the recycling program

M/S/F to cbsc debate M/S/C to close debate

ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
MINUTES

**MEETING #1
AUGUST 24, 1992**

- I. The meeting was called to order at 3:15 p.m.
- II. Absent were Elmira Hand and Dylan Humphrey
- III. The agenda was approved as ammended
- IV. Minutes: none
- V. **REPORTS**

A. President:

- 1. Jim Wall, President, welcomed everyone back to school and into C.S.A.
- 2. Jim announced that his theme for this year is "Student's Power."

B. Advisors:

Bob Flores, Director of Student Activities

- 1. Bob announced that members of C.S.A. are eligible to recieve up to two units of credit by enrolling in Political Science 51.
- 2. Bob announced he will be teaching a Parliamentary Procedure class (Political Science 50).

Ronda Eisenhower, Student Activities Advisor

- 1. Ronda announced that the Associated Students gave out 106 book loans for a total of \$8,722. This is approximately 43 less loans than were distributed last Spring.
- 2. Ronda announced that she needs people to work on the football ticket crew. The wage is \$12.50 per game and there are five home games.

C. Inter-Club Council

- 1. Rob Robinson, Chairperson of ICC, invited people who are already in clubs or interested in starting a club to attend the ICC meeting

on Tuesday August 25, 1992.

D. Program Chair

1. Nancy Kunst, Program Chair, announced that Welcome Day will be on Friday September 4, 1992 and if anyone is interested in co-chairing this event they should contact her.

E. Committees Commissioner

1. Maria Bushey, Committees Commissioner, announced that she needs people to represent CSA on College Wide Committees. Anyone interested should contact her.

F. Retreat

1. Maria Bushey, CSA retreat chairperson, announced that there will be a retreat on September 24, 24, and 26 at Point Bonita. If there are any questions regarding the retreat contact Maria. She also announced that a sign-up sheet will be passed around at the next meeting.

VI. APPOINTMENTS:

- A. It was moved to create Noon-time Entertainment Commissioner, Environmental Commissioner, Health Services Commissioner, Community Involvement Commissioner, and ten Commissioner at Large positions. (M,S,C)
- B. It was moved to appoint Lucy Giovando to Calendar/Registration Committee and Financial Aid Committee, Cecilia Bromley to Financial Aid Committee, and Rob Robinson to Educational Equity Committee, Auxiliary Enterprises Committee, and Day Under the Oaks Committee. (M,S,C)

VII. OLD BUSINESS: None

VIII. NEW BUSINESS: None

IX. ANNOUNCEMENTS

- A. It was announced that the Fox radio station would be able to offer free advertising for events. It was also announced that a Bicycling Club was being started. Also a Library Committee is in the process of being formed. Contact Craig Bradley for more information on any of these items.
- B. It was announced that AS sales are down, we need to put on events

that will increase sales.

- C. It was announced that there is a petition circulating to protest Wilson's budget proposal for \$20 a unit and differential fees for students with over 90 + units as high as \$121 a unit. The AS has picked up responsibility for the recycling program, since it was to be dropped by the administration.
- D. It was announced that anyone interested in a Media 79 class, the Mon.-Wed. 12:30- 3:00 p.m. class needs 5 students to stay open, contact Andre Economopoulos.
- E. It was announced that the sign up sheet for Welcome Day is on the board between Bob and Ronda's offices.

X. ADJOURNMENT

- A. It was moved to adjourn at 4:30p.m.

Memorandum

8/26/92

TO: Jim Wa
FROM: Ricardo
SUBJECT: Enrollment

We still don't
fee will change for t
need to have a conti
fee structure is chan
immediately.

Attached is a
considering, but ho

/rmt

Associated Student
Santa Rosa Junior College

To

From BOB FLORES, Director of Student Activities

Subject

Date

- Petitions campaign
- Pol Sci 51
- Parliamentary Procedure
- Mail boxes / Blue Cards
- Retreat
- The "official voice" of students
- Read → Be Aware → Plan →
- Hybrid responsibilities → Program Board
- Attendance if not during roll call

Santa Rosa Junior College Office of Admissions & Records

Date: August 20, 1992

TO: Ken Holback
FROM: Ricardo D. Navarrette

SUBJECT: Issues Related to New Enrollment Fees

1. Notification to Students

We would send an individualized billing to each student indicating the amount paid and the amount owed. This letter or computer generated mailer will explain the fee change, procedures, deadlines and consequences. Total cost would be \$8000-\$10,000 as outlined in #6.

2. Establish deadline for payment

We could set a 30 day deadline or extend the deadline until just before Spring semester registration. The debt would become delinquent right away because of numerous complications with the computer program. We could make exceptions to the transcript hold as situation arise. (We may want to consider a payment plan for the 90+ differential fee.)

3. Disenrollment

We recommend that students not be dropped even if they do not pay the fee debt by a certain date. A modification to TLC would be necessary to enable students to drop if a debt has been posted. (We may want to consider dropping delinquent 90+ students.)

4. Refund, add/drop deadlines

Each deadline should be based on the same amount of time presently given students. Hence the new deadlines will roll, with the notification to students to be considered as the start date for the time period allowed.

5. "W" Grade deadline

Title V would allow us to only extend this deadline until September 17 (instead of the current September 11).

6. Cost

Additional funds will need to be budgeted to print individualized statements, process paper work and pay postage. Minimum cost will be \$8000 if we use generic computer mailers and \$1000 more if envelopes are used. Additional STNC and/or student hourly would need to be considered for both the Business Office and Registration Office for collection and posting purposes.

7. Security

Campus police should be present during peak cash collection times.

/rmt

POLITICAL SCIENCE 51

COURSE NUMBER AND TITLE:

Political Science 51
"Student Government"

UNITS:

1-3 units available

Section 1621 1 unit
Section 1622 2 units
Section 1623 3 units

HOURS:

1 unit : T - 12:00 - 1:00
2 units : M - 3:00 - 5:00 pm
+ 1.0 weekly hours by arrangement
3 units : M - W - 3:00 - 5:00 pm
+ 1.0 weekly hours by arrangement

COURSE DESCRIPTION:

Provides an opportunity to observe and practice the skills of democratic leadership and decision-making.

COURSE CONTENT:

Attitudes of responsibility, integrity and cooperation are stressed.

Parliamentary procedures are studied and followed.

Due to the nature of the course, ATTENDANCE IS MANDATORY! Absences will result in a lower grade being given in the course. The student should discuss any absences with the instructor.

GRADING:

- A: Perfect attendance with class participation and any arranged hours fully accounted for.
- B: 1-2 absences, limited class participation OR arranged hours not fully accounted for.
- C: 3-4 absences, limited class participation OR arranged hours not fully accounted for.
- D: 5-6 absences OR arranged hours not fully accounted for.
- F: 7 or more absences OR arranged hours not fully accounted for.

BizQuote

Prepared for:

Associated students of SRJC

Prepared By:

Michele Serna

Date: 8/28/92

Description	QTY	Price	Ext.
hook up modem	1	74.99	\$74.99
cable	1	4.99	\$4.99
	1		\$0.00
	1		\$0.00
Prices subject to ch SubTotal			\$79.98
without notice	Tax 7.5%		\$6.00
Limited to stock on hand			
Total			\$85.98

PROPOSAL

REGGAE DANCE/CONCERT
SEPTEMBER 11, 1992
9PM TO 1AM
CAFETERIA

BUDGET

BAND	\$500.00
(Makka)	
LIGHTING	\$100.00
(Theatre Arts)	
SECURITY	\$142.40
(Campus Police)	
MISC.	\$75.00
(Paper products, Decorations, Etc.)	

TOTAL: \$827.40

- Clubs will be providing refreshments.
- \$6.00 General admission
- \$3.00 Associated Students

100 @ \$6.00 = \$600.00
100 @ \$3.00 = \$300.00
= \$900.00

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
AGENDA

Meeting #9
9/1/92

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES

V. REPORTS

- A. President (Wall)
- B. Advisors (Flores/Eisenhauer)
- C. Dance (Fein)
- D. AS Membership (Fein)
- E. Budget (Breslow)

VI. APPOINTMENTS

- A. CWC m/s/c to appoint: District Facilities Planning → Sara Kirkwood
- B. Commissionerships EPC → (Wall) Family Store
- District Accessibility → Jennifer Evans
- Budget → Gary Crocker
- Sim → ?

VII. OLD BUSINESS

- A. Conference Rob Robinson to research (Wall)
- B. GW Bank (Wall)
- Law Enforcement Rep → Marcus Parker
- Kent Hall → Sara Kirkwood

VIII. NEW BUSINESS

- A. Lockers m/s/c to allow GW Bank to come on campus for another week
- B. Copy Machine m/s/c to amend to read (Flores)
- C. GAIA Dance m/s/c to allow Alumni Assoc to use copier @ 3¢/copy
- D. Piano Sim to call Frank Zimolinski (Flores)
- E. Phone m/s/c to recommend to CSA to support the Health Fee recommendation for Spring 1993 (Wall)
- F. Health Fee m/s/c to support the Health Fee recommendation for Spring 1993 (Wall)
- G. Copy machine to support the Health Fee recommendation for Spring 1993 (Wall)
- H. Kiosks m/s/c to postpone until next week

IX. ANNOUNCEMENTS

- A. Vote Dance
- B. Oak Leaf

X. ADJOURNMENT

- (Bradley)
- m/s/c to postpone until next week
- to allow Jill Kelleymore to be paid up to \$500 m/s/c to postpone definitely out of Student Employment until next week for repair of 5 Kiosks

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
MINUTES

Meeting #8
8/27/92

- I. The meeting was called to order at 3:00pm
- II. Absent: Nancy Kunst
- III. The agenda was approved as amended
- IV. The minutes #6 were approved as presented, #7 were approved as amended.

V. REPORTS

A. President: Jim is aware of the amount of effort given to this organization by Erica Fein and Cecilia Bromley. It is greatly appreciated. College Wide Committees are not getting as much response as we need, it is important that there is student representation at these Committees.

B. Advisors:

- 1. Bob: Ricardo Naverette has requested to meet with the group. Bob commented that any action taken on this campus regarding Fee increase legislation needs to be discussed. Possibly beginning next week, Darrin Brown will begin an Internship working for the Student Activities Office, basically as a resource through Bob. One or two students are needed to meet with the purchasing department, for the configuration of the office modules.
- 2. Ronda: Miss quoted price for the amount of money paid to the ticket crew at the football games. The correction is 15.00 per game. Ronda was very pleased with the Noon-time entertainment today. We are all set for Fridays Noon-time entertainment, Roshambau.

VI. APPOINTMENTS:

- A. Hiring Committee- It was moved and seconded to appoint Erica Fein as a representative on the Assistant Dean hiring committee, with Jan Wesphal as an alternate.
M/S/C
- B. Scholarship- It was moved and seconded to appoint ~~Cecilia Bromley~~ ^{Craig Bradley} to the Scholarship Committee.
M/S/C.

- C. Committees Commissioner- It was moved and seconded to allow the Committees Commissioner to come to Exec Cab under Appointments of CWC during discussion. M/S/C

VII. OLD BUSINESS:

- A. Petitions- Discussions on a strategy to get as many signatures as possible to Sacramento by Friday.

VIII. NEW BUSINESS :

- A. Agenda Items- Jim requests that all agenda items be specific and the conversation stay specific to that item.
- B. Jan Wesphal Items- Jan requests that there is more shared governance with events and items dealing with campus wide faculty and staff advisors.

IX. ANNOUNCEMENTS

- A. Project Film Grant applications will be available September 14th and will be due on the 28th. The sign up sheet will be going around in CSA there will be at least four no more than seven members needed to sit on this committee.
- B. Jan announced that the class Soc.48 will contribute to the strategy to get the petition signed.
- C. Rob announced that conflict is okay.

X. ADJOURNMENT: 5:03pm

DRAFT

Health Fee Recommendation, Spring 1993

Problem Statement

Health fee income is no longer keeping pace with expenditures, and the restricted balance may not survive 1992-93. Health Services' budget has been affected by a number of factors, including the amount of waived income (BFAP/BOGG transactions have increased 64% in the last four years), significantly increased salary and benefit costs, rising costs for health care supplies and the insurance premium, and the addition of services in increasing numbers, and are essential to the health and success of Health Center in March 1992 revealed health fee, most of whom can be assured

When the health fee policy was approved, charge of reviewing the fee schedule on for services, Health Services has expanded structure since the Fall of 1988. How restricted reserves are expended at the level of maintenance of effort mandated contribute the balance from the General approximately \$20,000 to support services and level of services as well as a direct will result in the elimination of Student personnel to serve the District community 1993-94. In order to maintain the current Petaluma Center and to those students health fee structure by increasing the

•1992-93 Expenditure Project

To meet required MOE (with
To maintain status quo (including
To fund staffing and SPS costs)

Current Status

•Schedule of Fees

Fall/Spring semester

Summer Session

•Waiver Groups

Education Code 72246: programs and students who for healing.

District decisions: student contracts and/or agreements. College, students who are in

Associated Students
Santa Rosa Junior College



To

From

Subject

Date

BOB FLORES, Director of Student Activities

15.9% + 2.5%

- Budget reductions → how much student labor?
- LRP consultant → getting word out and involvement beyond CSA
- Petaluma Planning
- Health Fee increase → staff use costs issue
- Registration #s - 663 (11.6%) meeting
- GET IT IN WRITING

DRAFT

• **Income and Expenditure Summary**

	1988-89	1989-90	1990-91	1991-92	Totals
Income					
	\$296,624	\$231,453	\$238,686	\$237,696	\$1,004,459
Expenditures					
	\$204,440	\$199,510	\$280,268	\$278,994	\$963,212
Restricted Balance, 7/92 (pre-audit)					\$41,247

• **Waived Income Summary (excluding Summer, 1992)**

BFAP	\$24,478	\$26,960	\$31,591	\$33,159	\$115,918
Other	\$25,972	\$25,230	\$25,167	\$16,017	\$92,386

Recommendation

Establish a uniform health fee of \$7.50 per semester and \$5.00 per summer session for all non waived enrollees, starting Spring 1993. In a recently conducted survey, Santa Rosa Junior College was one of only a handful of districts offering health services and levying a fee with differential structure and/or that is less than the maximum allowable fee of \$7.50 per semester. Leveling the fee for all those who pay would provide adequate revenues to maintain the current level of services and provide the additional services necessitated by District expansion.

ASSOCIATED STUDENTS
EXECUTIVE CABINET

September 4, 1992

AGENDA

Emergency
Meeting # 10

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. REPORTS

- A. President no report
B. Advisors no report
C.

(Wall)

(Flores/Eisenhauer)

VI. APPOINTMENTS

- A. Hiring Committee m/s/c to appoint Jim Wall
B. to ~~replace~~ Asst. Deans Hiring Committee due to the resignation of Erica Fein

VII. OLD BUSINESS

A.

B.

VIII. NEW BUSINESS

A. Conferences

B. Football Prices m/s/c to raise Football prices to

C. Wells Fargo Bank m/s/c to allow

\$4.00 General
\$3.00 students
\$1.00 children under 12

IX. ANNOUNCEMENTS

A.

B.

Wells Fargo Bank
to come on campus

Sept 8-11

X. ADJOURNMENT

Loss of quorum

m/s/c to reconsider
Football ticket prices
motion

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
MINUTES

Meeting #9
9/2/92

- I. The meeting was called to order at 3:10
- II. Absent: None
- III. The agenda was approved as amended
- IV. The minutes were approved as amended

V. REPORTS

A. President: Jim would like to thank the Sociology 48 for helping out with the Fee increase petitions. The Arts and Lectures Committee was cut by almost eight thousand dollars. College Wide Committees is are responsibility as elected officials. Jim would like thank every one for being here today. Jim questions the parking fees regarding students on Financial Aid.

B. Advisors:

- 1. Bob: There has been a 15.9% Budget cut across the college, that is between 2.5 and 4 million dollars. The Petaluma center is planning to be opening in Spring of 1994, we need to start planning in what kind of student representation we are going to have there. There is a proposed Health Fee increase with a CAP of ten dollars, the Legislation on this matter is happening now. Registration for AS memberships is currently 663, down 11.6 % from last year. Bob suggested that we get all agreements ~~with school~~ in writing.
- 2. Ronda: The ticket crew still needs people. Club Days is Wed. & Thurs, if anyone knows about Associated Students than have them staff the booth. Welcome day went very well. There is some concern about whether or not there is enough help with setting up and with the windows.

C. Dance: There was further discussion on the upcoming Reggae dance.

D. AS Membership: Discussion

E. It was announced that there will be an informal discussion on the ~~Budget this~~ Friday, *September 11.*

VI. APPOINTMENTS:

- A. College Wide Committees: It was moved and seconded to appoint Sara Kirkwood to the District Facilities and planning Committee, Emily Stone to the Educational Planning Committee, Jennifer Evans to the Day Under The Oaks Committee. Gary Crocker to the District Accessibility Committee, Jim Wall to the Budget Committee.
(M/S/C)
- B. Commissionerships: It was moved and seconded to appoint Marcus Parker as the Law Enforcement Commissioner, Sara Kirkwood as the Kent Hall Commissioner, and Joel Farrell as a Commissioner at Large.
(M/S/C)

VII. OLD BUSINESS:

- A. Conference: Jim proposes that we do not wait much longer to decide on the subject of Conferences.
- B. Great Western Bank: It was moved and seconded to not allow Great Western Bank back on campus for one more week. (M/S/C)

VIII. NEW BUSINESS -

- A. Lockers: The lockers in the hallway need to be removed
- B. Copy Machine: It was moved and seconded to allow the Alumni use of our copier at three cents pr/cpy. (M/S/C)
- C. GAIA: GAIA proposed a budget to the Executive Cabinet for a dance and was asked to come back next week with an appropriate Budget.
- D. Piano: It was suggested to call the Theatre Arts Department in regards to our old piano.
- E. Phone: It was moved and seconded to recommend to College Student Assembly to make a formal request for a phone line for the Modem.
(M/S/C)
- F. Health Fee: It was moved and seconded to postpone the support for the Health Fee increase recommendations for Spring 1993.
(M/S/C)
- G. Copy Machine: Do we want to have the power to make all decisions or should College Student Assembly make the decision.

H. Jill Kelly Moore: It was moved and seconded to allow Jill Kelly Moore up to 50 dollars to repair the Kiosks on Campus out of Student Employment.
(M/S/C)

IX. ANNOUNCEMENTS-

A. Vote Dance: We need to reward those who vote, celebrate the process.

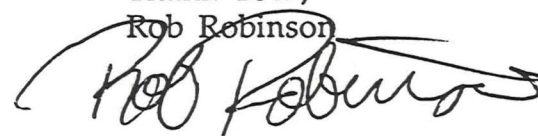
X. ADJOURNMENT: 5:10

To: Executive Cabinet
From: Rob Robinson: Vice-President
Re: Conferences

Dear Exec. Cab.

I regret that prior commitments have created a situation whereby I will be unable to attend today's emergency meeting. I did however, wish to include my opinion. It is my feeling that we should attend the Leadership Institute in San Diego, October 6-8th. I feel that we should attend this conference because it appears to offer some new leadership theories. I did some research and the best price (for Air fare) I could find was through Fun Time Travel in Rohnert Park.

Thank You ,
Rob Robinson

A handwritten signature in black ink, appearing to read "Rob Robinson", written over a horizontal line.

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
AGENDA

Meeting #11
9/9/92

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES

V. REPORTS

- A. President (Wall)
- B. Advisors (Flores/Eisenhauer)
- C. Recycling Protest (Westphal)

VI. APPOINTMENTS

- A. CWC m/s/c to recommend to CSA to (Wall)
- B. appoint Melrose Breslow to Ed Equity

VII. OLD BUSINESS

- A. Conference m/s/c to allocate \$20000 out of Conferences and (Wall)
- B. Reggae Dance upto \$90000 on + of D/S to send 11 (Bromley)
- C. Health Fees m/s/c to support the Health Fee (Robinson)
- D. recommendation for Spring 1993

VIII. NEW BUSINESS

- A. Vote Dance Sim wants to pursue (Wall)
- B. GAIA Dance m/s/c to allocate \$20000 (Foote)
- C. out of Full Special to GAIA for

IX. ANNOUNCEMENTS

- A. Budget meeting (Giovando)
- B. Retreat Committee (Wall)

X. ADJOURNMENT

① m/s/c to allow 4 club members
from each club selling refreshments
to come to the dance free
m/s/c to amend to read
2 club members from each club

m/s/c to amend to
state recommend to
CSA

② m/s/c to allow a 12 person
guest list for makba to come
in for free

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
MINUTES

Meeting #10
9/4/92

- I. The meeting was called to order at 2pm
- II. Absent: Craig Bradely, Jan Westphal, and Rob Robinson
- III. The agenda was postponed until next meeting.
- IV. The minutes were postponed until next meeting.

V. REPORTS

- A. President: None
- B. Advisors:
 - 1. Bob:None
 - 2. Ronda:None

VI. APPOINTMENTS:

A.Hiring Committee: It was moved and seconded to appoint Jim Wall to the Assistant Dean hiring committee due to the resignation of Erica Fein.
M/S/C

VII. OLD BUSINESS : No old business

VIII. NEW BUSINESS :

- A. Football Fees: It was moved and seconded to recommend to CSA to raise admission fees to \$4 general, \$3 students, and \$1 children under 12.
M/S/C
- B. Wells Fargo: It was moved and seconded to allow Wells Fargo bank on campus from september 8th to the 11th.
M/S/C
- C. Conferences: disscussion until quorum was lost.

IX. ANNOUNCEMENTS : none

X. ADJOURNMENT: Quorum was lost at 2:55pm



San Diego

To

Date

From BOB FLORES, Director of Student Activities

Subject

- Recycling Issue
 - Board Comments
 - Retreat?
 - Club Days
 - welcome Day
 - SSU
-

Status of Health Services to Employees, July 1992

Background

Since its inception, SRJC Health Services has provided service to the employees of the District in three areas: assistance in completing required TB clearance, first aid and treatment of work related injuries or illness, and limited services for illness or injury upon employee request. This service is without mandate or formal acknowledgment but has survived changes in funding mechanisms and District leadership transitions. Over the years, the number of employees seen has grown to an average of approximately 10% of the total contacts in the Health Center. Title V regulations allow for service to faculty and staff but stipulate that such service may not be supported through student health fees, and employees, through the collective bargaining process, are exempt from paying the health fee when registering for classes.

Statistical Review

During Fall 1991, there were 4,683 visits to Health Services, including 559 employee visits or 12% of the total contacts. Many of those visits were for such relatively simple procedures as blood pressure checks and TB skin tests. However, an audit of employee charts revealed 303 total employee visits to the College Nurse (s) from Fall 1990 through Fall 1991. An analysis of those visits shows 98 were for work related illness, injury or clearance of some kind. The remaining 205 visits were for health evaluations not directly related to work, including evaluation and treatment of minor illness or injury, assessment of acute symptoms or an emergency, immunizations, and consultation re health related concerns.

Value to the District

- **TB clearance** is required of all employees of public education at the time of hire and every four years thereafter, and the Education Code stipulates that the employing district must bear the cost of this requirement except for the initial clearance. In 1990, Health Service provided 734 TB clearances, and 533 were given in 1991. If the District were reimbursing employees for their expenses, the cost would range from \$10-\$20 (except for Kaiser) per test, resulting in a potential expenditure of up to \$15,000 in 1990. Additionally, receiving the test off campus would involve both inconvenience and lost work time for most employees.

- **Assessment and treatment of work related injuries and illness** in Health Services contributes significantly to Workers' Compensation Insurance cost containment. Premium cost is based on both the frequency and the severity of claims, and, of the two factors, frequency is more heavily weighted in the formula. Therefore, if injured employees have access to on site health services for assessment and treatment, there are fewer injuries that result in claims. Additionally, fewer employees lose work time to seek treatment off site, and those who require treatment beyond the scope of Health Services receive appropriate referral and follow up.

- **Limited services for non work related injury or illness** is a direct benefit to the District and its employees. Such visits would range from \$30-\$50 in a private office to \$70-\$100 in an urgent care center or emergency room (Kaiser excluded). In all cases, the number of medical visits charged to either health insurance carrier contributes to the overall cost of benefits to the District. Utilization of Health Services by employees for minor medical problems or surveillance of chronic health problems, ie blood pressure checks for those under treatment for hypertension, has a positive impact on the overall health of District employees. Additionally, there is the benefit of convenience for the employee, a reduction in lost productivity due to illness/injury and assistance for the number of non-benefited employees of the District who may not have access to other health care.

**ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
AGENDA**

Meeting #3

Date: September 14, 1992

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. REPORTS

- A. President (Wall)
- B. Advisor *Handouts, cwc* (Flores/Eisenhauer)
- C. ICC (Robinson)
- D. Program Chair (Kunst)
- E. Committees (Bushey)
- F. Budget (Giovando)
- G. Retreat (Giovando)
- H. Reggae Dance (Fein)

VI. APPOINTMENTS

- A. College Wide Committees (Wall)
- B. Sophomore & Freshman Rep to Exec. Cab (Wall)
- C. Dissappointments (Wall) *m/s/c to appoint Sarah Kirkwood to DFPC (District Facilities Planning)*
m/s/c to appoint melanie Breslow to Ed Equity Committee
m/s/c to appoint Tim Wall to Asst Dean Hiring Committee

VIII. OLD BUSINESS

- A. Great Western Bank (Wall)
- B. Retreat (Bushey)
- m/s/c to allocate leadership*
Retreat for Retreat costs *m/s/c to not allow G.W. Bank to come on campus for one more week*

VII. NEW BUSINESS

- A. Phone Line (Wall) *m/s/c that CSA approve a cost estimate for additional A.S. phone line*
- B. Conferences (Wall)
- C. Voter Registration (Wall)
- D. Tailgate *m/s/c to post debate on Oct 16*

IX. ANNOUNCEMENTS

- A. Budget (Fein) *m/s/c to close debate*
- B. Public Access (Economopoulos)
- C. Football Fees *m/s/c to divide the question*
m/s/c to postpone Soph Rep elections
m/s/c to postpone the election of the Soph Rep to Exec Cab

X. ADJOURNMENT

- D. Sophomore Rep Vacancy (Wall) *m/s/c to postpone the election for the last Sophomore Rep position and to postpone*

**ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
MINUTES**

Meeting #2

Date: August 31, 1992

- I.** The meeting was called to order at 3:12
- II.** Absent: David Sullivan, Heather Araj, Angela Johnson, Lisa Pierce, Stephanie Lewis
- III.** The agenda was approved as ammended
- IV.** The minutes were approved as presented
- V. REPORTS**

A. President:

- 1. Jim Wall, President, thanked everyone who participated in getting signatures for the petition.
- 2. Jim announced that club days is on Thursday and Friday, September 9 and 10 and we need people to staff the A.S. table.

B. Advisors:

Bob Flores, Director of Student Activities

- 1. Bob also thanked everyone who helped with the petitions, and announced that without their help we would not have been able to aquire the 2000 signatures and 40 letters that we did in two days.
- 2. Bob reminded everyone to fill out their schedule on the blue card and hand it in to the front desk.
- 3. Bob requested that everyone look at the class description for Political Science 51 and reminded them that all members of CSA are eligible to recieve up to two units in this class.

Ronda Eisenhower, Activities Advisor

- 1. Ronda announced that red binders are available. Contact her more information.
- 2. Ronda announced that she still needs people for the football ticket

crew. The pay is \$15.00 per game instead of \$12.50 which is the pay for basketball crew.

C. ICC:

1. Rob Robinson, Inter-Club Council Chairperson, announced that because there was no quorum there was no business.
2. Rob announced that if anyone is interested in starting a club or already a part of a club to attend the ICC meeting on Tuesdays from 12:00p.m. to 1:00p.m.

D. Program Chair

1. Nancy Kunst announced that she still needs people to sign up to help with welcome day.
2. Nancy announced that if anyone is interested in being on the Program Board they should sign up or contact her for more information.

E. Committees Commissioner

1. Maria Bushey, Committees Commissioner, announced that College Wide Committees are very important and we still have some openings on committees. Contact her for more information.

F. Budget

1. Ken Holback, Vice-President of Student Services, announced that the budget for the state of California has been passed. SRJC is concerned the fees might go up to \$12.00 a unit with no cap, and \$50.00 a unit for those who have acquired a bachelors degree, effective January 1, 1993. This budget was passed on Sunday August 30, 1992.
2. Ricardo Navarette, Dean of Admissions and Records, announced that BOGG recipients will still have their fees waived and will not be affected by the increase. There was a 40% increase for State University fees and a 24% increase for UC fees.

G. Retreat

1. Jan Westphal reminded everyone that the retreat is on September 25, 26, and 27 at Pt. Bonita, please sign the sign-up sheet if you are able to attend.

H. Project Film Grants

1. Craig Bradley announced that he needs at least four people to be on the Project Film Grants Committee. If anyone is interested sign the sign-up sheet or see Craig for more information.

VI. APPOINTMENTS:

- A. It was moved to appoint Jennifer Evans and Valentina Dose to be Sophomore Representatives, and Nina Alexandra Bravo, Dionna Rae Valdez, Tina Shih, and Rachel Harrison to be Freshmen Representatives. (M,S,C)
- B. It was moved to appoint Adolfo Foronda, Melanie Breslow, Erica Fein, Nancy Kunst, Jennifer Evans, Craig Bradley, and Cecilia Bromley as the Chairperson to the Dance Committee. (M,S,C)
- C. It was moved to appoint Erica Fein and Jan Westphal to the Asstistant Dean Hiring Committee. (M,S,C)
- D. It was moved to appoint Craig Bradley to the Scholarship Committee. (M,S,C)

VII. OLD BUSINESS: None

VIII. NEW BUSINESS:

- A. It was moved to allocate up to \$85.98 out of Equipment Repair and Replace for a modem. (M,S,C)
- B. It was moved that we the Associated Students oppose the descision that was made to cut the Recycling Program. (M,S,C)
- C. It was moved allocate \$827.40 out of Assemblies and Concerts for the Reggae Dance/Concert. (M,S,C)

IX. ANNOUNCEMENTS

- A. There is a Board Meeting on Tuesday September 8, 1992 at 4:00p.m. in room one at the library. The descision about the library hours will be made at this time.

X. ADJOURNMENT: The meeting was adjourned at 4:47p.m.



LSR Alumni Association
with
Santa Rosa Chamber of Commerce
and
Kaiser Permanente
present a

Candidates Forum

When: Thursday, September 17, 1992
Where: Luther Burbank Center, East Auditorium
Time: 6 p.m., Reception
6:30–9:30 p.m., Forum

**Come meet the candidates and find out where they stand
on issues that are important to you.**

Candidates in the following races have been invited to participate:

Congressional District 1

Congressional District 6

State Senate District 3

State Assembly Districts 1, 6 and 7

Admission is free and open to the public.
Take this opportunity to
ask questions of the people who may
be representing you come November.

**Other co-sponsoring organizations include: Building Industry Association,
NCBE, Sonoma County Alliance, and SONOMA COUNTY REALTORS® ASSOCIATION.**



Robert Flores
Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, CA 95401

Paid to:



56



Santa Rosa Junior College

OFFICE OF FINANCIAL AID

MEMORANDUM

DATE: September 11, 1992
TO: Dept. Chairs, Faculty, Counselors, Academic Advisors and Program Directors
FROM: Rick Iwata, Director of Financial Aid *Rick*
SUBJECT: O'Meara Grant Program (*formerly Doyle Grant*)

Please inform any potentially eligible students that O'Meara Grants are available this year for SRJC students who meet the following criteria:

- (1) The applicant must be accepted and currently enrolled fulltime in a degree or certificate program at SRJC.
- (2) The student's program requires regular attendance in a total of twenty (20) or more classroom, laboratory, clinical, practicum, internship, tutorial or contact hours per week.
- (3) The applicant must have a cumulative grade point average of at least 2.0 in all college work and be in good standing; that is, not on probation, dismissal, or subject to dismissal.
- (4) The student must have completed all processing of a Student Aid Application for California (SAAC) or Application for Federal Student Aid (AFSA) and have remaining financial need of at least the amount of the award. These will be about \$200 - \$500 per year.
- (5) The student must submit a completed O'Meara Grant Application/Nomination form that includes a nomination from a SRJC Department Chair, counselor, instructor, faculty advisor or program director.

The **DEADLINE** for applications to be completed and submitted to the Financial Aid Office is **5:00 pm, Friday, October 9, 1992**. Students in courses beginning at times other than in August should provide details on their application in order to be considered.

Awards will be made according to the following criteria:

- | | |
|-----------------------------|--------------------------|
| (a) level of financial need | (c) total required hours |
| (b) GPA | (d) recommendations |

O'Meara Grant Application/Nomination forms will be available beginning September 11, 1992 in the Financial Aid Office, Barnett Hall (Room 1207), which is open 8:00 am - 5:00 pm, Monday through Friday. For further information and forms, please stop by or call (707) 527-4471.

Winners will be notified about three weeks after the deadline date and payments will be made on the subsequent Wednesday.

RI/kb

Date: September 3, 1992

To: Political Science Department
G. P'Manolis, D. Freed, B. Flores, B. Farhat, R. Dodds,
R. Blanchard, B. Massey

From: Bev Smith, Intern Instructor

Subject: Legislative Internships

Would you please announce to your class(es) that there are student intern positions available this Fall at the following local legislative offices:

Congressman Frank Riggs
State Assemblywoman Bev Hansen
State Assemblyman Dan Hauser
State Senator Mike Thompson

All of the positions are similar in that the student intern would be involved in constituent casework; research; ordering and tracking bills; identifying, clipping and maintaining files on key issues in the district; and routine office procedures.

Any interested student must have a minimum GPA of 2.50 and must be available to work at least 8-10 hours per week. Students can earn from 1-4 units for these exciting opportunities in the local legislative offices.

Please ask students to see me first for screening and referral. Students may stop by my office in 1440 Bussman Hall or call me at 527-4604 to schedule an appointment.

Thanks for your continued support of the Intern Program.

Message.

Dated: 09/10/92 at 1145.

Subject: Meet Dean Candidates

Sender: Kerry CAMPBELL-PRICE / SRJC/01

Contents: 2.

TO: Bob FLORES / SRJC/01

Part 1.

TO: DISTRIBUTION

Part 2.

Just a reminder:

Two OPEN FORUMS have been scheduled to enable SRJC faculty & staff to meet the two finalists for the Dean of Instruction/Transfer & General Education position.

FRIDAY, SEPTEMBER 11

2:15-3:15 p.m.

Pioneer Assembly Room

Candidate: Francisco M. Arce, Dean of Behavioral Sciences
American River College

attended Mt. San Antonio College

B.A. from CSU Los Angeles, Political Science

Master's from UC Santa Barbara, Political Science

17 years of teaching experience

named Dean of Behavioral Sciences at ARC in 1989

WEDNESDAY, SEPTEMBER 16

2:15-3:15 p.m.

Pioneer Assembly Room

Candidate: Barbara Forrest, Assistant Dean of Instruction/
Letters & Sciences, Santa Rosa Junior College

A.A. degree from Phoenix College (Arizona)

B.A. from Arizona State University, Education/Philosophy

Master's from CSU Los Angeles, English

16 years of teaching experience

named Assistant Dean of Humanities & Social Sciences

Division at Rancho Santiago College in 1987

joined SRJC staff as Assistant Dean in August 1991

PLEASE: post this information in your department or area so everyone has the information. There was also a story on page 1 of the Sept. 5 (last week's) Insider.

Thanks!

End of Item 19.

Intray >

ASSOCIATED STUDENTS INCOME STATEMENT

Budget Report As Of:

August 31, 1992

	Adopted Budget	Working Budget	Actual Year-To-Date	Variance Fav/ (Unf)
INCOME				
Activities/Assemblies				
A S Card Sales	104,17			
Basketball Income	2,000			
Concessions Income	4,00			
Football Income	4,0			
Recycling Income				
Vending Machine Income	4,0			
Miscellaneous Income				
TOTAL INCOME	118,1			

EXPENSES

CAMPUS SUPPORT				
A Day Under The Oaks				
Arts & Lectures				
Child Day Care	1,7			
Cultural Film Festival				
Graduation Reception	1,0			
Handbooks & Calendars	3,0			
Native American Museum				
Pep Band				
Reentry Programs				
Spirit Team	4,800			
INSTRUCTIONAL SUPPORT				
Adaptive P. E.				
Aggie Judging Team	2,0			
Band				
Concert Choir				
EOPS Student Travel	1,0			
ESL Student Travel				
Enabling Services	1,4			
First Leaves				
Forensics	1,4			
Puente Project	1,0			
Theatre Arts	4,0			

TIME: 2:30P
PLACE: STUDENT ACTIVITIES OFFICE

ARRIVAL AT SANTA ROSA JUNIOR COLLEGE:

DATE: AUGUST 27, 1992

TIME: 6:00PM

PLACE: STUDENT ACTIVITIES OFFICE

IMPORTANT THINGS TO BRING:

SLEEPING BAG

PILLOW

TOILETRIES- TOWELS, TOOTHPASTE, TOOTHBRUSH, SOAP, SHAMPOO

SHOWER SLIPPERS

WARM CLOTHING

SWIM SUIT

HIKING SHOES

FLASHLIGHT

A BIG SMILE

There is a payphone.

No Alcohol or Drugs are allowed on any JC sponsored event.

**ASSOCIATED STUDENTS
INCOME STATEMENT**

Page 2

Budget Report As Of:

August 31, 1992

	Adopted Budget	Working Budget	Actual Year-To-Date	Variance Fav/ (Unf)
<u>EXPENSES - Contd.</u>				
MEN'S ATHLETICS				
Baseball	755.00	755.00	0.00	755.00
Basketball	755.00	755.00	0.00	755.00
Cross Country	755.00	755.00	0.00	755.00
Football	1,110.00	1,110.00	0.00	1,110.00
Golf	755.00	755.00	0.00	755.00
Soccer	755.00	755.00	0.00	755.00
Swimming	755.00	755.00	0.00	755.00
Tennis	755.00	755.00	0.00	755.00
Track	755.00	755.00	0.00	755.00
Water Polo	755.00	755.00	0.00	755.00
Wrestling	755.00	755.00	0.00	755.00
WOMEN'S ATHLETICS				
Basketball	755.00	755.00	0.00	755.00
Cross Country	755.00	755.00	0.00	755.00
Soccer	755.00	755.00	0.00	755.00
Softball	755.00	755.00	0.00	755.00
Swimming	755.00	755.00	0.00	755.00
Tennis	755.00	755.00	0.00	755.00
Track	755.00	755.00	0.00	755.00
Volleyball	755.00	755.00	0.00	755.00
ACTIVITIES/SERVICES				
Assemblies/Concerts	3,500.00	3,500.00	200.00	3,300.00
Black Awareness	500.00	500.00	0.00	500.00
Earth Day	2,200.00	2,200.00	0.00	2,200.00
Finalis Magazine	1,218.00	1,218.00	0.00	1,218.00
Game Security	1,414.00	1,414.00	0.00	1,414.00
Multi Cultural	500.00	500.00	0.00	500.00
Native American Culture	500.00	500.00	0.00	500.00
Parking Program	4,800.00	4,800.00	480.00	4,320.00
Student Health Care	300.00	300.00	0.00	300.00
Student Project/Film Grar	3,000.00	3,000.00	0.00	3,000.00
Student Ticket Crew	2,028.00	2,028.00	0.00	2,028.00

**ASSOCIATED STUDENTS
INCOME STATEMENT**

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Budget Report As Of:

August 31, 1992

	Adopted Budget	Working Budget	Actual Year-To-Date	Variance Fav/ (Unf)
LEADERSHIP DEVELOPMENT				
Association Conferences	2,500.00	2,500.00	0.00	2,500.00
Leadership Retreat	2,500.00	2,500.00	518.00	1,982.00
Professional Assoc Dues	700.00	700.00	0.00	700.00
Skill Development W/S	400.00	400.00	0.00	400.00
ADMINISTRATIVE EXPENSE				
Equipment Repair/Purch	900.00	900.00	9,678.23	-8,778.23
Executive Cabinet	200.00	200.00	0.00	200.00
Inter-Club Council	500.00	500.00	0.00	500.00
Office Supplies	600.00	600.00	106.31	493.69
Postage	500.00	500.00	-161.97	661.97
Public Relations	1,000.00	1,000.00	540.51	459.49
Salaries & Fringes	36,890.00	36,890.00	0.00	36,890.00
Student Cards	1,000.00	1,000.00	0.00	1,000.00
Student Employees	500.00	500.00	0.00	500.00
Student Trustee	200.00	200.00	0.00	200.00
Telephone	1,000.00	1,000.00	0.00	1,000.00
Theft Insurance	525.00	525.00	500.00	25.00
Miscellaneous Expenses	400.00	400.00	0.00	400.00
SPECIAL ALLOCATIONS				
Fall	2,000.00	2,000.00	0.00	0.00
Spring	2,000.00	2,000.00	0.00	0.00
A S Loan & Grant Fund	<u>2,000.00</u>	<u>2,000.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENSES	<u>118,175.00</u>	<u>118,175.00</u>	<u>14,283.98</u>	<u>103,891.02</u>
OPERATING PROFIT	<u>0.00</u>	<u>0.00</u>	<u>31,722.21</u>	<u>31,722.21</u>
OTHER INCOME & EXPENSES				
Frozen Reserve Expense	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Cash Over/Short	0.00	0.00	20.03	20.03
Interest Earned	<u>0.00</u>	<u>0.00</u>	<u>164.55</u>	<u>164.55</u>
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>184.58</u>	<u>184.58</u>
NET PROFIT	<u>0.00</u>	<u>0.00</u>	<u>31,906.79</u>	<u>31,906.79</u>

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
AGENDA

Meeting #12
9/16/92

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES #10 + #11

V. REPORTS

A. President

(Wall)

B. Advisors

(Flores/Eisenhauer)

C. Budget

(Giovando)

D.

VI. APPOINTMENTS

A. Sophomore Reps

m/s/c to recommend to CSA to appoint Sarah Kirkwood

B. C.W.C

(Wall)

C.

m/s/c to recommend to CSA to appoint Andre Economopolous to Infectious Diseases
+ Joel Farrell to EPC

VII. OLD BUSINESS

A. Health Fees

m/s/c to recommend to (Wall)

B.

CSA to support Health Fee increase for 1992-93

m/s/c to recommend to CSA to appoint Andre Economopolous

VIII. NEW BUSINESS

A. Tailgate Party

m/s/c to support financially (Kunst)

B. Budget

m/s/c to close debate the Tailgate Party on oct 16

IX. ANNOUNCEMENTS

A. Hurricane

(Giovando)

B. Rally

(Giovando)

X. ADJOURNMENT

Cr Festival

(westphal)

m/s/c to recommend to CSA,
to make 5% cuts
except for salaries + benefits,
and theft insurance and retain the
Designated Surplus

m/s/c to appoint Ameera Kidane and
Rosalie Garcia as Comm At Large

m/s/c to pursue the legalities of Title IX regulations
regarding employee use of Student Health Services

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
MINUTES

Meeting #11
9/9/92

- I. The meeting was called to order at 3:15
- II. Absent: none
- III. The agenda was approved as amended.
- IV. The minutes were approved as amended.

V. REPORTS

- A. President: Jim reported that the effort put in for the recycling petition was worth it, the Board heard us and is now open for discussion. Welcome day went well however there were not enough Associated Members which caused to give away hot dogs to everyone. It is interesting what it states in title five. There will be a retreat committee meeting on Monday at 2:30.
- B. Advisors:
 - 1. Bob: There was interesting reaction from around Campus regarding the recycling petition. This was a small victory for now. There was a good turnout at the Library for the rally, Bob was impressed by the amount of students who stayed for the whole meeting. There is a retreat meeting on the 9th. Club Days looked great. Welcome day had a show of support, there were more employees than we have ever had. Bruce Berkowitz was on campus and recommended some co-sponsorship with events.
 - 2. Ronda: Happy Birthday to Bob. Thank you to Nancy for the success of Welcome Day. There was not enough help during Club Days with setting up. Program board needs to get up and going.
- C. Jan: The news came out on TUESDAY and interviewed Jan and other students for the recycling protest. The media came out as well when the Fee increase was proposed.

VI. APPOINTMENTS:

- A. CWC: It was moved and seconded to recommend to CSA to appoint Melanie Breslow to the Educational Equity Committee.

m/s/c

VII. OLD BUSINESS

- A. Conference: It was moved and seconded to recommend to CSA to allocate \$2000 out of Association Conferences and up to \$900 out of designated surplus to send up to 11 people to the leadership institute on November 6-8 1992.
M/S/C.

- B. Reggae Dance: It was moved and seconded to allow up to 2 members per club who are selling refreshments in free to the dance.
M/S/C.

It was moved and seconded to allow a 12 person guest list for MAKKA for the dance.
M/S/C

- C. Health Fees: It was moved and seconded to support the health fee increase recommendations for Spring 1993.

(M/S/F)

VIII. NEW BUSINESS

- A. GAIA: It was moved and seconded to allocate \$200.00 out of Fall special for the GAIA dance pending completion of dance on 9/25/92.

M/S/C

IX. ANNOUNCEMENTS

- A. The vote dance will be perused by Jim. The last retreat committee meeting will be at 2:30pm on Monday.

X. ADJOURNMENT: 3:15pm

Sonoma County
RALLY FOR EDUCATION



Join

***U.S. SENATOR
BILL BRADLEY***

&

LYNN WOOLSEY,
Democratic Candidate for Congress

*Saturday, September 19th
11 a.m. - 12 p.m.
Courthouse Square, Santa Rosa*

FED UP? COME RALLY FOR EDUCATION!

For More Information call (707) 795-9495



**ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
AGENDA**

Meeting #4
Date: September 21, 1992

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
- V. REPORTS

- | | | |
|----|---------------------|---------------------|
| A. | President | (Wall) |
| B. | Advisor | (Flores/Eisenhauer) |
| C. | ICC | (Robinson) |
| D. | Program Chair | (Kunst) |
| E. | Committees | (Bushey) |
| F. | District Facilities | (Kirkwood) |
| G. | Recycling | (Plastino) |
| H. | | |

VI. APPOINTMENTS

- | | | |
|----|----------------|--------|
| A. | Sophomore Rep. | (Wall) |
| B. | CWC's | (Wall) |
| C. | | |

VIII. OLD BUSINESS

- | | | |
|----|---------|--------|
| A. | Retreat | (Wall) |
| B. | | |
| C. | | |

VII. NEW BUSINESS

- | | | |
|----|-------------|---------|
| A. | Budget | (Clark) |
| B. | GAIA | (Wall) |
| C. | Health Fees | (Lynch) |
| D. | Title V | (Bein) |

IX. ANNOUNCEMENTS

- | | |
|----|--|
| A. | |
| B. | |
| C. | |

X. ADJOURNMENT

m/s/c to amend the amendment to state that conflict resolution replace Team Building and the vision video m/s/c to close debate

m/s/c to during Retreat to have conflict resolution from 9:00-11:00. Team Building and vision video or from 11:00-12:00 m/s/c to appoint Sarah Kirkwood as Sophomore Rep to Exec Cab

m/s/c to appoint the following: Gary Crocker to District Accessibility, Emily Stone to EPC, Andre Economou to Infections Disin, Ed Tee Knolly, Joel Farrell to EPC, Jim Wark to IPC & Budget, Jennifer Evans to DUO

m/s/c to allow Hemp Club to use the College Hour time on Monday Oct. 5

(Kunst) m/s/c that CST support the concept of Tailgate with stipulation that the committee proposed fee increase to

m/s/c that CST support the \$7.50 Health Fee/semester and \$5.00 for Summer School starting in Spring 1993 m/s/c to close debate

ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
AGENDA

Meeting #4
Date: September 21, 1992

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES
- V. RESOLUTIONS

A. President	(Wall)
B. Advisor	(John Elsham)
C. FCC	(Robinson)
D. Program Chair	(Ramos)
E. Committee	(Rush)
F. Student Activities	(Crawford)
G. Recording	(Crawford)

VI. APPROPRIATE

- A. Resolution 10
- B. CWC
- C. CWC

VII. OPEN HOUSE

- A. General Info
- B. CWC
- C. CWC

VIII. NEW BUSINESS

- A. Resolution 11
- B. Resolution 12
- C. Resolution 13

IX. ADJOURN

- A. Resolution 14
- B. Resolution 15
- C. Resolution 16

coming back with recommendation

m/s/c close debate

ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
MINUTES

Meeting # 3

Date: September 14, 1992

- I. The meeting was called to order at 3:14
- II. Absent: Nina Bravo, Dionna Valdez, Racheal Harrison, Heather Arajs, Angela Johnson, Lisa Pierce, Aaron Machado, and Stephanie Lewis.
- III. The agenda was approved as ammended
- IV. The minutes were approved as presented

V. REPORTS

A. President:

- 1. Jim Wall, President, met with two members of the Board of Trustees. Nothing was settled about the Recycling Program. The fees will be \$10 per unit effective in Spring of 93'. The budget is still a clouded issue.
- 2. Jim announced that there will be a forum for one of the Dean Candidates on Wednesday September 16, 1992.
- 3. Jim Thanked everyone who helped with the Reggae Dance especially Cecilia and Erica. It was very successful.
- 4. Jim announced that College Wide Committees are a great opportunity to represent the students and have input in whats happening on campus. There are Still openings available for anyone who is interested.
- 5. Jim announced that with the budget the way it is, we need to think of some new innovative ideas to boost A.S. card sales.

B. Advisors:

Bob Flores, Director of Student Activities

- 1. Handouts
 - a. The O'Meara Grants, previously called Doyle Grant, are

available in the Scholarship Office. The deadline is October 9th.

- b. There is a Dean Candidates Forum in the Assembly room on Wednesday, September 16th from 2:15 to 3:15.
- c. There is a congressional and statewide legislative candidates forum on Thursday, September 17 at Luther Burbank Center from 6:00p.m. to 9:30p.m.
- d. If anyone is interested in being an intern for a legislative office see Bev Smith, Intern Instructor.

2. Bob congratulated everyone who worked on the Dance, from what he had heard it was a huge success.

Ronda Eisenhauer, Activities Advisor

1. Ronda announced that she was very impressed with the way the dance went. She thanked the committee as well as several volunteers for their help.
2. Ronda announced that there are still red binders available for those who have not recieved theirs yet. See Ronda for more information.
3. Ronda reminded everyone to fill out the blue cards with their class schedules and turn it in to the front desk.
4. Ronda announced that she still needs people for the football ticket crew. Contact her if you are interested.

C. ICC:

1. Rob Robinson, ICC Chairperson, announced that various clubs served refreshments at the Reggae Dance on Friday.
2. Rob announced that the GAIA Dance will be on Friday September 25, 1992.
3. Rob announced that 8 clubs have been deactivated and 3 clubs have been activated.
4. Rob announced that the Hemp Club will be continuing to sell various hemp products.

D. Program Chair

1. Nancy Kunst, Program Chair, announced that if anyone is interested in programming and activities they should consider being on the Program Board. Contact Nancy for more information.

E. Committees Commissioner

1. Maria Bushey, Committees Commissioner, announced that if she fills all the College Wide Committees positions she will put on a luncheon.

F. Budget

1. Lucy Giovando, Treasurer, discussed different possibilities of ways to ease the impact of the budget crisis.

G. Retreat

1. Lucy Giovando announced that today is the last day to sign up for the leadership retreat on September 25th, 26th, and 27th.

F. Reggae Dance/Concert

1. Erica Fein gave a special thank you to Adolfo Forando, Jennifer Evans, Theresa O'Laughlin, and Melanie Breslow for all of their hard work making the dance a success.
2. Erica announced that there were 243 A.S. Members out of over 300 present at the dance and she personally talked to about 20 people who may consider joining the Associated Students just because of the quality of this event.

VI. APPOINTMENTS:

- A. It was moved to appoint Melanie Breslow to the Educational Equity Committee. (M,S,C)
- B. It was moved to appoint Sara Kirkwood to the District Facilities Committee. (M,S,C)
- C. It was moved to disappoint Heather Arais (Commissioner at Large), Angela Johnson (Commissioner at Large), Stephanie Lewis (Commissioner at Large), and Elmira Hand (Sophomore Representative). (M,S,C)
- D. It was moved to postpone the election for the Sophomore Representative position. (M,S,C)
- E. It was moved to postpone the election for the Sophomore

Representative for Executive Cabinet.

(M,S,C)

- F. Jan Westphal was elected to be the Freshman Representative to Executive Cabinet.

VII. OLD BUSINESS:

- A. It was moved to not allow Great Western Bank to come on campus for another week this semester. (M,S,C)
- B. It was moved to allocate \$2100 out of Leadership Retreats for the Fall 92' Retreat. (M,S,C)

VIII. NEW BUSINESS

- A. It was moved that CSA get an estimate for the cost of a getting a new phone line installed. (M,S,C)
- B. It was moved to allocate \$2000 out of Associations and Conferences and up to \$900 out of Designated Surplus to send 9 students and 2 advisors to the Leadership Institute Conference. (M,S,C)
- C. It was moved to postpone the Tailgate Party to Friday October 16, 1992. (M,S,C)
- D. It was moved to raise the football fees to \$4.00 general, \$3.00 students, \$1.00 children under 12, and free for A.S. members. (M,S,F)

IX. ANNOUNCEMENTS

- A. There is a Public Access to cable T.V. meeting at 7:00 p.m.

X. ADJOURNMENT: The meeting was adjourned at 5:10p.m.

Subchapter 7. Health Services

01. Separate Funds and Accounting Procedures.

Student fees collected for the student health services program shall be deposited in a special fund established for that purpose by the district. Fees in this fund shall be expended only for the purposes for which they are collected.

Recording of income and expenditures shall be in accordance with the uniform system of accounting as prescribed by the California Community Colleges "Budget and Accounting Manual."

Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 72246, Education Code.

HISTORY

Section filed 4-27-83; effective thirtieth day thereafter (Register 83, No.

Designation of chapter 6 (sections 54700-54708, not consecutive) to chapter 6 (sections 54700-54708, not consecutive) filed 3-3-86; effective thirtieth day thereafter (Register 86, No. 10). For history of former chapter 7 (sections 54700-54742, not consecutive), see Registers 83, No. 18 and 79, No. 28.

Amendment of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).

02. Proper Use of Funds.

The burden of supporting a student health program is shared by students through a general fee, the programs and services for which funds are expended must be sufficiently broad to meet health care needs of the general student body. Those programs and services directed toward the health care needs of a select few to the exclusion of the general student body shall not be supported through student health fees.

Nothing within these provisions shall prevent an exclusive service to a group of students or service to the college faculty or staff; however, such services must be supported from sources other than the student health fee.

Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 72246, Education Code.

HISTORY

Section filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18). For prior history, see Register 79, No. 28.

Amendment of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).

04. Allowable Charges.

Identifiable expenses incurred which directly benefit the student health service program are allowable charges to the student health fee. Where the expense is not exclusively for the student health program, only the prorated portion applicable to the student health service program may be charged against this fund.

Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 72246, Education Code.

HISTORY

Section filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18). For prior history, see Register 79, No. 28.

Amendment of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).

06. Expenses Not Funded.

Student health fees shall not be expended for the following expenses: Salaries of personnel not directly involved in the delivery of student health services;

Administrative salaries (assistant dean level or its equivalent and above);

Athletic trainers' salaries;

Athletic insurance for the intercollegiate athletic team;

Medical supplies for athletics;

Physical examinations for intercollegiate athletics;

Ambulance services and salaries of health professionals for athletic injuries;

Any deductible expenses for accident claims filed for athletic team members;

(i) Sabbatical expenses for health service personnel.

Nothing within these provisions should deny a student participating in athletic programs a service which is properly supported by student health fees.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 72246, Education Code.

HISTORY

1. New section filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18). For prior history, see Register 79, No. 28.

2. Amendment of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).

§ 54708. Fundable Expenses.

Student health fees may be expended for the following:

(a) Cost of instructional materials for health education;

(b) Consultants directly involved in student health service programs;

(c) Rental and lease of space for the conduct of student health programs and services;

(d) Cost of equipment and medical supplies;

(e) Salaries of student health personnel (including fringe benefits);

(f) Student health and/or hospitalization insurance.

(g) Travel with student health services funds is limited to student health personnel and only for student health related activities.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 72246, Education Code.

HISTORY

1. New section filed 4-27-83; effective thirtieth day thereafter (Register 83, No. 18). For prior history, see Register 79, No. 28.

2. Amendment of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).

§ 54710. Emergency Information.

For the protection of a student's health and welfare the governing board of a community college district may require the parent or legal guardian of a minor to keep current at the minor's school of attendance emergency information including the home address and telephone number, business address, and telephone number of the parents or guardian, and the name, address, and telephone number of a relative or friend who is authorized to care for the student in any emergency situation if the parent or legal guardian cannot be reached.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. Adoption of section submitted to OAL for printing only pursuant to Government Code section 11343.8 (Register 91, No. 23).

Subchapter 8. Student Organization

Article 1. Student Representation Fee

§ 54801. Calling of Election.

The governing body of each student body association authorized by Education Code section 76060 shall establish procedures for election conducted for the purpose of collecting a student representation fee, and call an election for such purpose. The election shall, at a minimum, meet the following criteria:

(a) The student body association on each campus shall maintain in its office written information regarding election procedures. Such information shall be made available to the public upon request.

(b) Adequate notice of the election shall be given by the student body association. Adequate notice is deemed to be at least ten school days prior to the election date.

(c) Each election shall be held on a day which counts toward the 17 day requirement as defined in section 58120 of this part. In instances where an election is conducted for more than one day, those days shall be consecutive and shall be limited to a maximum of five days.

CSA PHONE LIST - FALL 1992

NAME	ADDRESS	TOWN	ZIP	PHONE
Allen, Christopher	101 Elliot Ave #5	S.R.	95401	542-1469
Bradley, Craig	1320 North St. #18	S.R.	95404	523-3047
Bravo, Nina	2710 Bennett Ridge Rd.	S.R.		579-0774
Breslow, Melanie	1418 King St.	S.R.	95401	544-8741
Bromley, Cecilia	1551 Pacific Ave #25	S.R.	95404	573-7156
Bushey, Maria	139 Lincoln St. #5	S.R.	95401	527-9061
Crocker, Gary	1925 Contra Costa Ave	S.R.		573-1946
Dose, Valentina	839 Palm Ave	Penngrove	94951	795-8029
Economopoulos, Andre	919 Delport Ave. #101	S.R.	95407	579-3432
Evans, Jennifer	1065 St. Helena Ave	Sebastopol		829-9680
Fein, Erica	1418 King St.	S.R.	95401	544-8741
Foronda, Adolfo	2020 W. Steele Ln.	S.R.	95403	575-0497
Giovando, Lucy	107 Sunny Hill Dr.	Petaluma	94952	763-8025
Harty, Chris	2057 Mesa Way	S.R.	95407	526-7909
Jacobs, Racheal	895 St. Olga Court	S.R.	95407	584-8301
Kidano, Ameera	371 Gateway	S.R.	95401	579-4186
Kirkwood, Sara	SRJC Kent Hall	S.R.	95401	544-9143
Kunst, Nancy	3533 Brookdale Dr.	S.R.	95404	523-1562
Lewis, Don	200 Cherry St.	Petaluma	94952	763-7538
Machado, Aaron	45 Adams Ln.	Petaluma	94952	763-6382

CSA PHONE LIST - FALL 1992

<u>NAME</u>	<u>ADDRESS</u>	<u>TOWN</u>	<u>ZIP</u>	<u>PHONE</u>
O'Laughlin, Theresa	3557 Southridge Dr.	S.R.	95403	579-3820
Parker, Marcus	7272 Camino Colegio #111	R.P.	94928	792-1153
Plastino, Michael	2001 Range #62	S.R.	95401	575-6812
Robinson, Rob	5483 Ranchito Way	S.R.	95403	544-3654
Shih, Tina	4535 Flores Ave	R.P.		585-9898
Stone, Emily	496 Claudia Dr.	Sonoma	95476	996-8382
Sullivan, Dan	3623 Holland Dr.	S.R.	95405	544-8065
Sullivan, Dave	3623 Holland Dr.	S.R.	95405	544-8065
Valdez, Dionna	7668 Beverly Dr.	R.P.		664-9220
Wall, Jim	P.O. Box 15126	S.R.	95402	575-769

**SRJC ASSOCIATED STUDENTS
1992-1993 BUDGET WORKSHEET**

FUNDED	REQUEST	RECEIVE
1991-92	1992-93	1992-93

INCOME ACCOUNTS:

Activities/Assemblies			0.00
A S Card Sales	93,365.00		104,175.00
Basketball	2,500.00		2,000.00
Concessions	4,000.00		4,000.00
Football	4,000.00		4,000.00
Vending Machines	4,000.00		4,000.00
Miscellaneous Income			0.00
TOTAL INCOME	\$107,865.00		\$118,175.00

EXPENSE ACCOUNTS

CAMPUS SUPPORT:

A Day Under The Oaks	200.00	600.00	600.00
Arts & Lectures	500.00	500.00	500.00
Child Day Care	1,000.00	4,000.00	1,750.00
Cultural Film Festival	500.00	500.00	500.00
Graduation Ceremony/Recep	0.00	1,000.00	1,000.00
Handbooks & Calendars	3,000.00	3,000.00	3,000.00

Intramural Sports 500.00 No longer in existence

Native American Museum	200.00	200.00	200.00
Pep Band	600.00	600.00	600.00
Reentry Programs	400.00	400.00	400.00
Spirit Team	3,900.00	3,900.00	4,800.00

INSTRUCTIONAL SUPPORT:

Adaptive P. E.	900.00	900.00	900.00
Aggie Judging Team	2,000.00	2,000.00	2,000.00
Band	300.00	300.00	300.00
Concert Choir	700.00	750.00	750.00
EOPS Student Travel	0.00	1,000.00	1,000.00
ESL Student Travel	0.00	500.00	500.00
Enabling Services	1,450.00	1,450.00	1,450.00
First Leaves	800.00	500.00	500.00
Forensics	1,450.00	1,450.00	1,450.00
Puente Project	0.00	1,000.00	1,000.00
Theatre Arts	4,000.00	4,000.00	4,000.00

5% Budget cuts

after cut money from cut

570	30
475	25
1662.50	87.50
475	25
950	50
2850	150

190	10
570	30
380	20
4560	240
\$ 667.50	

855	45
1900	100
285	15
712.50	37.50
950	50
475	25
1377.50	72.50
475	25
1377.50	72.50
950	50
3800	200

\$ 692.50

	SRJC ASSOCIATED STUDENTS		
	1992-93 BUDGET WORKSHEET - PAGE 2		
	FUNDED	REQUEST	RECEIVE
	1991-92	1992-93	1992-93
MEN'S INTERCOLLEGIATE ATHLETICS:			
Baseball	755.00	755.00	755.00
Basketball	755.00	755.00	755.00
Cross Country	755.00	755.00	755.00
Football	1,110.00	1,110.00	1,110.00
Golf	755.00	755.00	755.00
Soccer	755.00	755.00	755.00
Swimming	755.00	755.00	755.00
Tennis	755.00	755.00	755.00
Track	755.00	755.00	755.00
Water Polo	755.00	755.00	755.00
Wrestling	755.00	755.00	755.00
WOMEN'S INTERCOLLEGIATE ATHLETICS:			
Basketball	755.00	755.00	755.00
Cross Country	755.00	755.00	755.00
Soccer	755.00	755.00	755.00
Softball	755.00	755.00	755.00
Swimming	755.00	755.00	755.00
Tennis	755.00	755.00	755.00
Track	755.00	755.00	755.00
Volleyball	755.00	755.00	755.00
STUDENT ACTIVITIES/EVENTS/SERVICES:			
Assemblies/Concerts	3,500.00	3,500.00	3,500.00
Black Awareness	500.00	500.00	500.00
Chicano Awareness	500.00	None Submitted	0.00
Earth Day	0.00	2,200.00	2,200.00
Finalis/Multicultural Mag	0.00	2,436.00	1,218.00
Game Security	1,382.00	1,414.00	1,414.00
Multicultural Awareness	500.00	500.00	500.00
Native American Culture	500.00	500.00	500.00
Parking Program	4,800.00	4,800.00	4,800.00
Student Health Care	150.00	300.00	300.00
Student Project/Film Grants	2,000.00	2,000.00	3,000.00
Student Ticket Crew	2,028.00	2,028.00	2,028.00

	SRJC ASSOCIATED STUDENTS		
	1992-93 BUDGET WORKSHEET - PAGE 3		
	FUNDED	REQUEST	RECEIVE
	1991-92	1992-93	1992-93
LEADERSHIP DEVELOPMENT:			
Association Conferences	2,500.00	2,500.00	2,500.00
Leadership Retreats	2,500.00	2,500.00	2,500.00
Professional Assoc Dues	700.00	700.00	700.00
Skill Development W/S	400.00	400.00	400.00
A S ADMINISTRATIVE EXPENSES:			
Equipment Repair/Replace	900.00	900.00	900.00
Executive Cabinet	200.00	200.00	200.00
Inter-Club Council	500.00	500.00	500.00
Office Supplies	600.00	600.00	600.00
Postage	500.00	500.00	500.00
Public Relations	1,000.00	1,000.00	1,000.00
Salaries & Fringe Benefits	35,480.00	36,890.00	36,890.00
Student Cards	1,000.00	1,000.00	1,000.00
Student Employees	500.00	500.00	500.00
Student Trustee	200.00	200.00	200.00
Telephone	1,000.00	1,000.00	1,000.00
Theft Insurance	525.00	525.00	525.00
Miscellaneous	400.00	400.00	400.00
SPECIAL ALLOCATIONS:			
Fall	2,000.00	2,000.00	2,000.00
Spring	2,000.00	2,000.00	2,000.00
A S Loan & Grant Fund	2,000.00	2,000.00	2,000.00
TOTAL EXPENSES	\$107,865.00	\$119,743.00	\$118,175.00

2375 125
2375 125
665 35
380 20
\$ 305

855 45
190 10
475 25
570 30
475 25
950 50
50
25
475 10
190 50
950 50
380 20
\$ 340

1900 100
1900 100
1900 100
\$ 300

Totals
\$ 11,414.70 \$ 4028

Total amount of 5% cuts = \$ 4028
Designated Surplus = \$ 7,336.85
\$ 11,364.85

**RETREAT SCHEDULE
DRAFT
August 12. 1992**

FRIDAY

2:30 Leave J.C.
3:30 Arrive Point Bonita
4:30 Icebreakers
6:00 Dinner
7:00 Session #1 History and Superstructure
9:00 Paradigm
9:30 Refreshments

SATURDAY

8:00 Breakfast
9:00 Warm-up
9:30 Session #2 Teambuilding
10:30 Session #3 Visions Video
11:30 Break
12:00 Lunch
1:00 Session #3 Conflict Resolution
3:30 Break
6:00 Dinner
7:00 Session #4 CSA Topics

← Person scheduled to
conduct session cannot
attend

SUNDAY

8:00 Breakfast
9:00 Warm-up
9:30 Session #5 College Wide Committee Open House
12:00 Lunch
1:00 Closure
3:30 Break
4:00 Leave Point Bonita

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
AGENDA

Meeting #13
9/23/92

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. REPORTS

- A. President (Wall)
- B. Advisors ^{not Team} Meeting, Conference; CWC (Flores/Eisenhauer)
- C.

VI. APPOINTMENTS

- A. Program Board m/s/c to appoint Chris Allen & Don Lewis (Kunst)
- B. C.W.C m/s/c Cecilia Bromley - Duo, Parking, Basic Skills (Wall)
- C. to appoint Mary Karlstadt - District Accessibility
Erica Fern - Budget
Craig Bradley - Parking, Library, Grad Speakers (Wall)

VII. OLD BUSINESS

- A. Retreat
- B.

VIII. NEW BUSINESS

- A. Vote Dance m/s/c to recommend to CSA to sponsor a Vote Dance (Wall)
- B. Equipment Surplus (Eisenhauer)
- C. Conference

IX. ANNOUNCEMENTS

- A. Hurricane E. Hurricane m/s/c to support a fundraising campaign for the Hurricane victims (Giovande)
- B. Tailgate (Kirkwood)

X. ADJOURNMENT

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
MINUTES

Meeting #12
9/16/92

I. The meeting was called to order at 3:15

II. Absent: none

III. The agenda was approved as amended.

IV. The minutes #10 approved as presented, #11 as amended.

V. REPORTS

A. President: Dr. Agrella met with Jim and supposedly the recycling program will be reinstated.

B. Advisors:

1. Bob: None

2. Ronda: The Velcro wall is coming, the cafeteria and Pepsi is sponsoring this event and students are needed to work the event. The pay will be six dollars per hour and the event will take place from 9am to 2pm. Friday night is the first home football game of the season and the ticket crew is short six people.

C. Budget: The budget was discussed and was moved to an action item in new business.

VI. APPOINTMENTS:

A. Sophomore Representatives: It was moved and seconded to recommend to College Student Assembly to appoint Sara Kirkwood as Sophomore Representative.
M/S/C

B. College Wide Committees: It was moved and seconded to recommend to College Student Assembly to appoint Andre Economopoulos to the Infectious Disease Committee, and Joel Farrell to the Educational Policies Committee.
M/S/C

C. Commissioner at Large: It was moved and seconded to appoint Ameera Kidane as Commissioner at Large, and Rosalie Garcia as Commissioner at Large.
M/S/C

VII. OLD BUSINESS

A. Health Fees: It was moved and seconded to College Student Assembly to support the Health fee increase recommendations for Spring of 1993.
M/S/C

It was moved and seconded to pursue the legalities of Title 5 regarding the employee use of student Health services.
M/S/C

VIII. NEW BUSINESS

A. Tailgate Party: It was moved and seconded to support the tailgate party including financially.
M/S/C

B. Budget: It was moved and seconded to recommend to College Student Assembly to cut the Associated Students budget by 5% across the board, except for salaries and benefits and theft insurance.
M/S/C

IX. ANNOUNCEMENTS

A. It was recommended that we have some kind of fund raiser for the Hurricane victims.

B. A handout was passed out for a rally dealing with Education.

X. ADJOURNMENT: 5:15

RETREAT SCHEDULE
DRAFT
August 12. 1992

FRIDAY

2:30 Leave J.C.
3:30 Arrive Point Bonita
4:30 Icebreakers *Jan + Jim; Lucy + Sara; Eric + Cecelia*
6:00 Dinner
7:00 Session #1 History and Superstructure
9:00 Session #2 Paradigms
9:30 Refreshments

SATURDAY

8:00 Breakfast
9:00 Warm-up
9:30 Session #3 Conflict Resolution *9:30-11*
11:00-10:30 Session #4 Team building
11-12
~~11:30 Break~~
12:00 Lunch
1:00 *Visions Video (optional)
 *Free time (optional)
3:30 Break
6:00 Dinner
7:00 Session #5 CSA Topics

SUNDAY

8:00 Breakfast
9:00 Warm-up *Bob + Nancy*
9:30 Session #6 College Wide Committee Open House
12:00 Lunch
1:00 Closure
3:30 Break
4:00 Leave Point Bonita

**ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
AGENDA**

Meeting #5
Date: September 28, 1992

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. REPORTS

- A. President (Wall)
- B. Advisor (Flores/Eisenhauer)
- C. ICC (Robinson)
- D. Program Chair (Kunst)
- E. Committees (Bushey)
- F. Retreat (Wall/Bushey)
- G. Parliamentary Procedure (Flores)
- H.

VI. APPOINTMENTS

- A. CWC (Wall)
- B. Program Board m/s/c (Kunst)
- C. Tailgate m/s/c to appoint Mary Sullivan as Chair
- D. Project & Film Grants m/s/c (Bradley) to appoint Nancy Kunst, Adolpho Foranda, melanie Breslow, Cecelia S, Chris Hardy

VIII. OLD BUSINESS

- A. Budget m/s/c that CSA approve a 5% budget cut across the boards except for Salaries & Benefits and Theft Insurance and retain D/S at the present level
- B.
- C.

VII. NEW BUSINESS

- A. Vote Dance m/s/c that CSA support a Vote Dance (Fein)
- B. Hurricane m/s/c to support a Fundraiser for the Hurricane victims (Giovando)
- C. Schedule m/s/c that CSA support the idea of sending a postcard in lieu of the saturation mailing of the schedule (Campbell-Price)
- D. Title V m/s/c that CSA investigate the legalities of Title V (Fein)
- E. Goals m/s/c to postpone discussion on CSA Goals regarding Health Services m/s/c close debate

IX. ANNOUNCEMENTS

- A. Retreat to next week
- B.
- C.

X. ADJOURNMENT

ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
MINUTES

Meeting # 4

Date: September 21, 1992

- I. The meeting was called to order at 3:12p.m.
- II. Absent: Nina Bravo, Tina Shih, Rachael Harrison, Rachel Jacobs, Adolfo Foronda, Theresa O'Laughlin, Gary Crocker, Lisa Pierce, Aaron Machado, and Ameera Kidane
- III. The agenda was approved as amended
- IV. The minutes were approved as presented
- V. **REPORTS**
 - A. **President:**
 1. Jim Wall, President, announced that he spoke with Dr. Agrella and apparently he has agreed to pick up the Recycling Program.
 2. Jim announced that they aren't doing anything on the Hiring Committee at present because there aren't enough qualified applications in the pool to continue.
 3. Jim announced that if anyone is interested in helping out with a Vote Dance to contact Erica, Cecilia, or Jim.
 - B. **Advisors:**

Bob Flores, Director of Student Activities

 1. Bob reported that the college budget for this year is based on the expenditures of last year.
 2. If you are serving on a committee where the budget is an issue and you have any questions regarding the budget, contact Erica or Jim.

Ronda Eisenhauer, Activities Advisor

 1. Ronda announced that football game on Friday night went well.
 2. Ronda announced that the Blood Drive is next week. Please sign up to work the table. If anyone is interested in chairing this event,

contact Nancy.

C. ICC:

1. Rob Robinson, ICC chairperson, announced that Rachel Jacobs was appointed to be the ICC representative to CSA.
2. Rob announced that the New Americans club was reactivated and the Students Community Access club was started as a new club.
3. Rob announced that the New Americans club is presenting a Speaker at Newman Auditorium from 2:00p.m.-4:00p.m. on September 30, 1992. The speaker is William F. Jasper.

D. Program Chair

1. Nancy Kunst, Program Chair, announced that if anyone is interested in being on the Program Board contact Nancy for information and applications.
2. Nancy announced that she needs chairs for the Tailgate Party, Lost and Found Auction, Blood Drive, and Alcohol Awareness Week. If anyone is interested contact her.

E. Committees Commissioner

1. Maria Bushey, Committees Commissioner, announced that the classified staff and administration already has all their names in for College Wide Committees.
2. Maria announced that there are still student positions open. If anyone is interested they should contact her A.S.A.P.

F. District Facilities

1. Sara Kirkwood, student representative to the District Facilities committee, announced Dr. Mike Rao from an independent firm is here to assess the campuses needs and propose a plan for expansion within the next fifteen years.
2. Sara announced that descisions are to be made whether or not to stay in the dorm business.
3. Sara announced that it is very important that we have another student representative on the Institutional Planning Council committee.

G. Recycling

G. Recycling

1. Michael Plastino reported information from the Recycling Committee meeting on Friday. He announced that the committee is working with Dave Summers to allow purchasing of more recyclable products. *(*) major addition to come*

VI. APPOINTMENTS:

- A. It was moved to appoint Sara Kirkwood to be Sophomore Representative. (M,S,C)
- B. Sara Kirkwood was elected to be the Sophomore Representative in Executive Cabinet.
- C. It was moved to appoint Gary Crocker to the District Accessibility Committee, Andre Economopolous to the Educational Technology Committee and the Infectious Disease Committee, Joel Farrel to the Educational Policies Committee, Jim Wall to the Budget Committee and the Institutional Planning Council Committee, and Jennifer Evans to the Day Under the Oaks Committee. (M,S,C)

VII. OLD BUSINESS:

- A. It was moved that CSA approve 1:00p.m.-3:30p.m. time as free time at the Retreat. (M,S,F)

It was moved to amend the motion to read that Conflict Resolution replace Team Building. (M,S,F)

It was moved to amend the amendment to the motion to read that Conflict Resolution replace Teambuilding and the Visions video on Saturday. (M,S,F)

It was moved to close debate on the amendment to the amendment of the motion. (M,S,C)

It was moved to close debate on the amendment to the motion. (M,S,C)

It was moved to close debate on the motion. (M,S,C)

It was moved to have Conflict Resolution be 9:30a.m.-11:00a.m., Team Building from 11:00a.m.-12:00p.m., and an option of the Visions video or free time from 1:00p.m.-3:30p.m. on Saturday. (M,S,C)

VIII. NEW BUSINESS

- A. It was moved that CSA support a 5% Associated Students budget cut

It was moved to postpone the motion for a week, according to the Financial Code. (M,S,C)

B. It was moved to allow the Hemp club use of the college hour on Monday October 5, 1992. (M,S,C)

C. It was moved that CSA support the Health Fee proposal for \$7.50 per semester and \$5.00 for summer for all students effective in Spring '92. (M,S,C)

D. It was moved that CSA support the concept of a tailgate party with the stipulation that the committee brings back a recommendation. (M,S,C)

IX. ANNOUNCEMENTS

A. None

X. ADJOURNMENT: We lost quorum at 5:23

1. Which session was the most valuable? Why?

2. Which session was the least valuable? Why?

3. Which session would you like to see repeated at future retreats?

4. What is your overall opinion of the retreat?

PARLIAMENTARY PROCEDURE

AND GROUP DYNAMICS

Presented by BOB FLORES
Santa Rosa Junior College

1. What is Parliamentary Law?
2. Fundamental Principles of Parliamentary Law
3. Presentation of Motions
Recognition - Proposal - Seconding - Stating Motion - Debate
4. Classification of Motions
Chart: The Chief Purposes of Motions
5. Precedence of Motions
6. Rules of Governing Motions
Chart: Principal Rules Governing Motions
7. The Main Motions
Chart: Changing Motions Already Voted On
8. Privileged Motions
Question of Privilege
Recess
Adjourn
9. Subsidiary Motions
Postpone Temporarily (Table)
Close Debate
Limit Debate
Postpone Definitely
Refer to Committee
Amend
10. Main Motions
 - A. The Main Motion
 - B. Specific Main Motions
Reconsider
Rescind
Resume Consideration
11. Incidental Motions
Appeal
Suspend Rules
Consider Informally
Point of Order
Parliamentary Inquiry
Withdraw a Motion
Division of Question
Division of Assembly
12. Quorums, Agendas, Debate, Votes, Etc.
13. Group Dynamics

CSA GOALS

1. Better Publicity

- Networking on campus
- Stronger media support
- Better publicity

2. A.S. Membership

- A.S. budget
- Program Board
- Clubs
- More attendance at games
- More profit making events
- Seating arrangements
- Registration
- Fill all commissionerships
- CSA Leadership
- Increased events support
- Increased membership

3. Community Outreach

- Unity in Community
- Petaluma Center Outreach
- H.S. Outreach
- Friday Night Live Safe Rides
- SSU Interaction Increase

4. Diversity

- CSA Diversity
- Night time students/part time
- Awareness months
- More cultural awareness

5. Campus Outreach

- Shone Farm
- More SAO outreach
- Better relating with Kent Hall
- CWC increased
- Coalition of faculty and students
- More surveys
- More communication with CWC
- CWC leadership
- Increased communication with students

6. Parking/Transportation

- Parking
- Afternoon courses

7.

Activism

- Mott
- Health Fees
- More state involvement
- Politically active
- More liaisons with trustees
- Expanding library/computer hours
- Title V. (H.S. regulations)
- Recycling class
- Board meeting attendance
- Education about shared governance
- Dorm Revenue fund

8. Communication Internally

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
AGENDA

Meeting #14
9/30/92

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. REPORTS

- A. President (Wall)
- B. Advisors Budgets/College Hour/Retreat (Flores/Eisenhower)
- C. S.S.U. (Kunst)
- D.

VI. APPOINTMENTS

- A. College Wide Committees
- B. Commissionerships m/s/c to appoint Teresa O'Loughlin - multicultural
- C. Vote Dance m/s/c to appoint Katie Green as Dan Sullivan - College Council
- D. Program Board m/s/c to recommend to CSA Publicity Comm Ed Equity

VII. OLD BUSINESS

- A. Equipment Surplus
- B. ~~Alumni~~
- C. m/s/c to rescind the motion

VIII. NEW BUSINESS

- A. wherels mott. (withdrawn)
- B. Election Campaign (withdrawn)
- C. Country western Dance
- D. MECHA m/s/c to award MECHA a 200 Dance Subsidization

IX. ANNOUNCEMENTS

- A. Cal-Sacc (Wall) Oct 30 out of
- B. Master Plan (Wall) Assemblies + Council
- C. NCAAW (Kunst)
- D. Fundraising
- E. Feinstein

X. ADJOURNMENT F. Recycling Appointee

m/s/c to appoint Michael Flasting, Nancy Kunst, David Sullivan, Don Lewis, Melan

m/s/c to recommend to CSA support the idea of naming Pioneer Hall Assembly room after Genevieve mott m/s/c to reconsider the motion

by consensus, Exec Cab has agreed that Program Chair no longer has to attend ExecCab as a participating member

recommend to CSA

m/s/c to appoint Teresa O'Loughlin - multicultural
Dan Sullivan - College Council
Publicity Comm Ed Equity

m/s/c to rescind the motion

m/s/c to recommend to CSA to appoint

Teresa O'Loughlin - Multicultural
Dan Sullivan - College Council
Dan Westphal - Ed Equity

m/s/c to recommend to CSA to appoint Tina Shih
m/s/c to recommend to CSA to appoint Michael Garrison

after the completion of their dance

(Wall)

(Wall)

(Kunst)

ASSOCIATED STUDENTS
EXECUTIVE CABINET
FALL 1992
MINUTES

Meeting # 13
9/23/92

- I. The meeting was called to order at 3:10pm
- II. Absent: none
- III. The agenda was approved as amended
- IV. The minutes were approved as presented
- V. REPORTS

A. President: Welcome to Sara Kirkwood. A hiring committee for the Director of Personnel's beginning on 10/12/92, anyone who is interested contact Jim, it is very important that students be there. We need to start thinking of a marketing campaign for A.S membership. Elections are coming up fast. Decisions on the Retreat are to be made today. There are only two applications for the Program Board, we as a group need to push this.

B. Advisors:

- 1. Bob: Bob is still very concerned with College Wide Committees, they are still thin. Reservations are made for the Conference in November.
- 2. Ronda: Thank you to the ticket crew. Surplus items not being used needs to be discussed. We need people to work the blood drive table.

VI. APPOINTMENTS:

- A. Program Board: It was moved and seconded to appoint Christopher Allen and Don Lewis to the Program Board. M/S/C
- B. College Wide Committees: It was moved and seconded to appoint Cecilia Bromley to Day Under the Oaks committee, Parking committee, and The Basic Skills Committee, Craig Bradley to the Parking committee, Library Committee, and the Graduation speaker Committee, Merry Carlstedt District Accessibility Committee and Erica Fein to the Budget Committee. M/S/C

VII. OLD BUSINESS

- A. Retreat: There was discussion.

VIII. NEW BUSINESS -

- A. It was moved and seconded to recommend to CSA to sponsor a Vote Dance. M/S/C
- B. Equipment Surplus: There was discussion and any discussions was postponed till next week.
- C. Conference: There was discussion.
- D. Finalis: There was discussion.
- E. Hurricane: It was moved and seconded to recommend to CSA to have a Fundraising campaign for the Hurricane victims. M/S/C

IX. ANNOUNCEMENTS-

- A. Hurricane: Moved to an action item in New Business.
- B. Tailgate Party: Scheduled for October 16th.

X. ADJOURNMENT: 4:40pm

**ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
AGENDA**

Meeting #6
Date: 10/5/92

m/s/c that CSA support 4 major goals entailing A.S. membership, better publicity, Diversity, Activism to appoint to NCAAWS

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. APPROVAL OF MINUTES

V. REPORTS

- | | |
|-------------------------------|---|
| A. President | (Wall) |
| B. Advisor | (Flores/Eisenhauer) |
| C. ICC | (Robinson) |
| D. Program Chair | (Kunst) <i>used Book Fair, LFF Auction, Blood Drive</i> |
| E. Committees | (Bushey) |
| F. Calender/Reg <i>delete</i> | (Giovando) |

*m/s/c Teresa O'Laughling
Valentina Dose
Andre Economopoulos
to appoint Dan Sullivan, melanie Breslow, Amecratidane, Don Lewis, used Book Fair*

VI. APPOINTMENTS

- | | | |
|---|------------|---|
| A. CWC | (Wall) | <i>m/s/c to appoint Erica Fein - Budget</i> |
| B. Vote Dance | (Fein) | <i>Don Sullivan - College Council</i> |
| C. Program Chair | (Kunst) | <i>San westphal - Ed Equity</i> |
| D. Tailgate | (Sullivan) | <i>Teresa O'Laughling - Multicultural</i> |
| E. Dance Grant | (GAIA) | <i>m/s/c to dissapoint Rachael Jacobs</i> |
| F. Hurricane Comm (Giovando) | | <i>Rachael Hurrius</i> |

VIII. OLD BUSINESS

- A. *Dance Grant*
B.

VII. NEW BUSINESS

- m/s/c that CSA support 4 major goals entailing A.S. membership, better publicity, Diversity, Activism to appoint to NCAAWS*
- | | | |
|-------------------------------------|------------|---|
| A. Country Western Dance (Kirkwood) | (Wall) | <i>m/s/c to appoint Erica Fein - Budget</i> |
| B. Prop 165 | (Wall) | <i>Don Sullivan - College Council</i> |
| C. Entertainment Fundraiser (Kunst) | (Kunst) | <i>San westphal - Ed Equity</i> |
| D. Political Info Day | (GAIA) | <i>Teresa O'Laughling - Multicultural</i> |
| E. Calender/Reg | (Giovando) | <i>m/s/c to dissapoint Rachael Jacobs</i> |
| F. Tennis Team | (Derkos) | <i>Rachael Hurrius</i> |
| G. Goals | (Wall) | <i>Lisa Pierce, Aaron Machado</i> |

IX. ANNOUNCEMENTS

- A. *the Entertainment Book at 10.00*
B. *Women in Politics (Giovando)*

X. ADJOURNMENT

m/s/c to appoint Tina Shih as Rep at College and Kate Green to ASPB

**ASSOCIATED STUDENTS
COLLEGE STUDENT ASSEMBLY
FALL 1992
MINUTES**

Meeting #5

Date: September 28, 1992

- I. The meeting was called to order at 3:13pm
- II. Absent: Nina Bravo, Racheal Harrison, Rachel Jacobs, Gary Crocker, Andre Economopolous, Lisa Pierce, and Aaron Machado.
- III. The agenda was approved as amended
- IV. The minutes were approved as amended

V. REPORTS

A. President:

1. Jim Wall, President, announced that the retreat was a success.
2. Jim announced that College Wide Committees are very important and the Institutional Planning Council committee desperately needs student representation.
3. Jim announced that the last day to register is Tuesday, October 6. He will be putting forms to register people in everyone's box.

B. Advisors:

Bob Flores, Director of Student Activities

1. Bob announced that Wednesday, September 30 is College/Transfer Day in the Student Lounge from 9am-1pm.
2. Bob announced that 16 people are needed to work at the President's dinner on Sunday, October 18 from 4pm-10pm. The pay is \$5.00 per hour including a free dinner. If anyone is interested contact Virginia Boswell at student employment.

Ronda Eisenhauer, Activities Advisor

1. Ronda reminded those who signed up for football ticket crew that there is a game on Friday, October 2. Be at Bailey Field at 6pm sharp.

2. Ronda reminded everyone to sign up for the Blood Drive on Thursday October 1.
3. Ronda announced that Alcohol Awareness Week is October 19 through October 23.

C. ICC:

1. Rob Robinson, ICC Chairperson, announced that the GAIA Dance on Friday, September 25 did well. The Hemp Club sold apples, oranges, and pears at the dance.
2. Rob announced that the Hemp Club is bringing Brownie Mary on campus to speak on Monday, October 5 in the coop from 12pm-1pm.

D. Program Chair

1. Nancy Kunst, Program Chair, announced that the Blood Drive is on Thursday, October 1. Please sign up to staff the table on Tuesday and Wednesday and work at the Blood Drive on Thursday.
2. Nancy announced that she needs people to sign up to be on or chair the Lost and Found Auction and the Used Book Fair committees.
3. Nancy announced that the Program Board is getting started. She has gotten a few applications in. There are still some positions open on the Program Board for those who are interested, contact Nancy for applications. The Program Board meets from 3pm-4:30pm on Thursday in the conference room.
4. Nancy announced that she met with the Program Chair from SSU and they talked about working together with publicity. They are willing to pass out flyers for us in exchange for the same as well as possibly co-sponsoring events with SSU.
5. Nancy announced that at the retreat last weekend, she and Ronda did a session on programming and publicity. If anyone is interested in these topics, contact Ronda or Nancy for handouts.

E. Committees Commissioner

1. Maria Bushey, Committees Commissioner, announced that there are committees that need student representation. Arts & Lectures, Multicultural Events, Safety, Staff Development, Health Services, and Global & Intercultural committees are some. If you are interested in any of these committees or wondering what other committees have positions available, contact Maria.
2. Maria announced that if you make the commitment to be on a committee, be there and on time.

F. Retreat

1. The retreat was great. There was some great bonding between people.

G. Parliamentary Procedure

1. Bob announced that at the retreat we decided to watch the Visions video instead of doing the Parliamentary Procedures session and do the session here in CSA.
2. Parliamentary Procedures make it easier for committees/student government to function in an orderly manner which allows everyone more equilateral participation.
3. CSA uses the majority vote (1/2 plus one) on all motions except for the motion to close debate which requires 2/3 plus one votes.
4. See handout on Parliamentary Procedures for more information.

VI. APPOINTMENTS:

- A. It was moved to appoint Cecilia Bromley to the Day Under the Oaks , Basic Skills, and parking and Mary Carlstadt to the District Facilities Committee. (M,S,C)
- B. It was moved to appoint Christopher Allen and Don Lewis to the Program Board. (M,S,C)
- C. It was moved to appoint David Sullivan the chair of the Tailgate Party. (M,S,C)
- D. It was moved to appoint Nancy Kunst, Adolfo Foronda, Melanie Breslow, Cecilia Bromley, and Chris Harty to the Project Film Grants Committee. (M,S,C)

VII. OLD BUSINESS:

- A. It was moved that CSA support a 5% budget cut across the board except for Salaries/Benifits and Theft Insurance, holding on to Designated Surplus of \$7336.85. (M,S,C)

VIII. NEW BUSINESS:

- A. It was moved that CSA support a Vote Dance. (M,S,C)
- B. It was moved to close debate. (M,S,C)

C. It was moved to support a fundraiser for the hurricane victims.
(M,S,C)

D. It was moved that CSA support looking into the legalities of Title V.
(M,S,C)

IX. ANNOUNCEMENTS

A. If you want handouts from the retreat see Bob.

X. **ADJOURNMENT:** The meeting was adjourned at 4:58pm.