



San José City College  
Associated Student Government  
Regular Meeting Agenda  
Robert N. Chang Student Center Room 204  
Wednesday, March 4, 2026 3:30 p.m.

1.0 Call to Order

Meeting called to order at: 3:34 pm

2.0 Roll Call

2.1 Introduction of Attendees/ Attendance Sheet Circulation

Quorum met. Attendance sheet circulated

3.0 Approval of the Agenda

3.1 Deferrals or Corrections

Item 8.2.5 Taken Off the Agenda

Motion to Approve the Agenda: 1<sup>st</sup> Deniz 2<sup>nd</sup> Sergio

4.0 Approval of the Minutes

4.1 Deferrals or Corrections

4.2 Minutes for February 25, 2026

No corrections or deferrals

Motion to Approve the Minutes: 1<sup>st</sup> Deniz 2<sup>nd</sup> Daniel

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

6.0 Club Chartering

This is to discuss and take possible action on re-chartering or chartering a club that has or is working on gathering the right paperwork.

## 7.0 Consent Calendar No Objections → Approved

7.1 Club President's Meeting Bill SP26-16 funds not to exceed \$500.00

7.2 Appointment of Vy Mai to the Academic Senate Committee

## 8.0 Discussion/Action Items

### 8.1 Old Business:

#### 8.1.1 New Faculty Handbook

Review and student input on the faculty handbook  
(15 minutes Discussion Lead: Hazel Tran)

Motion to Open Discussion Item: 1<sup>st</sup> Deniz 2<sup>nd</sup> Daniel

- The college is reviewing and updating the Faculty Handbook to clarify procedures expectations and guidelines for faculty.
- Feedback from students and campus stakeholders is being requested to improve the handbook.
- The handbook has been shared with club advisors via email and they are encouraged to distribute it to their club members for review.
- The handbook has also been shared in the Instagram group chat for student club presidents to review and share with their members.
- Students and advisors can provide feedback by submitting their input through the official feedback form: <https://forms.office.com/r/vXDpnadAr8?origin=lprLink>
- All feedback must be submitted by **March 20**.

### 8.2 New Business

#### 8.2.1 Revise Sec 1.1.8 Director of Student Engagement

Revision to the Director of Student Engagement

(10 minutes Discussion Lead: Hazel Tran)

Motion to Open Discussion Item: 1<sup>st</sup> Sergio 2<sup>nd</sup> Daniel

- Serves as the outreach body of the Associated Student Government (ASG).
- Connects the student body with ASG services programs initiatives and involvement opportunities.
- Conducts outreach activities such as tabling informational booths and other student engagement efforts.
- Promotes ASG programs services and initiatives to students.
- Increases awareness of ASG resources among the student body.
- Encourages student participation in student government and campus life.
- Supports the promotion and visibility of student organizations and clubs to strengthen campus engagement.

- Committee is coordinated and managed by the Director of Student Engagement.
- Director organizes outreach strategies coordinates committee efforts and assigns engagement responsibilities.
- Assists with the implementation of ASG engagement initiatives and outreach projects.
- Supports student listening sessions outreach campaigns and engagement events such as Mic Town Hall or other student feedback forums.

#### 8.2.2 Revise Sec. 1.1.6 Director of Communication

Revised responsibilities of the Director of Communication position

(15 minutes Discussion Lead: Hazel Tran)

Motion to Open Discussion Item: 1<sup>st</sup> Daniel 2<sup>nd</sup> Sergio

- Responsible for creating maintaining and recording minutes for all ASG Board meetings.
- Maintains attendance records for all ASG Board meetings and includes them in the official minutes.
- Ensures ASG business transactions and decisions are distributed to appropriate individuals.
- Provides resources and guidance for student clubs including club development Brown Act training and expenditure request processes through the ASG forum.
- Maintains records of the ASG Volunteer Program including tracking volunteer hours and documenting participation.
- Maintains and updates records related to student organizations including club contact information social media accounts and organizational details.
- Serves as a communication bridge between ASG student organizations and the student body to ensure accurate and consistent information sharing.
- Collaborates with the ASG President to develop training materials resources and orientation sessions for incoming ASG Board members to support leadership transition and understanding of responsibilities.

#### 8.2.3 Commencement Theme

Selection of SJCC Commencement 2026 Theme

(10 minutes Discussion Lead: Hazel Tran)

Motion to Open Discussion Item: 1<sup>st</sup> Deniz 2<sup>nd</sup> Daniel

- Discussion held regarding the **selection of the SJCC Commencement 2026 theme.**
- Two proposed commencement themes for consideration:
- “Empower Your Passion Decide Your Possibilities.”
- “Be Original Be Proud Be Who You Are Meant To Be.”
- Feedback from students is being requested to help determine the final commencement theme.
- The selected theme will guide the focus and messaging of the commencement speeches.
- Three primary commencement speakers will include the ASG President the College President and the Valedictorian.
- Students are encouraged to suggest ideas for both the commencement speech topics and the overall theme.
- A vote will take place next week to determine the final commencement theme.

#### 8.2.4 Glass Cabinets

Planning of glass cabinets for club posting

(10 minutes Discussion Lead: ASG Team)

Motion to Open Discussion Item: 1<sup>st</sup> Daniel 2<sup>nd</sup> Sergio

- Proposal introduced to install **glass display cabinets** on campus for clubs to post flyers and posters in a more professional and organized manner.
- Cabinets would provide a designated space for student organizations to display announcements promotions and event information.
- Initial placement proposed in the **CE Building** particularly in high-traffic areas where students frequently gather.
- Additional locations may include areas near **elevators and other high-visibility spaces** across campus.
- Cabinets will remain **locked to maintain organization and prevent unauthorized postings.**
- **ASG will maintain access to the cabinets and manage flyer placement.**
- Consideration to expand installations beyond the CE Building to other crowded campus locations.
- Recommendation to also utilize **digital promotion methods** such as digital posters and campus display screens.
- Suggestion to use the **digital screen on the first floor of the CE Building** for announcements and promotional materials.
- A submission form may be added to the **ASG website** for clubs to request flyer postings.

- Additional outreach locations suggested including **parking areas and bus stops** with high student traffic.

#### 8.2.5 Programming Check List

Review of the new Programming Check List

(10 minutes Discussion Lead: Kimberly Lopez & Sergio Aguilera)

#### 9.0 Next Meeting

**March 11 in SC-204**

#### 10. Reports

This is to discuss what ASG officers & clubs do for SJCC students (3 min- Discussion, ASG officers & Club representative).

#### 11. Adjournment

**Meeting Adjourned at 4:32 p.m.**

**Motion to Adjourn: 1<sup>st</sup> Deniz 2<sup>nd</sup> Vy**