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

2.0 Roll Call
      2.1 Introduction of Attendees/ Attendance Sheet Circulation

3.0 Approval of the Agenda
      3.1 Deferrals or Corrections

4.0 Approval of the Minutes
      4.1 Deferrals or Corrections
      4.2 Minutes for February 25, 2026

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

      7.1 Pop Market Bill SP26-14 funds not to exceed $500.00
      7.2 Women In Leadership Conference Bill SP26-15 funds not to exceed $270.00

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 Action Lead: Professor Pipal)

8.2 New Business

8.2.1 Revise Sec. 5.4 Engagement Committee
Revised of the Engagement Committee responsibilities
(15 minutes Discussion Lead: Hazel Tran)

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)

8.2.3 Commencement Theme
Selection of SJCC Commencement 2026 Theme
(10 minutes Discussion Lead: Hazel Tran)

8.2.4 Glass Cabinets
 Planning of glass cabinets for club posting
(10 Discussion Lead: ASG Team)

8.2.5 Programing Check List
Review of the new Programming Check List
(10 minutes Discussion Lead Kimberly Lopez & Sergio Aguilera

9.0 Next Meeting

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

11. Adjournment

Club Event & Requirements

Checklist

No.	Task	Details	Status	
1	**Event Flyer**	• Must include the San Jose City logo, ASG logo, and Accommodation Statement: ***San José City College is committed to making college-sponsored activities accessible. Accommodations can be arranged upon request by submitting requests at least three business days prior to the activity to accommodations@sjcc.edu for review.*** • Your event flyer must include accurate information: Time, Date, Location, etc. (Must be promoted two weeks prior to your event.)	☐ Pending	☐ Done
2	**Itemized Shopping List**	• Must include the name of each item, quantity, and the store where each item will be purchased. (Limit to two stores) ***Note:*** *Purchasing additional items from three places or more, requires guidance from Juan Garcia before submitting.*	☐ Pending	☐ Done
3	**ASG Grant Request Form** (www.sjccasg.org)	• Itemized Shopping List, and Event Flyer required. (Must be submitted at least six weeks prior to your event.) **Email : juan.garcia@sjcc.edu asgpresident@sjcc.edu asgcommunications@sjcc.edu** ***Note:*** *Weekly Deadline is at 12:00pm every Friday. (Exceptions will be on Thursday at 12:00pm if a holiday happens on Friday.)* • Invoice or Quote (If applicable): Attach copies of any relevant invoices or vendor quotes.	☐ Pending	☐ Done
4	**Submitting Campus Space Request**	• Reserving Space: Coordinate with Facilities and Juan Garcia to: Reserve the location via Facilitron, and Request chairs, tables, and placement of stage setup **Email : juan.garcia@sjcc.edu** • All space reservation requests must be submitted at least three weeks prior to the event. ***Note:*** *If you are using outside space, plan to have sprinklers turned off three days before your event.*	☐ Pending	☐ Done
5	**Event Layout**	• Create a detailed layout of the event space, including the placement of: Tables, Chairs, and Stage. **Email : juan.garcia@sjcc.edu**	☐ Pending	☐ Done
6	**Club Account/Banking**	• Check your club account balance. (Financial Issues contact ASG.)	☐ Pending	☐ Done
7	**ASG Meeting** Date: Every Wednesday Time: 3:30pm–5pm Location: SC–204	• One representative from your club must attend. (Funding will not be approved if no one attends.)	☐ Pending	☐ Done
8	**ASG Meeting (Update)** Date: Every Wednesday Time: 3:30pm–5pm Location: SC–204	• After your event, a club representative must attend the next ASG meeting the week after to give a brief two minute update at the end of the meeting on how the event went and how the funds were used.	☐ Pending	☐ Done