

BAKERSFIELD COLLEGE STUDENT GOVERNMENT ASSOCIATION

1801 Panorama Drive, Campus Center, Room 4 | Bakersfield, California 93305

DEPARTMENT OF STUDENT ORGANIZATIONS

Thursday, Sep. 15, 2016

5:00 p.m. – 6:30 p.m.

Collins Conference Center

1. CALL MEETING TO ORDER

The meeting was called to order by the chair, Director Smith, at 5:07 p.m.

2. ROLL CALL*

A majority quorum must be established to hold a bonafide meeting

The following members were present: Director Smith, Senator Montero-Garcia, Senator Salcido, Student-at-Large Mireles, and Manager Cervantes

The following members were absent: None

The following members were excused: None

5/5 members were present, quorum has been established, and a bonafide meeting can be held.

3. AMENDMENTS TO THE AGENDA

The department will consider any amendments to the agenda.

Senator Salcido: Under Item 6.c, Senator Montero-Garcia's name is misspelled, it should be changed from, "Monetro-Garcia" to "Montero-Garcia". Also under Items 8 and 5, in italics, the following should be changed from "... please contact the BCSGA Vice President for the item of discussion..." to "... please contact the Department Chair for the item of discussion..."

Secretary Rodriguez: Under Item 4 in italics, the wording should be changed from "The Senate will discuss and correct..." to "The Department will discuss and correct..." The same correction needs to be made to Item 7, in italics the following needs to be changed from "... thus are considered for approval by the Senate" to "... thus are considered for approval by the Department."

Seeing no further discussion the amendments to the agenda were approved.

4. CORRECTIONS TO THE MINUTES

The Department will discuss and correct minutes from previous meetings.

- a. The Senate will consider the approval of unapproved minutes from the meeting held on August 26, 2016.

Senator Montero-Garcia: Under Introductions the Advisors do not have commas with after their titles.

Seeing no further corrections to the minutes, the minutes have been approved.

5. PUBLIC COMMENT*

This segment of the meeting is reserved for persons desiring to address the Senate on any matter of concern that is not stated on the agenda. A time limit of three (3) minutes per speaker and fifteen (15) minutes per topic shall be observed. The law does not permit any action to be taken, nor extended discussion of any items not on the agenda. The Senate may briefly respond to statements made or questions posed, however, for further information, please contact the Department Chair for the item of discussion to be placed on a future agenda. (Brown Act §54954.3)

None.

6. INTRODUCTIONS

The Chair shall recognize any officer of the Association, including the BCSGA Advisor, to offer a report on official activities since the previous meeting and make any summary announcements deemed necessary for no longer than five minutes.

- a. Chair, *Director of Student Organizations, Director Dontae Smith*
My name is Dontae Smith, I am the Director of the Department of Student Organizations. It is good to see everyone who has attended before and welcome any newcomers to our meeting. Today we'll be discussing the Halloween Ball as well as reviewing and refining the details.
- b. Senator, *Lawrence Salcido*

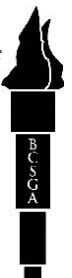
Notes:

Unless otherwise marked by an asterisk, all agenzied items are action items upon which the Senate may take action. Action items may be taken out of the order to be presented at the discretion of the Chair. BCSGA supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to provide accommodations to people with disabilities attending the meeting. Please call the Office of Student Life at (661) 395-4614 as soon as possible to arrange for appropriate accommodation.

Agendas are posted 72 hours before the meetings commences in accordance with the Ralph M. Brown Act.

Agendas are posted at the BCSGA bulletin board located in the Bakersfield College Campus Center and online at www.bakersfieldcollege.edu/bcsga

If you would like a copy of any of the agenda items listed, please contact Office of Student Life at 661-395-4614 or studentlife@bakersfieldcollege.edu.



My name is Lawrence Salcido, I am a BCSGA senator and am on the Department of Student Activities and the Department of Student Organizations. I work on many of the events that go on here on campus and I hope to see the Halloween Ball become a success.

c. Senator, *Montero-Garcia*

My name is Nico Montero-Garcia, I am a senator of BCSGA. I am looking forward to working with you all.

d. Advisor Maria Wright

e. Advisor Danyel Owens

None.

7. **NEW BUSINESS**

Items listed have not already been discussed once and thus are considered for approval by the Department.

a. Brainstorm session

Discussion:

Director Smith: The items for discussion aren't focused on what items we need to purchase, but here on the budget is a list of the items we currently have which we plan to purchase. If anyone has any other items which they believe should be included or not included, discussion is open. Among the list include lights, construction paper, cobwebs, props, arts & crafts supplies, food, candy, and an abundance of other items. Our budget is approximately \$2,500.00 and with the items currently on the list for purchase we still have room for more items without going over budget.

MECHA Club: Where will the dance portion of the ball be held?

Director Smith: The end where the haunted house cuts off is where the campus center opens and where the entrance to the cafeteria is where the ballroom will be located. The company which is providing the haunted house will be taking a portion of the cafeteria, but we will remain with about 80%. Also for children, there will be booth outside for them.

Senator Cortez: Will there be a physical volunteer sign-up sheet for students who wish to volunteer? And can we have a SGA booth set up outside the ball with a sign-up and sign-in sheet for students who want to help or are helping? We could include information on SGA as well.

Director Smith: Yes, that will be located in my office, you may also email me if you wish to volunteer, as for the volunteer sheet outside, and I will consider this a viable option as well. This event will rely heavily on club involvement and cooperation and we will need all hands on deck.

Culinary Club: For food, I can go to our president and see if we can provide for the night of the ball.

Senator Cortez: What do we have currently as the price for the tickets?

Director Smith: This is still up for discussion, we discussed a price ranging from \$8.00 to \$12.00, discounted for KVC sticker holder and children of a certain age. As for booths and games, that will be up to the clubs to decide, I would like the booths to be located on the outside of one of the entrance to the ballroom.

Senator Cortez: Have we considered a Halloween Costume Contest? We could advertise the competition and possibly bring in more ticket sales as well as students.

MECHA Club: What would be the winning prize?

Director Smith: With our current budget, I'm not sure how much more we would be allowed alluded. The most we could do is provide a sash and a plastic crown for the winners to wear.

MECHA: Will the photo booth still be a play?

Director Smith: Yes, however we will need to decide whether we want to have a professional photo booth or just build one using the materials available in the Resource Room.

Student-at-Large Mireles: For the photo booth, I know of a company where we could rent a photo booth for the event.

Senator Cortez: I think it would be more financially beneficial if SGA were to make a photo booth for the ball. We could even create backdrops for people to choose from.

Director Smith: I know of a way we could use a lime-green sheet to create digital background in Photoshop, it's much simpler and more cost-efficient than renting a photo booth. If we were to do this, then we would only change the background, photo manipulation of the face or body would not be allowed.

MECHA Club: I know of a company where we can ask for the price of renting a photo booth if our plans to build one don't come through.

Senator Montero-Garcia: How will we advertise the event?

Director Smith: I am going to speak with Production and have them start designing posters to advertise with. I also plan to have the event advertised through our clubs, social media, around campus and around town.

Senator Salcido: Do we plan to have vendors come on campus? Because if so, we have the authority to have them pay us for selling their food and product on campus. GardenFest is a huge event with big community turnout and we could bring in more people with the promise of vendors. Not only that, we could cut down food costs on our part.

Director Smith: The only part of this that concerns me is what the exact cost of having the vendors on campus would be. But I will look into this as a possibility.

b. Set up overview

Discussion:

Director Smith: The cafeteria has been designated as the ballroom for socializing and dancing, the fireside room will be the dining area, where people will be served and can eat; there will be two long tables and 4 circular tables for eating. There will be two entrances into the courtyard, either through the glass doors or through the haunted house. The same goes for entering the ball, which can be accessed either through the glass doors or the haunted house. Another thing we need to plan is decorating the outside where the booth will be located. Our PR Rayven Webb, who works at Home Depot, has given us a possible opportunity to have props donated to our event if we finalize and submit our budget. I hope to create a small clock tower using the supplies given if we can.

MECHA Club: Perhaps we could put the photo booth and the clock tower together on the stage in the campus center.

Senator Salcido: It will act as a centerpiece as well as grab people's attention as they eat.

Senator Cortez: Depending on the amount of people who show up to the event, we may want to consider having 2 photo booths. I'm also wondering if it's possible to have a face painting booth and if there are any special effects artists or people who can do face paint.

Director Smith: Because we don't know the projected amount of attendees, I plan to just have a single large photo booth. I know ASL has a special effects artist who has done face painting in the past, I will go to them and ask for their input. As for decorations outside, I hope to hang Christmas lights outside and around the stage. I also want to place buckets of dry-ice around the courtyard that can be easy to access and refill.

Danyel Owens: For the haunted house, we need 10 volunteers to staff the haunted house and train as actors, how are we going to get volunteers?

Director Smith: I will have separate sign-up sheets in my office for those who are willing to be an actor for the haunted house. I would rather know those who want to be actors for the haunted house, so that I am certain they will undergo the training and remain at their post.

c. Section volunteer listing

Discussion:

Director Smith: This section of discussion is solely for clubs who wish to volunteer themselves and their members to certain posts for the Halloween ball, if anyone here want to volunteer the night of the ball at certain location, now is the time to do so. We need bodies in the ballroom, the dining hall, and outside in the courtyard, as well as help with setup and clean up. I will require volunteers to show up at a certain time depending on where they are stationed, the ball itself will start at 5:00 p.m. so I would like volunteers to arrive at 2:00 p.m.

Senator Salcido: If I am able to recruit enough members to run the Tutoring club booth I will be available to help in any area if needed. As

Senator Cortez: Will volunteers be allowed breaks?

Director Smith: Yes, I will be allotting an hour long break for volunteers so they can partake in the festivities themselves, however they must have someone in their place while they are on break.

d. Budget overview and approval

Discussion:

Director Garcia: We need to approve and submit this list before we can start any real planning on the ball, if anyone has any questions on the items in question, or would like to add or take out certain items, discussion is now open for that.

Senator Salcido: How will the ceramics be utilized?

Director Smith: It will serve as a booth for clubs who do not have a booth prepared, or just as a booth we will need to have people switch into every hour or so.

Student-at-Large Mireles: Paper Plus is a company which sells paper in bulk, I use to work there and know the person in charge – Kenny – it is off White Lane on New Stine Road. There's a chance we may be able to acquire the paper as a donation.

Miss Taylor: Can we add balloons to the list? I often see the colors black and orange at events celebrating Halloween.

MECHA Club: I know a person who runs a business that sells balloons for evens called Balloonaverse, I could contact them and see if they will be willing to work with us.

Director Smith: This will definitely be added to the budget list, however, the color orange has been removed from the Halloween ball color scheme all together. We are trying to have a design similar to that of Disney Land during the Halloween season.

Senator Cortez: Is there a certain amount of insurance that must be meet for vendors to be on campus? Because if so we may need to reconsider who we let on campus for the event.

Danyel Owens: The total cost of bringing in vendors, if we were inviting the same vendors from the student involvement festival, would be about \$1,500.00. However, bringing vendors on campus is optional and we could always ask the clubs to bring their own supplies to save additional funds.

Senator Salcido: We will need a green screen for the photo booth.

Miss Taylor: We will need utensils including forks, spoons, napkins etc.

MECHA Club: We could change “Food” on the list to “Snacks” since we will be having vendors on campus.

Danyel Owens: If we plan to serve finger food, then all you really need is small paper plates, napkins and no utensils. This helps cut the cost. The Culinary Club may be able to help with that part.

Director Smith: Since we are running short on time, and we still have much to discuss, we will postpone the approval of the Halloween Ball budget until next meeting

Director Smith sought a motion to postpone the approval of Item 7.d. Budget Overview and Approval for next meeting.

Moved by Senator Salcido, seconded by Senator.

8. PUBLIC COMMENT

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Senator Cortez: If we are handing out candy during the event, should the clubs be responsible or should SGA buy the candy and distribute it among the clubs?

Director Smith: We will need to look into that.

Senator Salcido: For the dress code, if they are dressed inappropriately, they are not allowed into the Halloween Ball. However, would they also not be allowed into the area with the vendors, since they are outside the campus center?

Director Smith: The vendors and their policies are their own, if they decide not to serve certain customers based on their choice of wear then I can't stop them. Public Safety might have a say in that though.

Senator Cortez: Still on the subject of candy, do we want to have a section with sugar-free candy for diabetic children and adults?

Director Smith: That is a good idea, but like your previous comment, we would need to discuss this further in our next meeting.

Danyel Owens: As a diabetic myself, I know there is no major difference between sugar-free and sugar candy, it wouldn't make a huge difference and sugar-free candy would cost much more.

MECHA Club: Is the theme of the Halloween Ball still Victorian theme? Or is this just for the staff and volunteers?

Director Smith: the overall theme is Victorian, however for staff who cannot dress up, all they need to do is dress in the Halloween Spirit, and we will also be providing masks for those who do not have one.

Senator Salcido: Another thing to mention, since the event is on a weekend, Public Safety will not be enforcing parking permits, so people are free to park wherever they please. However, if we plan to invite vendors I suggest we have staff parking reserved for those vendors.

Secretary Rodriguez: Since this is such a large event, I ask that the limit on occupancy be taken into account, as well as a way to number and keep track of tickets sold.

Senator Cortez: To ensure we don't sell more tickets than there is room for the ball, we should note the number of tickets we have available and if we plan to invite other campuses, send them a certain amount to sell, as so we don't run into refund issues and be forced to send people away.

9. ADJOURNMENT

Seeing no further discussion, the meeting was adjourned at 6:19 p.m.