

USA Meeting Minutes
October 11th, 2022 @ room JMB 128
1:30 PM –3:00 PM

1. Call to Order

Mission Statement: *The members of the United Student Association (USA) are committed to nurturing our community by fostering a comfortable and supportive environment. We advocate for the needs and interests of the diverse student body at South Seattle College. We strive to accomplish this commitment by promoting and encouraging self-development, community involvement, and culture sensitivity.*

Land Acknowledgment: We would like to acknowledge that we are on the traditional land of the first people of Seattle, the Duwamish People past and present and honor with gratitude the land itself and the Duwamish Tribe.

2. Roll Call:

- **President: Ana Chamale (Present)**
- **Vice President: Ahmed Gumale (Present)**
- **Communication Officer: Ashwak Samatar (Present)**
- **Issues & Concerns Officer: TBD**
- **Diversity and Inclusion Officer: Y'ana Goddard (Present)**
- **Sustainability Officer: Zoe Schuman (Present)**
- **Marketing Officer: Hannah Mae Cox (Present)**
- **Treasurer: Luckson Lukau (Present)**
- **Advisor: Monica Lundberg (Present)**

- **Ground Rules:**

3. Approval of Agenda:

4. Approval of Minutes:

5. Guests' Concerns and Issues:

6. Scheduled Guests:

1. President (Ana):

- **Hispanic History Month update and agenda**
- (Ana) Got final statements and two questions were sent out.

- **BOT meeting on the 13**
- (Ana) Board of Trustees (higher governing body), discussing what USA has been doing. Meetings are open to all. 3 to 5 PM this Thursday on zoom. ½ USA members attend each week.
- **Email to students, Introductions to students on your position**
- (Ana) Once a month, president sends email out to all students. First email, statements from USA members about goals anytime before Thursday.
- Newsletter information and Environmental Activism group included in email.

2. Vice President (Ahmed):

- No updates at this time.

3. Communications Officer (Ashwak):

- **Update on school paper [dates, initiative, marketing] and review of welcome article.**
- (Ashwak) Unable to release this last Monday, plan to publish this Monday.
- Student run, not just by USA Officers. Advertise open, ongoing positions to contribute student writing in the newspaper. Welcome article
- **Reminder about upcoming events advertisement.**
- (Ashwak) Please send before Monday so we have things to add. QR Codes in the cafe. Include future projects and emails
- Add links to USA Homepage
- **USA agenda/minutes new template.**
- (Ashwak) New template that Hannah Mae updated. The current one is okay, but could be more readable. Easier formatting
- APPROVED.

4. Diversity and Inclusion Officer (Y'ana):

- **Sending out EDI Survey.**
- (Y'ana) EDI (equity, diversity, and inclusion) survey ready to send out, how do we get most student involvement?
- (Ana) Email could help with involvement.
- (Y'ana) Flyer already made.

- Ideas: informational, why is this important? Advertising short time.
- **Our USA diversity mission statement.**
- (Y'ana) Work in progress.

5. Marketing Officer (Hannah Mae):

- **Reminder about graphics (I'm here to help!)**
- (Hannah Mae) Happy to help or make graphics and flyers, open to giving feedback.
- **New agenda template**
- (Hannah Mae) Already presented.
- **Application updates (inform of the responses so far)**
- (Hannah Mae) Application closes tomorrow, Wednesday, October 12th. Extension?
- Four applicants currently.
- (Monica) Vote on extension, communicating schedules.
- Newsletter and an email update on extension.
- Extension approved.
- (Ana) Questions from USA submitted by 19th.
- **Linktree.**
- Linktree that USA can access through bio team's instagram, information and resources.
- **Newspaper.**
- (Hannah Mae) Flyer for newspaper will be worked on this week.

6. Sustainability Officer (Zoe):

- **Trash Clean Up.**
- (Zoe) Organizing trash clean up. Looking into organizations best for trash clean up. Street or beach clean up to be decided.
- (Ana) Advertising volunteer hours.
- (Ahmed) Getting in contact with local highschoools to advertise clean up and volunteer hours.
- (Hannah Mae) Advertising specifically to running start students.
- (Zoe) Environmental Activism Group, meets thursday every week from 2 to 3 PM.
(email: zoe.schuman@seattlecolleges.edu)

7. Treasurer (Luckson):

- **USA Budget.**

- (Luckson) Almost finished with USA budget document. Waiting for Monica to finalize it before sharing it with USA.
- (Monica) Budget in USA binder. Presentation next week on overall student fees. 62,000 budget on student fees for the year, Luckson breaking it down at next meeting. Make sure we're appropriately spending the budget, 12,000 a quarter.
- (Monica) May go back to 12 hours a work week for USA members after new member joins.

8. Advisor (Monica Lundberg):

- **Faculty tenure evaluation committee assignments and handbook (can you have a copy of the committee roster email and handbook please ready on the computer)**
- (Monica) Student committee for faculty tenure. Only 6 committees this year. Calendars sent out to USA. People on the committee evaluate teachers. One quarter work. Not all USA on the committee, can't step in for other committee. Check your email every day, and make sure to communicate to other members if you can't make it to meetings.
- Read through committee handbook during office hours. Read through past committee work to understand, and think about goals when observing (within handbook, pg. 16).
- Form will be given to those on the committee while observing class. Spending time on this can help teachers and decrease discrimination.
- Denied tenure, teacher would need to go to a different school.
- Student voice needed.
- October 25th, Tuesday from 2:30 - 4:00 PM on zoom.
- **Meeting Protocol practice**
- (Monica) Videos shared.
- Running effective meetings: Need a good working structure, and good work relationship, ground rules (posted somewhere in room, reviewed at beginning of meeting), agenda, assign critical roles (facilitator, recorder, timekeeper).
- **Week 3 class evaluations**
- (Monica) Make sure you're doing really well in classes, will be sending out forms to give to teachers to ask them how you're doing in class which you will then send to Monica to receive help with school if needed.

9. Any Other Business (AOB) / Old Business:

- (Ana) Proposal: USA meetings in the future from 1:30 to 3 PM are held in person. Motion approved.
- (Monica) November 1st, vaccine regulation off. Food pantry will have limit of people within it. Masks can be offered, highly encouraged.
- (Y'ana) Proposal: Hours from home allowed, hybrid schedule. Motion approved.
- (Hannah Mae) Proposal: discuss mask regulation. Seconded by Ahmed.
- (Ana) Proposal: masks optional during USA meetings. Motion approved.

- (Monica) Majority of hours, 75/80% of work should be in person [9-10 hours]. Timesheet submitting what we're doing at home, documentation for work. Live spreadsheet, remote vs. in person. Date, time, what we're working on.
- Office sign in sheet a good idea.
- (Hannah Mae) Able to make spreadsheet.

10. Future Business (FB):

- Ground rules discussion.
- Kudos added to agenda.
- Adding column for who is leading meeting.
- Zoe will be leading next meeting.

Next meeting: October 18th, 2022.

Name:	Committees:
Ana Chamele	
Ahmed Gumale	
Ashwak Samatar	
Y'ana Goddard	
Zoe Schuman	
Hannah Mae Cox	
Luckson Lukau	

Meeting Adjourned at: 3:12 PM.

Agenda and Minutes taken by Ashwak Samatar.