

# Executive Meeting

**Wednesday, October 3rd 2018**

Called to Order at 3:05

Adjourned at 4:34

## ***Voting Members Present:***

1. Shelby Pick - President/ Chair
2. Abigail Hardin - Legislative Affairs Director
3. Caleb Hedin - Financial Director
4. Jacob Senske - Communications Director
5. Justen Noll - Student Clubs and Engagement Director
6. Brent Cardenas - Volunteer Coordinator
7. Krystal Madrinan - Wellness Coordinator
8. Chris Byers - Event Planner
9. Waldo French - Executive Assistant
10. Christina Fredrickson - Executive Assistant (late)

## ***Voting members not present:***

1. VACANT - Benton Center Coordinator
2. VACANT - Lebanon Center Coordinator
3. VACANT - Event Planner
4. VACANT - Event Planner
5. Marta Nunez - Vice President
6. Brandon Whaley - Community Outreach Director

## ***Advisors and Guests present:***

1. Barb Horn - Advisor

## **Call to Order & Welcome: Met Quorum**

Lee Frazier from the Commuter attended the meeting. Requested permission from student leaders to record the meeting; all consented.

## **Hearing of Guests and Special Reports:**

1. Director of Facilities: Terrell Langley
  - a. John Berry--Maintenance Lead, introduced himself. Laura--Secretary, introduced herself. Terrell and staff want to provide safety measures and comfort to the student body. Want campus to feel like home. Custodial staff is here to serve us

and make us feel welcome. North of NSH, The Service Center. They need feedback and think partnering with SLC will help keep the campus looking clean and inviting.

2. Andrew Rogers

- a. Andrew is the OSA Communications Director statewide. Gave a brief overview of campaign and gave a heads up on signing up and getting engaged with important work. Advice for class raps: Reach out to professors ahead of time to schedule class raps. Get your faces out there. Get a registration card in everyone's hand. Some will realize they need to vote. It helps get a count of people. November 6th election: Tuesday, October 16 is the deadline. Be non-partisan. Tell them why and walk them through the registration card. Must be complete, it's an official document.
- b. Make a volunteer pitch. Encourage them to get involved.
- c. Walk them through optional demographics. Collect all the cards back. Thank the professor.
- d. What do they do if they don't have an address? Confirm with county elections office. It depends on the county.
- e. Ways to get involved: class raps, phone banking, card processing, tabling, and clipboarding.
- f. **Goal is 750**

3. Menucha Trip

- a. Must have 3 slides by next week. We need to learn what we can do more, and show why we do what we do. We're here for the students and to put their money to great use.
- b. Jacob suggested running through some of the training material they learned from Menucha.

**Action Items:**

1. Council of Clubs Bylaws: Justen

- a. Passed out a copy of the Bylaws.
  - i. Must show that there is a benefit of funding a trip or activity
  - ii. If asking for \$200 or more it will be a discussion item at the first meeting, then approved as an action item for the next meeting. Must prove it has benefit.
  - iii. Minimum of two weeks, max of a month. Important to plan ahead with expenses.
  - iv. Raise quorum from 4+chair to 5+chair.
- b. Jacob moves to approve bylaws; Brent seconds. **Passes 9-0-1**

2. Harvest Festival

- a. Caleb moves to move Harvest Festival to action items; Waldo seconds. **Passes 9-0-1**
- b. Jacob moves to have Harvest Festival on Tuesday, October 30th from 11-1. **Passes 4-2-2**
- 3. Wellness Workshop
  - a. Jacob motions to have Wellness Workshop on October 16th from 11:30-12:30; Waldo seconds. **Passes 9-0-1**

### **Discussion Items**

- 1. Vote Or Vote Class Sign Up: Abby
  - a. Look at the email that was sent out and sign up in the class raps tab. Actually go if you sign up. It can be covered if you can't go, but say something ahead of time. Office hours are a great time to do class raps. You can do tabling, clipboarding, etc. If you have questions, ask Abby.
  - b. Shelby: It's our job to make sure the student body is informed.
  - c. Rocky sign up is on the door. Please help out. Jacob and Shelby are the only ones on the sign up.
- 2. Events Reports
  - a. Harvest Festival:
    - i. Proposed for Halloween from 11-1. Want it to feel like going to the pumpkin patch. Cider, caramel apples, popcorn? 50/50 ticket drawings--proceeds to LBLB. Costume contest: scary, cutest, funniest. Room decorating. Pumpkin carving. Clubs, DAC, different departments for different booths. Creating a signup list for the different clubs that want to be part of it all. Cafeteria could be involved. Budget to be discussed. Different places and stores that could donate? Hayride/can food drive? Sword swallower and fire breathing.
      - 1. Council of Clubs wants to do Activity Day on Wednesdays. Wants to have a trial run on Halloween. Justen requested that we move Harvest Festival to another day. Justen is concerned it won't be a good estimate of turnout if Harvest Festival is on the same day. DAC is doing a week long event, not participating in Harvest Festival/Halloween activities, so that won't conflict. SLC can promote the DAC and send people up there during Harvest Festival.
  - b. Wellness Workshop
    - i. Proposed date to be voted on: October 16th from 11:30-12:30
    - ii. Location to be decided
  - c. Benton Center Halloween Party

- i. October 26th, 6-8 or 9
    - ii. Action item next week to pass proposed \$300 budget. Student leaders requested a list of items to be bought with funds.
  - d. Office Update
    - i. Ambient lighting in the office?
      - 1. \*all thumbs up
- 3. LB Swag
  - a. What do we have? What can we have?
    - i. Still figuring out budget. We have 20-30 shirts. Pens are gone. Pretty tapped on swag. Didn't want to overspend. Need to wait for budget to be figured out.
- 4. Councils and Committees sign up
  - a. Will be done by end of week
- 5. Tabling during office hours
  - a. At least once a week during your office hours for at least one hour to provide visibility. Have SLC stuff, clubs and curricular stuff, and Vote Or Vote stuff at the table. Brent to put together a list.
- 6. Interview Committee: Chris, Marta, Abby are in line for being on interviewing committee. Others will be chosen based on volunteer hours.

**Report:**

- 1. JBoard
  - a. Fridays at 3:00
- 2. Legislative Report
- 3. Financial Report
  - a. Working on a spreadsheet to better estimate actual budget. \$47,000 for SLC right now.
  - b. Note from Shelby: We cost the students \$41,239. Let's make their money worth it.
- 4. Council of Clubs Report
  - a. Had first meeting of the term. It was packed. Had 9 active clubs and 2 interested clubs attend. Biggest number they've had in a long time. Let the clubs advocate themselves. Talked about activity day. Got new bylaws passed. Supporting each other. Very active start.
- 5. Event Task Force Report
  - a. Document in Google Drive for event ideas.
  - b. Brainstorm budget ideas.
- 6. Advisor Report
  - a. Barb:

- i. Met with Jess Jacobs. Account is under one umbrella to make it easier for everyone to track. She will come in to show us how it looks. Caleb has an updated budget.
  - ii. Jon McArdle met with Shelby and Barb. Going to be visiting capitol to speak with legislators in November, need Student Officers to go.
  - iii. All the clothes money from the clothes drive is going to student scholarships. Will let us know how much was made. If you have questions, ask.
  - iv. Write a letter to Gov. Brown to support budget. If interested, let Shelby know.
  - v. Jon McArdle coming October 10th to talk to us all about what is coming down the road.
  - vi. Board just passed a budget
- b. Heather:
- i. Don't be strangers, spend time in the DAC. Meet other student leaders who work in there. Make it a second home.

**Announcements:**

1. OSA Monthly Meeting: October 13<sup>th</sup> 9am @COCC
2. Board of Education Meeting: 6-8pm, October 17<sup>th</sup>
3. College Council Meeting: 3-5pm, September 27<sup>th</sup>
4. Vice Council: 3-4:30pm, October 11<sup>th</sup>
5. Academic Affairs Council: 3-4:30pm, October 16<sup>th</sup>
6. UCWLC Women's Leadership Conference: October 26<sup>th</sup>- 28<sup>th</sup> and April 12<sup>th</sup>- 13<sup>th</sup>
7. Oregon Students of Color Conference: November 16<sup>th</sup> -18<sup>th</sup>

**Member Task Reports:**

***Student Leadership Council***

**ASLBCC Weekly Member Task Reports:**

**Shelby Pick - President/ Chair**

Hello!

Happy week two! This week is important as we are nailing down dates for events, getting full swing into Vote OR Vote, and setting the tone for the rest of the year. I need all hands on deck! Applications are in and the interview committee is selected. Interviews will be conducted next week. Justen and I are trying to figure out the logistics of our official officer photos. Christopher and I are working to get everything figured out for Harvest Festival.

I had to reschedule again for the Rocky meeting as I am feeling under the weather this week. So we will hopefully be able to reschedule to next week sometime. Let me know if you need anything, and have a great week.

OSA Monthly Meeting: October 13<sup>th</sup> 9am @COCC  
Board of Education Meeting: 6-8pm, October 17<sup>th</sup>  
College Council Meeting: 3-5pm, September 27<sup>th</sup>  
Vice Council: 3-4:30pm, October 11<sup>th</sup>  
Academic Affairs Council: 3-4:30pm, October 16<sup>th</sup>  
UCWLC Women's Leadership Conference: October 26<sup>th</sup>- 28<sup>th</sup> and April 12<sup>th</sup>- 13<sup>th</sup>  
Oregon Students of Color Conference: November 16<sup>th</sup> -18<sup>th</sup>

**DON'T FORGET TO:**

- + Do your Hot Shot training
- + Get your food handlers card
- + Get your ID Card
- + Get your training for the SLC office, LBLB, and know where the cage is and how it works

Sincerely,

Shelby Pick

***Shelby Pick***

***President***

Student Leadership Council

Linn-Benton Community College

[slcpres@linnbenton.edu](mailto:slcpres@linnbenton.edu)

**Marta Nunez - Vice President**

Hey y'all,

My task report will that yesterday I went to Benton with Bard. Thank you Barb for taking me. I got a tour of the campus which it was very cool. It was my first time being there. I have learned that we need to interact with other students and give them an idea of what we do and what we can help out. INTERACTION is the key. The Benton Center was very happy that I was interacting with every student that I came across with. I already have my meeting set for next week for J-Board. Is there anything that we need to change in the By-Laws. Let me know as soon

as possible. I will be point someone for my absence for this term. If you want to go to the conference for OSCC, let me know or Barb know, we are sign up people for it.

--

**Marta Nunez**

**Vice President**

**Student Leadership Council**

**Linn-Benton Community College**

**Abigail Hardin - Legislative Affairs Director**

Hey Team!

This week I sent out a doodle poll to get the Vote or Vote core team together to bring everyone up to date, and I believe I have gotten everyone's responses, so look out for my next email confirming day and time!. I will be working with Emily from OSA prior to this meeting to figure out an agenda for the meeting. On Tuesday, I did a few class raps for Voter Registration, and I encourage everyone (even if you're not part of the core team) to do some class raps during your office hours, or even clipboarding/tabling to get voter registration cards. If you do not know how to do a class rap/clipboard/table, let me know! I'll make sure to get you trained with either myself, Shelby, or OSA staff so that y'all can be confident in what you're doing. I sent out the class rap schedule yesterday, so please put your name down for a few if you're available (PS - you can do one in your own classes!!). There is also an OSA board meeting next Saturday (Oct. 13) at COCC, so I will be doing board prep next week for that and recruiting people to attend (another PS - you don't have to be a board member to attend! Let me know if you're interested in seeing what goes on at these meetings and we will get you on board!). I have also been asked to be on the interview committee next week to fill our last few vacant positions, and I am really excited about that.

I hope y'all are having a great week 2!!

Best,

Abby

**Brandon Whaley- Community Outreach Director**

Hey everyone,

There's a lot happening right now. We voted and decided to have the Harvest Festival on October 31st. We have multiple events to vote on in the meeting. I'm still trying to get the LBLB jump started and organized. I'm also trying to figure out how to manage the accounting for it.

**Justen Noll - Student Clubs and Engagement Director**

Hi everyone,

A lot to report. Various things in motion during the first Council of Clubs meeting including new By-Laws passed and pitching Activity Day (the big student engagement initiative I'm putting forth). We had a dozen clubs represented, which has been the highest turnout in year(s).

I've supported dozens of clubs with getting going this term and promoting an almost universal use of the new conference room in RCH 211.

Also I've supported multiple teammates with their initiatives over the past week.

**Brent Cardenas - Volunteer Coordinator**

Hello Team,

This week I made a standardized volunteer sign-up that can be edited and used for most future events. Justen and I entered the paper interest forms from students at Welcome Day. During my office hour on Tuesday I tabled the Welcome back table at Benton Center.

The rest of the week and next I will be creating sign-ups for each event we have a date set and sending the sign-up to possible volunteers. Along with that I will be reaching out to every email of past and present volunteers and asking them to fill out the new interest form. This will help to clean up and update the volunteer database. Also, Jacob and I will be creating a sign-up/info list for the various councils and committees on campus. This will help ensure that students have representation at each of these councils. I plan to begin Vote OR Vote activities as well as this week.

Best,  
Brent

Brent Cardenas  
Volunteer Coordinator  
Linn-Benton Community College



**Krystal Madrinan- Wellness Coordinator**

Hi,

I'm still in the process of planning my first wellness workshop/event. The date will be October 16 at 11:30-12:30 PM. I am on the media messaging part of the vote or vote core team and voted on Abby's poll about the time. I got information about the Active Minds club through Jacob, and I will be further working with them.

Regards,  
Krystal Madrinan  
Wellness Coordinator

**Waldo French - Executive Assistant**

Hello all,

I don't have much to say. I went to the CoC meeting today and it went well. I've already mentioned my roll on the Vote Or Vote Core Team: card processing. I have office hours tomorrow 9-12. I will be editing minutes for our Exec meeting and CoC meeting then. Chris and I will be working together with Jai Verma and/or other international students on the Halloween Party at the Benton Center. I've signed up to help with The Harvest Festival, Study Jam, and one more thing I can't remember at the moment.

Take care

Waldo French  
Executive Assistant  
Student Leadership Council  
Linn-Benton Community College

**Caleb Hedin - Financial Director**

Hi team, I have been working on a spreadsheet to help recognize our budget more accurately, as well as organizing the team for the co-curricular budget committee.

--

**Student Life and Leadership Finance Director**

Linn-Benton Community College  
6500 Pacific Blvd. SW Forum-121  
Albany, OR 97321

[slccommdir@linnbenton.edu](mailto:slccommdir@linnbenton.edu)

Office: [\(541\)917-4999](tel:(541)917-4999) ext #4466

Cell: [\(541\)619-5258](tel:(541)619-5258)

**Jacob Senske - Communications Director**

Hey everybody,

I'm looking forward to hearing dates for events to start working on ads. I went to active minds meeting to day, I'd like to share some of the things that we talked about. That is all for this week. I'm very busy playing catch up.

Thank you,  
Jacob Senske  
Communication Director

**Chris Byers - Event Planner**

Hey!

Hope everyone's term is going well so far!  
Shelby and I talked about Harvest Festival Ideas. I will begin to create a google drive for the harvest festival ideas and brainstorm ideas a budget.  
Also we will be further discussing a date and time for the harvest festival at today's executive meeting

Thank you all!

Christopher Byers  
Student Life and Leadership  
Event Planner  
(541)-368-0709

**Vacant - Event Planner**

**Vacant - Event Planner**

**Vacant - Benton Center Coordinator**

**Vacant - Lebanon Center Coordinator**

***Student Leadership Council***

**ASLBCC Weekly Member Task Reports:**

**Shelby Pick - President/ Chair**

Hello!

Happy week two! This week is important as we are nailing down dates for events, getting full swing into Vote OR Vote, and setting the tone for the rest of the year. I need all hands on deck! Applications are in and the interview committee is selected. Interviews will be conducted next week. Justen and I are trying to figure out the logistics of our official officer photos. Christopher and I are working to get everything figured out for Harvest Festival.

I had to reschedule again for the Rocky meeting as I am feeling under the weather this week. So we will hopefully be able to reschedule to next week sometime. Let me know if you need anything, and have a great week.

OSA Monthly Meeting: October 13<sup>th</sup> 9am @COCC

Board of Education Meeting: 6-8pm, October 17<sup>th</sup>

College Council Meeting: 3-5pm, September 27<sup>th</sup>

Vice Council: 3-4:30pm, October 11<sup>th</sup>

Academic Affairs Council: 3-4:30pm, October 16<sup>th</sup>

UCWLC Women's Leadership Conference: October 26<sup>th</sup>- 28<sup>th</sup> and April 12<sup>th</sup>- 13<sup>th</sup>

Oregon Students of Color Conference: November 16<sup>th</sup> -18<sup>th</sup>

**DON'T FORGET TO:**

- + Do your Hot Shot training
- + Get your food handlers card
- + Get your ID Card
- + Get your training for the SLC office, LBLB, and know where the cage is and how it works

Sincerely,  
Shelby Pick

***Shelby Pick***  
***President***

Student Leadership Council  
Linn-Benton Community College  
[slcpres@linnbenton.edu](mailto:slcpres@linnbenton.edu)

**Marta Nunez - Vice President**

Hey y'all,

My task report will that yesterday I went to Benton with Bard. Thank you Barb for taking me. I got a tour of the campus which it was very cool. It was my first time being there. I have learned that we need to interact with other students and give them an idea of what we do and what we can help out. INTERACTION is the key. The Benton Center was very happy that I was interacting with every student that I came across with. I already have my meeting set for next week for J-Board. Is there anything that we need to change in the By-Laws. Let me know as soon as possible. I will be point someone for my absence for this term. If you want to go to the conference for OSCC, let me know or Barb know, we are sign up people for it.

--

**Marta Nunez**  
**Vice President**  
**Student Leadership Council**  
**Linn-Benton Community College**

**Abigail Hardin - Legislative Affairs Director**

Hey Team!

This week I sent out a doodle poll to get the Vote or Vote core team together to bring everyone up to date, and I believe I have gotten everyone's responses, so look out for my next email confirming day and time!. I will be working with Emily from OSA prior to this meeting to figure out an agenda for the meeting. On Tuesday, I did a few class raps for Voter Registration, and I encourage everyone (even if you're not part of the core team) to do some class raps during your office hours, or even clipboarding/tabling to get voter registration cards. If you do not know how to do a class rap/clipboard/table, let me know! I'll make sure to get you trained with either

myself, Shelby, or OSA staff so that y'all can be confident in what you're doing. I sent out the class rap schedule yesterday, so please put your name down for a few if you're available (PS - you can do one in your own classes!!). There is also an OSA board meeting next Saturday (Oct. 13) at COCC, so I will be doing board prep next week for that and recruiting people to attend (another PS - you don't have to be a board member to attend! Let me know if you're interested in seeing what goes on at these meetings and we will get you on board!). I have also been asked to be on the interview committee next week to fill our last few vacant positions, and I am really excited about that.

I hope y'all are having a great week 2!!

Best,  
Abby

**Brandon Whaley- Community Outreach Director**

Hey everyone,

There's a lot happening right now. We voted and decided to have the Harvest Festival on October 31st. We have multiple events to vote on in the meeting. I'm still trying to get the LBLB jump started and organized. I'm also trying to figure out how to manage the accounting for it.

**Justen Noll - Student Clubs and Engagement Director**

Hi everyone,

A lot to report. Various things in motion during the first Council of Clubs meeting including new By-Laws passed and pitching Activity Day (the big student engagement initiative I'm putting forth). We had a dozen clubs represented, which has been the highest turnout in year(s).

I've supported dozens of clubs with getting going this term and promoting an almost universal use of the new conference room in RCH 211.

Also I've supported multiple teammates with their initiatives over the past week.

**Brent Cardenas - Volunteer Coordinator**

Hello Team,

This week I made a standardized volunteer sign-up that can be edited and used for most future events. Justen and I entered the paper interest forms from students at Welcome Day.

During my office hour on Tuesday I tabled the Welcome back table at Benton Center.

The rest of the week and next I will be creating sign-ups for each event we have a date set and sending the sign-up to possible volunteers. Along with that I will be reaching out to every email of past and present volunteers and asking them to fill out the new interest form. This will help to clean up and update the volunteer database. Also, Jacob and I will be creating a sign-up/info list for the various councils and committees on campus. This will help ensure that students have representation at each of these councils. I plan to begin Vote OR Vote activities as well as this week.

Best,  
Brent

Brent Cardenas  
Volunteer Coordinator  
Linn-Benton Community College

**Krystal Madrinan- Wellness Coordinator**

Hi,

I'm still in the process of planning my first wellness workshop/event. The date will be October 16 at 11:30-12:30 PM. I am on the media messaging part of the vote or vote core team and voted on Abby's poll about the time. I got information about the Active Minds club through Jacob, and I will be further working with them.

Regards,  
Krystal Madrinan  
Wellness Coordinator

**Waldo French - Executive Assistant**

Hello all,

I don't have much to say. I went to the CoC meeting today and it went well. I've already mentioned my roll on the Vote Or Vote Core Team: card processing. I have office hours tomorrow 9-12. I will be editing minutes for our Exec meeting and CoC meeting then. Chris and I will be working together with Jai Verma and/or other international students on the Halloween Party at the Benton Center. I've signed up to help with The Harvest Festival, Study Jam, and one more thing I can't remember at the moment.

Take care

Waldo French

Executive Assistant

Student Leadership Council

Linn-Benton Community College

**Caleb Hedin - Financial Director**

Hi team, I have been working on a spreadsheet to help recognize our budget more accurately, as well as organizing the team for the co-curricular budget committee.

--

**Student Life and Leadership Finance Director**

Linn-Benton Community College

6500 Pacific Blvd. SW Forum-121

Albany, OR 97321

[slccommdir@linnbenton.edu](mailto:slccommdir@linnbenton.edu)

Office:  [\(541\)917-4999](tel:(541)917-4999) ext #4466

Cell:  [\(541\)619-5258](tel:(541)619-5258)

**Jacob Senske - Communications Director**

Hey everybody,

I'm looking forward to hearing dates for events to start working on ads. I went to active minds meeting to day, I'd like to share some of the things that we talked about. That is all for this week. I'm very busy playing catch up.

Thank you,

Jacob Senske

Communication Director

**Chris Byers - Event Planner**

Hey!

Hope everyone's term is going well so far!

Shelby and I talked about Harvest Festival Ideas. I will begin to create a google drive for the harvest festival ideas and brainstorm ideas a budget.

Also we will be further discussing a date and time for the harvest festival at today's executive meeting

Thank you all!

Christopher Byers

Student Life and Leadership

Event Planner

(541)-368-0709

**Vacant - Event Planner**

**Vacant - Event Planner**

**Vacant - Benton Center Coordinator**

**Vacant - Lebanon Center Coordinator**