1.0 Preliminary Business 3:30pm-3:35pm
1.1 Call to Order
1.2 Roll Call
1.3 Approval of the agenda – Approval suggested my Marcellin (approved unanimously).

2.0 Voting Members 3:35pm-3:45pm
2.1 Panther Soccer Club Representative: Jose de la Torre (approved unanimously)
2.2 Phi Theta Kappa Representative: Joachim Kamunji (approved unanimously)
2.3 PCC Theater Club Representative: Skylar Mooneyham (approved unanimously)
2.4 Vet Tech Club Representative: Erin Draeger (approved unanimously)

3.0 New Business 3:45pm-4:50pm

3.2 Review of Bylaws and Strike Policy – Alyssa Pinter and Stephanie Saunders-Highlighted copy of bylaws presented to Congress for simple revisions, additions, and deletions. Unanimous approval to delete irrelevant and or outdated wording. A committee will be formed consisting of student body to review and advise the Strike Policy. Interested students include Hassan, Daniel, Cho, Julio, Ben, Marcellin, Lindsey, Vy and Irene.

3.3 Club Chartering:
   3.3.1 PTK -(approved unanimously)
   3.3.2 Henna Club - (approved unanimously)
   3.3.3 Panther Soccer Club – (approved unanimously)
   3.3.4 Queer Straight Alliance- (approved unanimously)
   3.3.5 Theater Club- (approved unanimously)
   3.3.6 Vet Tech Club- (approved unanimously)
   3.3.7 Veterans Club- (approved unanimously)
   3.3.8 Welding Club- Club is open to all students. Students that are not enrolled in a welding program must take a 4 hour safety course prior to any welding. (approved unanimously)

3.4 Special Funds Requests:
   3.4.1 Clubhouse- Asked for $1200 for additional Club representatives. This will allow for a total of 6 Club representatives. Suggested by Daniel to approve full amount, unanimous approval.

   3.4.2 Everybody Reads 2016- Delinda presented asking for $750 so Rock Creek campus can participate in the event. This is a district event. $750 will purchase 50 tickets. Gladys makes a suggestion to approve the full amount with a contingency that all tickets will be sold for $5 each (objected). Many questions about how the tickets would be distributed. There was a suggestion
by Erin (unanimous approval) to approve the $750 with a contingency that what will be done with the tickets is tabled until the next Student Congress meeting.

3.4 PTK Presentation given by PTK representatives. PTK asks for $900 for PTK conference held at Rock Creek. Money will be used for event transportation and set up (see attached). Irene suggested to approve full amount (unanimous approval)

3.5 Community Service:

3.5.1 Panther Soccer Club - Tabled, representative not present

3.6 Consistent DSC Job Titles – Alyssa Pinter – Alyssa requesting Student Congress approval to change Campus Affairs titles so that each campus is synonymous to each other. Julio suggests approval (unanimous approval).

3.7 Seating Chart Proposal – Stephanie Saunders - Out of time, tabled until next Student Congress meeting.

4.0 Discussion Items

None

5.0 Reports 4:50pm- 5:00pm

5.1 Campus Affairs
5.2 Program Board
5.3 Legislative Affairs
5.4 Recreation Team
5.5 Sustainability
5.6 Clubs
5.7 Multicultural Center/OLI/Thrive
5.8 Women Resource Center
5.9 Career Exploration Center
5.10 Queer Resource Center
5.11 Veterans Resource Center

6.0 For the Good of the Order/Announcements

7.0 Adjournment 5:00pm

Clubhouse Deadline:

Charter Packets and Community Service Forms are due on Thursday by 12pm in order to be on the following Monday’s agenda.

Submission Deadline:

All Reports, Agenda Item Requests, Special Funds Requests, and Follow-Up Reports are due on Friday by 8am. Late submissions will be added to the agenda for the following meeting.

REPORTS
Campus Affairs:

Past

EAC meeting
Congress meeting prep.
Book exchange
Harvest Festival planning

Present

Bylaw review
Harvest Festival planning
Book exchange
Fright Town flyers

Future

Harvest Festival planning
Bylaw Review
Club Fair Assistance
Potty Press

Leg Team:

Harvest Festival, there will be a Leg. table open to everyone to play some trivia and win some gift cards. Also, we have an internship for students to be at the capital and work with state representatives. Applications are up and due by Nov. 3rd. More questions email lidia.limonhernandez@pcc.edu (http://www.pcc.edu/resources/aspcc/internship.html) is the link to the application!

Programming:

Past Projects:
Fall Book Sale

Current projects:
Welcome back week- Collaboration with Rec. team

Upcoming Projects:
Harvest Festival
District Fright Town tickets on sale
Fall Blood Drive

Sustainability:

• Composting
• Goals for the year
• TGIF application
• Plan events sustainably (show checklist)
• Petition to enforce the proper treatment of the PCC RC trees, landscape and forest during construction.

Rec Team:
Past: working at book sale, planning the survey event and collecting questions, prizes
Present: recreation team survey event collaborate with CEC on Sept 30th and October 1st
Future: helping with Programming team at Harvest Fest

Clubhouse:
Past:
- Helped with fall term book sale
- Chartering club and Club representatives

Present:
- Working on Harvest festival
- Working on the club fair

Multicultural Center:
Past:
Welcome Week
(Informed many students about the MC, engaged around 40 students to sign up as volunteers when events come up)
Think Mujer

Present:
Loteria Night - September, 30th 3pm-5pm @ the MC

Future
Ableism
“You Are Loved” Event

Women Resource Center:
No Report 1

Career Exploration Center:
Goals and Plans For 2014-2015 Year
Over 1,100 visitors to CEC last year
Did 474 one on one appointments
Report for the week of 9/21-9/23
Visits: 16
Goal for 2015-2016
1500 Visitors and 550 appointments!
What we plan to do meet our goal:
- Promote CEC by talking about it with classmates
- Have social media presence (mostly Facebook)
- Go to other centers and learn more about other centers and to encourage other Student Leaders to visit CEC

Future:
We will have events coming up related to college & career research.
Adrian join the next meeting to talk about importance of college and education planning.

Queer Resource Center:
No Report 1

Veterans Resource Center:
No Report 1

Clubs:
None
New Voting Members (Club Representatives):

CLUB REPRESENTATIVE
ASPCC ROCK CREEK

A Club Representative (CR) is any designated club member whose role is to serve as the club’s “voice” at all ASPCC meetings. The CR is responsible for attending each weekly ASPCC meeting, in order to earn $150 per term into the club account. ASPCC meetings are held every Monday from 3:30 – 5:00pm. Please connect with the ASLC or Student Center Help Desk for room location.

CLUB REP. INFORMATION

Club Name: Panthers Soccer Club
Club Representative Name: Jose de la Torre
PCC Email: jose.delatorre16@pcc.edu / delatorre3e@gmail.com
Telephone: 503-888-4196 Student ID: G 070760840
Term: Fall (Winter/Spring)

Date Submitted: 9/23/15

Approved by:
Debra McQueen 9/21/2015
Club Advisor Signature (please print, sign, & date)

ASPC Club Coordinator Signature
9/23/15

Assistant Student Leadership Coordinator (ASLC) Signature/Date
A Club Representative (CR) is any designated club member whose role is to serve as the club’s “voice” at all ASPCC meetings. The CR is responsible for attending each weekly ASPCC meeting, in order to earn $150 per term into the club account. ASPCC meetings are held every Monday from 3:30 – 5:00pm. Please connect with the ASLC or Student Center Help Desk for room location.

### CLUB REP. INFORMATION

<table>
<thead>
<tr>
<th>Club Name:</th>
<th>Phi Theta Kappa</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Representative Name:</td>
<td>Joachim Kamunji</td>
</tr>
<tr>
<td>PCC Email:</td>
<td><a href="mailto:joachim.kamunji@pcc.edu">joachim.kamunji@pcc.edu</a></td>
</tr>
<tr>
<td>Telephone:</td>
<td>503 997 6389  Student ID: G 03795617</td>
</tr>
<tr>
<td>Term:</td>
<td>Fall 15</td>
</tr>
</tbody>
</table>

Club Representative Signature/Date: [Signature] 9/24/15

Club Officer Signature/Date: [Signature] 9/24/15

Approved by: [Signature] 9/23/15

Club Advisor Signature (please print, sign, & date): [Signature] 9/23/15

ASPPC Club Coordinator Signature: [Signature] 9/23/15

Assistant Student Leadership Coordinator (ASLC) Signature/Date: [Signature] 9/23/15
CLUB REPRESENTATIVE
ASPCC ROCK CREEK

A Club Representative (CR) is any designated club member whose role is to serve as the club’s “voice” at all ASPCC meetings. The CR is responsible for attending each weekly ASPCC meeting, in order to earn $150 per term into the club account. ASPCC meetings are held every Monday from 3:30 – 5:00pm. Please connect with the ASLC or Student Center Help Desk for room location.

<table>
<thead>
<tr>
<th>CLUB REP. INFORMATION</th>
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<tbody>
<tr>
<td>Club Name: PCC Theatre @ Rock Creek</td>
</tr>
<tr>
<td>Club Representative Name: Skylar Mooneyham</td>
</tr>
<tr>
<td>PCC Email: <a href="mailto:Skylar.Mooneyham@pcc.edu">Skylar.Mooneyham@pcc.edu</a></td>
</tr>
<tr>
<td>Telephone: 971-265-1305</td>
</tr>
<tr>
<td>Student ID: 02379114</td>
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<tr>
<td>Term: Fall 2015</td>
</tr>
</tbody>
</table>

Club Representative Signature/Date: 9/23
Club Officer Signature/Date: 9/28/2015

Approved by:
Jason Palmer
Club Advisor Signature (please print, sign, & date) 9/23/2015

ASPCC Club Coordinator Signature

Assistant Student Leadership Coordinator (ASLC) Signature/Date: 9/23/2015
A Club Representative (CR) is any designated club member whose role is to serve as the club’s “voice” at all ASPCC meetings. The CR is responsible for attending each weekly ASPCC meeting, in order to earn $5.00 per term into the club account. ASPCC meetings are held every Monday from 3:30 – 5:00pm. Please connect with the ASLC or Student Center Help Desk for room location.

<table>
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<tr>
<th>CLUB REP. INFORMATION</th>
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<tbody>
<tr>
<td>Club Name: Vet Tech Club</td>
</tr>
<tr>
<td>Club Representative Name: Erin Draeger</td>
</tr>
<tr>
<td>PCC Email: <a href="mailto:erin.draeger@pcc.edu">erin.draeger@pcc.edu</a></td>
</tr>
<tr>
<td>Telephone: 503-799-0366 Student ID: G 03332771</td>
</tr>
<tr>
<td>Term: Fall 2015 Date Submitted: 9/28/15</td>
</tr>
</tbody>
</table>

Erin Draeger 9/23/15

Club Representative Signature/Date  Club Officer Signature/Date

Approved by:

Dorothy M. Calvert 9/23/15

Club Advisor Signature (please print, sign, & date)

ASPCC Club Coordinator Signature 9/24/15

Assistant Student Leadership Coordinator (ASLC) Signature/Date

9/24/15 11:03 PM
Club Chartering:

**ASPCC Club Charter Application**

To be officially recognized as a Club, you must first submit this completed Charter Application to the Assistant Student Leadership Coordinator at your home campus. To find the ASLC on your campus, go to the ASPCC District Clubs Page.

Club/ Organization Name: **Phi Theta Kappa**

Club/Organization Purpose (One-two Sentences): **We provide opportunities for the development of leadership and service for an intellectual climate for exchange of ideas and ideals, for lively fellowship, for scholars and stimulation of interest in continuing academic excellence.**

Please indicate which campus you are located at:
- [ ] Cascade
- [ ] Rock Creek
- [ ] Southeast Center
- [ ] Sylvania

District Student Organization or Campus Club (Circle one)

**Student Coordinator Contact Information**

Club Coordinator #1: **Marcellin Marcellin Kibonge**

MyPCC Email Address: marcellin.kibonge@pcc.edu

G Number: 673383596 Phone Number: (971) 770-6163

Address: ____________________________________________

Club Coordinator #2: **Lidia Linnen**

MyPCC Email Address: lidia.linnen.fernandez@pcc.edu

G Number: 6005071117 Phone Number: 503 840 9860

Address: ____________________________________________

**Staff/ Faculty Advisor Contact Information**

Name: **Jenni Kirchler**

MyPCC Email Address: jenni.kirchler@pcc.edu

Campus: **RC 2118** Phone Number: X7261
Henna Club

Club/Organization Purpose (One-two Sentences):
The Henna Club will be a social club that will bring diverse students together to learn and grow with each other. Student self-care is very important and with this vessel it will be a way of self-expression and therapeutic experience.

Please indicate which campus you are located at:
☐ Cascade  ☑ Rock Creek  ☐ Southeast Center  ☐ Sylvania

District Student Organization or Campus Club (Circle one)

Student Coordinator Contact Information
Club Coordinator #1: Joanna Monroy
MyPCC Email Address: Joanna.Monroy@pcc.edu
G Number: 036009494  Phone Number: 503-277-0804
Address: 18571 SW Alexander St Beaverton OR 97003

Club Coordinator #2: Julio Montelongo
MyPCC Email Address: Julio.Montelongo@pcc.edu
G Number: G03679069  Phone Number: (503) 268-3227
Address: 2450 Main Street Apt B Forest Grove, Oregon

Staff/Faculty Advisor Contact Information
Name: Jenny Kircher
MyPCC Email Address: Jenny.Kircher@pcc.edu
Campus: RC 3/128  Phone Number: 87261
ASPCC Club Charter Application

To be officially recognized as a Club, you must first submit this completed Charter Application to the Assistant Student Leadership Coordinator at your home campus. To find the ASLC on your campus, go to the ASPCC District Clubs Page.

Club/Organization Name: Panther Soccer Club

Club/Organization Purpose (One-two Sentences):
Coed soccer club to teach teamwork, group skills, and socialization through soccer.

Please indicate which campus you are located at:
☐ Cascade  ☑ Rock Creek  ☐ Southeast Center  ☐ Sylvania

District Student Organization or Campus Club (Circle one)

Student Coordinator Contact Information

Club Coordinator #1: Jose de la Torre
MyPCC Email Address: jose.dela@pcc.edu
G Number: 03670890 Phone Number: 503-898-4794
Address:

Club Coordinator #2: Trinity Cerna
MyPCC Email Address: trinity.cerna@pcc.edu
G Number: 03665438 Phone Number: (503)525-9738
Address:

Staff/Faculty Advisor Contact Information

Name: Delia McQueen
MyPCC Email Address: delia.mcqueen@pcc.edu
Campus: Rock Creek Phone Number: 971-722-7441
Queer Straight Alliance

To create a safe space for group discussion of LGBTQ issues and promote visibility of those issues

Cascade  Rock Creek  Southeast Center  Sylvania

District Student Organization or Campus Club (Circle one)

Student Coordinator Contact Information

Club Coordinator #1: Daniel Simpson
MyPCC Email Address: Daniel.Simpson@pcc.edu
G Number: G03282714  Phone Number: (503) 908-1969
Address: 865 SW Willow Creek Pk, Aloha, OR 97003

Club Coordinator #2: Ryley Hao-Magno
MyPCC Email Address: ryley.hao-magno@pcc.edu
G Number: G03742862  Phone Number: (308) 221-5713
Address:

Staff/ Faculty Advisor Contact Information

Name: Tino Nozaki
MyPCC Email Address: timmy.nozaki@pcc.edu
Campus: Rock Creek  Phone Number: 503-277-0641
ASPCC Club Charter Application

To be officially recognized as a Club, you must first submit this completed Charter Application to the Assistant Student Leadership Coordinator at your home campus. To find the ASLC on your campus, go to the ASPCC District Clubs Page.

Club/Organization Name: PIC Theatre @ Rock Creek

Club/Organization Purpose (One-two Sentences): Provide a safe space for students to express themselves in a respectful environment.

Please indicate which campus you are located at:
☐ Cascade  ☑ Rock Creek  ☐ Southeast Center  ☐ Sylvania

District Student Organization or Campus Club (Circle one)

Student Coordinator Contact Information

Club Coordinator #1: Evan Batson
MyPCC Email Address: evan.batson@pcc.edu
G Number: 403632211    Phone Number: (503) 888-7471
Address: 865 SW Willow Creek Dr, Aloha, OR, 97006

Club Coordinator #2: Skylar Mooneyham
MyPCC Email Address: Skylar.mooneyham@pcc.edu
G Number: 903759122    Phone Number: 971-263-1309
Address: 30669 NW Trailwalk Dr, #107, Beaverton, OR, 97006

Staff/ Faculty Advisor Contact Information

Name: Jason Palmer
MyPCC Email Address:
Campus: Rock Creek
Phone Number: 7869

Page 1 of 4
ASPC Club Charter Application

To be officially recognized as a Club, you must first submit this completed Charter Application to the Assistant Student Leadership Coordinator at your home campus. To find the ASLC on your campus, go to the ASPCC District Clubs Page.

Club/Organization Name: Vet Tech Club

Club/Organization Purpose (One-two Sentences): Fundraisers + community service to give back to the community, program, and industry.

Please indicate which campus you are located at:
☐ Cascade  ☑ Rock Creek  ☐ Southeast Center  ☐ Sylvania

District Student Organization or Campus Club (Circle one)

Student Coordinator Contact Information
Club Coordinator #1: Hannah Hargens
MyPCC Email Address: hannah.hargens@pcc.edu
G Number: 03618216 Phone Number: 503-432-1401
Address: 5143 SW Main Ave
Beaverton OR 97005

Club Coordinator #2: Erin Draeger
MyPCC Email Address: erin.draeger1@pcc.edu
G Number: 03332771 Phone Number: 503-799-4366
Address: 21175 NW Galice Lane #107
Portland 108 97229

Staff/ Faculty Advisor Contact Information
Name: Debbee Copied
MyPCC Email Address: debbee.copied@pcc.edu
Campus: BC Phone Number: 971-722-7333
ASPCC Club Charter Application

To be officially recognized as a Club, you must first submit this completed Charter Application to the Assistant Student Leadership Coordinator at your home campus. To find the ASLC on your campus, go to the ASPCC District Clubs Page.

The Charter application consists of the following:

A. Club name

B. Identify two or more student coordinators who will be responsible for organizing the club (Student Coordinator Responsibilities listed on page 4).

C. Sign up at least 8 students who are interested in participating in the club.

D. Find a Faculty/Staff Advisor to serve as your Club's mentor and campus resource (Advisor Responsibilities listed on page 5).

Once completed, your ASLC will review and if approved, you will need to complete two additional steps.

E. Complete Club Orientation Class through Desire to Learn. After submitting the Charter Packet, both student coordinators will be enrolled in a Club Orientation Class through Desire to Learn and will need to complete a short series of modules.

F. Create and submit a Club Constitution to indicate the mission and guiding principles of the club.

After you have completed all of these steps, you will be officially recognized by the campus you have submitted paperwork to.

(Note: The ratification process for a club differs from campus to campus. Contact the ASLC at your campus for more information).

Club/Organization Name

Veterans Club

Please indicate which campus you are located at.

- [ ] Cascade
- [X] Rock Creek
- [ ] Southeast Center
- [ ] Sylvania

1. Student Coordinator Contact Information
ASPC Club Charter Application

To be officially recognized as a Club, you must first submit this completed Charter Application to the Assistant Student Leadership Coordinator at your home campus. To find the ASLC on your campus, go to the ASPCC District Clubs Page.

Club/Organization Name: Welding Club

Club/Organization Purpose (One-two Sentences): A collective of welders looking to share knowledge, improve skills and to beautify the campus.

Please indicate which campus you are located at:
☐ Cascade ☑ Rock Creek ☐ Southeast Center ☐ Sylvania

District Student Organization or Campus Club (Circle one)

Student Coordinator Contact Information

Club Coordinator #1: Michael Falvey
MyPCC Email Address: michael.falvey@pcc.edu
G Number: G03472738 Phone Number: 971-400-9138
Address: 3120 NW John Oleson Ave Apt 19-104 Hillsboro, OR 97124

Club Coordinator #2: Joel Farb
MyPCC Email Address: joel.farb@pcc.edu
G Number: G03457770 Phone Number: 503-984-7887
Address: 5575 SW Medo Drive, Beaverton, OR, 97005

Staff/ Faculty Advisor Contact Information

Name: Lauren Cobb / Matt Scott
MyPCC Email Address: Lauren.Cobb@pcc.edu / MScott@pcc.edu
Campus: RC Phone Number: 971-722-7143
Community Service Project Proposal:

PART 1: CLUB & CONTACT INFORMATION

Club Name: Panther Soccer Club
Club Representative Name: Jose de la Torre
PCC Email: josedelatorre@pcc.edu Telephone: 503-888-4796

PART 2: COMMUNITY SERVICE PROJECT PROPOSAL

We could participate in a soccer camp for the youth

Total number of club members participating: 30 Total number of hours scheduled: 3 Date of project: N/A

Identify (3) goals of the project:
1. Help underprivileged children
2. Teach coaching skills to the volunteers
3. Creates outlet for individuals participating

What, if any, support will your club need to successfully complete this service project?

ASGCC Voted to: APPROVE or NOT APPROVE

Signature of ASPCC Representative/Date
Special Funds Requests:

Rock Creek ASPCC Special Funds Request

Name: Gun Cho
Organization: ASPCC clubhouse

E-mail address: gun.cho@pc.edu

Amount requested: $1200

Date Submitted: 9/24/2015

Matching funds to be provided - (Suggested, but not required)

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<th>Amount</th>
<th>Source</th>
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Need funds/decision by: 

Sponsorship Info

Organization

Clubhouse

Executive member (print and sign):

Executive member (print and sign):

How will the funds be used?

The funds will be used to request two more club representatives than what club have budget available which are only three to four representatives.

How will students benefit and approximately how many will be impacted?

Few more representatives mean more representation from students which increases what PCC wants. Our budget for representative is one-third than why we saw had last year.

Itemized list to describe how the dollars will be spent:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
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<tbody>
<tr>
<td>2 More Club Rep</td>
<td>$1200</td>
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</table>

If my request is accepted, I promise to ensure the above is accurate and the money will be spent as agreed. I will submit a follow-up report no less than three weeks after the event.

X
Rock Creek ASPCC Special Funds Request

Name: MARCELLIN KIBONGE  Organization: PHI THETA KAPPA
E-mail address: marcellin.kibonge@ccpc.edu  Date Submitted: 9/23/15
Amount requested: $900  Need funds/decision by: ASAP

Matching funds to be provided:
(Suggested, but not required)

<table>
<thead>
<tr>
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What is being funded:
We need to pay the staff to set up the Event Center. We need to rent two vans for two days for the generator transportation, and we need gas for the vans.

Estimated number of students impacted and how they will benefit:
We have 259 members and our conference will help them work on the Hono'rs in Action Project and also our 5-star chapter plan.

Itemized list to describe how the dollars will be spent:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Center</td>
<td>$400</td>
</tr>
<tr>
<td>Two Vans</td>
<td>$400</td>
</tr>
<tr>
<td>Gas</td>
<td>$100</td>
</tr>
</tbody>
</table>

If my request is accepted, I promise to ensure the above is accurate and the money will be spent as agreed. I will submit a follow-up report no less than three weeks after the event.

X

Sponsorship Info

Phi Theta Kappa

Organization:

Executive Member (print and sign)

Executive Member (print and sign)
Agenda Items:

We would like to look over the bylaws, update outdated information, and form a committee to review the strike policy.
REQUEST FOR ITEM ON AGENDA

PCC ROCK CREEK

REQUEST ON THE ASSOCIATION OF STUDENT OF PORTLAND COMMUNITY COLLEGE ROCK CREEK AGENDA

FILL OUT THE FOLLOWING FORM

Name: Alyssa Pinter
Email: alyssa.pinter@pcc.edu
Affiliation/Department: ASPCC
Date requested: 9/25/15
Time requested: 5 min.

Description of the Item: To create uniformity for DSC, those hold the same ASPCC positions should also have the same job titles. Recently, this issue has created confusion and inequality for us as we represent ourselves in professional environments such as committee meetings.

Is this a proposal for a job title change?

PRESENTATION

Speaker:
Mark:

If Campus Affairs:
**REQUEST FOR ITEM ON AGENDA**

**ASPCC ROCK CREEK**

**TO GET ON THE ASSOCIATED OF STUDENT OF PORTLAND COMMUNITY COLLEGE ROCK CREEK AGENDA**

**PLEASE FILL OUT THE FOLLOWING FORM**

<table>
<thead>
<tr>
<th>Name: Stephanie Saunders</th>
<th>Email: <a href="mailto:Stephanie.Saunders1@pcc.edu">Stephanie.Saunders1@pcc.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization/Department: ASPCC</td>
<td>Date requested: 9/23/2015</td>
</tr>
</tbody>
</table>

**Brief description of the item:** As the meeting minute recorder I would like to ensure that I provide the most accurate and efficient minute taking as possible. In order for me to do that I believe a set seating assignment is necessary. This would allow me to memorize where most voting members of Congress are. Please see attached example.

**AFTER PRESENTATION**

<table>
<thead>
<tr>
<th>Feedback:</th>
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**Director of Campus Affairs:**

______________________________

**Speaker:**

______________________________