MINUTES OF THE MEETING

October 25, 2026

1:00 PM

Attendees:

Governor Roscarl Bute–PRESENT

Vice Governor Chloe Dominique Bautista–LATE

BAB Board Member Andrei Andrada–PRESENT

BAB Board Member Jaylee Andrade–PRESENT

MP Board Member Laurence Sabado–PRESENT

BPEA Board Member Jasmine Roxas–PRESENT

BAJ Board Member Andie Sapitan–PRESENT

BAELS Board Member Drew Vital–PRESENT

Agenda:

I. Preliminaries

A. Call to order

B. Roll Call and Determination of Quorum

C. Adaptation and Approval of Agenda

II. Discussions

A. Kumustahan
B. Concerns from Katalista Report
C. CAL LSC Office System
D. Advising for 2nd Semester Enrollment and other enrollment concern
E. SRW Month update
F. College Week
G. CAL Merchandise & CAL Pin Update
H. Executive Boards Projects for 2nd Semester
I. Vice Governor Chloe Bautista Report
J. LOG Meeting Updates
K. Cal share system
L. Email partnership

III. Other Matters

A. Bm jaja's stage dillemma

IV. Adjournment

- The meeting was officially called to order by Governor Roscarl Bute at 1:17 PM via Google Meet.
- Governor Bute conducted the roll call of officers present.
- Gov. Bute introduced the proposed agenda items and opened the floor for additions and approvals.
- BM Andie Sapitan moved to add the CAL Share System (under the Strategic Plan) to the agenda.
    - *Seconded by*: BM Andrada.
    - *Result*: Approved with 6/7 votes (No objections).
- BM Jaja moved to discuss the storage of the BPEA Stage removed from Valencia Hall.
    - *Amendment*: BM Andie proposed that this item should be handled under Other Matters rather than the formal agenda, though still open for discussion.
    - *Seconded by*: BM Andrei.
    - *Clarification:* BM Jaja asked if the motion would proceed in an executive meeting. BM Andie clarified it would be categorized under *Other Matters*.
    - *Result*: Approved with 6/7 votes to add to Other Matters (No objections).
- BM Andrei moved to include a discussion on properly recognizing and maximizing Email Partnership Requests sent to the LSC.
    - *Seconded by*: BM Andie.
    - *Result*: Approved with 6/7 votes (No objections).
- BM Drew moved to add the topic of the LSC Office to the agenda.

    - *Note*: BM Andrei recognized the motion, noting it was already included in the preliminary agenda.
- Final Agenda Approval:
    - *Motioned by*: BM Andrei | *Seconded by*: BM Jaja
    - *Result*: The amended agenda was officially approved with 6/7 votes.
- Gov. Bute opened the floor for a check-in
- Council Updates:
    - BM Andie: Expressed stress with only 5 days remaining before the SRW Opening Salvo; urged council assistance for the SRW team.
    - BM Jaja: Shared that she has been unwell while handling heavy demands from 8 subjects requiring daily rehearsals.
    - BM Drew: Mentioned a tight schedule due to upcoming final examinations starting the following day.
    - BM Jaylee: Reported a heavy academic workload due to course requirements.
    - BM Andrei: Mentioned a busy schedule as production work has officially begun.
    - BM Laurence: Stated he is doing well overall, though communication with parents has been limited due to work. Updated the council that VG Chloe will extend CAL Merch operations and that he will participate in the Special Graduation Ceremony. Gov. Bute offered assistance if needed.
    - Gov. Bute: Shared that she has been struggling as well and relying on coffee to cope.

Agenda 1: Concerns from the Town Hall Assembly

- Gov. Bute acknowledged that student concerns are challenging to address immediately. However:
    - VG Chloe is coordinating with the server team regarding room availability issues.
    - BM Andie is addressing the equipment shortage through the CAL Share System.
- MCOS Handbook: BM Andie mentioned a prior discussion with VG Chloe about distributing MCOS Handbooks during CAL Week. Gov. Bute agreed.
- BPEA Working Clothes Dilemma:
    - BM Jaja noted she has not yet addressed the BPEA attire issue but will begin work promptly.
    - VG Chloe inquired if BM Jaja had concrete steps planned, noting a related ordinance had no bearing on the current situation.
    - *Proposed Action*: BM Jaja discussed this with President Iesu, who suggested drafting a letter signed by the SSC and submitting it to the CAL Dean (to establish proof of action if rejected).
    - *Suggestions:*
        - BM Andrei: Suggested routing the letter directly to the Student Government at Flores Hall after drafting, rather than going to the Dean, to expedite the process.
        - BM Andie: Recommended that the LSC lobby the letter regarding BPEA working clothes based on the Dean's administrative authority guidelines.
    - BM Jaja acknowledged all suggestions.

Agenda 2: CAL LSC Office Schedule & Guidelines

- Duty Schedule: Gov. Bute expressed the need for a fixed schedule so students know
- when officers are available. She presented a proposed schedule.
    - BM Andie suggested implementing a physical "Time-In / Time-Out" indicator using door stickers.
    - BM Andrei suggested providing advance notices if officers cannot render duty hours, and emphasized keeping phones accessible at all times.
    - Gov. Bute clarified that if students look for her, officers should message the Group Chat (GC) for instructions and ensure all visiting students' information is logged.
- LSC Room Utilization & Cleanliness:
    - Gov. Bute noted the room lacks a trash bin (which she offered to provide) and reminded everyone to adhere to CLAYGO (Clean As You Go), especially regarding perishable food and drinks.
    - BM Jaja reported an unpleasant odor in the office and suggested purchasing air fresheners.
    - BM Andie highlighted storage items cluttering the room, as well as concerns regarding entrance lighting and chairs. Gov. Bute assured a follow-up with the General Services Office (GSO).
    - BM Andrei cited health risks and potential insect infestations caused by stored items.
    - BM Jaja requested that the entire council—not just the Governor—be notified regarding items stored in the LSC office.
    - BM Andrei noted the office has become an overly open lounge for students despite its limited space.
    - VG Chloe recommended clarifying to students that the office is not a lounge and setting a 4–5 student capacity limit to prevent overcrowding.
- Storage Policy & Notice:
    - Gov. Bute suggested posting an announcement in the GC and reiterating policies at the next Townhall.
    - *Decision on Storage Request Letters:* With 6/7 in favor and 1 against, the council approved requiring a physical letter of request for storing items in the LSC Office.
    - *Disposal Policy:*
        - BM Jaja asked about consequences for unclaimed items.
        - BM Andie proposed issuing a 1st Offense notice for items unclaimed within 3 days, followed by disposal.
        - BM Laurence and BM Drew advocated extending the grace period (up to 5–7 days) considering students who live far away.
    - *Voting on Unclaimed Item Extensions (with formal notice):*
        - 3-Day Extension: 3 votes (*Drew*, *Andie*, *Jaylee*)
        - 5-Day Extension: 3 votes (*Chloe*, *Laurence*, *Andrei*)
        - 7-Day Extension: 0 votes
    - *Resolution:* The council agreed to issue a formal 1st Offense notice after the grace period before disposing of uncollected items in trash bins.

Agenda 3: Advising for 2nd Semester Enrollment

- Gov. Bute clarified this is an Admin-led project (not LSC) to guide students through course enrollment. She presented the official memorandum sent by Dean Lois.
- `Portal / COG Issues: Gov. Bute advised that if the portal fails to access the Certificate of Grades (COG), students should be urged to line up at the Registrar's Office for a Certified True`

Copy (CTC), which incurs a ₱25 fee.

Agenda 4: Student Rights and Welfare (SRW) Updates

- BM Andie reported that preparations are underway. Due to budget constraints, they borrowed ₱5,000 to cover immediate expenses and requested council support.
- Lei will lead the chants, and BM Sabado will manage publication materials (pubmats).
- VG Chloe inquired about submitting a Letter of Intent regarding the financial status of SRW. BM Andie explained he is maximizing available cash on hand (using the ₱5,000 loan).

Agenda 5: CAL Week Planning

- BM Drew: Currently drafting project plans.
- BM Laurence: Plans are still pending.
- BM Andie: Plans to organize a "Campus Patrol."
- BM Andrei: Proposal is pending as project dates remain tentative.

Agenda 6: CAL Merch and Pin Updates

- VG Chloe announced that CAL Merch sales are extended until November 15.
- VG Chloe inquired about the status of program-specific CAL Pins; board members provided brief program updates.

Agenda 7: Office of the Vice Governor Report

- VG Chloe announced an upcoming Legislative Body (LB) meeting in December, per the Vice President of the Student Government.

Agenda 8: LOG Meeting Updates & Added Agendas

- CAL Share System:
  - BM Andie emphasized maintaining strict rules for equipment borrowing.
  - BM Andrei noted that current equipment does not fully meet student needs and cited a lack of proper storage.
  - BM Andie suggested placing CAL LSC property stickers on all equipment for identification.
- Email Partnerships:
  - BM Andrei expressed concern over poor communication regarding incoming partnership offers, noting that officers merely react to screenshots in the chat rather than acting on them. He urged the council to actively pursue external partnerships.
  - Gov. Bute tasked BM Drew with compiling all recent partnership emails.
- BPEA Stage Storage Dilemma:
  - BM Andrei noted BPEA's ongoing difficulty in storing their stage equipment and suggested returning it to the side of the SG building where it was previously kept.
  - Gov. Bute stated she will coordinate with the GSO to inquire about available storage rooms.
- Office Supplies Request:
  - VG Chloe asked if anyone could donate a spare keyboard and mouse for the CAL Share System, and requested follow-up information regarding professor contact details.
- Manifestation: BM Laurence requested avoiding scheduling meetings on Sundays

due to conflicting personal schedules among board members.

- Motion to Adjourn:
    - *Motioned by*: BM Laurence
    - *Seconded by*: BM Andrei
    - *Objections*: None
- With 5/7 votes in favor, the meeting was officially adjourned at 4:59 PM

Prepared by:

[sgd.]

DREW P. VITAL

Local Chairperson Secretariat, College of Arts and Letters