



Santa Monica College  
Associated Student Board of Directors  
2021 Student Leadership Development Training Retreat  
August 23, 24, & 25, 2021

<https://cccconfer.zoom.us/j/93265148978>

### **AGENDA**

**NO ACTION TAKEN: THIS IS A TRAINING RETREAT ONLY**

THE BOARD RESERVES THE RIGHT TO MODIFY THE ORDER OF THE AGENDA AT ANY TIME DURING THE MEETING.

This agenda is posted in the Associated Students website (<https://www.smc.edu/community/office-of-student-life/student-government/meetings.php>), which is accessible to the public.

The A.S. Board of Directors will hold a training retreat from Monday, August 23, 2021 to Wednesday, August 25, 2021 via remote location (Zoom/telephone).

In accordance with Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, one or more Board members will participate in the meeting telephonically or by Zoom Conference.

The public may participate in the Zoom Conference and provide public comment with the following information:

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/93265148978>

Or iPhone one-tap (US Toll): +16699006833,93265148978# or +12532158782,93265148978#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

Meeting ID: 932 6514 8978

International numbers available: <https://cccconfer.zoom.us/j/93265148978>

Or Skype for Business (Lync):

SIP:93265148978@lync.zoom.us

**For questions, contact the Office of Student Life 310-434-4250**

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**Monday, August 23, 2021**

**Day One: SMC Leadership and Communication**

- I. 8:00am Welcome
    - Introductions
  - II. Public Comments (1 minute per speaker)
  - III. 8:15 am Goals for Retreat & Guidelines
    - Start thinking about Community Values
  - IV. 8:30am The Brown Act and Legal Status of the Associated Students and the Board of Directors —*Bob Myers*
  - V. 9:30am Myers Briggs Assessment- *Victoria Rothman & Jenna Gausman*  
(Take Online assessment prior to presentation)
- 12:30pm BREAK
- VI. 1:30pm Show & Tell- *Dr. Isaac Rodriguez Lupercio, Associate Dean of Student Life (30 mins)*
    - Find an item of significance in their home and tell the group why the item is significant to you.
  - VII. 2:00pm From Macro to Micro: *Dr. Isaac Rodriguez Lupercio, Associate Dean (45 mins)*
    - A. Ed Code, Board Policies, Administrative Regulations
    - B. SSCCC and CCCSAA
    - C. Office of Student Life: Organizational Structure, Staff Roles
    - D. Student Code of Conduct Agreement, and FERPA
  - VIII. 2:45pm Director Roles and Responsibilities- *OSL Counselors (1hr)*
    - Introduction to major events that certain directors have to do (I.e. home coming/conferences) break into teams and practice writing a proposal.
  - IX. 3:45pm Student Leadership and Academic Responsibilities—*Benny Blaydes*
  - X. 4:15pm Adjourn

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**Tuesday, August 24, 2021**

**Day Two: Being an SMC Student Leader**

- I. 8:00am Welcome
- II. Public Comments (1 minute per speaker)
- III. 8:15am Student Services Center- Virtual Scavenger Hunt- *Tiffany Inabu*
- IV. 9:00am Roberts Rules of Order & Mock Meeting—*Bruce Bishop*
- 12:00 pm BREAK
- V. 1:30pm Participatory Governance: DPAC—*VP Michael Tuitasi*
  - Managing and Representing Well in Campus Meetings
- VI. 2:30pm Student Leadership With an Equity Lens at SMC-  
*Kevin Chicas, Tafari Alan, and Aaron De La Torre*
- VII. 4:00pm Title IX Overview and Workshop—*Lisa Winter*  
*(Watch online Title IX training prior to presentation)*
- VIII. 5:00pm Adjourn

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**Wednesday, August 25, 2021**

**Day Three: Student Leadership in Action**

- I. 8:00am Welcome
- II. Public Comments (1 minute per speaker)
- III. 8:15 am A.S. Board Visioning and Goal Setting—  
*Joshua Elizondo, A.S. President and A.S. Directors*
- IV. 9:00am Goal Setting and Event Planning- *Counselors of the Office of Student Life*
  - A. Programming Timelines
  - B. Event Planning Checklist
- V. 9:50am A.S. Budget 101 & A.S. Fiscal Policy—*Mitch Heskell and David Dever*
- VI. 10:45 am Review of Proposal Forms & Requisitions: Timelines, Completeness, & Accuracy-  
*Dr. Isaac A. Rodriguez Lupercio*
- 11:45am BREAK
- VII. 1:30pm Day to Day—*Dr. Isaac Rodriguez Lupercio, Associate Dean and Counselors of the Office of Student Life*
  - A. Commissioners
  - B. Submitting a Proposal
  - C. Navigating Smartsheets
  - D. Reviewing Agendas & Minutes
  - E. Microsoft Office: Email, Calendar, Teams
- VIII. 2:30pm Leadership in Action- Creating Community Values & Standards –  
*Dr. Isaac Rodriguez Lupercio, Associate Dean*
  - A. What will the 2020-2021 A.S. Board of Directors value?
  - B. What are ways to keep each other accountable?
- IX. 3:30pm Mock A.S. Board of Directors Meeting
- X. 4:00pm Start of the Semester
  - A. A.S Commissioner Application Process
  - B. A.S. Board of Directors meeting- Monday, August 30, 2021. 3pm
  - C. A.S. Activities meeting- Tuesday, August 31, 2021. 1pm
  - D. A.S. Finance meeting- Wednesday, September 1, 2021. 11am.
- XI. 4:30pm Adjourn

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