



## Associated Students of Santa Monica College

A.S. Board of Directors

2023 Student Leadership Development Training Retreat

August 21, 22, 23, 2023

The Public may join via: Zoom/Telephone

<https://cccconfer.zoom.us/j/98941154407>

Associated Students Office Phone Number: (310) 434-4250

### Agenda

**\*The Board reserves the right to modify the order of the business at any time during the meeting.**

This agenda is posted on the [Associated Students website](#), which is accessible to the public. A physical copy of the agenda or A.S. Board minutes can be requested by visiting the Office of Student Life at Santa Monica College located at the following address:

#### Santa Monica College

Cayton Center

1900 Pico Blvd.

Santa Monica, CA 90405

The A.S. Board of Directors will hold their annual training retreat from Monday, August 21, 2023 to Wednesday August 23, 2023 from 9:00 AM – 4:00 PM in the Cayton Center, 2<sup>nd</sup> floor student lounge (address provided below).

Cayton Center Student Lounge (2<sup>nd</sup> Floor)

Santa Monica College, 1900 Pico Blvd., Santa Monica, CA 90405

The A.S. Board of Directors will continue to maintain a hybrid modality for public participation. The following Zoom format provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over.

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

1. Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/98941154407>
2. Or iPhone one-tap (US Toll): +16699006833, 98941154407# or +12532158782, 98941154407#
3. Or Telephone:
  - a. Dial one of the numbers below and then enter the requested Meeting ID: 989 4115 4407
    - i. +1 669 900 6833 (US Toll)
    - ii. +1 253 215 8782 (US Toll)
    - iii. +1 346 248 7799 (US Toll)
    - iv. +1 301 715 8592 (US Toll)
    - v. +1 312 626 6799 (US Toll)
    - vi. +1 646 876 9923 (US Toll)
4. International numbers available: <https://cccconfer.zoom.us/u/acB05pbIG>
5. Or Skype for Business (Lync): SIP: [98941154407@lync.zoom.us](mailto:98941154407@lync.zoom.us)

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

“Written requests for disability related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of Student Life as soon in advance of the meeting as possible.”



## Associated Students of Santa Monica College

A.S. Board of Directors

2023 Student Leadership Development Training Retreat

August 21, 22, 23, 2023

The Public may join via: Zoom/Telephone

<https://cccconfer.zoom.us/j/98941154407>

Associated Students Office Phone Number: (310) 434-4250

### Agenda

#### Monday, August 21, 2023 Day One

#### NO ACTION IS TAKEN ON DAY 1 OF RETREAT

- I. 9:00 am Welcome- Thomas Bui, Associate Dean of Student Life, Office of Student Life (OSL)
  - II. Public Comments (1 minute per speaker)
  - III. 9:05 am A.S. Fall Retreat Overview, Guidelines, and SMC Organization – Thomas Bui, OSL
    - a. Introductions
    - b. Retreat Overview and Expectations
    - c. A.S. at a Glance
      - i. SMC Organization Structure and Governance
      - ii. Ed Code, Board Policies, Administrative Regulations
      - iii. SSCCC and CCCSAA
      - iv. Office of Student Life: Organizational Structure, Staff Roles
  - IV. 10:00 am The Brown Act and Legal Status of the Associated Students and the Board of Directors — Bob Myers, College Counsel
  - V. 11:00 am Participatory Governance: Managing and Representing Well at SMC — Michael Tuitasi, Vice-President Student Affairs
- 12:00 pm BREAK--- 60 minutes lunch**
- VI. 1:00 pm MBTI Assessment -Vicki Rothman and Jenna Gausman, SMC Career Center
  - VII. 4:00 pm Adjourn

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

“Written requests for disability related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of Student Life as soon in advance of the meeting as possible.”



**Associated Students of Santa Monica College**

A.S. Board of Directors

2023 Student Leadership Development Training Retreat

August 21, 22, 23, 2023

The Public may join via: Zoom/Telephone

<https://cccconfer.zoom.us/j/98941154407>

Associated Students Office Phone Number: (310) 434-4250

**Agenda**

**Tuesday, August 22, 2023 Day Two**

**NO ACTION IS TAKEN ON DAY 2 OF RETREAT**

- I. 9:00am Welcome- Thomas Bui, Associate Dean of Student Life, Office of Student Life (OSL)
- II. Public Comments (1 minute per speaker)
- III. 9:10 am Team Icebreaker Activity – Amanda Delatorre, OSL Student Services Specialist
- IV. 9:30 am Campus Police and Public Safety—Chief Adams, Campus Police Chief at SMC
- V. 10:00 am Roberts Rules of Order & Mock Meeting—Bruce Bishop, PhD., Certified Parliamentarian

12:30 pm BREAK --- 60 minutes lunch

- VI. 1:30 pm Student Leadership and Getting Others Involved— OSL Counselors & Advisors
- VII. 3:00 pm Social Justice and Associated Students – Valeria Garcia, Project Manager, Student Equity Center
- VIII. 4:00 pm Adjourn

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

“Written requests for disability related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of Student Life as soon in advance of the meeting as possible.”



## Associated Students of Santa Monica College

A.S. Board of Directors

2023 Student Leadership Development Training Retreat

August 21, 22, 23, 2023

The Public may join via: Zoom/Telephone

<https://cccconfer.zoom.us/j/98941154407>

Associated Students Office Phone Number: (310) 434-4250

### Agenda

#### Wednesday, August 23, 2023 Day Three

- I. 9:00 am Welcome- Thomas Bui, Associate Dean of Student Life, Office of Student Life (OSL)
- II. Public Comments (1 minute per speaker)
- III. Other Action Item
  - 3.1 Confirming the Vacancy for Board of Directors
    - A.S. Vice President
    - A.S. Director of Budget Management
    - A.S. Director of Activities
    - A.S. Director of Student Outreach
  - 3.2 Formation of Appointment Committees for Vacant Positions
- IV. 9:30 am Professionalism and Expectations - OSL Counselors and Advisors
- V. 10:30 am A.S. Budget 101 & A.S. Fiscal Policy—Mitch Heskell and David Dever, SMC Auxiliary Office
- VI. 11:30 am Day to Day— OSL Staff
  - a. Commissioners
    - i. A.S Commissioner Application Process
  - b. Navigating Smartsheets
  - c. Reviewing Agendas & Minutes
  - d. Microsoft Office: Email, Calendar, Teams
  - e. Start of the Semester
    - i. A.S. Board of Directors meeting- Monday, August 29, 2022. 3pm
    - ii. A.S. Activities meeting- Tuesday, August 30, 2022. 10 am
    - iii. A.S. Finance meeting- Wednesday, August 31, 2022. 11am.

#### 12:00 pm BREAK --- 45 minutes lunch

- VII. 12:45 pm Programming 101— Thomas Bui and Amanda Delatorre, OSL
- VIII. 2:30pm A.S. Board Visioning and Goal Setting— Cecilia Jeong, A.S. President and A.S. Directors
  - a. What will the 2022-2023 A.S. Board of Directors value?
  - b. What are ways to keep each other accountable?
- IX. 3:30 A.S. End of Retreat Activity - Thomas Bui, OSL
  - a. Letter and Goals for Self
- X. 4:00pm Adjourn

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

“Written requests for disability related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of Student Life as soon in advance of the meeting as possible.”