



Associated Students of Santa Monica College

A.S. Board of Directors - 2024 Student Leadership Development Training Retreat

August 19, 20, 21, 2024 -- Cayton Center Student Lounge (2nd Floor)

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

The Public may join via: Zoom/Telephone: <https://cccconfer.zoom.us/j/98941154407>

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

Minutes

Monday, August 19, 2024 Day One

NO ACTION IS TAKEN ON DAY 1 OF RETREAT

Meeting Called to Order at 9:07 AM

- I. **9:00 am Welcome- Thomas Bui, Associate Dean of Student Life, Office of Student Life (OSL)**
 - II. **Public Comments (1 minute per speaker) - None.**
 - 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. **9:30 am The Brown Act and Legal Status of the Associated Students and the Board of Directors — Bob Myers, College Counsel**
 - V. **11:00 am A.S. Budget 101 & A.S. Fiscal Policy—David Dever, SMC Auxiliary Office**
- 12:00 pm BREAK--- 60 minutes lunch**
- VI. **1:00 pm MBTI Assessment -Vicki Rothman and Jenna Gausman, SMC Career Center**
 - VII. **Adjournment at 4:00 pm, Motioned by Vice President, Seconded by Activities**



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Tuesday, August 20, 2024 Day Two

NO ACTION IS TAKEN ON DAY 2 OF RETREAT

Meeting Called to Order at 9:02 AM

- I. 9:00am Welcome- Thomas Bui, Associate Dean of Student Life, Office of Student Life (OSL)
- II. Public Comments (1 minute per speaker) – None.
- III. 9:10 am Team Icebreaker Activity
- IV. 9:30 am Participatory Governance: Managing and Representing Well at SMC — Thomas Bui, Associate Dean Student Life
- V. 10:00 am Roberts Rules of Order & Mock Meeting—Bruce Bishop, PhD., Certified Parliamentarian

12:00 pm BREAK --- 60 minutes lunch

- VI. 1:00 pm Student Leadership and Getting Others Involved— OSL Counselors & Advisors
- VII. 2:30 pm Social Justice and Associated Students – Valeria Garcia, Project Manager, Student Equity Center
- VIII. Adjournment at 4:00 pm, Motioned by Activities, Seconded by Budget Management



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Wednesday, August 21, 2024 Day Three

I. Call to Order at 9:00 am

II. Roll Call

President, David Duncan P

Vice-President, Michael Helfand P

Secretary, Tiffany Lee P

Budget Management, Jordan Davis P

Basic Needs, Stefani Hernandez P

Instructional Support, Brenda Carrasco P

Student Outreach, Louisane Marie Tardon P

Equity and Diversity, Valeria Castillo Salgado P

Student Trustee, Vacant

Associate Dean, Thomas Bui A

External Affairs, Semia Beji A

Activities, Andrea Giraldo P

Publicity, Gabriel Hernandez Perez P

Sustainability, Julia Kowalski P

ICC Chair, Ireedui (Ike) Munguntsatsralt P

ICC Vice-Chair, Nora Ibrahim P

ICC Communications Officer, Megan Menez P

Counselor/Advisor: Benny Blaydes P

Counselor/Advisor: Tiffany Inabu P

Student Services Specialist/Co-Advisor: Amanda De La Torre P

III. 9:00 am Welcome- Thomas Bui, Associate Dean of Student Life, Office of Student Life (OSL)

IV. Public Comments (1 minute per speaker) – none.

V. Other Action Item

3.1 Confirming the Vacancies

- SMC Student Trustee
- Item **3.1** was approved unanimously.

3.2 Approval of Fall 2024 Special Election Timeline

- Item **3.2** was approved unanimously.

3.3 Approval of A.S. Budget for 2024-2025

- Item **3.3** was approved unanimously.

VI. Discussion Item

4.1 Overview of A.S. Initiative Process

4.2 Upcoming Conferences

VII. 10:00 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 26, 2024. 3pm

ii. A.S. Activities meeting- Tuesday, August 27, 2024. 10 am

iii. A.S. Finance meeting- Wednesday, August 28, 2024. 11am.

12:00 pm BREAK --- 60 minutes lunch

VIII. 1:00 pm Programming 101— Thomas Bui and Amanda Delatorre, OSL

IX. 3:00 pm A.S. Board Visioning and Goal Setting— David Duncan, 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?

X. 3:45 pm A.S. End of Retreat Activity - Thomas Bui, OSL

a. Letter and Goals for Self

XI. Adjournment at 4:00 pm, Motioned by Activities, Seconded by Budget Management