



**ASSC
EXECUTIVE BOARD/STUDENT SENATE
APPLICATION INSTRUCTIONS**



The Associated Students of Solano College is the official government of the student body of Solano Community College. The ASSC has a large annual budget, and with this budget, supports and provides many of the programs, activities, and services available to the students of the college. The ASSC also acts as the voice of the students, representing them on campus committees and at regional and statewide meetings of the state's association of community college student governments.

The ASSC consists of an Executive Board and a thirteen-member Student Senate. The President, Vice President, Student Trustee and Legislative Advocate are members of the Executive Board, and the only members of the ASSC who are elected. The remaining Executive Board members (Secretary, Treasurer and Public Relations Officer) and the Senators are appointed.

The Senate consists of seven academic positions and six non-academic positions:

- Business Senator
- Fine/Applied Arts Senator
- Health/P.E. Senator
- Humanities Senator
- Science/Math Senator
- Social Science Senator
- Career Technical Education Senator
- Governing Board Representative
- Student Services Senator
- Academic Curriculum Senator
- Vocational Curriculum Senator
- Diversity Affairs Senator
- Business Services Senator

The general requirements for all appointed ASSC members are as follows:

1. Must be able to communicate oral and written ideas to others
 2. Must be currently enrolled at SCC and must maintain a minimum of 6 units
 3. Must have earned, and must maintain, a minimum cumulative GPA of 2.0 in all coursework at SCC, if any
 4. Must be able to attend ASSC meetings (Tuesdays, 12:30 to 2:30 p.m.) and keep office hours (3 – 5 hours per week)
- **Executive Board officers** must have completed at least 6 units of coursework at SCC.
 - **Academic Senators** must be enrolled in at least 3 units in the subject areas of their positions.
 - **Senators holding non-academic positions** must be knowledgeable of their areas of responsibility and must be able to attend committee meetings within those areas.

***Fill out the attached ASSC Executive Board/Student Senate Application
and return to the Student Development Office, Room 1425/26
(Student Union Building)***



ASSC MEMBER RESPONSIBILITIES



- Attend all ASSC Meetings.
- Know the Division Chairperson in your representative area and contact him/her regarding important issues.
- Establish regular office hours.
- There are many jobs and few people. It is your responsibility to make yourself available for Senate committee assignments.
- Sign up for Political Science 050, Student Leadership. You can receive one transfer unit of credit each semester.
- Keep yourself informed on all issues affecting students. You have a responsibility to all SCC students.
- Keep yourself informed – If you don't know...*ask!*
- All committee meetings and Solano Community College events will be posted on the ASSC calendar by committee chairs or by the Senator whose representative area is holding the event.
- Each ASSC member has a bulletin board that he/she is responsible for.
 - Keep it clean and neat.
 - Take down all out-dated flyers.
 - Post flyers that have been put into your mailbox.
 - Take down any flyer that does not have the "ASSC Approval" stamped on it.
 - Exception: Class-related materials **do not** need approval.