



## Associated Students of Solano College

Retreat Minutes  
February 10<sup>th</sup>, 2024  
11:00-1:00 PM PST

1400 Building – ASSC Conference Room 1421



- I. **CALL TO ORDER**
- II. Pres. Solis called this meeting to order at 11:20 AM.

### III. **OFFICIAL ROLL CALL**

#### **Executive Board**

#### **ATTENDANCE**

- |   |     |
|---|-----|
| 1. President Diana Solis                | - p |
| 2. Vice President Malika Mirador        | - p |
| 3. Secretary Noah Wong                  | - a |
| 4. Legislative Advocate Karissa Brown   | - p |
| 5. Student Trustee Sriya Srinivasan     | - p |
| 6. Treasurer Christian Pardo            | - a |
| 7. Public Relations Officer AJ Matthews | - p |

#### **Senate**

1. Applied Tech & Business Senator Mounir Benjelloun - p
2. Liberal Arts Senator Giovanni Torres - p
3. Health & Kinesiology Melanie Punzalan -p
4. Math & Science Senator Ernesto V. Pena -p, 11:24 AM
5. Social & Behavioral Science Monica Mitchell - p
6. Governing Board Senator Kiren Wilson - p, 11:25 AM
7. Student Service Senator Andre Trujillo - p
8. Humanities Senator Lana Tayag -a
9. Academic Curriculum Senator Anh-Dao Pham- p, 12:01 PM
10. Diversity Affairs Senator Jedidah Goliat - p
11. Vocational Curriculum Senator Baron "Cedric" Pasion - p
12. Business Services Senator Josiah Tolbert - p

### III. **AMENDMENTS AND APPROVAL OF AGENDA**

- A. February 10<sup>th</sup>, 2024
- B. Moved by PR Officer AJ, seconded by Senator Mo

### IV. **ICE BREAKER**

- A. The ASSC performed the Ice Breaker "iPod Shuffle"

### V. **GUEST SPEAKER**

- A. Dr. Slade
  - a. Dr. Slade was the advisor for ASSC for nine years, with an undergrad degree from Stanford, and a Law degree from what used to be Hastings college; she was also an elected official in the community before finding her dream job at Solano college, and retired recently.
  - b. Congratulated ASSC on having a full senate, and advised keeping a copy of the bylaws for quick reference; she is here to talk about our jobs, and states

that we need to memorize and know the mission statement (which is located in the binders).

- c. The mission statement is the most important document that we have, and tells us that the job we have is to serve our students at Solano; this should guide us, and is the key to a successful senate.
- d. Later on, we will discuss how to abide by this mission statement; we are the representatives for all students.
- e. One can be consumed by student government, but it's important that we prioritize our health (both physical and mental), our friends and family (we need to rely on them, and let them know how we're doing and what we're doing), our classes (regular attendance, and studying for exams), and THEN extracurricular activities (including serving on the senate). Sometimes these can be moved around based on the urgency of the situation, but the first thing should always be to prioritize your health.
- f. Most students do not care about the student government, we should be letting people know that the student government exists; ask to spend 5 minutes during classes to encourage them to look at the ASSC website, check their emails, and for them to join; check for scholarship in emails.
- g. Ensure that information contained in the monthly news letter has pertinent information, which can include funding, grants, and encouraging students to check for grants and scholarships; print, email, and spread information about scholarships, etc.
- h. Encourage the ECHS to attend meetings, and join the senate, as well as co-sponsoring events with them; this is a chance to share information about student government
- i. Keep the meetings on regularly scheduled hours; and if a student comes to you with a problem with an instructor, tell them to meet with their instructor, go to their dean if they are not being heard, if not that, go to the VP of that department, and if they are still not satisfied, then make an appointment with the president of the college.
- j. Listen to and work with your advisor; advisors need to be in the loop, as she will be contacted by higher-ups about events, rumors, etc. And she needs to be able to answer questions about that.
- k. Work to hold meetings at ALL campuses, as some students need the opportunities to attend meetings and ask questions (some of those students had not ever come to Fairfield); advertise the attendance of the ASSC.
- l. Serve on hiring committees, Pres. Solis should not be the only one attending; ASSC is fortunate because they have a seat, as the hiring committees want to hear student input (and if they don't, still tell them what you think)
- m. Co-sponsoring events w/ clubs and departments is important; be wary of department collaborations in which the department wants the ASSC to fully fund and run the event; if a department wants to be part of an event, they can expect to spend some time and money.
- n. Have annually-occurring events, which can have a guest speaker in certain months, and let people know that ASSC holds an event every, for example, October.

- o. For the people who are not graduating, try to brainstorm events and ask those who are graduating about things; it is rewarding for students to say that an ASSC event is the most fun that they've had at Solano
- p. Stay on top of web-pages, do not have things from October 2023 on the website, as it tells people that the ASSC does not care about their website, and keep the boards updated; get on clubs, tell them to co-sponsor events with the ASSC, and get flyers on the bulletin boards; have applications and copies of bylaws at events, as some people prefer pen and paper—don't limit people's ability to sign up for something, give them a physical application.
- q. Budget—the budget sucks, but it's necessary. Dr. Lewis is retiring, and cannot help with the budget next year, and does about 4 jobs here on campus, so start thinking about the budget for next year. The treasurer should be able to tell you what the budget is next year; have a projected budget for the following year. We have to plan long-term, with budget AND EVENTS; work together (just because someone is volunteering for something, don't let them do it by themselves; Cover each other's boards, etc.)
- r. Legacy: what do you want to be remembered for? What actions are you taking to be remembered? Talk to students, set up tables around campus to tell people about ASSC, and have applications available for others; have copies of the bylaws available, AND READ THE BYLAWS. (The bylaws are in the binder, and the specific roles for each position is on the front of the binder); invite people to come to meetings, and check the agendas. Every senator can move to have an item on the agenda.
- s. Learn how to write senate bills, which are bills that talk about the purpose of the action, the funding, etc.; i.e. you want to buy 500 pins to hand out at events; the senate bill includes the following: purpose is to advertise, the cost is x, etc. People will vote for it, and the action will be taken (people don't, generally, vote against senate bills) This helps with documentation and knowing about funding.
- t. It's very important to craft an end of the year report; this should be shared with the VP of student services, included in the news letter, and be posted on the bulletin boards across campus; this could attract people to ASSC, as now they know the entertaining or educational events that the ASSC has participated and hosted in. The ASSC can buy snacks and water or have events to make people stay an extra hour and actually enjoy being on campus. Have a club pres on ASSC.
- u. If one person can make a difference, as Dr. Slade has done with the food pantry, imagine what everybody ASSC can do.
- v. Dr. Slade wants to spend time with the ASSC, even when, for medical reasons, she had to retire. Dr. Slade wants to be able to share information with young people; to know that students trust you is what encourages her to stay and come back. It means a lot to her that we wanted her to come back to talk at the Retreat.
- w. Many older people are very critical of young people, though they are the future of the country. There is no excuse for rudeness, but sometimes you have to speak the language that other people will understand; you have to

respect people but also value protecting yourself and those around you. Be kind, be nice, especially to Ms. Denise Martinez, because being an advisor is a hard job.

- x. It's 2024—be careful about touching people, or about what you say to other people, etc. It's part of the ASSC's job, and an individual's job to make sure it's a safe space for everybody—people need to be able to identify by any pronouns they want, or hold hands with whoever they want.

- BREAK FOR LUNCH -

## V. ADVISOR'S REPORT

### A. Denise Martinez

#### a. Brown Act:

- i. Role of the Pres: Speaks the whole time, serves as an objective mediator; Pres is the leader, and only votes to break a tie, etc. PLEASE BE KIND TO DIANA, SHE DOES A LOT!!
- ii. Brown Act is the specific legislation that CA has for running local governments, ASSC is funded by public funds, which qualifies it as a local government. ASSC is part of a government chain, meaning we are governed by the Brown Act, whether one is temporary or permanent (this incl. Committees like election committees, etc.)
- iii. The ASSC is an "advisory body" to the community college district which is defined as a "local agency"; what this means is that all meetings must be open and public, because we are not a privately owned organization; we are funded by the people, meaning the people have a say through public forum, through ASSC, through concern boxes, each senator has constituents that they represent; ASSC is the student voice.
- iv. Meetings need to be public so that the ASSC can be held accountable for representing their constituents; they also represent the entire student body. ASSC votes on behalf of the entire student body, as ANYBODY can come to a senator with concerns, questions, comments, etc., even if the senator is not the senator of their specific department.
- v. Rules about how ASSC can meet: e.g. elections committee= it is not okay for the committee to meet on Discord, as the ASSC Discord is not open to the public; if the committee meets in the Discord, it opens the ASSC to legal action against the ASSC; when ASSC breaks the public's trust, it's very difficult to repair.
- vi. ASSC is like fight club= What happens in ASSC stays in ASSC; refrain from talking about anything ASSC-related outside of ASSC, this will ensure that all ASSC business is public
- vii. The agenda needs to be posted 72 hours before the meeting; the due date for the ICC agenda for example, is the Thursday before the meeting at 4 PM, this ensures that the agenda can be posted on the website in time.
- viii. Discussion, if it does happen outside of ASSC, it must be reported back

to the ASSC; it's important to get all of the feedback from the rest of the senate.

- ix. "Special Meetings": they must have a specific purpose, and each member needs to be advised of this special meeting (because for quorum, and it's not a secret meeting), and the meeting must be announced (at least) 24 hours before the meeting. This is another reason why this everybody's contact information needs to be up-to-date, etc.
  - x. If it's not on the agenda, it should not be talked about (there are always exceptions, but this is the general rule of thumb). Round table discussion is also an opportunity for items not on the agenda to be brought up. Reports are for departmental reports of information brought up during division meetings, which happen monthly (usually).
  - xi. Any member of the public can request special notice, in which the secretary must include them as well in the sending out of the agenda.
  - xii. Remote participation: limit hybrid attendance to EMERGENCIES ONLY (this means if you are sick, injured, dead; otherwise, come to the meetings). If you are going to be late, send a notice to someone attending the meeting because QUORUM IS IMPORTANT!!
  - xiii. Closed sessions: there are specific guidelines for holding these; it is advisable to just not hold these meetings.
  - xiv. If there is a violation of the Brown Act, there are serious consequences, including jail.
  - xv. Many rules and some ambiguities, confusing and compliance is difficult, if you have any questions, contact the advisor! You can also ask a lawyer if you really want to.
- b. Parliamentary Procedure Overview
- i. The printouts can be placed into the ASSC binders
  - ii. Parliamentary procedures refer to the rules of democracy (how we as a governing body takes action, as we are a governing body that's part of a legal structure), that dates back to ancient Greek and Roman Senate times; meetings are very important affairs, and meetings need to follow the Robert's Rules of Order.
  - iii. The parliamentary procedure is important because of audits (either at the state or federal level), a criminal offense if we don't follow the Robert's rules, so that we have an organized structure (many public entities-- schools, HOAs, etc.-- are all following it), fairness, consent of the governed; we need to make sure that the constituents see ASSC as a reputable entity that they can trust. We have to follow these procedures so that students can feel represented in a fair and equitable manner.
  - iv. It is possible to change this law, but it takes a long time; one example of this change is the fact that now some people are hybrid on Zoom
  - v. This procedure dictates how the ASSC, and other entities, can make decisions.
  - vi. One can make amendments to motions; there is a motion when there

is an action item on the agenda; someone needs to make a motion, there needs to be a second, and the secretary or acting secretary takes a vote; there are many ways to make a vote count, whether oral, visual, or otherwise; you need 2/3 of the senators to vote on a motion to pass it; all of this will be denoted in the minutes (whether the item passes, does not pass, is tabled, etc.)

- vii. It's important to have quorum because it ensures fairness and actual consensus on any decisions made in the meetings.
- viii. In the information section, the only thing that can happen is discussion, the action items are the only times when action is necessary (hence the name)
- ix. Once a motion is passed, it is extremely important that it is IMPLEMENTED, action needs to be taken in order to be trusted by constituents and avoid legal action against us; senators need to participate to ensure that all constituents are represented; everybody has different opinions and perspectives that deserve to be heard.
- x. It's important to know what verbiage you are using because your words have meaning (i.e. making a motion is different than "I move to...") it is important that we are aware of the language that we are using.
- xi. Tabling= postponing an item until someone makes a motion to bring it back to the table; postpone= moving an item to the next agenda
- xii. Robert's Rules of Order allows for some areas of flexibility; it's not the law.

c. Role of the Student in the College

- i. The lines of the authority; starts with the Congress, then the Department of Education, then the California State legislature, the Board of Governors, the College District governing board, and then the Student Government
- ii. AB 1725: The Board of governors shall establish the ASSC
- iii. Shared governance: we are governed by a certain set of goals set by the assembly bill; the goals are to encourage appropriate delegation of authority, enhance access to governance mechanisms, encourage expression of opinions at college and district levels, and give reasonable consideration of diverse points of view.
- iv. Title 5: ASSC is aware of the procedure when a student comes to the ASSC when there is an issue; there is a process in place so that things can happen.
- v. Significant effects on students/student life= the actions that the ASSC has is very important because they can make up the experience that students have on campus (e.g. the extended library hours); ASSC has a lot of power
- vi. Title 5: the governing board will listen to what the ASSC says, because we represent the students; ASSC is the student voice, and is therefore, very persuasive and powerful.
- vii. SCCD Policies and Procedures: There are references for the different

ways and rights of the student senators, and as students, there are references for getting certain things addressed.

- viii. Relevant Board Policies: The 5510 is a big part of the ICC Handbook, so that clubs can know what they are able to do; the ASSC's equivalent is 5505, which outlines the different things that ASSC can do.
- ix. Applicable Board Policies: what the governing board can do for the ASSC; procedures, etc.
- x. Relevant Governing Documents: The ASSC website needs to be updated regularly; the ways in which the ASSC is involved with the school, what the ASSC is doing, etc. is important for constituents to know
- xi. Please look at the ASSC website to see what needs to be updated; encouraged the senate to do a fine-combing through the website; PR Officers Matthews is the main contact for PR, but ASSC can also help

#### VI. REVIEW

- We were late
- Ice Breaker
- There was a guest speaker: Dr. Slade
- Break for lunch
- Went over Brown Act rules and Parli Procedure

#### VII. ANNOUNCEMENTS/OPEN DISCUSSION

*This is another opportunity for members of the public to address the ASSC Senate on items not already on the agenda. Please be aware that there is a 3-minute time limit for each item and that NO action may be taken on any of these items. These items may however come back to the Senate for action at their discretion.*

#### VIII. UPCOMING AGENDA & MEETING

- A. February 20<sup>th</sup>, 2024

#### IX. ROUND TABLE DISCUSSION

- Please be at Club Promo next Tuesday, which will take place from 10 AM to 2 PM, tables will be provided to the clubs on the day, and it will be located in the lobby and fishbowl area in the 1400 Bldg.

#### X. ADJOURNMENT

Meeting adjourned at 1:55 PM, Senator Melanie moved, Senator Jedi seconded; moved by consensus.