



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

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 19, 2024 to Wednesday August 21, 2024 from 9:00 AM – 4:00 PM in the Cayton Center, 2nd floor student lounge (address provided below).

Cayton Center Student Lounge (2nd 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/j/98941154407>
5. Or Skype for Business (Lync): SIP: 98941154407@lync.zoom.us

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

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Agenda

Monday, August 19, 2024 Day One

NO ACTION IS TAKEN ON DAY 1 OF RETREAT

I. Call to Order

II. Roll Call

President, David Duncan

External Affairs, Semia Beji

Vice-President, Michael Helfand

Activities, Andrea Giraldo

Secretary, Tiffany Lee

Publicity, Gabriel Hernandez Perez

Budget Management, Jordan Davis

Sustainability, Julia Kowalski

Basic Needs, Stefani Hernandez

ICC Chair, Ireedui (Ike) Munguntsatsralt

Instructional Support, Brenda Carrasco

ICC Vice-Chair, Nora Ibrahim

Student Outreach, Louisiane Marie Tardon

ICC Communications Officer, Megan Menez

Equity and Diversity, Valeria Castillo Salgado

Student Trustee, Vacant

Associate Dean, Thomas Bui

Counselor/Advisor: Benny Blaydes

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

IV. Public Comments (1 minute per speaker)

V. 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. SSSCC and CCCSAA

iv. Office of Student Life: Organizational Structure, Staff Roles

VI. 9:30 am The Brown Act and Legal Status of the Associated Students and the Board of Directors –

Bob Myers, College Counsel

VII. 11:00 am A.S. Budget 101 & A.S. Fiscal Policy—David Dever, SMC Auxiliary Office

12:00 pm BREAK--- 60 minutes lunch

VIII. 1:00 pm MBTI Assessment -Vicki Rothman and Jenna Gausman, SMC Career Center

IX. 4:00 pm Adjourn

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Agenda

Tuesday, August 20, 2024 Day Two

NO ACTION IS TAKEN ON DAY 2 OF RETREAT

I. Call to Order

II. Roll Call

- | | |
|--|--|
| President, David Duncan | External Affairs, Semia Beji |
| Vice-President, Michael Helfand | Activities, Andrea Giraldo |
| Secretary, Tiffany Lee | Publicity, Gabriel Hernandez Perez |
| Budget Management, Jordan Davis | Sustainability, Julia Kowalski |
| Basic Needs, Stefani Hernandez | ICC Chair, Ireedui (Ike) Munguntsatsralt |
| Instructional Support, Brenda Carrasco | ICC Vice-Chair, Nora Ibrahim |
| Student Outreach, Louisiane Marie Tardon | ICC Communications Officer, Megan Menez |
| Equity and Diversity, Valeria Castillo Salgado | |

Student Trustee, Vacant

Associate Dean, Thomas Bui

Counselor/Advisor: Benny Blaydes

- 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
- 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. 4:00 pm Adjourn

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Agenda

Wednesday, August 21, 2024 Day Three

I. Call to Order

II. Roll Call

President, David Duncan

Vice-President, Michael Helfand

Secretary, Tiffany Lee

Budget Management, Jordan Davis

Basic Needs, Stefani Hernandez

Instructional Support, Brenda Carrasco

Student Outreach, Louisiane Marie Tardon

Equity and Diversity, Valeria Castillo Salgado

External Affairs, Semia Beji

Activities, Andrea Giraldo

Publicity, Gabriel Hernandez Perez

Sustainability, Julia Kowalski

ICC Chair, Ireedui (Ike) Munguntsatsralt

ICC Vice-Chair, Nora Ibrahim

ICC Communications Officer, Megan Menez

Student Trustee, Vacant

Associate Dean, Thomas Bui

Counselor/Advisor: Benny Blaydes

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 Vacancies:

- SMC Student Trustee

3.2 Approval of Fall 2024 Special Election Timeline

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

IV. Discussion Item

4.1 Overview of A.S. Initiative Process

4.2 Upcoming Conferences

V. 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

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

VII. 3:00 pm 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?

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

a. Letter and Goals for Self

IX. 4:00pm Adjourn

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