

Santa Monica College  
Associated Student Board of Directors  
2022 Student Leadership Development Training Retreat  
August 22, 23, & 24, 2022  
<https://ccconfer.zoom.us/j/98941154407>

**AGENDA**

NO ACTION TAKEN: THIS IS A TRAINING RETREAT ONLY

THE BOARD RESERVES THE RIGHT TO MODIFY THE ORDER OF THE AGENDA AT ANY TIME DURING THE MEETING.

This agenda is posted in the Associated Students website (<https://www.smc.edu/community/office-of-student-life/student-government/meetings.php>), which is accessible to the public.

The A.S. Board of Directors will hold a training retreat from Monday, August 22, 2022 to Wednesday, August 24, 2022 via remote location (Zoom/telephone).

In accordance with Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, one or more Board members will participate in the meeting telephonically or by Zoom Conference.

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

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/98941154407>

Or iPhone one-tap (US Toll): +16699006833,98941154407# or +16694449171,98941154407#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

Meeting ID: 932 6514 8978

International numbers available: <https://cccconfer.zoom.us/u/acNcQvAQVU>

Or an H.323/SIP room system:

+ H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East)

+ Meeting ID: 989 4115 4407

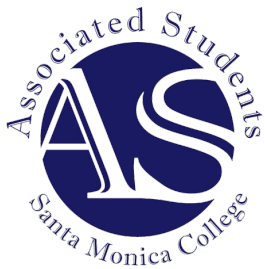
+ SIP: 98941154407@zoomcrc.com

Or Skype for Business (Lync):

+ SIP: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.”*



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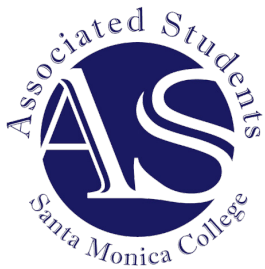
**Monday, August 22, 2022**

**Day One: SMC Leadership and Communication**

- 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. 9:15 am A.S. Fall Retreat Overview, Guidelines, and SMC Organization – *Thomas Bui, OSL*
  - Introductions
  - Retreat Overview
  - Goals and Guidelines
  - SMC Organization Structure and Governance
    - Ed Code, Board Policies, Administrative Regulations
    - SSCCC and CCCSAA
    - Office of Student Life: Organizational Structure, Staff Roles
- IV. 10:30 am SMC Foundation – *Dr. Lizzy Moore, Dean of Institutional Advancement*
- V. 11:00 am The Brown Act and Legal Status of the Associated Students and the Board of Directors —  
*Bob Myers, College Counsel*
- 12:00 pm BREAK--- 45 minutes lunch
- VI. 12:45 pm Show & Tell- *Thomas Bui, OSL (15 mins)*
  - Find an item of significance in their home and tell the group why the item is significant to you.
- VII. 1:00 pm MBTI Assessment -*Vicki Rothman and Jenna Gausman, SMC Career Center*
- VIII. 4:00 pm Adjourn

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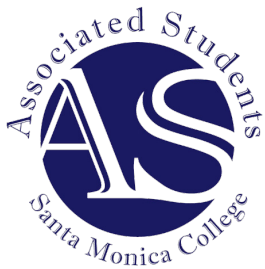
**Tuesday, August 23, 2022**

**Day Two: Being an SMC Student Leader**

- I. 9:00am Welcome- *Thomas Bui, Associate Dean of Student Life, Office of Student Life (OSL)*
- II. Public Comments (1 minute per speaker)
- III. 9:15 am Team Icebreaker Activity - *Tiffany Inabu, OSL Counselor & Advisor*
- IV. 9:30 am Roberts Rules of Order & Mock Meeting—*Bruce Bishop, PhD., Certified Parliamentarian*
- 12:30 pm BREAK --- *30 minutes lunch*
- V. 1:00 pm Student Leadership and Academic Responsibilities— *Benny Blaydes, OSL Counselor & Advisor*
- VI. 2:00 pm Building Confidence as an A.S. Officer – *Benny Blaydes, OSL*
- VII. 2:30 pm Collaboration and Engagement— *Thomas Bui and Tiffany Inabu, OSL*
- VIII. 4:00 pm Adjourn

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**Wednesday, August 24, 2022**

**Day Three: Student Leadership in Action**

- 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. 9:15 am Team Icebreaker Activity— *Michele Harrison, Administrative Assistant, OSL*
- IV. 9:30 am Professionalism and Expectations- *OSL Counselors*
- 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
    - A.S Commissioner Application Process
  - B. Navigating Smartsheets
  - C. Reviewing Agendas & Minutes
  - D. Microsoft Office: Email, Calendar, Teams
  - E. Start of the Semester
    - A.S. Board of Directors meeting- Monday, August 29, 2022. 3pm
    - A.S. Activities meeting- Tuesday, August 30, 2022. 10 am
    - 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 Tiffany Inabu, OSL*
- VIII. 2:30pm Leadership and in Action- *Thomas Bui, OSL*
  - A. What will the 2022-2023 A.S. Board of Directors value?
  - B. What are ways to keep each other accountable?
  - C. Letter to Self
- IX. 3:00pm A.S. Board Visioning and Goal Setting— *Kamiko Greenwood, A.S. President and A.S. Directors*
- X. 4:00pm Adjourn

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