

# ***STUDENT SENATE APPLICATION***

**2023-2024**



CHABOT COLLEGE

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Dear Chabot Student,

Our campus has a uniquely diverse population but a communal spirit. Our student population is composed of a wide range of ages, cultures, and beliefs. However, Chabot's uniqueness comes from our sense of community. This communal mindset has brought innovative programs, clubs, and other ideas to life, but none of this is possible without your voice. Continue to make your voice and the voices and the experiences of your peers a key part of decisions affecting you and your campus. Student government is one of the most effective avenues through which students are represented and change is created. We, the students, compose the Student Senate of Chabot College, and due to the structure of our educational institution, we play a large part in creating a campus we enjoy, and that allows us to succeed academically. While SSCC requires extreme dedication, the results of your hard work will undoubtedly be felt and the benefit to the students you serve is near immeasurable. Make your time here memorable, while creating an environment that serves your current peers and those to come!

In this packet you will find all the information you need regarding necessary qualifications for Senate positions, forms for applying, submission deadlines, and general information about how the application process works. Please take the time to read through the responsibilities listed for each position.

We encourage everyone to apply! You do not need prior experience. Working in the Student Senate will develop team-building skills, responsibility, time management, and other valuable leadership qualities. We only ask for your commitment to work for all of our students with a willing and positive attitude.

“Management is doing things right; Leadership is doing the right things.”

-Peter F. Drucker

Sincerely,  
The Student Senate of Chabot College

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## **Minimum Requirements to Join SSCC**

- Enrolled in a minimum of 5 units at Chabot College at time of application and throughout term of office during term of office
- Maintain an overall GPA of 2.0 or better at time of application and throughout term of office.
- Be a student in “good standing” in accordance with College standards.
  - Cannot be on disciplinary or progress probation.
  - Cannot have "academic holds" on their records.
  - Cannot have been found by the SSCC Judicial Review Committee to neglect the duties of their position in the SSCC.
  - Cannot have been found to violate Federal or State laws and regulations pertaining to SSCC Governance including but not limited to the Ralph M. Brown Act by the SSCC Judicial Review Committee.
  - Cannot have previously served as an SSCC member who resigned prior to an SSCC Judicial Review Committee ruling.
- Must be able to attend the regularly **mandatory** scheduled meetings every **Monday of the month from 3:00 PM to 6:00 PM**
  - In addition to mandatory senate meetings every Monday, senators are required to attend one shared governance and one internal senate committee as well and report back monthly.
- Complete online [Title IX training](#) if not completed previously.

## **Personal Statement**

Please attach the following to your application:

Personal Statement of **no more than 500 words and typed** addressing:

- 1) What position(s) are you interested in? and why?
- 2) What is your major and why did you pick it?
- 3) What are three adjectives you would use to describe yourself, and why do you choose those words?
- 4) Briefly discuss one goal you would like to achieve as a member of the SSCC to help improve the Chabot community and how would you achieve that goal?

[Click here for an example statement from 2021!](#)

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## Candidate Information

**PLEASE TYPE OR PRINT ALL INFORMATION CLEARLY**

Position(s)\*\* Applying to: \_\_\_\_\_

Full Legal Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Preferred Pronouns: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ W#: \_\_\_\_\_  
\_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (cell preferred): \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Affiliated student organizations or programs:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*Candidates are allowed to run for multiple positions in SSCC elections. However, only one application and personal statement is required.

# REQUIRED - Nomination Signatures **OR** Letter of Recommendation

Please complete one of the two sections below and submit with your election packet

## Nomination Signatures

The following Chabot students nominate and support, \_\_\_\_\_,  
(Name of Candidate)  
to represent the ASB of Chabot College in the Student Senate for the term of 2023-2024.

<u>Name</u>	<u>Signature</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

**OR**

## Letter of Recommendation

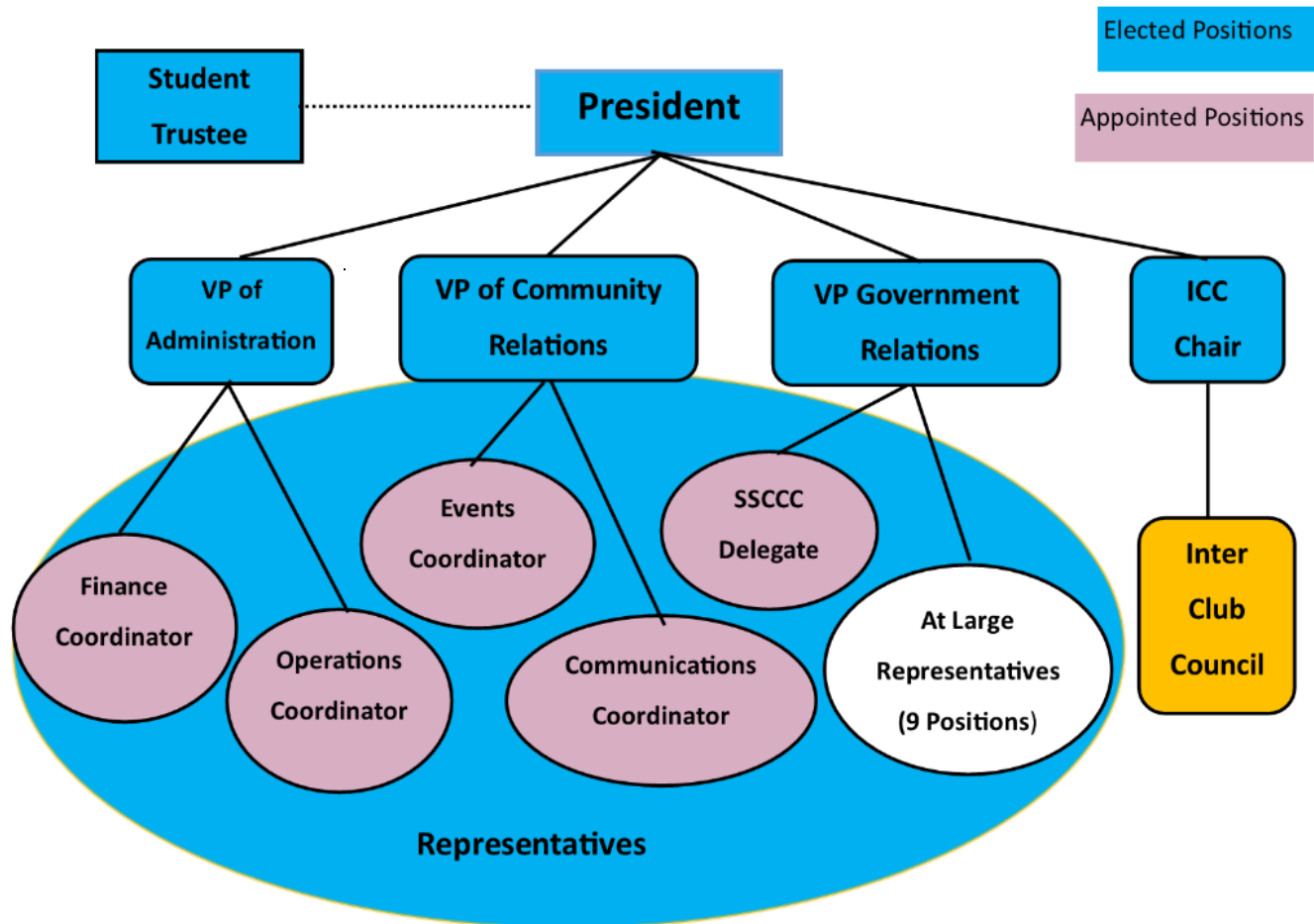
In addition to a personal statement, please attach a minimum one-page letter of recommendation from a fellow student, professor, counselor, or other professional contact of your choice to your application.

## I. Spring 2023 Application Timeline

<b>January 17<sup>th</sup></b>	Application packets are available
<b>March 20<sup>th</sup></b>	Application packets are due via email no later than 3:00PM
<b>Upon Approval of Application</b>	Official campaign period for SSCC Executive candidates begin*
<b>Sunday, April 23<sup>rd</sup> (12:00am) to Sunday, April 30<sup>th</sup> (11:59pm)</b>	Online and in-person voting (location TBD) via Class-WEB
<b>May 8<sup>th</sup>, 2022</b>	Swearing in of New Senators at SSCC Special Meeting

\*Please note that further instructions will be given by email after all SSCC Executive and Representative applications have been received. Rules for campaigning for SSCC Executive candidates will be distributed once eligibility to participate in the SSCC is confirmed.

### SSCC Organization Chart



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## **II. Open Senate Positions - Executive and Representative**

### **The SSCC President**

1. Lead the SSCC to fulfill its mission and to provide a constant dialogue between all members of Chabot College.
2. Ensure the integrity and success of SSCC operations as detailed in the SSCC Bylaws and the established SSCC mission and objectives for the term of office.
3. Have the power to veto any legislation passed by the SSCC. The veto must be submitted in writing or emailed to all senators and advisors within forty-eight (48) hours after the passing of said legislation. This veto may be overridden by a three-fourths (3/4) vote of the SSCC during a SSCC Special Meeting or the next SSCC Regular Meeting.
4. Meet regularly with the SSCC Advisor, the Vice President of Student Services, and the College President.
5. Represent the student body of Chabot College and the Student Senate of Chabot College at all SSCC Regular Meetings of the College Council and the Board of Trustees.
6. Chair the Judicial Review Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
7. Appoint a Coordinator Positions amongst Student Representative Council 8. Appoint interim Executive Officers to fill any vacancies per Article II, Section 3.

### **The SSCC Vice President of Administration**

1. Provide leadership and support to the Finance Coordinator and the Operations Coordinator
2. Chair the Finance Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
3. Chair the Campus Vendor Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
4. Draft and propose an annual SSCC Budget for the next academic year to the full Senate for approval before the last SSCC meeting of each spring semester.
5. Act as Chair in the absence of the SSCC President in Regular and Special SSCC meetings.
6. Inform all new members of the Student Senate in matters of SSCC governance, office conduct, and individual duties and responsibilities.
7. Accompany the SSCC President to meetings with the SSCC Faculty Advisor, VP of Student Services, and the College President when necessary
8. Work with the SSCC President and the SSCC Advisor to establish and order the agenda for all SSCC Regular Meetings and all SSCC Special Meetings called by the SSCC President.
9. Publish, record, and archive agendas and minutes of all SSCC General meetings online where they can be accessed by the public.

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### **The SSCC Vice President of Community Relations**

1. Provide support and leadership to the Events Coordinator and Communications Coordinator.
2. Chair the SSCC Communications Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
3. Chair the Events Committee and ensure that agendas and minutes for all meetings are made available to the public per Brown Act requirements.
4. Post agendas for all SSCC General meetings in accordance with the Brown Act and email the agendas to all interested parties.
5. Inform all new members of the Student Senate in matters of SSCC governance, office conduct, and individual duties and responsibilities
6. Coordinate SSCC outreach efforts to the community and local schools.
7. Accompany the SSCC President to meetings with the SSCC Faculty Advisor, VP of Student Services, and the College President when necessary
8. Work with the SSCC President and the SSCC Advisor to establish and order the agenda for all SSCC Regular Meetings and all SSCC Special Meetings called by the SSCC President.

### **The SSCC Vice President of Government Relations**

1. Provide support and leadership to the Legislative Coordinator and At Large Representatives.
2. Serve as the Chair of the Elections Committee and initiate the regular SSCC Elections.
3. Ensure that each Senator is a participant in at least one Shared Governance Committee of Chabot College, maintain an up-to-date list of the meeting times, dates, and locations for all Shared Governance Committees of Chabot College. This list must be available to the student body of Chabot College.
4. Draft resolutions and documents regarding legislative matters for the SSCC.
5. Maintain a complete and permanent record of all amendments on any SSCC governing documents including but not limited to the SSCC Bylaws and Committee Codes approved by the Student Senate and make them available to the public
6. Inform all new members of the Student Senate in matters of SSCC governance, office conduct, and individual duties and responsibilities.
7. Accompany the SSCC President to meetings with the SSCC Faculty Advisor, VP of Student Services, and the College President when necessary
8. Work with the SSCC President and the SSCC Advisor to establish and order the agenda for all SSCC Regular Meetings and all SSCC Special Meetings called by the SSCC President.



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### **The SSCC Inter-Club Council Chair (hereinafter referred to as the ICC Chair)**

1. Act as a liaison between the Inter-Club Council and the Student Senate and regularly provide an overview of ICC activities to the Student Senate, and SSCC activities to the ICC.
2. Conduct and preside over all regularly scheduled meetings of the ICC.
3. Post agendas for all Regular and Special ICC Meetings in accordance with the Brown Act and email the agenda to all interested parties.
4. Ensure that agendas and minutes for all Regular and Special ICC Meetings are posted on the SSCC website.
5. Administer the Inter-Club Council in accordance with the ICC Bylaws approved by the applicable ICC.
6. Sign off on expenditures from the ICC Budget as approved by formal vote of the Inter-Club Council under the ICC Bylaws.
7. Draft and submit an ICC Annual Budget to the full Senate for approval before accessing the funds designated for ICC within the larger SSCC budget.
8. Account for all financial transactions related to ICC, keep proper documentation of these transactions, and make such documentation available to the Student Senate upon request.
9. Maintain an active roster of all student clubs recognized by the ICC and the Student Life Office.
10. Have the authority to appoint an ICC Vice-chair, Secretary, and Treasurer among ICC Representatives from student clubs recognized by the Student Life Office.
11. Provide the Student Senate a monthly written report of financial transactions and activities related to the ICC.

### **The SSCC Student Trustee**

1. Serve as the liaison between the Chabot-Las Positas Community College District (CLPCCD) Board of Trustees and the SSCC.
  2. Attend all regularly scheduled Board of Trustee meetings and represent the Student Senate and the student body of Chabot College.
  3. Draft and submit written reports to the Board of Trustees on SSCC activities and concerns.
  4. Draft and submit written reports back to the SSCC on decisions made by the Board of Trustees.
  5. Be encouraged to participate in the Community College League of California.
  6. Be encouraged to participate in the California Community College Association of Trustees.
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### **The SSCC Finance Coordinator**

1. Administer the financial affairs of SSCC in accordance with the SSCC Finance Code approved by the Student Senate.
2. Serve as Vice Chair of the SSCC Finance Committee
3. Apportion, distribute, and record the movement of all SSCC funds expended per the approval of the Student Senate, as recorded in the minutes of SSCC meetings.
4. Account for all financial transactions involving the Student Senate, keep proper documentations of these transactions, and make such documentations available to the Student Senate and to the public when requested.
5. Publish a monthly written report which reflects all current SSCC expenditures to be presented at the first Regular SSCC meeting of each month.

### **The SSCC Legislative Coordinator**

1. Serve as a liaison between the Student Senate of Chabot College (SSCC) and the Student Senate for California Community Colleges (SSCCC).
2. Attend SSCCC regional and keep campus updated on initiatives
3. Facilitate statewide initiatives as directed by the SSCCC or other statewide governing bodies
  - o Serve as delegate at the SSCCC General Assembly
4. Present resolutions and other voting items from SSCC General Assembly resolutions and other voting items to the SSCC for review
  - o Draft and submit resolutions for consideration by the SSCCC
5. Serve on at least one Chabot College or CLPCCD shared governance committee

### **The Communications Coordinator**

1. Keep the student body well-informed about SSCC governing processes, and decisions made by the SSCC.
2. Serve as Vice Chair of the SSCC Communications Committee
3. Serve as a standing member of the SSCC Events Committee
4. Post meeting agendas and all relevant information regarding the SSCC on website, campus monitors, and social media.
5. Coordinate the promotion of SSCC and all events, services, initiatives, etc.
6. Increase the visibility of the SSCC to the student body
7. Maintain the quality and correctness of any publications related to SSCC business.
8. Serve on at least one Chabot College or CLPCCD shared governance committee

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### **The Events Coordinator**

1. Plan and execute all events hosted by the SSCC.
2. Serve as Vice Chair of the SSCC Events Committee
3. Serve as a standing member on the SSCC Communications Committee.
4. Propose a calendar of events including a tentative budget to the Senate by the third week of each semester for feedback and approval.
5. Submit proposals to the Senate for any new events which the Events Committee endorses.
6. Prepare all necessary documentation for each event before the preceding meeting
7. Account for all financial transactions related to an event hosted by the SSCC, keep proper documentation of these transactions, and make such documentation available to the Student Senate when requested.
8. Serve on at least one Chabot College or CLPCCD shared governance committee

### **The SSCC Operations Coordinator**

1. Coordinate and monitor office hour attendance to ensure that the SSCC Office is open and staffed.
2. Maintain archive of agendas and minutes for all SSCC Standing and Ad-Hoc committees
3. Maintain a list of the meeting times, dates, and locations for SSCC Standing and Ad-Hoc Committees. This list must be made public and available to all members of the Chabot College Community.
4. Publish, record, and archive agendas and minutes of all SSCC Standing and Ad-Hoc meetings online where they can be accessed by the public.
5. Post hard copies agendas for all SSCC Standing and Ad-Hoc committee meetings in accordance with the Brown Act and email the agendas to all interested parties.
6. Serve on at least one Chabot College or CLPCCD shared governance committee

### **Requirements for all Senators**

- Serve on, and regularly attend, one (1) college-wide shared governance committee.
- Provide regular reports in regards to developments on the shared governance committees they sit on.
- Serve and regularly attend at least one standing or ad hoc SSCC

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## California Code of Regulations Title V

5 CA ADC § 51023.7 5 CCR § 51023.7

Cal. Admin. Code tit. 5, § 51023.7 BARCLAYS OFFICIAL CALIFORNIA CODE OF REGULATIONS TITLE 5.  
EDUCATION DIVISION 6. CALIFORNIA COMMUNITY COLLEGES CHAPTER 2. COMMUNITY COLLEGE  
STANDARDS SUBCHAPTER 1. MINIMUM CONDITIONS

(a) The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance.

Among other matters, said policies and procedures shall include the following:

- (1) Students shall be provided an opportunity to participate in formulation and development of district and college policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the governing board regarding such policies and procedures.
- (2) Except in unforeseeable, emergency situations, the governing board shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formulation of the policy or procedure or the joint development of recommendations regarding the action.
- (3) Governing board procedures shall ensure that at the district and college levels, recommendations and positions developed by students are given every reasonable consideration.
- (4) For the purpose of this Section, the governing board shall recognize each associated student organization or its equivalent within the district as provided by Education Code Section 76060, as the representative body of the students to offer opinions and to make recommendations to the administration of a college and to the governing board of a district with regard to district and college policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college or district committees, task forces, or other governance groups shall be made, after consultation with designated parties, by the appropriate officially recognized associated student organization(s) within the district.

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## California Code of Regulations Title V(continued)

(b) For the purposes of this Section, district and college policies and procedures that have or will have a “significant effect on students” includes the following:

- (1) grading policies;
- (2) codes of student conduct;
- (3) academic disciplinary policies;
- (4) curriculum development;
- (5) courses or programs which should be initiated or discontinued;
- (6) processes for institutional planning and budget development;
- (7) standards and policies regarding student preparation and success;
- (8) student services planning and development;
- (9) student fees within the authority of the district to adopt; and
- (10) any other district and college policy, procedure, or related matter that the district governing board determines will have a significant effect on students.

(c) The governing board shall give reasonable consideration to recommendations and positions developed by students regarding district and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

(d) Nothing in this Section shall be construed to impinge upon the due process rights of faculty, or to detract from any negotiations or negotiated agreements between collective bargaining agents and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining agents as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to the regulations on academic senates contained in Sections 53200-53206. (e) The governing board of a community college district shall comply substantially with policies and procedures adopted in accordance with this Section

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# Applications Due

# MONDAY MARCH 20th

# by 3:00 PM PST.

SUBMIT ALL MATERIALS TO

SSCC President, Theresa Pedrosa

SSCC OFFICE

(Building 2300, 1st floor)

or via email

[tpdedrosa@chabotcollege.edu](mailto:tpdedrosa@chabotcollege.edu)