

# SMC Emeritus Advisory Bodies

## Introduction

The Associate Dean of SMC Emeritus – A Program of Santa Monica College since 1974 – has established advisory bodies to advance the following objectives:

1. Advocate for Emeritus students, locally with the Associate Dean and administration.
2. Advocate for Emeritus students, statewide, with the State regarding funding.
3. Act as a proactive voice to the Associate Dean.
4. Advance the objective of Emeritus being responsive to the changing needs of the students.
5. Help communicate important and relevant updates to Emeritus students.
6. Actively raise funds to supplement the state funding.

The advisory bodies consist of six standing committees. Representatives from the standing committees will meet regularly to report on their activities as set forth below. These committees have no policy setting or supervisory powers. Their role is to provide advice, not direction, to the Emeritus Associate Dean and support Emeritus programs.

## Committees

- Committees are a mechanism for carrying out activities. There are several standing committees, though additional ones could be created on an as-needed ad-hoc basis. If it is deemed there is no longer a need for a committee, it can be made inactive or simply terminated.
- The standing committees are listed below:

Fundraising	Focus on multiple fundraising efforts to raise additional funds to supplement the state funding, thus serving the interest of the students and supporting SMC Emeritus programs by providing equipment and supplies that we would otherwise do without.
Outreach, Diversity and Inclusion	Assist in marketing to the outside community (i.e. Recruitment), and identify how we can onboard new students to Emeritus, and provide an environment welcoming of a diverse population of older adults.
Student Feedback	Handles publicity within the Emeritus population. Provide a way for students to voice concerns and make suggestions to the administration. Provide feedback from the administration to student suggestions.
Emeritus Student Programs	Vet and suggest ideas (one-time programs, courses and events, for example), review suggestions from students, share thoughts on relative interest (i.e. can we fill a class on X). Please note: all curricular decisions are faculty-driven.
Advocacy	Annual efforts to get elected representatives to visit Emeritus. Schedule a trip to Sacramento to lobby, liaison with Emeritus at other California Community Colleges to coordinate efforts, etc.
Bus Trips	Special bus trips planned during the semesters.

- Committee member qualifications:
  - Must be a student at SMC Emeritus for at least one year.

## **SMC Emeritus Advisory Bodies**

- Annual new member selection process
  - Membership applications will be available two months prior to the end of the academic term.
  - The number of seats available for each committee may fluctuate based on needs.
  - Applications will be available on the SMC Emeritus website and the 2<sup>nd</sup> Street campus.
  - The Associate Dean will establish an ad hoc committee to review the applications and make recommendations concerning committee appointments.
  - Appointments to these Advisory Bodies are made by the Associate Dean. Committee members may be removed by the Associate Dean.
  - The Associate Dean shall appoint a chair and co-chair of each committee. Chair and co-chair appointments may be changed by the Associate Dean.
  
- Terms
  - All appointments to the advisory bodies are for one-year terms, or portion thereof for mid-year appointments.
  - Terms run on the College Fiscal Year cycle, July 1-June 30.
  - There are no limits on the repeatability or maximum number of terms to be a member, co-chair or chair of any of these committees. However, effort should be spent to encourage new people to apply.
  - Members and chairs of committees serve at the designation of the Associate Dean, and the Associate Dean can make changes at any time.
  
- Committees shall meet according to a meeting schedule established by the Associate Dean in consultation with the committees.
  
- Committee member responsibilities:
  - To regularly attend meetings of the committee they serve on.
  - To attend and support SMC Emeritus sponsored events when they are able to do so.
  - If a chair or co-chair, to attend meetings with the Emeritus Associate Dean, as scheduled.

### **Meeting of Committee Chairs and Co-Chairs**

- The Committee Chairs and Co-Chairs will meet six times during the academic year on a bi-monthly basis.
- The meetings are for the purpose of reporting on the work of the committees.
- The Associate Dean shall chair such meetings and establish the agenda.

### **Advisory Bodies Subject to Change**

- The committees are intended to meet the needs of Santa Monica College.
- The College may change or eliminate advisory bodies.