



## Associated Students of Santa Monica College

A.S. Board of Directors - 2026 Student Leadership Development Training Retreat: August 24, 25, & 26, 2026

Cayton Center - A.S. Computer Lab Conference Room 201-A (2<sup>nd</sup> 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

### Minutes

#### Monday, August 24, 2026, Day One - NO ACTION IS TAKEN ON DAY 1 OF RETREAT

##### I. Call to Order at 9:04 a.m.

##### II. Roll Call

President, Paula Cortes, L

Vice-President, Gabriel Sánchez, P

Secretary, Zoe Linkins, L

Budget Management, **Vacant**

Basic Needs, Annabelle Garcia, P

Instructional Support, Jiale Ma, L

Student Outreach, Daria Zharkova, P

Equity and Diversity, Jaqueline Campos, P

Student Trustee, Audrey Liljegren, P

External Affairs, Viktoriia Oberderfer, P

Activities, Gregory Hawthorne, P

Publicity, Samantha Jauregui, P

Sustainability, Muhammadjon Usmonzoda, P

ICC Chair, **Vacant**

ICC Vice-Chair, Matt Frankel, P

ICC Communications Officer, **Vacant**

Dean of Community and Academic Relations, Dr. Kiersten Elliott, P - Advisors: Amanda DeLaTorre, P-Tiffany Inabu, P-Isaac Rodriguez, P

##### III. 9:06 a.m. - Welcome & Introductions - Kiersten Elliott, Dean of Student Life, Office of Student Life (OSL)

a. Summer Recap

b. Ice Breaker – Name Game

c. Creating a CULTURE OF CARE

##### IV. 9:50 a.m. - Public Comments (1 minute per speaker) — None.

##### V. 10:00 a.m. - The Brown Act, Legal Status of the Associated Students and the Board of Directors, and Title XI / First Amendment-Discrimination — Bob Myers, College Counsel

##### VI. 11:00 a.m. - A.S. at a Glance – Tiffany Inabu & Isaac Rodriguez, OSL Counselors & A.S. Advisors

a. SMC Organization Structure and Governance

b. Ed Code, SMC Board Policies and Administrative Regulations

c. State-wide Student Leadership Conferences: CCCSAA and SSCCC

d. Office of Student Life (OSL): Organizational Structure and Staff Roles

e. Participatory Governance, Representing A.S. well, and Committee Representatives

##### VII. 12:00 p.m. - LUNCH (one hour) with Tania Acosta, Vice President of Student Success and Key Administrators

##### VIII. 1:00 p.m. - MBTI Assessment – Esmeralda Martinez and Destiny Johnson, SMC Career Center

##### IX. 4:00 p.m. - VIP DAY tomorrow - Distribute T-shirts to A.S. Directors and schedule tabling & A.S. workshop

##### X. 5:00 p.m. – Adjournment

#### Tuesday, August 25, 2026, Day Two - NO ACTION IS TAKEN ON DAY 2 OF RETREAT

##### I. Call to Order at 9:00 a.m.

##### II. Roll Call

President, Paula Cortes, A

Vice-President, Gabriel Sánchez, P

Secretary, Zoe Linkins, P

Budget Management, **Vacant**

Basic Needs, Annabelle Garcia, P

Instructional Support, Jiale Ma, P

Student Outreach, Daria Zharkova, P

Equity and Diversity, Jaqueline Campos, A

Student Trustee, Audrey Liljegren, P

External Affairs, Viktoriia Oberderfer, P

Activities, Gregory Hawthorne, P

Publicity, Samantha Jauregui, P

Sustainability, Muhammadjon Usmonzoda, P

ICC Chair, **Vacant**

ICC Vice-Chair, Matt Frankel, P

ICC Communications Officer, **Vacant**

Dean of Community and Academic Relations, Dr. Kiersten Elliott, P - Advisors: Amanda DeLaTorre, P-Tiffany Inabu, P-Isaac Rodriguez, P

##### III. 1:00 p.m. – Welcome – Kiersten Elliott, Dean of Student Life

##### IV. Public Comments (1 minute per speaker) — None.

##### V. 1:10 p.m. - Communication, time management, and goal setting – Tiffany Inabu, OSL Counselor & Advisor

##### VI. 2:40 p.m. – A.S. Programming – Amanda De La Torre, Advisor and Tiffany Inabu – OSL Counselor & Advisor

##### VII. 4:40 p.m. – A.S. Team Photo in SMC T-shirts

##### VIII. 5:00 p.m. - Adjournment



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### Minutes

### Wednesday, August 26, 2026, Day Three

#### I. Call to Order at 9:00 a.m.

#### II. Roll Call

President, Paula Cortes, **P**

Vice-President, Gabriel Sanchez, **P**

Secretary, Zoe Linkins, **P**

Budget Management, **Vacant**

Basic Needs, Annabelle Garcia, **P**

Instructional Support, Jiale Ma, **A**

Student Outreach, Daria Zharkova, **P**

Equity and Diversity, **Vacant**

External Affairs, Victoria Oberderfer, **P**

Activities, Gregory Hawthorne **P**

Publicity, Samantha Jauregui, **P**

Sustainability, Muhammadjon Usmonzoda, **P**

ICC Chair, **Vacant**

ICC Vice-Chair, Matt Frankel, **P**

ICC Communications Officer, **Vacant**

Student Trustee, Audrey Lilijegren, **P**

Dean of Community and Academic Relations, Dr. Kiersten Elliott, **P**

Advisors: Amanda De La Torre, **P** - Tiffany Inabu, **P** - Isaac Rodriguez, **P**

#### III. 9:00 am Welcome- Kiersten Elliott, Dean of Student Life

#### IV. Public Comments (1 minute per speaker) — **None.**

#### V. 9:05 a.m. — A.S. Budget Overview — David Dever, Director of Auxiliary Services — presented an overview of the A.S. budget

#### VI. 10:00 a.m. — Dr. Bruce Bishop, Parliamentarian — provided a presentation covering the following topics:

- Brown Act
- Robert's Rule of Order
- Public Comment (how to manage time limit)
- Emphasis on the role of the Chair
- Relevant Motions

#### VII. 12:00 p.m. — Working Lunch (one hour): Working Through Differences — Susan Fila, Dean, Health and Wellbeing

- Danilo Donoso, Psychologist, Coordinator of the Center for Wellness and Wellbeing
- Matthew Williamson, Coordinator for the Care and Prevention Team
- The Board developed group norms focused on listening, respectful communication, punctuality, collaboration, responsibility, patience, and addressing concerns early. The presentation covered conflict, assumptions, communication, repairing relationships, and moving from tension to teamwork.
- Members also completed a scenario-based activity involving disagreement over limited funding for a student event and discussed Center for Wellness and Wellbeing resources.

#### VIII. 1:00 p.m. - Day to Day—What is your Role? and Office Etiquette

- The board discussed day-to-day responsibilities, individual roles, and office etiquette.

#### IX. 2:00 p.m. — A.S. Discussion Items

- Operational Budget 2026-2027 — discussion postponed by Dean Elliot.
  - Motion to table item by Activities, Seconded by Vice-President
- Smartsheet cost / renew for 2026-2027 — Item tabled, pending the submission of proposals by Dean Elliot
- CCCSAA Conference Application — The Board discussed the California Community College Student Affairs Association (CCCSAA) Conference and application process. Students interested in attending were asked to express their interest. The Board also reviewed the fiscal policy requirement that attendees from outside A.S. have paid the A.S. Student Resource Fee.



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### **Minutes**

#### **X. 2:30 p.m. – A.S. Business Action Items:**

##### **a. A.S. Retreat 2026 Food Costs**

- Item 10.a., was tabled for next A.S. Board meeting, Motioned by President, Seconded by ICC Vice-Chair

##### **b. Approve A.S. Budget for 2026-2027**

- Item 10.b., was approved unanimously

##### **c. Confirm the Vacancies:**

###### **i. A.S. Director of Budget Management**

- Item 10.c.i., was approved unanimously, motioned by ICC Vice-Chair, Seconded by Activities.

###### **ii. A.S. Judicial Board - Justices – 2 positions**

- Item 10.c.ii., was approved unanimously, motioned by Secretary, Seconded by Student Outreach

#### **XI. 3:00 p.m. - A.S. Board Visioning and Goal Setting— Paula Cortes, A.S. President and the A.S. Directors**

##### **a. What will the 2026-2027 A.S. Board of Directors value?**

- The President and the A.S. Directors facilitated a discussion on the question: "What will the 2026-2027 A.S. Board of Directors value?"
- Board members identified priorities including international student housing and outreach, student surveys, financial transparency, club support, collaboration, mentorship, campus resources, leadership development, sustainability, and strengthening SMC's identity.
- Motion to bring forward the Fiscal Policy item from 9:05 a.m. by the Director of Activities, Seconded by the ICC Vice-Chair.

#### **XII. Fiscal Policy Presentation (President)**

#### **XIII. Adjournment at 3:29 p.m., motioned by Director of Activities, Seconded by Publicity**