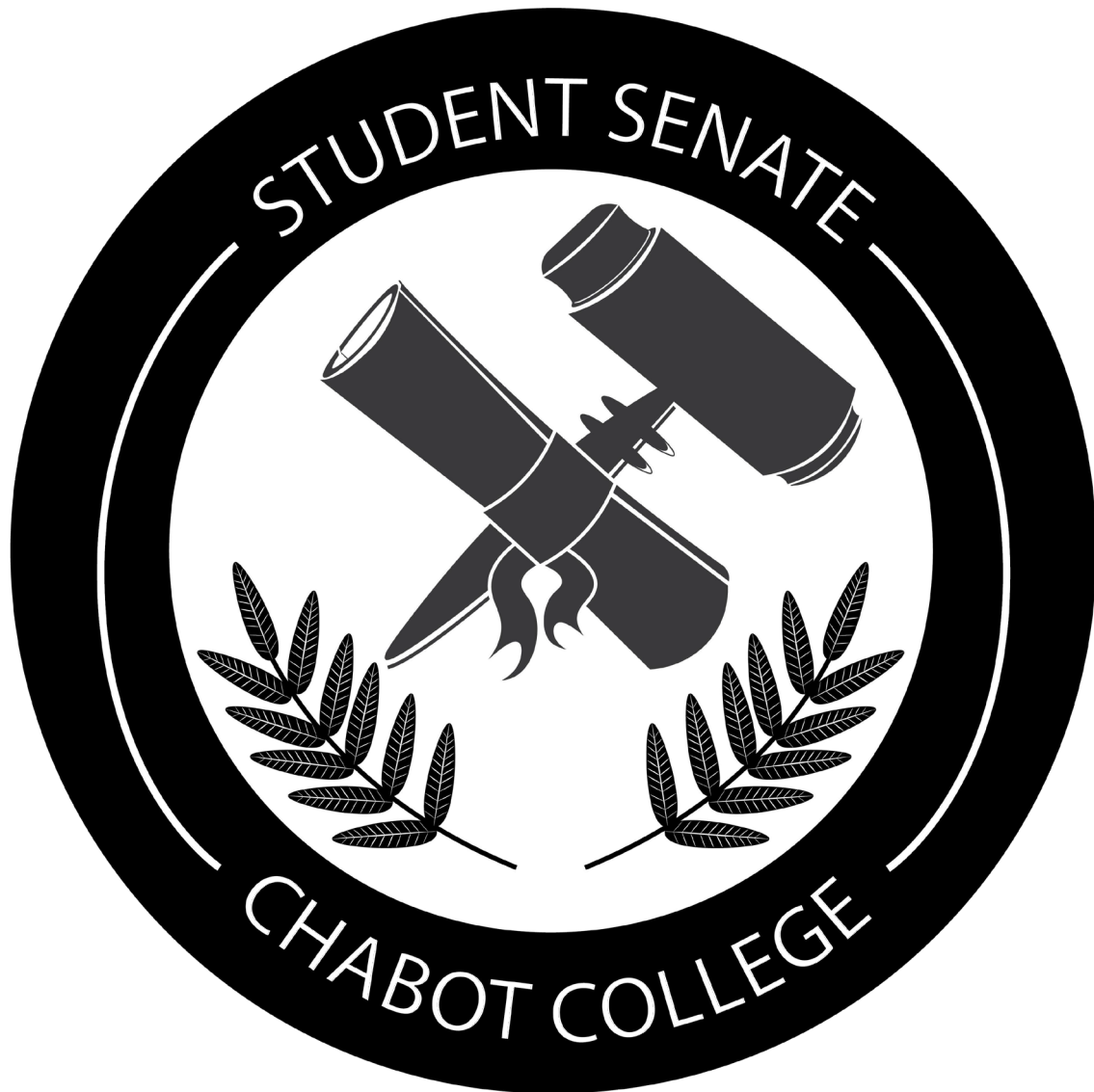


# ***STUDENT SENATE APPLICATION***

***2022-2023 Special Application***



CHABOT COLLEGE

**AMPLIFY STUDENT POWER, APPLY FOR 2022-2023 POSITIONS!**

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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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**EMAIL ALL MATERIALS TO**

**Student Life Office**

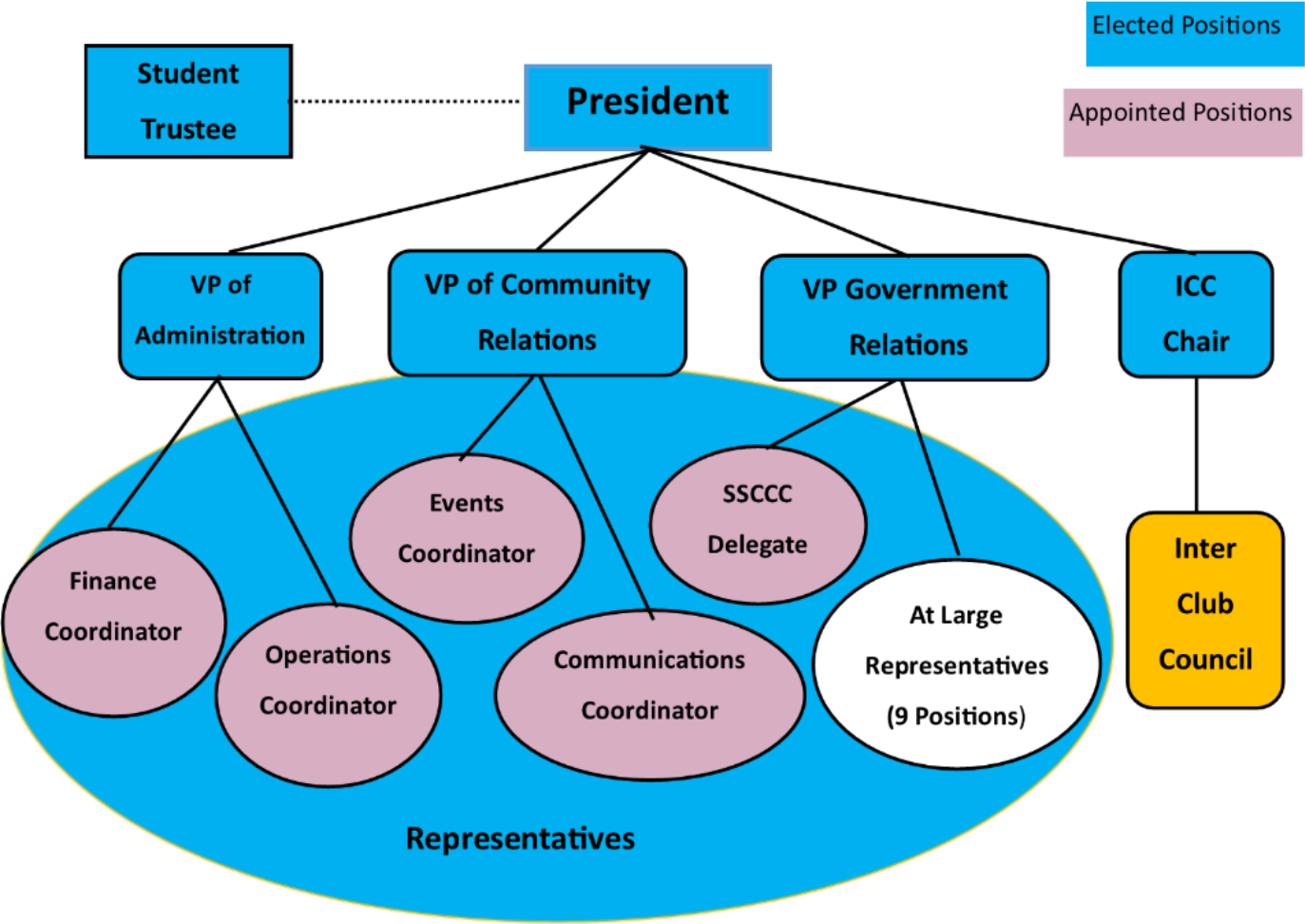
**[life@chabotcollege.edu](mailto:life@chabotcollege.edu)**

To address any questions  
or concerns please contact:

Theresa Pedrosa, SSCC President:

**[tpedrosa@chabotcollege.edu](mailto:tpedrosa@chabotcollege.edu)**

**SSCC Organization Chart**



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

### **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 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.

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### **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 SSSCC regional and keep campus updated on initiatives
3. Facilitate statewide initiatives as directed by the SSSCC or other statewide governing bodies
  - Serve as delegate at the SSSCC General Assembly
4. Present resolutions and other voting items from SSCC General Assembly resolutions and other voting items to the SSCC for review
  - Draft and submit resolutions for consideration by the SSSCC
5. 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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## **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:

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\*\*Candidates are allowed to run for multiple positions in SSCC elections.  
However, only one application is required with the focus of your personal  
statement pertaining to your first-choice positio

**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 2020-2021.

<b><u>Name</u></b>	<b><u>W#</u></b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

**\*All 10 nomination signatures with W# are REQUIRED**