



*Student Government*  
*2021-2022*

*RETREAT*



# CHABOT - LAS POSITAS COMMUNITY COLLEGE DISTRICT

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# LAS POSITAS COLLEGE

## STUDENT LIFE & LEADERSHIP

**VICE PRESIDENT OF STUDENT SERVICES**  
**DR. JEANNE WILSON**

**EQUITY & SUCCESS**  
**DIRECTOR SHAWN TAYLOR**

LAS POSITAS

**STUDENT LIFE & LEADERSHIP**  
JOSUÉ A. HERNÁNDEZ, PROGRAM COORDINATOR,  
STUDENT LIFE AND LEADERSHIP  
ADRIA ANDERSON-KELLY, ADMINISTRATIVE ASSISTANT



**LAS POSITAS STUDENT GOVERNMENT**  
**-EXECUTIVE BOARD**  
**-SENATE**



**LAS POSITAS STUDENT GOVERNMENT**  
**INTER-CLUB COUNCIL**

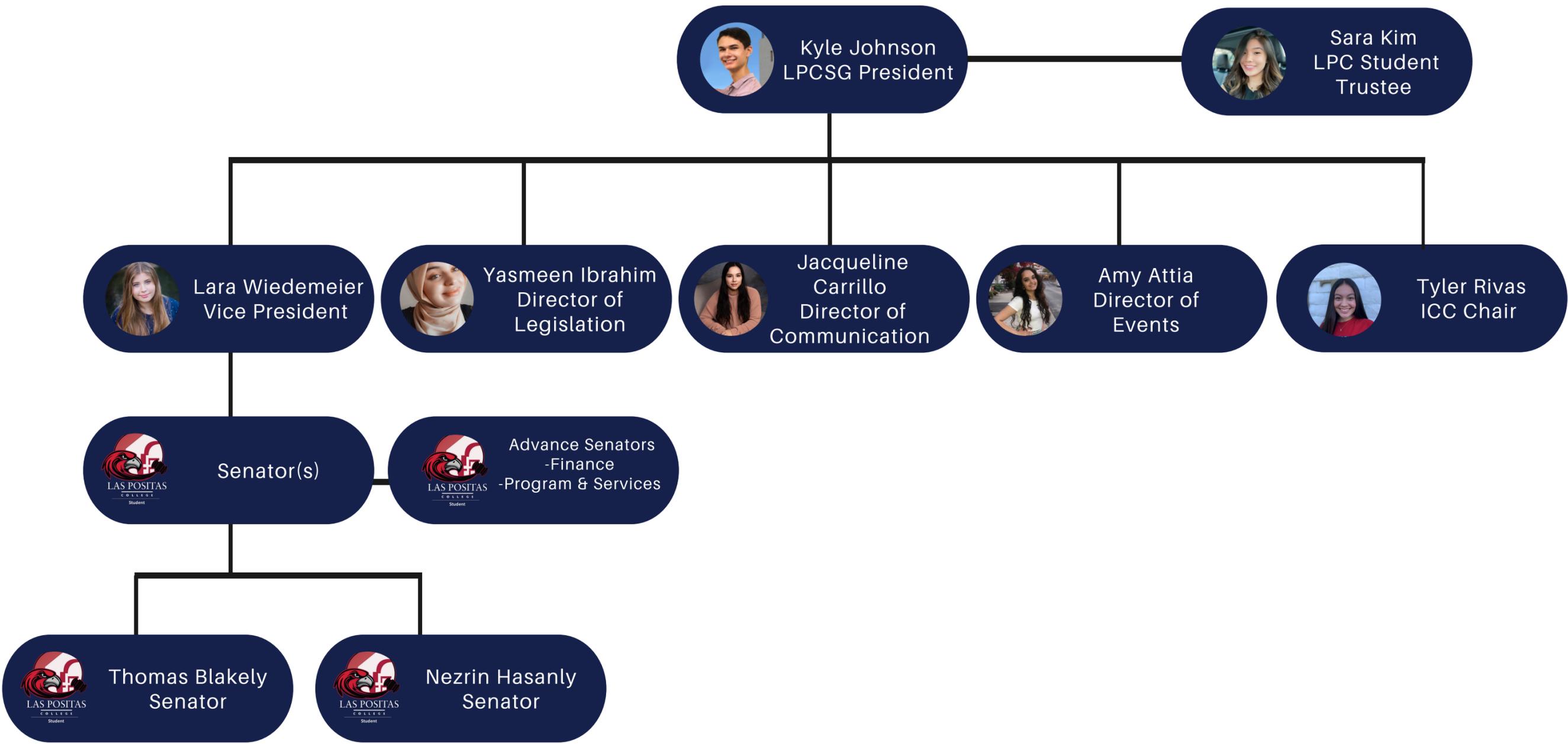


LAS POSITAS

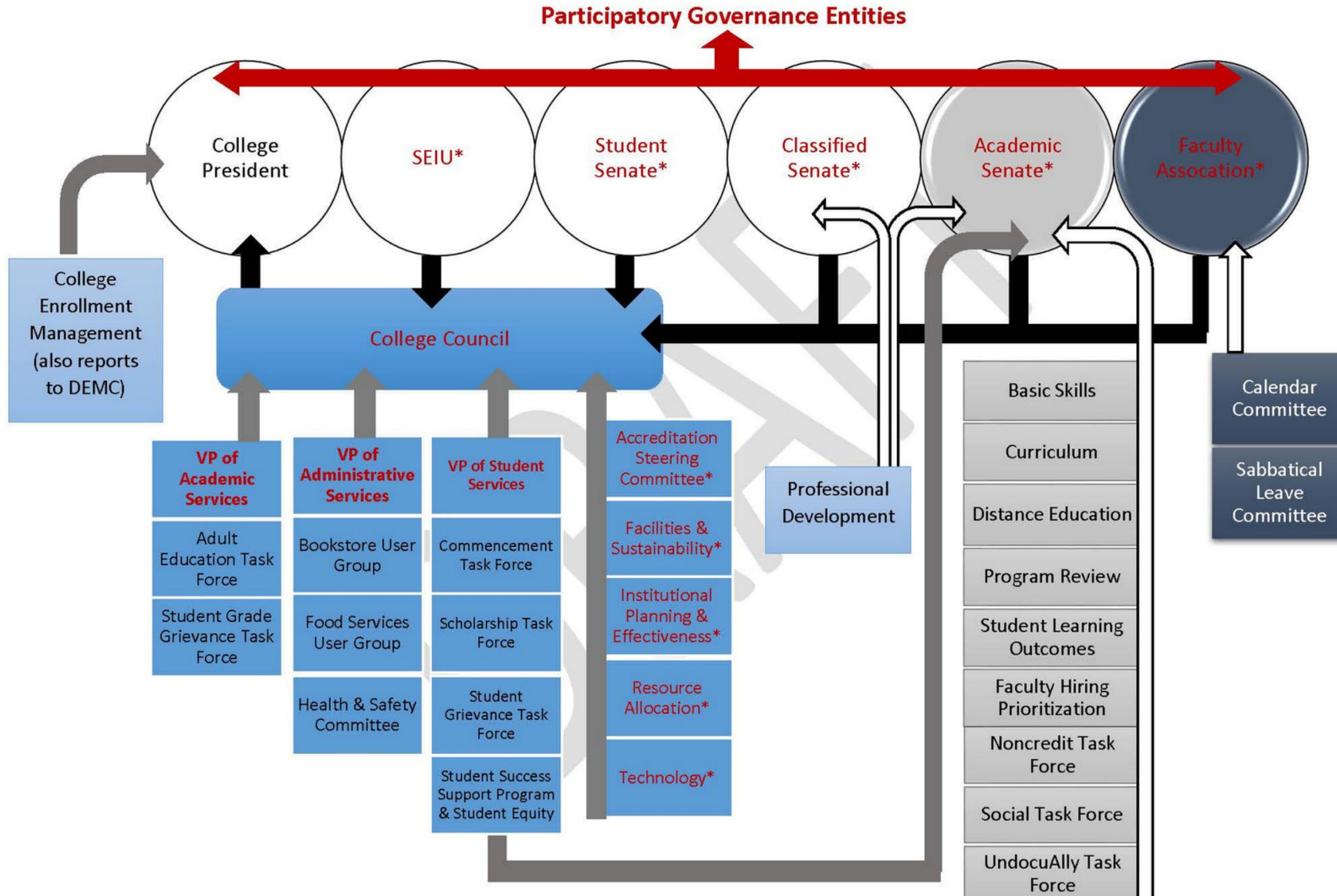
**LPC CLUBS**

# LAS POSITAS STUDENT GOVERNMENT

## Organizational Chart



# LAS POSITAS COLLEGE SHARED GOVERNANCE



# LPCSG MEETINGS



## BROWN ACT

- ADHERE TO THE 72- HOUR POSTING OF MEETING AGENDA
- ALL MEETINGS ARE REQUIRED TO BE PUBLIC. ACCOUNTABILITY MUST BE DEMONSTRATED
- EMERGENCY MEETINGS ARE ALLOWED AND CAN TAKE PLACE WITH 24-HOUR PUBLIC NOTICE

## ROBERT'S RULE OF ORDER

- USED FOR PARLIAMENTARY PROCEDURES
- ALL CHAIRS MUST USE THIS METHOD

## LPCSG CONSTITUTION & BYLAWS

ALL MEMBERS NEED TO ADHERE TO SUCH RULES.

## AGENDA & MINUTES

- ALL AGENDA ITEMS MUST BE SENT TO LPCSG PRESIDENT & LPCSG VICE PRESIDENT
- FINAL AGENDAS MUST BE SENT TO JOSUE HERNANDEZ FOR REVIEW AND FINAL APPROVAL



# LPCSG FINANCES



All expenditures must comply with FCMAT and District Guidelines.

Financing for Student Life entities including LPCSG, ICC, and Student Clubs are considered ASB (Associated Student Body) funds which have very strict standards for accountability.

Planning should begin at least two months in advance and all policies and procedures should be carefully adhered to.

Under no circumstances can a student enter into a contract. Additionally, a student may not spend his/her own money and demand reimbursement without prior approval by the Student Senate and the Advisor.



# LPCSG FINANCES



Step 1: An Ad-Hoc Committee or the LPCSG Executive Board should first discuss planning expenditures and finances.

- a. What is the need or reason for the expense?
- b. Estimate and research pricing and vendors.
- c. How will the funds be appropriated?
- d. Timeline estimate

Step 2: The item must be on a Student Senate meeting agenda for discussion and vote.

The agenda item should reflect a precise or "up to" amount before a recommendation and motion is made and voting takes place. Meeting minutes must reflect the vote and are required when submitting paperwork for funding.



# LPCSG FINANCES

Step 3: The Advisor will facilitate the paperwork needed to make purchases or receive funding.

a. Purchases can be made from authorized vendors such as Amazon or Office Depot. Additional vendors may be used but will be required to accept payment after items or services are rendered.

b. The Advisor can request a cash advance then use funds to make purchases. A reconciliation of funds is required by the Administrative Services Office within 10-business days of purchases.

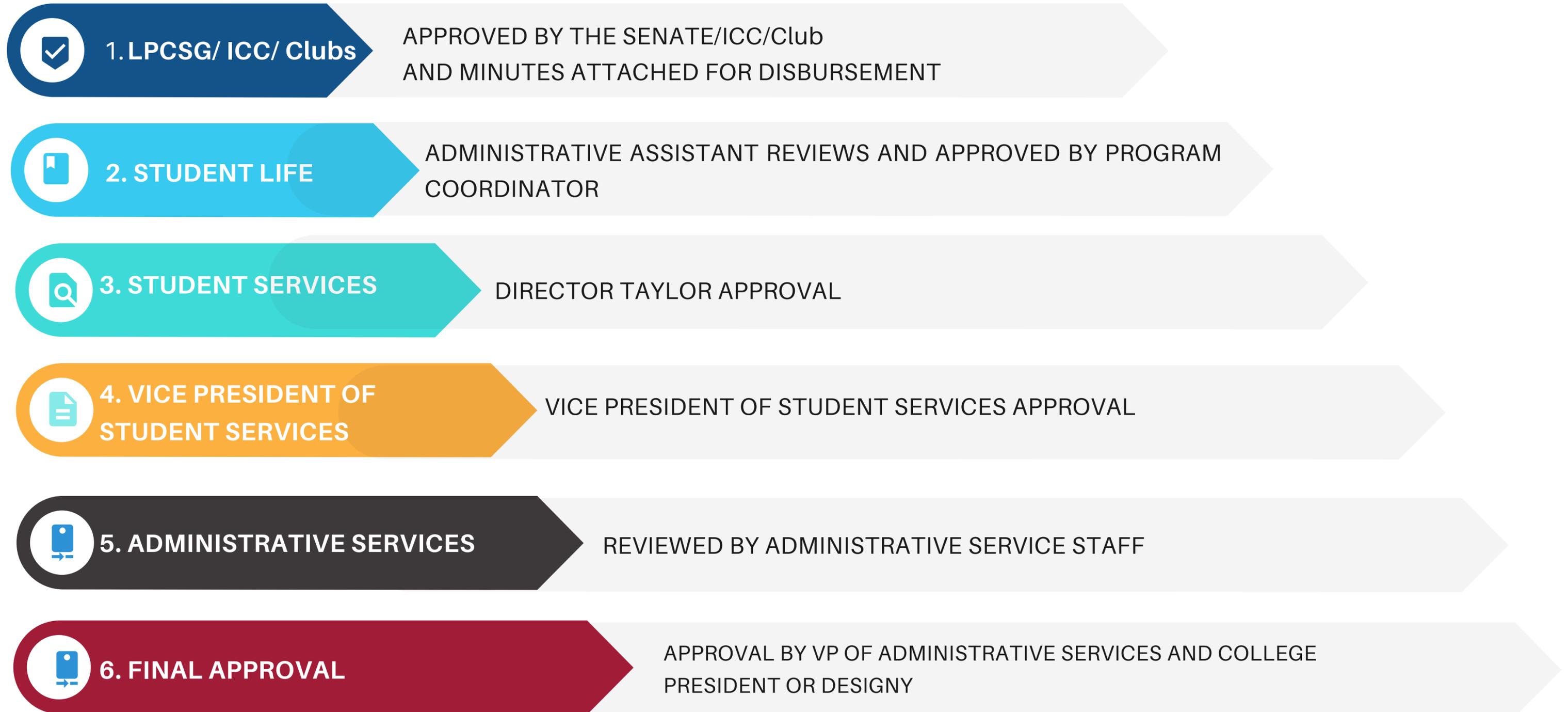
c. The Advisor may consider accruing out-of-pocket expenses then request reimbursement. \*This is preferably the last option to consider.

Under certain circumstances, the Vice President of Student Services will assist the Advisor by using a "P-Card" for booking travel and lodging.



# PROCESS OF APPROVAL OF COLLEGE & DISTRICT FORMS

FIELD TRIPS, DISBURSEMENT, CASH ADVANCES





# LPCSG FINANCES



903017 Student Activity Fee \$259,977.92

\*All LPC students pay \$10 activity fee

903206 Inter Club Council \$13,886.65

\*Funds are used for clubs and ICC activities.

973001 Student Representation Fund \$37,466.45

\*Funds are used for representating/lobbying purposes

903205 Student Senate \$56,850.74

\*Funds are use for LPCSG Senate Activities (Fall & Spring)



# EMAIL ETIQUETTE

- Use a professional email address such as the District assigned LPCSG or Zonemail.
- Copy (Cc) emails to your Advisor.
- Forward emails to your Advisor.
- Use professional salutations such as Dr., VP, Dean, Advisor, Professor, Mr./Mrs./Ms.
- Use professional language, tones, and grammar.
- Consider accessibility concerns use a font type, size, color, and formatting that is easy for the recipient(s) to read.
- Use professional prompts to draw attention to specific or important details.
- Be cautious when using cut and paste functions.
- Use a signature block.
- Double check the recipient(s). Carbon Copy (Cc) and Blind Carbon Copy (Bcc)?
- Write and send emails with caution.
- Use spelling and grammar checking functions or software.
- Proofread every message before sending.
- Remember to include attachments and hyperlinks.



# OUR PROCESS

## GENERAL TIMELINE FOR EVENTS

### PHASE 1

EVENTS SHOULD BE BRAINSTORMED AND PRESENTED TO:

1. LPCSG SENATE WITH AN AGENDA OR AN AD HOC COMMITTEE GETS CREATED
2. THE IDEA IS TAKEN TO THE EVENTS COMMITTEE (AGENDAS AND MINUTES REQUIRED)

### PHASE 2

EVENT/ACTIVITY IS ADDED TO THE LPCSG SENATE MEETING AGENDA AND IF APPROVED THE DATE, TIME SHOULD BE DISCUSSED. ALSO IF FUNDS ARE BEING REQUESTED

### PHASE 3

EVENT/ACTIVITY IS SENT BACK FOR FURTHER PLANNING OF THE LOGISTICS FOR THE EVENT:

- CREATE A FLYER WITH ZOOM AND CONTACT INFORMATION
- DISCUSS APPROVED BUDGET
- CREATE A PLAN FOR ADVERTISING THE EVENT
- REQUEST POSSIBLE CASH ADVANCES BY THE ADVISOR
- DELEGATE TASKS AMONG MEMBERS
- CREATE AN AGENDA
- PROVIDE A LIST TO STUDENT LIFE FOR SUPPORT

### PHASE 4

A WEEK BEFORE THE EVENT: MAKE SURE ALL OF THE LOGISTICS HAVE BEEN COMPLETED AND CREATE A POSSIBLE "PLAN B" (TECHNICAL ISSUES, MEMBER(S) BEING SICK, POSSIBLE LOW ATTENDANCE)

### PHASE 5

DAY OF THE EVENT:  
-ARRIVE AT LEAST 30 MINUTES BEFORE THE EVENT  
-MAKE SURE YOUR SPEAKER/MC IS READY  
-REVIEW  
-ARRANGE A TIME FOR RECAP AND REVIEW IF ALL DOCUMENTS/DISBURSEMENTS HAVE BEEN COMPLETED



# MARKETING

## CREATING FLYERS

MAKING SURE THE FLYERS GRAB STUDENTS' ATTENTION AND INCLUDE IMPORTANT DETAILS SUCH AS EVENT DATE, TIME, LOCATION, AND CONTACT INFORMATION

## TOOLS

CANVA & PHOTOSHOP

## ADVERTISING

- ASK MEMBERS TO MAKE CLASSROOM ANNOUNCEMENTS
- PROMOTE ON SOCIAL MEDIA
- PROMOTE ON THE STUDENT LIFE WEBSITE

## CREATING SHORT VIDEOS

VIDEOS MAY BE SEEN AND SHARED BY STUDENTS DRAWING MORE ATTENTION AND INTERESTED



# Logo

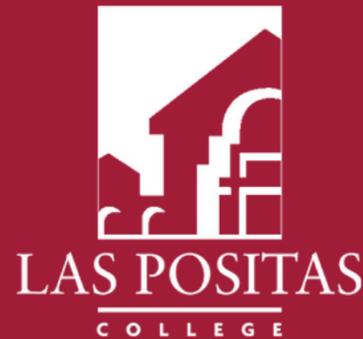
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**A logo is the visual representation of your school. It is an icon that symbolizes the school's history, culture, and values. It can be used on all print media, all advertising platforms, websites, and other external communications.**



## Logo placement guidelines

- **The school logo should be prominent and visible in all visual communications.**
- **It should not be placed with another graphic or edited to create a new image.**
- **For legibility, keep the area around the logo clear.**
- **The school logo colors can not be changed or modified. Use only the provided official images.**



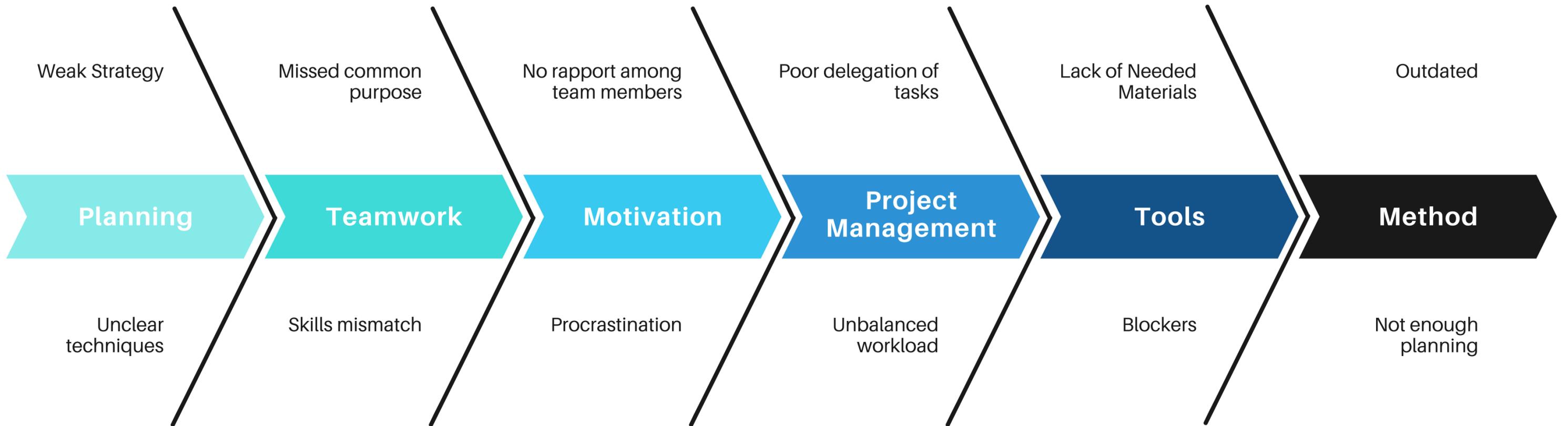
# Effective Teamwork

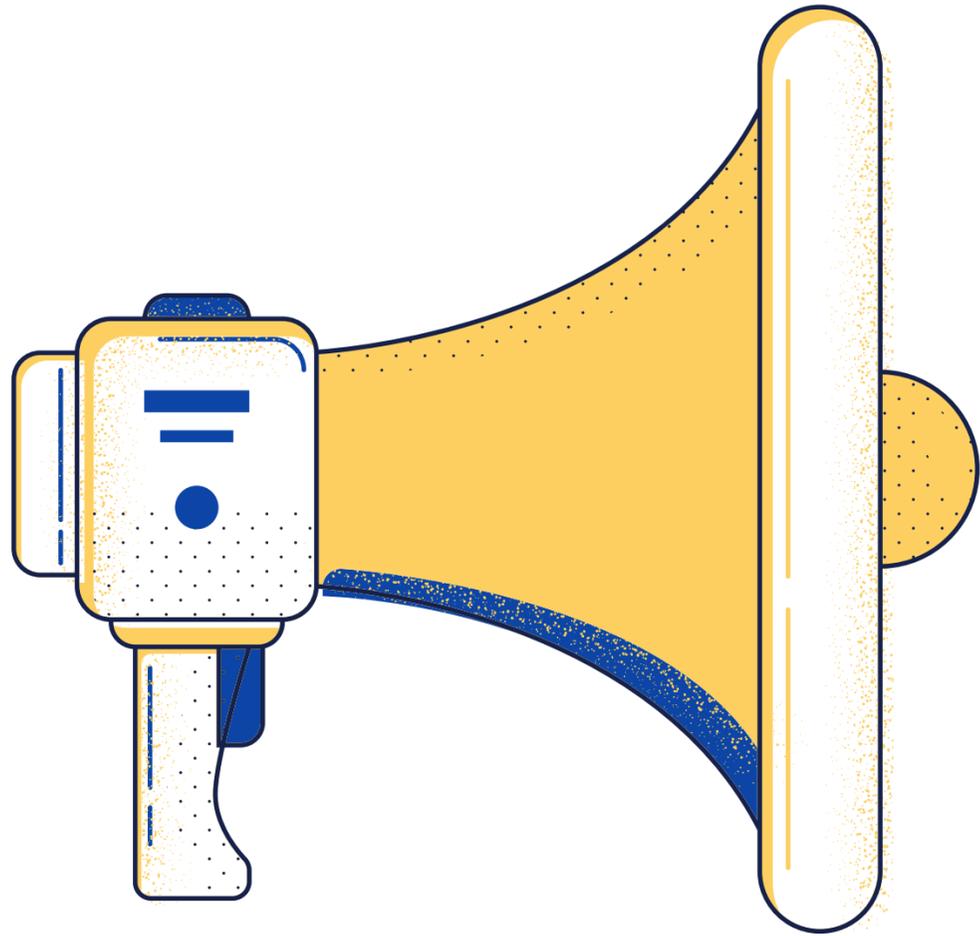
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The elements  
and skills you  
need for a  
successful team



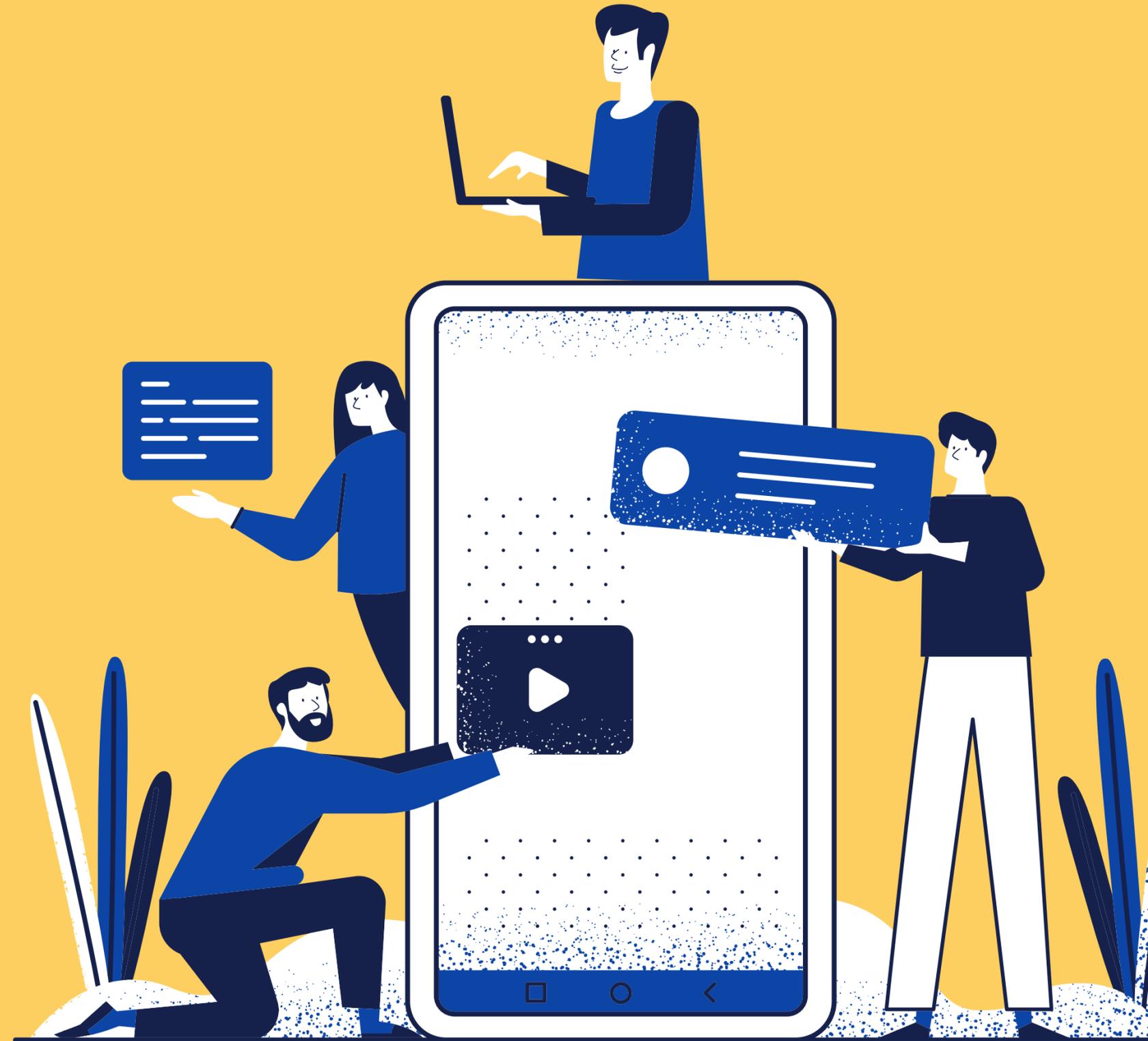
# LACK OF PLANNING





**Effective teamwork  
is important not only  
for an organization  
to succeed but also  
for its people's  
wellbeing.**

# The Elements of Effective Teamwork

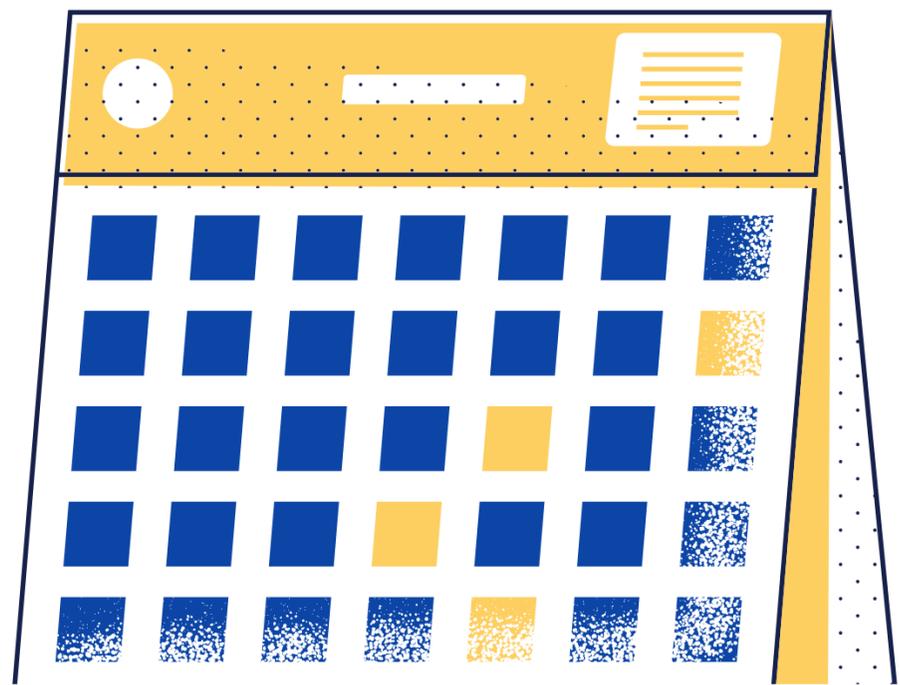


CLEAR DIRECTION AND GOALS

OPEN COMMUNICATION

SENSE OF ACCOUNTABILITY

TASK DELEGATION





# CONFLICT MANAGEMENT

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NOT HAVING CLEAR DIRECTIONS

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DIFFICULTY WITH MULTIPLE PERSONALITIES

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EXPRESSION & TRUST

---

CONFLICT OF INTEREST



# PROBLEM SOLVING SKILLS

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DEFINE THE PROBLEM

---

ASK FOR CLARITY

---

DON'T TAKE IT PERSONAL

---

LEARN TO WORK WITH OTHERS AND HOW YOU  
CAN BEST DEAL WITH STRESS

---

DON'T HOLD GRUDGES

---

SPEAK TO YOUR ADVISOR BEFORE SHARING  
CONFLICT CONCERNS WITH OTHER MEMBERS

# SWOT Analysis

STRENGTHS,  
WEAKNESSES,  
OPPORTUNITIES,  
THREATS

Strengths provides an area to list everything done right either individually or as an organization. This section contains both strengths within the organization and external strengths, such as client relationships.

S

Weaknesses are aspects of your business that detract from the value you offer or place you at a competitive disadvantage. You need to enhance these areas in order to compete with your best competitor.

W

Opportunities are factors that represent reasons your business is likely to prosper. Such as being able to expand a franchise into a new city, while some may fall into your lap such as another country opening up its market to foreign business.

O

Threats include external factors beyond your control that could place your strategy, or the business itself, at risk. You have no control over these, but you may benefit by having contingency plans to address them if they should occur.

T



# ACTIVITY

**PLEASE SHARE:**  
**3 TECHNICAL SKILLS**  
**3 PERSONAL SKILLS**  
**2 HOBBIES AND 1 INTEREST**



# TIME MANAGEMENT



**YOU ARE A STUDENT FIRST  
ITS OKAY TO ASK FOR HELP  
MENTAL & PERSONAL HEALTH IS IMPORTANT**



**PLAN YOUR SEMESTER ACCORDINGLY  
ARRANGE YOUR ACADEMICS, EMPLOYEMENT, DEADLINES,  
LPCSG MEETINGS, AND OTHER REQUIRED TASKS**



**TIME IS RUNNING OUT**



# PLANNING FOR FALL 2021

- CLUB FAIR (TBA)
- RESOURCE FAIR (TBA)

## SEPTEMBER:

- WELCOME WEEK\*
- CONSTITUTION DAY (SEPTEMBER 17TH)\*
- LATINX/HISPANIC HERITAGE MONTH (SEPTEMBER 15TH-OCTOBER 15TH)

## OCTOBER:

- NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH
- LGBT HISTORY MONTH
- GLOBAL DIVERSITY AWARENESS MONTH

## NOVEMBER:

- NATIONAL NATIVE AMERICAN HERITAGE MONTH
- VETERANS DAY/2.2 FOR 22 CHALLENGE FOR VETS (OCTOBER 23RD - NOVEMBER 13TH)

## DECEMBER:

- FINALS
- WINTER RECESS

\*MANDATORY ACTIVITY



# PLANNING FOR SPRING 2022

- CLUB FAIR (TBA)
- RESOURCE FAIR (TBA)

## JANUARY:

- WELCOME WEEK\*

## FEBRUARY:

## MARCH:

## APRIL:

**STUDENT GOVERNMENT ELECTIONS\***

## MAY:

- FINALS
- COMMENCEMENT\*

**\*MANDATORY ACTIVITY**



# PLANNING FOR SPRING 2022

- **REQUIRED ACTIVITIES:**

**THE MARKET- FOOD DISTRIBUTION**

**WELCOME DAYS**

**CONSTITUTION DAY**

**CLUB FAIR**

**LPCSG ELECTIONS**

**COMMENCEMENT**