

**Resolutions Committee**

December 18, 2017

10:30 am – 3:00 pm

College of the Canyons

MINUTES

**Members Present**: Ginni May (Chair), Rebecca Eikey (2nd to Chair), Carrie Roberson (Executive Committee), Geoffrey Dyer (Area A), Leigh Anne Shaw (Area B), Michael Dighera (Area C), Donna Greene (Area D)

**Members Absent**: none

**Guests**: none

1. Note Taker— Donna Greene
2. Approval of Agenda - Approved
3. Approval of minutes – approved via email
4. Review the timelines and processes at the Fall 2017 Plenary Session and make recommendations for changes to the Resolutions timelines for the Spring 2018 Plenary Session – the following recommendations and requests will be brought to the executive committee for the January meeting.
	1. The committee considered options for streamlining submissions using templates like google docs. It was decided there was too much of a learning curve and room for errors to implement right now, but would like to explore options for future sessions.
	2. The committee recommends that clerical staff be assigned to format the resolutions packet, so that committee members can focus more closely on the resolution content.
	3. All committee members need wifi capability during the Plenary Session to be able to check for prior resolutions and to edit in real time. Resolutions committee members need to either bring laptops or have access to a few extra laptops in order to work on resolutions during the plenary session. Work space, that is not a breakout room is needed to allow the committee to work during the plenary session.
	4. Additional time between when the resolutions/amendments are due and mandatory contacts meeting is needed so that the committee members have time to consider the new resolutions/amendments and edits. Last spring, there was an hour and that time was needed this fall. For the spring 2018 plenary session the committee requests that resolutions are due at the start third breakout session on Thursday. The committee did consider that it was possible that resolutions could arise out of the last breakout session on Thursday and would consider resolutions and amendments coming in after that if they are deemed urgent.
	5. The committee recommends a breakout after lunch on Thursday to assist with writing and editing resolutions. Presenters could include competent, expert and/or veteran resolution writers that are familiar with proper language and research of past resolutions.
	6. The committee recommends that resolutions and amendments submitted during the plenary session not be put on the consent calendar. The committee discussed the careful balance needed between an opportunity for debate and the issue of time to complete the process.
5. Review and make recommendations for changes to Resolutions Handbook
	1. The committee suggested a number of areas of the Resolutions Handbook to be updated and reflect current process. The recommendations and request for direction will be sent to the ASCCC Executive Committee for the January meeting.
	2. The committee also would like to hear from the field regarding resolutions/amendment processes to see what the field views as “working” and “needs improvement”. Questions included, but were not limited to: Do delegates feel they have enough time to determine how to vote on a resolution/amendment when the resolution packet doubled in size between Friday and Thursday? Do delegates want the ability to publicly abstain in lieu of a “no” vote? The committee noted that submitting resolutions/amendments during the plenary session is a crucial part of the plenary session.
6. Spring 2018 Plenary Session, April 12-14, 2018, San Mateo Marriott

Area Meetings Spring 2018

Area A/B, March 23, 2018, 10:00-3:00

Area C/D, March 24, 2018, 10:00-3:00

1. Upcoming Events (<http://asccc.org/calendar/list/events>)
2. Future Meetings
3. Adjourn

**Status of Previous Action Items**

1. **In Progress** (include details about pending items such as resolutions, papers, *Rostrums*, etc.)

**ASCCC Resolutions**

**Papers/Rostrums**

1. **Completed** (include a list of those items that have been completed as a way to build the end of year report).