



## Resolutions Committee

Friday, January 20, 2023

12:30 p.m.—2:00 p.m.

Zoom

### Meeting Minutes

I. Call to Order at 12:31 p.m. and Roll Call (\*=present)

*Michelle Bean—Chair	*Kim Dozier	*Mark Edward Osea
*Juan Arzola—2 <sup>nd</sup> Chair	*Peter Fulks	*Michael Stewart

II. Shout-outs, Affirmations, and Lean-in

- Chair Velasquez Bean shared with the group an online activity that was a fun activity to determine what our purpose is as an educator.
- Additionally, Chair Velasquez Bean offered members the opportunity to share with the group and how their winter break was spent.

III. Adoption of Agenda

A. [Google Shared Folder—December Summary](#)

B. Minutes Volunteer

- Juan will take notes for the meeting.

C. Committee Agreements

- Be **authentic** and real.
- Everyone chip in and **contribute** to the process and discussions, adhering to deadlines and holding each other **accountable**.
- Be each other's ride or die—a **strong team**. Call in and out when going off in a tangential way.
- Don't take everything personally. Give ourselves space and grace to make mistakes.
- Give **clear instructions** and expectations.
- Chair Velasquez Bean reviewed the Committee Agreements with the group.

IV. Plenary Preparation

A. Spring Plenary (Anaheim: April 20--22)

1. Resolutions [timeline](#)

- Chair Velasquez Bean reviewed the timeline and logistics for Resolutions Timeline, Area Meetings, and Spring Plenary.

2. [Check-in meeting](#) with Area Reps—PROPOSED DATES: March 15 (preferred), March 16, March 22. Time: 12:00–12:30 p.m.

- Members are aware of the Check-in meeting with Area Reps. Group members agreed to the Check-in meeting with Area Reps on March 15<sup>th</sup>.

B. Area Meetings (Area A & B March 24/ Area C & D March 25)

1. [Area Meeting Training Slides](#)

- Chair Velasquez Bean reviewed the Area Meeting Training Slides with the members. Members were directed to take a deeper review of the slides and make any changes

necessary to support their presentation at their area presentation.

2. **Area-Forwarded chart**
    - Members agreed to utilize the Area-forwarded chart.
  3. **Area Folders for New Resolutions?**
    - Chair Velasquez Bean presented a new approach to the group on how to handle New Resolutions “walked in” during Area meetings. Group members are willing to try the approach, so Chair Velasquez Bean will create Area Folders that can house these new resolutions and allow for editing by group members.
  - C. **LinkTree Review and Training Video on Resolutions page**
    - Mark suggested that the instructions utilized in the training video specifically state that the instructions are for a PC.
  - D. **Style Guide Review**
    - Group discussed treatment of Ethnic Studies in resolutions, as it pertains to capitalizing the “e” and “s” when referring to the discipline or program. Chair Velasquez Bean will update the Style Guide to reflect this decision.
  - E. **Resolutions Handbook Update**
    - Mark will send a meeting request to meet with Amber and Michael to work on updating the Resolution Handbook.
  - F. **Other questions or ideas?**
    - Before area meetings, work in the excel spreadsheet. Chair Velasquez Bean will develop a share drive Word document for all members to work on.
- V. **Next Monthly Meeting and Packet Writing Workshops**
- A. February 10 at 12:30—2:00 p.m. (Monthly Meeting and Handbook Discussion)
  - B. February 23 at 12:30—2:30 p.m. (Create Packet)
  - C. March 13 at 12:30—2:30 p.m. (Edit after Exec feedback)
  - D. March 27 at 1:30—3:00 p.m. (Edit after Area Meetings)
    - Chair Velasquez Bean reviewed the meeting dates and extended the opportunity to members to inform her if we have something that comes up that may prevent their ability to participate.
- VI. **Rostrum Articles**
- A. Due January 22 and March 5
  - B. Ideas and suggestions?
    - Chair Velasquez Bean reviewed the dates with the group. Peter may look to draft an article—Resolutions aren’t useless. Chair Velasquez Bean will check-in with Peter in a couple of weeks to provide any support.
- VII. **Announcements**
- A. Check for upcoming events at [here](#)
  - B. Amazon Smile ([smile.amazon.com](https://smile.amazon.com))—select Foundation of the Academic Senate for California Community Colleges to donate
  - C. **Application for Statewide Service**
    - Chair Velasquez Bean reminded the group of the upcoming events and making sure to connect with Amazon Smile when ordering on Amazon.
- VIII. **Closing Comments**
- A. In Progress Review
  - B. Any other final comments or suggestions?
    - Peter suggested that at Plenary a breakout on the process of developing and implementing

a resolution, which could be a practical application of the Rostrum article. Chair Velasquez Bean will make a request for this effort.

IX. Adjournment

- Chair Velasquez Bean adjourned the meeting at 1:47.

**In Progress:**

- Review of Resolutions Handbook for updates.

**Completed Tasks:**

- Committee member training for Area meetings.
- Style Guide for 2022-2023.
- Pre-session Resolutions packet.
- *Rostrum* article on women and people of color in technology.
- Online submission form guiding video.
- Fall resolutions timeline and new online submission process.