The Resolutions Committee charge is to provide accurate and timely documents of the resolutions that eventually are adopted at the Senate Sessions. The process begins with Senate Committees that submit resolutions to the Executive Committee, which in turn adopts resolutions for submission to Area meetings where more resolutions may be written. A resolution document is in the packet at the Session and additional resolutions are developed there and printed at the Session. A final document for Plenary Session deliberation is prepared including resolutions and amendments.

MINUTES

I. Call to Order and Roll Call - 9:04am

<table>
<thead>
<tr>
<th>Name</th>
<th>Present (X)</th>
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</thead>
<tbody>
<tr>
<td>Erik Reese — Chair</td>
<td>X</td>
</tr>
<tr>
<td>Robert L. Stewart Jr. — 2nd Chair</td>
<td>X</td>
</tr>
<tr>
<td>Davena Burns-Peters</td>
<td>X</td>
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<tr>
<td>Mark Edward Osea</td>
<td>X</td>
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<tr>
<td>Krystinne Mica</td>
<td>X</td>
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II. Check-In

III. Adoption of the Agenda - Agenda Adopted

IV. Minutes Volunteer - Robert volunteered to take minutes

V. Meeting minutes from 2024-01-16

VI. Resolutions Committee Resources
   a. Google shared Resolutions Committee folder
   b. Resolutions Committee website
   c. Resolutions Fall 2023 website
   d. Checklists from 2023 Fall Plenary
      i. Resolutions packet checklist & daily process
      ii. Debate and voting checklist

VII. Assigned resolutions
   a. None—only referred resolutions unresolved:

VIII. Current Projects
   a. Spring 2024 resolutions timeline - No changes today, Erik will update for next meeting
i. Feb 20 (T) by noon: Proposed pre-session resolutions from the Executive Committee and ASCCC Committees are due
   1. Feb 21 (W): Mar agenda items due
   2. Feb 28 (W): Agenda sent out 10 days ahead of Mar Exec meeting
ii. Mar 8 (F): Draft pre-plenary resolutions packet reviewed by Executive Committee at Mar meeting
iii. Mar 15 (F): Pre-plenary resolutions packet sent to the field (1 week before area meetings)
iv. Mar 22 (F): Area meeting resolutions due from contacts/area reps within 24 hours of each area meeting (almost 4 weeks before plenary this time)
v. Apr 4 (R): Plenary Resolutions packet sent to the field (2 weeks before first day of plenary)
vi. Apr 15 (M): Delegate certification/release forms due to ASCCC via events@asccc.org (Mon before plenary)
vii. Apr 18 (R) 1:45pm-ish: New resolutions and amendments due (Thu of Plenary)
     1. 5:30pm-6:00pm mandatory contact session
viii. Apr 19 (F) 1:00pm-ish: Amendments and urgent resolutions due (Fri of Plenary)
     1. 1:00pm-1:30pm mandatory contact session (requested later)
b. Spring 2024 resolutions process
   i. Static resolutions webpage
   ii. Webform facilitated by office team
   iii. Draft submission template for upload as part of webform
   1. What would be most helpful to guide resolution/amendment writers? Brief Overview Handout complete with sample templates and complete examples of a resolution and an amendment. Erik presented a draft to the committee. There was a suggestion to provide a very short video on how to do strikethroughs and underlining required for amendments. Krystinne suggested a one-minute tutorial that is already on YouTube and placed the link in the chat.
iv. ASCCC Executive Committee to discuss updating resolution categories to align with the ASCCC purview at Feb meeting this week - Categories are still open for edits. Krystinne spoke with staff and it is suggested that we also change the category numbers to avoid recategorizing past resolutions which might result in past resolutions being assigned to wrong new categories. If the executive committee approves we will move forward on this work. Committee continued to improve on the new categories.
c. Resolutions handbook update—editable draft for comment
   i. Streamline—What are the essentials? It was recommended that we model the Resolutions Handbook similar to the Local Senates Handbook with Chapters that would allow for the writing process as well as the operational aspects to be included within the same handbook. It was also recommended that we include an introduction. Suggestion to include a graphic flow chart for a quick overview and a dictionary of terms as well.
   ii. Rough outline—include the basics only with additional information in appendices
      1. Resolutions: what and why
      2. Writing guide: how
      3. Debate and voting: how
   iii. Timeline—Dec through Feb & May-June? Discussed working through the summer to complete the handbook.
iv. Resolutions Standard Operating Procedures Google doc
d. T-shirts
   i. Will order design Ex2 in T-shirt designs folder
   ii. Timeframe—Order by end of Mar at the latest

IX. Future Projects
   a. Proposed resolutions
   b. Rostrum ideas

X. Other Topics / Future Agenda Items
   a. Your brilliant ideas here!

XI. Announcements
   a. Future Resolutions Meetings
      i. Tue Mar 5, 2024 9:00am-10:30am
      ii. Tue Apr 2, 2024 9:00am-10:30am
      iii. Tue May 7, 2024 9:00am-10:30am
      iv. Possible in person meeting for Resolutions Standard Operating Procedures
   b. Events
      i. Executive Committee Meeting – Feb 9-10, 2024 (Santa Clara)
      ii. Curriculum Regionals
         1. Feb 24 Santa Ana College
         2. Mar 1 College of the Sequoias
         3. Mar 2 De Anza College
      iii. Executive Committee Meeting – Mar 8-9, 2024 (LA Mission/Burbank)
      iv. Area Meetings – Mar 22, 2024 (Virtual)
      v. Executive Committee Meeting – Apr 17, 2024 (San Jose)
      vi. 2024 Spring Plenary Session – Apr 18-20, 2024 (San Jose)
   c. Resources
      i. Email listserv sign-up
      ii. Volunteer application to serve on a committee

XII. Adjournment

Status of Previous Action Items

A. In Progress (include details about pending items such as resolutions, papers, Rostrums, etc.)
   a. 2024 Fall Plenary Session resolutions process

B. Completed (include a list of those items that have been completed as a way to build the end of year report).
   a. Established timeline and due dates for fall 2023 resolutions process
   b. Facilitated discussion with executive committee on proposed resolutions
   c. Developed resolutions packet for review at pre-plenary area meetings
   d. Resolutions overview presented at the joint area meetings morning session
   e. Committee members provided support at their respective pre-plenary area meetings
   f. Rostrum article on Resolutions Considerations
   g. Produced pre-plenary session videos on resolutions
h. 2023 Fall Plenary Session
   i. Produced daily resolutions packets
   ii. Supported president with the resolutions process
i. Established timeline and due dates for spring 2024 resolutions process
j.