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

<table>
<thead>
<tr>
<th>Name</th>
<th>Present (X)</th>
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<tbody>
<tr>
<td>Erik Reese—Chair</td>
<td>X</td>
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<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>
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II. Check-In - Erik checked in with committee members

III. Adoption of the Agenda - Agenda was adopted by consensus

IV. Minutes Volunteer - Robert volunteered to take minutes

V. Meeting minutes from 2024-04-02

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 process debrief
      i. Adopted resolutions packet available on resolutions process webpage and
distributed to field on Sat May 27 - Adopted resolutions packet went out to the field and is on the resolutions webpage. Thursday was a bit hectic. Wifi at hotel was very spotty and presented a challenge. Grouping worked on Thursday. The list of resolutions in order of consideration (resolutions tracking form) that was created by Mark was a big hit! There will be a recommendation at Exec to formalize that list as a permanent practice. Contacts should keep the resolution simple and easy to understand.

ii. Successes and areas for growth
1. Submission process - should be an Executive Committee process that is facilitated by the Resolutions Committee. The role of the resolutions committee should be clear. Who makes sure that WE stay in our lane and within our purview? Other concerns are about submissions that ask to take positions that we already have taken positions on through earlier resolutions. Maybe there can be a quick virtual meeting of the Executive Committee and Resolutions Committee to consider resolutions from the pre-session Area Meetings and those that come in after each plenary submission deadline.
2. Debate and voting process - What is the purpose of the parliamentary mic? Is it to make motions or to ask for clarity? Clarity should have occurred before debate. Who can debate? According to the handbook, any registered attendee can debate. What is the impact of any changes to the current process?

iii. Documents of our processes this year along with checklists:
1. Resolutions packet checklist
2. Resolutions debate and voting checklist
3. Plenary area meeting resolution tracking form
4. Pre-plenary area meeting resolution tracking form

b. Executive Committee resolutions debrief on Fri May 10
i. Spring 2024 Static resolutions process webpage
1. Includes a big link to submission webform
2. Also houses a template for uploading as part of submission process

ii. Pilot resolution categories
1. Final categories included in the resolutions packet
2. How to assess new categories? Concern over having a separate category on Legislative and Advocacy and Consultation with the CO. Contacts can only click on actual ASCCC purview categories, and the Legislative and Advocacy and Consultation with CO are just there for organization. Should we have public facing categories that are not in our purview?

c. Draft End of Year Report - Please take a look at it to provide feedback.
d. Resolutions handbook update—editable draft for comment - The committee discussed scheduling a working meeting this summer to complete the draft of the handbook.

June 1, 2024 from 10am-3pm at Los Angeles Southwest College
i. Streamline—What are the essentials?
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—May-June?
iv. Resolutions Standard Operating Procedures Google doc
Please sign up for statewide service:
   i. Volunteer application to serve on a committee

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. Additional meetings?
   ii. Possible in person meeting for Resolutions Standard Operating Procedures
b. Events
   i. Executive Committee Meeting – May 10, 2024 (Sacramento)
   ii. Executive Committee Meeting – June 7, 2024 (Palm Springs)
   iii. 2024 Faculty Leadership Institute – June 20-22, 2024 (Rancho Mirage)
   iv. 2024 Curriculum Institute – Jul 10-13, 2024 (Pasadena)
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. Update Resolutions Handbook

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
      i. Including staying a little longer to facilitate submission of any proposed resolutions and amendments at 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
      iii. Developed an innovative reference document establishing the order of consideration of resolutions
   i. Final packet of adopted resolutions distributed to the field
   j. Documented both the committee’s daily process for producing packets and division of
duties during resolutions voting
k. Established timeline and due dates for spring 2024 resolutions process
l. Facilitated discussion with executive committee and received guidance on the resolutions process
   i. Framework:
      1. Resolutions process is an executive committee process facilitated and executed by the resolutions committee
      2. Had a process that worked pre-COVID, switched completely online, and now have both in person and virtual participants and have been trying different approaches and refining to better serve attendees in both modalities
   ii. Submission webform, require alignment with ASCCC purview, request alignment with strategic directions
   iii. Used executive committee guidance to develop a hopefully robust process that can be used for the foreseeable future, with refinement
m. Revamped resolutions process for spring 2024 guided by the executive committee in collaboration with the office team including:
   i. Static resolutions process webpage
   ii. Webform submission linked on above webpage (uses SurveyMonkey)
   iii. Template with guidelines and resolutions/amendments writing information that may be uploaded as part of submission process
   iv. Piloted new resolutions categories in alignment with ASCCC purview
n. Facilitated discussion with executive committee on proposed resolutions
o. Developed resolutions packet for review at pre-plenary area meetings
p. Resolutions overview presented at the joint area meetings morning session, focused on the new submission process
q. Committee members provided support at their respective pre-plenary area meetings
   i. Including staying a little longer to facilitate submission of any proposed resolutions and amendments at area meetings
r. 2024 Spring Plenary Session
   i. Produced daily resolutions packets
   ii. Supported president with the resolutions process
   iii. Developed an innovative reference document establishing the order of consideration of resolutions and included at the end of the packet for Saturday
s. Final packet of adopted resolutions distributed to the field
t. Refined documents on both the committee’s daily process for producing packets and division of duties during resolutions voting to serve as resources for future committees
   i. Included details on SurveyMonkey implementation of submission webform
u. Rostrum article on referred resolutions and some nuances in addressing them
v. Made laminated PRO, CON, and PAR cards to signal requests from virtual participants and gave to the office team for future use at FLI and plenary