I. Call to Order at 12:40 p.m. and Roll Call (*=present)

<table>
<thead>
<tr>
<th>*Michelle Bean—Chair</th>
<th>Kim Dozier</th>
<th>*Mark Edward Osea</th>
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<tr>
<td>Juan Arzola—2nd Chair</td>
<td>Peter Fulks</td>
<td>*Michael Stewart</td>
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II. Shout-outs, Affirmations, and Connection:
- Great plenary, Team Amazing!
- Rostrum articles—Mark and Michael

III. Adoption of Agenda
A. Google Shared Folder
B. Minutes Volunteer—Bean
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.

IV. Plenary Recap
A. Area meeting folder for new resolutions before using the online form? The Area-Forwarded chart useful—yes—do again. Be sure to make clear which items were pulled from consent (esp Saturday Areas). Res member needs to ask if Area or Area Reps what to pull—do this at the end of Res presentation (add a slide a slide to the deck).
B. Area Meeting Training Slides—no changes other than the above new slide.
C. Training Video on Resolutions page—keep using.
D. LinkTree Review—still use.
F. Resolutions Handbook Update—volunteers for a sub-workgroup [Mark (lead), Michael, and Amber (confer for her notes) in December/January]: Objectives: Streamline timelines, avoid redundancy, update language, clarify procedures, reorganize sections, make accessible. Bring to Exec with strikeouts and a clean copy (both).
G. Other questions or ideas—team liked the fall process.
H. Spring Plenary
   1. Revise our process or timeline—discussed and liked the two deadlines, but if cannot get that, team likes the window of Feb 1-17.
   2. Check-in meeting with Area Reps—placeholder for March 15 or March 16 at noon (half hour).
   3. Spring plenary theme ideas and breakout session suggestions—place your ideas in the shared document or email Michelle.

V. Monthly Meetings and Packet Writing Workshops:
   A. January 20 at 12:30—2:00 p.m. (Monthly Meeting and Handbook Discussion)
   B. February 10 at 12:30—2:00 p.m. (Monthly Meeting and Handbook Discussion)
   C. February 23 (12:30–2:30 p.m.)—Writing Workshop (pre-session packet)
   D. March 13 at 12:30–2:30—Writing Workshop (presession packet to areas)
   E. March 15/16 at noon—Check in with Area Reps (cancel March 17 monthly meeting)
   F. March 27 at 12:30–2:30—Writing Workshop (plenary packet)

VI. Rostrum Articles
   A. Due January 22 and March 5
   B. Ideas and suggestions—Importance of Res process (Mark to outline)

VII. Announcements
   A. Check for upcoming events at here
   B. Amazon Smile (smile.amazon.com)—select Foundation of the Academic Senate for California Community Colleges to donate
   C. Application for Statewide Service

VIII. Closing Comments
   A. In Progress Review
   B. Any other final comments or suggestions—none.

IX. Adjournment at 2:00 p.m.

In Progress:
   ● Review of Resolutions Handbook for updates.

Completed Tasks:
   ● Committee member training for Area meetings.
   ● 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.