



ASSOCIATED STUDENTS OF SOLANO COLLEGE

4000 Suisun Valley Rd., Fairfield, CA 94534
+1 (707) 864-7268
www.solano.edu/assc/



ASSC EXECUTIVE BOARD & SENATE APPLICATION INSTRUCTIONS

The Associated Students of Solano College is the official government of the student body of Solano Community College. The ASSC acts as the voice of the students, representing them on campus committees and at regional and statewide meetings of the state’s association of community college student governments.

The ASSC consists of an Executive Board and a multi-member Student Senate. The President, Vice President, Student Trustee, and Legislative Advocate are members of the Executive Board and the only members of the ASSC who are elected. The remaining members, which are: Secretary, Treasurer, Public Relations Officer, and Senator positions, are appointed.

The Senate consists of seven academic positions, and six non-academic positions:

Academic Positions

- Liberal Arts Senator
- Math and Science Senator
- Social and Behavioral Science Senator
- Applied Tech and Business Senator
- Health and Kinesiology Senator

Non-Academic Positions

- Governing Board Representative
- Academic Curriculum Senator
- Vocational Curriculum Senator
- Diversity Affairs Senator
- Student Services Senator
- Business Services Senator

The general requirements for all appointed ASSC members are as follows:

1. Must be able to communicate oral and written ideas to others.
2. Must be currently enrolled at SCC and must maintain a minimum of 6 units.
3. Must have earned and must maintain a minimum cumulative GPA of 2.3 in all coursework at SCC, if any.
4. Must be able to attend scheduled ASSC meetings and keep office hours (3-5 hours per week).

-
- **Executive Officers** must have completed at least 6 units of coursework at SCC.
 - **Academic Senators** must be enrolled in at least 3 units in the subject areas of their positions.
 - **Non-Academic Senators** must be knowledgeable of their areas of responsibility and must be able to attend committee meetings within those areas.



ASSOCIATED STUDENTS OF SOLANO COLLEGE

4000 Suisun Valley Rd., Fairfield, CA 94534
+1 (707) 864-7268
www.solano.edu/assc/



ASSC Member Responsibilities

- Attend all ASSC meetings.
- Establish regular office hours.
- As part of your duties, keep yourself informed on all issues affecting students.
- Within the parameters of your availability, sign up for Senate committee assignments.
- Meet with the division chairperson in your representative area and contact them regarding important issues.
- All committee meetings and Solano College events will be posted on the ASSC calendar by committee chairs or by the Senator whose representative area is holding the event.
- If you don't know ... **ask!**
- Each ASSC member has a bulletin board that they are responsible for:
 - Keep it clean and neat.
 - Take down all outdated flyers.
 - Post flyers that have been put in your mailbox.
 - Take down any flyer that does not have an "Approved by ASSC" stamp.
 - Exception: Class-related materials **do not** need approval.

Fill out the attached ASSC Executive Board/Senate Application and return to the Student Development Office, Room 1425/1426 (Student Union Building, Fairfield Campus)