



Pima Aztec Student Senate

Purpose:

Pima Aztec Student Senate (P.A.S.S.), functions on a *volunteer basis* to advocate for the common interests of students and to share achievements with their fellow students, faculty, staff, administrators, Board of Governors (BOG), Chancellor, and All College Council.

Structure of Student Senate

Pima Aztec Student Senate shall be composed of 14 elected students; two (2) from the following: Adult Education, Desert Vista, Downtown, East, Northwest, West, Pima Online. Dean of Students has oversight and responsibility of the Student Senate.

Eligibility:

- For credit/degree seeking students: Maintain a cumulative 2.5 GPA, be enrolled in at least six (6) credit college-level courses each semester (Fall and Spring), including three (3) credits of the six (6) at the campus being represented; be in Good Academic Standing and be free from Code of Conduct violations. This includes, but not limited to, the Pima Aztec Student Senate Bylaws .
- For Adult Basic Education Student Representatives: Maintain a 75% attendance rate in quarterly courses and be free from Code of Conduct violations. This includes, but not limited to, the Pima Aztec Senate Bylaws.
- Pima Aztec Student Senators that fail to meet eligibility requirements at any time during their term will be dismissed from their position. Students may appeal their dismissal; appeals will be reviewed by the Dean of Students on a case by case basis.

Election Process:

- Interested students must submit an application for eligibility through MyPima to be considered for Pima Aztec Student Senate candidacy within the application timeline. All documents below must be sent to dvc-studentlife@pima.edu.
- Submit a copy of interested Student Fall class schedule.
- Submit a Time Management schedule.
- Submit two (2) recommendation letters; one (1) speaking to Leadership Skills from Faculty and one (1) speaking to Professionalism from Staff.
- Submit a half page Bio statement.

- Sign and submit the Statement of Understanding.
- Submit three short essay questions (500) word limit.
- Adult Education Pima Aztec Student Senators will be appointed by the Adult Basic Education Division.* (Please see endnote)
- Office is held (May to May) with a one (1) term limit.
- Attend one (1) Pima Aztec Student Senate Meeting once a month. The meetings are held every second Friday of the month from 2:00-4:00pm at the Downtown Campus in the Copper Room CC181.

Pima Aztec Student Senator Duties and Responsibilities:

- Bring student concerns, initiatives, and ideas to the Pima Aztec Student Senate meetings to discuss with other members and the Dean of Students, or designee.
- Collaborate with administration to address issues, concerns and craft resolutions.
- Give feedback to Administration regarding changes in College Policy, budget, planning, and other items as requested.
- Keep fellow students informed about Student Senate activities.
- Be available to fellow students to bring forth concerns, ideas, and possible solutions regarding the Pima Community College experience.
- Attend trainings, orientations, monthly meetings, and hold regularly scheduled office hours. Hours to be determined at the beginning of term.
- Select two (3) Pima Aztec Student Senators to serve on the All College Council. One (1) Governing Board representative; two (2) representatives selected by the Inter-Campus Council.
- Participate in Student Life events/activities/meetings, etc.
- Model professional behavior.

Pima Aztec Student Senate Membership & Voting

- Each Pima Aztec Student Senator will receive one (1) vote regarding Pima Aztec Student Senate matters; with $\frac{2}{3}$ majority needed to pass a motion.

Meetings and Attendance Expectations:

- Meetings held once a month (May, June, July, August, September, October, November, December, January, February, March, April, May). There will be an Orientation training that will take place in September after the election. Team Building, training, and planning will take place September & October. Pima Aztec Student Senators will be introduced to the Pima Community College Board of Governors on October 2nd, 2019.
- Pima Aztec Student Senators missing more than two (2) unexcused meetings in an academic year will be dismissed from their position and will forfeit their opportunity for

scholarship benefits. (Transportation costs already incurred will be reimbursed). Participation via video conference is considered official attendance at the meeting. Senators may appeal their dismissal; appeals will be reviewed by the Dean of Students on a case by case basis.

Benefits:

- Round trip mileage and/or bus pass reimbursement from home campus to Downtown Campus for scheduled meetings.
- Pima Aztec Student Senators Professional Portraits will be taken in the Pima Community College studio and posted on campus and online.
- Pima Aztec Student Senators will be assigned a Pima Community College full-time staff or faculty member as a mentor.
- Pima Aztec Student Senators will be given career guidance to translate their involvement experience into career materials (cover letter, resume, interview responses etc.).
- Pima Aztec Student Senators will be allowed to have extended checkout of library materials according to library guidelines. P.A.S.S. must show Student ID and their business card.
- Pima Aztec Student Senators will be publicly recognized at the Board of Governors Recognition Ceremony.

Scholarship Minimum requirements:

Pima Aztec Student Senate scholarship is for Pima College students that are elected to serve as a Pima College Student Senators. The scholarship award period will match the service term of the Student Senators, as determined by the Pima Aztec Student Senate Structure & Functions, and as allowed by institutional funding.

- Attend Pima Scholarship Orientation.
- Must be enrolled in at least six (6) credits of 100 or higher level courses each semester.
- Must be pursuing a program of study that leads to a degree or certificate at PCC.
- Must adhere to the Pima Community College Code of Conduct.
- Must adhere to Student Senator requirements as written and approved by designated PCC staff.
- Must maintain at least a cumulative GPA of 2.0 as Pima Community College financial requirements.

- Meet with an academic advisor at least once per semester.

Failure to serve the entire term will result in an adjustment in the aid award, up to and including complete removal of the award. If the service cannot be completed due to unforeseen circumstances, a student may still receive the award with the approval of the Director of the Office of Financial Aid and Scholarships.

This scholarship covers the cost of up to 16 credits of general in-state tuition, including the associated Student Services fees and Technology fees, per semester. Books and certain fees are not covered. These funds are non-refundable, and will only be applied up to the amount of eligible tuition and fees. Students that are awarded multiple tuition waivers will need to choose which one they wish to receive, as tuition and fees cannot be waived more than once.

Adult Basic Education for College & Career (ABECC) -- 3/13/19

*** JUSTIFICATION FOR APPOINTMENT OF ADULT EDUCATION SENATE REPRESENTATIVES:**

Adult Basic Education students include those studying to get their GEDs, and improving their basic skills and learning or improving their English language skills. Classes are clock hour and on a quarter calendar which runs year round. Given that the majority of the Pima Aztec Student Senate are credit and the business of the Pima Aztec Student Senate covers credit programs and issues, the best candidates for Adult Basic Education are those who have recently transitioned or are about to transition from adult education classes into credit /degree courses. These students know both the assets the adult education population brings, as well as the challenges they face when returning to school.

All College Council (A.C.C.) Framework regarding Pima Aztec Student Senate

Charge:

The All College Council is established by the Board of Governors for open communication involving all College groups which

1. provides input into decision-making based on critical analyses, ongoing inquiry, continuous improvement, and is focused on the welfare and mission of the College and on student success.

The Council makes recommendations to the Chancellor through contribution, cooperation, collaboration, civility, transparency and respect.

Membership and Voting:

- Three (3) All College Council Representatives will be elected from the 14 Pima Aztec Student Senators. One (1) Governing Board representative; two (2) representatives selected by the Inter-Campus Council.
- Office is held for one (1) academic year.
- Facilitated by the Vice Chancellor for External Relations.

Meetings and Attendance Expectations:

- All College Council Meetings generally are held twice a month (Fall: September, October, November. Spring: February, March, April) on the first and third Monday of the Month from 3:00pm-5:00pm at District Office and various campuses. This time line can be changed by A.C.C. during its first Fall meeting to accommodate all members schedules.
- As a member of the A.C.C. officers are required to attend all meetings and allowed only two (2) unexcused absences.
- An excused absence is considered as an unforeseen circumstance, limited to hospitalization and/or personal illness, death in family, or transportation issues. Class exam with proof, and Faculty's notice with signature and date.
- If the All College Council Representative is dismissed as a Pima Aztec Student Senator, they will automatically be removed as the All College Council Representative.

Responsibilities:

- All College Council Members will provide input to the A.C.C. from a student perspective.
- All College Council Members will bring items discussed from the A.C.C. meetings back to the Pima Aztec Student Senate meetings for discussion.
- Serve as an Alternate for the student BOG Representative at the meetings and opportunities, as needed.
- Uphold the responsibilities as a Pima Aztec Student Senator as listed previously.

Board of Governors Framework Regarding Pima Aztec Student Senate

Charge:

To provide the student report to the Board of Governors during monthly meetings.

Membership and Voting:

- Three (3) All College Council Representatives will be elected from the 14 Pima Aztec Student Senators. One (1) Governing Board representative; two (2) representatives selected by the Inter-Campus Council.
- Office is held for one (1) academic year.

Meetings and Attendance Expectations:

- Board of Governors Meetings are held once a month, usually the third Wednesday of the month at 5:30pm at the District Office. Meetings can last from 2-4 hours.
- If any Pima Aztec Student Senator is removed from their Senate position they will be automatically removed from all corresponding positions including the BOG Student and All College Council Representative.

Responsibilities:

- Report on the concerns brought forward as student representatives, as indicated in the reports submitted.
- Provide feedback to the BOG as requested.
- Communicate with the Vice President of Student Affairs if unable to attend BOG Meeting.
- Find an alternate All College Council Representative to attend as the BOG Representative.
- Uphold the responsibilities as Pima Aztec Student Senator and All College Council Representative as listed previously.