

# LOS MEDANOS COLLEGE

AB 963: Student Civic and Voter Empowerment Plan  
2024-2027

**Campus Name:** Los Medanos College

**Coordinator:** Teresea Archaga

**Position/Title:** Director of Student Life

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## Introduction

The California legislature passed a law [AB 963](#) that requires colleges to create a plan to increase student civic engagement resulting in increased student voter registration and voting in elections.

The goal of this action plan is to provide a template for student voter engagement and outreach. Los Medanos College is committed to encouraging, developing, educating, and supporting civic and community engagement both on and off-campus. This action plan provides strategies and expected outcomes for all activities and events on campus which promotes civic engagement and participation in the democratic process.

**Los Medanos College will implement the following plan to meet the requirements of this law.**

## Goals

- Increase the number of voters who participate in primary and general elections.
- Develop steps to increase the number of ethnic and racial minorities who participate in the democratic process
- Raise awareness and gain knowledge of core issues for marginalized populations to provide tools for advocacy

## Compliance with AB 963

1. Los Medanos College has designated the Director of Student Life (Teresea Archaga) as the Civic and Voter Empowerment Coordinator
2. During the first month of each academic semester, an email will be sent to all students with required election dates and information (see Content for Email #1 in *Resources* section)
3. An email will be sent to all students the month before each statewide election (see Content for Email #2 in *Resources* section).

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4. Required dates will be added to printed and electronic District Academic Calendars included within the college schedule of classes, catalogs, and website. The required dates to be included are:
  - a. **National Voter Registration Day** - 4<sup>th</sup> Tuesday in September
  - b. **Last day to register to Vote**
  - c. Date when a county may begin offering **early voting** - Vote by mail ballots are mailed 29 days before each election day
    - i. Posting to include a statement that: the date, times, and locations for early voting and conditional voter registration may be confirmed on the Secretary of State website or at the county elections office.
  - d. Date for **general election**
5. Reminders for each of the following will be posted on social media outlets at least one day prior to each specified date (see Social Media Reminders in Spring/Fall Schedules for additional information):
  - a. Date when a county may begin offering **early voting** - Vote by mail ballots are mailed 29 days before each election day
  - b. **Election days** – Reminders will be posted the day before and the day of the election.
    - i. Posting to include a statement that: A qualified voter may register to vote on the day of the election, if necessary, at a conditional voter registration site established by the voter’s county elections official.
  - c. Following Emails #1 and #2 which will include the Secretary of State’s website for election and voter information (<https://www.sos.ca.gov/elections/>)
6. Los Medanos College will host at least 3 election outreach events annually
  - a. During an academic term in each even-numbered year, an outreach event shall occur within the final 30 days preceding each statewide primary and general election.
  - b. All students shall be invited to participate in the coordination of and to attend these events.

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- c. All events may be sponsored by a campus-based student organization.

### Activities & Events

It is the mission of the Office of Student Life at Los Medanos College, to empower and support students in becoming agents of positive social change and responsible members of a diverse and global society. A series of activities and events will be designed and implemented to focus on this mission while concentrating on civic engagement and cultural awareness and developing leadership skills for advocacy.

SPRING Schedule			
2024	2025	2026	2027
<b>Los Medanos College Associated Students recruitment period (Welcome Week Activity)</b>	<b>Los Medanos College Associated Students recruitment period (Welcome Week Activity)</b>	<b>Los Medanos College Associated Students recruitment period (Welcome Week Activity)</b>	<b>Los Medanos College Associated Students recruitment period (Welcome Week Activity)</b>
Dates for activities scheduled for spring will be posted week	Dates for activities scheduled for spring will be posted week	Dates for activities scheduled for spring will be posted week	Dates for activities scheduled for spring will be posted week
1 <sup>st</sup> Email to Students Spring <b>Within first 30</b>	1 <sup>st</sup> Email to Students Spring	1 <sup>st</sup> Email to Students Spring <b>Within first 30</b>	1 <sup>st</sup> Email to Students Spring <b>Within first 30</b>
<b>Event 30 Days Before statewide primary election</b>		<b>Event 30 Days Before statewide primary election</b>	

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<b>2024 Primary election</b> Tuesday, May 28, 2024		<b>2026 Primary election</b>	
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Fall Schedule			
2024	2025	2026	2027
Dates for activities scheduled for fall will be posted week before	Dates for activities scheduled for fall will be posted week before	Dates for activities scheduled for fall will be posted week before	Dates for activities scheduled for fall will be posted week before
<b>Los Medanos College Associated Students recruitment period (Welcome Week Activity)</b>	<b>Los Medanos College Associated Students recruitment period (Welcome Week Activity)</b>	<b>Los Medanos College Associated Students recruitment period (Welcome Week Activity)</b>	<b>Los Medanos College Associated Students recruitment period (Welcome Week Activity)</b>
<b>1st Email to Students After Add/Drop Period</b>	<b>1st Email to Students After Add/Drop Period</b>	<b>1st Email to Students After Add/Drop Period</b>	<b>1st Email to Students After Add/Drop Period</b>

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<b>Constitution Day (Activity)</b> Tuesday, September 17, 2024	<b>Constitution Day (Activity)</b> Wednesday, September 17, 2025	<b>Constitution Day (Activity)</b> Thursday, September 17, 2026	<b>Constitution Day (Activity)</b> Friday, September 17, 2027
<b>National Voter Registration Day (Activity)</b> (4 <sup>th</sup> Tuesday in September)	<b>National Voter Registration Day (Activity)</b> (4 <sup>th</sup> Tuesday in September)	<b>National Voter Registration Day (Activity)</b> (4 <sup>th</sup> Tuesday in September)	<b>National Voter Registration Day (Activity)</b> (4 <sup>th</sup> Tuesday in September)
<b>Event 30 Days Before statewide general election</b>		<b>Event 30 Days Before statewide general election</b>	
<b>Early Voting Mail in ballots</b>	<b>Early Voting Mail in Ballots</b>	<b>Early Voting Mail in Ballots</b>	<b>Early Voting Mail in Ballots</b>
<b>Social Media Reminder</b> Voter Registration Deadline	<b>Social Media Reminder</b> Voter Registration Deadline	<b>Social Media Reminder</b> Voter Registration Deadline	<b>Social Media Reminder</b> Voter Registration Deadline
<b>2nd Email to Students</b> Voter Registration Deadline (14 days before	<b>2nd Email to Students</b> Voter Registration Deadline (14 days before	<b>2nd Email to Students</b> Voter Registration Deadline (14 days before	<b>2nd Email to Students</b> Voter Registration Deadline (14 days before
<b>Social Media Reminder</b> General Election Vote (Day before & Day of election)	<b>Social Media Reminder</b> General Election Vote (Day before & Day of election)	<b>Social Media Reminder</b> General Election Vote (Day before & Day of election)	<b>Social Media Reminder</b> General Election Vote (Day before & Day of election)

### Community Partnerships

The following on and off campus partnerships have been developed and maintained to support the work of engagement at Los Medanos College:

- 1) Los Medanos College Associated Students
- 2) Equity and Inclusion

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- 3) LMC Marketplace & Basic Needs Center
- 4) League of Women Voters of Diablo Valley
- 5) Contra Costa County Elections/Clerk Recorder

## Evaluation & Reporting

During the 2020-2021 academic year, the pandemic negatively impacted the LMCAS ability to recruit members to the Board and also foster engagement of the Student Body. LMCAS met virtually beginning April 6, 2020 through December 7, 2020. In spring of 2021, the LMCAS decided to host hybrid meetings and continue to do so presently. Once a month, the LMCAS votes on whether to offer their meetings in a hybrid format.

The LMCAS continues to have members serve on Shared Governance Committees on campus, where many of the committees provide opportunities for the students to vote on issues, practices, and policies that impact the college.

Los Medanos College Associated Students (LMCAS) utilize the first five weeks of the term to recruit members onto the Board. It has always been a challenge for the Board to fill vacancies and has continued to be a challenge in our hybrid learning environment whereby approximately 30% of our students have returned to campus or have partial hybrid learning and the other 70% of our student body are fully online learners. In spite of these challenges, the membership continues to advocate for the students of LMC and has taken a stand through creation of resolutions focusing on Anti-Racism *Support of LMCs African American Students- Resolution 8* (November 2020) in addition to *Support of LMC's Asian American & Pacific Islander Students- Resolution 9* (April 2021).

The 2021-2022 District Student Trustee was an LMC Student (Austin Green). In his time on the Contra Costa Community College District Governing Board, he brought to light the mental health and wellbeing of students during the pandemic and challenges of learning in the remote setting, he raised awareness of sustainability within the district and requested that the district support green practices on all campuses including training for the Associated Students of best practices for creating a sustainable program during activities and events on campus, lastly, Austin participated in AS meetings at all campuses-to share discussions and decisions being made district wide to assist Boards in making decisions and actively participate on Shared Governance Committees.

LMCAS began the fall 2022 term with 6 board members and had several vacancies including officer positions (Vice President and Commissioner of Campus Events & Activities). The Board created a calendar of opportunities to conduct outreach and recruitment at both the Pittsburg

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Campus and Brentwood Center. On October 17, 2022 they were successful in confirming an additional four members and now have a total of 10 members on the board. All Officer positions have been filled for the fall term. The Board plans to continue recruitment for the spring 2023 term in hopes of increasing the size of membership and filling all senator vacancies.

Voter Registration Event on April 14, 2022

A Voter Registration Event was held at the Pittsburg Campus in partnership with the Contra Costa County Elections Office, the League of Women Voters of Diablo Valley, and the LMCAS. LMCAS and Office of Student Life Ambassadors assisted with disseminating information and encouraging individuals to register and vote.

Voter Registration Event on September 26, 2022

In partnership with the LMC Marketplace, League of Women Voters, and the Contra Costa County Elections Office; LMC hosted a voter registration event as part of the Ballot Bowl. LMC was able to register 23 students at this event and provide non-partisan information to approximately 100 more students regarding important measures on the ballot.

IMPACT Student Leadership Conference Friday, October 14, 2022

In partnership with Equity & Inclusion and LMCAS, the Office of Student Life organized a Student Leadership Conference that included an alumni panel of former student leaders, a former mayor in Southern California, tabling by League of Women Voters, and distribution of resources regarding civic engagement. There were 38 in person and 9 virtual participants.

Upon completion of each activity, an assessment will be completed either by participants or host to determine if the goals of the event or activity were actualized and reflect if the event was a success as well as how the event or activity can be improved upon.

Campus Communications

**1<sup>st</sup> Email to Campus Community**  
**DATE**

Subject: California Students Vote!

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Body: Are you registered to vote in California? It's not too late.

If you are not already registered, you can register online at [registertovote.ca.gov](https://registertovote.ca.gov)

## Did you know that:

- **National Voter Registration Day is Date**
- **Early Voting (Vote by Mail Ballot)** are mailed 29 days before each election day and will begin on **Date** for the general election.
- The deadline for registering to vote is **Date**
  - A qualified voter may register to vote on the day of the election, if necessary, at a conditional voter registration site established by the voter's county elections official. If you are unsure about time & locations for early and conditional voting registration, you can confirm on the [Secretary of State website](#) at the county elections office.

The (primary- Date/general- Date) election is fast approaching

According to Chapter 1 of Division 3 of the Election Code, a voter may apply to vote by mail at any time **until after the seventh day** before an election, and that a vote by mail voter may vote in person at the office of the county election office or a satellite location established by the county elections official on or before the day of the election.

For more information about the Secretary of State's Students Vote Project visit <https://www.sos.ca.gov/elections/castudentsvote/>

## Disclaimer:

- The civic and election information provided applies to the county where the LMC campus is located.
- Election information varies by county.
- Students are encouraged to check the Secretary of State's website for voter registration status (<https://voterstatus.sos.ca.gov/>) to find election information for the county where your voter registration is active.

## 2<sup>nd</sup> Email to Campus Community

**Date**

Subject: California Students Vote!

Body: Are you registered to vote in California? It's not too late.

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Please visit the Secretary of States website for [voter registration status](#) if you are unsure if you have registered in the county/location where you live

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## Resources:

Student Civic and Voter Empowerment Act (AB 963) Requirements and Increasing Voter Participation  
[Assembly Bill 963 Toolkit](#)

[Vote Early Day 2022](#)

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California Secretary of State  
[Ballot Bowl](#)