



Academic Senate
for California Community Colleges

LEADERSHIP. EMPOWERMENT. VOICE.

The Challenges and Opportunities of Being on the ASCCC Executive Team

Today's Topics

- Expectations of Executive Committee Members
- Basics of Nonprofit Boards
- Nominations and Elections Processes

Expectations

- Conduct yourself in a manner befitting the office
- Always expect to wear the Executive Committee hat
- Work as a member of the team
- Stay in continuous contact with President **and executive director**
- Recognizing current expertise
- Write position papers **as directed by President or resolutions**
- Respond to inquiries from the field
- Extensive travel throughout the state of California attending Executive Committee meeting, committee meetings, conferences, etc.

In-person Meetings*

Required:

- Monthly Executive Committee meetings (most are Fri/Sat)
- Fall & Spring Plenary
- **Faculty Leadership Institute - June**

Additional meetings (as assigned):

- Committee, liaisons, task forces, commissions
- ASCCC Institutes
- System partner meeting and conferences

Absences should be rare, and for good reason

*Expectations that meetings will resume in-person as soon as possible.

Preparing for Executive meetings

- Exec Members who chair committees or are liaison representatives to committees, task forces, or commissions, **are expected to submit discussion or action agenda items or written reports** on the work of those groups
- Preceding the meeting, then, members receive **extensive agenda materials** (perhaps 200-400 pages), which must be read and analyzed for discussion and/or action at the meetings.
- Committee members are expected to **prepare their comments in writing** on issues presented in the meeting packet.
- Debate on issues brought before the committee should **at all times be professional and courteous.**

Expected Activities at Plenary Sessions:

- Attend the Plenary Session
- Participate in general and breakout sessions
- Participate in Area meetings held during the plenary session
- Participate in the Resolution Breakout on the first day of the Plenary Session (may be excused with permission from the President)
- Attend the Executive Committee meeting scheduled for the second day of plenary to consider urgent resolutions if needed.
- Vote in the proceedings on third day of the plenary session (all Executive Committee members are delegates)
- Other duties as assigned by the President.

Possible Activities at Plenary Sessions:

- Help host plenary session receptions.
- Give directions to the registration desk, meeting rooms.
- Distribute material such as the minutes from the previous plenary and Treasurer's report at the plenary sessions.
- Welcome new delegates, answer questions, and help make them feel welcome.
- Help presenters find meeting rooms, registration area, their discussion leaders, lunch or dinner.
- Encourage submission of an Application to Serve at the State-level form available onsite at the registration table.
- Evaluate the breakouts and session, including speakers, hotel arrangements and General Sessions.

Activities after Plenary Sessions:

- Fill out the evaluation form provided at the session.
- Contribute to the discussion of the plenary session at the subsequent Executive Committee meetings.
- Note potential changes in planning for future plenary sessions.
- Write letters of thanks to breakout presenters including committee members.
- Plan for future sessions.
- Write an article for the Rostrum, highlighting the findings and remarks of session presenters, or identifying new issues to be considered.

Other Responsibilities

Chairing Standing Committees

- arranging for meetings
- creation of agendas with actions required of the committee (informed by resolutions and directions from the president)
- notifying members, preparing agenda materials, and keeping the President and Executive Committee informed of committee activities, development and distribution of position papers.
- keep an account of how resolutions directed to their respective committees have been implemented and report on their actions in an annual summary.
- Post minutes from committee meetings to website and submit for Executive Committee agenda

Serving as Liaison

- reporting to the Executive Committee on activities and views of area colleges
- Area Representatives plan and chair at least two area meetings a year
- such area meetings often generate pre-session resolutions which Executive Committee members must prepare in proper form and submit to the Resolutions Committee through the Academic Senate Office.

Attending Various Task Forces, Advisory, Liaison, and Other Committee Meetings

- All members may be assigned by the President to attend meetings of various task forces, advisory committees, liaison committees, and other groups
- Member will submit any report to be given to the group to the president and executive director
- member will submit a written report of the meeting to the President and as an agenda item for the next executive committee meeting
- member is also expected to advise the President on action to be taken by the Academic Senate as a result of task force advisory or liaison committee

Ten Basic Responsibilities of Nonprofit Boards

1. Determine the Organization's Mission and Purpose
2. Select the executive director
3. Support the Executive and Review Their Performance
4. Ensure Effective Organizational Planning
5. Ensure Adequate Resources
6. Manage Resources Effectively
7. Determine and Monitor the Organization's Programs and Services
8. Enhance the Organization's Public Image
9. Serve as a Court of Appeal
10. Assess its Own Performance

Info on each responsibility can be found here:

<https://www.inphilanthropy.org/sites/default/files/resources/Ten%20Basic%20Responsibilities%20of%20Nonprofit%20Boards-Natl%20Center%20NP%20Boards.pdf>

Nonprofit Legal Duties of Care, Loyalty, Inquiry

CARE: A director shall perform the duties of a director, including duties as a member of any committee of the board upon which the director may serve, in good faith, in a manner such director **believes to be in the best interests of the organization**, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

LOYALTY: Directors must act in a manner that they believe to be in the best interest of the organization. (Code §§[5231](#), [7231](#), [9241](#)) Where the organization does not have a membership that is served by the organization, the directors must strive to advance the organization's charitable purposes. The duty of loyalty includes a **duty to avoid conflicts of interest** between the directors individually and the corporation.

INQUIRY: The director's obligation to make reasonable inquiry is derived from Code §[5231](#). This duty provides that directors cannot close their eyes to the activities of the organization and, if they are put on notice by the presence of suspicious circumstances, **they may be required to make such reasonable inquiry** as an ordinarily prudent person would make under similar circumstances.

Strengthening Local Senates

Executive Committee members are asked to do what they can to strengthen local senates in their areas. These duties may include such activities as:

- Visiting colleges and attending local senate meetings as approved by the President;
- Sending appropriate Academic Senate publications to meet local needs;
- Answering questions sent to the Academic Senate as directed by the President;
- Informing local senates of statewide issues of significance via phone or by listserv;
- Informing the Academic Senate President of problems that may require the President's or Executive Committee's attention; and
- Reporting area concerns to the President and Executive Committee.

Reassigned Time

- Each Executive Committee member is given reassigned time at the discretion of the President and commensurate with assignments.
- The amounts vary from individual to individual and from year to year.
- See the Academic Senate Policy on Reassigned Time and Overload.

Travel

- Due to the amount and extent of travel it is important to factor in the driving distance to your closest home airport.
- Executive Committee members must comply with home college/district processes for travel and off-campus attendance at activities.
- Costs for travel will be reimbursed to the member according to the reimbursement policy.
- Receiving reimbursement from both the Senate and the home college for the same expenses is illegal.

Call for Executive Committee Nominations

Officers Positions:

Term 06/05/2021 – 06/09/2022
(one-year term)

Start of term:

either the first day of June Orientation or June 10, whichever comes first and End of term: the Executive Committee meeting in June or June 9, whichever date comes first.

- President
- Vice President
- Secretary
- Treasurer

Executive Committee Representatives:

Term 06/05/2021 – 06/09/2023
(two-year terms)

Start of term:

either the first day of June Orientation or June 10, whichever comes first and End of term: the Executive Committee meeting in June or June 9, whichever date comes first.

- Area A
- Area D
- North Representative
- South Representative
- At-Large Representative

Intent to Seek Office

Executive Committee Nomination form due: April 5, 2021

- Form will be available on the ASCCC Elections page
 - <https://asccc.org/asccc-executive-committee-elections>

Candidate statement and video: April 12, 2021

All candidates for election to the Executive Committee shall meet at least one of these criteria:

- 1) is a Delegate or a local senate president;
- 2) has within the last three years immediately preceding the election been a local senate president or an ASCCC Executive Committee member or officer; or
- 3) has been nominated by a resolution of a Member Senate. The minutes of the meeting at which that resolution was adopted must be submitted to the Elections Committee chair with the nomination of the individual.

Intent to seek office

- The former “trickle-down” process has been removed from the election process. A candidate can accept no more than two nominations for positions. The first election in which the candidate prevails will be the position the candidate subsequently assumes.
- Official list-serves of the ASCCC may not be used to endorse or campaign for candidates.
- Spring 2021 elections will be conducted online via E-Ballot, but the Elections team is trying to honor our traditional in-person Spring Plenary election process. We discourage candidates from campaigning online and ask that candidates focus solely on their candidate statement and video to communicate with voters.

Candidate Statement

Candidate statements are required. The candidate statement can be submitted along with the electronic nomination form, or it can be emailed no later than April 12. See the guidelines below for information on the candidate statement.

- Please follow the format below and provide the responses to the following questions. Please ensure that this statement is structured in the required format and the statement must be limited to one page, saved as a PDF.
- Times New Roman font, with your name, college, candidate position(s), subject area on the upper left-hand corner and the following information:
- A brief summary of your faculty activities and special qualifications.
- A brief summary of statewide issues you are most interested in or most concerned about

Video Speech

You will need to submit a video speech in lieu of the Candidate Speeches delivered during the Friday morning general session at Plenary.

- The length of the video should be no more than 5 minutes (10 minutes max for candidates seeking the President position).
- In the video recording, please introduce yourself and let the audience know the position(s) you are seeking.
- You can address any topic related to your candidacy during the video.
- The video may be recorded using Zoom, or other similar platforms. If you require assistance on using the Zoom platform to record, please contact the ASCCC Office and we can help set this up.

Links to the video must be submitted to Krystinne Mica (krystinne@asccc.org) and Wendy Brill-Wynkoop (elections@asccc.org). Videos will be posted along with your candidate information.

Voting by E-Ballot

- For the spring 2021, the ASCCC will be conducting elections by online written ballot, using the software company E-ballot.
- The Senate President listed in the Senate Directory for each campus will need to complete the Delegate Change Form. The college will not be able to vote in the online election unless this form is submitted
- Look out for webinars on the E-Ballot platform

Questions?

Email: Elections@ascc.org

Please refer to the [ASCCC Elections page](#) for more information

[Commonly Used Acronyms](#)