



ACADEMIC SENATE
for California Community Colleges
LEADERSHIP • EMPOWERMENT • VOICE

The Challenges and Opportunities of Being on the ASCCC Executive Team

Today's Topics

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

Call for Executive Committee Nominations

Officers Positions:

Term 06/04/2022 – 06/02/2023
(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 06/04/2022 – 06/01/2024
(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 B
- Area C
- North Representative
- South Representative
- At-Large Representative

Intent to Seek Office

Executive Committee Nomination form due 5:00 p.m. April 7, 2022

- Form will be available on the ASCCC Elections page on March 21, 2022
 - <https://asccc.org/asccc-executive-committee-elections>

Candidate materials due 5:00 p.m. April 7, 2022

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

- 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 2022 elections will be conducted via RankedVote, but the Elections Team is trying to honor the traditional in-person Spring Plenary election process. We discourage candidates from campaigning online and ask that candidates focus solely on their candidate statement and election speech 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 5:00 p.m. on April 7. 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 in which you are most interested or about which you are most concerned.

Election Speech

- All candidates must give a speech during the Friday afternoon general session on April 8, 2022.
- Speeches must be no longer than 5 minutes, or 10 minutes maximum for candidates seeking the president position.
- Candidates can address any topic related to their candidacy during the speech.
- Candidates who are not present in person at the plenary session must present their speeches live through Zoom during the Friday afternoon general session on April 8, 2022. Candidates therefore must be registered attendees of the plenary in order to present.

Voting by RankedVote

- For the spring 2022, the ASCCC will be conducting elections by online written ballot, using the software RankedVote.
- 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 email communications and user handouts on the RankedVote platform

Executive Committee Expectations

- Be aware that you are always representing the ASCCC
- Work as a member of the team
- Stay in regular contact with president and executive director
- Serve on and lead committees as assigned
- Develop and participate in presentations at plenary sessions and other events.
- Write or contribute to position papers and *Rostrum* articles
- Respond to inquiries from the field **when directed by the president**
- Avoid making public statements on senate-related matters without approval of the president
- Travel extensively throughout the state of California, attending Executive Committee meetings, committee meetings, etc.

In-person Meetings

Required for all:

- 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 only for good reason

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** as necessary regarding the work of those groups
- Preceding the meeting, members receive **extensive agenda materials** which must be read and analyzed for discussion and action at the meetings.
- Committee members are sometimes expected to **prepare 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 in person
- 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
- 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.

Other Responsibilities

Chairing Standing Committees

- arrange for meetings
- create agendas with actions required of the committee, informed by resolutions and directions from the president
- notify members, prepare agenda materials, and keep the president and Executive Committee informed of committee activities
- develop position papers and conference presentations when assigned
- keep records of how resolutions directed to the committee have been implemented and report on these actions in an annual summary.
- Post minutes from committee meetings to the ASCCC website and submit for Executive Committee agenda

Other Responsibilities

Area Meetings

- Area representatives plan and chair at least two area meetings each year
- Area representatives report to the Executive Committee on activities and views of area colleges
- Area meetings often generate pre-session resolutions that Executive Committee members must prepare in proper form and submit to the Resolutions Committee through the Academic Senate Office.
- Exec Committee members who are not area representatives are expected to attend area meetings in person and assist with the meetings as needed.

Other Responsibilities

Attending Various Task Forces, Advisory Groups, 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, if necessary, an agenda item for the next executive committee meeting
- Member will advise the president on action to be taken by the Academic Senate as a result of task force, advisory, or liaison committee meetings.

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;
- Informing the ASCCC 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 executive director 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, one must factor in the driving distance to one's closest home airport.
- Executive Committee members must comply with home college and 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.

Ten Basic Responsibilities of Nonprofit Boards

1. Determine the organization's mission and purpose
2. Select the executive director
3. Support the executive director and review 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.

Questions?

Email: Elections@asccc.org

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