



**Relations with Local Senates Committee**

**DATE: Thursday February 22, 2024**

**TIME: 3:00pm – 4:30pm**

**CONFERENCE CALL INFORMATION**

Join Zoom Meeting

<https://yccd-edu.zoom.us/j/8326191425>

Dial by your location

+1 669 444 9171 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 832 619 1425

**Relations with Local Senates Committee Charge:** The Relations with Local Senates (RwLS) Committee serves to augment the work of the Executive Committee. The committee is interested in cultivating and maintaining a climate where equity and mutual respect are both intrinsic and explicit by valuing individuals and groups from all backgrounds, demographics, and experiences. Its overall purpose is to provide an opportunity to share local and state challenges, exemplary practices, and other information with the Executive Committee. In order to accomplish its overall mission, the RwLS members are conversant with and promote pertinent statutes and strategies for effective and inclusive academic senates. The RwLS will assess the needs of local leaders in order to provide resources needed to participate effectively in governance at the local level.

**Meeting Summary**

- 1) Call to Order and Roll Call (\*in attendance) Meeting began at 3pm

Christopher Howerton-Chair*	Patricia Gomez	Ronald Slabbinck
Maria-José Zeledón-Pérez– 2 <sup>nd</sup> Chair*	Luke Lara*	
Felipe Agredano	Kathy Osburn*	

- 2) Check-in, “Shout-outs”, Kudos & Connections.

- 3) Procedural

- a. Adoption of Agenda
- b. Process of Minutes and committee review expectations
- c. [RwLS Committee Page](#)
- d. [Shared Committee Google Folder](#)

- 4) Standing Committee Meeting Dates (1-2:30pm) via [ZOOM](#)

- a. Fall 2023: ~~9/6, 9/27, 10/25, 11/8, 12/13~~
- b. Spring 2024: ~~1/10, 2/22, 3/27, 4/24, 5/22~~

- 5) [Community Agreements](#)

- 6) [Assigned Resolutions Tracking Document](#)

- a. [Committee Brainstorm Tracking Document](#)

- Every month ASCCC provides an update by college within area for local senate visits
- The goal is to connect with each college every 3 years

- In conversations with exec, we want to understand our role with local senate visit
  - President and exec director receive the request and then assign different people
  - Our committee has not been involved in this
  - Some colleges have not have visits
  - We might want to do reach outs from this committee - marketing opportunity - we can make recommendations on how we connect with local senates
  - Some colleges receive many visits - maybe more issues and need more support
    1. We might remind them that we have a coaching model, not just one time support but ongoing
  - How are local senates using ASCCC resources and support?
  - How do we see this committee support the local senate visits
  - We can ask to have an in person meetings at different colleges to make physical connections with other colleges
  - When they ask for a visit, they will tell us what they want to learn about. It could be combination of topics
    1. There is a pre-meeting with that college to clarify needs and purpose
    2. Other time they want ASCCC to be part of their events and professional development
  - Next step:
    1. A lot of senates do not know about this program.
    2. If senator knew they might be requesting the visits
    3. The AS president is the one that request the visit - might be a gatekeeper
    4. We can work more on this as we are moving forward with the liaison work
- b. [Local Senates Handbook](#) Revision/Update
- c. [2022-2023 RwLS End of Year Report](#)
- d. Possible projects for the committee
- 7) Update about Local Senate Visit – [February 2024 List of recent](#) (within the last 3 years) visits
- 8) Follow up discussion on committee recommendation on “meet and greet” at Plenary.
- 9) Draft Rostrum Article Discussion (next submission is March 1, 2024)
- a. Lara/Slabbinck - We appreciate the work, the content is great and it is within ASCCC purview
- Email it to our exec director by the due date
  - Look at publication guidelines before submitting
  - Different ways to submit:
    1. By faculty member independently
    2. A couple of people from the committee on behalf of the committee. Add committee affiliation
    3. On behalf of the entire committee
- b. Update on liaison work
- 10) [Liaison Support Recommendations](#) – Update on next [formal recommendation with communication protocol, email template, and connection with ASCCC Standing Committees](#)
- a. ASCCC Agenda Item Request for March 2024 ASCCC Executive Meeting
- b. Meeting with ASCCC Executive Director on 2/15 (Howerton & Zeledón-Pérez)
- c. Outline of liaison handbook (based on [SP22 03.01 Resolution](#))
- Met with exec director last week
  - Want to make sure we have email template communication for consistency from the committee to liaisons
  - In November we proposed a couple of action items, we were given a go ahead. This is an update
    1. Task 1- Crosswalk with recommendation from us, history, develop or not,

2. Task 2- We were authorized to develop communication protocols (email templates), at least one for each academic term
  - a. We cannot directly email a listserv
  - b. We need to recruit more diverse voices in our application pool
  - c. We have a resource place and we will add all this into our livebinder
  - d. Templates and frequency for consistent communication from our committee
3. Task 3- Handbook to make connections. Have not started on this
4. Task 4- Each ASCCC standing committee update their statement to include their liaison information. Outside partners versus ASCCC partners - need to make a distinction on which one is connected with our work.
- It came to our attention that we have a number of liaisons, one did not come from a resolution.
  1. We connected liaisons with committees officially
  2. No good group that connects with guided pathways. Not created with resolutions. It was not sustainable as they are not part of our structure
  3. OER liaison is unique because there is a grant and they can pay liaisons. They have to participate proactively and not just send communication out.
  4. Clean up the list of liaisons first
    - a. develop a process how they all come onboard
  5. Recommendation to sunset the guided pathways liaisons

#### 11) Announcements

- a. [Upcoming ASCCC Events](#)
  - ASCCC Executive Committee Meeting (March 8, 2024) LA Mission College/ Hilton Garden Inn Burbank
  - Who may be attending [ASCCC Spring Plenary](#) (San Jose Marriott)
- b. Other?

#### 12) Future Agenda Topics

- a. Liaison Handbook draft/outline and timeline.
- b. Other

#### 13) Group Debrief & Adjournment – Meeting adjourned at 4pm

### Status of Previous Action Items

#### A. In Progress

- a. Liaison Support
  - i. Outline of liaison handbook (based on [SP22 03.01 Resolution](#))

#### B. Completed

- a. FALL 2023-Recording of Pre-Plenary session for new attendees and held “meet and greet” session during event.
- b. Revamp Plenary Meet & Greet experience
- c. Received support from ASCCC Executive committee on the increased liaison support project.
- d. Communication protocol (minimum standards)
- e. Communication template
- f. Explicit connection of ASCCC standing committees to interest liaisons