

## **RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE MEMBERS**

The members of the Executive Committee should at all times conduct themselves in a manner befitting their office. As an Executive Committee member, it is difficult to be seen as "just an ordinary faculty member." As others have long said, it is nearly impossible to remove that Executive Committee member hat. On the other hand, you may wear your Academic Senate identification badge with honor when you represent the Academic Senate in an official capacity-- at sessions and institutes, at various task force meetings, and at other events sponsored by members of the system family.

Items Included in this document:

- Executive Committee Calendar
- Executive Committee Meetings
- Plenary Session
- Senate Committee Chair, Committee Member and Liaison
- Communication
- Local Campus
- Ground Rules
- Job Descriptions

### **EXECUTIVE COMMITTEE CALENDAR**

At the beginning of the year, Executive Committee members will be given a tentative calendar of yearly Executive Committee responsibilities, targeting approximate due dates for submission of agenda items, session breakout information, institute plans, etc. Committee Chairs will be charged with compiling a similar calendar of their committee activities to acquaint committee members and subsequent chairs with the cycle of responsibilities and duties they will encounter and the meetings they will need to schedule. These calendars will help members anticipate demands on their time and will enable the field to know more about our on-going work.

With the acceptance of Academic Senate reassigned time, Executive Committee members assume a responsibility to devote that amount of time to their assigned duties. These duties should be clearly stated at the beginning of the year in the reassigned time letter. Such duties include attending all Executive Committee meetings, Faculty Leadership Institute, and assigned committee and liaison meetings. Absences should be rare, for good reason, and reported to the President, Executive Director, and/or committee chair prior to the absence. According to Academic Senate Rules, Section II.A., "Failure to attend either two successive meetings or six days total of Executive Committee meetings per year shall be deemed a resignation."

## EXECUTIVE COMMITTEE MEETING RESPONSIBILITIES

### Attend Executive Committee Meetings

These meetings are generally held immediately before the spring and fall sessions and Friday evening during session (if urgent resolutions are received), Orientation in May/June, and 6-8 additional times during the year. Depending on flight schedules, the meetings usually run from 11:00 a.m. to 6:00 p.m. on Friday, followed by an 8:30 a.m. to 3:30 p.m. meeting on Saturday. Meeting times and places are scheduled at the discretion of the President and Executive Director and may coincide with other Senate or important events.

The Academic Senate Office makes meeting arrangements. The Senate Office will also reserve a sleeping room for Executive Committee members, if necessary. Executive Committee members within ½ hour drive from the meeting are expected to sleep at their homes. The Academic Senate reimburses expenses per the approved Senate policy.

### Preparing the Executive Committee Agendas

The President has the final approval of items included on the Executive Committee agenda. Executive Committee members, especially members who chair Academic Senate committees or are liaison representatives to committees, task forces, or commissions, are expected to submit discussion or action agenda items for consideration by the Executive Committee for proposed action or resolutions; or they may submit written reports on the work of those groups or minutes of meetings as information items. A template for agenda items will be provided; this form must be submitted electronically to [agendaitem@asccc.org](mailto:agendaitem@asccc.org), along with any back-up materials, by the calendared due date to allow members to review them prior to the Executive Committee meeting.

Reports, consultation items, action items and information items should be distributed in advance to [agendaitem@asccc.org](mailto:agendaitem@asccc.org) rather than at the meetings.

1. The deadline for agenda items to be included in the mailing will at least 10 days preceding the meeting.
2. Action items: Relevant documentation must accompany such items. Lack of such timely documentation will be considered by the chair as grounds for supporting a "point of order" to delay the item to a time (certain) in the agenda sufficient to allow members to be adequately prepared or to a future meeting. Action item for ASCCC events, surveys, and papers must have two readings, particularly papers to be forwarded to the delegates for adoption.
3. By a ruling of the President or vote to suspend the rules, urgent items can be added to the agenda and/or acted upon.
4. Potential Executive Committee resolutions should be brought forward all during the year, particularly two months prior to plenary sessions.

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. If timing does not permit prompt submission of materials, electronic copies may be sent via email with copies provided for the public and posted on the ASCCC website prior to the meeting, and as a last resort, one may bring 25 hard copies of the materials for distribution at the meeting. It is recommended that Executive Committee members do all that is necessary to ensure the timely

submission of materials in order to allow the greatest review time possible by colleagues. Include your name as source, the date, title, and purpose on all documents to be distributed to the Executive Committee.

#### Preparing for Executive Committee Meetings

Prior to each meeting, committee members are expected to prepare their comments in writing on issues presented in the meeting packet. To the extent possible and as time permits, substantive suggestions should be communicated in advance of the meeting to the chair or author of the document to be reviewed. Debate on issues brought before the committee should at all times be professional and courteous. Position papers developed by the committee are the group's work as a whole, not a personal contribution by an individual, and so authors are cautioned to take criticism as efforts to improve the paper, not as personal attacks.

#### Participating in Executive Committee Meetings

Committee chairs, liaisons, and others with assigned responsibilities should prepare clear, timely reports, including written drafts of resolutions when appropriate. Members should read the packet and other material carefully. Those with expertise have a particular responsibility to stay on top of issues in their areas. However, all Executive Committee members have an obligation to educate themselves on all issues, communicate with the field, and provide clear, written input to those responsible for carrying the issue forward. To the extent that materials are prepared and distributed in advance of meetings, such input should be communicated beforehand. Members should attend each meeting on time, notifying the President when emergencies necessitate delays or absences. During the meeting, each member should facilitate the discussion, assist the chair in reaching closure, and participate in regular parliamentary procedures.

#### Facilitating Meetings: Ground Rules

The following ground rules will prevail at every meeting.

##### ***Respect***

- Mind your manners.
- Do unto others as you would have them do unto you.
- Be respectful of others and their opinions.
- Avoid emotional outbursts or personal attacks.
- Check attitudes at the door.
- No single college or faculty has all the right answers.

##### ***Speaking***

- Use courteous, non-inflammatory language.
- Raise hand to speak and wait until other speaker is finished and you are recognized.
- Be professional, courteous, and straightforward.
- Speak briefly and to the point.
- Avoid repeating points already made by yourself or another speaker.
- Enable one person to speak at a time.

##### ***Listening***

- Avoid side conversations.

Avoid interrupting others.  
Listen to and encourage different perspectives.

***Role responsibilities***

Monitor self and others.  
Help each other learn.  
Remind others to abide by these ground rules.  
Make certain that everyone who so desires has expressed an opinion.  
Don't play "devil's advocate" without identifying the comments as such.

***Focus***

Remember your shared sense of purpose.  
Stay on the agenda topic, unless the group agrees to change it.  
Keep focused.  
Focus on solutions.

***Time***

Agree on the process and time frames and stick to them.  
Honor agreed upon lengths of agenda items and meetings.  
Take breaks.  
Limit per speaker time as needed when large numbers want to speak.

When guests are present, it is particularly important to provide them with our undivided attention. While laptop computers can be used during the meeting, members should restrict their use when guests are present.

**PLENARY SESSION RESPONSIBILITIES**

Regardless of whether a plenary session is held in the North or South all members of the Executive Committee share responsibilities for planning, attending and carrying out a worthwhile, informative, productive statewide meetings. Executive Committee members are asked to facilitate breakout discussions and to prepare written material for these breakouts for mailings and distribution at the sessions. Executive Committee members are responsible for arranging (by phone, e-mail, letter, or personal contact) the participation of various resource persons at the sessions. During and after the session, Executive Committee members are expected to act as hosts for those resource persons they have invited, greeting them as they arrive, and sending written thank-you letters following the session.

Session Planning

At the September and February meetings, Executive Committee members make suggestions for the fall or spring session. Usually there is some general discussion regarding items such as a theme, changes in procedures, possible speakers, and topics to be covered. The President selects a theme and title for the plenary session. At the next two meetings, the Executive Committee members plan details such as the format, breakouts, speakers, and time of events. Usually the Executive Director will send a tentative program and a timeline for assignments to be completed.

The Area Representatives will decide when area meetings should be held for the next academic year. This advanced planning responds to adopted resolutions asking that the next area meeting dates be announced in the fall and spring programs, and as early as possible in plenary session and other mailings and publications.

For preparation of the packets provided to attendees, Executive Committee members will contribute to the success of the plenary session by

- Strictly adhering to the timeline for submitting material to the Academic Senate Office. That will allow them to duplicate materials and include it in the packets or prepare for individual breakouts. The President has the final decision on what is in packets, what is mailed, and what is disseminated in breakouts.
- Informing the Events Coordinator of the need for special equipment such as: overhead projector, tape recorder, easel, or projectors.
- Submitting presenter information to the office in a timely way. Presenters may stay to eat lunch and all will have name badges for identification.
- Monitoring the committee budget to cover the costs of presenters.

Expected Activities of Executive Committee Members at plenary session:

- 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.

Executive Committee members may be asked to volunteer for any of the following:

- Help host plenary session receptions.
- Post signs when meeting locations are moved.
- Give directions to the registration desk, meeting rooms.
- Distribute material such as the 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 completion of turn-around surveys.
- Host presenters at meals or receptions.
- 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.

See Breakout Guidelines for more information on planning a successful breakout.

### After Session

Executive Committee members are expected to do the following:

- Fill out the evaluation form provided at the session.
- Contribute to the discussion of the plenary session at the subsequent Executive Committee meetings.
- Note what to do differently in planning for future.
- 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.

## **STANDING COMMITTEE CHAIR, COMMITTEE MEMBER, AND LIAISON RESPONSIBILITIES**

Members serve on Academic Senate committees, ad hoc committees and task forces as assigned by the President. In all cases, Executive Committee members represent the positions of the Academic Senate in their service.

### Chairing Standing Committees

In assuming the position of chair of a committee, the Executive Committee member has duties such as arranging for meetings through the Academic Senate Office, keeping proper account of expenses including monitoring the expenses of committee members, notifying members, preparing agenda materials, and keeping the President and Executive Committee informed of committee activities, including development and distribution of position papers. Generally the work of the Academic Senate committees is directed by resolutions adopted at the fall and spring plenary sessions. Committee chairs also keep an account of how resolutions directed to their respective committees have been implemented and report on their actions in an annual summary.

### Serving as Liaison

All members serve as liaison representatives between their area colleges and the Executive Committee, keeping these colleges informed regarding state activities and, in turn, reporting to the Executive Committee on activities and views of area colleges. Area Representatives, in particular, 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 attend meetings of various task forces, advisory committees, liaison committees, and other groups as assigned by the President. Following any meetings of such groups, the Executive Committee member will submit a written report to the President. When more than one Executive Committee member serves on committees, one member should be selected to prepare the written report. The Executive Committee 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

activities. Pertinent documents resulting from such activities should also be distributed to the President and placed on the Executive Committee agenda.

Executive Committee members are expected to perform other duties as assigned by the President and/or Executive Committee. Beyond the Executive and other committee meetings, the President may assign additional duties to members, or reassign existing duties, taking care to distribute the workload equitably.

#### Reassigned Time

Each Executive Committee member is given reassigned time commensurate with assignments and at the discretion of the President. The amounts vary from individual to individual and from year to year. The Senate reimburses the local college for part-time faculty replacements for the reassigned time provided to the member. Questions about reassigned time should be directed to the President and Executive Director. See the Academic Senate Policy on Reassigned Time and Overload.

### **COMMUNICATION**

Excellent communication is one of the keys to a successful and vibrant organization. Executive Committee members experience an increase in email and phone calls from one another and from faculty and others in the field. However, it is important to recall that sending and receiving many emails does not equal good communication: quantity does not mean quality. When in doubt, Executive Committee members are encouraged to just ask questions and seek advice from the President and Executive Director about Academic Senate positions and protocol.

#### Team Building

Team building and strengthening of inter-personal relationships are essential to the smooth functioning of the Executive Committee. Regular activities, such as problem-identification sessions, group dialogs, Friday evening dinners, and facilitator-led workshops, may be planned to accomplish these goals, and Executive Committee members are expected to participate. All members are encouraged to resolve conflicts at the lowest possible level, meaning that each person is responsible for speaking directly to the person(s) with whom conflict may develop or has developed to find solutions. In rare instances, it may be necessary to seek assistance from the President or Executive Director, but all professionals on the Executive Committee are capable of problem solving while respecting those with differing opinions (see Ground Rules).

#### Keeping in Continuous Contact with the President

All members are responsible to the President and should keep the President informed at all times of activities, publications, etc., particularly if they have an impact on major policy issues. *For organizational consistency, copy the Executive Director on correspondence with the President.*

#### Recognizing Current Expertise

Committee assignments for Executive Committee members change from year to year. While one member may have been the primary contact person for a topic one year, someone else may have that assignment this year. Questions from the field often go to past or former chairs and contact people, and it is the responsibility of all the members to be aware of current assignments so that

inquiries can be managed effectively. It is never wrong to forward such inquiries to the President or Executive Director who may then direct the questions to the most appropriate person.

#### Writing Position Papers

Members write position papers, reports, summaries, statements, and similar documents assigned by the President and/or Executive Committee, for publications, conferences, annual reports, newsletters, testimony, etc. Executive Committee members are expected to read the position papers of others with care, making suggestions for their improvement during drafting stages; electronic responses may be sent in advance of the meeting, while written comments on the text may be presented to the committee chair or author at the meeting, especially those of a non-substantive or editorial nature. Executive Committee members may also be called upon to contribute to such papers and statements from committees other than their own.

### **WORKING WITH THE HOME COLLEGE/DISTRICT**

Executive Committee members assume duties for the Senate while maintaining good working relationships with colleagues at the home college. Both the Senate and the college gain from the work of the member, and members are encouraged to remain active locally.

Executive Committee members are assigned their own colleges/districts as part of their Area responsibilities. Members depend a great deal upon their colleges/districts for support such as the use of college mail facilities, substitutes, use of duplication facilities, or for additional reassigned time. Consequently, it is important that Executive Committee members keep their college administrative and senate leaders informed of Academic Senate activities. Activities might include the following:

- Distributing copies of significant material on statewide issues;
- Requesting a place on the home senate agenda for reports; and
- Meeting occasionally with administrators to inform them of Academic Senate activities and to express appreciation for their support.
- Occasionally reporting to the Board of Trustees

#### Travel

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. For more information, see the Reimbursement Form or ask the President or Executive Director.

## **OTHER RESPONSIBILITIES**

Executive Committee members may be assigned other duties relating to local senates in their areas, such as the following:

- A. Write to local senate presidents within the area to inform them of fall and spring plenary session dates, area meeting dates, issues of interest. The Executive Committee members may also want to share their business cards containing email addresses and phone number with local senate presidents and urge them to call if they have questions or concerns.
- B. Follow up with local senates whose officers or delegates do not attend fall or spring plenary session or Faculty Leadership Institute. Executive Committee members may be asked to report to the Executive Committee reasons for local senate representatives not attending a plenary session or a pre-session area meeting.

In addition to the duties relating to assigned area, Executive Committee members may be assigned duties at specific colleges, some of which may not be within the members' area, for special contact purposes.

### 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:

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

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