

I. Members Roll Call:

| | | |
|---|-----------------|-------------------|
| Karen Chow—Chair | Felipe Agredano | Kandace Knudson |
| Cheryl Aschenbach—2 nd Chair | Howard Eskew | Katie Krolikowski |
| Davena Burns-Peter | Lisa Cox Romain | |

Members, please submit your Contact Info— [Google Form](#)

II. Call to Order and Agenda Adoption—agenda adopted

III. Approval of [November 14, 2022 Minutes](#) (thank you Kandace notetaker!)

IV. **Minutes Volunteer: Cheryl**

V. Shout Outs, Affirmations, and Lean-in

A. Appreciation to those who have contacted local Senate Presidents from colleges whom have not requested local visit since 2019--still need more to be contacted:

<https://docs.google.com/spreadsheets/d/1ckJIBTHN4P59CFIc2h8SiQsMEIN2jpXU/edit?usp=sharing&oid=101271244775087330443&rtpof=true&sd=true>

B. Appreciate your work on this committee this Fall!!

C. Please share any accomplishments, affirmations, something you're looking forward to over the winter break/holidays

VI. Committee Goals and [Priorities](#). For Your Information about the larger picture of ASCCC goals: [ASCCC Strategic Plan](#)

A. [ASCCC Liaisons website](#)-- committee work in ensuring that all liaison pages have uniformity and sufficient information, working links, etc. to be useful resources to liaisons

a. **Let's look at [Liaison Homepage googledoc](#) for proposed formatting update to work on--Karen to submit [Exec Committee Agenda item to discuss and approve, along with RwLS agenda item that was submitted for December Exec Meeting, but was not yet agendized](#)**

b. Prior Feedback/Notes in RwLS meetings about the liaisons pages:

i. CTE linked page has no content

ii. OER liaison receives a stipend because the OERI funds it. No other liaisons receive a stipend.

iii. Lots of text on the homepage--replace with nuts and bolts. Summaries are nice. Make it more user-friendly like the ASCCC homepage (e.g. with tiles). Add the liaisons page to the Resources or Services menus. Include Rostrum article but don't lead with it. Convert page to introduction/overview. Need more guidance for all liaisons, per one committee member who has been acting as a liaison and seeking guidance, e.g. what liaisons can do to support their local senates. Perhaps listserv for liaisons. Maybe a coffee hour for liaisons--a format that has been successful recently. Who at ASCCC is "in charge" of liaisons? The new liaisons need a point person to reach out from ASCCC to synthesize what info gets distributed, etc.--leadership from the ASCCC level. Perhaps specific ASCCC committees can act as leadership for these liaisons. What does the ASCCC want from the liaisons? Is there a desire for feedback to the ASCCC? (What can we do to support guided pathways liaisons, as funding dries up and efforts evolve at campuses). Perhaps this committee can facilitate some supportive work for liaisons.

iv. **November meeting motion approved by committee: there**

should be a formal ASCCC point person or entity for each of the liaison positions (committee and committee chair/co-chair); duties should be assigned to these points, e.g. address questions, facilitate community of liaisons).

- v. Looking at each of the liaison pages. We will propose a format for these pages and ask that ASCCC “corresponding” committees/point people take interest in owning/updating these individual pages
- vi. these pages need to be updated with language that is more appealing and descriptive of what the liaison will need. These descriptions will also help campus presidents assign liaisons.
- vii. Suggested format for pages in FAQ format pitched to senate leaders and liaison candidates: Why be a liaison, how, roles/what, who, current hot topics in the liaison area.
- viii. Katie volunteered to draft a new CTE page as an example.
- ix. Lisa and Kandace will help Karen with a new drafted main page. Rostrum articles could focus on each liaison area.
- x.

B. IDEA Liaison Handbook-- as part of a “General Liaisons Handbook”-?

C. Still ongoing: [Local Senates Not Visited since 2019 or before spreadsheet](#) --identified campuses that have NOT had local Senate visit since BEFORE 2019 (yellow highlight), as well as since 2019 (green highlight)-- total of 61 campuses

1. Need to outreach to these campuses (prioritize Yellow first, then Green) to offer ASCCC local visit services/topics. Sign up to be the contact person, and look up name & contact of local Senate President to outreach/email, on ASCCC Directory on ASCCC website
2. Continue: By ~~November~~ December: Contact Local Academic Senate Presidents about scheduling local senate visit. Use APPROVED [OUTREACH LETTER](#)

D. Committee Work Plan (Discuss and Approve):

1. By ~~November~~ December: Work on contacting Local Academic Senate Presidents about scheduling local senate visit. APPROVED [OUTREACH LETTER](#)

E. Starting January: **Webinars**--schedule more “Coffee Chats With Local Senate Leaders”. Maybe incorporate “Special Guests” (ASCCC committee chairs, welcome other AS leaders to share topics to discuss?)

1. Other potential Webinar topics (some suggested @ November Meeting)--**do we want to schedule any Webinars for February? If so, Karen needs to get approval at January Exec meeting:**
 - a. Meeting Facilitation Tips (including how to deal with difficult/demanding individuals who take up a lot of space)
 - b. Shared governance/ 10 + 1 Basics
 - i. What is the “+1” in “10+1”?
 - c. Academic Freedom
 - d. Strategies to Avoid Leadership Burnout
 - e. ASCCC Committees
 - f. CCC [Acronyms](#)
 - g. Liaisons

VII. Rostrum Articles Deadlines:

September 18, 2022 for final publication to the field November 2, 2022

January 22, 2023 for final publication to the field February 28, 2023

March 5, 2023 for final publication to the field April 20, 2023

[IDEAS for potential Rostrum articles?](#)

1. Past Rostrum articles about Liaisons:

- a. <https://asccc.org/content/establishing-cte-legislative-and-noncredit-liaison-positions>
- b. <https://asccc.org/content/faculty-leadership-institute-legislative-pre-session-and-liaisons>
- c. <https://asccc.org/content/importance-designated-cte-liaisons-local-senates>
- d.

VIII. Announcements

A. Check for upcoming events at [here](#)

B. [Application for Statewide Service](#)

C. Amazon Smile (smile.amazon.com)—select Foundation of the Academic Senate for California Community Colleges

IX. Closing Comments

A. Upcoming Fall meetings of this Committee

B. Any other final comments or suggestions?

X. Adjournment

In Progress:

- Review of Liaisons websites
- Contact Local Senates on Local Senates Visits list. Send approved letter to local AS Presidents

Completed Tasks:

- Resolution 17.01 F22 drafted and passed at Fall 22 Plenary & Fall Plenary Liaisons Breakout session (in person)
- Coffee Chats/Check Ins With Local Leaders Webinars completed on 10/17, 10/18, 10/27, 10/28
- Plenary Breakout on Liaisons

Committee Monthly Meetings Going Forward (may schedule additional as needed, for instance if needed to finish articles/papers before deadline):

Zooms have been scheduled & sent to committee members (all 9:30-11:30 AM Mondays):

~~October 24, 2022~~

~~November 14, 2022~~

December 12, 2022

January 9, 2023

February 13, 2023

March 13, 2023

April 10, 2023

May 8, 2023

Committee Expectations: What do we expect of each other?

Be aware of your own capacity--take ownership and follow-through on what you promise.

Be accountable

Communicate

Active Participation--Show up

Kindness

Respect:

- Respect each other's time - respond in a timely manner
- Respect each other's opinions. Be professional - disagreement is okay but use professional language. Disagree with ideas, not people
- Don't negate others' experiences

Practice Self-Awareness, Presence, and Patience

- Be mindful of your own possible assumptions or biases, reflect on them, and set them aside. Forgive someone if they fall short or express bias.
- Be positive and respectful when speaking of others (e.g., if the person heard what you said would it be hurtful)
- Forgive yourself if you need to stop, rewind, and change your mind.
- Practice patience when others dig deeper or change their minds.
- Be mindful when communicating. Be mindful of behaviors that may appear to be a macroaggression and passive aggressive behaviors.
- Recognize your potential attachment to issues. Bring options and interests to the group for discussion and be open to other possibilities.

Collegiality, Criticism, and Feedback

- Honor experience, knowledge, and the diversity of our perspectives
- Critique, with respect and humility, not maliciousness
- Support others to find a positive way to express concerns or conflict and to find resolution.
- Be a trusted ally who can be a sounding board and will help you redirect negativity into positive action.
- Recognize that we are more than one opinion or position and avoid labeling or stereotyping someone based on past decisions or opinions

1. What do we expect of the Committee Chair?

Be the Facilitator

Set Agenda & include items requested by committee members

Keep the focus of the committee - move the agenda forward

Set clear outcomes and takeaways

Set clear timeline and calendar of meetings with a sufficient lead time

Document committee's work/actions

Be the Liaison between committee and ASCCC Executive Committee

Plan in-person meeting for committee members who can/are interested in participating, when it is safe/approved to do so (travel and incidentals expenses for participating committee members are reimbursed by ASCCC)

XI. **Please submit your Contact Info—** [Google Form](#)