SDMC Academic Senate President Overview and Guide

Support:
- The Academic Senate has an Administrative Assistant who serves as our dedicated classified professional support. Juli Bartolomei has been serving in this role for many years and helps with Senate logistics and related needs. She has a lot of institutional memory regarding the A.S.
- The A.S. Executive Officers also provide support in a variety of ways—formally in A.S. Executive meetings, by managing attendance and voting at A.S. meetings to name just a few, as well as informally supporting the ASP as advisors to brainstorm and bounce ideas off of.
- The four ASPs in the District meet informally and are available to help one another when questions or concerns arise. We offer one another a form of institutional knowledge or memory and usually meet before each Board meeting.
- *In my term as ASP, I also met with a career coach/"advisor" once a month to help guide me in the role. I found this extremely beneficial.*

Job Overview:
The ASP role comes with a .8 reassignment, which equals 32 hours/week. This is consistent across the credit colleges (C.E. has divided up their 2.0 reassignment allotment differently.) How this allotment is allocated can can be revisited and changed with approval by the A.S. body.
The role, regardless of each college's reassignment, comes with a 20% stipend.
- For each of the 10 months a faculty member receives a paycheck, they receive a second paycheck equaling 20% of their monthly salary.
- This is to ensure that ASPs are paid to be available during the summer months.
  - This doesn't mean we work all summer, however.
  - I also see it as a stipend for our service as "quasi-administrators."
Expectations over summer:
- That we be available to provide input and approval on critical matters
- That we be available to attend important meetings
- That we check our email semi-regularly
- What does this look like?
  - I checked my email once a week, attended one to three meetings over the summer, usually over Zoom, and signed off on a form or two.
  - It's probably helpful to have the president or VPI's phone number for important or emergency phone or text communication in case you miss an email or something urgent comes up.

Day to day:
- The bulk of my time as an ASP is spent reading and sending emails, attending meetings, preparing for meetings/workgroups, and meeting with faculty and administration in one-on-one meetings.
- It's important to have good systems to maintain documents as well as events

- I use my personal calendar, in addition to Outlook
- I set up an ASP Folder with links and shortcuts to documents on my computer—note that the incoming ASP will have a laptop or tablet provided by the college

Attending meetings:
- The ASP attends a lot of meetings, but fortunately, the number and nature of these meetings has improved greatly over the past few years.
  - Many of them can be attended via Zoom.
- There is now only one Board of Trustee (BOT) meeting per month—these take place on Thursday afternoons from 4-6, but sometimes go later.
- My role at meetings is to represent faculty concerns and to report back to faculty to share information and get their input to share back.
- The District's four ASPs provide one another with an informal support network:
  - We have informal meetings before every BOT meeting.
  - We usually check in with one another when we have questions about things that are happening at the District level or want each other's perspective on how they address similar issues at their campuses.
- Meetings like the BOT, District Governance Council (DGC), and College Council are required. Others are recommended (Chairs Committee, Enrollment Management) and there are others that we are invited to merely as guests (such as Über Chairs at the start of each semester).

Attending conferences:
- The ASP has to attend the ASCCC Plenary sessions in Spring and Fall, and can attend either remotely or in person.
  - These are three-day events (Thursday through Saturday) that usually take place in Orange County (drive) and the Bay Area (fly).
- As a college or faculty leader, the ASP may be invited to attend one or two other conferences per semester. These might focus on equity, enrollment, and other initiatives. This Spring, I attended an optional, one-day event at ASU; a recommended, two day Equity Student Plan Workshop; and I'll be attending plenary at the end of April in person.

The Highs and Lows of the Position
The Highs:
- Being involved and knowing what's happening at a district and college level
- Being heard—the ASP's voice matters and we can have a real impact both locally and at the district
- Working with leaders across the campus to help guide the culture and direction of the college
- Working closely with faculty to help them address and resolve concerns— whether it's just a 15-minute conversation or developing a resolution over several meetings
- Working across constituency groups for the good of the college

- My schedule is flexible—there are some days when I can work from home, others when I attend meetings at the District or one of the other colleges. On rare occasions, I have to drive to three locations on the same day.

The Lows:
- Sometimes it feels like I'm fighting an uphill battle or not getting anywhere in my efforts to resolve a problem
- It can be difficult to manage conflicting faculty needs or concerns
- Having to take the lead addressing issues when no one else steps up.
  - I am currently leading three workgroups.
  - The good news is that the work needs to be done and its important.
- Not getting to spend enough time teaching or with students

For A.S. Meetings:

Put agenda items on Exec agenda (as well as future items and concerns to review with the other officers); select items with group. It's Exec's job, and by extension, the ASP, to ensure that all agenda items are related to the 10+1, aka academic and professional matters.

I contact potential and confirmed presenters and reporters to invite them to submit a slideshow.
- They can provide their pre-made one for us to insert or they can use our template.
- I prefer presenters don't use a flash drive or the network for their slide show because the slideshow provides a great record of the meeting.
- Zooming presenters can screen share, but the same problem exists—the A.S. slideshow doesn't include their slides.

Regarding writing resolutions, we don't have bylaws on that yet. I usually work with the author to produce a sound resolution (see ASCCC resolutions handbook) but they don't have to. I strive to be neutral but those I'm opposed to should probably just come to Exec for review before going on the agenda.

For remote locations, the Secretary manages this as part of their assignment.
- They provide a current list of remote locations to the ASP prior to the agenda being finalized.

The Secretary also manages attendance and proxies. This is done most easily via email to the Secretary and the A.S. administrative assistant as well—the ASP is CC'ed on these.

The A.S. Meeting Slideshow and Website:

I upload every document I have related to our agenda items to the A.S. website for that meeting before I finalize the agenda. I add any materials I receive after that to the website as I receive them.

I also upload two "Under Construction" documents to the upcoming meeting website: one for the slideshow and one for the resource document.
- This enables me to provide links to these on the agenda even when they are not 100% finished.

- o I usually finish the slideshow and resource document the morning of the A.S. meeting.
- o As I update them, I "replace" them on the website, but the links remain the same.
- As I create the slideshow and agenda, I provide links to all of the documents I've received at that point.

I create a draft agenda for me, that I call "Details." After this has been finalized, I create a "Digital" and then a "Print" version to share with Senators and the campus.
- The "Details" version has all my notes as well as all of the document and resource links.
  - o This way, when I create the slideshow and the digital agenda, they're already on there (and I only have to add the links once).
- The "Digital" version is easy to read and is usually two pages long.
- The "Print" version is a compressed, one-page version of the "Digital" agenda.

During and After A.S. Meetings:
During the meeting, I try to take notes to capture the most important faculty feedback. These are also captured in the minutes, which I receive a day or two after the meeting.
I make a to do list during the meeting and update it afterwards to ensure I track everything I need to do and share with others ASAP. The day after the meeting, I follow up on each item on my to do list.
- This usually means asking questions/seeking information and then sharing it with affected parties, adding things to the upcoming agenda, or getting on the agenda for other meetings.
Our Administrative Assistant and Secretary generate the minutes. I review these and offer input before sending them out to the Senators for review.
- I have recently started summing things up in a one-page document.
- This may replace the "Summary" that the Secretary has been providing on the minutes for the past two years.