

ARTICLE IV : BUDGET FOR ADJUNCT PARTICIPATION, SENATE PROFESSIONAL DEVELOPMENT, & ASCCC DUES

At the beginning of each academic year, the President and Treasurer of Senate will consult with the College President to set three budgets for Academic Senate:

- Adjunct Participation Budget
- Academic Senate Professional Development Budget
- Academic Senate for California Community Colleges (ASCCC) Dues

After establishing the budgets, the Treasurer of Senate will provide regular updates throughout the year on the use of the budgets.

Adjunct Participation Budget

In Fall 2018, Academic Senate voted to to earmark part of its budget for compensating adjunct faculty who serve on the Academic Senate and its sub-committees. This includes service on the following committees:

- Academic Senate
- Curriculum Committee
- Committee on Teaching and Learning (CTL)
- Distance Education Advisory Committee (DEAC)

Adjuncts serving on the above committees are paid hourly at the special rate for time spent at scheduled meetings. Additionally, due to the workload, adjunct faculty serving on the Curriculum Committee are paid for an additional two hours per month for meeting preparation (e.g. reviewing course outlines, GE requirements, etc.). At this time, adjuncts can only be compensated from this fund for the above committees. Adjunct faculty cannot be paid from this fund for other institutional/district committees or for additional work on committees beyond the hours specified above (i.e. task forces, work groups, special projects).

The Adjunct Participaton Budget will be reviewed regularly, or at least at the beginning of each semester, and funding for adjunct participation on Senate committees may be paused at any time if there is not sufficient funding available.

Academic Senate Professional Development Budget

The Academic Senate Professional Development Budget is used to fund Senate participation at ASCCC events throughout the year, including:

- Fall & Spring Plenary
- ASCCC Leadership Institute
- ASCCC Curriculum Institute
- Other ASCCC Events

Senate Officers are able to use funds from the Professional Development Budget for official ASCCC events without Senate approval, and all other members of Academic Senate are eligible to use the Academic Senate Professional Development Budget with a majority vote approval in Senate.

Academic Senate Dues

The Office of the President has agreed to pay Academic Senate's annual dues to the Academic Senate for California Community College (ASCCC) every year. 2023-2024 dues amounted to \$3,256.04.

Article IV Reviewed Spring 2024

ARTICLE V: ELECTIONS & TERMS OF SENATE MEMBERS SERVICE OF VOTING MEMBERS-

~~The election of Senate members shall be conducted each year within their divisions. The Election shall be completed at least four weeks before the end of the spring semester. ¶~~

~~In each division, it is the responsibility of the senior Senate member to see that elections are completed to replace outgoing Senate members.~~

Senators

Divisions have the freedom to elect senators by a majority vote of faculty members within that division or appoint senators directly to Senate without an election.

~~Senators and Committee members shall serve for a two-year term beginning on the day of the last Senate meeting of the semester in which the election was held in the Fall semester of the academic year in which they are elected or appointed by their division. In cases of multiple representation from one Division, an attempt shall be made to stagger terms. Divisions will make an effort to stagger terms for their two division representatives so that a new Senator is elected or appointed every academic year.~~

Sub-Committee Members & Chairs

Sub-Committee Members and Chairs will be elected and serve terms of service according to their individual by-laws outlined in Article X.

Article V Reviewed Spring 2024

ARTICLE VI: ELECTIONS, TERMS OF SERVICE, **RELEASE TIME & DUTIES OF SENATE OFFICERS**

The officers of the Senate shall be the following:

- President
- ~~;~~Vice President
- ~~;~~Secretary
- ~~;~~Treasurer
- ~~;~~and ~~Immediate Past President.~~

The Immediate Past President of Senate will not be considered an officer but will act as a mentor to the incoming President, attending meetings as necessary to support the transition of new leadership.

Officers, ~~with the exception of the Immediate Past President,~~ shall be elected by secret ballot from within and by the faculty at large. The election must be completed at least four weeks before the end of the semester. The term of the office shall be two years **beginning on the last day of the semester in which officers are elected.**

In agreement with the Office of Instruction and President of the College, officers of the Senate will receive the following release time:

- President: 1.0 FTE
- Vice President: 0.4 FTE
- Secretary: 0.2 FTE
- Treasurer: 0.2 FTE~~=~~

The President shall:

- ~~Shall serve as a member of the Executive Committee~~
- Uphold faculty purview over the 10+1 as detailed in Title V §53200 (c)
- Attend the ASCCC Leadership Institute and Curriculum Institute as needed in preparation for the responsibilities of Senate leadership
- Call and preside at all meetings of the Senate and the Executive Committee
- Prepare agendas for meetings of the Senate **with the support of the Executive Committee**
- ~~Preside at all meetings of the Senate and Executive Committee~~ ¶
- ~~—~~ Become familiar with and enforce the Brown Act, By-laws of the Senate and **with** parliamentary procedures as set forth in Robert's Rules of Order, Revised
- Co-chair/~~and~~ attend all regular and special meetings of college/~~district~~ shared governance councils and committees, including (but not limited to):
 - Institutional Planning-Committee (tri-chair, voting)
 - District Academic Senate (voting)
 - District Participatory Governance Council (voting)
 - Accreditation Oversight Committee

- Equal Employment Opportunity Advisory Committee
- Attend one-on-one meetings with key administrators at least monthly, including (but not limited to):
 - College President
 - Vice President of Instruction
 - Vice President of Student Services
- Be an ex-officio faculty member of all institutional and district ~~faculty committees herein specified~~ as needed
- Assist in planning (as needed) and participate in campus events, including (but not limited to): ~~Be involved in the planning and participation of events, such as the Faculty Service Awards ceremony, Transfer Tribute ceremony, Graduation, college-wide town-halls, flex day workshops, and New Faculty Orientation and Institute~~
 - Commencement
 - New Faculty Institute
 - Faculty Service Awards Ceremony
 - Transfer Tribute Ceremony
 - College-wide Town Halls
 - Flex Day
- In coordination with the Treasurer, establish annual budgets with the Office of the President at the beginning of each academic year
- Suggest policies and plans for faculty and special committees
- ~~Act as the default~~ Appoint the Senate delegate to the Academic Senate for California Community Colleges (ASCCC) ~~from the officers of the Senate, subject to the approval of Senate~~ or appoint a designee to be approved by the Senate
- Establish and maintain ~~liaison~~ relationships with the Presidents of the Academic ~~and Faculty~~ Senates of the other colleges in the San Mateo County Community College District and with the collective bargaining agent
- Be held responsible for the work of the Senate
- Send weekly communication and updates to the faculty at large and additional urgent communications as needed
- Maintain the Senate website, including membership list, records of meeting agendas/minutes, By-Laws, etc.
- ~~Meet regularly with college administrators, including the President, Vice President of Instruction, and ASCSM President~~
- Observe the annual resource request prioritization process and advise the President on final faculty prioritizations as needed
- ~~Be involved in the resource request process related to faculty prioritization ¶~~
- ~~Be involved in the faculty equivalency process~~ Organize faculty equivalency committees for College of San Mateo faculty equivalency requests
- Be involved in accreditation ~~related processes~~ as it relates to faculty roles

The Vice President shall:

- Shall serve as a member of the Executive Committee
- Serve as assistant to the President in all duties of the President
- Serve as President in the absence of the President

- Attend all regular and special meetings of the District Academic Senate as a voting member
- Attend all regular and special meetings of the college shared governance council in the absence of the President
- Publish at the beginning of the academic year a roster of all committees herein specified, including Senate, indicating divisions represented and expiration of terms
- Serve as a liaison to Classified Senate
- Have full oversight of Program Review, including the form, process, faculty outreach, program review feedback processes; and coordination with the SLO coordinator, student services, VPI, VPSS, marketing, PRIE

The Secretary shall:

- Serve as a member of the Executive Committee
- Keep a record of the proceedings of each Senate ~~and Executive Committee~~ meeting
- Maintain the files of the Senate
- Be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President
- Prepare for distribution minutes of all actions taken by Senate

The Treasurer shall:

- Serve as a member of the Executive Committee
- In coordination with the Senate President, establish annual budgets with the Office of the President at the beginning of each academic year
- Receive all monies belonging to the Senate
- Sign orders and pay out the monies of the Senate
- Keep an itemized list of receipts and expenditures
- Arrange for an audit of the books as needed
- Make a written report at the last regular meeting of the Senate in the academic year that includes an update on the state of the accounts and scholarship fund
- Be responsible for soliciting faculty donations to the scholarship fund annually
- ~~Coordinate a gift for the outgoing president~~
- Serve as a liaison to the scholarship committee
- Participate in the scholarship ceremony if requested
- Be responsible for preparing all documents required by the U.S. Internal Revenue Service
- Serve on the College Finance Committee ~~(if unable to serve, then another member of the Executive Committee will be appointed to serve on the finance committee)~~ or appoint a designee to be approved by Senate

All officers of the Senate shall participate in regular meetings of the Executive Committee. The Executive Committee will meet in the week prior to an Academic Senate meeting or as needed throughout the semester. The duties of the Executive Committee include:

- Establishing the agenda for Senate meetings

- Distributing participation in institutional committees/taskforces/workgroups as needed
- Overseeing progress on annual Academic Senate goals
- Organizing and/or co-sponsoring campus events/programming

~~The Executive Committee shall distribute the following duties on an annual basis: serve as the Senate delegate to the Academic Senate for California Community Colleges plenary sessions; serve on the District Participatory Governance Committee; be responsible for updating and maintaining the Academic Senate website; be involved in and co-sponsoring event programming college wide; participate in taskforce groups as needed; and oversee progress on annual Academic Senate goals.~~

Term limits for each position are as follows:

- President – 2 terms
- Vice-President – 2 terms
- Treasurer – 4 terms
- Secretary – 4 terms

In the event that no one runs for Treasurer or Secretary after these positions reach their term limit, they are able to run for one additional term.

~~The Immediate Past President, who will assume office automatically after leaving the office of President unless there is an impediment to service, shall carry out such duties as are assigned by the President. In the case of impediment to service (such as no longer being a faculty member at the college) or resignation from the position, the Senate may either name someone else to the position or leave it vacant. If the President is re-elected, the Immediate Past President will remain in office unless there is an impediment to service or resignation from the position.~~

Article VI ~~Revised~~ Reviewed Spring 2024-2021.