

ASEC Expansion Job Duties Workgroup Recommendations 12 October 2022
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Dear Academic Senate Executive Committee (ASEC): We have completed our charge and drafted the following descriptive job duties as would appear in “Article II: Duties of Officers” directly after “Section 5: President-Elect” as follows:

Section 6: Equity Advocate

It will be the duty of the Equity Advocate to:

- A. Serve as a member of the Senate Executive Committee.
- B. Provide the Senate and Senate Executive Committee with perspective focused on, but not limited to, the areas of Inclusion, Diversity, Equity, Anti-Racism and Access.
- C. Serve as a Senate representative on selected College committees as may be assigned by the Senate Executive Committee.
- D. Perform such other duties as may be assigned by the President.

Section 7: At-Large Representative

It will be the duty of the At-Large Representative to:

- A. Serve as a member of the Senate Executive Committee.
- B. Serve as a Senate representative on selected College committees as may be assigned by the Senate Executive Committee.
- C. Perform such other duties as may be assigned by the President.

Section 8: Associate Faculty Representative

It will be the duty of the Associate Faculty Representative to:

- A. Serve as a member of the Senate Executive Committee.
- B. Provide the Senate Executive Committee with perspective focused on, but not limited to, associate faculty Senate interests.
- C. Serve as a Senate representative on selected College committees as may be assigned by the Senate Executive Committee.
- D. Perform such other duties as may be assigned by the President.

Section 9: Administrative Assistant (Classified Employee)...

We have also included the relevant excerpt from the Bylaws – Article IX for your reference as it pertains to process for adopting Changes to the Bylaws as outlined in Article IX:

ARTICLE IX: CHANGES TO BYLAWS

Section 1: Changes or additions to the Bylaws will be considered by the Senate at two meetings as close together as possible. Bylaws changes may be adopted by the Senate at the second meeting by a two-thirds vote.

Section 2: Whenever there is a change to the Bylaws the Administrative Assistant will ensure that the changes are made in the Senate records, posted on the Senate webpage, and that revised copies of the Bylaws are electronically distributed to all Senators.

Section 3: The Administrative Assistant will maintain a historical file of all changes to the Bylaws and Constitution.

This is the end of our official recommendations as assigned to us by the Academic Senate and ASEC. Thank you for letting us be of service.

Submitted 11/12 October 2022 by Tara Johnson, Monica Ohkubo, John Stover, and Julie Thompson.

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In Addendum, the ASEC may want to consider agendizing how to resolve the “ripple effects” the three, new permanent positions create in other parts of the Bylaws as follows:

- **Change/Update Numbering of Article II Job Duties, Section 6** “Administrative Assistant (Classified Employee) **to Article II, Section 9** (see also new job descriptions as described above).
- Article III Senate Committees, Section 4, Point A **which reads now as** “A. Composition: The Senate President, Vice President, Executive Secretary, President-elect, and the Past President during that person's tenure as defined in the Constitution.” **and should be updated to** “A. Composition: The Senate President, Vice President, Executive Secretary, President-elect, **Equity Advocate, At-Large Representative, Associate Faculty Representative** and the Past President during that person's tenure as defined in the Constitution.
- Article VIII Election Code, Section 6, Point D **which reads now as** “D. Election of Executive Committee Officers - The Vice President and Executive Secretary are selected by the Senate from among the Senators to serve two-year term(s). Elections will be held at the last meeting in May of the election cycle. Both officers will assume office immediately. A majority vote of the Senate quorum will be required for election.” **and should be updated to** “D. Election of Executive Committee Officers – The Vice President and Executive Secretary are selected by the Senate from among the Senators to serve two-year term(s). **Additional Executive Committee Members are selected by the Senate from among current or past Senators to serve two-year term(s).** Elections will be held at the last meeting in May of the election cycle. ~~Both~~ **These** officers will assume office immediately. A majority vote of the Senate quorum will be required for election.”

The Workgroup also noticed the following instances where the term “adjunct” should be replaced with “associate” as concerns non-contract faculty:

- Article III, Section 5, Point A, second sentence, **which reads now as** “These should include representatives from a variety of disciplines and should include teaching, regular and adjunct faculty and one at-large Senator.” **and should be changed to** “These should include representatives from a variety of disciplines and should include teaching, regular and ~~adjunct~~ **associate** faculty and one at-large Senator.”
- Article VIII Election Code, Section 1, Four and fifth sentences in first paragraph, **which read now as** “Adjunct Faculty will have four representatives. Half of all adjunct positions will be elected each year.” **and should be changed to** “~~Adjunct~~ **associate** faculty will have four representatives. Half of all ~~adjunct-associate~~ positions will be elected each year.”
- Article VIII Election Code, Section 4, first paragraph, **which reads now as** “Of the 26 Senators who are elected as representatives, 22 will represent designated academic areas. Contract faculty areas will have two representatives. Adjunct faculty will have four representatives. Adjunct representation will be assigned to two areas after the election, with two representatives per area to be elected on alternating years. If an area does not elect a representative, then the designated area representative position will become a contract faculty at-large position or an adjunct at-large position respectively. (See Article VIII, Section 3).” **and should be changed to** “Of the 26 Senators who are elected as representatives, 22 will represent designated academic areas. Contract faculty areas will have two representatives. ~~Adjunct~~ **Associate** faculty will have four representatives. ~~Adjunct~~ **Associate** representation will be assigned to two areas after the election, with two representatives per area to be elected on alternating years. If an area does not elect a representative, then the designated area representative position will become a contract faculty at-large position or an ~~adjunct~~ **Associate** at-large position respectively. (See Article VIII, Section 3).”