



SM-S01-1

At its meeting of January 29, 2001, the Academic Senate passed the following Policy Recommendation presented by Annette Nellen for the Executive Committee.

**SENATE MANAGEMENT RESOLUTION
CREATING A TEMPORARY EXTERNAL RELATIONS TASK FORCE**

WHEREAS, SM-F99-1, Adoption of Report of Special Senate Committee “Improving Communications of the SJSU Academic Senate,” was adopted by the Senate in Fall 1999 and most of its recommendations have been implemented.

WHEREAS, SM-F99-1 suggested that the Senate consider forming an External Relations Committee or Task Force to plan and coordinate the following activities with respect to elected officials:

1. Visit to Sacramento: Once every March or April, the Senate should assemble a group of Senators to visit each of the legislators representing SJSU in their Sacramento offices in collaboration with the Statewide Academic Senate Legislative Day or the CSU Legislative Day. This would be an opportunity to provide input on matters of particular concern to SJSU or matters for which we have a particular view or expertise. It would also be an opportunity to find out from our members what issues they are dealing with that affect SJSU or areas where they might want more information from us. It would also serve to keep lines of communication open for exchanges during the year.
2. Invitation to Visit SJSU: Once a year, we should extend an invitation to all of our local legislators and their staff, as well as council members and the mayor of San Jose and their staffs to visit SJSU. This should occur either in Fall or a Friday at the beginning of the calendar year when the legislature is not in session. We should seek input from the invitees as to anything in particular they want to see or discuss during their visit. An External Relations Committee or Task Force should plan and coordinate the event to include: a campus tour, opportunities to hear from and meet a variety of representatives of the campus community, a presentation of information on a particular topic that may be of interest (such as how year-round school would affect SJSU), and a time for informal meetings (such as a reception). The visit should be viewed as an opportunity to show some of our best practices, some of our challenges, and to engage in a two-way sharing of information.
3. Talking Points Document: The Senate should create a document identifying and briefly explaining the top concerns of the SJSU campus community. This document can be used in communicating with legislators and local officials, as well as communicating with other constituencies, as appropriate.

- WHEREAS, SM-F99-1 also recommended formation of an External Relations Task Force to assist in communications with the surrounding community.
- WHEREAS, Some of the activities above, such as the Talking Points Document, and an invitation for legislators to visit campus (October 20, 2000) have been handled by members of the Senate Executive Committee, but no External Relations Task Force has been created.
- WHEREAS, Given recent press coverage by the *Mercury News* regarding issues facing SJSU and the need to promote better understanding among legislators and the Silicon Valley community of SJSU – its programs, research, initiatives and issues, it would be beneficial to formalize the Senate’s work on improving communications with elected officials and members of the community.
- RESOLVED: An External Relations Task Force be created to carryout the activities in SM-F99-1 pertaining to communications with elected officials and the surrounding community.
- RESOLVED: That the Executive Committee be charged with nominating members to the Task Force with consideration given to including appropriate persons from Advancement and the Senate Executive Committee, among others at SJSU. The Task Force should be chaired by a member of the Executive Committee.
- RESOLVED: That within one year of its formation, the Task Force issue a report to the Organizational & Government Committee that describes the Task Force’s activities and membership for the year and makes recommendations regarding the continuance of the Task Force. O & G will use this information to determine whether and how the activities of the Task Force should be made part of the Senate structure. The Task Force shall continue its work until further action by O&G or the Senate Executive Committee.