

To: Cañada College Academic Senate  
Subject: Self-nomination for AS Secretary

Dear Colleagues,

I am submitting a self-nomination for the Academic Senate Secretary position. I have extensive skills in managing groups and committees. My early professional work at Kaiser Permanente required management of a Deployment team of about 40 individuals. During these meetings I took notes, organized agendas, and provided tracking tools to keep the project on schedule.

After leaving Kaiser Permanente, I moved on to work as an executive assistant for the Director of the U.C. Davis Comprehensive Cancer Center. As a core member of the administrative team, I worked exclusively with the Director to organize projects, meetings, and department files. In this role I was a key component to the center filing and obtaining Comprehensive status through the National Cancer Institute.

In the academic arena, I have been an ad hoc member of the Solano College Academic Senate when I was the Distance Education Coordinator. I also was responsible for crafting agendas for the committee, capturing notes, and maintaining meeting documentation as required by the Brown Act and following Robert's Rules of order. Outside of my academic and professional experience, I was a board member for a non profit where I facilitated meetings in the President and Vice President positions over a five year period.

I am interested in this position because I have been an adjunct at Cañada college since 2018 and I have been wanting to be more involved in college leadership. Last year I attended the state Academic Senate meeting in Santa Ana and really enjoyed the experience. I committed to our Academic Senate President that I would be looking for a position that best matched my experience and desire to work with college leadership. I see the secretary position as a critical position to support the college and senate in monitoring the 10+1 standards as defined by the Academic Senate for California Community Colleges.

As an avid support of the college, I am also supportive of anyone the senate appoints to this critical role.

Thank you for this opportunity and your consideration for this position.

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