

Educational Advisory Council (EAC) Member Duties

- Open all mail with “EAC” in “Subject” line or with the EAC chair’s name in the “From” line.
- Attend meetings regularly. Meetings are held monthly at one of the four campuses, so you must commit to travel to a campus that is not your own. If absent, notify the EAC chair. Multiple absences may result in replacement.
- Review agenda and minutes before arriving at a meeting.
- Bring relevant materials. Upon arriving, sign in, take your name tag, and sit at the big table.
- The EAC webpage <http://www.pcc.edu/resources/academic/eac/> contains important information and links. Review the bylaws.
- Paying attention to other committee reports can help you build a “big picture.”
- Represent your department, your campus, your classification (administration, full-time faculty, part-time faculty, classified, AP, etc.) and speak up appropriately in the meetings to share that viewpoint.
- Communicate pertinent information to your colleagues and administrators and gather concerns and feedback from them. Make yourself visible as an EAC member.
- Although additional service is not required, please consider enriching your experience as an EAC member by participating on one of its vibrant, affiliated subcommittees.
- There is a ½ day EAC retreat in September during PCC Inservice Week each year that you should plan to attend.
- Consider attending PCC Board meetings when possible.

Compensation for Part-Timers

- Part-timers have generally been compensated at the special projects hourly rate for meeting times.